



State of Washington
DEPARTMENT OF GENERAL ADMINISTRATION
Office of State Procurement

Rm. 201 General Administration Building, P.O. Box 41017 • Olympia, Washington 98504-1017 • (360) 902-7400
<http://www.ga.wa.gov>

**STATE OF WASHINGTON
INTERGOVERNMENTAL COOPERATIVE
PURCHASING AGREEMENT FOR
PUBLIC AGENCIES**

Pursuant to Chapter 39.34 RCW and to other provisions of law, the State of Washington, Department of General Administration, Office of State Procurement, Purchasing and Contract Administration, (hereinafter called the "Office of State Procurement" or "OSP"), and the following named public agency, City of Lynnwood (hereinafter called the "Cooperative member") hereby enter into this Intergovernmental Cooperative Purchasing Agreement (hereinafter called the "Agreement"), the purpose of which is for undertaking governmental purchasing activity that each party is authorized by law to perform, upon the following terms and conditions:

- (1) The Cooperative member must be an agency, Cooperative member, or unit of local government of Washington state including, but not limited to, municipal corporations, quasi-municipal corporations, special purpose districts, and local service districts; any agency of Washington state government; any agency of the United States; any Indian tribe recognized as such by the federal government; and any Cooperative member of another state of the United States.
- (2) The Office of State Procurement, in contracting for the purchase of goods and services according to the laws and regulations governing purchases by and on behalf of the State of Washington, agrees to contract on behalf of the Cooperative member, to the extent permitted by law and agreed upon by both parties. The Cooperative member accepts responsibility for compliance with any additional laws and regulations governing purchases by or on behalf of the Cooperative member.
- (3) The Office of State Procurement shall comply with its statutory requirements regarding notice for bids or proposals for goods or services subject to this Agreement, and shall either post the bid or solicitation notice on a web site established and maintained by OSP for the purposes of posting public notice of bid or proposal solicitations, or shall provide an access link on the State of Washington's web portal to the notice.
- (4) When the Office of the State Procurement has entered into a contractual agreement for the purchase of goods or services on behalf of Cooperative member (s), the Cooperative member may purchase goods and services covered by the contract on the same terms and conditions as the State of Washington, except that the contractor has the right to modify payment terms based on their credit assessment of the Cooperative member. Purchases by the Cooperative member may be made by a purchase order issued by the Cooperative member to the state contractor. The Cooperative member accepts full responsibility for payment for any goods and services it purchases under contracts negotiated by OSP with private vendors or items it purchases directly from OSP. The Cooperative member accepts responsibility for contract monitoring related to their use of these contracts.
- (5) The Cooperative member reserves the right to contract independently for the purchase of any particular class of goods or services, with or without notice being given to OSP.
- (6) This Agreement shall be effective on the later of the two signatures dates appearing below, and shall continue in force until canceled in writing by either party.

- (7) In the event that either the Office of the State Procurement or the Cooperative member is abolished, this Agreement shall continue in operation as to any public agency succeeding to the powers and duties of the abolished party, except as canceled or modified by operation of law. The Cooperative member may request a refund of unexpired membership exceeding three months, which may be approved by OSP at their discretion.
- (8) The Cooperative member agrees to use only contracts available to the Cooperative member and only in accordance with those contract terms and conditions. The Cooperative member further agrees that all purchases from OSP contracts will be made only for the direct use of the Cooperative member's programs (as covered by this agreement) and will not be made on behalf of other jurisdictions (Cooperative member").
- (9) The Office of State Procurement is required by Chapter 236-49-060 WAC to recover the costs of administering the state purchasing cooperative program from all its members. The Membership Fee Schedule below sets forth the fee structure for Cooperative members that are not Washington State Agencies, which is based on the total expenditures less debt service and interfund transfers, as reported in the Cooperative member's last audited financial statements. The Cooperative member shall be charged a membership fee based upon the self-declaration, as indicated by their signatory's initials in the first column of the Membership Fee Schedule below. The Cooperative member's self-determined membership fee is subject to change if not validated by OSP during its subsequent reviews. This membership fee is due upon subscribing for the first year of membership and by January 31 of the membership cycle. The membership term is January 1st 2008 through December 31st 2009. The Cooperative member agrees to pay the membership fee as a part of this Agreement. New memberships beginning after June 30 may be prorated and will be established at the discretion of OSP.
- (10) Membership fees are established every two years. The State Auditors' most recently published *Local Government Comparative Statistics* report will be used to verify membership fee. Where a Cooperative member is not reported separately in that document, audited financial statements as published in the State Auditors' Website will be used. The Superintendent of Public Instruction (OSPI) web site will be used to verify fee issues for School Districts. The most recent audited financial statement will be used as the authoritative source to resolve any issues regarding the Annual Membership Fee due from the Cooperative member. Any Cooperative member not reported in the OSPI or State Auditor's Websites, must submit a copy of its most recent audited financial statements to OSP. When a member does not have audited financial statements, the member shall provide internal budgets or financial statements to OSP if requested.
- (11) In addition to accessing State contracts established by the Office of State Procurement, custom contracting and procurement services are available for an additional predetermined fee. These include development of contracts and/or single requisitions that meet specific needs. The cost for these optional services, typically a flat fee, is established at the time of request.
- (12) It is not the intention of the parties, nor shall this Agreement be interpreted, to create a separate legal entity for the performance of this Agreement. Instead, the Office of State Procurement shall be responsible for administering this Agreement.
- (13) The Cooperative member shall be responsible for filing a copy of this Agreement with its county auditor's office.
- (14) By its signature below, the Office of State Procurement confirms it approves of this Agreement as required by RCW 39.34.050 and it is authorized to enter into this Agreement pursuant to RCW 39.34.030 and RCW 39.34.080. Similarly, by its signature below, the Cooperative member confirms it is authorized to enter into this Agreement pursuant to RCW 39.34.030 and RCW 39.34.080.
- (15) PAYMENT and NOTICES: Payment shall be made to OSP at the address given herein. Further, any notice, demand or other communication required or permitted to be given under this Contract shall be made to the parties at the addresses provided below.

Mail: agreement and Payment to:

State of Washington, OSP PAF-Non/Prof Fund: 422 04 20 000214,

303 General Administration Bldg., P.O. Box 41008, Olympia, WA 98504-1008

Cooperative member contact information:

Contact Person (To whom contract documents and related communications are to be mailed or faxed).

Cooperative Member Name: City of Lynnwood
 Contact Name: Marty Manegold, Purchasing Manager
 Address: P.O. Box 5008
 City, St. Zip: Lynnwood, WA. 98046
 Phone Number: 425-670-5165
 Federal Id #: 91-6015340
 FAX Number: 425-778-5632
 Email Address: mmanegold@ci.lynnwood.wa.us

Two-Year Membership Fee Schedule

Note: Expenditures below are net of debt service and inter-fund transfers

Initial in box	Annual expenditures of more than	Annual expenditures of less than	Two-Year Membership Fee
	\$0.00	\$3,000,000	\$400
	\$3,000,001	\$7,500,000	\$1,000
	\$7,500,001	\$30,000,000	\$2,000
✓	\$30,000,001	\$68,000,000	\$4,000
	\$68,000,001	\$90,000,000	\$6,000
	\$90,000,001	\$150,000,000	\$8,000
	\$150,000,001	and over	\$10,000

The undersigned has read, understands and agrees to the terms and conditions of this agreement and this Authorized Signatory for the Cooperative member attests that the expenditure level initialed in the Membership Fee Schedule above is true and correct. Cooperative member Authorized Signature: Applicant must provide an authorized signature.

Name: [Signature]
 Title: Mayor
 Address (if not the same as above): same
 Phone Number: same
 Date Signed: 7-31-08

FOR OSP USE ONLY (Completed by OSP, this page will be returned to you in executed copy)

Approved as to form: , AAG Date: 07/18/07 (signature on file)

OSP has assigned you Co-op member number, _____. Please provide this number when ordering from contracts or communicating with OSP.

OSP AUTHORIZED SIGNATURE

_____	_____	_____
Name	Title	Date

**SUMMARY OF THE CITY COUNCIL MEETING
OF JULY 28, 2008**

Agenda Item	Description	Action	Department
30.	Approval of Minutes: 07-14-08 Business Meeting; 7-16-08 Work Session; 07-21-08 Work Session	Approved	Legislative
60.	Presentations & Proclamations: VFW Police Officer of the Year Firefighter of the Year	Awarded to Officer Brinkman Awarded to Firefighter Douglas	
90.1A	196th Street - Transportation Grant Application	Approved Grant w/ St. of Wash	Public Works
90.1B	Liquid & Medium Cationic Polymer	Authorized Contract w/ Ashland	Public Works
90.1C	Copy Services Contract Extension	Approved Extension w/ IKON	Admin. Serv
90.1D	Surplus Vehicle	Authorized H18	Admin. Serv
90.1E	Inter-Governmental Purchasing Agreement	Authorized Agreement w/ the Department of General Admin.	Admin. Serv
90.1F	2007 Chip Seal Project - Final Approval	Granted Final	Public Works
90.1G	Phase 2 Fiber Optic Installation - Final Approval	Granted Final	Public Works
90.1H	Naming Tutmark Hill Park "Doc Hageman Park"	Approved Name Change	Parks & Rec
90.1I	Voucher Approval Claims/Payroll \$1,946,160 & \$1,042,184	Approved	Admin. Serv
90.4A	Lake Ballinger Committee	Appointed Councilmember Utter	Legislative
90.4B	Recreation Center - Approval of Project Plan, Business Plan & Construction Funding Plan - Next Implementation Steps	Approved Both Motions	Parks & Rec
90.4C	Executive Session	Held	Legislative

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**CITY OF LYNNWOOD
ADMINISTRATIVE SERVICES DEPARTMENT**

Meeting	Date	Item	Department Contact	Council Action
Work Session	7/21/2008		Candice Henderson/Marty Manego	Discuss

6

7 **TITLE: Approve: Inter-Governmental Purchasing Agreement with State of Washington**

8 **ACTION:**

9 Authorize the Mayor to sign a two (2) year agreement with the Department of General
10 Administration in which the City of Lynnwood will continue to be a Cooperative
11 Member. The cost is \$4,000.00 for two (2) years and will be invoiced quarterly. The
12 Department of General Administration has based this amount on the City's 2006
13 Operational Fund.

14 **BACKGROUND:**

15 Various City departments use the state contracts to conduct city business. These contracts
16 have been publicly bid and have the potential to save the City money and time.

17 **ADMINISTRATION RECOMMENDATION:**

18 Approve the two (2) year agreement which will expire on December 31, 2009.

19 **DOCUMENT ATTACHMENTS:**

20 InterGovernmental Cooperative Agreement 2008-2010

Candice Henderson

From: Spain, Frank (GA) [FSpain@GA.WA.GOV]

Sent: Thursday, May 22, 2008 11:50 AM

To: Candice Henderson

Subject: RE: Purchasing Cooperative Membership Fee

'Expenditures' is an Auditor phrase. You may also know it as Operational Fund. Essentially, the funds required for the city to do business everyday. Let me show you what I have to use: I would use; \$54,302.7 - \$3271.5 - \$1339.9 = \$49,691,300. Bringing your fee to: **\$4,000 for two years.** (12/31/08)

The Local Government Finance Reporting System - Microsoft Internet Explorer provided by GA Information Systems

File Edit View Favorites Tools Help

Address <http://www.sao.wa.gov/applications/lgrfs/>

Google Go 6 blocked Check AutoLink AutoFill Send to

Back Search Favorites

Washington State Auditor **Brian Sonntag**

LGFRS
Local Government Financial Reporting System

[SAO Home Page](#)

Expenditures	2004	2005	2006
Law & Justice Services	11,085.6	11,262.9	12,467.
Fire & Emergency Services	6,412.1	6,657.5	7,645.
Health & Human Services	224.9	205.0	188.
Transportation	1,630.6	1,604.2	2,798.
Natural Resources	6,884.4	8,423.4	7,726.
General Government	4,584.6	4,501.9	4,900.
Utilities	9,116.1	9,228.4	9,527.
All Other	950.6	1,006.0	1,051.
Capital	7,792.1	5,655.5	3,386.
Debt Service-Interest	1,533.9	1,392.6	1,339.
Debt Service-Principal	2,557.9	3,566.7	3,271.
Total Expenditures	52,772.8	53,504.1	54,302.
Operating Transfers-Out	3,589.7	1,344.5	1,424.
Total Uses	56,362.5	54,848.6	55,726.

Report Menu
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 BARS Definitions

This report is not intended to be a financial statement and does not include Non-Revenues/Expenditures or Other Financing Sources/Uses.
 Due to rounding, subtotals and totals may not foot exactly to report detail amounts.
 Printed Date: 5/22/2008

Frank Spain

Customer Service Specialist
Office of State Procurement
Department of General Administration
Ph: 360/902-7415, Fx: 360/586-2426
Mailstop: 4-1017

email: fspain@ga.wa.gov

What did YOU do for Your community today?

From: Candice Henderson [mailto:chenderson@ci.lynnwood.wa.us]
Sent: Thursday, May 22, 2008 11:24 AM
To: Spain, Frank (GA)
Subject: RE: Purchasing Cooperative Membership Fee

Is the annual expenditure amount what we spend on everything for the year or just what we spend on state contracts? I don't have access to our financial reports so I have no idea what box to check on the form. Any help is appreciated.

From: Spain, Frank (GA) [mailto:FSpain@GA.WA.GOV]
Sent: Thursday, May 22, 2008 10:42 AM
To: Candice Henderson
Subject: RE: Purchasing Cooperative Membership Fee

Good Morning!

I'm glad you wrote; I was just about to call your office. The great City of Lynnwood has been a Coop member for log time.

An e-mail w/ instructions went out in December to: nwoods@ci.lynnwood.wa.us. Then a hard letter was mailed in March. I've attached the new Inter-Local Agreement that I need to activate your account, and begin quarterly invoicing. And below is the actual letter w/ links to the contracts members are eligible for. Per the instructions; I can now accept a scanned PDF copy of the hand-signed agreement. I'll activate your account as soon as I have the 3-pg 'contract'.

Your agency should have received an e-mail from this office in December. I have attached the links to the newest Inter-Local Agreement (contract). Your fees have not been raised. The membership term was doubled to keep the fees low. The fee is still based on your annual expenditures, less debt service, and any inter-fund transfers.

5/22/2008

How to Join / Renew:

1. Please download the appropriate contract via the link below.
2. **There is no Renewal form. You must click on "Join The Coop" to download a new inter-local agreement, regardless of prior membership.**
3. Complete all required entries on page 3 in ink.
4. You may mail the completed and signed original to the address on page 3. You may also send a scanned copy of the signed agreement via e-mail. Please scan in PDF format, and e-mail to: fspain@ga.wa.gov.
5. Once we have your completed agreement, we will activate your account.
6. We will verify your annual expenditures as reported in your last financial audit.
7. The GA Finance Office (FO) will begin sending a quarterly invoice via the e-mail account you listed on the agreement. The invoice will reflect the two-year membership and will run through the membership. I.e., 4 invoices per year.
8. It is the member's responsibility to file a copy of the Inter-Local Agreement with your auditor. Please retain a second copy for your records.
9. Not-For-Profit Organizations: As per the Agreement, please include your proof of 501©3, and Secretary of State's Certificate. Please include a summary page(s) that shows your annual expenditures, debt service (interest and principle) and any inter-fund transfers. Please don't forget to annotate your government funding sources on page one.
10. Fire Depts. & School Districts are Political Subdivisions; they are not non-profit entities.

<http://www.ga.wa.gov/pca/spc.htm> - link for Poli-Subs / Non-Profits to join the coop.

<http://www.ga.wa.gov/purchase/search-contracts.htm> - contracts available to members.

There are many ways to save time & funds: vehicles, carpet, paint, building materials, tractors/backhoe, lawn & grounds, 2-way radios, radar, rescue equipment, environmental consulting, generators, refrigeration, bread, dairy, lighting, office equipment, furniture, linen & laundry, batteries, fuel, and tires. AND, using state contracts fulfills your bid requirements; because the state has already completed that process.

Perhaps the quickest way to become familiar with the various contracts is to go to the contracts link above, then scroll to block 6. You can then choose to view all active contracts.

Remember that your organization will also have access to over 100 Oregon contracts as well.

To view and access Oregon contracts; please contact: Nancy Ahlbin, (503) 378-2497 Nancya.ahlbin@state.or.us. Please contact me if I can clarify any questions.

Regards,

Frank Spain

Customer Service Specialist
Office of State Procurement
Department of General Administration
Ph: 360/902-7415, Fx: 360/586-2426
Mailstop: 4-1017
email: fspain@ga.wa.gov

What did YOU do for Your community today?

From: Candice Henderson [mailto:chenderson@ci.lynnwood.wa.us]
Sent: Thursday, May 22, 2008 10:33 AM
To: Spain, Frank (GA)
Subject: Purchasing Cooperative Membership Fee

Frank,

I looked on the GA's list of Cooperative Member's and I didn't see the City of Lynnwood on the list. Can you tell me if we've paid to be a cooperative member before? I'm a little confused about this whole process because I'm not sure what was done prior. Thanks for your help!

Candice Henderson
Buyer
City of Lynnwood
VM: (425) 670-5166
Fax: (425) 778-5632
Email: chenderson@ci.lynnwood.wa.us

Please note my new phone number!

**PURCHASING DEPARTMENT
CONTRACT ROUTING**

ORIGINATOR: Candice Henderson

DATE: July 29, 2008

URGENT Please return to: Candice Henderson by (date): _____

Requisition Attached. (Mayor already signed)

Questions? Call Candice Henderson at x 5166

TITLE	NAME	INITIAL	DATE
Purchasing Dept.	Marty Manegold, Purchasing Manager <input checked="" type="checkbox"/> Contract review required.	<i>mm</i>	7/29/08
Project Mgr	<input type="checkbox"/> Attach Requisition to this contract package for signatures.		
Director	<input type="checkbox"/> Signature required		
City Attorney	<input type="checkbox"/> City Attorney approval needed. <input checked="" type="checkbox"/> Standard Agreement: Attorney approval not required.		
Mayor	Mayor Don Gough <input checked="" type="checkbox"/> Mayor authorization required. <input type="checkbox"/> Mayor authorization not required.	✓	✓
Finance	John Moir, Finance Director <input type="checkbox"/> Finance Director approval required. <input type="checkbox"/> Route to Julie if requisition has fund 300/400 item. <input type="checkbox"/> Route to Clarrice if requisition is for Info Systems items.		
Return to:	Candice Henderson / Purchasing		

Vendor:	State of Washington General Administration
Description:	Inter-Governmental Cooperative Purchasing Agreement for Public Agencies
Requesting Department:	Purchasing
Dollar Amount:	\$4,000.00 for two years. January 1, 2008 through December 31, 2009.
Date Approved by Council: July 28, 2008 <input checked="" type="checkbox"/> If approved by Council, attach Council memo.	<input type="checkbox"/> Council Approval is not needed.
Attachments (if any):	<input type="checkbox"/> Insurance <input type="checkbox"/> Attorney Approval <input type="checkbox"/> Contract History Form

COMMENTS:

Contract Signature Requirements:

<u>Mayor Authorization</u>	<u>Council & Mayor Authorization Required</u>
<input type="checkbox"/> Supplies & Equipment below \$35,000	<input type="checkbox"/> Supplies & Equipment above \$35,000
<input type="checkbox"/> Professional Services below \$7,500	<input type="checkbox"/> Professional Services above \$7,500
<input type="checkbox"/> Maintenance Contracts below \$10,000	<input type="checkbox"/> Maintenance Services above \$10,000
<input type="checkbox"/> Public Works below \$35,000-multiple trade	<input type="checkbox"/> Public Works multiple trade above \$35,000
<input type="checkbox"/> Public Works below \$20,000-single trade	<input type="checkbox"/> Public Works single trade above \$20,000
<input type="checkbox"/> Settlement Agreement below \$50,000	<input type="checkbox"/> Settlement Agreements above \$50,000
<input type="checkbox"/> Routine Agreements below \$10,000	<input type="checkbox"/> Routine Agreements above \$10,000
<input type="checkbox"/> Emergency Reqs that would otherwise need Council.	<input checked="" type="checkbox"/> Interlocal Agreements
<input type="checkbox"/> Interlocal Purchasing Agreements	<input type="checkbox"/> Blanket PO's over \$35,000 (annual approval in January)
<input type="checkbox"/> Small Amendment/Change Orders: cumulative total less than 10% or original contract did not require Council). No City Attorney or Finance Director signature needed.	<input type="checkbox"/> Large Amendments/Change Orders: cumulative total exceeds 10% and original contract required Council approval. No City Attorney or Finance Director signature needed.



STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION
200 General Administration Building, P.O. Box 41000 • Olympia, Washington 98504-1000
(360) 902-7300 • TDD (360) 664-3799

March 2008

LYNNWOOD CITY OF
PO Box 5008
LYNNWOOD WA 98046 5008

Dear Purchasing/Business Manager:

We have some important news about your State Purchasing Cooperative membership fee. Beginning in 2008, **a membership fee will now pay for a two-year term.**

The new membership will start January 1, 2008 and run through December 31, 2009. Only first-time members may receive a pro-rated fee, and only at the discretion of General Administration's Office of State Procurement.

We are making this change to reduce our administrative costs, so that we can maintain the current fee rate, which hasn't gone up since 1995.

Prior to making this change, we surveyed our members to find out if a two-year membership fee would be a financial burden. Most members said it would not be a concern.

You will receive a quarterly invoice for your membership fee over the term of the agreement.

The benefits of being a purchasing cooperative member have not changed. As one of more than 700 cooperative members, your collective buying power allows us to negotiate substantial savings on contracts for goods and services. Members also save time on the purchasing process, so you can focus on your other work.

Government members have access to more than 300 contracts. Non-profit members have access to more than 190 contracts.

How to Join / Renew:

- 1) Please download the appropriate contract via the link below.
- 2) Complete in ink all required entries on page 3.



- 3) Mail the original to the address on page 3. You may also send a scanned copy of the signed agreement via e-mail. Please scan in PDF format, and e-mail to: fspain@ga.wa.gov
- 4) Once we have your completed agreement, we will activate your account.
- 5) We will verify your annual expenditures as reported in your last financial audit.
- 6) The General Administration Finance Office will begin sending a quarterly invoice via the e-mail account you list on the agreement. The invoice will reflect the two-year membership. The fee is still based on your annual expenditures, less debt service and inter-fund transfers.
- 7) Once verified, I will sign the agreement and fax or e-mail a copy of page 3 with the Co-op Manager's signature for your records.
- 8) It is the member's responsibility to file a copy of the Inter-Local Agreement with your auditor. Please retain a second copy for your records.
- 9) Not-For-Profit organizations: Please include your proof of 501(c) (3) status, and Secretary of State's certificate. Please include a summary page(s) that shows your annual expenditures, debt service (interest and principal) and any inter-fund transfers. Please don't forget to note your government funding sources on page 1.

Links to renew/join the State Purchasing Cooperative:

- *Political Subdivisions* (includes schools and fire departments) and *Not-For-Profit organizations*: <http://www.ga.wa.gov/pca/spc.htm>
- *Renewing members*: <http://www.ga.wa.gov/purchase/search-contracts.htm>

This message is being sent now because some of our members did not receive the original email message in December 2007.

For more information about the two-year membership fee, please contact Frank Spain at (360) 902-7415 or fspain@ga.wa.gov.

Thank you for being a member of the General Administration State Purchasing Cooperative Program.

Sincerely,

Frank Spain
State Purchasing Coop Manager
(360) 902-7415
fspain@ga.wa.gov

**PURCHASING DEPARTMENT
CONTRACT ROUTING**

ORIGINATOR: Candice Henderson

DATE: June 2, 2008

- URGENT** Please return to: Candice Henderson by (date): _____
- Requisition Attached.** (Mayor already signed)

Questions? Call Candice Henderson at x 5166

TITLE	NAME	INITIAL	DATE
Purchasing Dept.	Marty Manegold, Purchasing Manager <input checked="" type="checkbox"/> Contract review required.		
Project Mgr	<input type="checkbox"/> Attach Requisition to this contract package for signatures.		
Director	<input type="checkbox"/> Signature required		
City Attorney	<input type="checkbox"/> City Attorney approval needed. <input checked="" type="checkbox"/> Standard Agreement: Attorney approval not required.		
Mayor	Mayor Don Gough <input checked="" type="checkbox"/> Mayor authorization required. <input type="checkbox"/> Mayor authorization not required.		
Finance	John Moir, Finance Director <input type="checkbox"/> Finance Director approval required. <input type="checkbox"/> Route to Julie if requisition has fund 300/400 item. <input type="checkbox"/> Route to Clarrice if requisition is for Info Systems items.		
Return to:	<input checked="" type="checkbox"/> Candice Henderson / Purchasing		

Vendor:	State of Washington General Administration
Description:	Inter-Governmental Cooperative Purchasing Agreement for Public Agencies
Requesting Department:	Purchasing
Dollar Amount:	\$4,000.00 for two years. January 1, 2008 through December 31, 2009.
Date Approved by Council: <input type="checkbox"/> If approved by Council, attach Council memo.	<input checked="" type="checkbox"/> Council Approval is not needed
Attachments (if any):	<input type="checkbox"/> Insurance <input type="checkbox"/> Attorney Approval <input type="checkbox"/> Contract History Form

COMMENTS:

Contract Signature Requirements:

<p align="center">Mayor Authorization</p> <p><input type="checkbox"/> Supplies & Equipment below \$35,000</p> <p><input type="checkbox"/> Professional Services below \$7,500</p> <p><input type="checkbox"/> Maintenance Contracts below \$10,000</p> <p><input type="checkbox"/> Public Works below \$35,000-multiple trade</p> <p><input type="checkbox"/> Public Works below \$20,000-single trade</p> <p><input type="checkbox"/> Settlement Agreement below \$50,000</p> <p><input type="checkbox"/> Routine Agreements below \$10,000</p> <p><input type="checkbox"/> Emergency Reqs that would otherwise need Council.</p> <p><input checked="" type="checkbox"/> Interlocal Purchasing Agreements</p> <p align="center">Department Authorization</p> <p><input type="checkbox"/> Small Amendment/Change Orders: cumulative total less than 10% or original contract did not require Council). No City Attorney or Finance Director signature needed.</p>	<p align="center">Council & Mayor Authorization Required</p> <p><input type="checkbox"/> Supplies & Equipment above \$35,000</p> <p><input type="checkbox"/> Professional Services above \$7,500</p> <p><input type="checkbox"/> Maintenance Services above \$10,000</p> <p><input type="checkbox"/> Public Works multiple trade above \$35,000</p> <p><input type="checkbox"/> Public Works single trade above \$20,000</p> <p><input type="checkbox"/> Settlement Agreements above \$50,000</p> <p><input type="checkbox"/> Routine Agreements above \$10,000</p> <p><input type="checkbox"/> Interlocal Agreements</p> <p><input type="checkbox"/> Blanket PO's over \$35,000 (annual approval in January)</p> <p><input type="checkbox"/> Large Amendments/Change Orders: cumulative total exceeds 10% and original contract required Council approval. No City Attorney or Finance Director signature needed.</p>
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*Interlocal
Revised: May, 99
needs to go
before Council*

Candice Henderson

From: Spain, Frank (GA) [FSpain@GA.WA.GOV]
Sent: Thursday, May 22, 2008 11:37 AM
To: Candice Henderson
Subject: RE: Purchasing Cooperative Membership Fee

Just remind everybody that there's a lot of contracts to save money on. Some folks only focus on the big ticket items, and forget the rest. I figure if you're going to join; milk it!!

Call me if you need anything!

F

Frank Spain

Customer Service Specialist
Office of State Procurement
Department of General Administration
Ph: 360/902-7415, Fx: 360/586-2426
Mailstop: 4-1017
email: fspain@ga.wa.gov

What did YOU do for Your community today?

From: Candice Henderson [mailto:chenderson@ci.lynnwood.wa.us]
Sent: Thursday, May 22, 2008 10:57 AM
To: Spain, Frank (GA)
Subject: RE: Purchasing Cooperative Membership Fee

Hi Frank,

Thanks for sending this information. Nancy Woods doesn't work here anymore so that's why we never received the email, only the mailed copy. I'll talk with the my manager when she gets out of a meeting this morning. I believe our mayor will have to sign this. Will be in touch.

Candice

From: Spain, Frank (GA) [mailto:FSpain@GA.WA.GOV]
Sent: Thursday, May 22, 2008 10:42 AM
To: Candice Henderson
Subject: RE: Purchasing Cooperative Membership Fee

Good Morning!

I'm glad you wrote; I was just about to call your office. The great City of Lynnwood has been a Coop member for log time.

An e-mail w/ instructions went out in December to: nwoods@ci.lynnwood.wa.us . Then a hard letter was mailed in March.

5/22/2008

I've attached the new Inter-Local Agreement that I need to activate your account, and begin quarterly invoicing. And below is the actual letter w/ links to the contracts members are eligible for. Per the instructions; I can now accept a scanned PDF copy of the hand-signed agreement. I'll activate your account your account as soon as I have the 3-pg 'contract'.

Your agency should have received an e-mail from this office in December. I have attached the links to the newest Inter-Local Agreement (contract). Your fees have not been raised. The membership term was doubled to keep the fees low. The fee is still based on your annual expenditures, less debt service, and any inter-fund transfers.

How to Join / Renew:

1. Please download the appropriate contract via the link below.
2. **There is no Renewal form. You must click on "Join The Coop" to download a new inter-local agreement, regardless of prior membership.**
3. Complete all required entries on page 3 in ink.
4. You may mail the completed and signed original to the address on page 3. You may also send a scanned copy of the signed agreement via e-mail. Please scan in PDF format, and e-mail to: fspain@ga.wa.gov.
5. Once we have your completed agreement, we will activate your account.
6. We will verify your annual expenditures as reported in your last financial audit.
7. The GA Finance Office (FO) will begin sending a quarterly invoice via the e-mail account you listed on the agreement. The invoice will reflect the two-year membership and will run through the membership. I.e., 4 invoices per year.
8. It is the member's responsibility to file a copy of the Inter-Local Agreement with your auditor. Please retain a second copy for your records.
9. Not-For-Profit Organizations: As per the Agreement, please include your proof of 501©3, and Secretary of State's Certificate. Please include a summary page(s) that shows your annual expenditures, debt service (interest and principle) and any inter-fund transfers. Please don't forget to annotate your government funding sources on page one.
10. Fire Depts. & School Districts are Political Subdivisions; they are not non-profit entities.

<http://www.ga.wa.gov/pca/spc.htm> - link for Poli-Subs / Non-Profits to join the coop.

<http://www.ga.wa.gov/purchase/search-contracts.htm>- contracts available to members.

There are many ways to save time & funds: vehicles, carpet, paint, building materials, tractors/backhoe, lawn & grounds, 2-way radios, radar, rescue equipment, environmental consulting, generators, refrigeration, bread, dairy, lighting, office equipment, furniture, linen & laundry, batteries, fuel, and tires. AND, using state contracts fulfills your bid requirements; because the state has already completed that process.

Perhaps the quickest way to become familiar with the various contracts is to go to the contracts link above, then scroll to block 6. You can then choose to view all active contracts.

Remember that your organization will also have access to over 100 Oregon contracts as well. To view and access Oregon contracts; please contact: Nancy Ahlbin, (503) 378-2497 Nancya.ahlbin@state.or.us. Please contact me if I can clarify any questions.

Regards,

Frank Spain

Customer Service Specialist
Office of State Procurement
Department of General Administration
Ph: 360/902-7415, Fx: 360/586-2426
Mailstop: 4-1017
email: fspain@ga.wa.gov
What did YOU do for Your community today?

From: Candice Henderson [mailto:chenderson@ci.lynnwood.wa.us]
Sent: Thursday, May 22, 2008 10:33 AM
To: Spain, Frank (GA)
Subject: Purchasing Cooperative Membership Fee

Frank,

I looked on the GA's list of Cooperative Member's and I didn't see the City of Lynnwood on the list. Can you tell me if we've paid to be a cooperative member before? I'm a little confused about this whole process because I'm not sure what was done prior. Thanks for your help!

Candice Henderson
Buyer
City of Lynnwood
VM: (425) 670-5166
Fax: (425) 778-5632
Email: chenderson@ci.lynnwood.wa.us

Please note my new phone number!

5/22/2008

Candice Henderson

From: Spain, Frank (GA) [FSpain@GA.WA.GOV]
Sent: Thursday, May 22, 2008 10:42 AM
To: Candice Henderson
Subject: RE: Purchasing Cooperative Membership Fee
Attachments: 2008 2009 Coop ILA.doc

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