

Request for Services

Between
Thurston County Department of Public Works and
City of Tenino

Creative District Sign Install

Prepared: May 5, 2025

1. PURPOSE

This Request for Services is entered into by and between the Thurston County Department of Public Works (hereafter "COUNTY") and the City of Tenino (hereafter "CITY") to have the COUNTY install two Creative District Signs on County roadways entering the CITY.

The CITY will reimburse the COUNTY for actual costs incurred as follows:

- a. Install Signs: based on COUNTY force work (including but not limited to materials, equipment, labor and markups) for actual quantities. Estimated costs (\$922.86) are provided in Attachment A.

This Request for Services is required under the terms of Interlocal Agreement ("ILA") # 034-2020-044 between the COUNTY and the CITY.

2. SERVICES

This work has been requested by the CITY and will be performed consistent with the 'Master Interlocal Agreement between Thurston County & City of Tenino for Transportation Services and Administration of RCSP Funds' executed on November 20, 2020.

The invoiced construction costs will be based on COUNTY force work (including but not limited to materials, equipment, labor, and markups) for the actual quantities to install two city provided signs. The goal is to perform these and associated tasks with an estimated completion date of May 30, 2025 per the schedule below. Schedule is subject to change due to inclement weather.

ACTIVITY/TASK	ESTIMATED WORKDAYS
Install two Creative District Signs	1 day during May 19-23 week

2.1 RESPONSIBILITY OF THE COUNTY AND PAYMENT

The COUNTY shall:

- a. Provide equipment, materials and staff to install two Creative District Signs. The equipment, materials and staff provided by the COUNTY consists of a sign truck, sign bases, rivets and posts and two County employees.
- b. Follow all industry standards for safe work practices in the performance of COUNTY responsibilities for the services set forth in this Contract, both for its employees and for the traveling public.

- c. The COUNTY will bill the CITY based on actual costs in accordance with section 1 above. Estimates for cost reimbursement are provided at Attachment A. The COUNTY will notify the CITY if actual costs will exceed the overall estimate by more than 5% and coordinate potential funds increase prior to incurring costs.

2.2 RESPONSIBILITY OF THE CITY AND PAYMENT

The CITY shall:

- a. Provide two Creative District Signs
- b. The CITY will pay the invoices from the COUNTY in a timely manner within thirty (30) calendar days.

2.3 ADMINISTRATION

The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Request for Services and for coordinating and monitoring performance under this Request for Services. In the event such representatives are changed, the party making the change shall notify the other party.

The COUNTY's office administration representative shall be Becky Conn, 9605 Tilley Rd S. Ste. C, Olympia WA 98512, 360-867-2349, becky.conn@co.thurston.wa.us

The COUNTY's field representative shall be Greg Roberts, 9605 Tilley Rd S. Ste. C, Olympia WA 98512, 360-867-2347, greg.roberts@co.thurston.wa.us

The CITY's representative shall be the PARC Specialist, Jessica Reeves-Rush, 1401 Eastside St. SE, Tenino, WA 98501, 360-764-0926, jreevesrush@cityoftenino.org

3. RECORDS RETENTION AND AUDIT

During the progress of the work and for a period not less than six (6) years from the final date of payment, the records and accounts pertaining to the work and accounting therefore are to be kept available for inspection and audit by either party and/or the Federal Government and copies of all records, accounts, documents, or other data pertaining to the work will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the 6-year retention period. Each party will promptly notify the other of any such litigation hold on records.

4. TERM

This Request for Services shall become effective upon execution. This Request for Services will be terminated after final payment to COUNTY by the CITY for the cost of the project or pursuant to the termination language in ILA# 034-2020-044.

ATTACHMENT 1
Cost Estimate
Creative District Sign Install

