City Clerk's Office
Records Management

# CONTRACTS & AGREEMENTS
## ECM INDEX DATA

*INTRLOC_00* — File Location

*CITY OF EVERETT* — Vendor Name

CITY OF EVERETT
10/30/2015

**Document Type:** Interlocal Amendment
**Vendor Name:** CITY OF EVERETT
**PO# Location:** INTRLOC-001
**Effect Date:** 6/25/2015
**Term Date:** 10/30/2015
**CR#:** 53774
**Related CR#:** 53760
**Ordinance:**
**Resolution:**
**Leg Date:**
**Vendor #:** 318624
**Description:** AMD#1 ALLOWING COB TO UTILITIZ $250,000 OF THEIR JOC CONTRACT WITH SAYBR PO 1510265-001 X-REF 53760

*INTRLOC_00*
INTERLOCAL AGREEMENTS
12/31/2099
50017685

**Notes:**

Jun 30, 2015 FSU: M JDE: M SI: M ECM: M

1510265.001

CR# 53774 DATE 6-30-15 LOC INTERLOC-001

FIRST AMENDMENT TO THE

INTERAGENCY AGREEMENT BETWEEN

PORT OF EVERETT
AND
CITY OF BELLEVUE

This First Amendment to the Interagency Agreement made and entered into by and between Port of Everett, hereinafter referred to as "Port of Everett" and the City of Bellevue, hereinafter referred to as "Bellevue", shall serve to amend the Interagency Agreement between the above-referenced parties dated April 15, 2015(the "Interagency Agreement").

WHEREAS, the Interagency Agreement between the Port of Everett and Bellevue provides for utilization of the Port of Everett's job order contract with Saybr Contractors, not to exceed $250,000, and

WHEREAS, Bellevue has requested an additional $100,000, and

WHEREAS, Port of Everett has sufficient contract capacity to provide Bellevue the capacity requested.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Section 4 of the Interagency Agreement shall be amended to increase the total value of work orders not to exceed $350,000.
2. In all other respects terms, conditions, and obligations of the Interagency Agreement are hereby ratified, confirmed and shall remain the same..

IN WITNESS HEREOF, the parties hereto have executed this First Amendment to the Interagency Agreement effective June 10, 2015.

PORT OF EVERETT

By: Leo Bearden

Title: CEO & EXECUTIVE DIRECTOR

Approved as to form:

By: 6/10/15

Title: PORT COUNSEL

CITY OF BELLEVUE

By: [illegible]

Title: Asst. Finance Director City of Bellevue

Approved as to form:

By: Darcie Dunn

Title: Asst. City Attorney

CR# 53774 Date: 6-30-15 PO # & Loc: 1510265 -001

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

# Contract Routing Form

## Current Contract Information:

| | |
|---|---|
| **Contract Title:** | Port of Everett PiggyBacking - JOC |
| **Contract Description:** | The POE is allowing the COB an additional $100,000 of their JOC. |
| **Total Contract Value:** | ~~$350,000.00~~ |
| **This Amendment Value:** | $100,000.00 |
| **Department:** | Finance - 579 |
| **Contract Manager:** | Terry Keys |
| **Contract Type:** | Other |
| **Contract Form:** | Custom contract document |
| **Budget Expenditure:** | No Budget Impact (Explain in Additional Comments) |
| **Maximo User:** | No |

ILA

## Vendor Information:

| | | | |
|---|---|---|---|
| **New Vendor?** | No | **Tax ID#:** | |
| **Vendor Name:** | Port of Everett | **COB License #:** | |
| **JDE Vendor Number:** | 318624 | **UBI #:** | |
| **Independent Contractor?** | Yes | **Contractor's Lic. #:** | |

## Contract Term:

**Original Effective Date:** 04/22/2015 **End Date:** 10/30/15

**Subject To:** ~~Good Till Canceled~~

## Council Approval:

**Does this contract require council approval?** No

| **Route:** | | **In** | **Out** |
|---|---|---|---|
| Procurement Services: | | 6/25/15 | 6/25/15 |
| Information Technology: | NA | | |
| Legal: | | 6/24/15 | 6/24/15 |
| RISK Insurance Reviewed By: | | 6/25/15 | 6/25/15 |
| Department Director: | | 6/25/15 | 6/25/15 |
| Procurement Services: | | 6/25/15 | 6/25/15 |
| Return To: | Angela Carlson | 6/29/15 | 6/29/15 |
| City Clerk's Office: | M- Tomas | 6-30-15 | 6-30-15 |

BELLEVUE RECORDS MANAGEMENT

# CONTRACT FACE SHEET

**Document Type:**

- [x] Contract
- [ ] MOU
- [ ] Interlocal Agreement
- [ ] Notice of Acceptance
- [ ] Retainage
- [ ] Franchise Agreement
- [ ] Right of Way Use Agreement
- [ ] Lien
- [ ] Correspondence
- [ ] Collective Bargaining Agreement

**Status:**

- [ ] New
- [x] Amendment
- [ ] Change Order
- [ ] Renewal
- [ ] Cancellation

***Vendor Name:** Port of Everett

***JDE PO Number:** 1510265 -001

***Effective Date:** 04/22/2015 -

***Termination Date:** 10/30/15

**Amendment Effective Date:** 2015-06-25T00:00:00

***Clerk's Receiving Number:** 53769

**Related Receiving Number:**

**Bid/RFP/RFQ/ITQ Number:**

**Ordinance Number:**

**Resolution Number:**

**CIP Number:**

**Project Name:** Port of Everett PiggyBacking - JOC

**Site Name:**

**Vendor Number:** 318624

**File Location:**

*Denotes mandatory fields. If referring to Retainage, please indicate the Termination Date same as the Contract Termination Date.

Face Sheet Date:_____

Scan Date:_____

Index Date:_____

## CONTRACT REVIEW CRITERIA

| Dept. | PS | |
|---|---|---|
| ☐ | ☐ | *Does the Contract Routing/Approval Form and Contract have consistent information?* |
| ☐ | ☐ | Is the Contract Type and template appropriate for the services performed? |
| ☐ | ☐ | Are the contract values (i.e aggregate values, yearly budget totals, taxable amounts, acct. numbers, etc.) accurate? |
| ☐ | ☐ | 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. |
| ☐ | ☐ | Do the Contract Start/End Dates comply with current policies (maximum 4 years unless *exception noted)*? |
| ☐ | ☐ | Is this an amendment or renewal? If so, are the original contract #'s and values indicated? |
| ☐ | ☐ | Has the Selection Method been explained in Additional Comments? Are results attached? |
| ☐ | ☐ | If there is an ordinance/resolution/motion for this contract, are the date and # noted and a copy attached? |
| ☐ | ☐ | Does the contractor meet requirements of the Independent Contractor Threshold question? |
| ☐ | ☐ | 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"? |
| ☐ | ☐ | Does the Contractor have an open account with the Washington State Department of Revenue? |
| ☐ | ☐ | Are the Contractor's worker's compensation premiums current? |
| ☐ | ☐ | Does the Vendor have an active Professional/Contractor License with the Washington State Department of Licensing? |
| ☐ | ☐ | **Is the Vendor on the Federal Debarred Suspended List?** |

Original docs

**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?
- ☐ Does the Hold Harmless clause include language referencing Title 51 releases?