



INTRLOC_00 **DEPT OF REVENUE**

File Location

Vendor Name

Document Type: Interlocal New

Vendor Name: DEPT OF REVENUE

PO# Location: INTRLOC-000

Effect Date: 6/15/2012

Term Date: 6/15/2022

CR#: 49101

Related CR#: _____

Ordinance: _____

Resolution: 8394

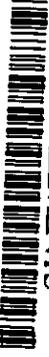
Leg Date: 5/21/2012

Vendor #: 70843

Description: BUSINESS LICENSING SERVICES GRANT AGREEMENT
PO 1210319-000

DEPT OF REVENUE
 6/15/2022

Notes:

INTRLOC_00
 INTERLOCAL AGREEMENTS
 12/31/2099

 500176854

BUSINESS LICENSING SERVICES AGREEMENT

I. Parties and Contact Information

This Business Licensing Services Agreement ("Agreement") is entered into between the parties identified below:

State of Washington City of Bellevue
Department of Revenue
Business Licensing Services

("Revenue") ("Partner")

Mailing Address: PO Box 47475, Olympia, WA 98504-7475; PO Box 90012, Bellevue WA 98004
Delivery Address: 6500 Linderson Way SW, Ste 102, Tumwater, WA 98501; 450 110th Ave NE, Bellevue WA 98004
Contact Person: Maria Moore, Sara Lane
Phone: (360) 705-6641, 425-452-7247
FAX: (360) 705-6699, 425-452-6198
E-Mail: mariam@dor.wa.gov, SLane@bellevuewa.gov

II. Purpose.

The purpose of this Agreement is to establish the terms under which the Business Licensing Services Division of the Department of Revenue will act as Partner's agent for the purpose of collecting, processing, and disbursing information, licenses, and fees related to Partner's licensing or other regulatory activities.

III. Effective date.

This Agreement is effective as of (check one): [X] (06/15/2012). [] the date of the last signature of the parties.

IV. Services provided by Revenue

Revenue will perform the services identified in this Section IV using best efforts in a manner determined by Revenue in good faith to be appropriate considering objectives, costs, and effectiveness.

- Distribute and process initial and renewal internet and/or paper-based applications for Partner's business licensing and/or other regulatory activities.
Collect and process license fees and licensing information received from applicants and licensees. Disburse collected fees as directed by Partner.
Issue Master Business License with Partner's license endorsement as authorized by Partner.
Provide routine reports on Partner's business licenses as requested by Partner, which may include daily lists of new business applications and renewals, fees processed each day, weekly list of pending accounts, and lists of businesses for which fees have been transferred.

- Maintain electronic or microfilm images of all paper documents and electronic representations of electronic filings received by Revenue from applicants and provide copies or certified copies as requested.
- Maintain a database containing information received from applicants and licensees (the BLS Database).
- Provide technical assistance to establish and configure appropriate BLS Database access and secure access for Partner staff.
- Provide initial training to Partner staff in the use of the BLS Database, and ongoing training to address changes to the BLS database/access protocols or in Partner staff. Training will occur at Partner's location, over the telephone, or online, as agreed upon by the parties.
- Effect reasonable modifications in the BLS system, database, process, or forms to accommodate Partner's licensing or other regulatory requirements. Revenue will consult with Partner in evaluating alternatives and determining the most feasible and timely means of achieving Partner objectives.
- Timely notify Partner of other modifications to the BLS system, database, process, or forms, including modifications accommodating other BLS partners.

V. Partner obligations

- Timely provide Revenue with all information requested to implement Partner's participation in the BLS program.
- Follow all requirements identified by Revenue as necessary for participation in the BLS program, including using:
 - The Business License Application and other forms and processes established by Revenue;
 - The "Business License" document for proof of licensure under Partner's licensing or regulatory program.
 - The Unified Business Identifier (UBI) number to identify licensees and license accounts in all communications with Revenue.
- Obtain and maintain at its own cost, all necessary equipment and on-line services required at Partner's business location(s) to support Partner's access into and use of the BLS Database. End-to-end testing will take place until such time as Revenue is satisfied.
- Ensure Partner Licensing and Information Technology staff are available to respond promptly to Revenue. Partner staff will be knowledgeable of Partner operations and/or technology and be able to assist Revenue staff with process improvements and/or troubleshooting.
- Provide timely advance notice to Revenue of potential changes to Partner business licensing requirements, fees or processes.
- Upon request by Revenue, provide statistical data associated with the BLS Partner Partnership Agreement such as Full Time Equivalent (FTE) savings, change in number of Partner licensees, and change in revenue flow.

VI. Compensation

Services identified in this Agreement are provided by Revenue at no charge with the exception of the following:

- Partner shall reimburse Revenue for all fees charged by credit card processors and/or financial institutions upon any funds charged, collected, or refunded by Revenue in processing applications and /or collecting fees related to Partner's licensing or other regulatory activities.
- Partner shall reimburse Revenue the costs of developing and producing ad hoc informational reports. Ad hoc reports will be created only if requested by the Partner and agreed-upon by Revenue.
- Partner shall reimburse Revenue's expenses for the implementation of changes to the BLS process, if requested by the Partner and agreed-upon by Revenue.
- All project coordination costs, including travel-related expenses, shall be absorbed by the respective parties for their own staff.
- The Partner shall reimburse Revenue for Partner's share of mainframe charges from the Department of Enterprise Services. Partner's share includes per inquiry/entry charge for access and usage of the BLS system, costs required to transmit Word document reports, and costs associated with ad hoc reports requested (if any).

VII. Billing procedures.

Partner will provide and maintain with Revenue its current billing addresses and the personnel, if any, to whom invoices should be directed. Revenue shall submit invoices to Partner as-needed, but in no event more frequently than monthly. Partner shall pay all invoices by warrant or account transfer within thirty (30) calendar days of the invoice issue date. Upon expiration or termination of this Agreement, any claim for payment not already made shall be submitted within ninety (90) calendar days after the expiration/termination date or the end of the fiscal year, whichever is earlier.

VIII. Confidentiality and data sharing.

The parties agree to the confidentiality and data sharing provisions set forth in Exhibit A and incorporated herein by this reference.

IX. Term and Termination.

This agreement is effective until terminated. Either party may terminate this Agreement upon ninety (90) calendar days' prior written notice to the other party.

X. Disputes.

The parties agree to participate in good faith mediation to resolve any disputes that are not otherwise resolved by agreement, prior to any action in court or by arbitration. At any time, either party may initiate formal mediation by providing written request to the other party setting forth a brief description of the dispute and a proposed mediator. If the parties cannot agree upon a mediator within fifteen (15) calendar days after receipt of the written request for mediation, the parties shall use a mediation service that selects the mediator for the parties. Each party shall be responsible for one-half of the mediation fees, if any, and its own costs and attorneys' fees.

XI. Miscellaneous.

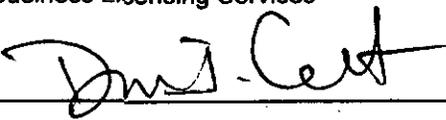
- A. **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Washington. Any action arising out of this Agreement must be commenced in Thurston County, Washington.
- B. **Interpretation.** This Agreement shall be interpreted to the extent possible in a manner consistent with all applicable laws and not strictly for or against either party.

- C. No Waiver. The failure of either party to enforce any term in any one or more instance will not be construed as a waiver or otherwise affect any future right to insist upon strict performance of the term. No waiver of any term of this Agreement shall be effective unless made in writing and signed by personnel authorized to bind the party against whom enforcement is sought.
- D. Assignment and Delegation. Either party may assign any right or interest, or delegate any duty or obligation, arising under this Agreement upon thirty (30) days written notice to the other party.
- E. Severability. If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions of this Agreement shall be given effect to the extent consistent with applicable law and the fundamental purpose of this Agreement.
- F. Survival. Terms of this Agreement which by their nature would continue beyond termination will survive termination of this Agreement for any reason, including without limitation, Sections 3 through 7 in Exhibit A.
- G. No third party beneficiaries. This Agreement is for the benefit of the parties and their successors and may not be enforced by any non-party.
- H. Amendments. No amendment to this Agreement is enforceable unless made in writing and signed by personnel authorized to bind the party against whom enforcement is sought.
- I. Merger and integration. This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.
- J. Changes in law. The provisions of this Agreement shall be deemed to change in a manner that is consistent with any changes to any directly applicable statutory authority, provided that the change is consistent with the manifest intent of this Agreement and does not conflict with any of its express provisions. Any such change to this Agreement shall be effective on the effective date of the change in authority.

IN WITNESS WHEREOF, this Agreement is executed effective as of the date specified above.

State of Washington
Department of Revenue
Business Licensing Services

Partner


6-22-2012 Date


6/12/12 Date

Template approved as to form

Approved as to form

ON FILE

Rebecca Glasgow,
Assistant Attorney General for Washington State

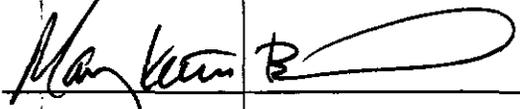

Mary Kate Barrens
Dep. Cof. Attorney Date

EXHIBIT A
CONFIDENTIALITY AND DATA SHARING

1. Purpose and Scope

The following provisions establish the terms under which Revenue and Partner will share Confidential Licensing Information pursuant to the BLS Agency Partnership Agreement (the "Agreement").

2. Definitions

"Confidential Licensing Information" has the same meaning as "Licensing Information" under RCW 19.02.115(1) (b) and includes, but is not limited to, any information included in the master applications, renewal applications, and master licenses under the business licensing service program. Confidential Licensing Information is classified as at least Category 3 data under Washington's Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.

3. Confidentiality

Partner and Revenue each agree to keep confidential and secure from unauthorized use, access, or disclosure, all Confidential Licensing Information received under the Agreement.

- A. **Ensuring Security:** Partner and Revenue shall each establish and implement physical, electronic, and managerial policies, procedures, and safeguards to ensure that all Confidential Licensing Information received by it under this Agreement is secure from unauthorized use, access, or disclosure.
- B. **Electronic Security:** Partner's electronic security policies, procedures, and safeguards must be at least as stringent as those set forth in *Washington's Standard for Securing Information Technology Assets*, OCIO Standard No. 141.10, as amended from time to time.
- C. **Proof of Security.** Revenue reserves the right to monitor, audit, or investigate Partner's security policies, procedures, and safeguards for Confidential Licensing Information. Partner agrees to provide information or proof of its security policies, procedures, and safeguards as reasonably requested by Revenue.

4. Statutory Prohibition Against Disclosure: Secrecy Affidavit.

- A. **Criminal Sanctions.** RCW 19.02.115 prohibits the disclosure of Confidential Licensing Information, except as expressly authorized by RCW 19.02.115. It is a misdemeanor for any person acquiring Confidential Licensing Information under this Agreement to disclose such information in violation of the disclosure limitations stated in RCW 19.02.115. Additionally, if the person is a state officer or employee, the person must forfeit such office or employment and is incapable of holding any public office or employment in Washington for a period of two years thereafter.
- B. Partner will require employees with access to Confidential Licensing Information to sign a copy of the secrecy affidavit attached at Exhibit B.

5. Authorized Use, Access, and Disclosure

- A. **Permitted Uses:** Confidential Licensing Information may be used for official purposes only.
- B. **Permitted Access:** Confidential Licensing Information may be accessed only by Partner's employees and agents that have a bona fide need to access such information in carrying out their official duties.
- C. **Permitted Disclosure:** Confidential Licensing Information received under the Agreement must not be disclosed to non-parties unless the disclosure is:
 - permitted under an express disclosure exception in RCW 19.02.115;

- ordered under any judicial or administrative proceeding; or
 - otherwise expressly authorized by Revenue in writing.
- D. **Public Records Requests:** In the event that Partner reasonably believes that it must disclose information pursuant a Public Records Request, and Partner is prohibited from disclosing such information under the terms of this Agreement, Partner must give notice to DOR of its intention to disclose. The notice shall be provided at least 14 business days in advance of disclosure, the notice shall contain a copy of the public records request, and the notice shall reasonably identify the information that Partner believes is prohibited from disclosure under this Agreement.

6. Breach of Confidentiality

In the event of any use, access, or disclosure of by Partner or its employees or agents in material violation of the confidentiality terms of this Agreement:

- A. Partner shall notify Revenue in writing as soon as practicable, but no later than three working days, after determining that a violation has occurred.
- B. Revenue may immediately terminate this Agreement and require the certified return or destruction of all records containing Confidential Licensing Information, however, Revenue shall provide Partner with an electronic record containing all information collected for Partner's licensing or other regulatory activities in an electronic medium.

7. Ownership and Retention of Records

Records furnished to Partner in any medium remain the property of Revenue. However, except as otherwise expressly provided in this Agreement, Partner may retain possession of all such records in accordance with its own electronic information and document retention policies.

****end*****

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DOING BUSINESS REGISTER MY BUSINESS LOOKUP BUSINESS INFORMATION

File & pay taxes

Lookup business information

Back to search results

Doing business

If "Non-revenue" appears after Tax Registration Number, the account is not registered with the Department of Revenue. However, it may be registered with other agencies in the state.

Business types

Register my business

My account

Audits

Find taxes & rates

Workshops & education

Get a form or publication

Find a law or rule

Washington State Department of Revenue State Business Records Database Detail

TAX REGISTRATION NO: 342008445	ACCOUNT OPENED: 03/17/1966
UBI: 342008445	ACCOUNT CLOSED: OPEN
ENTITY NAME: WA STATE REVENUE DEPT OF	
BUSINESS NAME:	
MAILING ADDRESS:	BUSINESS LOCATION:
ATTN FINANCIAL MANAGEMENT	ATTN FINANCIAL MANAGEMENT
PO BOX 47462	PO BOX 47462
OLYMPIA, WA 98504-7462	OLYMPIA, WA 98504-7462
ENTITY TYPE: MUNICIPAL SUBDIV	RESELLER PERMIT NO: N/A
	PERMIT EFFECTIVE: N/A
NAICS CODE: 921130	PERMIT EXPIRES: N/A
NAICS DEFINITION: PUBLIC FINANCE ACTIVITIES	

FOR NON-COMMERCIAL USE ONLY

06/06/2012 9:03 AM

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Access Washington

Voter registration assistance (SECRETARY OF STATE)

Washington State Department of
Labor and Industries



Employer Liability
Certificate

Department of Labor and Industries

Employer Liability Certificate

Date: 06/06/2012

UBI #: 342 008 445

Legal Business Name: WA ST REVENUE DEPT OF

Account #: 197,716-00

'Doing Business As' Name: REVENUE DEPT OF

Estimated Workers Reported: Quarter 1 of Year 2012 "Greater than 100 Workers"
(See Description Below)

Workers' Comp Premium Status: Account is current. Firm has voluntarily reported and paid their premiums.

Licensed Contractor? No

Account Representative: T4 / THAO NGUYEN (360)902-4276 - Email:
NGUV235@lni.wa.gov

What does "Estimated Workers Reported" mean?

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

Industrial Insurance Information

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due. Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation (See RCW 51.12.050 and 51.16.190).

EPLS

Excluded Parties List System



Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates
- > Browse All Records

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

EPLS Search Results

Search Results for Parties Excluded by

Firm, Entity, or Vessel : Washington State Department of Revenue

As of 06-Jun-2012 12:05 PM EDT

Save to MyEPLS

Your search returned no results.

Back New Search Printer-Friendly

Resources

- > Search Help
- > Advanced Search Tips
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News
- > System for Award Management (SAM)

Reports

- > Advanced Reports
- > Recent Updates
- > Dashboard

Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates
- > Browse All Records

Contact Information

- > For Help: Federal Service Desk

ORIGINAL

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8394

A RESOLUTION authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business application processing services.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

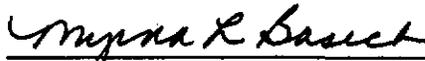
Section 1. The City Manager or his designee is hereby authorized to execute a Business Licensing Services Agreement with the Washington State Department of Revenue for business application processing services, a copy of which agreement has been given Clerk's Receiving No. 49101.

Passed by the City Council this 21st day of May, 2012, and signed in authentication of its passage this 21st day of May, 2012.

(SEAL)


Conrad Lee, Mayor

Attest:


Myrna L. Basich, City Clerk

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 8394 authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services.

FISCAL IMPACT

This action is revenue neutral. Businesses will continue to pay their one-time business registration fee to the City and a \$15 processing fee to the State.

STAFF CONTACT

Jan Hawn, Finance Director, 452-6846
Sara Lane, Assistant Finance Director, 452-7247

POLICY CONSIDERATION

The proposed resolution authorizes the City Manager or his designee to execute a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services. This action does not change the current business licensing program that the City participates in with the State of Washington and is unrelated to the State administration of tax collection proposed in this year's legislative session.

BACKGROUND

Bellevue has participated in a joint business licensing program with the State of Washington since 1997. This program provides a one-stop state and local license application process for businesses. Under the program, the Department of Revenue collects the application data and payments on behalf of the participating agencies and jurisdictions, and then distributes the collected information and payments to the respective agencies and jurisdictions for approval and processing. Once the application is approved by the City, the State issues a single Master License, with endorsements for each license type, to the business. With the exception of certain credit card processing fees, programming costs, and communication costs, this service is provided by the State at no cost to the participating agencies and jurisdictions. The current agreement between the City and the State of Washington for this service expires on June 15, 2012.

The joint business licensing program has been well received by Bellevue businesses. In addition, this program streamlines the business license application process and creates efficiencies for both businesses as well as the City. For these reasons, staff recommends that the City continue this licensing partnership and execute an agreement to continue this partnership until the agreement is terminated at either party's option.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately.

OPTIONS

1. Adopt Resolution No. 8394 authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Adopt Resolution No. 8394 authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services.

MOTION

Adopt Resolution No. 8394 authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services.

ATTACHMENT

Proposed Resolution No. 8394

AVAILABLE IN COUNCIL OFFICE

Proposed Business Licensing Services Agreement

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8394

A RESOLUTION authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business application processing services.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a Business Licensing Services Agreement with the Washington State Department of Revenue for business application processing services, a copy of which agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2012, and signed in authentication of its passage this _____ day of _____, 2012.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk

Tornow, Michael

From: Tornow, Michael
Sent: Friday, July 13, 2012 7:32 AM
To: Matz, Nicholas
Subject: Res 8401

Hi Nicholas,

I'm hoping you can help me. Back on May 21, 2012 Council passed Res 8401 a pre-annexation agreement with the Hilltop Community. Any chance you might know where this is located? I will need to match this up with the Res. Any information you might provide will be most helpful.

Thanks Michael

Tornow, Michael

From: Matz, Nicholas
Sent: Friday, July 13, 2012 7:56 AM
To: Tornow, Michael
Subject: RE: Res 8401

Michael-

I have the actual interlocal agreement and am waiting on the actual act of annexation to then route it.

Nicholas

From: Tornow, Michael
Sent: Friday, July 13, 2012 7:32 AM
To: Matz, Nicholas
Subject: Res 8401

Hi Nicholas,

I'm hoping you can help me. Back on May 21, 2012 Council passed Res 8401 a pre-annexation agreement with the Hilltop Community. Any chance you might know where this is located? I will need to match this up with the Res. Any information you might provide will be most helpful.

Thanks Michael

CR# 49101 Date: 8-15-12 PO # & Loc: 1210319-000



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

258394

Interlocal

Contract Routing Form

Current Contract Information:

Contract Title: Business Licensing Services Agreement	Department: Finance - 579
Contract Description: Business Licensing Services Agreement with the Washington State Department of Revenue.	Contract Manager: Sara Lane
Total Contract Value:	Contract Type: Interlocal Agreement (ILA)
This Amendment Value: N/A	Contract Form: Vendor contract document
Maximo User: No	Budget Expenditure: No Budget Impact (Explain in Additional Comments)

Vendor Information:

Is this a new vendor? No	Tax ID #: N/A
Vendor Name: Department of Revenue	COB License #:
JDE Vendor Number: 70843	UBI #: <u>342008445</u>
Is this vendor an independent contractor? <u>yes</u>	Contractor's License #: N/A

Contract Terms:

Original Effective Date: 06/15/2012 **End Date:** 06/15/2022 **Subject To:** No Renewal

Related Contract Information:

Is this an amendment/change order/renewal? No

Council Approval:

Does this contract require council approval? Yes
Council Award Date: 5/21/2012 **Council Action:** Resolution **Legislative #:** 8394

Route:

		<u>In</u>	<u>Out</u>
Contracting Services:	<u>Brenda West</u>	<u>6/5/12</u>	<u>6/6/12</u>
Information Technology:	<u>Not Required</u>		
Legal:	<u>[Signature]</u>	<u>6/6/12</u>	<u>6/7/12</u>
Insurance Reviewed By:	<u>Joanne Nicolae</u>	<u>6/7/12</u>	<u>6/7/12</u>
Department Director:	<u>reattached</u>	<u>6/15/12</u>	<u>6/15/12</u>
Contracting Services:	<u>Brenda West</u>	<u>6/15/12</u>	<u>6/15/12</u>
Return To:	<u>reattached Sara Lane / Brenda West</u>		<u>8/14/12 to CCO</u>
City Clerk's Office:	<u>M-Torrey</u>	<u>8-15-12</u>	<u>8-15-12</u>

CONTRACT REVIEW CRITERIA

Contract Title: Business Licensing Services Agreement **Vendor Name:** Department of Revenue

Dept. *OK* **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?
- e) Does the Contractor have a Bellevue Business License? If not, date Tax Office was notified? *N/A*
- N/A* f) Do the Contract Start/End Dates comply with current policies (maximum 4 years unless exception noted)?
- NO* g) Is this an amendment or renewal? If so, are the original contract #'s and values indicated?
- h) Has the Selection Method been explained in Additional Comments? Are results attached?
- yes* 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?
- 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?
- N/A* 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?
- yes* y) Are the Contractor's worker's compensation premiums current?
- N/A* z) Does the Vendor have an active Professional/Contractor License with the Washington State Department of Licensing?
- N/A* aa) **Is the Vendor on the Federal Debarred Suspended List?**

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? *No*
- Does the Hold Harmless clause include language referencing Title 51 releases? *No*

No insur. requirements