

City of Burien, Washington

City Hall Contract Routing Sheet

Name of Contracting Party: King County

Project Name/Description: Institutional Network (I-Net) Services for City Hall Internet Services

Contract Amount: \$ 468 per month (\$5,616 annually)

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 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.: General Fund - Finance - IT - Prof. Services

Page # in Budget: 2-39 Budget line item amount: \$51,000 \$15,000
42-421

BARS Account Number: 001-04-518-80-41-000 664

CONTRACT ROUTING INSTRUCTIONS:

Contract Manager Directions/Review: [Signature] Date: 4/20/10

- ☒ Draft contract, get contract file checklist items
- ☒ Prepare Contract Package (Contract Routing Sheet, contract, and checklist items)
- ☐ Obtain Dept. Director Approval [Signature] Date: 4/28/10

Legal Dept. Directions/Review: [Signature] Date: 4/27/2010

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

Finance Dept. Directions/Review: [Signature] Date: 4-27-10

- ☒ Review contract budget/administrative review.

City Manager Review if over \$25,000: _____ 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.
- ☒ Provide Contract Package to Scanner.

Contract File Checklist:

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