

City of Burien, Washington Contract Routing Sheet

Name of Contracting Party: Washington State Dept. of Enterprise Services

Project Name/Description: Master Contract Usage Agreement (Cooperative Purchasing)

Contract Amount: \$ -0-
(Include Contractor's Proposal Amount and Sales Tax)

Type of Contract:

<input type="checkbox"/> Architectural/Engineering <input type="checkbox"/> From Engineering Roster <input type="checkbox"/> Advertised Bidding Done <input type="checkbox"/> Professional Services (Non-Engineering) <input type="checkbox"/> 3 Bids received <input type="checkbox"/> Direct Negotiation	<input type="checkbox"/> Construction <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$20,000/\$35,000) <input type="checkbox"/> From Small Works Roster (\$20,000/35,000 to \$100,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$100,000) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Human Services/Arts & Culture/City Match <input type="checkbox"/> Other: _____ <input type="checkbox"/> Contract Amendment to Contract No. _____
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(Please attach a list of all bids received)

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: _____

Is a budget amendment needed? Yes No Amount? \$ _____

Date of Council Approval: _____

REVIEWED BY:

Contract Manager: _____ Date: _____

Department Director: W. Crause Date: 7/23/12

Management Analyst: L. Fleming Date: 7-22-13

<p style="text-align: center;"><u>Routing Instructions:</u></p> <p><input type="checkbox"/> Send original to Contractor for their signature and then provide a copy of the fully signed contract to _____</p> <p><input type="checkbox"/> Contract is already signed by Contractor, please provide a copy of the fully signed contract to: _____</p> <p><input type="checkbox"/> Other (Please describe) _____</p>	<p style="text-align: center;"><u>Contract File Checklist:</u></p> <p><input type="checkbox"/> Purchase Order # _____</p> <p><input type="checkbox"/> Tax ID Form</p> <p><input type="checkbox"/> Current Business License # _____</p> <p><input type="checkbox"/> Insurance Certificate</p> <p><input checked="" type="checkbox"/> Contract Fully Signed</p>
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Agreement Number: V2155

DES Use Only

MASTER CONTRACT USAGE AGREEMENT

This Master Contract Usage Agreement (the "Agreement") is made pursuant to Chapter 39.34 of the Revised Code of Washington, and other applicable laws, by and between the state of Washington (the "State"), acting by and through the Department of Enterprise Services ("DES"), an agency of the State, and CITY OF BURIEN

Entity Name

a state agency, or local or federal agency or entity, or public benefit nonprofit corporation, or any tribe located in the State ("Buyer").

- Purpose:** The purpose of the Agreement is to establish the terms and conditions for when Buyer purchases or acquires goods and services for its direct use under contracts entered into by DES that permit such use ("Master Contracts").
- Duration:** This Agreement will become effective on date of execution, and will continue in full force and effect until thirty (30) days following receipt of written notice from either party cancelling this Agreement.
- Agreement Contact Information:** Contact person to whom contract documents and related communications are to be mailed or faxed.

Organization Name:	CITY OF BURIEN	
Tax Identification Number:	91-1576144	
Unified Business Identifier <i>Required for Non-Profit:</i>		
Contact Name:	KIM KRAUSE	
Title:	FINANCE DIRECTOR	
Address:	400 SW 152 nd STREET SUITE 300	
City:	State:	Zip:
BURIEN	WA	98166
Phone Number:	206-439-2150	
Email Address:	KIMK@BURIEN.WA.GOV	

- Cancellation of Agreement:** This agreement can be terminated by either party upon 30 days written notice provided to DES at:
Email to: mcua@des.wa.gov OR Mail to: WA Dept of Enterprise Services
MCUA, Attn: Kris Gorgas
P.O. Box 41409
Olympia, WA 98504-1409
- Financial Responsibility:** Buyer will deal directly with the Master Contract contractor, supplier, or service supplier ("Contractor") for any purchases Buyer makes pursuant to this Agreement and under a Master Contract. DES does not accept any responsibility, financial or otherwise, for any purchase Buyer makes under a Master Contract.

2013

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- 6. **Compliance with Other Laws:** Each of the parties will comply with all applicable federal, state, and local laws and regulations governing its own purchases.
- 7. **Master Contract Audits:** Buyer agrees to cooperate with DES, the Office of the State Auditor, federal officials, or any third party authorized by law, rule, regulation or contract, in any audit conducted by such party related to any Master Contract(s) that Buyer has made purchases from pursuant to this Agreement, including providing records related to any purchase from a Master Contract. In addition, Buyer agrees to provide, upon request from DES, documentation to confirm its eligibility to use Master Contracts.
- 8. **Dispute Resolution:** If there are any disputes between Buyer and a Contractor, Buyer agrees to (a) provide DES written notice of the nature of the dispute; and (b) unless otherwise provided in the Master Contract or as set forth below, work in good faith with the Contractor to resolve the dispute without the involvement of DES. DES may, upon request, review and assist in the resolution of a dispute, and if DES chooses to do so, the Buyer will cooperate with DES in that resolution process.

In its sole discretion, DES may, but is not obligated to, upon written notice to Buyer, resolve disputes with a Contractor on behalf of Buyer and all other state, local, and federal agencies, local governments, and public benefit nonprofit corporations with similar or related disputes with such Contractor.
- 9. **No Separate Entity:** No separate legal or administrative entity is intended to be created by, or for the administration of, this Agreement.
- 10. **Hold Harmless:** Each party agrees to defend, indemnify, and hold the other party harmless from any claim arising from such party's sole negligent, reckless, or willful misconduct.
- 11. **Entire Agreement:** This Agreement sets forth the entire agreement between the parties, and supersedes any other prior written agreements between the parties, with respect to the subject matter hereof.

IN WITNESS WHEREOF the parties having read this Agreement, agree to it in each and every particular, and have executed it below.

APPROVED

APPROVED

WASHINGTON STATE
DEPARTMENT OF ENTERPRISE SERVICES

Entity Name _____

Signature C. F. [Signature]

Roselyn Marcus, Assistant Director

Name/Title _____

Date 07/12/2013

CITY OF BURIEAU

Entity Name _____

Signature [Signature]

KIM. KRAUSE | FINANCE DIRECTOR

Name/Title _____

Date 7/15/13



Master Contracts Usage Agreement

What is the MCUA?

The Master Contracts Usage Agreement (MCUA) is a one-time agreement necessary to meet statutory requirements allowing qualifying organizations to use Washington State master contracts. Cooperative purchasing through state contracts provides organizations that have agreed to terms and conditions the opportunity to save millions of dollars annually by pooling resources to leverage the market through volume discounts. Authorized organizations are provided access to more than 700 contracts for goods and services to meet all the business needs of their organization at no cost.

Legislation

- WAC 236-49-060
- WAC 200-310-010
- RCW 39.26.050
- RCW 43.19

How much does it cost?

There is no cost for the Master Contracts Usage Agreement.

Who can sign a MCUA?

- State Agencies
- State Boards
- State Commissions
- Higher Education Institutions
- Offices of Separate Elected Officials
- Local Government Agencies
- Federal Agencies
- Washington State Tribal Entities
- Public Benefit Non-profit (PBNP)
 - Organization with 501(C)3 tax status that have filed PBNP status with the Secretary of State. For filing information, go to <http://www.sos.wa.gov/corps/>.
 - More information about purchasing agreements with Public Benefit Non-profit: RCW 39.34.055.
 - More information about Public Benefit Non-profit designation: RCW 24.03.490.

How do I join?

First, check the signed agreement list.

If you are not on this list:

- Download and print the Master Contracts Usage Agreement (MCUA)
- Fill out and sign MCUA

Scan and email signed copy of MCUA to: MCUA@des.wa.gov
or

Mail signed copy to:
DES
MCUA, attn: Kris Gorgas
PO Box 41409
Olympia, WA 98504-1409

A fully executed copy will be scanned and returned to you via email.

If you have questions, please call the Master Agreement Service Desk 360.407-2214 or email MCUA@des.wa.gov.

What can I buy?

You can purchase a wide variety of goods and services. Contracts are searchable. The following are a few examples of the most-used contracts:

- Vehicles (heavy duty and passenger)
- Copiers

Contact Information

MCUA
PO Box 41409
Olympia, WA 98504-1409
(360) 407-2214

MCUA@des.wa.gov

- Office equipment and supplies
- Purchasing card
- Infant formula
- Radio equipment
- Fuel
- Pharmaceuticals
- Furniture
- Food
- Emission inspection service
- Industrial supplies
- Travel services
- Landscaping equipment
- Paint (various kinds)
- Electronic monitoring services
- Electrical supplies
- Janitorial services

How do I make a purchase with a state contract?

First, check the signed agreement list. Once you have a current signed MCUA:

- Use our contract search to find a contract or learn about special purchasing programs
- Identify a vendor on the contract you wish to use
- Contact the vendor citing the contract number you wish to use, contract name and provide your customer number.

What if I have additional questions?

- Call (360) 407-2214 or email MCUA@des.wa.gov
- Please reference the Master Contracts Usage Agreement when asking your question.

Services

The following services are available as part of the MCUA:

- Training and events
- WEBS
- Access to Master contracts*
- Access to the Western States Contracting Alliance (WSCA)
- Join Purchasing mailing list to receive email broadcast bulletins
- Purchase Authority
- IT Brokering and Procurement Consultation
- IT Master Contracts
- Tier II Contract Fee for Janitorial Services
- Contract Oversight
- Portion of the Personnel Services Charge
- OMWBE

*Some contracts may not be available for use by all MCUA. See review individual contract summary for who is eligible to use the contract.



Purchasing from Washington State Contracts

All membership to the Washington State Purchasing Cooperative (Co-op) will end as of June 30, 2013. This program will cease to function as of July 1, 2013 and be replaced by the Master Contracts Usage Agreement (MCUA). Customers who wish to make purchases off of Washington State Contracts need to have signed the following agreements.

- For purchases made before July 1, 2013, an Inter-local agreement or amendment for membership in the Washington State Purchasing Co-operative (Co-op).
- For purchases made after July 1, 2013, a Master Contracts Usage Agreement (MCUA).

Before July 1, 2013	After July 1, 2013
Purchasing Cooperative Members (Co-op) Inter-local agreement or amendment for membership in the Washington State Purchasing Co-operative (Co-op)	Master Contract Customers Master Contracts Usage Agreement (MCUA)
To use state contracts entities become Co-op members. Members include: <ul style="list-style-type: none"> • State Agencies • State Boards • State Commissions • Higher Education Institutions • Offices of Separate Elected Officials Entities that can join by agreement: <ul style="list-style-type: none"> • Local Government Agencies • Federal Agencies • Washington State Tribal Entities • Public Benefit Nonprofit Corporations 	To use state contracts entities sign a Master Contracts Usage Agreement Entities that can join by agreement: <ul style="list-style-type: none"> • State Agencies • State Boards • State Commissions • Higher Education Institutions • Offices of Separate Elected Officials • Local Government Agencies • Federal Agencies • Washington State Tribal Entities • Public Benefit Nonprofit Corporations
Membership fees apply	No membership fee
Typically an Inter-local or interagency agreement or amendment required	A Master Contracts Usage Agreement required
Membership agreements periodically renewed or amended	No termination date of agreement

More information

- Information about the fee program
- Print a Master Contract Usage Agreement
- Information about eligibility to use State Master Contracts
- View a current list of Master Contract Customers
- Find a searchable list of Master Contracts
- View the Guidelines for Placing Orders from State Master Contracts
- Find a list of Department of Enterprise Services contracts staff

If you have questions, please contact us at (360) 407-2214 or MCUA@des.wa.gov.