COMMUNITY TRANSIT
Contract Submittal and Routing Sheet

Contract Routing No. 062-08

Contract routing number assigned by Administrative Support Staff or Purchasing. Call extension 2330.

Name of Agency Entering into Contract with Community Transit:

City of Seattle

Contract Description: Cooperative Purchasing Agreement

Length of Contract Term: Until cancelled in writing
Expiration Date: Written notice

Contract Cost: none
Funding Source: Org Fund Acct Fund Project

* Contract Revenue:

Type of Contract:
☐ Bid/Proposal
☒ Intergovernmental Agreement
☐ Professional/Personal Services Agreement
☐ Purchase (land, equipment, etc.)
☐ Maintenance Agreement
☐ Lease
☐ Ticket/Pass Outlet
☐ Labor Agreement
☐ Funding Agreement
☐ Other:

Board Action Required?
☐ Yes ☒ No

Date of Board Action:

CT Invoice Required?
☐ Yes * ☒ No

Routing for Approval and Signatures

Project Manager: Date: 5/12/08
Supervisor: Date: 5/12/08
Department Chief / Director: Date: 5/12/08
Chief Financial Officer: Date: 5/12/08
Legal Counsel: Date: 5/12/08
Director of Administration: Date: 5/12/08
Chief Executive Officer: Date: 5/12/08

All contracts on behalf of the Corporation shall be signed by the Chief Executive Officer or designee.

Return Contract To: Roger Kee

Routing for completely signed contracts:
1 original for CT contract files, including original contract routing sheet (return to Andrea Carter)
1 original for party with whom CT is contracting (copies provided by Project Manager)
* 1 copy of ALL REVENUE CONTRACTS to Lori Barnett, Accounts Receivable

Administration Department Form
Updated: 5/1/2008
700-Purchasing
Contract Routing Sheet
To: Emmett Heath, Director of Administration

From: Roger Kee, Procurement Specialist

Date: May 12, 2008

Subject: Cooperative Purchasing Agreement with City of Seattle

Background
An efficient and effective method of procuring supplies, materials, equipment and routine, expert and/or consultant services, is using competitively awarded contracts from other agencies, commonly called “piggybacking.” Community Transit saves time and administrative costs when piggybacking is used properly. Our resolution permits this method of procurement, and it must be done in accordance with RCW 39.34.

Status
City of Seattle is a large agency with many contracts that can be useful to Community Transit. The attached Cooperative Purchasing Agreement allows each agency to share contracts with the other in accordance with applicable laws. Legal has reviewed this agreement.

While this agreement is generic in nature and allows for the use of properly procured contracts, immediately it will enable Community Transit the ability to piggyback a contract for Ticket Vending Machines for the BRT project.

Budget Impact
No direct costs to either agency.

Recommendation
That the Director of Administration approve and execute a Cooperative Purchasing Agreement between Community Transit and City of Seattle.
# INTERLOCAL AGREEMENT FORM

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<thead>
<tr>
<th>Issued To:</th>
<th>Concerning:</th>
<th>Address:</th>
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| Community Transit, Everett, WA | General Purchases | 7100 Hardeson Rd  
Everett, WA 98203-5834 |

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<th>Phone:</th>
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<tr>
<td>5/14/2008</td>
<td>Vivian Uno,</td>
<td>425-348-7100</td>
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<td></td>
<td>Principal Buyer</td>
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<td>City of Seattle</td>
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<th>Will Expire:</th>
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<tr>
<td>ON</td>
<td>Roger Kee or Emmett Heath, Director of Administration</td>
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<td>or Continuous Until Canceled</td>
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## Miscellaneous Information:

**Date:** 5/15/08  

**To:** Community Transit  

**From:** City of Seattle, Purchasing & Contracting Division  

**Message:** Your copy of the Cooperative Purchasing Agreement is enclosed.
COOPERATIVE PURCHASING AGREEMENT

In accordance with RCW Chapter 39.34 and to all other applicable laws, The City of Seattle and the Community Transit, hereby agree to cooperative governmental purchasing agreement for various supplies, materials, equipment and routine, expert and/or consultant services, using competitively awarded contracts. The following terms and conditions:

1. Each agency, in contracting for the purchase of supplies, materials, equipment and services, agrees at its discretion, to extend contracts for shared use to the extent permitted by law and agreed upon by those parties and vendors.

2. Each agency is responsible for compliance with any additional or varying laws and regulations regarding purchases.

3. Any purchases shall be effected by a purchase order from the purchasing agency and directed to the vendor(s).

4. The originating contracting agency does not accept responsibility or liability for the performance of any vendor used by the purchasing agency as a result of this agreement.

5. Each agency shall be responsible for the payment of any item(s) purchased through a contract or purchase order that resulted from this Agreement.

6. This Agreement shall remain in force until cancelled in writing by either party.

Accepted for Community Transit

By: [Signature]

Name: Emmett Heath

Title: Director of Administration

Date: 5-12-2008

Accepted for the City of Seattle:

By: [Signature]

Name: Nancy Locke

Title: City Purchasing Manager

Date: 5/14/08