

City of Burien, Washington City Hall Contract Routing Sheet

Name of Contracting Party: King County
 Project Name/Description: 2018-2020 Joint Interlocal Agreement Regarding the
 Community Development Block Grant (CDBG) Program.
 Contract Amount: \$ N/A

Type of Contract: (Includes Agreements, Grants, Interlocals, Leases, MOUs, etc.)

<input type="checkbox"/> Architectural/Engineering <input type="checkbox"/> From MSRC Engineering Roster <input type="checkbox"/> RFQ Process Done <input type="checkbox"/> Consulting/Services (Non-Engineering) <input type="checkbox"/> Human Svcs/Arts&Culture	<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"/> Grant <input type="checkbox"/> Lease <input 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.: N/A Approved by Burien City Council on August 21, 2017

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

BARS Account Number: N/A

CONTRACT ROUTING INSTRUCTIONS:

Contract Manager Directions/Review: [Signature] Date: 9-1-17

- 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/Review: Lise signed agreements Date: _____

- Review insurance
- Review of City Attorney (non-routine contracts)

Finance Dept. Directions/Review: [Signature] Date: 9-1-17

- Review contract budget/administrative review.

City Manager Review if over \$5,000: _____ Date: _____

- Return Contract Package to Finance Dept.

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.
- Provide contract number to Contract Manager.
- If Interlocal Agreement, CRS copy to CM Dept. Asst.
- Provide Contract Package to Scanner.

Contract File Checklist:

- W-9 Taxpayer ID Form
- Burien Business License # _____
- Insurance Certificate
- Bids, if applicable N/A
- Contract Fully Signed