

City of Burien, Washington City Hall Contract Routing Sheet

Name of Contracting Party: King County Regional Animal Services Vendor # _____

Project Name/Description: Pet License Sales Agreement

Contract Amount: King County to pay City \$3.00 per ^{Adult} pet license sold

Type of Contract:

<input type="checkbox"/> Architectural/Engineering <input type="checkbox"/> From MSRC Engineering Roster <input type="checkbox"/> Advertised Bidding Done <input type="checkbox"/> Consulting/Services (Non-Engineering)	<input type="checkbox"/> Construction/Public Works <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$35,000) <input type="checkbox"/> From MRSC Small Works Roster (\$35,000 to \$300,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$300,000) <input type="checkbox"/> Other: <u>Sole Source - Emergency</u>	<input type="checkbox"/> Human Services/Arts & Culture <input checked="" type="checkbox"/> Other: _____ <input type="checkbox"/> Contract Amendment to Contract No. _____
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Is this contract authorized in the current year's budget? Yes No

If budgeted, list Fund/Dept.: _____

Page # in Budget: _____ Budget line item amount: \$ _____

BARS Account Number: _____

CONTRACT ROUTING INSTRUCTIONS:

Contract Manager Directions/Approval: _____ Date: _____

- Draft contract, get contract file checklist items
- Prepare Contract Package (Contract Routing Sheet, contract, and checklist items)
- Obtain Dept. Director Approval _____ Date: _____

Legal Dept. Directions/Approval: N/A Date: _____

- Review insurance

Finance Dept. Directions/Approval: Fleming Date: 4-10-13

- Review contract budget/administrative review.

Contract Manager Directions:

- Obtain signatures on contract.
- Provide fully signed copy of contract to other party.
- Make copy of contract for own files, if desired.
- Return original Contract Package to Finance Dept.

Finance Dept. Directions:

- Assign contract number.
- E-mail contract number to Contract Manager.
- Provide Contract Package to Scanner.

Contract File Checklist:	
<input type="checkbox"/> W-9 Taxpayer ID Form	<u>N/A</u>
<input type="checkbox"/> Burien Business License #	_____
<input type="checkbox"/> Insurance Certificate	
<input type="checkbox"/> Bids, if applicable	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> Contract Fully Signed	



Records and Licensing Services Division

Department of Executive Services
 King County Administration Building
 500 Fourth Avenue, Room 403
 Seattle, WA 98104-2337

Pet License Sales Agreement

Today's Date	<i>April 9, 2013</i>
Name of Partner/Subagent	<i>City of Burien</i>
Contact Name at Subagent	<i>Cathy Rossick</i>
Physical Address	<i>400 SW 152nd St Suite 300 Burien WA 98166</i>
Mailing Address	<i>Same</i>
Phone number(s)	<i>206-248-5509</i>
E-Mail	<i>cathyr@burienwa.gov</i>

Thank you for your interest in participating in the Regional Animal Services of King County Program! We are very pleased that you will be helping to license and identify more pets in King County. This is to confirm the arrangements for your participation in license sales, as follows:

King County Records and Licensing Services Division (hereinafter referred to as RALS), and PAWS (hereinafter referred to as SUBAGENT) hereby enter into this agreement for the purpose of the sale of King County pet licenses to residents, the remittance of payments, and rebate for licenses sold to be conducted from this date. The terms and conditions regarding the distribution, accounting, cost and payment for pet licenses shall be as follows:

1. Licenses

King County RALS will provide all tags, materials and forms necessary to issue King County pet licenses. SUBAGENT agrees to provide adequate security for all inventoriable items including but not limited to pet license tags. SUBAGENT shall issue pet licenses in sequential order and only to pet owners residing in the appropriate license areas. SUBAGENT agrees to collect appropriate fees as set out in King County Code (KCC) 11.04.035 for each license sold and remit those moneys to King County RALS as further described. SUBAGENT agrees to remit to King County RALS \$30 (the average license fee) for any license tags that are lost, stolen or misplaced while in the possession of SUBAGENT.

2. Accounting & Rebate

A. SUBAGENT shall provide to King County RALS on a regular basis the following:

- Recap listing that period's pet license sales activity
- Original copy of the pet license application
- Award voucher information, if applicable

B. SUBAGENT shall maintain the agent copy of the pet license application for a minimum of six months.

F:PL, Partners.

C. SUBAGENT shall provide to King County RALS by the 15th of each month for the billing cycle ending on the last day of the previous month:

- Monthly report - Copies of the pet license sales activity reports submitted to King County RALS (Recap)
- Check(s) covering fees collected

D. King County RALS will review the pet licenses submitted by SUBAGENT and reconcile to pet license recap. Pet licenses issued in error (wrong jurisdiction or too-early renewal) will be canceled and the license fee returned to the applicant. No rebate will be provided for licenses issued in error.

E. King County RALS will return a \$3.00 rebate to SUBAGENT for each license sold as follows:

- NEW or RENEWAL regular (unaltered) dog/cat license @ \$60.00
- NEW or RENEWAL altered dog/cat license @ \$30.00
- NEW or RENEWAL senior dog or cat license @ \$15.00

F. King County RALS will return a \$1.00 rebate to SUBAGENT for each license sold as follows:

- Juvenile dog/cat license @ \$15.00

No rebate will be provided for free licenses, \$5 Buddy licenses, or any discounted, transfer or reissue license. SUBAGENT is required to issue all license types requested whether or not eligible for a rebate. A rebate for each month's pet license sales activity will be mailed within 30 days of receipt of the monthly report.

3. Terms of Agreement

This agreement is part of the Regional Animal Services of King County Program to enhance licensing throughout King County. This agreement may be terminated upon written notice by either party. Such notice must include a plan providing for the payment or return of all license media (tags, applications, vouchers, etc.) and outstanding payment for issued licenses.

KING COUNTY

Denise McCall

Signature

Marketing Manager

Title

4-9-13

Date

IQ Krause

Signature

FINANCE DIRECTOR

Title

4/9/13

Date