INTER-LOCAL AGREEMENT FOR SERVICES
BETWEEN

Clark County
PO Box 5000, Vancouver, Washington 98666-5000. (360) 397-6045 – Fax (360) 896-9878

AND

Vancouver School District No. 37
PO Box 8937, Vancouver, Washington 98668-8937. (360) 313-4777 – Fax (360) 313-4776

Inter-Local Agreement Period
Beginning: September 1, 2012
Ending: August 31, 2013

Inter-Local Agreement: #2012-COR-111

Grounds Maintenance
Program/Services Being Provided

Estimate for services: $40,000.00
up to 82 crew days at $450/day
Inclusive of any applicable taxes

Contact: Chuck Saylor 313-4777
Fiscal: Chuck Saylor 313-4777

Vancouver School District - Contact Person(s)

Contact: Dennis David 397-6045 (1801)
Fiscal:
Steffanie Scott-Haythornthwaite 397-6119 (5645)
Contractual:
Tim Podhora 397-6119 (5643)

Corrections – Contact Person(s)

This Inter-Local Agreement consists of the following exhibits:

- Special Terms and Conditions
- Standard & Special Tool List

Clark County and the Vancouver School District agree to the terms and conditions of this Inter-Local Agreement and its exhibits as listed above by signing below:

FOR CLARK COUNTY, WASHINGTON,
a political subdivision of the State of Washington

By: Bill Barron by JS
Bill Barron, County Administrator

FOR VANCOUVER SCHOOL DISTRICT,
a political subdivision of the State of Washington

By:

FOR CLARK COUNTY DISTRICT COURT,

By:
Presiding Judge

Approved as to form:

By:
Deputy Prosecuting Attorney

SPECIAL TERMS AND CONDITIONS

I. PURPOSE AND BACKGROUND

A. This is an Inter-Local Agreement entered into under the authority of the Inter-Local Cooperation Act, RCW 39.34, between Clark County, Washington, a political subdivision of the State of Washington, and the Vancouver School District, a political subdivision of the State of Washington.

B. Pursuant to RCW 39.34, the purpose of this Inter-Local Agreement is as set forth in Article I (Purpose and Background). Its duration is as specified in Article VII. (Duration of Agreement). Its method of termination is set forth in Article VIII (Termination). Its manner of financing and of establishing and maintaining a budget therefore is described in Article IV (Compensation) and Article V (Billing Method and Process). No property shall be acquired pursuant to this Agreement which will need to be disposed of upon partial or complete termination of this Agreement.

C. **Clark County by and through its District Court Corrections**, (hereinafter "Corrections") operates a supervised offender labor crew, designated as and hereinafter referred to as (Work Crew).

D. **The Vancouver School District** (hereinafter "Agency") desires to utilize the available services of Corrections and Work Crew.

E. The purpose of this Agreement is to provide for the utilization of Corrections' Work Crews by the Agency.

F. Corrections and the Agency desire to reduce to writing their understanding related to the provision and utilization of Work Crews.

G. The Agency requests the assistance of Corrections in order to obtain Work Crew labor for general site clean up activities and grounds maintenance services for the various school grounds/properties owned by the Vancouver School District.

H. At anytime prior to the date of expiration, the dollar limitations, duration or other elements of this Inter-Local Agreement may be modified at the request of either party, provided that written mutual consent of the parties is reached and recorded in the form of a properly executed modification to the Inter-Local Agreement.

II. CORRECTIONS AGREES TO:

A. Work with the Agency to schedule available Work Crews for the completion of general site clean up activities and grounds maintenance services. To the greatest extent practicable, Corrections will respond to the Agency's requests for Work Crew services and not necessarily be limited to the types of tasks set forth in Article I section G.

B. All Work Crew activities on or adjacent to school grounds will be performed when school is not in session e.g. Holidays, Breaks, and Weekends. Work in locations other than on or adjacent to school grounds will be performed as mutually agreed upon by the parties.

C. For any Agency project covered under this Inter-Local Agreement assign only those offenders that have been authorized to participate in Work Crews by a judge of the Superior or District Courts.

D. Provide adequate instruction, direction, and supervision for the individual work crew members so that the individuals serving on Work Crew have no contact with students or staff while on school grounds/properties. Any Work Crew time billed to the Agency shall be carried out within acceptable performance standards as established by the Agency.

E. Share a mutual concern with the Agency about achieving satisfactory performance from the Crew Chief(s) and Work Crew(s) in the accomplishment of projects and tasks. Corrections will devote sufficient supervisory attention to all concerns raised pursuant to Article III section I (below) to resolve them in a manner that meets or exceeds the Agency's performance expectations.

F. On a regular basis, provide the Work Crew "standard" compliment of tools as described in the attached STANDARD & SPECIAL TOOL LIST. The "special" equipment/tools from that list are only available on a request basis. In the event additional standard tools or other special equipment/tools from the attached list are required for a particular project, Corrections should normally receive the request for those equipment/tools at least one day in advance of the need.

G. Ensure that all Work Crew activities will be consistent with the directions supplied and authorizations given by Agency.

H. Provide transportation for Work Crews, staff, tools, equipment and materials as needed to and from the various work sites.

I. At its sole expense, provide its employees and Work Crew members with all appropriate insurance coverage related to workplace exposure to health and safety risks, damage to property, injuries to persons including death.

J. Except as referenced in Article III sections E, F and G below, provide for compliance with the applicable standards for workplace health and safety promulgated by the Washington State Department of Labor and industries under the Washington Industrial Safety and Health Act, Chapter 49.17 RCW (WISHA) as they apply to both Corrections employees and Work Crew members. Should performance on a project covered under this agreement and compliance with a WISHA standard become cost prohibitive for Corrections, or an exposure to risk

be unacceptable, at its own discretion, Corrections reserves the right to reject that project in whole or part. Corrections will make every reasonable effort to convey workplace safety issues to Agency and find suitable means to avoid exposure to safety hazards.

III. THE AGENCY AGREES TO:

A. Provide Corrections with timely notification of any site specific problems, concerns or hazards as they relate to work projects or tasks.

B. Provide Corrections with the standards for acceptable performance on each project or task as required by the real time circumstances.

C. Where appropriate, make timely arrangements for any and all underground utility location services deemed necessary and/or required by relevant federal, state or municipal statute, administrative law or ordinance.

D. On a case-by-case basis, if appropriate, provide written permission from private property owners to stage vehicles, equipment, or materials on private property. The need for any such staging areas will be established with and subject to the mutual agreement of the parties.

E. If appropriate, provide coordination with any third parties deemed necessary and/or required (i.e. permits and or permission/authorizations). Acquiring and maintaining any permits and/or permission/authorizations relating to project operations and Work Crew activities on any project will be the sole responsibility of the Agency and will be at the Agency's sole expense.

F. Provide information relevant within the scope of this agreement to Corrections personnel as requested.

G. When and where applicable to the tasks assigned, the Agency will provide for traffic control consistent with WISHA standards and the manual on uniform traffic control devices (MUTCD).

H. In the accomplishment projects, share with Corrections a mutual concern about achieving satisfactory performance from the Crew Chief(s) and Work Crew(s). To that end, the Agency will utilize the procedure outlined Article III section I below to resolve issues relating to performance.

I. If there are performance concerns relating to Crew Chief(s) or Work Crew(s) that cannot be resolved directly and immediately with the Crew Chief, then the Agency's next step in resolving the issue, is to direct that concern in a timely fashion to the Lead Crew Chief in charge of Work Crew operations (at present the incumbents are **Dennis David & Tom Stillman**). The Lead Crew Chief is empowered to resolve issues relating to Crew Chief(s) or Work Crew(s)

performance. If performance concerns are not resolved to the Agency's satisfaction after working in direct cooperation with the Lead Crew Chief, then the Agency's next step in resolving the issue is to relate their understanding of the situation to the Corrections Program Manager responsible for Work Crew operations (at present the incumbent is **Lynda Harper**). Prior to pursuing an alternate means of problem resolution relating to Crew Chief(s) or Work Crew(s) performance, the Agency will make a reasonable effort to follow the procedure outlined above.

IV. COMPENSATION

A. Corrections will be compensated for Work Crew services provided under this Inter-Local Agreement at the rate of **$450.00** per crew day exclusive of any applicable taxes. Inclusive of any applicable taxes, this Agreement authorizes an amount of up to **82** crew days, or up to **$40,000.00**. Corrections may not exceed the aforementioned dollar limitations without executing an agreement amendment pursuant to Article IX below. Work Crew will only provide services as requested by the Agency.

B. In the event that the tax rate increases over the term of this Agreement, the remaining Work Crew days available under this Agreement will be reduced so that original budget of **$40,000.00** is not exceeded.

C. In the event there is an increase in the work crew daily rate within the term of this Agreement, the new rate shall apply to work performed as of the effective date of the approval. In such event, the parties shall execute an amendment to this Agreement providing for either (i) a reduction in the number of crew days so that original budget of **$40,000.00** is not exceeded or (ii) maintaining the number of crew days and increasing the amount of the compensation to account for the increase in the work crew daily rate. Corrections will process a contract amendment according to the respective procedural requirements outlined in Article IX below.

D. Subject to availability and the terms herein, the Agency, may utilize the services of Corrections' Work Crew at its own discretion. Beyond a day-by-day request and dispatch, the Agency is not obligated to utilize any specific amount of any particular Work Crew service. Beyond a day-by-day availability assessment, Corrections is not obligated to provide any specific amount of any particular Work Crew service. While it is not a requirement herein, the parties also recognize that planning for and committing to a regular work schedule will improve Work Crew availability.

E. The Agency will pay properly documented invoices within 45 days of the receipt of the invoice.

F. The Agency has provided budgetary authority to compensate Corrections at or within the aforementioned dollar limits. If the Agency's budgetary authority relating to this Agreement changes over the term, the Agency may adjust the

dollar limits set forth above through the agreement amendment process as outlined in Article IX below.

V. BILLING METHOD AND PROCESS

A. Corrections will bill/invoice the Agency for Work Crew charges on a monthly basis.

B. The billing documentation will identify the dates, Work Crew size, the actual hours worked, and include the amount due for that billing period.

C. The monthly billing invoice from Corrections to the Agency will include sufficient backup documentation to verify the actual Work Crew accomplishments for the billing period and include an indication (via signature) that at least one Corrections supervisory-level employee has reviewed the billing documentation for correctness. Any backup documentation supplied with billing invoices will be expected to reconcile to whatever Work Crew tracking system Corrections employs.

D. Corrections will provide for its part in the timely processing of billing invoices. Corrections processes it's billing invoices internally, and then forwards them on to the Clark County Auditor accounts receivable section. The Clark County Auditor accounts receivable section in turn will send the billing invoice to the Agency's Contract Manager for payment. Any inquiries regarding a particular billing invoice should be directed to the Corrections fiscal contact as indicated on the Inter-Local Agreement's face sheet.

VI. INDEMNIFICATION

Each party does hereby release, indemnify and promise to defend and save harmless the other party, its elected officials, officers, employees and agents from and against any and all liability, loss, damages, expense, action, and claims, including costs and reasonable attorney's fees incurred by the other party, its elected officials, officers, employees and agents in defense thereof, asserting or arising directly or indirectly on account of or out of its performance of service pursuant to this Inter-Local Agreement. In making such assurances, each party specifically agrees to indemnify and hold harmless the other party from any and all bodily injury claims brought by its employees and expressly waives its immunity under the Industrial Insurance Act as to those claims which are brought against the other party; provided, however, this paragraph does not purport to indemnify either party against the liability for damages arising out of bodily injuries to person or damages caused by or resulting from the negligence of either party, its elected officials, officers, employees and agents.

VII. DURATION OF AGREEMENT

This Agreement begins on September 1, 2012 and is in effect until August 31, 2013.

VIII. TERMINATION

Corrections or the Agency may terminate this Inter-Local Agreement in whole or in part for any reason by providing written notice of termination to the other party of this Inter-Local Agreement at least thirty (30) days prior to the date of termination.

IX. AMENDMENT

The provisions of this Inter-Local Agreement may be amended with the mutual consent of the parties. No additions to, or alterations of, the terms of this Inter-Local Agreement shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both parties.

X. RATIFICATION

Acts taken in conformity with this Inter-Local Agreement prior to its execution are hereby ratified and affirmed.

XI. SEVERABILTY

If any section or part of this Inter-Local Agreement is held by a court to be invalid, such action shall not affect the validity of any other part of this Inter-Local Agreement.

XII. ENTIRE CONTRACT

The parties agree that this Inter-Local Agreement is the complete expression of the terms hereto, and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Inter-Local Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of the Inter-Local Agreement and cause for termination. It is agreed by the parties hereto that the forgiveness of non-compliance with any provision of this Inter-Local Agreement does not constitute a waiver of the provisions of this Inter-Local Agreement.

STANDARD & SPECIAL TOOL LIST

STANDARD EQUIPMENT:

The table below contains the types of standard tools that are available from a Corrections trailer on a regular basis.

TOOLS	
BROOM, Push	RAKE, Leaf
HOE, Garden	SHOVEL, Flat Tip
HOE, Hula	SHOVEL, Round Tip
RAKE, Garden	SHOVEL, Scoop

SPECIAL EQUIPMENT:

The table below lists the types of special equipment/tools that are only available on a request basis. In the event additional standard tools or other equipment/tools from the table below are required for a particular project, Corrections should normally receive the request for equipment/tools at least one day in advance of the need. When the requests for special equipment/tools exceed the equipment/tools available, the equipment/tools requested will be distributed equally among those agencies making the special equipment/tools requests. Corrections does not carry the special equipment/tools listed below on its trailers without prior request.

HAND TOOLS/ POWER TOOLS	
Loppers	Lawn Mowers
Pruning saws	Weedeaters
Pick / Mattocks	Edgers
Pitchfork, Hay	Blowers
Wheelbarrows	Hedgers