



City of Spokane

Minor Contract Summary

Clerk File #
OPR 2025-0254

Destruct Date
01/01/2042

Cross Ref

Alt File #

Department Name *
CONTRACTS & PURCHASING

Department Project #

CR #

Starting Date

Submitter
LAGA

Primary Contact
THEA PRINCE

Primary Contact Email
TPRINCE@SPOKANECITY.
ORG

Contractor/Consultant

Name\Contractor\Firm *
SOURCEWELL

Contact Name

Contact Email

Address

Remittance Address

City, State, Zip

Remittance City, State, Zip

Summary of Services

Description *

Master Intergovernmental Cooperative Purchasing Agreement

Special Instructions for Clerks Office

This agreement is retroactive to 12/30/2019 per Purchasing Dept. Per Legal and Clerks, no signature from vendor needed due to Confirmation document.

Alex Scott is the signer

Contract Cost

Amount	Budget Code	Notes
		RUNS UNTIL TERMINATED
Total Amount *	Effective Date *	Expiration Date *
\$0.00	12/30/2019	12/30/2035
Contract Type *		
OTHER		

If new vendor, W-9 and ACH form has been submitted to Accounting *

NO

Quotes (per Purchasing Policy to be kept on file in Dept.) *

NO

NO

City Business Registration (attach verification that a current business license number exists)*

NO

If Public Works Contract, Contractor has been notified of State Law requirements.*

NO

Grant Related (If the contract is grant related, the Accounting – Grants Department must approve)*

NO

Is this a Lease?*

NO

Electronic Approvals

Accountant for Review*

DDANIELS

Additional Review (Optional)

Accountant

DANIELS, DERREK

Date

03/13/2025

Department Head

NECHANICKY, JASON

Date

03/13/2025

Division Head

Date

Grants (If applicable)

Date

Distribution List

Contractor Email

Dept Contact Email

jnechanicky@spokanecity.org

Additional Email

tprince@spokanecity.org

Additional Email

laga@spokanecity.org

Additional Email

Contract Accounting Email

jrhall@spokanecity.org

Taxes and Licenses Email

tax&licenses@spokanecity.org

Additional Email

Additional Email

Additional Email



SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and City of Spokane (hereinafter referred to as the "Member").

Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

Member Name

Sourcewell

By Alex Scott
 Its City Administrator
 TITLE
3/16/2025
 DATE

 TITLE

 DATE

Rev. 5/2018 Alexander Scott
 City Administrator

Approved as to form:

Attest:

Tim Szambelan
Timothy E. Szambelan Assistant City Attorney

[Signature]
City Clerk



MEMBER INFORMATION

Indicate an address to which correspondence may be delivered.

Organization Name*	City of Spokane
Address*	808 W Spokane Falls Blvd
City	Spokane
State/Province Code	WA ZIP code* 99201
Country	US
Employer Identification Number	91-6001280
Website	
Contact person* (First, Last)	Thea Prince
Job Title*	Senior Procurement Specialist
Job Role*	
E-mail*	tprince@spokanecity.org
Phone*	509-625-6403

Organization Type:

Government

- Federal
- State
- County
- Municipality
- Tribal
- Township
- Special District

Education

- Pre-K
- Public K-12
- Private K-12
- Public Higher Ed
- Private Higher Ed



Non-Profit (Please include documentation demonstrating non-profit status)

- Church
- Medical Facility
- Other

REFERRED BY

- Advertisement
- Colleague/Friend
- Vendor Representative
- Conference/Trade Show _____
- Search Engine/Web Search

RETURN COMPLETED AGREEMENT TO:

Sourcewell
202 12th Street NE
P.O. Box 219
Staples, MN 56479

877-585-9706
membership@sourcewell-mn.gov

**Denotes required information*



Thank you for your submission!

Your organization's member ID is **33592**. You can begin using Sourcewell awarded contracts today.

[Search Contracts.](#)

Questions? Contact us at membership@sourcewell-mn.gov.

[Download completed application \(PDF\)](#)



[Sourcewell for Vendors](#) →

[Terms & Conditions](#)

[Sitemap](#)

[Privacy Policy](#)

[Accessibility](#)

© 2019 Sourcewell. All rights reserved.

Certificate Of Completion

Envelope Id: CA390B14-6631-4ABA-87E9-B6E4385CBB84

Status: Completed

Subject: OPR 2025-0254 - CONTRACT - SOURCEWELL

Source Envelope:

Document Pages: 7

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

Daniel Rose

AutoNav: Enabled

Stamps: 1

808 W. Spokane Falls Blvd.

Envelopeld Stamping: Enabled

Spokane, WA 99201

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

drose@spokanecity.org

IP Address: 198.1.39.252

Record Tracking

Status: Original

Holder: Daniel Rose

Location: DocuSign

3/14/2025 2:14:14 PM

drose@spokanecity.org

Signer Events

Signature

Timestamp

Tim Szambelan

tszambelan@spokanecity.org

Timothy E. Szambelan Assistant City Attorney

City of Spokane

Security Level: Email, Account Authentication (None)

Sent: 3/14/2025 2:20:28 PM

Viewed: 3/14/2025 2:27:55 PM

Signed: 3/14/2025 2:28:25 PM

Signature Adoption: Pre-selected Style

Using IP Address: 198.1.39.252

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Alexander Scott

ascott@spokanecity.org

City Administrator

Security Level: Email, Account Authentication (None)

Sent: 3/14/2025 2:28:26 PM

Viewed: 3/16/2025 11:16:04 AM

Signed: 3/16/2025 11:16:42 AM

Signature Adoption: Pre-selected Style

Using IP Address: 174.215.112.255

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 3/16/2025 11:16:04 AM

ID: 6ca2afcc-b462-4b13-bf12-a9d9f1337352

Terri L. Pfister

tpfister@spokanecity.org

City Clerk

City of Spokane

Security Level: Email, Account Authentication (None)

Sent: 3/16/2025 11:16:44 AM

Viewed: 3/17/2025 9:24:43 AM

Signed: 3/17/2025 10:32:16 AM



Signature Adoption: Uploaded Signature Image

Using IP Address: 73.83.241.58

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events	Status	Timestamp
----------------------------------	---------------	------------------

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	3/14/2025 2:20:28 PM
Envelope Updated	Security Checked	3/17/2025 9:50:26 AM
Certified Delivered	Security Checked	3/17/2025 9:24:43 AM
Signing Complete	Security Checked	3/17/2025 10:32:16 AM
Completed	Security Checked	3/17/2025 10:32:16 AM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact SHI International Corp OBO City of Spokane:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: klund@spokanecity.org

To advise SHI International Corp OBO City of Spokane of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at klund@spokanecity.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from SHI International Corp OBO City of Spokane

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with SHI International Corp OBO City of Spokane

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify SHI International Corp OBO City of Spokane as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by SHI International Corp OBO City of Spokane during the course of my relationship with you.