

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between Senior Services' Transportation Program and The City of Burien/Burien Community Center. Both parties recognize the need to provide accessible, affordable, user-friendly transportation in the greater Burien area through the use of a Shuttle van driven by volunteers living in the community. Our goal is to establish a seamless transportation system that will provide the most appropriate ride for each individual, while maintaining separate management, supervision and funding sources for the service. It is hereby agreed that the Burien Community Center and Senior Services will work together to achieve these ends for the greater good of the community.

For these reasons, Senior Services and the Burien Community Center agree to the following:

1. It is agreed that Senior Services shall operate a Hyde Shuttle out of the Burien Community Center, providing transportation to people 55 years of age or older or having a disability and living in the city of Burien or surrounding areas of unincorporated King County.
2. Senior Services will be responsible for covering all costs incurred in providing Shuttle services, including vehicle insurance, fuel, signage, radio, postage, printing and volunteer driver training and appreciation. Senior Services through a Vehicle Use Agreement with KC Metro will provide the vehicle and maintenance for the vehicle, as well as roadside assistance and stranded passenger transportation.
4. Senior Services will be responsible for all call-taking, scheduling and dispatch duties for the Shuttle Services.
5. The Burien Center will be responsible for referring requests for transportation Senior Services.
6. Senior Services will fax the driver manifest to the Burien Community Center every morning. The Burien Community Center will be responsible for ensuring that the drivers receive the manifest, as well as the keys to the van and the radio. The keys and radio will also be turned in the Center at the end of the day.
7. The Burien Community Center will send the driver's manifests and comment sheets to Senior Services Transportation Program in a timely manner at the end of each month. Senior Services Transportation Program will in turn be responsible for preparing and submitting all monthly and quarterly reports as required by funding sources.
8. Overnight parking for the Shuttle will be at a secure, designated area agreed upon by both parties.
9. All joint marketing/advertising/promotional materials must be approved by both Senior Services and the Burien Community Center.
10. There will be no charge for the Hyde Shuttle, but donations will be accepted by the volunteer drivers. The drivers will turn over all donations to the Burien Community Center at the end of the day. All donations received from participants shall be turned over to Senior Services by the Burien Community Center in a mutually agreed upon fashion.

11. Senior Services must procure and maintain in full force commercial general liability limits of \$1 million per occurrence and \$2 million aggregate. The insurance policy must also name the City of Burien as additionally insured on a separate endorsement page.
12. This Memorandum of Agreement may be terminated with thirty (30) days written notice by any party.
13. The term of this Agreement shall be from December 4, 2012 to December 31, 2014, and may be amended to extend thereafter by mutual agreement of the parties.

SENIOR SERVICES

Denise Klein
Denise Klein, Executive Director
12/29/12
Date

BURIEN COMMUNITY CENTER

Michael Lafreniere
Michael Lafreniere, Director
12/4/12
Date



City of Burien, Washington
Contract Routing Sheet – Parks, Recreation & Cultural Services

Name of Contracting Party: Senior Services Transportation Program Vendor #: _____

Project Name/Description: Hyde Shuttle – Amendment for 2015-2016

Contract Amount (if applicable): \$ N/A

Type of Contract:

<input type="checkbox"/> Architectural/Engineering <input type="checkbox"/> From MSRC Engineering Roster <input type="checkbox"/> Advertised Bidding Done	<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: Sole Source - Emergency	<input type="checkbox"/> Human Services/Arts & Culture <input checked="" type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Contract Amendment to Contract # <u>4182</u>
<input type="checkbox"/> Consulting Services (Non-Engineering)		

Is this contract authorized in the current year's budget? Yes No

If budgeted, list Fund/Dept.: Select a Fund source. / Parks, Rec & Cultural Svcs

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

BARS Account Number: _____

CONTRACT ROUTING INSTRUCTIONS:

- Contract Manager** Approval: [Signature] Date: 11-13-14

 - Check with Legal Department on contract type to use, and insurance requirements. (City Attorney must review non-boilerplate contracts.) ** Insurance already on file.*
 - Draft contract, get contract file checklist items, and have other party sign contract.
 - Prepare Contract Routing Sheet; forward to PaRCS Department Director for review & approval.
- PaRCS Department Director** Approval: [Signature] Date: 11/15/14

 - Contract budget and administrative review; sign Contract Routing Sheet and forward package to Department Assistant.
 - Department Assistant make and file copy of contract, forward Contract Package (Contract Routing Sheet, 1/2-signed contract and checklist items) to Legal Department for approval.
- Legal Department** Approval: [Signature] Date: 11/17/14

 - Review insurance/general contract review.
 - Forward Contract Package to Finance Department for approval.
- Finance Department** Approval: [Signature] Date: 11-19-14

 - Review contract budget/administrative review.
 - Return Contract Package to PaRCS for signature (or forward to City Manager's Office for review if over \$25,000).
- City Manager's Office** Approval: N/A Date: _____

 - Administrative review.
 - Return Contract Package to PaRCS.
- PaRCS Department Director**

 - Sign Contract Package.
 - Return Contract Package to PaRCS Department Assistant.
- PaRCS Department Assistant**

 - Provide copy of Routing Sheet to Contract Manager.
 - Replace Signature Page in Department files.
 - Send *copy of signed* contract to contractor. *for signature*
 - Note date contract sent to Contractor: 11/21/14
 - Return signed Contract Package to Finance.
- Finance Department**

 - Assign contract number and e-mail # to PaRCS Dept. Assistant.
 - Provide original Contract Package to Scanner.

CONTRACT FILE CHECKLIST:

- W-9 Taxpayer ID Form
- COB Business License # _____
- Insurance Certificate
- Bids, if applicable
- Intent to Pay Prevailing Wage Form, if applicable
- Contract Fully Signed

sent to
Condy Zwart
Senior Services Transportation Prg. - 2208
Second Ave
Seattle WA
98121

MEMORANDUM OF AGREEMENT

AMENDMENT

This Memorandum of Agreement is between Senior Services' Transportation Program and The City of Burien/Burien Community Center. Both parties recognize the need to provide accessible, affordable, user-friendly transportation in the greater Burien area through the use of a Shuttle van driven by volunteers living in the community. This amendment extends the Memorandum through mutual agreement of both parties through December 31, 2016. Our goal is to establish a seamless transportation system that will provide the most appropriate ride for each individual, while maintaining separate management, supervision and funding sources for the service. It is hereby agreed that the Burien Community Center and Senior Services will work together to achieve these ends for the greater good of the community.

For these reasons, Senior Services and the Burien Community Center agree to the following:

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3. Senior Services will be responsible for all call-taking, scheduling and dispatch duties for the Shuttle Services.
4. The Burien Community Center will be responsible for referring requests for transportation Senior Services.
5. Senior Services will fax/email the driver manifest to the Burien Community Center every morning. The Burien Community Center will be responsible for ensuring that the drivers receive the manifest, as well as the keys to the van and the radio. The keys and radio will also be turned in the Center at the end of the day.
6. The Burien Community Center will send the driver's manifests and comment sheets to Senior Services Transportation Program in a timely manner at the end of each month. Senior Services Transportation Program will in turn be responsible for preparing and submitting all monthly and quarterly reports as required by funding sources

7. Overnight parking for the Shuttle will be at a secure, designated area agreed upon by both parties.
8. All joint marketing/advertising/promotional materials must be approved by both Senior Services and the Burien Community Center.
9. Senior Services must procure and maintain in full force commercial general liability limits of \$1million per occurrence and \$2 million aggregate. The insurance policy must also name the City of Burien as additional insured on a separate endorsement page.
10. This Memorandum of Agreement may be terminated with thirty (30) days written notice by any party.
11. The term of this Agreement shall be from January 1, 2015 to December 31, 2016, and may be amended to extend thereafter by mutual agreement of the parties.

SENIOR SERVICES




Paula L. Houston, CEO

Date

11/26/14

BURIEN COMMUNITY CENTER



Michael Lafreniere, Director

Date

11/21/14