



**KITSAP COUNTY**  
**Request for Proposal 2022-126**

**Addendum No. 1**

**Purchasing Department**  
619 Division St., 4<sup>th</sup> Floor  
Port Orchard, WA 98366  
Phone: 360.337.4788  
Email:  
purchasing@co.kitsap.wa.us

**TO:** All Respondents

**FROM:** Glen McNeill

**CLOSING DATE:** **June 16, 2022, at 2:00PM**

**REF NO.:** 2022-123

**DATE:** May 25, 2022

---

The purpose of this addendum is to modify the Contract Documents for the referenced project. This addendum shall become a part of these Contract Documents. Bidder shall acknowledge receipt on the Bid Form (page 7).

Questions:

1: What is the due date for this? The RFP just states June TBD.

**A: June 16, 2022, at 2:00 PM**

2: Can I see a sample of your current statement?

**A: Attached to this addendum**

3: Who is the current vendor for this work?

**A: Peregrine Services Inc.**

4: What is the current pricing for this contract?


**A: Current service includes the bi-monthly billing option. We are invoiced about \$7,400 for a two-month cycle (\$3,700 per month). There is a variance because of the changing number of bills that they send out.**

5: Can we see a sample of the bill for reference?

**A: Attached to this addendum**

6: The pricing page is asking for an 'estimate for 128,074 copies. Could you please clarify what that means, and provide a breakdown of what that number is inclusive of? 13,600 monthly mail pieces x 12 = 163,200 mail pieces/year. Not sure if we're missing something?

**A: I am not sure where that number is from, we do have customers that are not billed, which is why we need a pdf file of the invoices. I would use 163200 mail pieces as your estimate**

	<b>KITSAP COUNTY</b> <b>Request for Proposal 2022-126</b>	<b>Purchasing Department</b> 619 Division St., 4 <sup>th</sup> Floor Port Orchard, WA 98366 Phone: 360.337.4788 Email: <a href="mailto:purchasing@co.kitsap.wa.us">purchasing@co.kitsap.wa.us</a>
	<b>Addendum No. 1</b>	

number. Please ignore the 128,074 copies

7: Once a vendor is selected, is there an expected go live date?

**A: This will depend on final contract negotiations but as soon as possible.**

8: What necessitated going out to RFP for these services? Is this a mandated process or are you experiencing

service issues with your current solution?

**A: This is a mandated process.**

9: Can the bottom tear-off stub be 3.5" high instead of the 3.25" in your spec? This is a stock size form we inventory for many customers and will reduce costs vs a custom form. The OCR line on this 3.5" x 8.5" stub will be compatible with your in-house scanners or lockbox vendor, if being used

**A: We would have to check the measurements and see if 3.5" would work, current layout of the printing is set for 3.25"**

10: Can we print this job BW only on a custom "shell" stock, if we wish, where the shells would have your logo and other static form elements pre-printed on the paper? Since only the logo is in color, printing BW on shells could be less expensive.

**A: I do not see this being a problem, except would that effect the PDF's file returned to us with customers invoices for upload?**

11: The #9 payment envelope indicates it's a double window. Can you provide a sample (PDF scan) of this envelope?

**A: Our green return envelope does not have a window.**

12: Regarding the data, does it come from a custom application at the County or is this from a utility billing vendor like Munis, NorthStar, Springbrook, etc.? Will this data be in a delimited structure (tab, comma, pipe, etc.) or XML format?

**A: Our Utility Billing System is NorthStar, that is what our bills are generated through.**

13: Do you push your PDF bill images to an online presentment service like Invoice Cloud or Paymentus?

**A: Our PDFs are uploaded to Paydici for customer viewing.**



**KITSAP COUNTY**  
**Request for Proposal 2022-126**

**Addendum No. 1**

**Purchasing Department**  
619 Division St., 4<sup>th</sup> Floor  
Port Orchard, WA 98366  
Phone: 360.337.4788  
Email:  
[purchasing@co.kitsap.wa.us](mailto:purchasing@co.kitsap.wa.us)

SAMPLE BILL



KITSAP COUNTY PUBLIC WORKS  
614 DIVISION STREET (MS-27)  
PORT ORCHARD, WA 98366-4686

PH: 360.337.5777 | KITSAPGOV.COM

**SEWER UTILITY BILL**

025102



61

Name  
C/O Comp. Name MGMT  
Address  
BREMERTON WA 98312-3577

ACCOUNT NUMBER: 10134101  
BILLING DATE: 05/05/2022  
PAYMENT DUE BY: 05/26/2022  
AMOUNT DUE: \$0.00

NOTICE: A 10% late fee will be added if not paid by 05/26/2022

PERIOD OF SERVICE	SERVICE ADDRESS	ACCOUNT ACTIVITY	AMOUNT
03/31/22-04/30/22	Address	PREVIOUS BALANCE	\$7.86
		PAYMENT 04/29/2022	-\$148.56
		BALANCE FORWARD	-\$140.70
		SEWER	\$140.70

**MESSAGES**

If you are on auto pay, your withdraw date is 05/26/2022.  
To pay by phone call 1-855-839-7005

BALANCE DUE:

Please See the Reverse Side of Bill for Important Information. If paying in office, please bring the entire bill.



KITSAP COUNTY PUBLIC WORKS  
614 DIVISION STREET (MS-27)  
PORT ORCHARD, WA 98366-4686

PH: 360.337.5777 | KITSAPGOV.COM

**RETURN THIS PORTION**

Please print account number on check  
Make Checks Payable to Kitsap County Public Works

ACCOUNT NUMBER: 10134101  
LOCATION: Address  
PAYMENT DUE BY: 05/26/2022  
AMOUNT DUE: \$0.00

AMOUNT PAID: \_\_\_\_\_

Address

930 ADELE AVE #C  
BREMERTON, WA 98312

BILLING DATE: 05/05/2022

**PLEASE REMIT PAYMENT TO:**

KITSAP COUNTY PUBLIC WORKS  
614 DIVISION STREET (MS-27)  
PORT ORCHARD, WA 98366-4686

001013410100000000003

**TO PAY BY MAIL**

Please make checks payable to Kitsap County Public Works and send to:  
Kitsap County Public Works  
614 Division St - MS 27, Port Orchard, WA 98366-4686

**PAY IN PERSON**

At this location:  
Kitsap County Public Works, 507 Austin Drive, Port Orchard *(across from the County Courthouse)*

**PAY ONLINE**

Visit [www.TinyURL.com/KitsapUtility](http://www.TinyURL.com/KitsapUtility) *(A convenience fee is added by the online vendor)*

**PAY BY PHONE**

Dial 1.855.839.7005, select 1 for Sewer Utility Payments *(A convenience fee is added by the phone vendor)*

**AUTOMATIC PAYMENTS**

Automatic payments may be made from your checking account. Please call for more information.  
*Returned checks may be subject to a return check fee.*

**Senior Discount**

A 25% reduction in rate for those who now qualify for the full allowable property tax exemption for senior citizens and disabled people. Please call for more information.

**CHARGES:** *(one or more of the following will appear on your bill)*

**Sewer** - The cost of sewer service furnished to the service address on the bill

**Street Lights** - The cost of operating and maintaining street lights in your neighborhood.

**Admin** - Fee to change person or entity to be billed.

**Penalty** - A 10% late fee if not paid by the due date.

**Sewer Availability** - The cost of maintaining reserved capacity in the major sewer lines and treatment facilities that could serve this address.

**Lien** - When a bill becomes 30 days delinquent, a lien will be filed against the property and will remain in force until the account is paid in full. This lien will be subject to an interest charge of 8% per year.



Kitsap County Public Works  
614 Division St. MS 27 - Port Orchard, WA 98366-4686  
360.337.5777

#1439



Kitsap County  
eCONTRACT REVIEW SHEET  
(Chapter 3.56 KCC)

**A. GENERAL INFORMATION**

1. Contractor Peregrine Services, Inc

2. Purpose For printing and mailing of the monthly Sewer Utility bills.

3. Contract Amount \$104,604 Disburse  Receive

4. Contract Term 3 years-December 31, 2017

5. Contract Administrator Lisa Moses Phone 360-337-7294

Approved: Andrew B. Nelson, P. E. Date 26 November 2014  
*Department Director*

**B. AUDITOR – ACCOUNTING INFORMATION**

1. Contract Control Number KC-341-14

2. Fund Name Sewer Utility

3. Payment from-Revenue to CC/Account Nbr 4025.5419.16 and 4025.5425.16

4. Encumbered By Dean G. Brown Date 11/26/14

**C. AUDITOR'S ACCOUNTING – GRANTS REVIEW**  
*Signature required only if contract is grant funded*

1.  Approved  Not Approved  
Reviewer DGB Date 11/26/14

2. Comments:

**D. ADMINISTRATIVE SERVICES DEPARTMENT – RISK MANAGER REVIEW**

1.  Approved  Not Approved  
Reviewer Timothy M. Perez Date 12/9/2014

2. Comments:

**E. ADMINISTRATIVE SERVICES DEPARTMENT – BUDGET MANAGER REVIEW**  
*Signature required only if contract is for \$50,000 or more, OR it will be signed by board of commissioners (regardless of dollar amount)*

1.  Approved  Not Approved  
Reviewer Jackie A. Cutlip Date 12/2/2014

2. Comments:

**F. PERSONNEL DEPARTMENT – PERSONNEL DIRECTOR REVIEW**  
*Signature required only if union or employment contract*

**G. PROSECUTING ATTORNEY REVIEW**

1.  Approved as to Form  Not Approved as to Form  
Reviewer Mike Witek Date 12/22/2014

2. Comments:

**H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.**  
(For contract signing authority, see KCC 3.56.075)

Contract Administrator Stella V. Vaknes Date 12/29/2014  
Date Approved by Authorized Contract Signer: \_\_\_\_\_ Date 1-12-15  
RETURN SIGNED ORIGINALS TO:



Meeting Date: January 12, 2015  
 Agenda Item No:

<b>Kitsap County Board of Commissioners</b>			
<b>Office/Department:</b> Kitsap County Public Works, Sewer Utility Division			
<b>Staff Contact &amp; Phone Number:</b> Lisa Moses, 360-337-7294			
<b>Agenda Item Title:</b> Contract KC-341-14 with Peregrine Services, Inc for the printing, folding and mailing of sewer utility bills to customers for Kitsap County Public Works.			
<b>Recommended Action:</b> Motion to execute contract KC -341-14 with Peregrine Services, Inc for the printing, folding and mailing of sewer utility bills to customers for Kitsap County Public Works.			
<b>Summary:</b>	The vendor will be responsible for the printing, folding and mailing of sewer utility bills to customers during the first week of each month. The County will send an exported billing file (detail for each customer bill), on or about the 5th day of each month. Utility bills must be mailed at a US Postal Facility with 2 business days of receipt of electronic file.		
<b>Attachments:</b>	1. Review Sheet 2. Contract 3. Exhibit A & B		
<b>Fiscal Impact for this Specific Action</b>			
<b>Expenditure required for this specific action:</b>	\$104,604		
<b>Related Revenue for this specific action:</b>	\$0		
<b>Cost Savings for this specific action:</b>	\$0		
<b>Net Fiscal Impact:</b>	\$104,604		
<b>Source of Funds:</b>	Sewer Funds		
<b>Fiscal Impact for Total Project</b>			
<b>Project Costs:</b>	\$104,604		
<b>Project Costs Savings:</b>	\$0		
<b>Project Related Revenue:</b>	\$0		
<b>Project Net Total:</b>	\$104,604		
<b>Fiscal Impact (DAS) Review</b>			
<b>Departmental/Office Review &amp; Coordination</b>			
<b>Department/Office</b>	<b>Elected Official/Department Director</b>		
PW/SU	David A. Tucker, PE <i>[Signature]</i> FOR PAT/ABN 12/24/14		
<b>Contract Information</b>			
<b>Contract Number</b>	<b>Date Original Contract or Amendment Approved</b>	<b>Amount of Original Contract Amendment</b>	<b>Total Amount of Amended Contract</b>
KC-341-14	Pending	\$104,604	

## CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (the Contract) is entered into by Kitsap County, a municipal corporation, having its principal offices at 614 Division Street, Port Orchard, Washington, 98366 (the County) and , Peregrine Services, Inc., having its principal offices at 504 N 17<sup>th</sup> St., Monroe, LA 71201(the Contractor).

### SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on date of execution and terminate on December 31, 2017. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap County.

### SECTION 2. SERVICES TO BE PROVIDED

- 2.1 A description of the services to be performed by the Contractor is set forth in Exhibit A: Description of Services, which is attached to the Contract and incorporated by this reference.
- 2.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by the County.
- 2.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 2.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- 2.5 The Contractor will confer with the County from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the County.

### SECTION 3. CONTRACT REPRESENTATIVES

The County and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

#### County's Contract Representative

Lisa Moses  
Project Coordinator  
Kitsap County  
614 Division Street MS-21, Port Orchard, WA 98366  
(360)337-7294



## Contractor's Contract Representative

Tom Stith  
Peregrine Services, Inc  
504 N 17<sup>th</sup> St.  
Monroe, LA 71201  
(913)972-2734

### SECTION 4. COMPENSATION

- 4.1 A description of the compensation to be paid to the Contractor is set forth in Exhibit B: Compensation, which is attached to the Contract and incorporated by this reference.
- 4.2 The total amount payable under the Contract by the County to the Contractor in no event will exceed \$104,604.
- 4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to the County once a month for payment of work actually completed to date. Subject to the other provisions of the Contract, the County generally will pay such an invoice within 30 days of receiving it.
- 4.4 The Contractor will be paid only for work expressly authorized in the Contract.
- 4.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.
- 4.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from the County, the County may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

### SECTION 5. AMENDMENTS AND CHANGES IN WORK

- 5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by the County.
- 5.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by the County and has become effective.

**SECTION 6. HOLD HARMLESS AND INDEMNIFICATION**

- 6.1 The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the Contractor's acts, errors or omissions in the performance of the Contract. Provided, however, that the Contractor's obligation under this provision will not extend to injury, sickness, disability, death or damage caused by or arising out of the sole negligence of the County, its officers, officials, employees or agents.
- 6.2 With regard to any claim against the County, its officers, officials, employees and agents by any employee of the Contractor, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section will not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. It is clearly agreed and understood by the parties to the Contract that the Contractor expressly waives any immunity the Contractor might have had under such laws. By executing the Contract, the Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section will be incorporated, as relevant, into any contract the Contractor makes with any subcontractor or agent performing work under the Contract.
- 6.3 The Contractor's obligations under these provisions include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the Contractor, the Contractor's employees, agents or subcontractors.

**SECTION 7. INSURANCE**

- 7.1 **Professional Legal Liability.** The Contractor will maintain professional legal liability or professional errors and omissions coverage appropriate to the Contractor's profession. The coverage will have a limit of not less than \$1 million per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Contractor's services under the Contract. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Contract or within the scope of the Contractor's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Contract.
- 7.2 **Workers' Compensation and Employer Liability.** The Contractor will maintain workers' compensation insurance as required by Title 51, Revised Code of Washington, and will provide evidence of coverage to the Kitsap County Risk Management Division. If the Contract is for over \$50,000, then the Contractor will also maintain employer liability coverage with a limit of not less than \$1 million.
- 7.3 **Commercial General Liability.** The Contractor will maintain commercial general liability coverage for bodily injury, personal injury and property damage, subject to a limit

of not less than \$1 million per occurrence. The general aggregate limit will apply separately to the Contract and be no less than \$2 million. The Contractor will provide commercial general liability coverage that does not exclude any activity to be performed in fulfillment of the Contract. Specialized forms specific to the industry of the Contractor will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.

7.4 **Automobile Liability.** The Contractor will maintain automobile liability insurance as follows (check ONE of the following options):

Not Applicable.

The Contractor will maintain commercial automobile liability insurance with a limit of not less than \$1 million each accident combined bodily injury and property damage. The aggregate limit will be at least \$2 million. Coverage will include owned, hired and non-owned automobiles.

The Contractor will maintain automobile liability insurance or equivalent form with a limit of not less than \$100,000 each accident combined bodily injury and property damage. The aggregate limit will be at least \$300,000. If a personal lines automobile liability policy is used to meet this requirement, it must include a business rider and must cover each vehicle to be used in the performance of the Contract and the certificates of insurance must evidence that these conditions have been met. If the Contractor will use non-owned vehicles in performance of the Contract, the coverage will include owned, hired and non-owned automobiles.

7.5 **Miscellaneous Insurance Provisions.**

- A. The Contractor's liability insurance provisions will be primary with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees and agents.
- B. When such coverage is required, the Contractor's commercial general liability insurance and automobile liability insurance will include the County, its officers, officials, employees and agents as an additional insured with respect to performance of services.
- C. When such coverage is required, the Contractor's commercial general liability insurance and automobile liability insurance will contain no special limitations on the scope of protection afforded to the County as an additional insured.
- D. Any failure to comply with reporting provisions of the policies will not affect coverage provided to the County, its officers, officials, employees or agents.
- E. The Contractor's insurance will apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability.
- F. The Contractor will include all subcontractors as insureds under its policies or will furnish separate certificates and endorsements for each subcontractor. All

coverage for subcontractors will be subject to all of the requirements stated in these provisions.

- G. The insurance limits mandated for any insurance coverage required by the Contract are not intended to be an indication of exposure, nor are they limitations on indemnification.
- H. The Contractor will maintain all required policies in force from the time services commence until services are completed. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. If the Contractor's liability coverage is written as a claims-made policy, then the Contractor must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.

#### 7.6 **Verification of Coverage and Acceptability of Insurers.**

- A. The Contractor will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- B. The Contractor will furnish the County with properly executed certificates of insurance or a signed policy endorsement which will clearly evidence all insurance required in this Section within 10 days after the effective date of the Contract. The certificate will, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes must be amended so as not to negate the intent of this provision.
- C. The Contractor will furnish the County with evidence that the additional-insured provision required above has been met. Acceptable forms of evidence are the endorsement pages of the policy showing the County as an additional insured.
- D. Certificates of insurance will show the certificate holder as Kitsap County and indicate "care of" the appropriate County office or department. The address of the certificate holder will be shown as the current address of the appropriate County office or department.
- E. The Contractor will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send written verification to Kitsap County that the Contractor is currently paying workers' compensation.
- F. Written notice of cancellation or change will be mailed to the County at the following address:

Risk Management Division  
Kitsap County Department of Administrative Services

614 Division Street, MS-7  
Port Orchard, WA 98366

- G. The Contractor or its broker will provide a copy of all insurance policies specified in the Contract upon request of the Kitsap County Risk Manager.

## **SECTION 8. TERMINATION**

- 8.1 The County may terminate the Contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. The County may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, the County will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.
- 8.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, the County may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by County to the Contractor. No costs incurred after the effective date of the termination will be paid.
- 8.3 If the Contractor breaches any of its obligations under the Contract, and fails to cure the breach within 10 days of written notice to do so by the County, the County may terminate the Contract. In that event, the County will pay the Contractor only for the costs of services accepted by the County. Upon such termination, the County, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by the County in completing the work and all damages sustained by the County by reason of the Contractor's breach.

## **SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING**

- 9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the County.
- 9.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

## **SECTION 10. INDEPENDENT CONTRACTOR**

- 10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of the County. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract.

- 10.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any County benefits, including, but not limited to: vacation pay;

holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Kitsap County employees.

- 10.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of the County.

#### **SECTION 11. NONDISCRIMINATION**

The Contractor, its assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, marital status, veteran status or the presence of any disability.

#### **SECTION 12. OWNERSHIP OF MATERIALS/WORKS PRODUCED**

- 12.1 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be "works for hire" as defined by the U.S. Copyright Act of 1976 and will be owned by the County. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.
- 12.2 All design work done by the Contractor will be done on AutoCAD, release 12 or higher or other systems mutually agreed upon, an electronic copy of which will be submitted to the County upon request or at the end of the job. Should a construction project result from the work of the Contractor, the record drawings from the Contractor will be transposed onto the electronic design drawings and submitted to the County.
- 12.3 An electronic copy of all word processing documents will be submitted to the County upon request or at the end of the job using the word processing program and version specified by the County.

#### **SECTION 13. PATENT/COPYRIGHT INFRINGEMENT**

The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against the County, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any patent or copyright. The Contractor will be notified promptly in writing by the County of any notice of such claim.

## SECTION 14. DISPUTES

Differences, disputes and disagreements between the Contractor and the County arising under or out of the Contract will be brought to the attention of the County at the earliest possible time so that the matter may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by the County's contract representative or designee. All rulings, orders, instructions and decisions of the County's contract representative will be final and conclusive.

## SECTION 15. CONFIDENTIALITY

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of the County or an order entered by a court of competent jurisdiction. The Contractor will promptly give the County written notice of any judicial proceeding seeking disclosure of such information.

## SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.
- 16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

## SECTION 17. MISCELLANEOUS

- 17.1 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.
- 17.2 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.
- 17.3 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from the County's contract representative or designee.
- 17.4 **Legal Compliance.** The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.
- 17.5 **Records Inspection and Retention.** The County may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.

- 17.6 **Successors and Assigns.** The County, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.
- 17.7 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 17.8 **Entire Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.
- 17.9 **Notices.** Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representatives provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.
- 17.10 **Survival.** Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.1-6.3 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright Infringement), 14 (Disputes), 15 (Confidentiality), 16.1-16.2 (Choice of Law, Jurisdiction and Venue), 17.1 (Miscellaneous – No Waiver), 17.5 (Miscellaneous – Records Inspection and Retention) and Section 17.7 (Miscellaneous – Severability).



DATED this 29<sup>th</sup> day December, ~~2015~~ <sup>2014</sup>

DATED this 12 day Jan, 2015 KC-341-14

Peregrine Services, Inc.

Board of County Commissioners  
Kitsap County, Washington

Tom Stith

Signature

Robert Gelder

Robert Gelder, Chair

Sales Manager

Title

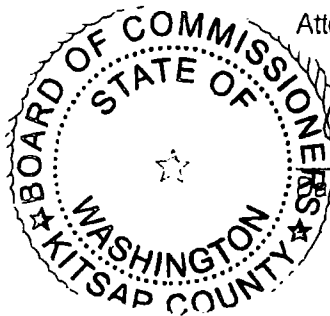
E E Wolfe

Edward E. Wolfe, Commissioner

Charlotte Garrido

Charlotte Garrido, Commissioner

Attest:



Carolyn S. Gouley for

Carolyn S. Gouley, Clerk of the Board



# KITSAP COUNTY

## ECONTRACTS



EContracts > ECONTRACTS > KC-341-14\_Peregrine Services, Inc > Edit Item

### ECONTRACTS: KC-341-14\_Peregrine Services, Inc

Delete Item \* indicates a required field

**Name \***

**Title \***

**STATUS**

Where document is in workflow

**OfficeDepartment \***

The Office/Department creating and routing this contract

**Contractor \***

Contractor involved with this contract

**Purpose \***

Purpose for this contract

**Contract Type**  Professional Services

Specify your own value:

Type of Contract

**ReceiveDisburse**  Receive

Disburse

Is this receiving funds or dispersing funds

**Contract Amount \***

Contract amount (no text)

**Contract Start**

When contract is to commence

**Contract End**

When contract is completed

**Fund Name**

Fund name which is associated with this contract

**Account Code**

Account Code associated with this contract

**Subledger Number**

Subledger number associated with this contract

14

**Contract Administrator old**

Name of person administering this contract

**Contract Admin phone**

Phone number for contract administrator

**UnionEmployment Contract**  Yes

No  
Determine if this is a union or employment contract

**Pre-Approved Contract Template**  Yes



No  
Determine if this went through Prosecutor and Risk Management

**Signed by Board of Commissioners**  Yes

No  
 TBD  
Has this or will this need to be signed by the Board of Commissioners



**Upload Date \***  

Date uploaded

**Contract Administrator \***   

Contract Administrator (person/group)

**Contract Control Number**

**ContractPreparer**   

**Amendment**  Yes

No  
Is this an amendment to an existing contract

**Date signed by BOCC**  

**Date signed by Admin**  

**Date signed by Director**  

Version: 16.0  
Created at 11/14/2014 11:57 AM by Karla Castillo  
Last modified at 1/13/2015 2:14 PM by Karla Castillo