



CITY OF SNOQUALMIE CONTRACT ROUTING SHEET

ORIGINATING DEPARTMENT INFO

Contract Name: Berger Partnership P.s

Department: Parks & Public Works

Staff Person: Dylan Gamble

Date of Request:

Date Due:

Contract No: 23-002

DOCUMENT TYPE

Choose an item.

If other:

CONTRACTOR / VENDOR / CONSULTANT INFO

Name:

Address:

Phone:

Type of Person or Entity Choose an item.: State where entity formed:

Debarred or Suspended: ☐ Yes ☐ No

Signature name: , Title

Contractor Email: (A valid Email is required for [L&I Tracking](#))

Tax ID#:

[Snoqualmie Business Lic. #:](#)

If none, date when application submitted:

Non Profit: ☐ Yes ☐ No

Completed W9 ☐ Yes ☐ No

SCOPE OF WORK - EXHIBIT A

- ☐ Attach a complete and detailed description of the services or scope of work, including completion date for each phase of work and location of work as EXHIBIT A to the contract. Additional exhibits may apply and should be included as needed.

TERM/COMPENSATION

Commencement Date

Completion Date:

Contract Extension: ☐ Yes ☐ No

Total Compensation: \$

Not to Exceed: \$

(Include expenses and sales tax, if any. If calculated on hourly labor charge, attach schedules of employees' titles and hourly rates)

Reimbursable Expenses: ☐ Yes ☐ No If yes, maximum dollar amount: \$

Certificate of Insurance Required: ☐ Yes ☐ No (If yes, certificate must be attached before agreement is signed)

PURCHASING & CONTRACTING REQUIREMENTS ([see Snoqualmie Municipal Code \(SMC\) §2.90 Contracts](#))

Procurement Category: Choose an item.

Selection Process/Procedure Used: Choose an item.

Approval Authority (Two approvers required): ☐ Staff ☐ Manager ☐ Director ☐ Mayor or City Admin. ☐ City Council

CONTRACT ROUTING & APPROVALS (INITIALED & DATED BY APPROVER)

Date Approved by City Council, if required:

- ☐ Director Name:
- ☐ Finance (Drew Bouta)
- ☐ City Attorney:

SIGNATURES COLLECTED

- ☐ Manager (if required):
☐ Director (if required):
☐ Mayor or City Administrator (if required):

ACCOUNTING INFORMATION / OTHER NOTES

Applicable Account Codes & Descriptions:

- ☐ Signed Copy Back to Originating Department
☐ Forward Original to Deana Dean, City Clerk
☐ Forward Original to Reina McCauley, Deputy City Clerk