City Clerk's Office
Records Management

CONTRACTS & AGREEMENTS
ECM INDEX DATA

INTRLOC_00 — File Location

KING COUNTY — Vendor Name

KING COUNTY
12/31/2015

Document Type: Interlocal New
Vendor Name: KING COUNTY
PO# Location: INTRLOC-000
Effect Date: 3/18/2014
Term Date: 12/31/2015
CR#: 51357
Related CR#:
Ordinance:
Resolution: 8719
Leg Date: 3/17/2014
Vendor #: 305639
Description: INTERLOCAL AGREEMENT FOR ON CALL TRAFFIC AND ROAD MAINTENANCE SERVICES PO 1410126-000

INTRLOC_00
INTERLOCAL AGREEMENTS
12/31/2099
90016854

Notes:

May 30, 2014 FSU: M JDE: M SI: M ECM: M

CR# 51357 DATE 5-30-14 LOC INTRLOC-00 1410126-000
Res 8719

INTERLOCAL AGREEMENT BETWEEN KING COUNTY AND THE CITY OF BELLEVUE FOR PROVISION OF SERVICES BY THE KING COUNTY ROAD SERVICES DIVISION

THIS AGREEMENT is made and entered into by and between King County, hereinafter called the "County," and the City of Bellevue, hereinafter called the "City."

RECITALS

A. The City owns public roads, traffic devices, bridges and road related facilities which require maintenance and/or other improvements.

B. The City wishes the County Road Services Division to provide or perform certain services for the City.

C. The parties can achieve cost savings and benefits in the public's interest by having the County complete those services for the City at the City's expense.

D. This Agreement establishes the City's role and responsibilities as the recipient of such services and the County's role and responsibilities as the provider of such services.

E. The parties are authorized by RCW Chapter 39.34 to enter into an interlocal cooperation agreement of this nature.

NOW, THEREFORE, the parties agree as follows:

TERMS AND CONDITIONS:

1. Services

1.1 The County Road Services Division will, upon the City's request, provide the City with Traffic Maintenance, Road Maintenance, Construction Management and Engineering, Environmental services, Bridge inspections and related repairs and other road related services. Examples of the types of Traffic and Road Maintenance services to be provided are contained in Exhibit 1 of this Agreement. The services provided to the City shall be any service that the City requests to the extent that the County Road Services Division is able to provide such service.

1.2 The County shall only perform services as requested by the City through the procedure described in Section 2 below.

1.3 The County shall act as a contractor of services only and will not purport to represent the City professionally other than in providing the services requested.

1.4 The County shall be the lead agency for the completion of work items requested by the City. The County shall provide services in the type, nature, and magnitude requested by the City.

1.5 In the event either party decides to make changes to the work items requested that alters the original scope of work, written notification from the City authorizing such changes shall be required preceding any such work.

2. Procedure for Requesting Services

2.1 The City shall request services furnished by the County through the procedure identified in Exhibit 2 of this Agreement.

2.2 The County shall provide the City with a cost estimate for individual service requests.

3. County and City Coordination

3.1 The City and County shall notify each other in writing of their respective operations liaison(s) responsible for administering day-to-day operational activities related to the provision of services under this Agreement.

3.2 The County and City liaisons shall meet as needed to review performance or to resolve problems or disputes. Any problems or disputes which cannot be resolved by the City and County liaisons shall be referred to the authorized City representative and the Road Services Division Director.

4. Personnel and Equipment

4.1 The County is acting hereunder as an independent contractor so that:

a. control of personnel standards of performance, discipline, and all other aspects of work shall be governed entirely by the County;

b. except as described in 4.3 below, all persons rendering service hereunder shall be for all purposes employees of the County.

4.2 The County shall furnish all personnel, resources, and materials deemed by the County to be necessary to provide the services herein described and subsequently requested and authorized by the City.

4.3 In the event the County uses a contractor to perform one or more of the services requested by the City, the appropriate supervision and inspection of the contractor's work will be performed by the County. Furthermore,

if contractors are used, the County shall comply with all the requirements of RCW 39.34.030

5. Compensation

5.1 Costs. The City will pay the County for actual costs (direct labor, employee benefits, equipment rental, materials and supplies, utilities, permits, and administrative overhead costs) for the services provided by the County as set forth herein. Administrative overhead costs for each work item shall be charged as a percentage of direct labor costs.

5.2 Billing. The County shall bill the City monthly for the costs of services provided. The monthly bill will reflect actual costs plus the administrative overhead set forth in Section 5.1 above. Payments are due within 30 days of the City's receipt of said invoice.

5.3 Extraordinary Costs. Whenever the City desires to modify an already authorized individual service request, it shall notify the County in writing of that desire, and the County shall, before providing the modified service, advise the City in writing as to whether the modification would result in any increased or extraordinary costs and the amount thereof. If, after receiving such notification, the City authorizes the modification of service in writing, then it shall be responsible for actual costs for the modified services requested by the City. If the City decides not to authorize the modification of service, it shall notify the County in writing, and advise the County whether service shall continue as originally requested or the City cancels the request. If the City cancels the request, the City shall be responsible for all cost incurred by the County prior to and in connection with the cancellation.

6. City Responsibilities

6.1 The City hereby gives authority to the County to perform services within the City limits for the purposes of carrying out this Agreement.

6.2 The City is responsible for obtaining any permits or other authorizations that may be necessary for the County to carry out the work under this Agreement.

6.3 Nothing in this Section shall alter the status of the County and the Road Services Division as an independent contractor of the City, and the County's actions shall not be deemed to be those of the City when exercising the authority granted in this Section 6.

7. County Responsibilities

7.1 The County shall furnish and supply all necessary labor, supervision, machinery, equipment, materials, and supplies to perform the services requested by the City.

7.2 The County shall make every effort to meet pertinent City deadlines for completion of services, and except for emergencies, shall notify the City in advance of any hardship or other inability to perform the services requested, including postponement of work due to circumstances requiring the County to prioritize its resources toward emergency-related work outside of the City limits.

8. Duration

8.1 This Agreement is effective upon signature by both parties, and shall remain in effect for the remainder of the calendar year in which it is signed and throughout the following calendar year.

8.2 Thereafter, this Agreement may be renewed for an additional two year period upon mutual agreement.

8.3 Either party may terminate this Agreement upon 90 days written notice. The City shall be responsible for all cost incurred by the County on service requested by the City prior to termination of the Agreement or in connection with the termination of the Agreement.

9. Force Majeure

The County's performance under this Agreement shall be excused during any period of force majeure. Force majeure is defined as any condition that is beyond the reasonable control of the County, including but not limited to, natural disaster, severe weather conditions, contract disputes, labor disputes, epidemic, pandemic, delays in acquiring right-of-way or other necessary property or interests in property, permitting delays, or any other delay resulting from a cause beyond the reasonable control of the County.

10. Dispute Resolution

10.1 In the event of a dispute between the Parties regarding this Agreement, the Parties shall attempt to resolve the matter informally.

10.2 If the Parties are unable to resolve the matter informally, the matter shall be decided by the Director of the King County Road Services Division and the Public Works Director of the City. If the Parties are unable to reach a mutual agreement, either Party may refer the matter to non-binding mediation. Each party will be responsible for its own costs for mediation, and shall share the costs of the mediator equally.

10.3 Unless otherwise expressly agreed to by the Parties in writing, both the County and the City shall continue to perform all their respective obligations under this Agreement during the resolution of the dispute.

10.4 This Agreement shall be interpreted in accordance with the laws of the State of Washington in effect on the date of execution of this Agreement. In the event any party deems it necessary to institute legal action or proceedings to ensure any right or obligation under this Agreement, the Parties hereto agree that such action or proceedings shall be brought in a court of competent jurisdiction as provided for in RCW 36.01.050(1) .

11. Indemnification

To the extent permitted by law, each party to this Agreement shall protect, defend, indemnify, and save harmless the other party, and its officers, officials, employees, and agents, while acting within the scope of their employment, from any and all costs, claims, demands, judgments, damages, or liability of any kind including injuries to persons or damages to property, which arise out of, or in any way result from, or are connected to services associated with this Agreement caused by or resulting from or are due to any negligent acts or omissions of the indemnifying party.

Each party agrees that it is fully responsible for the acts and omissions of its own subcontractors, their employees and agents, acting within the scope of their employment as such, as it is for the acts and omissions of its own employees and agents. No party shall be required to indemnify, defend, or save harmless the other party if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the party seeking indemnification. Where such claims, suits, or actions result from concurrent negligence of the parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the party's own negligence.

Each party agrees that its obligations under this indemnification section extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each party, by mutual negotiation, hereby waives, with respect to the other party only, any immunity that would otherwise be available against such claims under the industrial insurance provisions of Title 51 RCW.

In the event of any claims, demands, actions and lawsuits, the indemnifying party upon prompt notice from the other party shall assume all costs of defense thereof, including legal fees incurred by the other party, and of all resulting judgments that may be obtained against the other party. In the event that any party incurs attorney fees, costs or other legal expenses to enforce the provisions of this section, all such fees, costs and expenses shall be recoverable by the prevailing party.

This indemnification shall survive the expiration or earlier termination of this Agreement. In the event that any party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this indemnity agreement, the parties hereto agree that any such action or proceedings shall be brought in a court of competent jurisdiction situated in Seattle, King County, Washington.

12. Insurance

The County certifies that it is fully self-insured. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the County's insurance and shall not contribute with it.

13. Audits and Inspections

The records and documents pertaining to all matters covered by this Agreement shall be retained and be subject to inspection, review, or audit by the County or the City during the term of this Agreement and for three (3) years after termination.

14. Entire Agreement and Amendments

This Agreement contains the entire written agreement of the parties hereto and supersedes any and all prior oral or written representations or understandings. The scope of the Traffic and Road Maintenance services contained in Exhibit 1 to this Agreement may be amended at any time by mutual, written agreement between the parties.

15. Invalid Provisions

If any provision of this Agreement shall be held invalid, the remainder of the Agreement shall not be affected if such remainder would then continue to serve the purposes and objectives of the parties.

16. Other Provisions

16.1 The headings in this Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.

16.2 This Agreement contains the entire agreement of the parties and any representations or understandings, whether oral or written, not incorporated herein are excluded.

17. No Third Party Rights

Nothing contained herein is intended to, nor shall be construed to, create any rights in any third party, or to form the basis for any liability on the part of the parties to

this Agreement, or their officials, officers, employees, agents or representatives, to any third party.

18. Waiver of Breach

Waiver of any breach of any provision of this Agreement shall not be deemed to be a waiver of any prior or subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

19. Metropolitan King County Council Approval Contingency

The County's performance under this agreement is contingent on approval of the agreement by the Metropolitan King County Council.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date last written below.

KING COUNTY	CITY OF BELLEVUE
King County Executive	~~City Mayor~~ Acting City Manager
5/15/14	4/2/14
Date	Date
Approved as to Form	Approved as to Form
King County Deputy Prosecuting Attorney	City Attorney

Exhibit 1

1. Traffic Services: The following are examples of traffic services provided by the County. Actual services provided will be those requested by the City, and the County shall provide such services in the magnitude, nature, and manner requested by the City. The City shall set its own service level standards and policies for all roadway features. The County is merely a contractor for the purpose of implementing City roadway service standards and policies.

   1.1 Sign Maintenance: Replacing faded sign faces and rotten posts, straightening leaning posts, cleating uncleated posts, relocating signs for visibility or pedestrian safety based on direction from the City, maintenance of vandalized signs or signs damaged by vehicle accidents, inspection of signs to check for reflectivity, cutting or trimming bushes or limbs blocking visibility based on direction from the City, removal of signs when directed by the City, installation of new signs upon City request.

   1.2 Signal Maintenance: Replacing and cleaning light systems for signal and flasher displays and signs, installation and repair of vehicle detector loops, checking and adjusting signal timing based on direction from the City, examining traffic signal operation to assure it is operating as intended, inspecting hardware for wear or deficiencies, testing and repairing of electronic control devices and components, repair or replacement of signal and flasher displays and supports or wiring external to controller cabinets, modification of controller cabinets, testing of new and modified cabinets and control devices, traffic counter testing and repair, preventative maintenance.

   1.3 Sign Fabrication: Design and fabricate signs of any size as needed by the City.

   1.4 Crosswalks: Refurbishing with thermoplastics and temporary tape and removal when appropriate.

   1.5 Stop Bars: Refurbishing with thermoplastics and temporary tape and removal when appropriate.

   1.6 Arrows/Legends: Remarking worn arrows and removing when appropriate.

   1.7 Curb Painting: Maintenance of curbing, islands, and parking stalls.

   1.8 Raised Pavement Markers: Removal and replacement of raised pavement markers or rumble bars.

   1.9 Striping: Painting linear road stripes on pavement, such as centerlines, edge

lines, radius and channelization, removal of lines, stripes, or symbols.

1.10 Street Lights: Replacement of light bulbs in existing street lights not maintained by power companies, repair and replacement of street light heads, poles, or wiring.

1.11 Utility Locating: Locating underground traffic facilities for utilities or other digging operations.

1.12 Flasher/Crosswalk Preventative Maintenance: Examining to assure equipment is operating as intended and inspecting hardware for wear or deficiencies.

2. Roadway Maintenance: The following are examples of roadway maintenance services provided by the County. Actual services provided will be those requested by the City, and the County shall provide such services in the magnitude, nature, and manner requested by the City. The City shall set its own service level standards and policies for all roadway features. The County is merely a contractor for the purpose of implementing City roadway service standards and policies.

2.1 Traveled Roadway Surface: Patching, crack pouring, pre-level work, pavement replacement, grading, and dust control.

2.2 Shoulders: Restoration construction, paving, curb and gutter repair, spraying, and extending pavement edge.

2.3 Drainage: Maintenance and repair of drainage pipe, curb, catch basins, culvert headers/trash racks; hand ditching, drainage pipe repair, catch basin and manhole cleaning, blade ditching/shoulder pulling, drainage systems cleaning, pipe marking, drainage preparation, catch basin repair, culvert header/trash rack replacement and repair, bucket ditching, catch basin replacement, erosion control, catch basin/manhole cover replacement, silt removal, and Ditchmaster ditch cleaning.

2.4 Structures: Maintenance and repair of rock, gabion and rip-rap walls, guardrails, fencing, median barrier walls, guidepost installation, guardrail repair, retaining wall repair, median barrier replacement, guardrail post removal, fencing repair, and bridge repair.

2.5 Traffic and Pedestrian Facilities: Concrete sidewalk/walkway maintenance and repair, hazardous material cleanup, street sweeping, street flushing, snow and ice control, and maintaining traffic control barricades.

2.6 Roadside: Landscape restoration, slope/shoulder mowing, litter pickup, hand brushing, danger tree removal when directed by the City, landscape

Exhibit 2

Services Request Process

1. City liaison completes a "Request and Approval for Services" (Form A attached).

2. City Mayor, or designee, signs under the heading "Authorization for Request of Services" on the Form B.

3. The Form A is transmitted to the County liaison.

4. The County liaison delegates the request to the appropriate Section for review.

5. A County Section representative will complete Form A of the "Request and Approval for Services." Form B will include the recommended action, cost estimate, and proposed schedule. If the Road Services Division is unable to provide the requested service, a notation will be made on the Form B, and the form will be returned to the City in a timely manner.

6. The County's cost estimate will include all applicable costs for the service requested as described in Section 5.1 of the Agreement.

7. If the cost estimate is $500.00 or less, the County may proceed with the requested service as authorized by the City representative on Form A. If the cost estimate is over $500.00, Form B is transmitted to the City liaison for authorization. The signed Form B is then transmitted back to the County.

8. The County shall commence the requested work upon receipt of the signed Form B. If the County is unable to complete the work in accordance with the proposed schedule, it shall notify the City immediately.

9. The County and City liaisons maintain a file of all service requests.

10. The County liaison maintains a tracking system of all the service requests and provides the City with an updated report at least quarterly.

King County
Risk Management Division
Department of Executive Services
500 Fourth Ave #320
Seattle, WA 98104
(206) 263-2250

March 31, 2014

Hillary S. Stibbard, P.E., Principal Office Engineer
City of Bellevue Transportation Department
450 110th Ave NE
Bellevue, WA 98004

RE: **KING COUNTY CERTIFICATE OF SELF-INSURANCE**

- KC Roads Services Division will be providing road-related services to the City of Bellevue

This letter is to certify that King County is fully self-funded for all its liability exposures. Should an incident occur involving the negligence of County employees acting in the scope of their employment, our self-funded program would respond.

King County, charter county government under the constitution of the State of Washington, hereinafter referred to as "County", maintains a fully funded Self-Insurance program as defined in King County Code 2.21 for the protection and handling of the County's liabilities including injuries to persons and damage to property.

If you have any questions, please do not hesitate to call me at (206) 263-2249.

Sincerely,

Sue Pratt

Susan Pratt
Insurance & Contract Administrator

Carlson, Angela

From: Nunnelee, Sandra J.
Sent: Tuesday, March 18, 2014 7:40 AM
To: Carlson, Angela; Mccool, Kim
Cc: Tibbs, Jill; Robinson, Jamie; Keys, Terry
Subject: RE: Last Night

Categories: Blue Category

Yes everything passed last night.

From: Carlson, Angela
Sent: Tuesday, March 18, 2014 06:44
To: Nunnelee, Sandra J.; Mccool, Kim
Cc: Carlson, Angela; Tibbs, Jill; Robinson, Jamie; Keys, Terry
Subject: Last Night

Hi,

Did everything pass Council last night?

Thanks,
Angela Carlson
Finance - Procurement Services
x4328

Finance Your opinion counts with us. Please let us know how we're doing here.

2986-RES
3/13/2014

ORIGINAL

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8719

A RESOLUTION authorizing execution of a two-year Interlocal Agreement with King County Road Services Division for on-call traffic and road maintenance 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 two-year Interlocal Agreement with King County Road Services Division for on-call traffic and road maintenance services, a copy of which Interlocal Agreement has been given Clerk's Receiving No. 51357.

Passed by the City Council this 17th day of March, 2014, and signed in authentication of its passage this 17th day of March, 2014.

(SEAL)

Claudia Balducci, Mayor

Attest:

Myrna L. Basich, City Clerk

Item No. 11(c)
March 17, 2014

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT:
Resolution No. 8719 authorizing execution of an Interlocal Agreement with King County Road Services Division for on-call traffic and road maintenance services, for a maximum two-year term.

FISCAL IMPACT:
This agreement provides the City with the option to use King County Road Services for delivery of eligible services stipulated under the agreement. King County services have the potential to provide the City with lower costs and more efficient service delivery through economies of scale as compared to outside contracting. The agreement does not require that any specific volume of work be performed and is at the City's discretion to utilize these services. The services under the agreement support projects or programs already approved by Council in the 2013-2014 Operating and Capital Budgets. Funding for 2015 will be requested as part of the 2015-2016 Budget.

STAFF CONTACT:
Dave Berg, Director, 452-6468
Laurie Gromala, Assistant Director, Traffic Management, 452-6013
Hillary Stibbard, Office Engineer, 452-4357
Transportation Department

POLICY CONSIDERATION:
Comprehensive Plan
Council action is needed to execute the Interlocal Agreement with King County Road Services Division. The work that may be performed under this agreement is consistent with policy stated in the Transportation Element of the Comprehensive Plan, which states the importance of maintaining and enhancing safety for all users of the roadway network system (Policy TR-46).

BACKGROUND:
Pursuant to RCW 39.34, the Interlocal Cooperation Act, local governmental units are enabled to cooperate with other localities on a basis of mutual advantage. The City can achieve cost savings and benefits in the public's interest by contracting with King County for the performance of certain road related services such as bridge inspection and related repair, guardrail installation, and pavement patching to name a few.

Through this agreement, King County can provide services that the City does not have the capability of providing for itself, such as certified bridge inspection, that provide savings in economy of scale, such as inclusion of small guardrail projects in the County's annual guardrail installation construction contract, and that are above and beyond what City staff can perform in a timely manner, such as pavement patching for utilities, repair of pavement markings, or replacement of bulbs in street lights. In addition, efficiencies are realized through lower costs for work in comparison to outside contracts, and through a quicker turnaround in getting the work started.

EFFECTIVE DATE:
If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS:
1. Adopt Resolution No. 8719 authorizing execution of an Interlocal Agreement with King County Road Services Division for on-call traffic and road maintenance services, for a maximum two-year term.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION:
Adopt Resolution No. 8719 authorizing execution of an Interlocal Agreement with King County Road Services Division for on-call traffic and road maintenance services, for a maximum two-year term.

MOTION:
Move to adopt Resolution No. 8719 authorizing execution of an Interlocal Agreement with King County Road Services Division for on-call traffic and road maintenance services, for a maximum two-year term.

ATTACHMENTS:
Proposed Resolution No. 8719

AVAILABLE IN COUNCIL OFFICE:
Interlocal Agreement

2986-RES
3/13/2014

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 9719

A RESOLUTION authorizing execution of a two-year Interlocal Agreement with King County Road Services Division for on-call traffic and road maintenance 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 two-year Interlocal Agreement with King County Road Services Division for on-call traffic and road maintenance services, a copy of which Interlocal Agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2014, and signed in authentication of its passage this _____ day of _____, 2014.

(SEAL)

_____
Claudia Balducci, Mayor

Attest:

_____
Myrna L. Basich, City Clerk

CR# 51357 Date: 5-30-14 PO # & Loc: 1410126.000

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

Contract Routing Form

Current Contract Information:

Contract Title:	Interlocal Agreement Between King County and the City of Bellevue
Contract Description:	ILA for provision of services by the King County Road Services Division
Total Contract Value:	N/A
This Amendment Value:	N/A
Department:	Transportation - 647
Contract Manager:	Hillary Stibbard
Contract Type:	Interlocal Agreement (ILA)
Contract Form:	Custom contract document
Budget Expenditure:	No Budget Impact (Explain in Additional Comments)
Maximo User:	No

Vendor Information:

New Vendor?	No	**Tax ID#:**	
Vendor Name:	King County	**COB License #:**	
JDE Vendor Number:	3051639	**UBI #:**	
Independent Contractor?	Yes	**Contractor's Lic. #:**	

Contract Term:

Original Effective Date:	03/18/2014	**End Date:**	12/31/2015
Subject To:	One 2-year renewal		

Council Approval:

Does this contract require council approval? Yes

Council Award Date: 3/17/2014 **Council Action:** Resolution 8719 **Legislative #:** 8719

Route:

		In	Out
Procurement Services:	A Carlson	3/24/14	3/24/14
Information Technology:	Not Required		
Legal:	[illegible]	3/24/14	3.26.14
Insurance Reviewed By:	[illegible]	3.26.14	3/31/14
Department Director:	Brad Miyake	4/2/14	4/2/14
Procurement Services:	A Carlson	4/2/14	4/2/14
Return To:	Hillary Stibbard		
City Clerk's Office:	M. Torrow	5-30-14	5-30-14

CONTRACT REVIEW CRITERIA

Dept.	PS	
☐	☑	Does the Contract Routing/Approval Form and Contract have consistent information? Y
☐	☑	Is the Contract Type and template appropriate for the services performed? Y
☐	☑	Are the contract values (i.e aggregate values, yearly budget totals, taxable amounts, acct. numbers, etc.) accurate? Y
☐	☑	Is the JDE vendor name and number accurate?
☐	☑	Does the Company have a Bellevue Business License? If not, date Tax Office was notified? _____.
☐	☑	If the Company's Tax ID# appears to be a SS#, or if we are paying an individual, make a copy of the Routing Form and interoffice to Gail Davila in HR. NA
☐	☑	Do the Contract Start/End Dates comply with current policies (maximum 4 years unless exception noted)? Y
☐	☑	Is this an amendment or renewal? N If so, are the original contract #'s and values indicated? NA
☐	☑	Has the Selection Method been explained in Additional Comments? Y Are results attached?
☐	☑	If there is an ordinance/resolution/motion for this contract, are the date and # noted and a copy attached? 8/19
☐	☑	Does the contractor meet requirements of the Independent Contractor Threshold question? Y
☐	☐	Is Attachment "A" (Scope of Work and/or Services) attached?
☐	☐	Is Attachment "B" (Insurance Requirements) attached?
☐	☐	Are any additional riders required? If so, which one's? _____
☐	☐	Does Insurer have a Best rating of A- or better?
☐	☐	Is the Contractor identified as the insured?
☐	☐	Does the Contractor have Commercial General Liability, Commercial Auto Liability, Worker's Compensation, and Employer's Liability/Stop Gap and special coverages as required?
☐	☐	Are the policy expiration date(s) on the Certificate of Insurance current?
☐	☐	Does the Contractor have a self-insured retention? Is it above $50,000?
☐	☐	Is the City listed as the Certificate Holder?
☐	☐	Is the Certificate signed?
☐	☐	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?
☐	☑	If this contract requires the payment of Prevailing Wages, are current Wage Rates referenced in Attachment "C"? NA
☐	☑	Does the Contractor have an open account with the Washington State Department of Revenue? NA
☐	☑	Are the Contractor's worker's compensation premiums current? NA
☐	☑	Does the Vendor have an active Professional/Contractor License with the Washington State Department of Licensing? NA
☐	☑	**Is the Vendor on the Federal Debarred Suspended List?** NA

N/A

RISK MANAGEMENT:

- ☑ Are the Insurance Requirements (Attachment B) appropriate for Scope of Work?
- N/A ☐ Does the Contractor's Certificate of Insurance comply with the requirements?
- NO ☐ Are there any Limitations of Liability clauses or other risk transfer language problems that shift risk back to the City?
- Yes ☐ Does the Hold Harmless clause include language referencing Title 51 releases?