

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**201812030**

Originating Department:	Parks & Recreation
Division/Program: (i.e. Dept. Division and Program)	Senior Services
Contract or Grant Administrator:	Mike McFarlane
Contractor's / Agency Name:	City of Blaine

Is this a New Contract? **If not, is this an Amendment or Renewal to an Existing Contract?** Yes  No   
**If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:** \_\_\_\_\_  
 Yes  No

Does contract require Council Approval? Yes  No  If No, include WCC: \_\_\_\_\_  
 (see Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement? Yes  No  If yes, grantor agency contract number(s): \_\_\_\_\_ CFDA#: \_\_\_\_\_

Is this contract grant funded? Yes  No  If yes, Whatcom County grant contract number(s): \_\_\_\_\_

Is this contract the result of a RFP or Bid process? Contract \_\_\_\_\_ Cost Center: \_\_\_\_\_  
 Yes  No  If yes, RFP and Bid number(s): 11-07

Is this agreement excluded from E-Verify? No  Yes  If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:  
 Professional services agreement for certified/licensed professional.  
 Contract work is for less than \$100,000.  Contract for Commercial off the shelf items (COTS).  
 Contract work is for less than 120 days.  Work related subcontract less than \$25,000.  
 Interlocal Agreement (between Governments).  Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>123,748</u>	Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, professional services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies or equipment included approved in the budget. 4. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
This Amendment Amount: \$ _____	
Total Amended Amount: \$ <u>123,748</u>	

Summary of Scope: This contract provides the funding for the City of Blaine to staff and operate the Blaine Senior Activity Center. Last year the center served 33,547 seniors. The Scope of Work for this agreement includes coordination of daily on-site operations, programming, enforcing safety procedures, and managing volunteer opportunities.

Term of Contract: January 1, 2019 Expiration Date: December 31, 2020

Contract Routing:	1. Prepared by: <u>Shannon Batdorf</u>	Date: <u>12/10/2018</u>
	2. Attorney signoff: _____	Date: <u>12/14/18</u>
	3. AS Finance reviewed: <u>blennick</u>	Date: <u>12/17/18</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: <u>✓</u>	Date: <u>10-31-18</u>
	6. Submitted to Exec.: <u>✓</u>	Date: <u>12-27-18</u>
	7. Council approved (if necessary): <u>✓</u>	Date: <u>1-15-19</u>
	8. Executive signed: <u>✓</u>	Date: <u>1-16-19</u>
	9. Original to Council: <u>✓</u>	Date: <u>1-25-19</u>

**INTERLOCAL COOPERATIVE AGREEMENT**

**BETWEEN**

**CITY OF BLAINE**

**AND**

**WHATCOM COUNTY PARKS & RECREATION**

THIS AGREEMENT is made and entered into by Whatcom County Parks & Recreation Department (County) and the City of Blaine, Washington (City or Provider) pursuant to the authority granted by chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

**1. DEFINITION / REFERENCES:**

- 1.1 The Blaine Senior Center, a not-for-profit organization, is referred to as "local not-for-profit organization" for the purposes of this agreement.
- 1.2 The Blaine Facilities, located at 763 G Street, Blaine, WA, is referred to as "Blaine Community/Senior Center" for the purposes of this agreement.

**2. PURPOSE:**

The County will provide funding to the City to assist with the provision of Senior Services at the Blaine Community/Senior Center. This funding is intended to provide on-site staffing to assist with the operation of senior activities by the local not-for-profit organization.

**3. RESPONSIBILITIES:**

**WHATCOM COUNTY PARKS & RECREATION RESPONSIBILITIES**

The County will provide funding in 2019 and 2020 for the City to provide staffing and operational support at the Blaine Senior Center.

**CITY OF BLAINE RESPONSIBILITIES**

The City contracts by separate agreement with the local not-for-profit organization to operate and maintain the Blaine Senior Center and its programs at the Blaine Community/Senior Center. "Senior Center management", "Senior Center employees", or "Senior Center staff" referred to herein are employees of the local not-for-profit organization. The City will utilize the funds provided for in this Agreement to contract with the local not-for-profit organization to continue to provide Senior Services Monday through Saturday of each week at the Blaine

Community/Senior Center. At a minimum, the City will be expected to provide the following services:

- A. Daily On-Site Operations
- B. Assistance to the local not-for-profit organization management and staff in order to provide a variety of healthy lifestyle programs and activities of interest to older adults
- C. Develop safety policies and monitor procedures
- D. Employee and volunteer opportunities to support Senior Center operations.
- E. Provide progress reports to the County

In addition the City will continue to provide support to the Senior Center including use of the city owned facility located at 763 G Street, Blaine, Washington, 98230 and/or continued funding to cover programming and utilities expenses at the facility.

**4. TERM OF AGREEMENT:**

The term of this Agreement shall be from January 1, 2019 through December 31, 2020.

**5. AVAILABLE FUNDING AND MANNER OF FINANCING:**

Whatcom County Parks & Recreation will provide a total of \$61,874 for the twelve (12) month period of January 1, 2019 through December 31, 2019, and \$61,874 for the twelve (12) month period of January 1, 2020 through December 31, 2020.

The City shall invoice the County by the last working day of each month during the term of this agreement for services rendered as outlined in Section 2. The County shall reimburse the City for twelve (12) equal payments in 2019 and twelve (12) equal payments in 2020.

**6. ADMINISTRATION:**

The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordination and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

- A. The City representative shall be Jeffrey Lazenby, or successor
- B. The County representative shall be Shannon Batdorf, or successor

**7. INDEMNIFICATION BY PROVIDER:** To the fullest extent permitted by law, the Provider agrees to indemnify, defend and hold the County and its departments, elected and appointed officials, employees, agents and

volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any act or omission, negligent or otherwise, of the Provider, its employees, agents or volunteers or Provider's subcontractors and their employees, agents or volunteers; or 2) are directly or indirectly arising out of, resulting from, or in connection with performance of this Agreement; or 3) are based upon the Provider's or its subcontractors' use of, presence upon or proximity to the property of the County. This indemnification obligation of the Provider shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the County. This indemnification obligation of the Provider shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the Provider hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the Provider are a material inducement to County to enter into this Agreement, are reflected in the Provider's compensation, and have been mutually negotiated by the parties.

Provider's initials acknowledging indemnity terms:



The County reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of Provider's indemnity obligations under this Agreement.

The Provider agrees all Provider's indemnity obligations shall survive the completion, expiration or termination of this Agreement.

8. In the event the Provider enters into subcontracts to the extent allowed under this Agreement, the Provider's subcontractors shall indemnify the County on a basis equal to or exceeding Provider's indemnity obligations to the County.

In the event the Provider enters into subcontracts to the extent allowed under this Agreement, the Provider's subcontractors shall indemnify the County on a basis equal to or exceeding Provider's indemnity obligations to the County.

The City is required to provide proof of insurance for the following minimum coverage:

- A. General Liability coverage @ \$1,000,000 per occurrence
- B. Workers Compensation Coverage and listed amounts for bodily injury by accident, bodily injury by disease, policy limits.
- C. Directors and Officers coverage if applicable.
- D. Fraud coverage for employees.

The City waives all rights of Subrogation against the County. The City's insurance is primary and the County's insurance is non-contributory except as required under the terms of Indemnification. The City shall name Whatcom County and its officials, employees, agents, and volunteers as ADDITIONAL INSUREDS on their insurance policy.

The City, in a written contract with the designated contractor that provides senior services, shall require the designated contractor to indemnify, defend, and hold harmless the County to the same extent as required in this Agreement.

Additionally, the City shall require the designated contractor to carry the insurance of Commercial General Liability per occurrence of \$1,000,000.00 or greater and vehicle insurance of \$1,000,000.00 or greater per occurrence. The Designated contractor's insurance shall name the City and Whatcom County and its officials, employees, agents, and volunteers as ADDITIONAL INSUREDS on the designated contractor's insurance policy. The designated contractor shall provide proof of these insurance requirements by submitting a Certificate of Liability with Endorsements to the City. The contracting organization's insurance shall waive all rights of Subrogation against the County and its insurance shall be primary and the County's insurance shall be non-contributory.

#### **9. TERMINATION:**

This Agreement may be terminated by either party upon one-hundred and twenty (120) days written notice, mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purpose of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

#### **10. NONDISCRIMINATION:**

During the term of the Agreement, the CITY, or designated contractor, shall comply with all applicable Federal, State and local provisions with regard to hiring and employment practices, and providing program services.

In the event of the CITY'S noncompliance or refusal to comply with the above provisions, this Agreement may be rescinded, cancelled, or terminated in whole or in part without penalty to the COUNTY. The CITY

shall, however, be given a reasonable time in which to cure such noncompliance.

**11. NEW CONTRACTOR**

Nothing herein shall prevent the City from entering into a contract with a different qualified contractor to perform the services described herein by the Lynden Council on Aging, or from performing said services itself.

**12. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS:**

This Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of the Agreement shall not be considered a waiver of any prior or subsequent breach.

**13. SEVERABILITY:**

In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.

**14. ENTIRE AGREEMENT:**

This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement this 31<sup>st</sup> day of October, 2019.

APPROVED:

**CITY OF BLAINE**

[Signature]  
David Wilbrecht, City Manager  
Michael Jones

ATTEST:

[Signature]  
Sheri Sanchez, City Clerk  
Samuel Crawford

DEPARTMENTAL APPROVAL:

[Signature]  
Jeffrey Lazenby, Finance Director

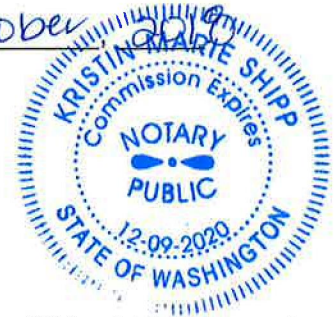
Executed as of the date first written above.

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF WHATCOM )

On this 31 day of October, 2019, before me personally appeared <sup>KMS</sup> Michael Jones to me known to be City Manager of CITY OF BLAINE and who executed the above instrument and acknowledged to me the act of signing and sealing thereof.

Given under my hand and official seal this 31 day of October, 2019

[Signature]  
NOTARY PUBLIC in and for the State of Washington  
Residing in Blaine wa  
My Commission expires: 12-09-2020



WHATCOM COUNTY



Jack Louws, County Executive

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF WHATCOM )

On this 16<sup>th</sup> day of January, 2019, before me personally appeared Jack Louws to me known to be County Executive of WHATCOM COUNTY and who executed the above instrument and acknowledged to me the act of signing and sealing thereof.

Given under my hand and official seal this 16<sup>th</sup> day of January, 2019.

Suzanne M. Mildner  
NOTARY PUBLIC in and for the State of Washington  
Residing in Bellingham.  
My Commission expires: 12-31-22



WHATCOM COUNTY PARKS & RECREATION DEPARTMENT



Michael McFarlane, Director

APPROVED AS TO FORM:

Hollings  
Deputy Prosecuting Attorney






## MEMORANDUM

RECEIVED

DEC 27 2018

JACK LOUWS  
COUNTY EXECUTIVE

**TO:** Jack Louws, Executive

**FROM:** Michael McFarlane, Director 

**DATE:** December 10, 2018

**RE:** Contract for Services – Blaine Senior Activity Center

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Enclosed are (2) two originals of the Interlocal Cooperative Agreement between Whatcom County Parks & Recreation and the City of Blaine for your review and signature.

▪ **Background and Purpose**

The renewal of this contract will provide funding to the City of Blaine to staff and operate the Blaine Senior Activity Center. Last year the Blaine Senior Center served 33,547 seniors. The Scope of Work for this agreement includes coordination of daily on-site operations, programming, enforcing safety procedures, and managing volunteer opportunities.

▪ **Funding Amount and Source**

The contract will be funded by the General Fund in the amount of \$123,748 for 2019 and 2020. This is a 3% increase from 2017-18 to assist with increasing costs. The increase was approved on ASR #2019-5739 in the 2019-20 Budget.