



NORTHSHORE SCHOOL DISTRICT No. 417
3330 Monte Villa Parkway Bothell,
Washington 98021

REQUEST FOR PROPOSALS

DISTRICT PRINTING SERVICES
RFP# 2023-09-05

for Northshore School District

Bid Opening: SEPTEMBER 5, 2023 at 10:00 a.m.

REQUEST FOR PROPOSALS

RFP# 2023-09-05

PRINTING SERVICES

Notice is hereby given that sealed proposals will be received by the Northshore School District No. 417, Bothell, WA, hereinafter referred to as District, from qualified Bidders for district-wide Printing Services. The District intends to create a pre-approved roster of compliant providers to satisfy printing/copying/graphics needs. The scope of work will include, but not be limited to miscellaneous, copying, printing, pressure seal and fold material, bulk mail, and other mailing, printing, or graphics services as requested by School or Department.

Proposals are due at 10:00 a.m., September 5, 2023.

Estimated value of contract: \$70,000 to 100,000

Each proposal shall be in accordance with the Request for Proposals Document. The Northshore School District reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the RFP process. The Request for Proposals document(s) is available at <https://www.nsd.org/our-district/departments/business-services/purchasing/business> and WEBS <https://pr-webs-vendor.des.wa.gov> . Small Businesses and Minority and Women- Owned Businesses are encouraged to apply.

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OVERVIEW and REQUIREMENTS

PART 1 – INSTRUCTIONS TO BIDDERS

1.01 GENERAL INSTRUCTIONS TO BIDDERS:

A. Northshore School District (“District”) is requesting proposals from qualified companies (“Bidders”) to provide Printing Services to Northshore School District. The District encourages participation from certified OMWBE Washington small businesses, microbusinesses, mini-businesses, diverse, and veteran-owned businesses to support District efforts to promote, encourage, and facilitate the purchase of goods and services from Washington small businesses, microbusinesses, mini-businesses, diverse, and veteran-owned businesses.

B. Bidder shall submit one (1) clearly marked original paper copy with original signatures and one (1) electronic copy of the proposal in PDF format on a flash drive. Proposals are to be submitted in a sealed envelope or box addressed to Joy Kuhlmann, Contracts and Procurement Manager, Northshore School District, 3330 Monte Villa Parkway, Bothell, WA 98021. The envelope/box shall contain the following information on its face: the name of the Bidder, Bidder’s address, and the title “PRINTING SERVICES RFP# 2023-09-05.” It is the sole responsibility of the Bidder to see that its proposal is received at the designated location by the designated time. Proposals shall be hand-delivered or sent via certified mail to ensure that they are received by the due date and time. Electronically transmitted or faxed proposals will not be accepted.

C. District intends to award contract(s) to the responsive and responsible Bidder(s) whose proposal offers the best overall value to the District and meets District needs. Additional information about scoring of proposals can be found in Section 3 below.

D. The term of this contract will run from October 1, 2023 through August 31, 2024 and may be renewed annually upon mutual agreement up to four (4) additional years. The successful Bidder must certify that all the services proposed are readily available and that District will not incur costs in excess of the proposed rates for the duration of the contract period and any optional extension terms.

E. Distribution of this RFP or receipt of any proposal shall not constitute a commitment by the District to any Bidders. If it is determined that the submitted proposals are not economically beneficial to the District or for other business reasons, the District may, at its sole discretion, reject all proposals or waive informalities in the request for proposal process.

F. The following is a draft schedule of procurement activities related to this RFP:

<u>Date</u>	<u>Activity</u>
8/15/2023	Date of First Advertisement (After Board Notification 8/14/2023)
8/22/2023	Date of Second Advertisement

8/28/2023 at 3:00 PM	Last Day to Submit Questions or Requests for Clarifications
8/29/2023	Publish addenda as necessary
September 5, 2023	Proposal Due Date, Public Bid Opening at District Administrative Offices at 10.00 a.m.
September 13, 2023	Notice of Intent to Award (All Bidders Notified)
September 26, 2023	Contract Awarded Board Meeting Agenda
September 27, 2023	Contract Period Begins upon Board Consent Agenda

1.02 PREPARATION OF PROPOSAL FORM

A. Bidder must submit a complete proposal in accordance with the requirements of Section 3 below. All costs in submitting a proposal, responding to inquiries, and if requested, demonstration of services shall be borne in full by the interested Bidder.

1.03 SIGNATURES

A. The proposal cover letter and all required forms must be signed in the name of the Bidder and must bear the title and signature of the person duly authorized to sign the proposal. The copy of the proposal designated as the original shall contain original signatures.

1.04 WITHDRAWAL OF PROPOSAL

A. Any Bidder may withdraw its proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. Proposals cannot be withdrawn once submitted and will be valid for a period of 90 days from the date due.

1.05 EXAMINATION OF RFP REQUIREMENTS, QUESTIONS

A. Bidders shall thoroughly examine and be familiar with all instructions, conditions, and/or specifications. The failure of a Bidder to receive or examine any form, attachment, clarification, addendum, or other document, or visit to the site when required in order to acquaint the Bidder with existing conditions, shall in no way relieve the Bidder from obligations concerning the proposal or the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

B. Questions or requests for interpretation of specifications must be emailed to Joy Kuhlmann,

Contracts and Procurement Manager, at jkuhlmann@nsd.org, referencing the title of this RFP in the subject line. Interpretations and answers to questions shall be communicated by a formal Clarification document that will be made available to all Bidders. Any Addendum or Clarification issued will be posted to the District website (<https://www.nsd.org/our-district/departments/business-services/purchasing/business>). It is the responsibility of the Bidder to check the District website regularly for updates. No oral interpretation of any provision in the proposal documents will be made to any Bidder.

C. During the time-period that this RFP is active beginning with the date of first advertisement and ending with the date of contract award, no Bidder shall have any communication with any employee or contractor of District about this RFP except for Joy Kuhlmann, Contracts and Procurement Manager. Violations of this requirement may result in disqualification of Bidder.

1.06 CONTRACT

A. Bidder shall review the attached Sample Contract (Attachment G). Bidder shall be prepared to execute this document if selected. If Bidder would like to request revisions to the Sample Contract terms, Bidder shall submit a statement in the Appendix of its proposal, indicating any terms that it would like to negotiate. These terms should be clearly identified by reference to the Section number of the Sample Contract where the terms can be found. Bidder shall clearly indicate the suggested revisions to terms. District reserves the right to negotiate these contract terms with the selected Bidder(s) or reject revisions.

1.07 DELIVERY

A. Delivery of services must occur during District-agreed upon hours.

1.08 TAXES

A. Proposals are not to include sales tax. The District is exempt from Federal Excise Taxes.

1.09 PROTEST PROCEDURE

A. District's Protest Procedure can be found on the website at <https://www.nsd.org/our-district/departments/business-services/purchasing/business>.

1.10 PUBLIC INFORMATION/CONFIDENTIALITY

A. The District understands that Bidders may include within their proposal information that is deemed confidential in the opinion of the Bidder. The Bidder must understand that the District is subject to clear legislation governing open records and public information requests within the State of Washington. Bidders must clearly mark portions of their proposal that they feel are exempt from disclosure pursuant to RCW 42.56 or any other state and federal statute and include an explanation as to why they believe the indicated documents are exempt. The District will not be bound by any blanket confidentiality agreements, and the District makes no assurances that confidential materials will be held in confidence if they are not deemed qualified for exemption.

B. Bidder acknowledges the obligations for maintaining the confidentiality of student records and access to the parents and students of such records in accordance with the Family Education Rights and

Privacy Act (FERPA) and may be required to enter into either District Non-Disclosure Agreement (NDA) or Data Sharing Agreement, dependent on type of project requested.

PART 2 – SCOPE OF WORK

2.01 PROJECT BACKGROUND

The District determined necessity to close the existing Graphics Department in order to meet projected budget limits for 2023-2024 school year and intends to outsource much of the copying/printing/graphics functions that cannot be completed at a building or department level, to a roster of awarded provider(s) that can meet the needs and volume of the District.

Graphics Production Volume History 2022-2023 School Year provided as an estimate of total copy count completed by Graphics Department. Information provided as a resource of variety of work performed and copy count potential.

	<u>TOTAL COPIES</u>
• Booklets	44,612
• Collated Binding	38,220
• Collation/Uncollated	26,591
• Comb Binding	5,444
• Perfect Binding	5,553
• 2 Staple	14,180
• Various Staples	115,770
• Misc. Copies	587,796

2.02 GENERAL SCOPE OF SERVICES

Bidder may provide all, or a portion of the different needs previously utilized within the District Graphics Department.

- Website for online order submission
- PRINTING SERVICES MAY INCLUDE (but not limited to): Posters, Flyers, Booklets, Business Cards, Envelopes, Invitations, Tickets, Brochures, Awards/Certificates, Journals, Stickers, School Directories, Homework Packets, Testing Materials, Letters/Mailings, Auction Programs, 2- and 3-Part Forms, Calendars, Memory Books
- BULK MAILING SERVICES MAY INCLUDE (but not limited to): Preparation and printing of standard bulk-rate and First-Class mailings, knowledge of mailing permit, sending Certified Letters, Bindery Services, Mailing lists for schools or groups, Addressing of envelopes for mailings.
- Type of paper and sizes available
- Accept District issued Purchase Order and invoicing for services.
- Delivery of printed items
- Meet or exceed on-time completion rate of 95%

This solicitation may result in multiple awards. The District will consider preparing two (2) separate vendor rosters for buildings and departments to choose from, depending on the type of services required and vendors awarded.

PART 3 – CONTENT, FORM, AND EVALUATION OF PROPOSALS

3.01 CONTENT

A. Interested Bidders are advised to provide brief detail pertaining to their capabilities and experience to the services outlined in this proposal; however, Bidders should not include extraneous marketing materials. Information shall be presented in a clear, comprehensive, and concise manner and in the format prescribed below.

B. At a minimum, each proposal must include the following items:

1. Cover Letter
2. Company Information and References (Attachment A.)
3. Certifications (Attachments B, C, & D)
4. Technical Proposal
5. Cost Proposal (Attachment F)
6. Questionnaire (Attachment G)
7. Federal Funding Criteria Certifications (Please complete and submit with proposal whether agree or not for audit purposes)

C. The proposal shall be organized in the following format:

1. Cover Sheet
2. Table of Contents
3. Cover Letter
 - a. No longer than 1 double-sided page.
4. Company Information and References
 - a. Provide response to Evaluation Criteria 3.02A below using Attachment A form.
5. Cost Proposal (Attachment E)
 - a. Provide response to Evaluation Criteria 3.02B below using required form.
6. Technical Proposal (Attachment F)
 - a. Provide Responses to the Evaluation Criteria 3.02B below.
7. Appendix
 - a. Include all required certification forms in this section (Attachments B, C, D, and F) and any exceptions to contract template by including section and item for reference.

3.02 EVALUATION CRITERIA

A. Qualifications of Bidder, Including References (Attachment A)

Specialized experience and technical competence of the Bidder, any proposed subcontractors, and key staff members. Past record of performance with other School Districts or public bodies and with private industry, including such factors as quality of work, ability to meet schedules, responsiveness, and cooperation. Recent experience of the Bidder and successful completion of work of a similar type and complexity will be a material consideration.

B. Cost Proposal Pricing (Attachment E)

Responses should include all applicable costs (excluding taxes) to the District for the services requested for the length of the contract period. This includes, but is not limited to, costs for supplies, overhead expenses, and profit.

C. Technical Proposal Questionnaire (Attachment F)

Services proposed should meet or exceed the requirements outlined in Part 2- Scope of Work above. Proposals should demonstrate an understanding of the needs of the District and propose a solution to meet those needs by answering and submitting questionnaire with bid package.

D. Federal Certification (Attachment)

Complete Federal Certification document for audit records when District uses Federal funding sources to pay for services.

3.03 EVALUATION OF PROPOSALS

A. Once received, Proposals will be evaluated for responsiveness. A Proposal will receive a pass/fail determination for each of the following criteria:

1. Submission of one original proposal and one electronic (USB) thumb-drive.
2. Proposal contains the minimum required sections indicated in Section 3.01B of the RFP.
3. Bidder provided an active Washington Business License number.
4. Bidder is not debarred from receiving government funds.
5. All required forms and the cover letter have signatures of an authorized person.
6. Bidder is able to clearly identify all, or partial, equipment, products and services requested in Section 2 of the RFP.
7. Any other criteria which may be relevant to this determination. District reserves the right to follow up with the Bidder to request additional information to determine responsiveness.
8. In order to maintain District efforts to encourage small, minority-owned businesses participation in competitive solicitations, OMWBE certified bidders will receive bonus 5 bonus points.

B. If a Proposal receives a pass score from the responsiveness evaluation, it will proceed to responsibility evaluation. Evaluations will be based on the criteria listed below. The District will assign points to each responsive proposal at its own discretion.

Selection Criteria

Criteria	Point Value
1. Variety of Services Available	15

2. Price	40
3. Able to meet confidentiality requirements	15
4. Delivery methods	9
5. Questionnaire Responses	21
Sub-Total Possible Points	100
*Bonus points for OMWBE Certified Bidders	5
Grand Total Points	105

1. Proposal Quality refers to the overall quality of the proposal submitted by the Bidder. This includes completeness, compliance with proposal instructions, organization, spelling and grammar, and conciseness of descriptive text material.
2. Points for Price will be awarded based on the proposed total cost for market basket comparison of services. The lowest cost will be awarded a score of 40. Pricing scores will be reduced by 2 points for each following proposal (ex.-The second lowest cost will receive a score of 38, third lowest will receive 36, etc.). In the event that proposals indicate the same cost, they will receive the same numerical score.
3. The District reserves the right to contact Bidders to clarify proposals and/or ask for additional information. This may include requests for demonstration or samples of services proposed.
4. The District reserves the right to waive any irregularity in any proposal, to accept or decline any and/or all of the proposals, to take no action whatsoever, and/or to request the submittal of new proposals. All proposals submitted become the property of the District and will not be returned.
5. Once scoring is complete, District will determine which Bidders have the highest total scores. District will issue a Notice of Intent to Award contract(s) to the highest-ranked Bidders. All Bidders who submitted a proposal will be notified in writing of this decision.

3.04 DISQUALIFICATION OF BIDDERS

- A. The District in its discretion may determine that a Bidder is not responsive and reject its proposal

for any of the following reasons:

1. Evidence of collusion with any other Bidder or Bidders. Participants in such collusion shall be disqualified from submitting any further proposals.
2. If District determines that Bidder is not qualified to perform the contract.
3. Unsatisfactory performance record, judged from the standpoint of conduct of service, or progress, as shown by past or current service for the District.
4. Failure to pay or settle bills on any former or current contracts.
5. If the Bidder has previously defaulted in the performance of a written public contract or has been convicted of a crime arising from a previous public contract.
6. Any other inability, financial or otherwise, to perform the contract.
7. For any reasons deemed improper as determined from a pre-award survey of Bidder's capability to perform.
8. Any proposal submitted by a Bidder who is not registered or licensed as may be required by the laws of Washington State.

3.05 EXCEPTIONS

A. Bidder is expected to provide services compliant with the requirements included in Section 2 above, and compliant with proposed terms and conditions of Master Agreement. If Bidder is not able to meet these requirements, Bidder may submit a statement in the Appendix of its proposal indicating any requirements which cannot be met. These requirements should be clearly identified by reference to the Section number of the RFP where the requirements can be found. Bidder shall provide a detailed statement indicating why these requirements cannot be met. District reserves the right to evaluate these requirements and determine whether the proposal is non-responsive or remove the requirement from consideration for all proposers and equitably evaluate all proposals based on the revised requirements. Bidders are strongly encouraged to request a revision to the requirements using the process indicated in Section 1.05 of the RFP prior to the due date for proposals.

B. Bidder shall review the Sample Contract for this RFP (Attachment G) and be prepared to execute this document if selected. If Bidder would like to request revisions to the Sample Contract terms, Bidder shall submit a statement in the Appendix of its proposal indicating any terms that it would like to negotiate. These terms should be clearly identified by reference to the Section number of the Sample Contract where the terms can be found. Bidder shall clearly indicate the suggested revisions to terms. District reserves the right to negotiate these contract terms with the selected Bidder.

***** See Required Bid Attachments*****

ATTACHMENT A

COMPANY INFORMATION AND REFERENCES

I. Brief Resume of Bidder

Company Name: _____

Date Established: _____

Former Names (if any): _____

Type of Ownership or Legal Structure: _____

Corporate Address: _____

Branch Address (if applicable): _____

II. References

Three references are required. References may be contacted, therefore accurate contact information is required. Failure to provide accurate contact information may result in scoring deductions.

Reference 1: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Work Performed: _____

Reference 2: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Work Performed: _____

Reference 3: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Work Performed: _____

ATTACHMENT B

CERTIFICATION

Pursuant to and in compliance with this Request for Proposal and all documents relating thereto, the undersigned hereby offers to furnish and deliver any or all of the articles enumerated at the prices quoted herein.

The Undersigned further declares that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any representative of the District, and that the Bid is made without any connection or collusion with any person submitting another Bid on this Project.

Authorized Signature: _____ **Date:** _____

Printed Name & Title: _____

Legal Company Name: _____

Telephone: _____

Email Address: _____

UBI Number: _____

DUNS Number: _____

OMWBE Certification Number: _____

Acknowledge receipt of addendum # _____ through _____.

ATTACHMENT C

DEBARMENT AND ANTI-LOBBYING CERTIFICATION

_____ certifies that to the best of their knowledge/belief that neither _____ as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

“Principals”, for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

_____ shall provide immediate written notice to Northshore School District if at any time during the term of this Agreement, including any renewals hereof, if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if Northshore School District should determine at any time that this certification is false, Northshore School District reserves the right to review the status of the organization and if necessary, terminate this agreement.

Should individual/company enter into a covered transaction with another person at the next lower tier, we agree by signing this agreement that we will verify that the person with whom we intend to do business is not excluded or disqualified. We will do this by:

- (a) Checking the federal Excluded Parties List System (EPLS); or
- (b) Collecting a certification from that person if allowed by this rule; or
- (c) Adding a clause or condition to the covered transaction with that person.

Individual and/or company agree by signing this agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in FAR 52.203 - 11 and 52.203 - 12 and 31 U.S.C. 1352, the "Byrd Anti - Lobbying Amendment."

(a) FAR 52.203 - 12, "Limitation on Payments to Influence Certain Federal Transactions" is hereby incorporated by reference into this certification

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$150,000 shall certify and disclose accordingly.

(c) This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Authorized Signature: _____ Date: _____

Printed Name

Company

ATTACHMENT D

CONTRACTOR CERTIFICATION

Wage Theft Prevention – Responsible Bidder Criteria Northshore School District Goods & Services Contracts

Prior to awarding a contract, Northshore School District is required to determine that a bidder is a 'responsible bidder'. Pursuant to legislative enactment in 2017, RCW 39.26.160(2) & (4) requires responsible bidder criteria to include contractor certification that the contractor has not willfully violated Washington's wage laws.

On behalf of the firm identified below, I hereby certify as follows (check one):

" No Wage Violations. This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

or

" Violations of Wage Laws. This firm has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), a provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Firm Name: _____

Name of Contractor/Bidder – Print full legal entity name of firm

By: _____

Signature of authorized person

Print Name of person making certifications for firm

Title: _____

Title of person signing certificate

Place: _____

Print city and state where signed

Date: _____

ATTACHMENT E

COST PROPOSAL

Please detail your proposed costs below. All costs should be represented on this attachment. Please add additional information as may be necessary to represent your costs.

Include pricing for (but not limited to) the following services:

A. BULK MAILING SERVICES

- a. Include folding and pressure sealing, bulk mail prices
- b. Cost to mail/piece
- c. Permits available or required
- d. How to place order
- e. Delivery options/fees
- f. Lead time to complete request

B. PRINTING SERVICES

- a. Print job pricing (envelopes, business cards, documents, etc)
- b. Include stapled/collated
- c. How to place order
- d. Delivery options/fees
- e. Lead time to complete project/request

C. COPY SERVICES

- a. Copy service pricing
- b. How to place order
- c. Delivery options/fees
- d. Lead time to complete project/request

D. GRAPHICS

- a. Graphics services available
- b. How to place order
- c. Delivery options/fees
- d. Lead time to complete project/request

ATTACHMENT E con't

E. PAPER SELECTION

- a. Paper Weight available (#)
- b. Colors available
- c. Paper Sizes
- d. Other

F. OTHER GOODS/SERVICES PROVIDED

ATTACHMENT F

QUESTIONNAIRE

Please address the following questions/concerns regarding services to be provided with clear explanation. Each Question may be assessed 1-3 points. Three (3) points is highest score for answers that best meet District needs. Scoring is dependent on Evaluator's review.

PERSONALLY IDENTIFIABLE INFORMATION/CONFIDENTIALITY

Reference RFP Section 1.10 B Public Information/Confidentiality for further information.

1. What precautions do you have in place to protect electronically transmitted sensitive and confidential information or personally identifiable information? Explain:
2. What precautions do you have in place to protect printed material that may contain sensitive and confidential information or personally identifiable information? *Example: Some facilities may have a separate secure location for printing of W2/Payroll/Student Report Cards.*
Explain:
3. Are you able to engage in a separate Data Privacy Agreement with District or NDA?
Explain:

PURCHASE ORDERS and INVOICES

The District intends to issue Purchase Orders (PO's) to vendor who will in turn, remit invoices for services provided, rather than paying by District Purchasing Card (Pcard).

4. Will you accept individual PO's by school location or Department as requested?
5. Can bidder send invoices monthly for completed work, separating fees identifiable by PO Number and Requestor location?

MASTER AGREEMENT

6. Do you have a local point of contact for the District to answer questions or assist in completing requests for service?
7. Do you have web-based on-line portal for requesting jobs?

TOTAL POINTS AVAILABLE: 21

TOTAL POINTS SCORED: _____

ATTACHMENT G - FEDERAL FUNDS

FEDERAL CERTIFICATIONS
FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

TO WHOM IT MAY CONCERN:

Participating Agencies (NORTHSHORE SCHOOL DISTRICT) may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned with proposal.

The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree (A)? _____ Initials of Authorized Representative of offeror

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Participating Agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if Participating Agency believes, in its sole discretion that it is in the best interest of Participating Agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by Participating Agency as of the termination date if the contract is terminated for convenience of Participating Agency. Any award under this procurement process is not exclusive and Participating Agency reserves the right to purchase goods and services from other offerors when it is in Participating Agency's best interest.

Does offeror agree (B)? _____ Initials of Authorized Representative of offeror

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide (C) by the above? _____ Initials of Authorized Representative of offeror

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance

ATTACHMENT G - FEDERAL FUNDS

with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations

(29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree (D)? _____ Initials of Authorized Representative of offeror

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

Does offeror agree (E)? _____ Initials of Authorized Representative of offeror

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does offeror agree (F)? _____ Initials of Authorized Representative of offeror

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations

ATTACHMENT G - FEDERAL FUNDS

must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does offeror agree (G)? _____ Initials of Authorized Representative of offeror

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does offeror agree (H)? _____ Initials of Authorized Representative of offeror

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does offeror agree (I)? _____ Initials of Authorized Representative of offeror

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

ATTACHMENT G - FEDERAL FUNDS

Does offeror agree? _____ Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does offeror agree? _____ Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does offeror agree? _____ Initials of Authorized Representative of offeror

PROCUREMENT OF RECOVERED MATERIALS REQUIREMENTS FOR – 2 C.F.R. §200.322

Participating Agency and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines..

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any books, documents, papers and records of offeror that are directly pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents.

Does offeror agree? _____ Initials of Authorized Representative of offeror

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does offeror agree? _____ Initials of Authorized Representative of offeror

ATTACHMENT G - FEDERAL FUNDS

Offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Offeror's Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative: _____

Email Address: _____

Signature of Authorized Representative: _____ Date: _____



PURCHASED SERVICES AGREEMENT

CONTRACTOR

2023-2024

Master Agreement made as of the **1st day of September 2023**, between Northshore School District (NSD) and **contractor name** (Contractor), who agree as follows:

- 1. Term of Agreement:** The initial term of this Agreement is **from September 1, 2023 through August 31, 2024. Annually renewable upon mutual written agreement and addendum.**
- 2. Services:** Contractor agrees to provide printing services as awarded through competitive solicitation process for RFP# 2023-09-05 District Printing Services. District intends to make multiple awards to create an approved vendor roster to meet District printing, graphics, copying services. Federal Certification document incorporated into Master Agreement to provide compliance of occasional use of Federal fund resources for printing services project(s). District purchase order(s) required, the terms of which are incorporated herein by reference. In the event that the terms of the scope of work conflict with the terms of this Agreement, the terms of this Agreement shall prevail.
- 3. Compensation:** In consideration for the services rendered as set forth herein, NSD shall pay Contractor **at the rate(s) according to the fee schedule awarded in Contractor's proposal**, provided Contractor is not in default in the performance of any of its duties or obligations. The Contractor shall invoice NSD for all work completed as of the date of invoice. Invoices shall be paid in full by NSD during its next billing cycle after NSD's approval of the invoice for Work performed.
- 4. Right to Use Information and Documents:** NSD shall be entitled to use any final documents, electronic files, or other work performed or prepared by Contractor under this Agreement in connection with the Work or for subsequent projects, regardless of whether Contractor is a consultant or otherwise participating in such subsequent projects. Contractor shall not be held liable for reuse of documents or modifications thereof, including documents on electronic media, by NSD or its representative for any purpose other than the original intent of this Agreement.

Consultant shall retain all right and title to all patentable and un-patentable inventions including confidential know-how developed by Consultant hereunder. Consultant hereby grants to NSD a royalty-free nonexclusive, non-assignable license as to such inventions and know-how to use the same in any NSD facility.

- 5. Confidentiality:** Contractor shall exercise reasonable efforts to avoid the disclosure of business or technical information provided by NSD to Contractor, except as otherwise approved by NSD, in writing or electronic communications, as reasonably necessary for performance of the Work. Contractor shall comply with all applicable state and federal laws and regulations pertaining to data privacy and security, including FERPA, COPPA, PPR, SUPER and all other Washington privacy statutes. To the extent that Contractor may be exposed to confidential information, including but not limited to personally identifiable information from student records, pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1231(g), et seq., (FERPA) and the Individuals with Disabilities Education Act, 20 U.S.C. Section 1400, et seq., (IDEA), Contractor acknowledges that all documents which include personally identifiable information contained in or derived from a student's education records are deemed confidential pursuant to FERPA and IDEA. Contractor agrees not to re-disclose any such personally identifiable information without the prior written consent of the student's parent or the student, in the case of students who have reached the age of majority, or unless re-disclosure is otherwise authorized by law. Contractor

agrees to return all documents deemed confidential pursuant to FERPA and/or IDEA to NSD at the conclusion of this contract. Personal identifiable student information or any other information declared confidential by NSD shall not be disclosed unless authorized in writing by NSD. This confidentiality obligation shall survive termination of this Agreement.

6. **Ownership of Intellectual Property:** All intellectual property and related material, including and trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the District. The use of the Intellectual Property by the District will not be restricted in any manner.

The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the District. The Contractor will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records or Confidential Information which is the property of the District.

6. **Compliance with laws:** Contractor shall, at its sole expense, comply with all applicable laws and governmental rules, regulations or requirements, which may now or hereafter be in force, relating to its activities under this Agreement. NSD is an equal opportunity employer. The Contractor understands and agrees that its own compliance with applicable federal and state nondiscrimination laws is a condition precedent to its rights under this agreement and that violation of said laws may result in cancellation of this agreement.

The Contractor or any of its subcontractors, shall not utilize any employee at a District site or allow any contact between school children and any employee of Contractor when an employee has plead guilty to or been convicted of any felony crime specified under RCW 28A.400.322, as now existing or hereafter amended.

Contractor's employees who have regularly scheduled unsupervised access to children or vulnerable adults, and/or who hire employees who will have regularly scheduled unsupervised access to children or vulnerable adults, shall perform a record check through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation at the time of hiring the employee, as required by RCW 28A.400.303. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card. If the employee has had a record check within the previous two years, NSD may waive the requirement. NSD shall determine whether the Contractor or NSD shall pay costs associated with the record check.

Contractor's employees who have supervised access to children on an ongoing basis shall perform a multi-state background check demonstrating that the employee has no convictions for crimes listed in RCW 28A.400.322. If the employee has had a record check within the previous two years, NSD may waive the requirement. NSD shall determine whether the Contractor or NSD shall pay costs associated with the record check.

Any failure to comply with this section shall be grounds for the NSD's immediate termination of this agreement.

7. **Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters:** Contractor certifies that, to the best of their knowledge/belief that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal or State governmental agency or department.

"Principals", for the purpose of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

Contractor shall provide immediate written notice to NSD if at any time during the term of this Agreement, including any renewals hereof, such certification was erroneous when made or has become erroneous by reason of changed circumstances.

Should the Contractor enter into a covered transaction with a Subcontractor or other entity at the next lower tier, the Contractor agrees by signing this Agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified. The Contractor will do this by:

- (a) Checking the Federal Excluded Parties List System (EPLS); or
- (b) Collecting a certification from that person if allowed; or
- (c) Adding a clause or condition to the covered transaction with that person.

Based on such notification, or if NSD should determine at any time that this certification is false, NSD reserves the right to review the status of the organization and if necessary, terminate this Agreement.

8. **Contractor Wage Certification:** Pursuant to legislative enactment in 2017, RCW 39.26.160(2) & (4) requires responsible bidder criteria to include contractor certification that the contractor has not willfully violated Washington's wage laws.

The Contractor hereby certifies (by authorized Contractor signature to this agreement) that, this firm has NOT been determined by a final and binding citation and notice of assessment issued by the WA Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced procurement contractual agreement date.

9. **Relationship of parties:** Contractor, its employees and agents are contracting with NSD as an independent contractor. This Agreement does not create any relationship with NSD of employer and employee, master and servant, principal and agent, or landlord and tenant. Contractor has no power or authority to make any statement or representation or to incur any debt, litigation or liability of any kind in the name of NSD, for it, or on its account. Contractor and persons engaged by the Contractor agree that they are not volunteers or employees of NSD in any capacity. NSD shall not be responsible for withholding or paying any taxes on behalf of Contractor, employees or agents. Contractor expressly waives any immunity or limitations (e.g. on the type or amount of damages, compensation, benefits or liability payable by Contractor) that might otherwise be afforded under any industrial insurance, worker's compensation, disability benefit or similar law, rule, regulation or order of any governmental entity having jurisdiction (including, but not limited to, the Washington Industrial Act, Title 51 of the Revised Code of Washington). Contractor shall provide an IRS Form W-9 "Request for Taxpayer Identification Number and Certification" to NSD upon request.

10. **Standard of Care:** The Work performed, findings obtained, and recommendations prepared by Contractor shall be in accordance with generally and currently accepted professional practices and standards governing recognized firms in the area engaged in similar Work, who are familiar with the Work and exercising the skill, diligence, and care required of Contractor by this Agreement.

11. **Governing Laws:** This Agreement shall be governed and construed in accordance with the laws of the State of Washington.

12. **Assignment:** Neither Contractor or NSD shall assign any right or delegate any duty under this Agreement without the prior written consent of the other. Contractor may subcontract portions of the Work to other contractors only with the prior written approval of NSD, following review and approval of an agreement regarding compensation related to such Work as set forth in this Agreement.

13. **Entire Agreement, Precedence, and Acceptance Modifications:** The terms and conditions set forth herein constitute the entire understanding of the parties relating to the provision of the Work by Contractor to NSD. All previous proposals, offers, and other communications relative to the provisions of these services by Contractor, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated by reference herein. In the event of conflict, this Agreement, as amended, shall govern. This Agreement may be modified only by a written amendment executed in writing by both parties, provided a modification of the Work by NSD pursuant to the express terms of this Agreement shall not require a separate written amendment or change order.

14. **Disputes, Attorney Fees:** The parties will first attempt to resolve any dispute regarding this Agreement by exchange of documents by senior management of the parties, who may be assisted by counsel. The parties may, as part of the informal dispute resolution process, either negotiate directly or, if mutually agreed, engage the services of a mutually acceptable mediator to assist in the settlement process. The cost of the mediator shall be shared equally by the parties. Any thereafter unresolved disputes shall be litigated in the King County Superior Court, Seattle, Washington. In any litigation, the Prevailing

Party shall be entitled to receive, as part of any award or judgment, its reasonable attorneys' and experts' fees and costs incurred in handling the dispute, whether incurred prior to or after the filing of litigation.

15. **Waiver of Terms and Conditions:** The failure of Contractor or NSD in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in the Agreement or the waiver of Contractor or NSD of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.

16. **Notices:** Any notices required hereunder may be sent orally confirmed US Mail, courier service (e.g. FedEx), orally confirmed telecopy (fax), or orally confirmed email to the addresses set forth below.

17. **Severability and Survival:** Each provision of this Agreement is severable from the others. Should any provision of this Agreement be found invalid or unenforceable, such provision shall be ineffective only to the extent required by law, without invalidating the remainder of such provision or the remainder of this Agreement, provided that such effect is consistent with the fundamental purpose of this Agreement. The terms and conditions set forth herein shall survive the termination of this Agreement.

18. **Indemnification:** The Contractor shall defend, indemnify, and hold NSD, its officers, agents, employees, and volunteers harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages arising out of the performance of the Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omission of the Contractor, its officers, agents, employees or volunteers.

NSD shall defend, indemnify, and hold the Contractor, its officers, agents, employees, and volunteers harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages arising out of the performance of the Agreement but only in proportion to and to the extent such liability, loss, expenses, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omission of NSD, its officers, agents, employees or volunteers.

19. **Insurance:** If indicated below, Contractor shall, at its sole expense, purchase and maintain the insurance so indicated; and a certificate of insurance naming NSD as a certificate holder shall be provided to NSD if requested. Such insurance shall not be canceled or reduced until 30 days prior written notice has been given to NSD.

Commercial General Liability with a limit of \$1,000,000 per occurrence bodily injury, personal injury and property damage v combined, including premises and operations liability, contractual liability, personal injury liability.

Workers Compensation (L&I) or confirm that contractor lawfully waives coverage under workers compensation and unemployment compensation laws.

Additional Insured: NSD and its officials and employees shall be included as additional insureds in all insurance.

20. **COVID-19 Protocols:** District follows State of WA guidance as appropriate.

21. **Conflicts of Interest:** No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the sponsor may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action. [2 CFR 200.318(c)(1)]

22. **Termination:** This Agreement may be terminated for convenience by either party by giving thirty (30) days written notice to the other party; except that NSD has the right to immediately terminate this Agreement if the Contractor fails to comply with or is in breach of any of the contract terms. In the event of termination, neither party shall have any rights against the other except to the extent of those accrued prior to the termination date. No termination charges will apply. This agreement is subject to annual renewal based on review and authorized addenda approved by both parties.

NSD is committed to fulfilling its mission of strengthening our community through excellence in education. We believe that our employees, those hired through contractual services, and our volunteers should reflect and celebrate the diversity of the community that we serve. NSD is dedicated to fostering culturally inclusive environments, and to that end, all presentations and content shared with our students, staff, and community will be consistent with this belief and will not be contradictory to District Policy.

NSD and Contractor agree to the foregoing and have caused this Agreement to be executed by their duly authorized representatives as of the date set forth above.

**NORTHSHORE SCHOOL DISTRICT
ADMINISTRATOR**

CONTRACTOR: name

BY: JoLynn Berge, Deputy Superintendent

SIGNED: _____
PRINT NAME: _____
TITLE: _____
ADDRESS: 123 Main
Bothell, WA 98021
UBI NUMBER: _____
FED ID NUMBER: _____

*The Northshore School District assures that its agency will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, gender, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX/Chapter 28A.640 RCW of the Education Amendments of 1972, as amended.