




# City of Spokane

## Minor Contract Summary

OPR # OPR 2018-0266  
 Cross Ref \_\_\_\_\_  
 Destruct Date 2025  
 Clerk's Dist. 04/24/18 

**Incomplete submissions will be returned to the Department until all requirements are met.**  
 (Summary to be printed on blue paper)

Department Name Purchasing  
 Department Project # \_\_\_\_\_

New Contract   
 CR # \_\_\_\_\_  
 Date: 4/18/2018

### Contractor/Consultant

Name: City of Port Townsend  
 Address: 250 Madison Street  
 City, State, Zip: Port Townsend, WA 98368

Remittance Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

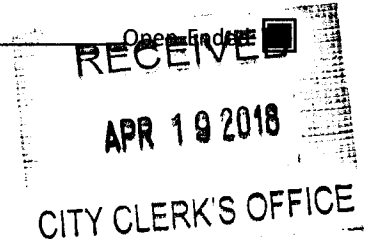
### Summary of Services

Interlocal Procurement Agreement between City of Spokane and City of Port Townsend to allow the parties to utilize each other's properly competed procurement agreements.

Amount: \$ 0.00  
 Amount: \$ 0.00  
 Maximum Amount: \$ 0.00  
 Beginning Date: 04/18/2018

Budget Code: none  
 Budget Code: none  
 Expiration Date: \_\_\_\_\_

- Quotes (per Purchasing Policy to be kept on file in Dept.)
- Insurance Certificate (attach to the contract)
- City Business Registration (attach verification that a current business license number exists)
- If Public Works Contract, Contractor has been notified of State Law requirements.
- Grant Related (if the contract is grant related, the Grants Management Department must sign below)
- Vendor is already set up for ACH payments or the *Accounts Payable Vendor ACH Enrollment Form* has been submitted to Accounting. Do not attach ACH form to the contract documents.



### Department Verification Statement: My signature below verifies that all documentation has been completed.

Requestor/Verifier/Contact: Thea Prince  
 Funds are available in the appropriate budget account

Accountant	<u>Michelle Hughes</u> Signature	<small>Digitally signed by Michelle Hughes Date: 2018.04.17 16:28:41 -0700</small>	_____	Date
Department Head	<u>sstopher@spokanecity.org</u> Signature	<small>Digitally signed by sstopher@spokanecity.org DN: cn=sstopher@spokanecity.org Date: 2018.04.17 15:20:05 -0700</small>	_____	Date
Other	_____ Signature		_____	Date
Grants Mgt. (if applicable)	_____ Signature		_____	Date

### Distribution List

Contractor E-mail: _____	Contract Accounting
Dept. Contact E-mail: <u>tprince@spokanecity.org</u>	Taxes and Licenses
_____	_____
_____	_____

## INTERLOCAL PROCUREMENT AGREEMENT

THIS AGREEMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, and the CITY OF PORT TOWNSEND, a Washington State municipal corporation of the State of Washington, whose business address is 250 Madison St. Port Townsend, WA 98368.

WHEREAS, the Interlocal Cooperation Act, as amended, and codified in chapter 39.34 of the Revised Code of Washington provides for interlocal cooperation between governmental agencies; and

WHEREAS, chapter 39.33 of the Revised Code of Washington provides for the intergovernmental disposition of property; and

WHEREAS, the parties desire to utilize each other's procurement agreements when it is in their mutual interest; -- Now, Therefore,

The parties agree as follows:

1. **PURPOSE.** The purpose of this Agreement is to acknowledge the parties' mutual interest to jointly bid the acquisition of goods and services and/or jointly dispose of property where such mutual effort can be planned in advance, jointly acquire goods and services, and to purchase or acquire goods and services under contracts where a price is extended by either party's bidder to other governmental agencies.
2. **ADMINISTRATION.** No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
3. **SCOPE.** This Agreement shall allow the following activities:
  - A. Purchase or acquisition of goods and services by each party acting as agent for either or both parties when agreed to in advance, in writing; and
  - B. Purchase or acquisition of goods and services by each party where provision has been provided in contracts for other governmental agencies to avail themselves of goods and services offered under the contract and/or where either party's bidder is willing to extend prices to other governmental agencies.
  - C. Disposal of goods by each party acting as agent for the other, or both parties when agreed to in advance, in writing.
4. **DURATION AGREEMENT - TERMINATION.** This Agreement shall remain in force until terminated by either party in writing. Either party may terminate this Agreement for any cause upon thirty (30) days advance written notice. Termination shall not alter the obligations of the parties regarding payment and/or disbursement of property in a joint

purchase that was undertaken prior to termination.

5. **RIGHT TO CONTRACT INDEPENDENT ACTION PRESERVED.** Each party reserves the right to contract independently for the acquisition of goods or services or disposal of any property without notice to the other party and shall not bind or otherwise obligate the other party to participate in the activity.

6. **COMPLIANCE WITH LEGAL REQUIREMENTS.** Each party accepts responsibility for compliance with federal, state or local laws and regulations including, in particular, bidding requirements applicable to its acquisition of goods and services or disposal of property.

7. **FINANCING.** The method of financing of payment shall be through budgeted funds or other available funds of the party for whose use the property is actually acquired or disposed. Each party accepts no responsibility for the payment of the acquisition price of any goods or services intended for use by the other party.

8. **FILING.** Executed copies of this Agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington or alternatively listed on the parties' web sites or other electronically retrievable public source, prior to this Agreement becoming effective.

9. **INTERLOCAL COOPERATION DISCLOSURE.** Each party may insert in its solicitations for goods and services a provision disclosing that other authorized governmental agencies may also wish to procure the goods being offered to the party and allowing the bidder the option of extending its bid to other agencies at the same bid price, terms and conditions.

10. **NON-DELEGATION/NON-ASSIGNMENT.** Neither party may delegate the performance of any contractual obligation, to a third party, unless mutually agreed in writing. Neither party may assign this Agreement without the written consent of the other party.

11. **HOLD-HARMLESS.** Each party shall be liable and responsible for the consequence of any negligent or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this Agreement.

12. **SEVERABILITY.** Any provision of this Agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or enforcement of such provisions.

Dated: 4/19/18

CITY OF SPOKANE

By: [Signature]

Title: ACTING CITY ADMINISTRATOR

Attest:

[Signature]  
City Clerk

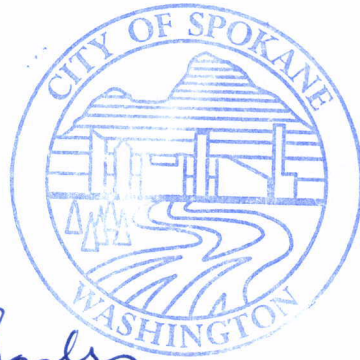
Approved as to form:

[Signature]  
Assistant City Attorney

Dated: 4/9/18

CITY OF PORT TOWNSEND

By: [Signature]  
David Timmons, City Manager



Attest:

[Signature]  
Joanna Sanders, City Clerk

Approved as to form:

[Signature]  
Steven L. Gross, City Attorney