



King County

**WaterWorks Grant Program
Grant Agreement**

**AGREEMENT
between
City of Redmond
and
KING COUNTY**

This is an Agreement between **City of Redmond**, hereinafter the “RECIPIENT” and King County, a political subdivision of the state of Washington, hereinafter the “COUNTY.” **This Agreement is effective as of the date of the COUNTY signatory.**

The purpose of this Agreement is to set forth the terms, conditions, and the legal and administrative relations that apply to the RECIPIENT in exchange for financial assistance in carrying out a proposed project entitled **Street Sweeping for Water Quality**, hereinafter the “PROJECT.”

Section 1. Background and Recitals:

- A. Proposed PROJECT benefit or improvement to water quality and/or the regional wastewater treatment system and its ratepayers: The region is watching as Redmond implements programs and stormwater retrofits to restore urban creeks. Redmond has implemented a monitoring program (in partnership with King County DNRP) to measure in-stream response to restoration efforts. If funded, this grant would fund street sweeping at an increased frequency to see if, compared to baseline data already collected, increased street sweeping is effective at improving creek health. State agencies, local governments, and environmental groups are upholding street sweeping as a cost effective way to clean up stormwater. As a region we need to measure the in-stream benefit of street sweeping.
- B. The COUNTY plans and proposes to remunerate the RECIPIENT for the purpose described in Subsection A above in an amount up to, but not exceeding \$64,000, hereinafter the “AWARD.”
- C. This AWARD is made with the understanding that the RECIPIENT will complete the PROJECT as outlined in the Scope of Work (Exhibit A) and will fulfill reporting requirements as described under the Terms and Conditions of this Agreement.
- D. The RECIPIENT plans to contribute to this PROJECT a cash and/or in-kind match valued at \$7,951, to be verified in submitted PROJECT reports.

Section 2. Terms and Conditions:

- A. The PROJECT shall be in accordance with the tasks and activities specified in the Scope of Work (Exhibit A). Any modifications must be requested in an Agreement Amendment and be approved by the Director of the Wastewater Treatment Division (WTD) in the COUNTY's Department of Natural Resources and Parks.
- B. The COUNTY will, upon execution of this Agreement, establish procedures to allow payment to the RECIPIENT of all eligible expenses for approved activities up to the limit of the AWARD. Payments are on a reimbursement basis; except in special circumstances, at the discretion of the COUNTY, where advances of a portion of the AWARD may be made. Twenty percent (20%) of the AWARD amount will be withheld by the COUNTY until receipt of the final Quarterly Progress and Expense Reports and the Closeout Reports.
- C. The RECIPIENT's expenditures of AWARD funds shall be separately identified in the RECIPIENT's accounting records. If requested, the RECIPIENT shall comply with other reasonable requests made by the COUNTY with respect to the manner in which PROJECT expenditures are tracked and accounted for in the RECIPIENT's accounting books and records. The RECIPIENT shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles, and to meet the requirements of all applicable state and federal laws.
- D. The COUNTY will reimburse RECIPIENT for expenses on a quarterly basis, following receipt and approval of Quarterly Progress Reports, Quarterly Expense Reports, and Closeout Reports. Twenty percent (20%) of the AWARD will be held back until a close-out verifies fiscal and programmatic compliance with the terms and conditions of the agreement.
1. The RECIPIENT shall be responsible for submitting the following PROJECT progress reports: Quarterly Progress Reports (Exhibit E), Quarterly Expense Reports (Exhibit F or G), Financial Closeout Report (Exhibit H), and Narrative Closeout Report (Exhibit I); including backup documentation such as photos, copies of articles, and financial backup such as copies of receipts.
 2. Quarterly Progress Report (Exhibit E) and Quarterly Expense Report (Exhibit F or G) shall be submitted together.
 - a. Each Quarterly Progress Report shall be presented in the format shown in Exhibit E of this Agreement; each Quarterly Expense Report shall be presented in the format shown in Exhibit F of this agreement.
 - b. The Quarterly Progress and Quarterly Expense reports are due thirty (30) days after the end of each quarter.
 - c. If no expenses are made during a quarter, no Expense Report is needed. However, the Quarterly Progress Report should still be submitted and indicate that no expenses were made during that time period.

- d. The Quarterly Expense Report should detail expenses and include backup documentation of expenses.
 3. Financial Closeout Report (Exhibit H) and Narrative Closeout Report (Exhibit I) shall be submitted together, which will include closeout documentation.
 - a. The Final Closeout reports are due thirty (30) days after the end date of the PROJECT or not later than **December 31st, 2019**.
- E. Failure to submit the aforementioned Quarterly Report on the PROJECT progress within ninety (90) days of the due date may be cause for the COUNTY to terminate this agreement for non-performance. Termination would require the return of any funds advanced but not already spent executing the PROJECT, as well as forfeiture of AWARD funds for activities not completed by termination date.
- F. Failure to provide all of aforementioned documentation may result in the need to withhold part or all of the AWARD.
- G. Costs eligible for payment shall be limited to those costs identified in the Budget (Exhibit B) and incurred during the effective dates of this Agreement.
- H. Any and all activities to be funded by this Agreement to the RECIPIENT shall be completed by 12/31/2019. If needed, an Agreement Amendment may be granted to extend the terms of the contract beyond the end date, adjust the scope of work, or change the budget details (but not increase the total AWARD amount), conditioned upon approval by KING COUNTY. The extension must be requested and approved at least sixty (60) days in advance of the original end date.
- I. The RECIPIENT agrees to acknowledge the COUNTY in all media, publications, and signage that are produced as part of the PROJECT. This includes press releases, public service announcements, posters, flyers, signage, Web pages, blogs, and videos. The RECIPIENT will use the wording provided in Exhibit C of this Agreement (Credit and Disclaimers).

Section 3. Legal and Administrative Relations:

- A. The RECIPIENT shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles and to meet the requirements of all applicable state and federal laws. The RECIPIENT shall maintain and submit to the COUNTY any such records as the COUNTY may require to conduct any audit of the PROJECT it may elect to conduct or to substantiate expenditures paid for by this AWARD. The RECIPIENT shall maintain and retain books and records related to the Agreement for at least three (3) years after the termination of said Agreement.

- B. The COUNTY's financial assistance to the RECIPIENT shall be construed by the parties as a special disbursement to the RECIPIENT to fund activities, as described herein that generally benefit the COUNTY's efforts to leverage or complement the water quality mission of the regional wastewater system. The COUNTY's sole obligation under this agreement shall be to provide funds to the RECIPIENT and this agreement shall not be construed as a contract for services between the RECIPIENT and the COUNTY, or as establishing a principal agent relationship between the COUNTY and the RECIPIENT. No joint venture or partnership is formed as a result of this Agreement.
- C. The RECIPIENT shall be solely responsible for the recruiting, training, and supervision of its employees and volunteers. Individuals hired and paid by the RECIPIENT shall not, in any event, be construed to be employees of, or contractors to, the COUNTY and the RECIPIENT shall indemnify and hold harmless the COUNTY from any and all claims arising from any contention that said individuals are employees of, or contractors to, the COUNTY. This condition shall survive the termination of this Agreement. All actions undertaken under the funding provided by the terms of this agreement are, as between the COUNTY and the RECIPIENT, the sole responsibility of the RECIPIENT. No employees, agents, volunteers, or contractors of RECIPIENT shall be deemed, or represent themselves, to be employees of the COUNTY.
- D. RECIPIENT agrees for itself, its successors, assigns or by others including, without limitation, all persons directly or indirectly employed by RECIPIENT, or any agents, contractors, subcontractors, consultants, subconsultants, volunteers, licensees or invitees of RECIPIENT, to defend, indemnify, and hold harmless the COUNTY, its appointed and elected officials, and employees from and against liability for all claims, demands, suits, and judgments, including costs of defense thereof for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to RECIPIENT's exercise of rights, privileges, and obligations under this Agreement, except for the COUNTY's sole negligence. RECIPIENT's obligations under this section shall include, but not be limited to all of the following: (i) The duty to promptly accept tender of defense and provide defense to the COUNTY with legal counsel acceptable to the COUNTY at RECIPIENT's own expense; (ii) Indemnification of claims made by RECIPIENT's own employees or agents; and (iii) Waiver of RECIPIENT's immunity under the industrial insurance provisions of Title 51 R.C.W. but only to the extent necessary to indemnify the COUNTY, which waiver has been mutually negotiated by the Parties.

In the event it is necessary for the COUNTY to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from RECIPIENT. The provisions of this Section 3.D shall survive the expiration, abandonment, or termination of this Agreement.

- E. Nothing in this Agreement shall be construed as prohibiting the RECIPIENT from undertaking or assisting projects developed outside the purview of this Agreement, or entering into agreements with other parties to undertake said projects in accordance with

whatever terms and conditions may be agreed to between the RECIPIENT and other parties.

- F. The COUNTY shall be under no obligation to continue this agreement and may request partial or full reimbursement of payments it made to the RECIPIENT should the RECIPIENT fail to perform according to the terms and conditions of this Agreement, whether or not failure to perform is within the RECIPIENT's control.
- G. This Agreement may be amended at any time by written concurrence of the parties through a formalized Amendment Agreement Form and will terminate upon fulfillment of all obligations contained herein.
- H. The COUNTY may terminate this Agreement immediately for cause. If this Agreement is terminated the RECIPIENT shall return any unused portion of the funds advanced up to the date of termination.
- I. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.
- J. In its performance under this Agreement the RECIPIENT shall not discriminate against any person on the basis of sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, age except by minimum age, and retirement provisions, unless based upon a bona fide occupational qualification, and the RECIPIENT shall not violate any of the terms of chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination in employment.
- K. Authority: Representations and Warranties. Each signatory to this Agreement represents and warrants that he or she has full power and authority to execute and deliver this Agreement on behalf of the entity for whom he or she is signing.
- L. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all counterparts together shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile transmission, by electronic mail in "portable document format" (.pdf) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by facsimile shall be deemed to be their original signatures for all purposes.
- M. The effective date of this agreement is the date of COUNTY signatory.

AGREEMENT SIGNATURE PAGE

City of Redmond by:

Signature: John Marchione

John Marchione, Mayor of Redmond

Date: June 27, 2017

KING COUNTY by:

Signature: Mark Isaacson

Mark Isaacson, Division Director, Wastewater Treatment Division

Date: 7-25-17

EXHIBIT A: SCOPE OF WORK

The task(s) set forth below summarize the RECIPIENT’s activities to be performed under this agreement to complete the PROJECT. All activities in the following tasks, including deliverables, must be completed by the expiration date of this agreement unless otherwise modified through an Agreement Amendment Form and approved by the COUNTY in writing.

Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

Tasks and Activities	Measurable Results/Deliverables	Timeframe
Task 1: Project Management	Redmond staff will manage the project, management this grant, and will manage the contract with a private street sweeping company.	July 2017- July 2019
Task 2: Street Sweeping	Contracted street sweeper will sweep all public streets in the Monticello Creek Watershed one time per month July 2017 – June 2018, and two times per month July 2018-June 2019.	July 2017- July 2019
Task 3: Reporting	Redmond and consultants will develop a technical memo and presentation that will indicate if street sweeping at an increased frequency improves in-stream water quality and sediment quality in Monticello Creek. Results will be presented in a technical memo and a power point presentation. Presentation will be given a minimum of 2 times.	July 2019 through December 2019
Permits/Permissions (if applicable)	Redmond will also receive an interagency agreement from King County allowing a private contractor to sweep county roads.	June 2017

EXHIBIT B: BUDGET

Costs are limited to those approved by the COUNTY in the current Budget. Costs should be reasonable and necessary to carry out the task. All activities and PROJECT expenditures must be completed according to this agreement unless otherwise modified through an Agreement Amendment Form and approved by the COUNTY in writing.

Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

An Agreement Amendment must be completed and approved to change a scope of work, request an extension, or if the budget might deviate more than ten percent (10%) (of Grand Total). For more information, contact your grant administrator.

A BUDGET CATEGORY	B ITEMS: Description (rate or unit x quantity)	C GRANT AWARD	D CASH MATCH	E IN-KIND MATCH	F SOURCE OF MATCH (indicate if pending or secured)
Staff salaries & benefits	\$66.33/hour X 120 hours			\$7,959.60	Redmond Storm Utility
Salary & Benefits Subtotal					
Project supplies, materials, and equipment	0				
Commercial services	Street Sweeping Contractor	\$44,000	\$0		
Contracted Services Consultant support for data analysis and reporting		20,000			
Transportation	0				
Other costs	0				
Direct Costs Subtotal					
Project Subtotal (Salary and Benefits Subtotal + Direct Costs Subtotal)		\$64,000		\$7,959.60	
Overhead (not more than 10% of Grand TOTAL)		0	0	0	
Grand TOTAL		\$64,000		\$7,959.60	

EXHIBIT C: ACKNOWLEDGEMENTS AND DISCLAIMERS



King County

Department of
Natural Resources and Parks
Wastewater Treatment Division

Logo and logo standards: For electronic versions of the official logos and logo standards, contact your grant administrator. **The above logo must be included on all printed documents and electronic media** produced in carrying out the PROJECT. This includes signage, posters, documents, brochures, flyers, newsletters, newspaper advertising, Web pages, blogs, and videos.

Credit for materials produced as part of the PROJECT: Acknowledge PROJECT funding by including the following sentence with the logo:

This project is funded by the King County Wastewater Treatment Division

If your PROJECT has multiple funders, it can say:

This project is funded in part by the King County Wastewater Treatment Division

Disclaimer language: For items where opinions or advice or a list of organizations or businesses are included in the copy (e.g., an interpretive panel, a guidebook, or a directory), please add the following disclaimer sentence:

The content herein does not constitute an endorsement by King County government, its employees, or its elected and appointed officials.

EXHIBIT D: AGREEMENT TERMS AND PROCEDURES

ACKNOWLEDGMENT: Please acknowledge KING COUNTY in all written and electronic media (publications, signage, press releases, public service announcements, posters, flyers, Web pages, videos, PowerPoint presentations, etc.). Refer to Exhibit C for further information.

ADVANCE: Advance payments are allowed in some cases at the discretion of the COUNTY; documentation of payments made from advances shall be submitted to the COUNTY prior to any further requests for AWARD funds.

AGREEMENT AMENDMENT: This document must be completed and approved to change a scope of work, request an extension, or if the budget (Exhibit B) might deviate in any PROJECT cost categories by an amount equal to or greater than ten percent (10%) of the total AWARD amount. This form is available from your grant administrator.

BALANCE OF AWARD: Any amount of your AWARD not spent on this PROJECT must be returned to KING COUNTY, if an advance was issued.

CLOSEOUT REPORTS, FINANCIAL AND NARRATIVE: These reports document the successful completion of the PROJECT according to the scope of work. The Financial and Narrative Closeout Reports are due thirty (30) days after the end of your agreement period. Refer to Exhibit H for more information. Include in the final report:

1. Financial Closeout Report (Exhibit H) documenting the records of expenditures for the PROJECT (reconcile your project expenses, award, cash, and in-kind match).
2. Narrative Closeout Report (Exhibit I) documenting the successful completion of the PROJECT according to the scope of work. The final report will include a narrative, outreach materials, copies of communication materials, and tools created for and about the PROJECT.

ELIGIBLE CHARGES: Only expenses in the categories listed in the budget page of this grant agreement can be covered by this AWARD and only up to the indicated amount without prior authorization.

FINANCIAL RECORDS: Maintain a **record of your expenditures** to conform to generally accepted accounting principles. Retain records for at least three (3) years after the end date of your agreement. It is highly recommended that if you use a computer to track your project expenses you assign a code to this grant. If you keep track of your expenses manually, you will need to make copies of your receipts or other “manual” documents. This way, you will be able to document your expenses.

MATCH: Keep track of cash and/or in-kind match amount as it is described in your budget (Exhibit B) because it must be documented in your Financial Closeout Report (Exhibit H).

MILESTONE: Milestones are considered significant actions or events marking important progress or change in the stage of development of the PROJECT.

QUARTERLY PROGRESS REPORTS (Exhibit E): These reports include a task summary and provide a status report on the progress of tasks identified in the scope of work. It also quantifies the amount spent to date and percent of the PROJECT completed. The quarterly reports are due thirty (30) days after the end of each quarter.

QUARTERLY EXPENSE REPORTS (Exhibit F or G): This form, submitted along with a Quarterly Progress Report, is for reimbursement of costs each quarter.

SCOPE OF WORK (EXHIBIT A): Keep track of your activities as they relate to the scope of work you provided. You will have to document the progress when submitting your Quarterly Reports (Exhibit E) and Closeout Report (Exhibit I).

START DATE: The start date of this agreement is the date of the COUNTY signatory. Expenses can be posted as of the start date of your agreement but not sooner. (Same thing as Effective Date.)

EXHIBIT E: QUARTERLY PROGRESS REPORT



**WaterWorks Grant Program
Quarterly Progress Report**

Date _____

Recipient _____
(organization)

Contact Name _____

Phone _____ **Email** _____

Address _____

City, State, Zip Code _____

Request No. _____ **Dates** _____
(beginning & end date for this claim)

Project Name _____

Instructions: Complete this form and submit together with Quarterly Expense Report to Grant Administrator

Tasks/Activities (from Scope of Work)	Measurable Results/Deliverables progress/status/percentage completed (note dates) (from Scope of Work)
1)	
2)	
3)	

4)	
5)	

Briefly describe for this time period, in five lines or less per topic:

Project Successes

Obstacles and Challenges

Please email inquiries and all documents to:
 Elizabeth Loudon, WaterWorks Grant Administrator
 Wastewater Treatment Division
 Phone: 206-477-4297 Email: water.grants@kingcounty.gov

EXHIBIT H: FINANCIAL CLOSEOUT REPORT



**WaterWorks Grant Program
Financial Closeout Report**

Project Name _____

Recipient _____

Total Award _____

Project Contact _____

Address _____

City/State _____

Phone _____

Email _____

Grant Agreement Dates *Start Date* _____ *End Date* _____

Date Reporting *Today's Date* _____

Instructions: Complete the budget table below comparing your proposed budget to actual spending within the project and sign. Include receipts and/or auditable accounting details (that you haven't already provided) for all costs incurred for the project. This may include ledger-based copies, cancelled checks, and payroll records. You do not need to provide this documentation for any match dollars spent.

BUDGET ITEM	GRANT BUDGET	GRANT ACTUAL	CASH MATCH PROPOSED	CASH MATCH ACTUAL	IN-KIND MATCH PROPOSED	IN-KIND MATCH ACTUAL
Staff salaries & benefits						
Salaries & Benefits Sub Total						
Freelance workers and consultants						
Project supplies, materials, and equipment						
Commercial services						
Transportation						
Other costs						
Direct Costs Sub Total						
Overhead (10% of Grand Total max)						
Grand TOTAL						

Provisions

Please complete and sign below.

By signing this financial closeout report, I _____, an authorized representative of the above named RECIPIENT, confirm that I have examined the information contained herein and that, to the best of my knowledge, it is a true and accurate account of all the financial expenses and in-kind contributions incurred by the above named PROJECT in the course of fulfilling the conditions of the Agreement between City of Redmond and KING COUNTY.

This report contains financial documents from _____ to _____ (dates).

I hereby acknowledge that there are no further expenses associated with this PROJECT, nor any pending or future claims to the COUNTY and that the COUNTY is not liable for any expenses not documented in the budget. I understand that City of Redmond is fully bound by the provisions of the Agreement, including but not limited to, the return of COUNTY funds that are unspent or whose spending is unsubstantiated according to the Terms of the Agreement, and the right to examine records. I further understand that the COUNTY, upon examining final budget and closeout reports, submitted by the RECIPIENT will determine the amount of the balance due to the RECIPIENT.

Signature: _____

RECIPIENT printed name and title: _____

Date: _____

Please email inquiries and all documents to:

Elizabeth Loudon, WaterWorks Grant Administrator
Wastewater Treatment Division
Phone: 206-477-4297 Email: water.grants@kingcounty.gov

EXHIBIT I: NARRATIVE CLOSEOUT REPORT



**WaterWorks Grant Program
Narrative Closeout Report**

Project Name _____
Recipient _____
Total Award _____
Project Contact _____
Address _____
City/State _____
Phone _____
Email _____
Grant Agreement Dates *Start Date End Date* _____
Date Reporting *Today's Date* _____

***Instructions:** In narrative format, summarize the project accomplishments and successes, regional benefits, project performance, obstacles and challenges, lessons learned, and recommendations for future comparable projects. Attach copies of all project materials and publications as well as photos from your project.*

Project Performance

Please quantify all fields below that are applicable to your project and for which you have data; add any other quantifiable data that is pertinent, including units (e.g. square feet, volunteer hours, gallons/year).

Wastewater Captured and Treated	Volunteer Hours
Stormwater Runoff Captured	Events Organized Tours Given
Stormwater Runoff Diverted	Event Attendance
Best Management Practices Installed	People Engaged
Rain Gardens Installed	Presentations Given
Cisterns Installed	Materials Created
Water Saved	Materials Distributed
Sites Restored	Languages Provided
Site Depaved	Communities Served
Native Plants Installed	Project Partners
Organizations Engaged	Social Media Followers
Ambassadors Recruited	Website Visits
Active Volunteers	Earned Media Stories

Regional Water Quality Benefits

What difference did this project make in supporting King County WTD's water quality mission, and create a benefit to or improvement of water quality within WTD's service area?

Project Accomplishments and Successes

Please describe the notable accomplishments and success of your project, both anticipated and unanticipated.

Obstacles and Challenges

Please describe any obstacles or challenges you faced while carrying out this project.

Lessons Learned and Recommendations for Future Projects

Please describe any lessons learned from both successes and failures alike. What strategies worked well that might be replicated elsewhere and what approaches fell short of expectations? Why?

Project Materials and Photos (list here and attach)**Please email inquiries and all documents to:**

Elizabeth Loudon, WaterWorks Grant Administrator

Wastewater Treatment Division

Phone: 206-477-4297 Email: water.grants@kingcounty.gov

EXHIBIT J: FUNDING AUTHORITY

The funding authority for this AWARD comes from the COUNTY, through its Department of Natural Resources and Parks, which operates a regional system of sewage treatment and conveyance facilities for which it collects charges from local governments. Said charges constitute the source of revenue for operation of the COUNTY's sewage treatment system. By agreement with said local governments, this revenue can be used only to fund expenditures that are related to the development, operation, maintenance, and replacement and improvement of said system. By budget authority, the COUNTY funds activities related to the regional water quality objectives advanced by the development of the sewage treatment system.

CITY CONTRACT ROUTING & APPROVAL

Instructions on Back

Project Title: King County Waterworks Grant Agreement - Street Sweeping for Water Quality

Project No: N/A

Type of Service: Grant Agreement

Provider of Service: King County DNRP - Wastewater Division

Source of Funding: Waterworks Grant Round 2 - 2016

Original Contract/Agreement Amount: \$64,000 Estimated Start Date: 7/28/2017

Current Contract/Agreement Amount (includes previous supplements, if any): NA

Proposed Increase: NA Council Approval Date: 6/20/2017

New Contract Total: \$64,000 Estimated Completion Date: 12/31/2019

Project Administrator: Andy Rheume Ext: 2741

Return contract to: Andy Rheume Mailstop: 2NPW Ext: 2741

Supervisor/Manager Signature: [Signature] Date: 6/21/17

Department Head/Designee Signature: [Signature] Date: 6/21/17

Remarks: King County Waterworks Grant Agreement to fund the Monticello Creek Watershed Street Sweeping for Water Quality Pilot Project.

ROUTING PROCESS: (3 copies)

To: City Clerk (for routing and signatures) [Signature] Date: 6/22/17

Risk Manager [Signature] Date: 6/22/17

City Attorney [Signature] Date: 6/27/17

Mayor [Signature] Date: 6/27/17

City Clerk [Signature] Date: 6/28/17

Note: Please return the fully executed routing sheet, contracts and agreements to the Originating Division for distribution except for one original retained by the City Clerk.

FINANCE USE ONLY: Dynamics (PA) Number [] City Contract Number 8473

1. Start with four (4) original construction contract copies or three (3) original consultant agreement copies. All documents **must** be signed **first** by the construction company or consultant firm.
2. The originating department completes this form, obtains the signature of the division head or designee and routes the contract/consultant agreement documents with this routing form on top. Incomplete forms will be returned to the originating division. Contracts/consultant agreements are routed to the department head/designee for approval, the City Clerk for listing in a "tickler" document, then to the following for approval: Risk Manager, City Attorney, Mayor, City Clerk (for assigning a contract number) and lastly back to the originating division. The following information must be included on the routing form:
 - Dollar amount of the contract (including all applicable taxes),
 - Source of the funding,
 - In case of an amendment, specify both the original and amended amounts and indicate the percentage increase or decrease in the "Remarks" section.
 - Council approval date needed if:
 - a. Consultant contract/agreement or amendment exceeds \$25,000 in one year
 - b. Construction contracts exceed \$30,000 for a single craft or \$50,000 for multiple crafts
3. Mark all the contract signature pages with flags.
4. Securely fasten any explanatory memorandums or material in the front of the document.
5. Each construction contract copy must have an insurance certificate and performance bond (as required) securely fastened to the contract unless other arrangements have been made with the Risk Manager.
6. If the contract is marked "Urgent" in the "Remarks" section, every effort will be made to expedite it. Otherwise, allow ten (10) days for the process.
7. The City Clerk's office will notify the originating division contact for pickup of the contract when it is fully executed.
8. Distribution of the contracts and agreements is as follows:

Construction contracts - Four (4) copies

- One (1) filed with City Clerk
- One (1) to contractor
- One (1) filed with City Engineer
- One (1) retained by department
- a. The originating division contact takes the City Engineer's copy of the executed contract and routing form to the Public Works Management Analyst Associate on the fourth floor.
- b. The Management Analyst Associate will create the purchase requisition for Purchasing to issue a purchase order.
- c. Purchasing sends the Management Analyst Associate the purchase order

Consultant agreements - Three (3) copies

- One (1) filed with City Clerk
- One (1) to consultant
- One (1) retained by department
- a. The originating division contact takes the executed routing form to the Public Works Management Analyst Associate on the fourth floor for verification of the overall project budget number and insertion of other budget numbers, task numbers and amounts relating to transportation, storm, sewer, water/ wastewater, Parks, etc.
- b. This routing form along with a copy of the first and signature pages of the consultant agreement are taken to Purchasing so a tracking document can be established in the city's financial system for issuing a blanket purchase order.
- c. Purchasing will return the City Contract Routing & Approval form to the originating division contact with the purchase order number noted.