

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:

Check Appropriate Box

- 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:	<u><i>Matt Kee</i></u>	Date:	<u>5/12/08</u>
Supervisor:	<u><i>Arnold Turner</i></u>	Date:	<u>5/12/08</u>
Department Chief / Director:	_____	Date:	_____
Chief Financial Officer:	_____	Date:	<u>5/12/08</u>
Legal Counsel:	<u><i>Matt Hendry</i></u>	Date:	<u>5/12/08</u>
Director of Administration:	<u><i>E. Heath</i></u>	Date:	<u>5-12-08</u>
Chief Executive Officer:	_____	Date:	_____

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

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

Issued To: Community Transit, Everett, WA	Concerning: General Purchases	Address: 7100 Hardeson Rd Everett, WA 98203-5834
Dated: 5/14/2008	Approved By: Vivian Uno, Principal Buyer City of Seattle	Phone: 425-348-7100
Will Expire: ON or <input checked="" type="checkbox"/> Continuous Until Canceled	Contact: Roger Kee or Emmett Heath, Director of Administration	Fax:



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.

 **City of Seattle** 
Nancy Locke
City Purchasing Manager
Purchasing Services Division
Department of Executive Administration

700 Fifth Ave., Suite 4112
P.O. Box 94687
Seattle, WA 98124-4687

Tel: (206) 684-8903
Fax: (206) 233-5155
nancy.locke@seattle.gov

 **City of Seattle**
Vivian Uno
Principal Buyer
Purchasing & Contracting Services Division
Department of Executive Administration

Seattle Municipal Tower
Mail: PO Box 94687
700 th Ave., Suite 4112
Seattle WA 98124-4687

Tel: 206-684-0449
Fax: 206-233-5155
vivian.uno@seattle.gov
www.seattle.gov/contract

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

Accepted for the City of Seattle:

By: Emmett Heath

By: Nancy Locke

Name: Emmett Heath

for Name: Nancy Locke

Title: Director of Administration

Title: City Purchasing Manager

Date: 5-12-2008

Date: 5/14/08