KingCounty

**Finance and Business Operations Division**
**Procurement and Contracts Services Section**
**Department of Executive Services**

CNK-ES-0340
3rd Floor
401 5th Avenue
SEATTLE, WA 98104

206-263-9400 Ph
206-296-7676 Fax
TTY Relay: 771
www.kingcounty.gov

CONTRACTOR:
SMART TALENT LLC
220 SW SUNSET BLVD STE B102

RENTON, WA 98057 United States
Fax: (206) 6870737

# CONTRACT

| CONTRACT NO. | REVISION | PAGE |
|---|---|---|
| 5701776 | 5 | 1 of 3 |

| CREATION DATE | BUYER |
|---|---|
| 01-AUG-2014 | AMON BILLUPS JR |
| **DATE OF REVISION** | **BUYER** |
| 01-MAR-2016 | AMON BILLUPS JR |

SHIP TO:
KC DES FBOD PCSS GOODS AND SERVICES
401 5TH AVE, CNK-ES-0340
SEATTLE, WA 98104

BILL TO:
KC DES FBOD ACCOUNTS PAYABLE
401 5TH AVE, CNK-ES-0320
SEATTLE, WA 98104

| CONTRACTOR NO | PAYMENT TERMS | FREIGHT TERMS | FOB | SHIP VIA | CONFIRM TO |
|---|---|---|---|---|---|
| 5252 | NET30DAYS | PAID | DESTINATION | UPS | Telephone: (206) 223-4001 |

## DESCRIPTION

**This Change Order is issued to incorporate 2016 wage and bill rates in accordance with ITB #1096-14 RLJ.**
**Effective Date: March 1, 2016**

**Schedule A-Administrative**
**Administrative Assistant I- $26.49 /$33.91**
**Administrative Assistant II- $33.58 /$42.99**
**Administrative Office Asst- $16.89 /$21.61**
**Administrative Specialist I- $18.5/$23.76**
**Administrative Specialist II- $20.41/$26.13**
**Administrative Specialist III- $22.44 /$28.73**
**Administrative Staff Assistant- $26.49 /$33.91**
**Administrator I- $27.78 /$35.56**
**Administrator II- $32.03 /$41.00**
**Contract Specialist I- $32.03 /$41.00**
**Contract Specialist II- $36.05 /$46.15**
**Customer Service Spec I- $18.13/$23.20**
**Customer Service Spec II- $19.93 /$25.51**
**Customer Service Spec III- $21.91 /$28.05**
**Health Program Assistant I- $22.44/$28.73**
**Human Resource Analyst- $32.79 /$41.97**
**Human Resource Associate- $28.44/$36.40**
**Project/Program Manager I- $29.83 /$38.18**
**Project/Program Manager II- $33.58 /$42.99**
**Project/Program Manager III- $37.81 /$48.39**
**Technical Info Proc Spec I- $18.13/$23.20**
**Technical Info Proc Spec II- $19.93 /$25.51**
**Technical Info Proc Spec III- $21.91/$28.05**
**Technical Info Proc Spec IV- $24.68 /$31.59**
**Transit Admin Support Spec I- $19.46 /$24.91**
**Transit Admin Support Spec II- $21.40 /$27.39**
**Word Processing Operator- $22.98/$29.41**

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Fax: (206) 6870737

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|---|---|---|
| 5701776 | 5 | 2 of 3 |

| CREATION DATE | BUYER |
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| 01-MAR-2016 | AMON BILLUPS JR |

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SEATTLE, WA 98104

BILL TO:
KC DES FBOD ACCOUNTS PAYABLE
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SEATTLE, WA 98104

## DESCRIPTION

**Schedule B-Risk Management**
**Claims Assistant- $25.88 / $33.12**
**Claims Officer- $29.13/ $37.29**
**Tort Claims Investigator- $34.39 / $44.01**

**Schedule D - Engineering**
**Engineer I- $30.55 / $39.10**
**Engineer II- $34.39 / $44.01**
**Engineering Technician I- $23.53/ $30.12**
**Engineering Technician II- $25.88/ $33.12**

**Schedule E - Scientific**
**Environmental Lab Scientist I- $31.16 / $39.88**
**Environmental Lab Scientist II- $35.07 / $44.89**
**Environmental Lab Scientist III- $39.49/ $50.55**
**Environmental Scientist I- $31.16 / $39.88**
**Environmental Scientist II- $35.07/ $44.89**
**Environmental Specialist I- $26.39/ $33.78**
**Environmental Specialist II- $29.01/ $37.13**
**Laboratory Assistant I- $16.82 / $21.53**
**Laboratory Assistant II- $18.94 / $24.24**

**Schedule F - Appraisers**
**Abstract Technician-$22.99/$29.42**
**Appraiser – Assistant-$22.44/$28.73**
**Appraiser – Senior-$37.81/$48.39**
**Commercial Appraiser I-$29.13/$37.29**
**Commercial Appraiser II-$33.58/$42.99**
**Residential Appraiser I-$27.78/$35.56**
**Residential Appraiser II-$32.03/$41.00**

**Schedule G - Recreation**
**Recreation Coordinator- $27.13 / $34.72**
**Recreation Specialist- $25.27 / $32.35**

**Schedule H - Communications**
**Communications Spec-Dispatcher- $20.69/$26.49**

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## DESCRIPTION

**Communications Specialist I- $28.44 / $36.40**
**Communications Specialist II- $30.55 / $39.10**
**Communications Specialist III- $33.58 /$42.99**
**Graphic Designer- $26.49 / $33.91**

**Schedule I - Service and Security**
**Custodian- $17.29 / $22.13**
**Security Officer- $20.90/ $26.75**
**Security Officer - Dispatch $21.91/ $28.05**

**Schedule J - Legal**
**Legal Administrative Spec I- $18.56 / $23.76**
**Legal Administrative Spec II- $20.41 / $26.13**
**Paralegal- $26.49/ $33.91**

**All other terms and conditions remain the same**

Authorized Signature

ITB #1096-14-RLJ
Temporary Personnel Services, Short Term

# Contractor Summary

| Contractor | Call Order | CPA |
|---|---|---|
| Schedule A. Administrative | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***P.I.E. Management LLC*** | #2 | 5701775 |
| ***Smart Talent*** | #3 | 5701776 |
| Schedule B. Risk Management | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***Smart Talent*** | #2 | 5701776 |
| ***P.I.E. Management LLC*** | #3 | 5701775 |
| Schedule C. Finance | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***P.I.E. Management LLC*** | #2 | 5701775 |
| ***RADGOV, Inc.*** | #3 | 5701777 |
| Schedule D. Engineering | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***Smart Talent*** | #2 | 5701776 |
| ***P.I.E. Management LLC*** | #3 | 5701775 |
| Schedule E. Scientific | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***Smart Talent*** | #2 | 5701776 |
| ***P.I.E. Management LLC*** | #3 | 5701775 |
| Schedule F. Appraisers | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***Smart Talent*** | #2 | 5701776 |
| ***P.I.E. Management LLC*** | #3 | 5701775 |
| Schedule G. Recreation | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***Smart Talent*** | #2 | 5701776 |
| ***P.I.E. Management LLC*** | #3 | 5701775 |
| Schedule H. Communications | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***P.I.E. Management LLC*** | #2 | 5701775 |
| ***Smart Talent*** | #3 | 5701776 |
| Schedule I. Service and Security | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***Smart Talent*** | #2 | 5701776 |
| ***P.I.E. Management LLC*** | #3 | 5701775 |
| Schedule J. Legal Administrative Services | | |
| ***TripleNet Technologies, Inc.*** | #1 | 5701774 |
| ***P.I.E. Management LLC*** | #2 | 5701775 |
| ***Smart Talent*** | #3 | 5701776 |

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| 5701776 | 2 | 1 of 3 |

| CREATION DATE | BUYER |
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| 01-AUG-2014 | AMON BILLUPS JR |
| **DATE OF REVISION** | **BUYER** |
| 15-JAN-2015 | AMON BILLUPS JR |

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|---|---|---|---|---|---|
| 5252 | NET30DAYS | Paid | DESTINATION | UPS | Telephone: (206) 223-4001 |

## DESCRIPTION

**Change Order #1 (01/21/15)**

**This Change Order is issued to incorporate 2015 wage and bill rates in accordance with King County ITB 1096-14 RLJ.**

**Effective Date: January 1, 2015**

**Schedule A - Administrative**
**Administrative Assistant I - $25.91 / $33.16**
**Administrative Assistant II - $32.84 / $42.04**
**Administrative Office Asst. - $16.51 / $21.14**
**Administrative Specialist I - $18.16 / $23.24**
**Administrative Specialist II - $19.96 / $25.55**
**Administrative Specialist III - $21.95 / $28.10**
**Administrative Staff Assistant - $25.91 / $33.16**
**Administrator I - $27.17 / $34.78**
**Administrator II - $31.32 / $40.09**
**Contract Specialist I - $31.32 / $$40.09**
**Contract Specialist II - $35.26 / $45.13**
**Customer Service Spec I - $17.73 / $22.69**
**Customer Service Spec II - $19.49 / $24.95**
**Customer Service Spec III - $21.43 / $27.43**
**Health Program Assistant I - $21.95 / $28.10**
**Human Resource Analyst - $32.07 / $41.05**
**Human Resource Associate - $27.82 / $35.60**
**Project/Program Manager I - $29.17 / $37.34**
**Project/Program Manager II - $32.84 / $42.04**
**Project/Program Manager III - $36.98 / $47.33**
**Technical Info Proc Spec I - $17.73 / $22.69**
**Technical Info Proc Spec II - $19.49 / $24.95**
**Technical Info Proc Spec III - $21.43 / $27.24**
**Technical Info Proc Spec IV - $24.13 / $30.89**
**Transit Admin Support Spec I - $19.03 / $24.36**
**Transit Admin Support Spec II - $20.93 / $26.79**

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| 15-JAN-2015 | AMON BILLUPS JR |

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SEATTLE, WA 98104

## DESCRIPTION

**Word Processing Operator - $22.47 / $28.76**

**Schedule B - Risk Management**
**Claims Assistant - $25.31 / $$32.39**
**Claims Officer - $28.49 / $36.47**
**Tort Claims Investigator - $33.63 / $43.05**

**Schedule D - Engineering**
**Engineer I - $29.88 / $38.24**
**Engineer II - $33.63 / $43.05**
**Engineering Technician I - $23.01 / $29.45**
**Engineering Technician II - $25.31 / $32.39**

**Schedule E - Scientific**
**Environmental Lab Scientist I - $30/47 / $39.01**
**Environmental Lab Scientist II - $34.30 / $43.91**
**Environmental Lab Scientist III - $38.62 / $49.43**
**Environmental Scientist I - $30.47 / $39.01**
**Environmental Scientist II - $34.30 / $43.91**
**Environmental Specialist I - $25.81 / $33.04**
**Environmental Specialist II - $28.37 / $36.32**
**Laboratory Assistant I - $16.45 / $21.05**
**Laboratory Assistant II - $18.52 / $23.70**

**Schedule F - Appraisers**
**Abstract Technician - $22.48 / $28.78**
**Appraiser, Assistant - $21.95 / $28.10**
**Appraiser, Senior - $$36.98 / $47.33**
**Commercial Appraiser I - $28.49 / $36.47**
**Commercial Appraiser II - $32.84 / $42.04**
**Residential Appraiser I - $27.17 / $34.78**
**Residential Appraiser II - $31.32 / $40.09**

**Schedule G - Recreation**
**Recreation Coordinator - $26.53 / $33.96**
**Recreation Specialist - $24.71 / $31.63**

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SEATTLE, WA 98104

## DESCRIPTION

**Schedule H - Communications**
**Communications Spec-Dispatcher - $20.24 / $25.90**
**Communications Specialist I - $27.82 / $35.60**
**Communications Specialist II - $29.88 / $38.24**
**Communications Specialist III - $32.84 / $42.04**
**Graphic Designer - $25.91 / $33.16**

**Schedule I - Service and Security**
**Custodian - $16.91 / $21.65**
**Security Officer - $20.44 / $26.16**
**Security Officer - Dispatch - $21.43 / $27.43**

**Schedule J - Legal Administrative Services**
**Legal Administrative Spec I - $18.16 / $23.24**
**Legal Administrative Spec II - $19.96 / $25.55**
**Paralegal - $25.91 / 33.16**

**All other terms and conditions remain the same.**

Authorized Signature

## SECTION 3 Standard Contractual Terms and Conditions

### 3.1 Administration

This Contract is between the County and the Contractor who shall be responsible for providing the goods or services described herein. The County is not party to defining the division of work between the Contractor and its Subcontractors. The Contractor represents that it has or shall obtain all duly licensed or qualified personnel, materials and equipment required to perform work hereunder.

The Contractor's performance under this Contract may be monitored and reviewed by a Project Manager appointed by the County. Reports and data required to be provided by the Contractor shall be delivered to the Project Manager or Buyer. Questions by the Contractor regarding interpretation of the terms, provisions and requirements of this Contract shall be addressed to the Buyer or Project Manager for response.

### 3.2 Contract Amendments

No oral order or conduct by the County shall constitute a Contract Amendment. Contract Amendments shall only be effective upon written notification by the County. The County reserves the right to amend the contract to add or delete goods or services within the intended scope of this contract. This may include, but is not limited to approval of replacements for discontinued items, add items of like function, or similar in nature or purpose to the originally listed products; the provision of ancillary services in response to minor changes in County needs; extend the contract to include optional terms.

Cost or Price Analysis may be required by the County for the evaluation of contract modifications, terminations, revision to contract requirements or other circumstances as determined by the County.

### 3.3 Invoices and Payment

The Contractor shall submit properly certified invoices to King County. The invoice(s) shall contain the following information: The purchase order/contract number, item numbers, description of supplies or services, quantities, unit prices, extended totals, and discounts, if applicable. For services, identify specific deliverables, and/or hourly rates, hours worked, total hours or related fees.

The Contractor shall bill to the address on the purchase order. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if the invoice is returned for credit or correction.

When a purchase order is issued against this Contract that has the potential for multiple or partial deliveries, a separate invoice shall be generated for each completed delivery accepted by the County.

Failure to comply with these requirements or to provide an invoice in conformance with the contract may delay payment.

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

King County will not be bound by prices contained in an invoice that are higher than those in the currently approved price list. If a price increase has not been accepted in writing by King County, the invoice may be rejected and returned to the Contractor for a correction.

King County may use a P-Card to make payments of services.

### 3.4 Rejection of Goods Or Services

After award, the Buyer or authorized County representative shall have the option of rejecting or refusing delivery of any and all goods or services which are not in strict conformity with the requirements of the specification and the bid. All rejected goods or services shall be promptly replaced or re-performed and be subject to approval by the County. All replacement goods and services shall be provided at the Contractor's own expense.

### 3.5 Re-procurement Costs

When a Contractor fails to furnish goods or services in accordance with the terms of this Contract, and the County must purchase at a price greater than the contract price, the difference may be charged to the Contractor. The County may exercise this charge as a credit against invoices due the Contractor.

### 3.6 Termination For Convenience/Default/Non-appropriation

A. Termination for Convenience

The County for its convenience may terminate this Contract, in whole or in part, at any time by written notice sent certified mail, return receipt requested, to the Contractor. After receipt of a Notice of Termination ("Notice"), and except as directed by the County, the Contractor shall immediately stop work as directed in the Notice, and comply with all other requirements in the Notice. The Contractor will be paid its costs, including necessary and reasonable Contract close-out costs and profit on that portion of the work satisfactorily performed up to the date of termination as specified in the notice. The Contractor shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the Contractor has any property in its possession belonging to the County, the Contractor shall account for the same and dispose of it in the manner the County directs. All termination payment requests may be subject to Cost or Price Analysis to determine reasonableness and compliance with the Contract and applicable laws and regulations.

B. Termination for Default

If the Contractor does not deliver work in accordance with the Contract, or the Contractor fails to perform in the manner called for in the Contract, or the Contractor fails to comply with any material provisions of the Contract, the County may terminate this Contract, in whole or in part, for default as follows:

A Notice to Cure will be served on the Contractor by certified mail (return receipt requested) or a delivery service capable of providing a receipt. The Contractor shall have ten (10) Days from the date the Notice to Cure was served to cure the default or provide the County with a detailed written plan, which indicates the time and methods needed to bring the work into compliance and cure the default.

If the Contractor has not cured the default or the plan to cure the default is not acceptable to the County, the County may terminate the Contract. Termination shall occur by serving a Notice of Termination by certified mail (return receipt requested) or delivery service capable of providing a receipt on the Contractor setting forth the manner in which the Contractor is in default and the effective date of termination.

The Contractor will only be paid for work delivered and Accepted, or work performed in accordance with the manner of performance set forth in the Contract less any damages to the County caused by or arising from such default. All termination payment requests are subject to Cost or Price Analysis to verify compliance with the Contract and applicable laws and regulations.

The termination of this Contract shall in no way relieve the Contractor from any of its obligations under this Contract nor limit the rights and remedies of the County hereunder in any manner.

C. Termination for Non-Appropriation

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth in this Contract or in any amendment hereto, the County may, upon written notice to the Contractor, terminate this Contract in whole or in part.

In accordance with King County Code 4.04.040B.6, payment shall not exceed the appropriation for the year in which termination is effected. If this Contract is terminated for non-appropriation, the County shall be liable only for payment in accordance with the terms of this Contract for performance rendered prior to the effective date of termination; and, the Contractor shall be released from any obligation under this contract or a related Purchase Order to provide further work pursuant to the Contract as are affected by the termination.

Funding under this Contract beyond the current appropriation year is conditional upon the appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, the Contract shall terminate at the close of the current appropriation year. The appropriation year ends on December 31 of each year.

### 3.7 Force Majeure

The term force majeure shall include, without limitation by the following enumeration: acts of nature, acts of civil or military authorities, fire, accidents shutdowns for purpose of emergency repairs, industrial, civil or public disturbances, causing the inability to perform the requirements of this Contract. If any party is rendered unable, wholly or in part, by a force majeure event or any event cause not within such party's control, to perform or comply with any obligation or condition of this Contract, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. In the event the Contractor ceases to be excused pursuant to this provision, then the County shall be entitled to exercise any remedies otherwise provided for in this Contract, including Termination for Default.

Whenever a force majeure event causes the Contractor to allocate limited resources between or among the Contractor's customers, the County shall receive no less priority in respect to such allocation than any of the Contractor's other customers.

### 3.8 Taxes, Licenses, and Certificate Requirements

This Contract and any of the work provided hereunder is contingent and expressly conditioned upon the ability of the Contractor to provide the specified goods or services consistent with applicable federal, state or local laws and regulations. If, for any reason, the Contractor's required compliances are terminated, suspended, revoked or in any manner modified from their status at the time this Contract becomes effective, the Contractor shall notify the County immediately of such condition in writing.

The Contractor and subcontractor(s) shall maintain and be liable for all taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as applicable to the work under this Contract.

### 3.9 Assignment

Neither party shall assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the other party. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successors of the assigning party. This provision shall not prevent the Contractor from pledging any proceeds from this Contract as security to a lender so long as King County Policy Fin10-1 (AP), paragraph 6.1.3 is followed. If assignment is approved, it shall be accepted by either party upon the posting of all required bonds, securities and the like by the assignee and the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

### 3.10 Indemnification and Hold Harmless

To the maximum extent permitted by law and except to the extent caused by the sole negligence of the County, the Contractor shall indemnify and hold harmless the County, its officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incident to the goods and/or services Provided by or on behalf of the Contractor. In addition, the Contractor shall assume the defense of the County and its officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to such goods and/or services: shall pay all defense expenses, including reasonable attorney's fees, expert fees and costs incurred by the County on account of such litigation or claims. This indemnification obligation shall include, but is not limited to, all claims against the County by an employee or former employee of the Contractor or its Subcontractors, and the Contractor, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects the County only, under any industrial insurance act, including Title 51 RCW, other Worker's Compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In the event that the County incurs any judgment, award and/or cost including attorney's fees arising from the provisions of this subsection, or to enforce the provisions of this subsection, any such judgment, award, fees, expenses and costs shall be recoverable from the Contractor. In the event of litigation between

the parties to enforce the rights under this subsection, reasonable attorney fees shall be allowed to the substantially prevailing party.

In the event the County incurs attorney fees and/or costs in the defense of claims under this provision such attorney fees and costs shall be recoverable from the Contractor. In addition King County shall be entitled to recover from the Contractor its attorney fees, and costs incurred to enforce the provisions of this section.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Contract.

Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

### 3.11 Applicable Law and Forum

Except as hereinafter specifically provided, this Contract shall be governed by and construed according to the laws of the State of Washington, including, but not limited to, the Uniform Commercial Code, Title 62A RCW. Any claim or suit concerning this Contract shall only be filed in either the King County Superior Court or U.S. District for the Western District of Washington, in Seattle.

### 3.12 Conflicts of Interest and Non-Competitive Practices

By entering into this Contract to perform work, the Contractor represents that it has no direct or indirect pecuniary or proprietary interest, and that it shall not require any interest that conflicts in any manner or degree with the work required to be performed under this Contract. The Contractor shall not employ any Person or agent having any conflict of interest. In the event that the Contractor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such conflict to the County. The County shall require that the Contractor take immediate action to eliminate the conflict up to and including termination for default.

By entering into this Contract to perform work, the Contractor represents that no Persons except as designated by Contractor shall be employed or retained to solicit or secure this Contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and no gratuities, in the form of entertainment, gifts or otherwise, were bided or given by the Contractor or any of its agents; employees or representatives, to any official, member or employee of the County or other governmental agency with a view toward securing this Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this Contract.

### 3.13 Disputes, Claims and Appeals

The Contractor shall address questions or claims regarding the Contract in writing to the Buyer and Project Manager, within ten (10) Days of the date on which the Contractor knows or should know of the question or claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract. No claim shall be allowed for any costs incurred more than ten (10) Days before the Contractor gives written notice, as required in this section. The Buyer and Project Manager shall ordinarily respond to the Contractor in writing with a decision,

but absent such written response, the question or claim shall be deemed denied upon the tenth (10th) Day following receipt by the Buyer and Project Manager.

In the event the Contractor disagrees with the determination of the Buyer and Project Manager, the Contractor shall within five (5) Days of the date of such determination, appeal the determination in writing to the Procurement and Contract Services Section Manager. Such written notice of appeal shall include all information necessary to substantiate the appeal. The Procurement and Contract Services Section Manager shall review the appeal and make a determination in writing, which shall be final. Appeal to the Procurement and Contract Services Section Manager shall be a condition precedent to alternative dispute resolution or litigation.

Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Contract and in accordance with the direction of the Buyer or Project Manger. Failure to comply precisely with the time deadlines under this subsection as to any claim shall operate as a waiver and release of that claim and an acknowledgement of prejudice to the County.

### 3.14 Maintenance of Records/Audits

The Contractor shall maintain, and shall require any sub-contractor to maintain, accounts and records, including personnel, property, financial, and programmatic records and such other records as may be deemed necessary by the County to ensure proper accounting for all contract funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Contractor shall make such documents available to the County for inspection, copying, and auditing upon request.

All records referenced in this section shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.

The Contractor shall provide access to its facilities, including those of any sub-contractor, to the County, the State and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract.

The Contractor agrees to cooperate with County or its designee in the evaluation of the services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.56.

If the Contractor expended a total of $500,000.00 or more in federal awards during its fiscal year, and is a non-profit organization, and is, under this Contract, carrying out or administering a program or portion of a program, it shall have an independent audit conducted in accordance with OMB Circular A-133, which shall comply with the requirements of GAAS (generally accepted auditing standards), GAO's Government Audit Standards and OMB Circular A-133, as amended and as applicable. Contractors expending federal awards from more than one source shall be responsible for determining if the combined financial awards are equal to or greater than $500,000.00. The Contractor shall provide one copy of the audit report to each

County division providing federal awards to the Contractor no later than nine (9) months subsequent to the end of the Contractor's fiscal year.

### 3.15 Other Public Agency Orders

Other federal, state, county and local entities may utilize the terms and conditions established by this Contract if agreeable to all parties. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

If the contractor agrees to extend this contract to other governmental agencies, this contract is subject to an Administrative Fee (Fee) of 1% (.01). The Fee shall be based on total sales made to each governmental agency outside of King County's Departments, Divisions and Agencies, less sales tax, freight and any credits(s). The Fee shall be paid by the contractor, payable and remitted to King County Procurement and Contract Services Section not less than twice per year, on July 31st and January 31st for the first and second half of the year sales respectively. Fees submitted shall be accompanied by a sales report, reference the contract number, and show the total sales to other governmental agencies, excluding King County. The contractor shall not invoice the Fee to any contract user.

### 3.16 Environmentally Preferable Product Procurement Policy

Bidders able to supply products containing recycled and environmentally preferable materials that meet performance requirements are encouraged to offer them in bids and proposals.

The Bidder and Contractor shall use recycled paper for all printed and photocopied documents related to the submission of this solicitation and fulfillment of the contract and shall, whenever practicable, use both sides of the paper. (Reference: KCC 18.20).

### 3.17 Industrial and Hazardous Waste

The Contractor shall comply with all applicable local ordinances, state and federal statutes, and supporting rules and regulations governing the discharge of industrial waste to public sewer, private sewer, or side sewer tributary to the metropolitan sewer system.

Contractor shall handle and dispose of all hazardous wastes in compliance with all applicable local, state and federal laws and regulations, including the Resource Conservation and Recovery Act, the Washington Hazardous Waste Management Act, and applicable rules and regulations of the Environmental Protection Agency and the Department of Ecology governing the generation, storage, treatment, transportation or disposal of hazardous wastes.

### 3.18 Patents and Royalties

The Contractor is responsible for paying all license fees, royalties or the costs of defending claims for the infringement of any intellectual property that may be used in performing this Contract.

### 3.19 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your bid. If you have

questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-263-9061.

### 3.20 Nondiscrimination and Equal Employment Opportunity

A. Nondiscrimination in Employment - During performance of this Contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.

B. Equal Employment Opportunity Efforts - The Contractor will undertake equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. The Contractor's equal employment opportunity efforts shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth this nondiscrimination clause. In accordance with KCC 12.16.010.J, "equal employment opportunity efforts" shall mean active efforts to ensure equal opportunity in employment that is free from all forms of discrimination.

C. Nondiscrimination in Subcontracting Practices - During the term of this Contract, the Contractor shall not create barriers to open and fair opportunities to participate in County contracts or to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractor and suppliers, the Contractor shall not discriminate against any person because of their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.

D. Compliance with Laws and Regulations - The Contractor shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit discrimination. These laws include, but are not limited to, RCW Chapter 49.60, Titles VI and VII of the Civil Rights Act of 1964, the American with Disabilities Act, and the Restoration Act of 1987. In addition, King County Code chapters 12.16, 12.17 and 12.18 are incorporated herein by reference and the requirements in these code sections shall specifically apply to this contract. The Contractor shall further comply fully with any equal opportunity requirements set forth in any federal regulations, statutes or rules included or referenced in the contract documents.

E. Sanctions for Violations - Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of contract, for which the Contractor may be subject to damages, withholding payment and any other sanctions provided for by contract and by applicable law.

### 3.21 Non-Waiver of Breach

No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

### 3.22 Severability

Whenever possible, each provision of this Contract shall be interpreted to be effective and valid under applicable law. If any provision is found to be invalid, illegal, or unenforceable, then such provision or portion thereof shall be modified to the extent necessary to render it legal, valid, and enforceable and have the intent and economic effect as close as possible to the invalid, illegal, and unenforceable provision. If it is not possible to modify the provision to render it legal, valid and enforceable, then the provision shall be severed from the rest of this Contract. The invalidity, illegality or unenforceability of any provision shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain valid and binding.

### 3.23 Certification Regarding Debarment, Suspension and Other Responsibility Matters

If this Contract is a covered transaction for purposes of 49 CFR Part 29, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting this Contract, the Contractor certifies as follows:

The certification in this clause is a material representation of fact relied upon by King County. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to remedies available to King County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while performing this Contract and further agrees to include a provision requiring such compliance in its lower tier covered transactions.

### 3.24 Incorporation of Documents

The contract between the awarded bidder and King County shall include all documents mutually entered into at the time of contract award, specifically including the contract document, the solicitation, and the response to the solicitation. The contract must include, and be consistent with, the specifications and provisions stated in this solicitation. King County shall not be bound nor obligated to enter into or sign additional agreements and or documents other than those required by law.

## SECTION 4 Specific Contractual Terms & Conditions

### 4.1 Contract Value

The estimated annual value of this contract is approximately $250,000. King County will not be limited, restricted or bound by this dollar value, nor shall the County be obligated to purchase any items contained in this ITB.

### 4.2 Contract Term

The term of this Contract will be five (5) years, subject to the termination clauses contained herein. King County reserves the right to extend the term if determined to be in the best interest of the County.

Contracts or purchase orders will be issued by the County. Contract amendments or change orders issued by the County may reflect modification(s) of contract terms, funding or other matters.

King County reserves the right to purchase the goods or services described herein from other sources. The Contractor does not have the exclusive right to fill all of the County's requirements for the goods or services awarded nor will the County be obligated to purchase the estimated annual quantity, or any quantity contained in this Contract.

### 4.3 Use Report

The Contractor shall, if requested, submit to the Buyer a report of sales made to King County under this Contract. The report, in a format acceptable to King County, shall identify the detail required by the Buyer, which may include but is not limited to, delivery location, the item description, whether it's a Contract or non-Contract item, quantity, price and discount.

### 4.4 Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) of 1996, requires health information about an individual to remain secure and private. The Contractor shall comply with all HIPAA regulations in full. Information on this Act can be found at the Office of Civil Rights website: http://www.hhs.gov/ocr/hipaa/.

### 4.5 Compliance with Section 504 of the Rehabilitation Act of 1973, as amended (Section 504) and the American with Disabilities Act of 1990 as amended (ADA)

Pursuant to Title II of the ADA, and Section 504, King County must not discriminate against people with disabilities in providing services, programs or activities even if those services, programs or activities are carried out by contractors. The Contractor agrees that it shall provide all programs, services, and activities to County employees or members of the public under this Contract in the same manner as King County is obligated to under Title II of the ADA, and Section 504 and shall not deny participation or the benefits of such services, programs, or activities to people with disabilities on the basis of such disability. Failure to comply with this section shall be a material breach of, and grounds for the immediate termination of, this Contract.

The Contractor agrees to provide to persons with disabilities access to programs, activities and services provided under the Contract or agreement, as required by the disability access laws as defined by KCC 12.16; and:

The Contractor shall not discriminate against persons with disabilities in providing the work under the Contract. In any subcontracts for the programs, activities and services under their Contract or agreement with the County, the Contractor shall include the requirement that the subcontract provide to persons with disabilities access to programs, activities and services provided under the Contract or agreement, as required by the disability access laws as defined by KCC 12.16, that the subcontractor shall not discriminate against persons with disabilities in providing the work under the Contract and that the subcontractor shall provide that the County is a third party beneficiary to that required provision**.**

### 4.6 Independent Status of Contractor

In the performance of this Contract, the parties shall be acting in their individual, corporate or governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The parties intend that an independent contractor relationship shall be created by this Contract. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Contractor shall not make any claim of right, privilege or benefit, which would accrue, to an employee under chapter 41.06 RCW or Title 51 RCW.

### 4.7 Non-Disclosure Obligation

Data provided by the County either before or after Contract award shall only be used for its intended purpose. Contractors and Subcontractors shall not utilize nor distribute the County data in any form without the express written approval of the County.

While performing the work under this Contract, the Contractor may encounter personal information, licensed technology, Software, Documentation, drawings, schematics, manuals, data and other materials described as “Confidential”, “Proprietary” or “Business Secret”. The Contractor shall not disclose or publish the information and material received or used in performance of this Contract. This obligation is perpetual. The Contract imposes no obligation upon the Contractor with respect to confidential information which the Contractor can establish that: a) was in the possession of, or was rightfully known by the Contractor without an obligation to maintain its confidentiality prior to receipt from the County or a third (3rd) party; b) is or becomes generally known to the public without violation of this Contract; c) is obtained by the Contractor in good faith from a third (3rd) party having the right to disclose it without an obligation of confidentiality; or, d) is independently developed by the Contractor without the participation of individuals who have had access to the County’s or the third (3rd) party’s confidential information. If the Contractor is required by law to disclose confidential information the Contractor shall notify the County of such requirement prior to disclosure.

### 4.8 Insurance Requirements

Prior to the award of a contract, the Contractor shall obtain and maintain the minimum insurance set forth herein for the duration of this contract for itself and any subcontractor performing work. By requiring such minimum insurance, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Contract. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage. The Contractor shall maintain limits and scope of insurance no less than:

General Liability $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a $2,000,000 aggregate limit;

Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage;

Workers' Compensation: Statutory requirements of the state of residency;

Employers Liability Stop Gap: $1,000,000.

Except for Workers Compensation, the county, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Contract. Use the above exact language on the Endorsement Form. **The County requires this Endorsement to complete the Contract.**

## SECTION 5 Federal Transit Administration (FTA) Requirements

This Contract shall be partially funded by the Federal Transit Administration (FTA). The following provisions include, in part, certain standard terms and conditions required by the U.S. Department of Transportation. All Contractual provisions required by the U.S. Department of Transportation, as set forth in FTA Circular 4220.1F, dated November 1, 2008, as are the requirements of the Master Agreement between King County and the U.S. Department of Transportation, including all "flow down" provisions to third party Contractors, Subcontractors and or suppliers are hereby incorporated by reference. Unless stated otherwise, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. The Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any County requests that would cause the County to be in violation of the FTA terms and conditions.

### 5.1 Changes in Federal laws, Regulations, Policies and Administrative Practices

New federal laws, regulations, and directives may be established after the date this Contract is established and may apply to this Contract. To achieve compliance with changing federal requirements, the Contractor agrees to accept all changed requirements that apply to this Contract and require Subcontractors comply with revised requirements as well.

Ref: FTA Master Agreement MA (16), 10-1-2009, Section 2(c).

### 5.2 Federal Changes

The Contractor agrees to comply with all applicable FTA laws, regulations and directives, including without limitation, those listed directly or by reference in the Master Agreement between the County and FTA, as they may be amended or promulgated from time to time during the term of this Contract. Contractor's failure to comply shall constitute a material breach of this Contract.

Ref: 49 CFR Part 18 and FTA Master Agreement MA (16), 10-1-2009, Section 2(c).

### 5.3 No Federal Government Obligations to Third Parties

The Contractor agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the Contractor or any other party (whether or not a party to this Contract) pertaining to any matter resulting from this Contract.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the Subcontractor who shall be subject to its provisions.

Ref: FTA Master Agreement MA (16), 10-1-2009, Section 2(f).

### 5.4 Equal Employment Opportunity

The Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age, or national origin. The Contractor shall take affirmative action to ensure that the hiring of applicants and treatment of employees during employment is conducted without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, the following: employment,

upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor further agrees to insert a similar provision in all Subcontracts, except Subcontracts for standard commercial supplies or raw materials.

The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

Ref: Executive Order 11246, as amended by Executive Order 11375; Title VII of the Civil Rights Act, as amended, 42 USC § 2000e; Federal transit laws at 49 USC § 5332; section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 USC §§ 621-634; section 102 of the Americans with Disabilities Act, as amended, 42 USC §§ 12101 et seq.; 29 CFR Parts 1625 and 1630; 41 CFR § 60-1.4, Title IX of the Education Amendments of 1972, as amended, 20 USC §§ 1681 et seq., and with implementing U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, " 49 CFR Part 25. .

### 5.5 Title VI Compliance

The Contractor shall comply with and shall ensure the compliance by all Subcontractors under this Contract with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC 2000d) and the regulations of the federal Department of Transportation, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act,” 49 CFR Part 21, (hereinafter “Regulations”) as they may be amended from time to time. The Federal Government and or the County has a right to seek judicial enforcement with regard to any matter arising under Title IV of the Civil Rights Act and implementing regulations.

Ref: 49 CFR Part 21.19.

During the performance of this Contract, the Contractor, for itself, its assignees and successors-in-interest agrees as follows:

A. Nondiscrimination—49 CFR Part 26. The Contractor or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of United States Department of Transportation ("USDOT") — assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy, as the County deems appropriate.

B. Prompt Payment. The Contractor agrees to pay each Subcontractor under this Contract for satisfactory performance of its Contact no later than thirty (30) Days from the receipt of each payment the Contractor receives from the County. The Contractor agrees further to return retainage payments to each Subcontractor within thirty (30) Days after the Subcontractor’s Work is satisfactorily completed. Any delay or postponement of payment from the above referenced period may occur only for good cause following written approval of the County. This clause applies to both DBE and non-DBE Subcontractors.

C. Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Contractor for Work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential Subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.

D. Sanctions for Noncompliance. In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, King County shall impose such contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or

2. Cancellation, termination, or suspension of the contract, in whole or in part.

E. Incorporation of Provisions. The Contractor shall include the provisions of paragraphs A through D in every Subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the County or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or supplier as a result of such direction, the Contractor may request the County to enter into such litigation to protect the interests of the County and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

F. Contractor's List. Contractor is requested to submit the name, address, DBE/Non-DBE status, annual gross receipts, and age of all Subcontractors and suppliers bidding or quoting on DOT-assisted projects. **Compliance with the requirement to report the Contractor's List information is a matter of responsibility**. Contractor is requested to submit the Contractor's List prior to Contract Work.

**5.6 Disadvantaged Business Enterprise Requirements.**

A. DBE Participation. The County has not established a DBE goal for this Contract. In accordance with this section, the County has an overall annual DBE goal of thirteen percent (13%) for FTA assisted projects. However, the County requires that the Contractor report any actual DBE participation on this Contract to enable the County to monitor accurately DBE program compliance.

B. Reporting Requirement. The USDOT requires that the Contractor report any actual DBE participation on this Contract to enable the County to monitor DBE participation accurately and for reporting purposes.

C. DBE Eligibility. A DBE means a business certified as a DBE by the Washington State Office of Minority and Women's Business Enterprise (OMWBE).

D. DBE Listing. A Directory of DBE firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) is available online at the following website address: http://www.omwbe.wa.gov/directory/directory.htm Telephone the OMWBE at 360-753-9693. **All DBE firms must be certified by OMWBE.**

E. Counting DBE Participation. The County will count DBE participation toward its annual overall DBE goal as provided for in 49 CFR 26.55.

1. DBE Contractor. The County will only count the Work a DBE Contractor performs with its own forces as well as the Work performed by DBE Subcontractors with their own work forces.

2. Joint Venture. When a DBE performs as a participant in a joint venture, King County will only count that portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the Work that the DBE performs with its own forces.

3. Commercially Useful Function. The County will count expenditures to a DBE contractor only for DBEs who perform a commercially useful function on that contract.

   a. DBE performs a commercially useful function when it is responsible for execution of the Work of the Contract and is carrying out its responsibilities by actually performing, managing, and supervising the Work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, installing (where applicable) and paying for the material itself.

   b. DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract or project through which funds is passed in order to obtain the appearance of DBE participation.

      (1) A DBE does not perform a commercially useful function if it fails to exercise responsibility with its own work force for at least 30 percent of the total cost of its contract, or the DBE subcontracts a greater portion of the Work of a Contract than would be expected on the basis of normal industry practice for the type of Work involved.

4. Expenditures with DBEs. Expenditures with DBEs for materials or supplies shall be counted as provided in the following:

   a. **Manufacturer.** If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies towards the DBE goal. A manufacturer is a firm that operates or maintains a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment required under the contract and of the general character described by the specifications.

   b. **Regular Dealer.** If the materials or supplies are purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.

(1) To be a regular dealer a firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.

c. A Person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business, as provided in this Section (4)(b), if the Person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or contract-by-contract basis. The cost of the materials and supplies themselves shall be counted.

5. Purchases from a DBE**.** With respect to materials or supplies purchased from a DBE who is neither a manufacturer nor a regular dealer, count the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site, provided the fees are reasonable and typical for the services rendered. No part of the cost of the materials and supplies themselves shall be counted.

## 5.7 Disadvantaged Business Enterprise and Other Small Business Participation

The County encourages Contractors to carry out the following steps to facilitate DBE and other small business participation, which may be either on a direct basis in response to this solicitation or as a Subcontractor to a bidder.

A. Solicit through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices) DBE and other small businesses that have the capability to perform the Work of the Contract.

B. Select portions of the Work to be performed by Subcontractors to increase the likelihood that DBE and other small businesses' goals will be achieved

C. Provide interested Subcontractors with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.

D. Negotiate in good faith with interested DBEs and other small businesses.

E. Avoid rejecting DBEs and other small businesses as being unqualified without sound reasons based on a thorough investigation of their capabilities. The Contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the Contractor's efforts to obtain DBE and other small business participation.

F. Make efforts to assist interested DBEs and other small businesses in obtaining bonding, lines of credit, or insurance as required by the recipient or Contractor.

G. Make efforts to assist interested DBEs and other small businesses in obtaining necessary equipment, supplies, materials, or related assistance or services.

H. Effectively use the services of available minority/women community organizations, Contractors' groups, local, state, and Federal minority/women business assistance offices; Disadvantaged Business Enterprise and other organizations as allowed on a

case-by-case basis to provide assistance in the recruitment and placement of DBEs and other small businesses.

### 5.8 Audit and Inspection of Records

In the case of all negotiated Contracts and Contracts for construction, reconstruction or improvement of facilities and equipment, which were entered into under other than competitive proposal procedures, Contractor agrees that the County, the Comptroller General of the United States or any of their duly authorized representatives, shall, for the purpose of audit and examination be permitted to inspect and reproduce as needed all work, materials, payrolls, and other data and records with regard to the project, and to audit the books, records and accounts with regard to the project. Further, Contractor agrees to maintain all required records for at least three (3) years after the County makes final payment and all other pending matters are closed.

Ref: 49 USC § 5325(g); 18 CFR Part 18.36 (i); 49 CFR Part 633.17; and FTA Master Agreement MA (16), 10-1-2009, Section 8 (c) and (d).

### 5.9 Privacy

Should the Contractor, or any of its Subcontractors, or their employees administer any system of records on behalf of the Federal Government, the Privacy Act of 1974, 5 USC § 552a, imposes information restrictions on the party administering the system of records.

For purposes of the Privacy Act, when the Agreement involves the operation of a system of records on individuals to accomplish a government function, the recipient and any Contractors, third party Contractors, Subcontractors and their employees involved therein are considered to be government employees with respect to the government function. The requirements of the Act, including the civil and criminal penalties for violations of the Act, apply to those individuals involved. Failure to comply with the terms of the Act or this provision of this Contract shall make this Contract subject to termination.

The Contractor agrees to include this clause in all subcontracts awarded under this Contract that involve the design, development, operation, or maintenance of any system of records on individuals subject to the Act.

### 5.10 Access Requirements for Individuals with Disabilities

The County and the Contractor are required to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 USC §§ 12101, et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC § 794; and 49 USC § 5301(d), and the following regulations and any amendments thereto:

A. U.S. Department of Transportation regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR Part 37;

B. U.S. Department of Transportation regulations, "Nondiscrimination on the Basis of Disability in Programs and Activities receiving from Federal Financial Assistance," 49 CFR Part 27;

C. U.S. Department of Transportation regulations, "Americans With Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 CFR Part 38;

D. U.S. Department of Justice (DOJ) regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 CFR Part 35;

E. U.S. Department of Justice regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 CFR Part 36;

F. U.S. General Services Administration regulations, "Construction and Alteration of Public Buildings," 41 CFR Subpart 101-19;

G. U.S. Equal Employment Opportunity Commission (EE0C) "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630;

H. U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 CFR Part 64, Subpart F; and

I. FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 CFR Part 609.

### 5.11 Interest of Members of or Delegates of Congress

Pursuant to 41 USC § 22, no member of or delegate to the Congress of the United States shall be admitted to any share or part of this Contract or to any benefit arising there from.

### 5.12 Certification Regarding Debarment, Suspension and Other Responsibility Matters

This Contract is a covered transaction for purposes of 2 CFR part 1200. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Contractor is required to comply with 2 CFR 1200, Subpart C and must include the requirement to comply with 2 CFR 1200, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting this Contract, the Contractor certifies as follows:

The certification in this clause is a material representation of fact relied upon by King County. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to remedies available to King County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 2 CFR 1200, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

### 5.13 Disclosure of Lobbying Activities

Contracts in excess of $100,000 require a Certificate of Lobbying Activities, to be completed and submitted to the County with the proposal, as required by 49 CFR Part 20, “New Restrictions on Lobbying.”

The Contractor certifies that it shall not and has not used Federal appropriated funds to pay any Person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal Contract, grant or any other

award covered by the Byrd Anti-Lobbying Amendment, 31 USC § 1352. The Contractor shall disclose the name of any registrant under the Lobbying Disclosure Act of 1995, codified at 2 USC § 1601 et seq., who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal Contract, grant or award covered by 31 USC § 1352. Such disclosures are to be forwarded to the County.

The Contractor shall include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of $100,000 shall certify and disclose accordingly.

Ref: 49 CFR Part 20, modified as necessary by 31 USC § 1352.

**5.14 False or Fraudulent Statements or Claims**

The Contractor acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the County in connection with this project, the County reserves the right to pursue the procedures and impose on the recipient the penalties of 18 USC § 1001, 31 USC §§ 3729 and 3801 et seq., and/or 49 USC § 5307(k)(1), as may be appropriate. The terms of Department of Transportation regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, are applicable to this project.

The Contractor agrees to include this clause in all subcontracts awarded under this Contract.

**5.15 Energy Conservation**

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency that are contained in the State Energy Conservation plan issued in compliance with the Energy Policy and Conservation Act, 42 USC §§ 6321 et seq., and 49 CFR Part 18.

The Contractor agrees to include this clause in all subcontracts awarded under this Contract.

**5.16 Air Pollution**

The Contractor and suppliers may be required to submit evidence to the Project Manager that the governing air pollution criteria shall be met. This evidence and related documents shall be retained by the manager for on-site examination by FTA.

**5.17 Environmental Requirements**

The Contractor agrees to comply with all applicable standards, orders or requirements as follows:

A. Environmental Protection

The Contractor agrees to comply with the applicable requirements and implementing regulations of the National Environmental Policy Act of 1969, as amended, 42 USC §§ 4321, *et seq.*, consistent with Executive Order No. 11514, as amended, "Protection and Enhancement of Environmental Quality," 42 USC § 4321 note. FTA statutory requirements on environmental matters at 49 USC § 5324(b); Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 42 USC § 4321 *et seq.* and 40 CFR Part 1500, *et seq.*; and joint FHWA/FTA regulations, "Environmental Impact and Related Procedures," 23 CFR Part 771 and 49 CFR Part 622.

B. Air Quality

The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to 42 USC § 7606. The Contractor agrees to report each violation to the County and understands and agrees that the County shall, in turn, report each violation as required to assure notification to FTA and the appropriate Environmental Protection Agency (EPA) Regional Office.

The Contractor agrees to include this clause in each subcontract exceeding $100,000 financed in whole or in part with Federal assistance provided by FTA.

Ref: 42 USC § 7606; 40 CFR Part 51, Subpart T; 40 CFR Part 85; 40 CFR Part 86; and 40 CFR Part 600.

C. Clean Water

The Contractor agrees to comply with all applicable laws, regulations, and directives issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC §§ 1251-1377. The Contractor agrees to report each violation to the County and understands and agrees that the County shall, in turn, report each violation as required to assure notification to FTA and the appropriate Environmental Protection Agency (EPA) Regional Office.

The Contractor agrees to protect underground sources of drinking water consistent with the provisions of the Safe Drinking Water Act of 1974, as amended, 42 USC §§ 300f through 300j-6.

The Contractor agrees to include these requirements in each subcontract exceeding $100,000 financed in whole or in part with Federal assistance provided by FTA.

Ref: 33 USC § 1251.

D. Mitigation of Adverse Environmental Effects

The Contractor agrees that if the Work should cause adverse environmental effects, the Contractor shall take all reasonable steps to minimize those effects in accordance with 49 USC § 5324(b), and all other applicable federal laws and regulations, specifically, the procedures of 23 CFR Part 771 and 49 CFR Part 622, 23 CFR 774.

E. Wild and Scenic Rivers

The Contractor agrees to comply with applicable provisions of the Wild and Scenic Rivers Act of 1968, as amended, 16 USC §§ 1271 -1287, relating to protecting components of the national wild and scenic river system, with applicable implementing U.S. Forest Service regulations, "Wild and Scenic Rivers," 36 CFR Part 297, and with applicable implementing U.S. Bureau of Land Management regulations, "Management Areas," 43 CFR 8350.

## 5.18 Preference for Recycled Products

To the extent practicable and economically feasible, the Contractor agrees to Provide a competitive preference for products and services that conserve natural resources and protect the environment and are energy efficient. Examples of such products may include, but are not

limited to, products described in the United States EPA Guidelines at 40 CFR Part 247, implementing section 6002 of the Resource Conservation and Recovery Act, as amended, 42 USC § 6962.

## 5.19 Patent Rights

If any invention, improvement, or discovery of the Contractor or any of its Subcontractors is conceived or first actually reduced to practice in the course of or under this Contract, and that invention, improvement, or discovery is patentable under the laws of the United States or any foreign country, the Contractor agrees to notify the County immediately and Provide a detailed report in a format satisfactory to the FTA. The rights and responsibilities of the Contractor and the County with respect to such invention, improvement or discovery shall be determined in accordance with applicable federal laws, regulations, policies, and any waiver thereof.

Unless the Federal Government later makes a contrary determination in writing, irrespective of the Contractor's status (i.e., a large business, small business, state government or state instrumentality, local government, nonprofit organization, academic institution, individual), the County and the Contractor agree to take the necessary actions to Provide, through FTA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 CFR Part 401.

The Contractor also agrees to include the requirements of this section in each subcontract for experimental, developmental, or research Work financed in whole or in part with Federal assistance Provided by FTA.

FTA considers income earned from license fees and royalties for patents, patent applications, and inventions produced under the Contract to be program income. Except to the extent FTA determines otherwise in writing, as provided in 49 CFR Parts 18 and 19, Contractor has no obligation to the Federal Government with respect to that program income, apart from compliance with 35 USC §§ 200 *et seq*., which applies to patent rights developed under a research project.

Ref: 49 CFR Parts 18 and 19, 37 CFR Part 401,USC §§ 200 *et seq*

## 5.20 Rights in Data and Copyrights

Contractor may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the Recipient authorize others to do so, without the prior written consent of the Federal Government, unless the Federal Government has previously released or approved the release of such data to the public.

A. Federal Rights in Data and Copyrights

The Contractor agrees to provide to the Federal Government a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for Federal Government purposes the subject data described in this subsection.

B. License Fees and Royalties.

FTA considers income earned from license fees and royalties for copyrighted material, or trademarks produced under the Work to be program income. Except to the extent FTA determines otherwise in writing, as provided in 49 CFR Parts 18 and 19, the Contractor has no obligation to the Federal Government with respect to that program income, apart from compliance with 35 USC §§ 200 *et seq*., which applies to patent rights developed under a research project.

C. Restrictions on Access to Patent Rights

Nothing in this subsection pertaining to rights in data shall either imply a license to the Federal Government under any patent or be construed to affect the scope of any license or other right otherwise granted to the Federal Government under any patent.

D. Data Developed Without Federal Funding or Support

In connection with the Contract, the Contractor may find it necessary to provide data to the County developed without any Federal funding or support by the Federal Government. The requirements of Federal Rights in Data and Copyrights do not apply to data developed without Federal funding or support by the Federal Government, even though that data may have been used in connection with this Contract. Nevertheless, Contractor understands and agrees that the Federal Government shall not be able to protect data from unauthorized disclosure unless that data is clearly marked “Proprietary” or “Confidential.”

**5.21 Termination Provisions Required**

All Contracts and subcontracts in excess of $10,000 shall contain contractual provisions or conditions that allow for termination for cause and convenience by the County including the manner by which it shall be effected and the basis for settlement.

Ref: FTA Circular 4220.1F § IV.2.b.

**5.22 Breach Provisions Required**

All Contracts in excess of $100,000 shall contain contractual provisions or conditions that shall allow for administrative, contractual, or legal remedies in instances where the Contractor violates or breaches the terms of this Contract, including sanctions and penalties as may be appropriate. The Contractor agrees to include this provisional requirement in all subcontracts in excess of $100,000 awarded under this Contract.

Ref: FTA Circular 4220.1F, § IV.2.B

**5.23 Substance Abuse**

Contractor and its subcontractors agrees to comply with U.S. OMB Guidance, “Government wide Requirements for Drug-Free Workplace (Financial Assistance),” 2 CFR Part 182, and U.S. DOT regulations, “Government wide Requirements for Drug-Free Workplace (Financial Assistance),” 49 CFR Part 32, that implement the Drug-Free Workplace Act of 1988, 41 USC §§ 701 *et seq*., including any amendments to these U.S. DOT regulations when they are promulgated, and "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," 49 CFR Part 655, that implement 49 USC § 5331.

## SECTION 6 Contract Worker Specifications

The purpose of this ITB is to establish contracts for the furnishing of temporary support personnel, on a short-term basis, as requested by various King County Departments, Divisions and Agencies.

King County (the County) requires the use of skilled individuals to fill temporary vacancies on a short-terms basis, created due to illness, vacations, extra work, or other factors. The duration of assignments to fill these vacancies may range from one (1) day to approximately six (6) months, dependent upon the needs of the County.

Each item in this section describes a requirement or condition, which shall be satisfied. Failure to provide the requested information or comply affirmatively with any of the requirements may result in disqualification of the bidder or cancelation of the contract after award.

### 6.1 General Requirements

A. All response times stated within the solicitation shall be measured from the County's initial call for service.

B. Requests not filled within the stated time frames will be considered "unfilled" and the County may issue a request to another vendor. The County may cancel the contract should the rate of "unfilled" requests exceed 5% of all requests per contact quarter during the life of the contract.

C. The rate for individuals "dismissed" by the County and the rate for unexcused absences, "no-shows", once an assignment has begun, shall not exceed 5% of all individuals furnished within a contract quarter throughout the life of the contract. Grounds for dismissal may include but are not limited to, absences without notification, inability to perform work specified, inappropriate office behavior, insubordination, misuse of public property, non-adherence to County policies, or other factors as determined by the County. If requested, the Contractor shall replace any individual(s) "dismissed", within twenty-four (24) hours. In the event replacement of "dismissed" individuals exceeds twenty-four (24) hours, the County may cancel the request, and the request shall be considered as "unfilled".

D. For the purpose of this contract, the Contractor's Bill Rate shall include the proposed wage rate and the Contractor's overhead for all business related operating costs including benefits (if offered), rents, utilities, profit, taxes, etc. The proposed wage rate and the Contractor's overhead must be presented as separate line items within the Contractor's Bill Rate.

E. All Bill Rates will be rounded to the nearest hundredth of a dollar ($00.00).

F. The Contractor shall provide a toll free telephone number if located outside the County's free call area. The Contractor shall assign a single, dedicated account representative to provide a communication channel between the Contractor and the County. The Contractor shall also provide a 24 hour contact phone number for critical staffing issues that take place after normal working hours and on weekends. The voicemail and answering services are not acceptable contacts. In an emergency event, the Contractor shall make filling requests from the County a priority.

G. The Contractor shall immediately notify the King County Procurement Services Section buyer, in writing of any changes to the account representative, company profile, company financial condition, or legal address.

H. King County holidays observed include: New Years Day, M. L. King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day.

### 6.2 Job Positions

A. See Attachment B for the County's job classifications (job descriptions).

B. The Contractor shall provide temporary personnel for the positions listed in Attachment A, Schedule A-H, with the qualifications described in Attachment B. The County reserves the right to add or delete job classifications during the term of the contract.

C. All positions secured shall mirror positions found in the County's classification system. The County reserves the right to alter any positions' wage rate, description, title, and/or job requirements.

### 6.3 Wages

A. Temporary worker's wages shall be based upon the minimum wage rates listed in Attachment A, Schedules A-H. Proposed wage rates less than those stated herein and wage rates on a sliding scale are unacceptable and will be grounds for disqualification of the bidder.

B. The proposed wage rate paid to the temporary worker by the Contractor shall be the hourly rate proposed by the Bidder and accepted by the County for that position. The proposed wage rate accepted for each position shall not be decreased without prior authorization by the County. **Failure to compensate workers at the minimum wage rate once accepted by the County shall be cause for contract termination**.

C. The County will guarantee a maximum of four (4) hours for each position for which a temporary worker arrives for assignment prepared and ready to work and is "excused" by the County for reasons other than those stated in section 6.1 (C) above.

### 6.4 Wage Adjustments

A. The County may make annual adjustments, effective in January, to the minimum wage rate which is typically tied to the County's annual Cost of Living Adjustment (COLA) granted to all County employees for all positions. The Contractor shall comply with new minimum wage rates established by the County.

B. Contractor may request increases to the billable wage rates by submitting a written request to the King County Procurement Services buyer per Section 4.4 of this ITB. All requests shall include the minimum wage rate, proposed wage rate, proposed overhead rate, new billable rate and justification for the requested increase.

C. The County reserves the right to deny any request for increase to the billable rates.

### 6.5 Overtime

A. See job descriptions in Attachment B for FLSA status.

B. The County will pay overtime at the rate of 1.5 times the temporary workers hourly rate for all hours worked in excess of forty (40) hours per week, including weekends and the County recognized holidays. Overtime will be paid only when pre-approved by authorized County personnel.

C. For eligible exempt positions, the County will pay straight time only, for all hours worked for the County, in excess of forty (40) hours per week, including weekends and holidays.

**6.6 Request for Personnel**

A. Excluding emergency requests, requests for personnel will occur between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (excluding County holidays). The contractor shall be available to receive and respond to the County's requests for personnel during this time.

B. Requests for service may be initiated by any County agency and may be provided verbally, via facsimile or email. Within four (4) hours of the County's initial request for personnel, the Contractor shall acknowledge via telephone, facsimile or email, receipt of the request and that the search has begun for acceptable candidates. Acknowledgements not received within four (4) hours will be considered "unfilled" and may be cancelled by the County.

C. Within twenty-four (24) hours of the initial request, the Contractor shall respond to the County via telephone, facsimile or email as to whether or not the request can be filled, and shall provide the agency with resumes of all qualified candidates for review. Requests not filled within the stated time frame will be considered "unfilled" and may be cancelled by the County.

D. The County reserves the right to interview candidates prior to assignment to determine whether the candidate meets the requirements of the assignment. The Contractor shall ensure all candidates are available for an interview within twenty-four (24) hours after notification by the County of intention to interview candidate. If a candidate is unsuitable, the Contractor shall furnish additional candidates immediately, if requested to do so. If, after three (3) candidates have been interviewed and all are deemed unacceptable by the County, the County may cancel its request and the request will be considered "unfilled". Final acceptance of a candidate shall be at the sole discretion of the County.

E. Once the Contractor has been notified by the County a worker has been accepted, the worker shall be available and ready for work within twenty-four (24) hour. Notification of acceptance to the Contractor may be provided verbally and be confirmed by facsimile or email. The confirmation will state the worker's name, assignment reporting date, time, location, and name of the individual whom the worker shall report to.

F. The Contractor shall have the ability to fill requests throughout the entire King County area. Requests for temporary personnel shall not be refused based upon the duration or location of an assignment. County offices are located in Seattle, Auburn, Bothell, Bellevue, Burien, Federal Way, Issaquah, Kent, Maple Valley, Mercer Island, Redmond, Renton, SeaTac, White Center, and other areas. The hours worked shall coincide with the working hours of the requesting agency.

G. King County will not pay for cancelling a request up to and including the day of the assignment. The County will notify the Contractor of cancellation at its earliest possible convenience.

### 6.7 Background Check

A. King County agencies may require a criminal history records check for temporary personnel working at an office or facility.

B. If requested, prior to the first day of assignment at the County, the Contractor shall ensure that workers have no criminal record according to the Washington State Patrol Identification and Criminal History Section pursuant to RCW 43.43.830-43.43.840 under the Provision of Information under Child/Adult Abuse Information Act. The Contractor shall provide the County proof of criminal records check upon request.

C. The County reserves the right to conduct an additional background check at their sole discretion.

D. The Contractor shall notify the County of any contract worker with a criminal history prior to the worker's first day on assignment.

### 6.8 Work Limitations

A. The Contractor shall maintain a record of each temporary worker's assignment with the County and monitor their hours worked. In no instance shall the Contractor allow a temporary worker on assignment at the County to exceed nine hundred ten (910) work hours in a rolling twelve (12) month period.

B. The Contractor shall notify the worker on assignment, the County supervisor where the worker is assigned, and the designated County Human Resources Division (HRD) individual, in writing, when:

- The worker is within two hundred (200) hours of reaching the maximum work hour threshold
- The worker is within one hundred (100) hours of reaching the maximum work threshold

C. The County reserves the right to request a replacement worker with less than nine hundred ten (910) hours at the County to replace a worker that has reached the maximum threshold. The County also reserves the right to reject any worker whose accumulated hours at the County within a rolling twelve (12) month period will not allow for the completion of an individual assignment.

D. Should the Contractor allow a temporary worker assignment at the County to exceed the maximum work threshold of nine hundred ten (910) work hours in a rolling twelve (12) month period, the Contractor agrees to indemnify, hold harmless, and defend the County against any subsequent claim or lawsuit by the temporary worker for wages, benefits, or pension contributions.

## 6.9 Reporting

A. The Contractor shall be responsible for keeping thorough records of workers placed with the County. The Contractor shall submit an annual report to the County for the County's yearly reconciliation process. This report shall include:

- Each worker's name
- How many hours each worker worked
- What classifications each worker worked under
- The Department and Division each worker was assigned

B. The Contractor shall provide reports as needed by the County outside of the annual reports to address any discrepancies or reconciliation concerns.

## 6.10 Driving

A. Temporary personnel are prohibited from driving County owned vehicles.

## 6.11 Conduct of Personnel

A. Contractor shall be responsible for ensuring their employees, while on assignment at the County, subscribe and adhere to all County policies, including but not limited to, those policies concerning sexual harassment, equal opportunity and workplace violence.

B. In addition, prior to contract award, Contractor shall sign and acknowledge receipt of the King County Code of Ethics 3.04 (king County Ordinance 9704); the Executive Policy on Nondiscrimination and Anti-Harassment PER 22-3-3 (AEP); The Executive Policy on Workplace Violence Prevention (King County PER 18-8 (AEP); the Chemical Dependency and Impairment Policy (King County PER 15-1 (AEP); and the Public Disclosure Request Policy (King County INF 17-2-3 (AEP).

The above policies and procedures may be viewed at:

http://www.kingcounty.gov/employees/ethics/esummary.aspx

http://www.kingcounty.gov/operations/policies/masterlist.aspx#humanresources

## 6.12 Expenses

A. The County will not accept any additional expenses outside those called out in the Contract.

## 6.13 Hiring Away Staff

A. It is not the intent of the County to hire temporary personnel away from the Contractor. In the event a temporary worker provided by the Contractor is subsequently hired by the County, the Contractor shall have no right to claim damages for breach of contract and the County shall not be liable for any fee as a result of the hiring.

## 6.14 Contractor Changeover

A. The Contractor may accept assignments until the final day of any contract period unless terminated earlier by the County. The County, at its sole discretion, may extend the contract period, at the existing rates, in preparation for contract changeover. In no

instances shall the Contractor accept an assignment after the expiration date set forth in the contract or contract extension. The County shall have, at its sole discretion, the option to allow any temporary personnel on assignment to the County at the time of the expiration date of the contract or contract extension to continue work with the County, until the end of their assignment. Workers assigned during the contract term or extension who continue to fulfill their work assignment after the expiration date of the contract or contract extension shall be deemed to be working under the terms of the contract or contract extension until the completion of their assignment.

### 6.15 Health Insurance Portability and Accountability Act (HIPAA)

A. To comply with federal HIPAA regulations, the Contractor shall ensure that all temporary workers assigned to the County, and working in areas where the worker may be exposed to protected health information (PHI), shall have completed HIPAA Basic Awareness Training including changes made to HIPAA through the Health Information Technology for Economic and Clinical Health (HITECH) Act regarding breach notification of PHI. Training must be completed prior to the first day of work at the County. The Contractor shall provide proof and documentation of the worker's completion of required training upon request by the County. The cost of the training shall be borne by the Contractor. Information on this Act can be found at the Office of Civil Rights website: http://www.hhs.gov/ocr/privacy/

### 6.16 Employment Status

A. All temporary personnel supplied by the Contractor are employees of the Contractor not the County. The County does not consider temporary Personnel supplied by the Contractor to be County employees, and are not eligible for County benefits.

## SECTION 7 Bid Response

### 7.1 Rules of Price Evaluation

Bids determined to have met all requirements stated herein will be evaluated based upon the wage rates and overhead percentage offered.

Each position will be scored separately. Points for each position listed will be awarded as outlined below (A & B). The bidder offering the lowest wage rate will be awarded the maximum points designated for wages, for the position. The bidder offering the lowest overhead percentage will be awarded the maximum points designated for overhead, for the position. All other bidders will receive prorated points based upon their submitted rates and overhead. The points awarded to each bidder will be summed to arrive at a total score for each bidder.

King County will use prompt payment discount terms in evaluation of this ITB, however, discounts of less than twenty (20) days will not be considered.

A. 55 points for the lowest hourly rate

B. 45 points for the lowest percent overhead

### 7.2 Remit Address (where payment will be mailed):

_____

_____

_____

_____

### 7.3 Account Representative

List local account representative and office below:

Name:_____

Address:_____

Telephone:_____

Email:_____

After hours contact:_____

Telephone:_____