



*INTRLOC\_00*      *ASSOCIATION OF WASHINGTON CITIES (AWC)*

File Location

Vendor Name

**Document Type:**      Interlocal                  Amendment

**Vendor Name:**      ASSOCIATION OF WASHINGTON CITIES (AWC)

**PO# Location:**      INTRLOC-001

**Effect Date:**        4/25/2011

**Term Date:**         5/25/2011

**CR#:**                  47804

**Related CR#:**        47100

**Ordinance:**         \_\_\_\_\_

**Resolution:**        \_\_\_\_\_

**Leg Date:**           \_\_\_\_\_

**Vendor #:**            33699

**Description:**        AMD#1 OFFICE WORKSTATION LEASE AGREEMENT  
PO 1150544-001 X-REF 47100

ASSOC OF WASH CITIES  
 5/25/2011

**INTRLOC\_00**  
 INTERLOCAL AGREEMENTS  
 12/31/2099  
  
 500176835

**Notes:**

CK# 47804 DATE 4-18-11 LOC INTALIX-000

**Amendment #1  
Association of Washington Cities Office Workstation Lease Agreement  
Original Purchase Order No. 1150544**

Office Workstation Lease Agreement, Clerk's Receiving No. 47100 dated January 10, 2011 between the City of Bellevue and Association of Washington Cities, is hereby amended as follows:

**Amend:** Office Workstation Lease Agreement; Section 3 -

**Term:** The lease is for a period starting on January 10, 2011 and ending April 24, 2011.

**To Read:** Office Workstation Lease Agreement; Section 3 -

**Term:** The lease is for a period starting on January 10, 2011 and ending May 25, 2011.

**AND:**

**Amend:** Office Workstation Lease Agreement; Section 4 -

**Rent:** Rent is \$700 for the term specified in section 3 above, payable annually starting on the 1<sup>st</sup> day of January. If the rent is not paid within thirty (30) days of the due date, this lease agreement is terminated. If a special session is called, Tenant will be billed at the close of session at the rate of \$7 per day.

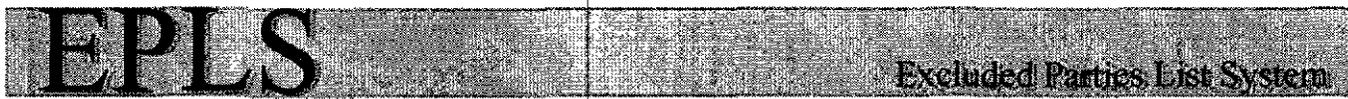
**To Read:** Office Workstation Lease Agreement Section 4 -

**Rent:** Rent is \$917 for the term specified in section 3 above, payable annually starting on the 1<sup>st</sup> day of January. If the rent is not paid within thirty (30) days of the due date, this lease agreement is terminated. If a special session is called, Tenant will be billed at the close of session at the rate of \$7 per day.

**Contract Summary:**

<b>Agreement</b>	<b>Dollar Value</b>
<b>Original Contract</b>	<b>\$700.00</b>
<b>Amendment #1</b>	<b>\$217.00</b>
<b>2011 Contract</b>	<b>\$917.00</b>
<b>Total</b>	

All other terms and conditions shall remain the same.



**Search Results Excluded By  
Firm, Entity, or Vessel : Association of Washington Cities  
as of 15-Aug-2011 5:40 PM EDT**

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**Your search returned no results.**

CR# 47804 Date: 8-18-11 PO # & Loc: 1150544.001



City of Bellevue  
 Finance Department - Contracting Services  
 450 110th Ave. NE. Bellevue, WA 98004

### Contract Routing Form

**Current Contract Information:**  
**Contract Title:**  
 AMENDMENT #1 TO ASSOC. OF WASHINGTON  
 CITIES OFFICE WORKSTATION LEASE  
 AGREEMENT  
**Contract Description:**  
 Amendment#1 to office space lease agreement to  
 pay for cost of special legislative session  
**Total Contract Value:** \$917.00  
**This Amendment Value:** \$217.00  
**Maximo User:**

**Department:** City Manager's Office - 573  
**Contract Manager:** Diane Carlson  
**Contract Type:** Lease  
**Contract Form:**  
 Vendor contract document  
**Budget Expenditure:**  
 Expenditure Contract - Sufficient Funds

**Vendor Information:**  
**Is this a new vendor?** No  
**Vendor Name:** Assoc. of Washington Cities (AWC)  
**JDE Vendor Number:** 33699  
**Is this vendor an independent contractor?** Yes

**Tax ID #:**  
**COB License #:**  
**UBI #:** 601999305  
**Contractor's License #:**

**Contract Terms:** 10 52611  
**Original Effective Date:** 01/01/2011 **End Date:** 04/24/2011 **Subject To:** No Renewal

**Related Contract Information:**  
**Is this an amendment/change order/renewal?** Yes  
**Amendment #:** 1  
**Amendment Effective Date:** 4/25/2011  
**Original PO #:** 1150544

**Original Contract Value:** \$700.00  
**Total value of Previous Change Orders:**

**Council Approval:**  
**Does this contract require council approval?** No

**Route:**

		<u>In</u>	<u>Out</u>
Contracting Services:	<u>Wa Brown</u>	<u>8/16/11</u>	<u>8/16/11</u>
Information Technology:	Not Required		
Legal:	<u>Loi m. R...</u>	<u>8/16/11</u>	<u>8/16/11</u>
Insurance Reviewed By:	<u>Jeanne Nicolai</u>	<u>8/16/11</u>	<u>8/16/11</u>
Department Director:	<u>[Signature]</u>	<u>8/17</u>	<u>8/17</u>
Contracting Services:	<u>Wa Brown</u>	<u>8/17</u>	<u>8/17</u>
Return To:	Susan Covay		
City Clerk's Office:	<u>M. Torrey</u>	<u>8-18</u>	<u>8-18</u>

No insurance

**CONTRACT REVIEW CRITERIA**

**Contract Title:** AMENDMENT #1 TO ASSOC. OF WAS... **Vendor Name:** Assoc. of Washington Cities (AWC)

**Dept. Contracting Services**

- a) Does the Contract Routing/Approval Form and Contract have consistent information?
- b) Is the Contract Type and template appropriate for the services performed?
- c) Are the contract values (i.e aggregate values, yearly budget totals, taxable amounts, acct. numbers, etc.) accurate?
- d) Is the JDE vendor name and number accurate?
- NA  e) Does the Contractor have a Bellevue Business License? If not, date Tax Office was notified? non-profit
- f) Do the Contract Start/End Dates comply with current policies (maximum 4 years unless exception noted)?
- g) Is this an amendment or renewal? If so, are the original contract #'s and values indicated?
- NA  h) Has the Selection Method been explained in Additional Comments? Are results attached?
- NA  i) Is there an ordinance/resolution/motion for this contract? If so, is date and # noted? Is copy attached?
- j) Does the contractor meet requirements of the Independent Contractor Threshold question?
- k) Is Attachment "A" (Scope of Work and/or Services) attached? agmt
- l) Is Attachment "B" (Insurance Requirements) attached?
- m) Are any additional riders required? If so, which one's? \_\_\_\_\_
- n) Does Insurer have a Best rating of A- or better?
- o) Is the Contractor identified as the insured?
- p) Does the Contractor have Commercial General Liability, Business Auto Liability, Worker's Compensation, and Employer's Liability/Stop Gap and special coverages as required?
- q) Are the policy expiration date(s) on the Certificate of Insurance current?
- r) Does the Contractor have a self-insured retention? Is it above \$50,000?
- s) Is the City listed as the Certificate Holder?
- t) Does the cancellation wording provide the City with 30 days notice?
- u) Is the Certificate signed?
- v) Is the City of Bellevue (& contracting partners) listed as an additional insured on the Certificate of Insurance? Is the additional insured status primary and non-contributory?
- NA  w) Is the contract exempt from paying Prevailing Wages? If not, are current Wage Rates attached in Attachment "C"? yes
- x) Does the Contractor have an open account with the Washington State Department of Revenue? non-profit corp
- y) Are the Contractor's worker's compensation premiums current?
- NA  z) Does the Vendor have an active Professional/Contractor License with the Washington State Department of Licensing?
- aa) Is the Vendor on the Federal Debarred Suspended List? NO

**RISK MANAGEMENT:**

- Are the Insurance Requirements (Attachment B) appropriate for Scope of Work?
- Does the Contractor's Certificate of Insurance comply with the requirements?
- Are there any Limitations of Liability clauses or other risk transfer language problems that shift risk back to the City? Yes - we hold AWC harmless from negligence
- Does the Hold Harmless clause include language referencing Title 51 releases? No

*No insurance - lease of space*

Risk review