

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL
Regular Business Meeting Agenda
104 Bridge Street S, Orting, WA
Zoom – Virtual
February 8th, 2023
7:00 p.m.

Mayor Joshua Penner, Chair

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

This meeting is being held in person and through the platform zoom. A link for virtual participation can be found on the agenda or on the City's website:

<https://us06web.zoom.us/j/87072368684?pwd=N3dHdjFld3VOTkNpOXpCQ2x4TkFsQT09>
Telephone: 1-253-215-8782 - Meeting ID: 870 7236 8684 and the passcode 250908.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

2. PUBLIC COMMENTS.

Comments may be sent to the City Clerk at clerk@cityoforting.org by 3pm on February 22nd, 2023 and will be read in to the record at the meeting. In person attendees may provide public comment at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee. Written comments that come in after the 3pm deadline will be read in to the record at the next Council meeting.

3. CONSENT AGENDA.

- A. Payroll Claims and Warrants.
- B. Meeting Minutes of February 8th and February 15th, 2023.
- C. **AB23-30** – Daffodil Parade Sponsorship.
- D. **AB23-22** – Low Income Home Water Assistance Program.
- E. **AB23-21** – Landscape Grounds Maintenance Three-Year Contract.

Motion: To approve the consent agenda as prepared.

4. EXECUTIVE SESSION.

5. ADJOURNMENT.

Motion: To Adjourn.

VOUCHER/WARRANT REGISTER
FOR **FEBRUARY 22, 2023** COUNCIL
CLAIMS/PAYROLL VOUCHER APPROVAL

CITY OF ORTING

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

February 22, 2023 COUNCIL

CLAIMS WARRANTS # 52077 THRU # 52128
IN THE AMOUNT OF \$ 188,602.67
MASTERCARD EFT \$ 16287.44

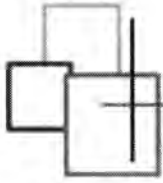
PAYROLL WARRANTS #23965 THRU #23966 = \$ 13,610.17
EFT IN THE AMOUNT OF \$ 149487.91
Carry Over \$ 29,415.64

ARE APPROVED FOR PAYMENT FEBRUARY 22, 2023

COUNCILPERSON _____

COUNCILPERSON _____

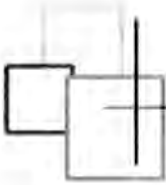
CITY CLERK _____



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2023 - 2023-February - 2nd Council-February 22 2023

Fund Number	Description	Amount
001	Current Expense	\$103,007.78
101	City Streets	\$7,228.48
105	Parks Department	\$1,894.30
401	Water	\$7,939.95
408	Wastewater	\$79,545.54
410	Stormwater	\$5,274.06
	Count: 6	\$204,890.11

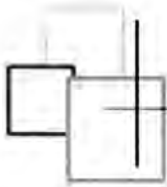


Register

Fiscal 2023
 Deposit Period: 2023-2023-February
 Check Period: 2023-2023-February - 2nd County-February 29, 2023

Number	Name	Print Date	Amount
Key Bank	0032707010		
Check			
EFT-KeyBank MasterCard JAN 2023-C4481	Keybank-MasterCard	2/16/2023	\$16,287.44
		Total	Check
		Total	0032707010
			\$16,287.44
			\$16,287.44
Key Bank	2000073		
Check			
52077	DB Audio	2/13/2023	\$400.00
52078	Mitel Technologies, Inc	2/13/2023	\$1,849.41
52079	Pape & Sons Construction INC	2/13/2023	\$65,642.71
52080	Alpine Products Inc.	2/22/2023	\$3,087.13
52081	Anytime Fitness	2/22/2023	\$2,400.00
52082	Associated Petroleum Products INC	2/22/2023	\$3,063.12
52083	AT&T Mobilty	2/22/2023	\$2,733.30
52084	Barfield, Mark	2/22/2023	\$99.40
52085	Big J'S Outdoor Store	2/22/2023	\$1,042.53
52086	Business Solutions Center	2/22/2023	\$387.80
52087	Centurylink	2/22/2023	\$1,437.30
52088	CenturyLink-Lumen	2/22/2023	\$1,985.28
52089	Culligan Seattle WA	2/22/2023	\$18.70
52090	Department of Retirement Systems	2/22/2023	\$308.02
52091	Ewing, Pete	2/22/2023	\$101.14
52092	Ford Motor Credit Company LLC	2/22/2023	\$2,981.03
52093	Galls LLC	2/22/2023	\$646.99
52094	Grainger	2/22/2023	\$605.73
52095	GreatAmerica Financial Svcs	2/22/2023	\$1,131.79
52096	Hach Company	2/22/2023	\$783.37
52097	Journeyman Consulting LLC	2/22/2023	\$480.00
52098	Korum Automotive Group	2/22/2023	\$107.72
52099	Law Offices of Matthew J Rusnak	2/22/2023	\$2,132.36
52100	Lemay Mobile Shredding	2/22/2023	\$73.00
52101	MacLeod Reckord, PLLC	2/22/2023	\$1,890.00
52102	Martinez, Jorge	2/22/2023	\$30.00
52103	McClatchy Company LLC	2/22/2023	\$836.78
52104	Moss Commercial Cleaning LLP	2/22/2023	\$1,300.54
52105	Office of State Auditor	2/22/2023	\$4,812.80
52106	Opportunity Center Of Orting	2/22/2023	\$1,249.00
52107	O'Reilly Auto Parts	2/22/2023	\$305.88

Account	Name	Print Date	Check No.	Amount
<u>52108</u>	Orting Chamber of Commerce	2/22/2023		\$3,000.00
<u>52109</u>	Orting School Dist #344	2/22/2023		\$325.00
<u>52110</u>	Orting Valley Senior Cent	2/22/2023		\$12,000.00
<u>52111</u>	P.C. Budget & Finance	2/22/2023		\$4,972.81
<u>52112</u>	Popular Networks, Llc	2/22/2023		\$6,186.79
<u>52113</u>	Puget Sound Energy	2/22/2023		\$1,952.68
<u>52114</u>	Sound Inspections LLC	2/22/2023		\$550.00
<u>52115</u>	Spectral Laboratories	2/22/2023		\$536.00
<u>52116</u>	Sterling Codifiers / American Legal Publishing	2/22/2023		\$639.60
<u>52117</u>	Sumner Lawn'n Saw	2/22/2023		\$584.09
<u>52118</u>	Tacoma Diesel & Equipment	2/22/2023		\$789.56
<u>52119</u>	The Walls Law Firm	2/22/2023		\$2,070.25
<u>52120</u>	ULINE	2/22/2023		\$41.03
<u>52121</u>	UniFirst Corporation	2/22/2023		\$424.92
<u>52122</u>	Usabluebook	2/22/2023		\$228.12
<u>52123</u>	Utilities Underground Location Center	2/22/2023		\$46.44
<u>52124</u>	Vision Municipal Solutions LLC	2/22/2023		\$2,390.39
<u>52125</u>	Hometown Consulting	2/22/2023		\$6,000.00
<u>52126</u>	Ford Motor Credit Company LLC	2/22/2023		\$1,123.65
<u>52127</u>	PFVT Motors LLC	2/22/2023		\$38,250.00
<u>52128</u>	Russo, Gretchen	2/22/2023		\$2,568.51
		Total	Check	\$188,602.67
		Total	2000073	\$188,602.67
		Grand Total		\$204,890.11



Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Alpine Products Inc.	52080	TM-214504	101-542-30-31-05	Traffic Paint	\$3,087.13
				Total	\$3,087.13
Anytime Fitness	52081	2023-Gym Membership	001-521-20-21-01	Gym Membership-2023	\$2,400.00
				Total	\$2,400.00
Associated Petroleum Products INC	52082	23-744773	101-542-30-32-00	Fuel	\$146.64
			401-534-80-32-00		\$586.54
			401-534-80-32-01		\$718.54
			408-535-80-32-00		\$586.54
			408-535-80-32-01		\$159.67
			410-531-38-32-01		\$146.64
			410-531-38-32-02		\$718.55
				Total	\$3,063.12
AT&T Mobily	52083	287300949706X02042023	001-512-50-48-00	Cell Phone	\$45.79
			001-521-50-42-00	Cell Phones-Data	\$1,045.11
		287309454338X02042023	001-514-23-42-00	Cell Phones	\$193.26
			001-524-20-42-00	Cell Phones	\$45.79
			001-524-60-40-01	Cell Phones	\$24.51
			001-575-50-42-01	Cell Phones	\$50.84
			401-534-10-42-01	Cell Phones	\$323.66
			401-534-10-42-01	Data	\$340.34
			408-535-10-42-01	Cell Phones	\$323.66
			408-535-10-42-01	Data	\$340.34
				Total	\$2,733.30
Barfield, Mark	52084	6748	401-534-10-31-02	Uniform Items-Pants	\$99.40
				Total	\$99.40
Big J'S Outdoor Store	52085	FEB2023-401	001-524-20-31-00	Rain Jacket-Lincoln	\$118.14
			101-542-30-31-02	Georgia Boots-Santos	\$157.53
			101-542-30-31-02	Georgia Boots-Gonzales	\$246.14
			410-531-38-31-02	Georgia Boots-Miller	\$157.53
			410-531-38-31-02	Georgia Boots-Strassburg	\$177.22
			410-531-38-31-02	Georgia Boots-Evans	\$185.97
				Total	\$1,042.53

Vendor	Number	Invoice	Account Number	Name	Amount			
Business Solutions Center	52086	111522-111949-111970	001-514-23-31-02	Business Cards-Bielka-Charchenko-Martinez	\$31.50			
			001-524-20-31-00	Business Cards-Bielka-Charchenko-Martinez	\$64.97			
			001-575-50-31-01	Business Cards-Bielka-Charchenko-Martinez	\$31.50			
			401-534-10-31-00	Business Cards-Bielka-Charchenko-Martinez	\$21.66			
			408-535-10-41-14	Business Cards-Bielka-Charchenko-Martinez	\$23.63			
			410-531-38-31-00	Business Cards-Bielka-Charchenko-Martinez	\$23.63			
			111970	105-576-80-31-04	2022 Holiday Decorating Contest Sign	\$112.14		
			111988	001-594-24-64-06	Code Enforcement vehicle Graphics	\$78.77		
							Total	\$387.80
			Centurylink	52087	488147600-FEB2023	001-512-50-42-00	City Phones	\$114.69
001-514-23-42-00	City Phones	\$305.32						
001-521-50-42-00	City Phones	\$430.09						
001-524-20-42-00	City Phones	\$71.68						
001-575-50-42-01	City Phones	\$28.68						
105-576-80-41-16	City Phones	\$28.68						
401-534-10-42-01	City Phones	\$157.70						
408-535-10-42-01	City Phones	\$157.10						
410-531-38-42-01	City Phones	\$143.36						
						Total	\$1,437.30	
CenturyLink-Lumen	52088	628174707	001-512-50-42-00	City Hall Internet-City	\$158.82			
			001-514-23-42-00	City Hall Internet-City	\$416.91			
			001-521-50-42-00	City Hall Internet-City	\$595.58			
			001-524-20-42-00	City Hall Internet-City	\$99.26			
			101-542-30-42-00	City Hall Internet-City	\$39.71			
			105-576-80-41-16	City Hall Internet-City	\$39.71			
			401-534-10-42-01	City Hall Internet-City	\$218.38			
			408-535-10-42-01	City Hall Internet-City	\$218.38			
			410-531-38-42-01	City Hall Internet-City	\$198.53			
							Total	\$1,985.28
Culligan Seattle WA	52089	0729192	001-521-20-31-03	Water for Police	\$18.70			
				Total	\$18.70			

Vendor	Account Number	Invoice Number	Account Number	Description	Amount
DB Audio	52077	2023-02	001-514-21-48-01	Repair Microphone System	\$400.00
				Total	\$400.00
Department of Retirement Systems	52090	B026-Non-Leodd Employer Compensation-Boone	001-521-20-20-05	Non-Leodd Employer Compensation-Boone-Jan2023	\$308.02
				Total	\$308.02
Ewing, Pete	52091	3749	408-535-50-49-15	DOE Operators Renewal-Ewing	\$101.14
				Total	\$101.14
Ford Motor Credit Company LLC	52092	1773530-Lease Payment #52 - 3-2018 Ford Interceptor-8487901	001-591-21-70-03		\$2,856.57
	52126	1773651-Lease Payment #52 - 2018 Ford F-150-8487902	001-592-21-80-02		\$124.46
			001-514-23-31-02	Lease Payment #52 - 2018 Ford F-150-8487902	\$19.87
			001-591-21-70-03	Lease Payment #52 - 2018 Ford F-150-P 8487902	\$1,053.76
			001-592-21-80-02	Lease Payment #52 - 2018 Ford F-150-l 8487902	\$50.02
				Total	\$4,104.68
Galls LLC	52093	02365682	001-521-20-31-01	Jumpsuit-Gibbs	\$646.99
				Total	\$646.99
Grainger	52094	9580847409	408-535-10-31-00	Solenpld Vavle-NBR Seal & Wall Clock	\$554.80
		9581840668	408-535-10-31-00	Desk Calendars	\$51.13
				Total	\$605.73
GreatAmerica Financial Svcs	52095	33452091	001-594-12-41-02	Phone Lease	\$90.54
			001-594-14-41-03	Phone Lease	\$237.68
			001-594-21-64-53	Phone Lease	\$339.54
			001-594-24-41-02	Phone Lease	\$56.59
			101-594-42-41-02	Phone Lease	\$22.64
			105-594-76-41-03	Phone Lease	\$22.64
			401-594-34-42-03	Phone Lease	\$124.50
			408-594-35-64-55	Phone Lease	\$124.50
			410-594-31-41-42	Phone Lease	\$113.16
				Total	\$1,131.79
Hach Company	52096	13232634	408-535-10-31-04	Chemical Purchases	\$783.37
				Total	\$783.37

Vendor	Number	Invoice	Account Number	Item	Amount
Hometown Consulting	52125	Invoice #07	001-513-10-41-01	Lobbying Services-2022 3rd & 4th QRT Total	\$6,000.00 \$6,000.00
Journeyman Consulting LLC	52097	102-12/7/2022-2/1/2023	001-571-20-31-43	Brazilian Jiu-Jitsu Classes-12/7/2022-2/1/2023 Total	\$480.00 \$480.00
Keybank-MasterCard	EFT-KeyBank MasterCard JAN 2023-C4481	1181-Lincoln-JAN2023	001-524-20-31-01	Danner Boots	\$300.00
		1397-Tunner-JAN2023	001-521-50-48-02	Windshield Molding Trim	\$62.35
			001-521-50-49-01	Batteries & Floor Safe	\$157.68
		1513-Agfalvi-JAN2023	001-511-60-31-01	Zoom	\$65.60
			001-513-10-31-00	Athenian Dialogue-Clerk Conference-Kim	\$13.12
			001-513-10-31-00	Athenian Dialogue-Clerk Conference-Kim	\$13.12
			001-513-10-31-00	Abobe	\$40.48
			001-513-10-31-01	Postage for Public Records Request	\$12.05
			001-513-10-31-01	Postage for Public Records Request	\$12.05
			001-513-10-31-01	Postage for Public Records Request	\$24.20
			001-513-10-31-02	Police Appreciation Day	\$30.31
			001-514-23-31-02	Calendar	\$12.02
			001-514-23-31-02	Post Office Box Fee	\$14.00
			001-514-23-31-02	Abobe	\$25.05
			001-514-23-31-02	Flash Drives	\$32.48
			001-514-40-41-19	Clerks Conference-Danielle	\$78.00
			001-514-40-41-19	Clerks Conference-Kim	\$354.00
			001-521-50-48-02	Washer Fluid	\$3.23
			001-524-20-41-05	Clerks Conference-Kim	\$6.00
			101-542-30-41-17	Clerks Conference-Kim	\$18.00
			105-576-80-41-14	Clerks Conference-Danielle	\$300.00
			401-534-10-31-00	Abobe	\$40.48
			401-534-90-49-00	Clerks Conference-Kim	\$72.00
			401-534-90-49-00	Clerks Conference-Danielle	\$72.00
			408-535-90-49-00	Clerks Conference-Danielle	\$78.00
			408-535-90-49-00	Clerks Conference-Kim	\$78.00
			410-531-31-40-06	Clerks Conference-Danielle	\$72.00
			410-531-31-40-06	Clerks Conference-Kim	\$72.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Keybank-MasterCard	EFT-KeyBank MasterCard JAN 2023-C4481	1513-Kainoa-JAN2023	001-512-50-31-00	Extension Cord-Post-Its-Storage Bins	\$266.37
		1668-Finance-JAN2023	001-512-50-31-01	Net Stamps	\$21.00
			001-514-23-31-01	Net Stamps	\$21.00
			001-514-23-31-02	Credit	(\$9.59)
			001-514-23-31-02	Stamps.Com Monthly Billing	\$19.68
			001-514-23-31-02	Office Supplies	\$20.96
			001-514-23-31-02	Office Supplies	\$30.68
			001-514-23-31-02	Ethernet Switch	\$50.31
			001-514-23-31-02	Forms	\$74.78
			001-571-20-31-01	Key Tag-Hooks-Wrist Ring	\$50.80
			401-534-10-31-00	Office Supplies	\$20.96
			401-534-10-31-00	Adobe	\$24.83
			401-534-10-31-00	Office Supplies	\$30.69
			401-534-10-42-00	Net Stamps	\$21.00
			408-535-10-31-00	Office Supplies	\$20.96
			408-535-10-31-00	Office Supplies	\$30.69
			408-535-10-41-14	Mini Projector-John	\$183.59
			408-535-10-42-00	Net Stamps	\$21.00
		410-531-38-31-00	Office Supplies	\$20.96	
		410-531-38-31-00	Office Supplies	\$30.68	
		410-531-38-42-00	Net Stamps	\$21.00	
		1920-Gabreluk-JAN2023	001-521-20-31-03	Adobe	\$32.39
			001-521-40-49-00	Training For Officer Powers-Hubbard-Training Canceled-We be Refunded	\$15.99
			001-521-40-49-00	Training For Officer Powers-Hubbard-Training Canceled-We be Refunded	\$570.10
		2462-Russo-JAN2023	001-524-60-31-01	Phone Case-Cover-Code Enforcement	\$36.98
			101-542-30-41-17	Spark the Fire Grantwriting Class	\$68.63
			105-576-80-41-14	Spark the Fire Grantwriting Class	\$68.62
			401-534-90-49-00	Spark the Fire Grantwriting Class	\$137.25
			408-535-90-49-00	Spark the Fire Grantwriting Class	\$137.25
			410-531-31-40-06	Spark the Fire Grantwriting Class	\$137.25
			3589-Alfiere-JAN2023	001-571-20-31-40	Jumbo Sticks for Youth Art
		001-571-20-31-40	Supplies for Youth Art	\$19.15	
		001-575-50-31-03	Credit-RCA Steroe Auto Cable	(\$16.15)	
		001-575-50-31-03	RCA Steroe Auto Cable	\$16.15	
		001-575-50-31-03	Dual RCA Stereo Audio Cable	\$18.31	
		001-575-50-49-02	Washington Recreation & Parks Association Renewal	\$85.00	
		4225-Daskam-JAN2023	408-535-10-31-00	3 Drawer File Cabinet-Refund	(\$153.15)

Vendor	Account	Invoice	Account Number	Item	Amount
Keybank- MasterCard	EFT-KeyBank MasterCard JAN 2023- C4481	4225-Daskam-JAN2023	408-535-10-31-00	Water Dist Operator Cert Practice Exam	\$31.73
			408-535-10-31-00	3 Drawer File Cabinet	\$135.80
			408-535-10-31-00	3 Drawer File Cabinet	\$153.15
			408-535-10-31-04	Ricca pH Buffer- Filter Membranes	\$523.64
			408-535-10-31-05	Work Boots- Daskam	\$296.98
			408-535-50-49-15	WA DOE Operator Renewal-Canonica & Huffman	\$202.27
		5423-Public Works-JAN2023	001-524-20-31-00	Twin Turbo Label Marker	\$104.96
			001-525-60-30-01	Items for Emerergency Supplies Restock- Refund Items Damaged	(\$235.72)
			001-525-60-30-01	Life Straws Water Filter-Israeli Dressing	\$123.56
			001-525-60-30-01	Earth Quake Bags	\$590.76
			001-525-60-30-01	Items for Emerergency Supplies Restock	\$722.61
			101-542-30-31-02	Boots-Barfield	\$100.00
			101-542-30-35-00	Storage Boxes-8" & 10" Wrench	\$84.06
			101-542-30-35-00	1000V Multi Meter- 1 1/4 deep Impact Socket-Antifoam- Max Blue Tab	\$112.95
			101-542-30-48-02	3/4 4X8 MDF & Wall Adhesive-703 Kansas	\$195.73
			101-542-30-48-02	4X8 Laminate Sheet Counter Top- 703 Kansas	\$210.11
			105-576-80-31-00	Chair Mat	\$33.98
			105-576-80-31-00	Office Supplies	\$76.36
			105-576-80-35-00	Storage Boxes-8" & 10" Wrench	\$84.06
			105-576-80-35-00	1000V Multi Meter- 1 1/4 deep Impact Socket-Antifoam- Max Blue Tab	\$112.94
			401-534-10-31-00	25 FT Exention Cord	\$21.98
			401-534-10-31-00	Office Supplies	\$25.59
			401-534-10-31-00	Water for Public Works	\$75.51
			401-534-10-31-00	Twin Turbo Label Marker	\$104.95
			401-534-10-31-04	Boots-Barfield	\$100.00
			401-534-10-31-04	Boots-Jones	\$300.00
			401-534-50-35-00	Dewalt 20V Impact Wrench WO9555	\$328.90
			401-534-50-48-02	Office Supplies	\$86.10
			401-534-50-48-02	Earth Born Elements Citric Acid	\$280.94

Vendor	Account Number	Invoice	Account Number	Notes	Amount
Keybank-MasterCard	EFT-KeyBank MasterCard JAN 2023-C4481	5423-Public Works-JAN2023	401-534-90-49-00	Competent Person & Cave in Protection	\$105.00
			401-534-90-49-00	Confined Apace Training-Huffman	\$105.00
			401-534-90-49-00	Confined Apace Training-Elder	\$105.00
			401-534-90-49-00	Construction Inspection for Water-Barfield	\$180.00
			408-535-10-31-00	25 FT Exention Cord	\$21.99
			408-535-10-31-00	Water for Public Works	\$75.51
			408-535-10-31-00	Twin Turbo Label Marker	\$104.96
			408-535-10-31-00	Dog Waste Bags	\$486.29
			408-535-10-31-05	Boots-Barfield	\$100.00
			408-535-50-49-15	WW Operator Renewal-Daskam	\$101.14
			408-535-90-49-00	Confined Apace Training-Huffman	\$105.00
			408-535-90-49-00	Competent Person & Cave in Protection	\$105.00
			408-535-90-49-00	Confined Apace Training-Elder	\$105.00
			408-535-90-49-00	WWTP Operator Basics-Barfield	\$400.00
			410-531-31-20-06	Competent Person & Cave in Protection	\$105.00
			410-531-38-31-00	25 FT Exention Cord	\$21.99
			410-531-38-31-00	Water for Public Works	\$75.52
			410-531-38-48-00	12" Gauge Steel-4X4X3/16" Steel-WO9550	\$161.70
		6744-Hattaway-JAN2023	001-514-23-31-02	Office Supplies	\$21.53
			001-521-21-31-01	Lunch-Traveled for a Investigation	\$14.00
		7369-Larson-JAN2023	001-512-50-31-00	New Computers-Shawna & Danielle	\$254.03
			001-513-10-43-00	Parking @ Capital-Scott & Josh	\$14.00
			001-514-23-31-02	New Computers-Shawna & Danielle	\$254.03
			001-521-20-31-03	New Computers-Shawna & Danielle	\$158.77
			001-524-20-31-00	New Computers-Shawna & Danielle	\$158.77
			101-542-30-31-00	New Computers-Shawna & Danielle	\$63.51
			105-576-80-31-01	New Computers-Shawna & Danielle	\$63.51
			401-534-10-31-00	New Computers-Shawna & Danielle	\$762.09
			408-535-10-41-14	New Computers-Shawna & Danielle	\$762.09
			410-531-31-41-05	New Computers-Shawna & Danielle	\$698.59
		7626-Wetzel-JAN2023	001-521-21-31-01	Shipping of DUI Evidence to WSP	\$49.23

Vendor	Numbr	Invoice	Account Number	Notes	Amount	
Keybank-MasterCard	EFT-KeyBank MasterCard JAN 2023-C4481	7626-Wetzal-JAN2023	001-521-40-49-00	SWAT Basic Course-SRO Boone	\$500.00	
			001-521-50-49-00	WASPC Dues For Chief Gabreluk	\$120.00	
			001-521-50-49-01	Notebooks-Pens-Binder Clips-Paper	\$123.22	
			8502-Orting Police-JAN2023	001-521-20-31-01	Boots for SRO Boone	\$202.39
				001-521-21-31-01	Shipping of DUI Evidence to WSP	\$20.72
				001-521-50-48-02	Car Wash	\$15.00
					001-594-21-64-51	Sure Fire Scout Light Switch Assembly
			Total	\$16,287.44		
Korum Automotive Group	52098	6773795/1	001-521-50-48-02	Oil Change & Maintenance	\$107.72	
				Total	\$107.72	
Law Offices of Matthew J Rusnak	52099	425-Court Appointed Attorney-Jan 2023	001-512-50-49-01	Court Appointed Attorney-Jan 2023	\$2,132.36	
				Total	\$2,132.36	
Lemay Mobile Shredding	52100	4781351S185	401-534-10-31-00		\$24.33	
			408-535-10-41-14		\$24.34	
			410-531-38-31-00		\$24.33	
			Total	\$73.00		
MacLeod Reckord, PLLC	52101	INV-9022	101-542-30-41-20	Park Master Plan Design Services	\$1,890.00	
				Total	\$1,890.00	
Martinez, Jorge	52102	FEB2023-405	001-524-20-32-01	Fuel for City Vehicle	\$30.00	
				Total	\$30.00	
McClatchy Company LLC	52103	174660	001-511-60-49-01	Publication of ORD 2023-1101	\$111.91	
			001-512-50-41-07	Landscape Bid	\$10.67	
			001-514-23-41-16	Landscape Bid	\$33.34	
			001-521-50-42-04	Landscape Bid	\$32.00	
			001-524-20-41-08	Landscape Bid	\$6.67	
			001-558-60-31-03	Publication of ORD 2023-1103	\$106.55	
			001-558-60-31-03	Publication of ORD 2023-1104	\$111.91	
			001-558-60-31-03	Comp Plan Amendment Publication	\$373.06	
			401-534-60-49-01	Landscape Bid	\$20.00	
			408-535-10-41-16	Landscape Bid	\$20.00	
			410-531-38-48-08	Landscape Bid	\$10.67	
					Total	\$836.78

Vendor	Number	Invoice	Account Number	Notes	Amount
Mitel Technologies, Inc	52078	980065998	001-524-20-42-00	Phone-Phone Installation Code Enforcement	\$1,849.41
				Total	\$1,849.41
Moss Commercial Cleaning LLP	52104	0000085-Jan 2023	001-512-50-41-08	Janitorial-City Hall-JAN2023	\$91.04
			001-514-21-41-01	Janitorial-City Hall-JAN2023	\$234.10
			001-521-50-41-04	Janitorial-City Hall-JAN2023	\$390.16
			001-524-20-49-02	Janitorial-City Hall-JAN2023	\$39.02
			101-542-30-44-01	Janitorial-City Hall-JAN2023	\$52.02
			401-534-10-41-43	Janitorial-City Hall-JAN2023	\$156.06
			408-535-10-41-44	Janitorial-City Hall-JAN2023	\$182.08
			410-531-31-41-04	Janitorial-City Hall-JAN2023	\$156.06
				Total	\$1,300.54
O'Reilly Auto Parts	52107	1265583-Jan2023	001-521-50-48-02	Credit	(\$1.16)
			001-521-50-48-02	Wipers	\$8.19
			001-521-50-48-02	Key Battery	\$8.19
			001-521-50-48-02	Vent Clip	\$16.39
			001-521-50-48-02	Battery	\$212.14
			105-576-80-48-02	Connector-Splicer-F1068	\$36.07
			401-534-50-48-02	Roll Pin-PB Blaster-Dry Lube WO9555	\$26.06
				Total	\$305.88
Office of State Auditor	52105	L152722	001-512-50-41-03	Accountability Audit 2020-2021	\$192.51
			001-514-23-41-14	Accountability Audit 2020-2021	\$529.41
			001-521-10-40-08	Accountability Audit 2020-2021	\$577.54
			001-524-20-41-06	Accountability Audit 2020-2021	\$336.90
			001-575-21-40-00	Accountability Audit 2020-2021	\$288.77
			101-542-30-41-02	Accountability Audit 2020-2021	\$529.41
			105-576-90-40-00	Accountability Audit 2020-2021	\$288.77
			401-534-10-41-02	Accountability Audit 2020-2021	\$770.05
			408-535-10-41-02	Accountability Audit 2020-2021	\$914.43
			410-531-10-41-01	Accountability Audit 2020-2021	\$385.01
				Total	\$4,812.80
Opportunity Center Of Orting	52106	Orting Opportunity Center 2023 Grant	001-571-20-31-14		\$1,249.00
				Total	\$1,249.00

Vendor	Account #	Item	Account #	Item	Amount
Orting Chamber of Commerce	52108	Orting Chamber of Commerce 2023 Dues	001-511-20-49-03	Orting Chamber of Commerce 2023 Dues Total	\$3,000.00 \$3,000.00
Orting School Dist #344	52109	823	001-571-20-31-21	Rental of PAC for Dance Recital Total	\$325.00 \$325.00
Orting Valley Senior Cent	52110	2023 Yearly Support	001-571-20-31-06	2023 Yearly Support Total	\$12,000.00 \$12,000.00
P.C. Budget & Finance	52111	CI 328607 C-104188 CI-327178 C-104188 CI-328805 C-104188	001-566-00-40-00 101-542-30-48-02 410-531-38-48-00 001-513-10-31-04	Alcohol 2% Share-4th QRT Sand Provided by Pierce County Sand Provided by Pierce County Peg Fees-4th QRT 2022 Total	\$649.43 \$149.86 \$149.86 \$4,023.66 \$4,972.81
Pape & Sons Construction INC	52079	2020 Lift Station Upgrades Project-Retainage	408-594-35-63-33	2020 Lift Station Upgrades Project-Retainage Total	\$65,642.71 \$65,642.71
PFVT Motors LLC	52127	227863-NGB30084	001-594-21-64-01	2022 Ford Explorer-30084-Police Car Total	\$38,250.00 \$38,250.00
Popular Networks, Llc	52112	38556 38558	001-514-23-41-04 001-524-20-41-01 001-525-60-41-03 101-542-30-41-04 105-576-80-41-05 401-534-10-41-05 408-535-10-41-05 410-531-38-41-04 001-512-50-41-01 001-521-50-41-01 001-525-60-41-03	Computer Maintenance Computer Maintenance Disaster Recovery Backup-Server Computer Maintenance Computer Maintenance Computer Maintenance Computer Maintenance Computer Maintenance Computer Maintenance Computer Maintenance-PD PSB Disaster Recovery Backup-Server Total	\$470.05 \$128.20 \$1,068.94 \$42.73 \$42.73 \$491.42 \$491.41 \$470.05 \$39.95 \$1,957.69 \$983.62 \$6,186.79
Puget Sound Energy	52113	200019646914-FEB2023	101-542-63-47-03	Street Lights	\$11.68

Vendor	Number	Invoice	Account Number	Notes	Amount
Puget Sound Energy	52113	400003678291-FEB2023	408-535-50-48-02	PSE-Shutdown Power to Install New Pump at WWTP Total	\$1,941.00 \$1,952.68
Russo, Gretchen	52128	3528-FEB2023	001-512-50-42-01	Glass Replacement City Hall-Car Accident Total	\$2,568.51 \$2,568.51
Sound Inspections LLC	52114	20222377-1	001-524-20-49-01	Jurisdiction Inspections Total	\$550.00 \$550.00
Spectral Laboratories	52115	5004827	408-535-10-41-03	Lab Testing Total	\$536.00 \$536.00
Sterling Codifers / American Legal Publishing	52116	23067	001-514-23-41-10	Supplement S-9 ORDS 2022-1095 2022-1099 Total	\$639.60 \$639.60
Sumner Lawn'n Saw	52117	149152	105-576-80-35-00	Hedge Trimmer Total	\$584.09 \$584.09
Tacoma Diesel & Equipment	52118	137840	408-535-50-48-04	HD Air Element-Oil Filter-Fuel Filter FA1019 Total	\$789.56 \$789.56
The Walls Law Firm	52119	193-January 2023	001-515-41-41-03	Prosecuting Attorney-January 2023 Total	\$2,070.25 \$2,070.25
ULINE	52120	158855882	401-534-10-31-00	Door Knob Hangers Total	\$41.03 \$41.03
UniFirst Corporation	52121	300 1941165 330 1943355	408-535-10-31-03 408-535-10-31-03	Uniform Item-Protective Services Uniform Item-Protective Services Total	\$212.46 \$212.46 \$424.92
Usabluebook	52122	238199 817703,148163,	408-535-10-31-00 408-535-10-31-00	3/8" tube Stock Items Total	\$80.95 \$147.17 \$228.12
Utilities Underground Location Center	52123	3010204	401-534-60-41-00	Locates-Jan 2023	\$23.22

Vendor	Number	Invoice	Account Number	Note	Amount
Utilities Underground Location Center	52123	3010204	408-535-60-41-00	Locates-Jan 2023	\$23.22
				Total	\$46.44
Vision Municipal Solutions LLC	52124	09-11314	401-534-10-31-00	Utility Bill Processing & Mailing	\$37.30
			401-534-10-42-00	Utility Bill Processing & Mailing	\$67.74
			408-535-10-31-00	Utility Bill Processing & Mailing	\$37.31
			408-535-10-42-00	Utility Bill Processing & Mailing	\$67.74
			410-531-38-31-00	Utility Bill Processing & Mailing	\$37.30
			410-531-38-42-00	Utility Bill Processing & Mailing	\$67.74
		09-11603	401-534-10-31-00	Utility Bill Processing & Mailing	\$37.30
			401-534-10-42-00	Utility Bill Processing & Mailing	\$66.47
			408-535-10-31-00	Utility Bill Processing & Mailing	\$37.30
			408-535-10-42-00	Utility Bill Processing & Mailing	\$66.48
			410-531-38-31-00	Utility Bill Processing & Mailing	\$37.30
			410-531-38-42-00	Utility Bill Processing & Mailing	\$66.48
		09-11653	401-534-10-31-00	Utility Bill Processing & Mailing	\$209.53
			401-534-10-42-00	Utility Bill Processing & Mailing	\$378.45
			408-535-10-31-00	Utility Bill Processing & Mailing	\$209.53
			408-535-10-42-00	Utility Bill Processing & Mailing	\$378.44
			410-531-38-31-00	Utility Bill Processing & Mailing	\$209.53
			410-531-38-42-00	Utility Bill Processing & Mailing	\$378.45
				Total	\$2,390.39
				Grand Total	\$204,890.11

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL
Regular Business Meeting Minutes
104 Bridge Street S, Orting, WA
Zoom – Virtual
February 8th, 2023
7:00 p.m.

Mayor Joshua Penner, Chair

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

Mayor Penner called the meeting to order at 7:00pm. Councilmember Williams led the Pledge of Allegiance.

Councilmembers present: Councilmembers Chris Moore, Don Tracy, John Williams, Gregg Bradshaw, Melodi Koenig and Deputy Mayor Hogan.

Virtual: Councilmember Gunther.

Staff present: City Administrator Scott Larson, Finance Director Gretchen Russo, City Clerk Kim Agfalvi, City Attorney Charlotte Archer.

REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

No requests were made.

2. PUBLIC COMMENTS.

No public comments were made.

3. CONSENT AGENDA.

A. Payroll Claims and Warrants.

B. Meeting Minutes of January 25th, 2023.

Councilmember Moore made a motion to approve the consent agenda as prepared. Seconded by Councilmember Gunther.

Motion passed (7-0).

4. EXECUTIVE SESSION.

5. ADJOURNMENT.

Deputy Mayor Bradshaw made a motion to adjourn. Seconded by Councilmember Hogan.

Motion passed (7-0).

Mayor Penner adjourned the meeting at 7:03pm.

ATTEST:

Joshua Penner, Mayor

Kimberly Agfalvi, City Clerk

Americans with Disabilities Act – reasonable accommodations provided upon request (360) 893-2219
Next Regular Meeting: February 22, 2023 7:00pm

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. John Williams
5. Gregg Bradshaw
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL
Study Session Meeting Minutes
104 Bridge Street S, Orting, WA
Zoom – Virtual
February 15th, 2023
6:00 p.m.

Deputy Mayor Gregg Bradshaw, Chair

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

Deputy Mayor Bradshaw called the meeting to order at 6:00pm. Councilmember Hogan led the pledge of allegiance, and then roll call was taken.

Councilmembers present: Councilmembers Tod Gunther, Chris Moore, Don Tracy, John Williams, Greg Hogan, Melodi Koenig, and Deputy Mayor Bradshaw.

Staff present: City Administrator Scott Larson, Finance Director Gretchen Russo, City Clerk Kim Agfalvi, Capital Projects Manager John Bielka, Executive Assistant Danielle Charchenko, Engineer JC Hungerford, Wastewater Supervisor Steve Daskam.

2. COMMITTEE REPORTS.

A. Public Works - CM Williams & CM Moore

- Engineer Hungerford briefed the committee that the paperwork for the pedestrian bridge has been submitted to the state.
- Kansas Street reconstruction is at seventy-five percent design.
- Village Green outfall – no update.
- Calistoga Street Stormwater Improvements – no update.
- Speed data report for intersection at Varner and Olive.
- Whitehawk Boulevard Extension is still in process.
- Water Resource Recovery Facility will be going through a progressive design.

B. Public Safety - CM Gunther & CM Tracy

- Police Chief Devon Gabreluk presented the committee the Orting Police 2022 annual report.

C. Community and Government Affairs - CM Hogan & CM Koenig

- Daffodil parade sponsorship.
- Grant policy review.

3. STAFF REPORTS.

Public Works

Wastewater Supervisor Steve Daskam briefed on the following:

- Maintenance has finished up Kansas Street house.
- Water department is working on well one.

- Maintenance finished up concrete pad outside City Hall where a water fountain, bike rack, and benches will be installed.
- Daffodil Parade preparation is going on and crews are working to beautify the City.
- Staff is reviewing design for wastewater facility and discussing options for additional funding.

Capital Projects

Capital Projects Manager Jon Bielka briefed on the following:

- Water Resource Recovery Facility will be going through progressive design build and will need to be approved by the Capital Project review board. SCJ Alliance will be helping with the process and a submission will be made by April 20th, 2023. John Bielka briefed on the next steps in the process.
- Well one will need a media replacement as it is at the end of its life cycle.
- Kansas Street design is seventy five percent complete and the next step is a NEPA application which Parametrix will be helping to complete the process.
- Pedestrian Bridge design was submitted at the end of January to Washington State Department of Transportation.
- Staff has submitted a grant request for ADA ramps around the City.
- No update on the Village Green Outfall project.
- Whitehawk Boulevard Design needs a LAG agreement to free up grant money.

City Clerk

City Clerk Kim Agfalvi briefed on the following:

- Public records requests.
- Completion of CERT training class.
- Upcoming conference in March.

Activities & Events

Executive Assistant Danielle Charchenko briefed on the following:

- Registrations for Parks and Recreation.
- Daffodil Parade will be held on April 1, 2023.
- Chocolate Stroll update.

Administration

City Administrator Scott Larson briefed on the following:

- New Code Enforcement Officer Jorge Martinez has started work and is working on code enforcement issues.
- One candidate for Police Department is in the poly psych review.
- Chocolate stroll update.
- Training for Emergency Management specific to lahar events.

Finance

Finance Director Gretchen Russo briefed on the following:

- One last item to be submitted to the auditor and the audit for 2020 and 2021 will be complete.
- Comprehensive Emergency Management Program update. EPIC will be coming to the City on March 14th, 2023 to help with that.
- April 19th, 2023 Emergency Operations Training walkthrough.

Executive

Mayor Penner briefed on the following:

- HB 1110 update on middle housing bill and that the threshold being introduced will up the population requirement to 25,000 people.
- Pierce County airport update.
- Puget Sound Regional Council update. *see notes
- Recruiting for use of force team.
- Executive Assistant Danielle Charchenko grant writing class update.

4. AGENDA ITEMS.

A. AB22-23 – Main Parks Master Plan Alternatives and Public Comment Review.

City Administrator Scott Larson stated that MacLeod Reckord was in attendance to present the outcome of the public outreach process and comments from the Home for the Holidays tree lighting event and the online public comments received from the survey.

Connie Reckord and David Saxen of MacLeod Reckord briefed on the comments received from the public comment process. David Saxen briefed on the modes of community input and the key comments from the online survey, which included top uses of the facilities and top problems identified. Also presented were the top likes and the top wants from the online survey. Key comments and the amount of views from the Konveio online site were presented. David Saxen presented options for several options for re-design of the main park areas for Council consideration. Council discussion followed.

B. AB22-20 – Daffodil Parade and Festival Sponsorship.

City Clerk Kim Agfalvi briefed on the application received for sponsorship for the Daffodil Parade and Festival and stated all fees have been paid, insurance has been submitted, and the application was received timely.

Action: Move forward to consent agenda at the regular business meeting on February 22, 2023.

C. AB22-22 – Low Income Home Water Assistance Program.

Finance Director Gretchen Russo briefed on the Low Income Home Water Assistance Program that Pierce County offers and stated that this an extension of the current program in place. Individuals would contact Pierce County for assistance paying their water bills if they are delinquent.

Action: Move forward to consent agenda at the regular business meeting on February 22, 2023.

D. AB22-21 – Landscaping Services Contract.

City Administrator Scott Larson briefed that the Public Works Department advertised a bid for landscaping services and Frost Landscape Services was the low bidder. He stated staff is recommending that Council approve a three-year contract with Frost for landscaping services.

Action: Move forward to consent agenda at the regular business meeting on February 22, 2023.

5. EXECUTIVE SESSION.

No executive session.

6. ADJOURNMENT.

Deputy Mayor Bradshaw adjourned the meeting at 7:41pm.

ATTEST:

Joshua Penner, Mayor

Kimberly Agfalvi, City Clerk

Americans with Disabilities Act – reasonable accommodations provided upon request (360) 893-2219
Next Regular Meeting: February 22nd, 2023 7:00pm



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Resolution No. 2023-02, City Sponsorship of the Daffodil Festival.	AB23-20	CGA		
		2.1.2023	2.15.2023	2.22.2023
	Department:	Administration		
	Date Submitted:	1.30.2023		
Cost of Item:	₪			
Amount Budgeted:	₪			
Unexpended Balance:	₪			
Bars #:				
Timeline:				
Submitted By:	CGA Committee			
Fiscal Note:				
Attachments: Application and Resolution				
SUMMARY STATEMENT:				
<p>The City received an application for sponsorship from the Chamber of Commerce for Daffodil Festival Day. The Policy requires that the City Council review and approve all applications for sponsorship, and determine whether an event qualifies for sponsorship (after review and approval of the application by the Community & Government Affairs Committee). To qualify for sponsorship, an approved event must:</p> <ol style="list-style-type: none"> 1. Allow all citizens to reasonably participate; 2. Serve a valid municipal purpose, such as strengthening the City’s sense of community or celebrating a City’s history and; 3. May provide, through increased customers, additional revenues for Orting businesses and subsequent improved tax revenues for the City. <p>CGA reviewed the application on February 1, 2023, and recommend approval.</p> <p>City Council City Council reviewed the application on February 15, 2023 and moved the application forward to the February 22, 2023 meeting for consideration.</p>				
RECOMMENDED MOTION: <u>MOTION:</u>				
<p>To approve resolution No. 2023-02, A resolution of the City of Orting, Washington, declaring a public purpose and authorizing City sponsorship of Orting Daffodil Festival Day.</p>				

CITY OF ORTING
WASHINGTON
RESOLUTION NO. 2023-02

**A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, DECLARING A PUBLIC PURPOSE AND
AUTHORIZING CITY SPONSORSHIP OF ORTING
DAFFODIL FESTIVAL DAY.**

WHEREAS, the City of Orting has adopted a Special Event Sponsorship Policy (the “Policy”) to extend City-sponsorship to events that the City Council determines serve valid municipal purposes; and

WHEREAS, in accordance with the Policy, sponsorship is extended to events upon application, on a case-by-case basis and at various levels of support depending on the value the event has for the community; and

WHEREAS, upon a declaration by the City Council that a particular event qualifies for sponsorship, the event may be entitled to use of city facilities and services without charge; and

WHEREAS, the City received an application for sponsorship from the Orting Chamber of Commerce; and

WHEREAS, the City Council’s Community & Government Affairs Committee reviewed the application on February 1st, 2023, and recommended approval of the application; and

WHEREAS, The City Council reviewed the application at a study session on February 16th, 2022, and recommended approval of the application; and

WHEREAS, the City Council finds that Orting Daffodil Festival Day has been an institution of public service since 1934, is open to the public, and serves the valid municipal purposes of providing an opportunity for strengthening the City’s sense of community and celebrating the value of family participation in healthy activities that are fundamental to the City; and

WHEREAS, the City Council finds that the Orting Chamber of Commerce-Daffodil Festival Days application meets the requirements of the City’s Policy, and qualifies for City-sponsorship as an event serving valid municipal purposes; and

NOW, THEREFORE, the City Council of the City of Orting, Washington, do resolve as follows:

Section 1. Declaration of Public Purpose. The City Council declares that the Orting Daffodil Festival Day is an event open to the public, which serves the valid municipal purposes described herein.

Section 2. Authorization for Sponsorship of Event. The City Council authorizes the City's sponsorship of Orting Daffodil Festival Day, pursuant to the City's Policy, at the Tier # 2 level. This authorization extends to each event identified on the Orting Chamber of Commerce-Orting Daffodil Festival Days application for sponsorship. The Mayor is authorized to enter into a contract with the Orting Chamber of Commerce-Daffodil Festival Day to memorialize the City's sponsorship described herein.

Section 3. Effective Date. This Resolution shall take effect and be in full force immediately upon its passage.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 22nd day of February, 2023.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Kimberly Agfalvi, City Clerk

Approved as to form:

Charlotte Archer, City Attorney
Inslee Best, PLLC



PARKS & RECREATION

Small town, Big fun!

104 Bridge St. S. - PO BOX 489 - Orting, WA 98360
recreation@cityoforting.org - (253) 262-7842

January 13, 2023

With regard to the “Daffodil Festival Grand Floral Parade” coordinated by The Daffodil Festival Organization and “Family in the Park” Festival organized by the Orting Chamber of Commerce, the City of Orting is treating this as one combined Special Event and as such will only be charging one \$200 application fee to be paid by the Orting Chamber of Commerce. Both events will take place on April 1st, 2023 and will be located in and around the Main City Park. Two separate Special Event Applications for this event will be kept on file for informational purposes.

The city plans to provide Tier 2 sponsorship for this combined special event. The \$200 Special Event application fee and \$100 Blanket Vendor Permit will be collected from the Orting Chamber of Commerce.



City of Orting
 104 Bridge St S • PO Box 489 • Orting, WA 98360
 Phone: 360-893-9017 or 253-262-7842
 Fax: 360.893.6809
 Email: recreation@cityoforting.org
 Web: www.cityoforting.org

SPECIAL EVENT APPLICATION

Definition: A Special Event is an activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, sidewalks, parks/facilities and/or which requires extraordinary levels of City Services. This includes, but is not limited to; fairs, festivals, carnivals, circus, sporting events, foot runs/walks that utilize City parks and facilities, cycling events, block parties, markets, parades, exhibitions, auctions, dances, riding galleries, theatrical, musical entertainments, motion picture filming, etc.

Application: This completed application, a detailed event map showing where the event will take place, a certificate of insurance naming the City of Orting as an additional insurer for this event in the amount of \$1,000,000.00, and any other pertinent information, along with the Special Event fee (\$200) must be submitted to the City of Orting at least ninety (90) days prior to event. Upon receipt, a meeting with City Department Heads will be scheduled. It is required that the applicant meet with Department Heads in a scheduled meeting to go over the Special Event Application to assure guidelines and preparation prior to the event. After this meeting, you will be notified if your event has been approved. Failure to meet any deadlines required by the City of Orting may result in cancelation of the event. **Applicant initials:** *[Signature]*

NAME OF APPLICANT: Steve Rodriguez

NAME OF ORGANIZATION: Orting Chamber of Commerce

ARE YOU NON-PROFIT: Yes [] No IF YES, UBI#: 601591604

MAILING ADDRESS: P.O. Box 1418 Orting, WA 98360

EMAIL ADDRESS: OCC+treasbill@gmail.com

NAME OF EVENT: Daffodil Festival Day "Family in the Park"

TYPE OF EVENT (parade, festival, etc.): Festival- Vendor Fair

DATE(S) OF EVENT: April 1, 2023

TIME(S) OF EVENT: Set-Up 8:30 am Start of Event 10:am

End of Event 7:00pm Exit Time 8:30 pm

PRIMARY CONTACT NAME: Steve Rodrigues PHONE: 253-254-4984
 PRIMARY CONTACT EMAIL: occtreasbill@gmail.com
 DAY OF CONTACT NAME: Steve Rodrigues PHONE: 253-254-4984
 DAY OF CONTACT EMAIL: Stevenjohnmance1@outlook.com
 ALTERNATE CONTACT: Dan Heilbron PHONE: 253-307-6320

FOR ALL SPECIAL EVENTS:

TYPE OF EVENT:

- Festival/Carnival/Fair
- Parade
- Run/Race (If you do not require the use of City parks or facilities, you do not need to complete this application. You will need to submit a separate trail use application.)
- Walk Procession/Organized Rally
- March
- Block Party
- Demonstration
- Other (Specify) _____

FACILITIES & PARKS USAGE REQUESTED (See Appendix A for rental rates):

- | | | |
|---|--|----------------|
| <input type="checkbox"/> BBQ Area | <input type="checkbox"/> Gazebo | |
| <input type="checkbox"/> Basketball Court | <input type="checkbox"/> City Park grass areas (south) | |
| <input type="checkbox"/> Multi-Purpose Center (MPC) | <input type="checkbox"/> Orting Station | |
| <input type="checkbox"/> Fountain Pavilion | <input type="checkbox"/> North Park grass area | <i>see map</i> |

If the Event is providing for the following, what arrangements will be in place?

Will you have additional garbage service and where will they be placed (show on Map)?

Will you have adequate restroom facilities and where will they be placed (show on Map)?

Will there be any open flame, cooking facilities or gas cylinders (show on Map)?

ADDITIONAL SERVICES: Will you need additional services for a Non-Sponsored event, or from the City that are not covered under Tier 1 or Tier 2 for a Sponsored Event? Yes No

<u>City Services</u> (please mark all that apply)	<u>Price</u>	<u>Total Price</u>
<input type="checkbox"/> 1 Public Work staff	\$75/hr x ___ hrs	\$ _____
<input type="checkbox"/> 1 Police Officer	\$85/hr x ___ hrs	\$ _____
<input type="checkbox"/> 1 Dumpster	\$20/event	\$ _____
<input type="checkbox"/> 2 Standard Portable Restrooms (Delivery/Pick Up/Cleaning)	\$150/event	\$ _____
<input checked="" type="checkbox"/> Electricity (2 Spider Boxes)	\$50/event	\$ _____
<input type="checkbox"/> Audio/PA system (Does not include a DJ)	\$75/event	\$ _____
<input type="checkbox"/> Barricades (Must provide placement on map)	\$50/event	\$ _____
<input type="checkbox"/> Street Sweeper (man power/vehicle)	\$150/hr x ___ hrs	\$ _____
<input type="checkbox"/> Portable Trailer Sign	\$50/day x ___ days	\$ _____
<input type="checkbox"/> Banner (Banner request required)	\$195 (up for 2 weeks only)	\$ _____
<input type="checkbox"/> Facility Rental Fees & Deposits	\$ Varies	\$ _____
*See Appendix A for rental rates**		
<input checked="" type="checkbox"/> Blanket Vendor Permit	\$100/event	\$ <u>100</u>
Total For Special Event Services		\$ _____
Special Event Fee		\$200
TOTAL TO BE PAID		\$ <u>300</u>

BANNER REQUEST: Please complete the following if you would like a banner in place across Washington Ave./SR 162 before and/or during your event. **Banner message is limited to name, date, and event sponsor. Commercial advertising is not allowed.**

Banner must meet the following requirements: Banner shall not be larger than 24 feet wide and 36 inches high. Banner shall maintain minimal vertical clearance to overhead utility lines set forth by PSE. Banners shall have wind load relief flaps eighteen (18) inches wide and ten (10) inches high spaced at a density of one flap for each ten (10) square feet of surface area. Relief flaps shall be spaced uniformly to provide uniform wind load reduction. Banners shall have two (2) inch high vinyl coated nylon strip (13oz) securely sewn along top and bottom.

Requested period for the banner to be displayed: ___/___/___ through ___/___/___
The banner may only be across SR 162 for 2 weeks

Material Type: _____ Size: _____ X _____ Thickness: _____
 How many cuts are on banner? _____ One sided or two-sided? One Two

VENDORS: Will there be any vendors? Yes No

If yes, vendors are required to purchase a City of Orting Business License through the State of Washington prior to the event or the Applicant (Event) must purchase a Blanket License to cover all vendors. (Resolution 2011-12)

It will be the responsibility of the Event Coordinator to ensure vendor parking does not block Orting Businesses on Washington Ave., Van Scoyoc Ave. or customer parking areas next to the parks or businesses with exceptions determined by the City of Orting.

PARADE INFORMATION: Will a parade be part of this event? [] Yes No

If yes, please answer the following:

PARADE START TIME: _____ START LOCATION (show on map): _____

STAGING AREA – WHERE/WHAT TIME (show on map): _____

PARADE ROUTE (show on map): _____

WILL HORSES OR OTHER ANIMALS BE IN PARADE? [] Yes [] No

If yes, approximately how many animals? _____

You will be responsible for cleaning up after animals participating in the parade

WOULD YOU LIKE THE POLICE OR FIRE DEPARTMENT TO PARTICIPATE IN THE PARADE?

[] Yes [] No

OTHER:

ARE YOU PLANNING TO CLOSE SR 162 (WASHINGTON AVE.) TO TRAFFIC? [] Yes No

If Yes, you will need to coordinate with WSDOT to approve the road closure. Visit <https://wsdot.wa.gov/about/contacts> for more information.

ARE YOU PLANNING TO CLOSE ANY OTHER LOCAL STREETS? Yes [] No

If yes, which streets (show on map)?

Train St S.W. at the bell tower.

Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses and/or residents? (Please explain)

No

What methods will you be using to notify adjacent homeowners/businesses? (Please explain)

n/a

I understand that if deadlines are not met, our event may not be considered for Sponsorship and/or the event may not occur. **Initials:** _____

If roads are to be closed for any time at all the Applicant/Sponsoring Unit must contact Washington State Department of Transportation (WSDOT) to obtain a permit for the event and provide a copy for the City at least 2 weeks prior to the event. **Initials:** _____

I understand that in the planning of activity I must allow for a 20ft access for emergency vehicles and also notify adjacent homeowners and businesses. **Initials:** _____

Permittee agrees to defend, indemnify and save harmless the City of Orting, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City of Orting, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of therefrom, arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the City of Orting, its appointed or elected officers or employees. I also am aware that I must provide \$1,000,000 liability insurance and name the City of Orting as an additional insurer. Initials: AS

Certificate of Insurance in the amount of \$1,000,000 showing the City of Orting as an additional Insurer (please attach).

Name of Insurance Company: Mount Vernon Fire Insurance
Progressive

Policy Number: NBP-2555072

HOLD HARMLESS STIPULATION: Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, liability, cost and expense. Permittee understands that the Community Event will include the Covered Facilities, Orting Station and the Multi-Purpose Center facilities which are all owned by the City of Orting. Initials: AS

THE UNDERSIGNED APPLICANT HEREBY warrants that he/she is the authorized representative of the Sponsoring Organization, and further AGREES to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City's property or from any activity, work or thing done, permitted, or suffered by APPLICANT or public in or about the City's property as a result of the APPLICANT'S use of the City's property.

Initials: AS

I declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct.

APPLICANT SIGNATURE: Steve Rodriguez DATE: 1-12-2023

PRINT NAME: Steve Rodriguez

Title/Role with Organization: Treasurer

Facilities are based on a first come, first serve basis. Events do not have special privileges. Applications and all required documents may be mailed or brought in to the following to be added to the yearly calendar:

Mail to:
City of Orting
Attention: Special Events
PO Box 489
Orting, WA 98360

Or

Stop by:
City Hall
104 Bridge St S
Orting, WA 98360

If you have questions regarding the application please call (253) 262-7842
A receipt showing payment is NOT approval of the event

City of Orting Sponsorship Application

Are you requesting City sponsorship? Yes No

If no, please skip to the *FOR ALL SPECIAL EVENTS*

CITY SPONSORSHIP OF A SPECIAL EVENT:

Some Special Events may qualify for City Sponsorship, according to the City's Special Event Sponsorship Policy. Applicants for City Sponsorship for a Special Event shall comply with the City's Special Event Sponsorship Policy. Applicants are advised to review the City's Policy before requesting City Sponsorship for a Special Event. All City Sponsored Events shall comply with all applicable local, state and federal regulations.

All requests for City Sponsorship are reviewed by the City Council's Community and Government Affairs (CGA) Committee, and Applicants will be required to have a representative attend a CGA Committee meeting to answer any questions regarding the request.

Applicants seeking City Sponsorship must meet these baseline criteria, and to qualify for City Sponsorship the event must abide by all requirements of the Policy, including:

- Hosted by a Non-Profit Organization registered with the Washington Secretary of State, and provide proof of active status;
- Be open to all Orting residents;
- Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating the City's history.
- All items of the application are completed in full and received by the City 90 days prior to the date of the event;
- A brief letter defining the purpose of the event and the tier of sponsorship requested (Review the Special Event Sponsorship Policy for more information);
- Proof of liability insurance that complies with the terms of Section IV of the City Special Event Sponsorship Policy (you may request a copy of the Special Event Sponsorship policy by emailing recreation@cityoforting.org).

There is no additional fee to apply for City Sponsorship, and Applicants may request sponsorship for a specific "Tier." The City offers two "Tiers" of sponsorship, with differing levels of support offered by the City depending upon the City's determination of the value added by the event to the community:

Which Tier level of sponsorship are you asking for?

[] Tier 1:

The following are examples of Tier #1 type events and available locations, and any special requirements therefor:

Gazebo, BBQ Area, or North Park – Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit if vendors are participating in the event.

North Park- For Events more than 1-day usage, open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit if vendors are participating in the event.

Tier 1~ Sponsorship includes:

- City Logo on Event (all City-Sponsored Events shall place the City Logo on all materials advertising the Event)
- City has a Booth at No Charge
- Posting of the Event on the City Reader Board
- Posting of the Event on the City Website and Facebook
- Usage of the above noted facilities at No Fee
- 1 Maintenance Staff for eight (8) hours
- City to hang the banner, provided by the event, over Washington Avenue at no fee.

X Tier 2:

The following are examples of Tier #2 type events and available locations, and any special requirements therefor:

Block Train Street/Calistoga/Parking Lots with MPC/Gazebo/North Park- Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Must purchase a City Business License Blanket Permit if vendors are participating in the event.

Block Train Street/Calistoga/Washington/Parking Lots with MPC/ Gazebo/North Park-Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification. Must purchase a City Business License Blanket Permit if vendors are participating in the event.

Tier 2 ~ Sponsorship Includes:

- City Logo on Event
- City has a booth at No Charge
- Posting of the Event on the City Reader Board
- Posting of the Event on the City Website and Facebook
- Usage of above noted Facilities at No Fee
- Spider Box (2) Usage
- 1 Maintenance Staff for eight (8) hours
- Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or Police to set up/take down Barricades/Traffic Signs/Cones, but will not stay for the event
- 2 Port-A-Potties
- 1 Dumpster
- Barricades/Cones/Traffic Signs
- City to hang the banner, provided by the event, over Washington Avenue at no fee

If City Sponsorship is authorized by the City Council, the Sponsored Organization will be required to execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification.

APPENIX A

FACILITY RENTAL RATES

MULTI-PURPOSE CENTER (MPC)

The multi-purpose center is located at 202 Washington Ave. S in the same building as the library. This rental includes a large room with a stage (occupancy of 148), a kitchen with 2 stoves, a refrigerator, a freezer, and counter space. This facility also includes tables and chairs. A refundable deposit of \$150 is required to secure this space. If you will be serving alcohol, a \$300 banquet permit will be required.

	Resident	Non-Resident	Non-Profit Organization
Full day M-F	\$150.00	\$200.00	\$20.00
Half day (5 hours) M-F	\$100.00	\$150.00	\$20.00
Full day Sat/Sun	\$200.00	\$250.00	\$100.00
Half day (5 hours) Sat/Sun	\$150.00	\$200.00	\$50.00

ORTING STATION

The Orting station located at 101 Washington Ave. NW is an open building that includes a large open area, a restroom, some counter space and a sink. This facility does NOT include tables and chairs. A refundable deposit of \$50 is required to secure this space.

	Resident	Non-Resident	Non-Profit Organization
Full day (any day)	\$100.00	\$200.00	\$50.00
Half day (5 hours)	\$50.00	\$100.00	\$25.00

COVERED BBQ AREA

The covered BBQ area is located in the Main Park at 101 Train St. SW near the Bell Tower. This facility is also near the playground, horse shoe pits and park restrooms. Contact the Lions Club for BBQ racks. Up to 5 picnic tables can be placed under the covered area upon request. A refundable deposit of \$50 is required to secure this space.

	Resident	Non-Resident	Non-Profit Organization
Half day (5 hours)	\$30.00	\$60.00	\$20.00

GAZEBO

The Gazebo is located in the South Main Park at 102 Train St. SW near the Bell Tower. This facility is also near the basketball court. A refundable deposit of \$50 is required to secure this space.

	Resident	Non-Resident	Non-Profit Organization
Half day (5 hours)	\$30.00	\$60.00	\$20.00

For City Use Only

Date Application Received: 1/13/23 Dept. Meeting Date: _____

Event Application Completed: Yes [] No Certificate of Insurance: Yes [] No

Detailed Event Map: Yes [] No WSDOT Street Closure Permit: [] Yes [] No N/A

Application Approved: [] Yes [] No Date: _____ Initials: _____

Total Fee Amt \$ 300 Date Paid: 1/13/23 Receipt # 25833

NOTES:

← Harman Way S

Corrin Ave E

Post Office

Eagles

Van Scoyoc Ave E

Entry Plant Buffer Exit BARRICADES Entry Plant Buffer Exit

Gravel Parking Lot

Parking Lot

Gravel Parking Lot

Concrete Pad

Trail

BARRICADES

Tower

Trail

Bridge St S / Hwy 162

Basketball Court

Train St SW

Train St SW

Gazebo

BBQ Area

Playground

Calistoga St W

Restroom

BARRICADES

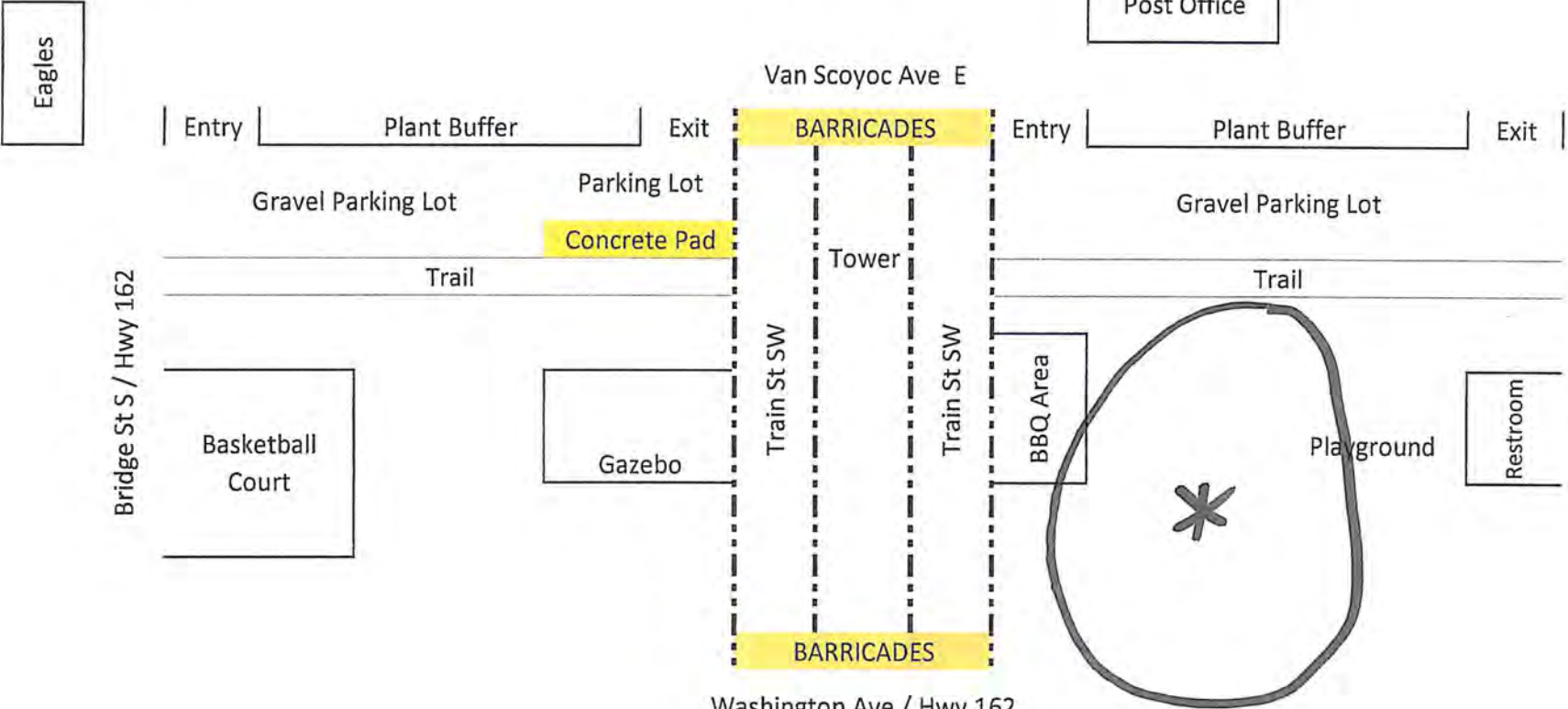
Washington Ave / Hwy 162

Bridge St SE

Train St SE

Calistoga St E

Orting City Park





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER VIRGIL MCLAGAN COMPANY PO BOX 7950 BONNEY LAKE, WA 98391	CONTACT NAME BRANDI HEINZMANN	PHONE (A/C, No, Ext): 253-862-3610	FAX (A/C, No): 253-862-3265
	E-MAIL ADDRESS: brandi@mclaganins.com		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A: PROGRESSIVE			16322
INSURER B: MOUNT VERNON FIRE INSURANCE			
INSURER C:			
INSURER D:			
INSURER E:			
INSURER F:			

INSURED

ORTING CHAMBER OF
COMMERCE
PO BOX 1418,
ORTING, WA 98360

COVERAGES **CERTIFICATE NUMBER:** 105097 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

ISR TR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	X		NBP-2555072	01/08/2023	01/08/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000 \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ 5,000 \$ \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			00586348	04/05/2022	04/05/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ 1,000,000 \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE AGGREGATE	\$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
CITY OF ORTING 110 TRAIN ST SE ORTING WA 98360	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Brandi Heinzmann</i>



CITY OF ORTING

110 TRAIN ST. SE • P.O. BOX 489
ORTING, WA 98360-0489
(360) 893-2219

Small Town Big View

Receipt Number:

25833

Three Hundred and 0/100's Dollars
Received From:

Orting Chamber of Commerce
105 Washington Ave S
PO Box 1418
Orting, WA 98360

Date	Receipt Number	Amount
1/13/2023	25833	\$300.00

Printed By
jcorona

Check

1033

\$300.00

001.362.40.04.00 - Daffodil Festival - April 1, 2023 - Family Day in the Park

DEPARTMENT COPY



City of Orting

104 Bridge St S • PO Box 489 • Orting, WA 98360 Phone: 360-893-9017 or
253-262-7842
Fax: 360.893.6809
Email: recreation@cityoforting.org Web:
www.cityoforting.org

SPECIAL EVENT APPLICATION

Definition: A Special Event is an activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, sidewalks, parks/facilities and/or which requires extraordinary levels of City Services. This includes, but is not limited to; fairs, festivals, carnivals, circus, sporting events, foot runs/walks that utilize City parks and facilities, cycling events, block parties, markets, parades, exhibitions, auctions, dances, riding galleries, theatrical, musical entertainments, motion picture filming, etc.

Application: This completed application, a detailed event map showing where the event will take place, a certificate of insurance naming the City of Orting as an additional insurer for this event in the amount of \$1,000,000.00, and any other pertinent information, along with the Special Event fee (\$200) must be submitted to the City of Orting at least ninety (90) days prior to event. Upon receipt, a meeting with City Department Heads will be scheduled. It is required that the applicant meet with Department Heads in a scheduled meeting to go over the Special Event Application to assure guidelines and preparation prior to the event. After this meeting, you will be notified if your event has been approved. Failure to meet any deadlines required by the City of Orting may result in cancelation of the event.

Applicant initials. RAS

NAME OF APPLICANT: Robert Sudderth, Parade Director - Daffodil Festival.

NAME OF ORGANIZATION: Daffodil Festival, Inc _____

ARE YOU NON-PROFIT: Yes No IF YES, UBI#: 601-914-625 _____

MAILING ADDRESS: 4227 S Meridian #C-614, Puyallup, WA 98373 _____

EMAIL ADDRESS: Parade@thedaffodilfestoval.org _____

NAME OF EVENT: Daffodil Festival Grand Floral Parade _____

TYPE OF EVENT (parade, festival, etc.): Parade _____

DATE(S) OF EVENT: April 1, 2023 _____

TIME(S) OF EVENT: Set-Up 12:00pm - April 1 Start of Event 5:00pm

End of Event 6:00pm Exit Time 6:30pm _____

PRIMARY CONTACT NAME:Robert Sudderth, Parade Director _____ PHONE:253-365-1946 _____

PRIMARY CONTACT EMAIL:Parade@thedaffodilfestival.org _____

DAY OF CONTACT NAME:Robert Sudderth _____ PHONE:253-365-1946 _____

DAY OF CONTACT EMAIL: parade@thedaffodilfestival.org _____

ALTERNATE CONTACT: Scott Dellinger, Deputy Parade Director _____ PHONE:253-227-8598 _____

FOR ALL SPECIAL EVENTS:

TYPE OF EVENT:

Festival/Carnival/Fair

Parade

Run/Race (If you do not require the use of City parks or facilities, you do not need to complete this application. You will need to submit a separate trail use application.)

Walk Procession/Organized Rally

March

Block Party

Demonstration

Other (Specify) _____

FACILITIES & PARKS USAGE REQUESTED (See Appendix A for rental rates):

BBQ Area

Gazebo

Basketball Court

City Park grass areas (south)

Multi-Purpose Center (MPC)

Orting Station

Fountain Pavilion

North Park grass area

If the Event is providing for the following, what arrangements will be in place?

Will you have additional garbage service and where will they be placed (show on Map)?

We have not planned for additional garbage as this service has historically been graciously provided by the City of Orting!

Will you have adequate restroom facilities and where will they be placed (show on Map)?

We have provided portable toilets in years past - up to four. Placement is in the Orting Eagles Parking Lot to provide service to the many band members - their buses parked row upon row in front of the facility.

Will there be any open flame, cooking facilities or gas cylinders (show on Map)? None planned by the Daffodil festival

ADDITIONAL SERVICES: Will you need additional services for a Non-Sponsored event, or from the City that are not covered under Tier 1 or Tier 2 for a Sponsored Event? [] Yes [] No

<u>City Services</u>	<u>(please mark all that apply)</u>	<u>Price</u>	<u>Total Price</u>
<input checked="" type="checkbox"/> 1 Public Work staff		\$75/hr x ___ hrs	\$ _____
<input checked="" type="checkbox"/> 1 Police Officer		\$85/hr x ___ hrs	\$ _____
<input checked="" type="checkbox"/> 1 Dumpster		\$20/event	\$ _____
<input checked="" type="checkbox"/> 2 Standard Portable Restrooms (Delivery/Pick Up/Cleaning)		\$150/event	\$ _____
<input type="checkbox"/> Electricity (2 Spider Boxes)		\$50/event	\$ _____
<input type="checkbox"/> Audio/PA system (Does not include a DJ)		\$75/event	\$ _____
<input checked="" type="checkbox"/> Barricades (Must provide placement on map)		\$50/event	\$ _____
<input type="checkbox"/> Street Sweeper (man power/vehicle)		\$150/hr x ___ hrs	\$ _____
<input type="checkbox"/> Portable Trailer Sign		\$50/day x ___ days	\$ _____
<input type="checkbox"/> Banner (Banner request required)		\$195 (up for 2 weeks only)	\$ _____
<input type="checkbox"/> Facility Rental Fees & Deposits		\$ Varies	\$ _____
*See Appendix A for rental rates**			
<input type="checkbox"/> Blanket Vendor Permit		\$100/event	\$ _____

Fee has been paid by Orting Chamber of Commerce

Total For Special Event Services \$ _____

TOTAL TO BE PAID \$200.00 _____

BANNER REQUEST: Please complete the following if you would like a banner in place across Washington Ave./SR 162 before and/or during your event. **Banner message is limited to name, date, and event sponsor. Commercial advertising is not allowed.**

Banner must meet the following requirements: Banner shall not be larger than 24 feet wide and 36 inches high. Banner shall maintain minimal vertical clearance to overhead utility lines set forth by PSE. Banners shall have wind load relief flaps eighteen (18) inches wide and ten (10) inches high spaced at a density of one flap for each ten (10) square feet of surface area. Relief flaps shall be spaced uniformly to provide uniform wind load reduction. Banners shall have two (2) inch high vinyl coated nylon strip (13oz) securely sewn along top and bottom.

Requested period for the banner to be displayed: ___/___/___ through ___/___/___

The banner may only be across SR 162 for 2 weeks

Material Type: _____ Size: _____ X _____ Thickness: _____

How many cuts are on banner? _____ One sided or two-sided? [] One [] Two

VENDORS: Will there be any vendors? [] Yes [] No

If yes, vendors are required to purchase a City of Orting Business License through the State of

Washington prior to the event or the Applicant (Event) must purchase a Blanket License to cover all vendors. (Resolution 2011-12)

Of course there are vendors in the park, but none are connected with or sponsored by the Daffodil Festival.

It will be the responsibility of the Event Coordinator to ensure vendor parking does not block Orting Businesses on Washington Ave., Van Scoyoc Ave. or customer parking areas next to the parks or businesses with exceptions determined by the City of Orting.

PARADE INFORMATION: Will a parade be part of this event? Yes [] No
If yes, please answer the following:

PARADE START TIME: 5:00pm __ START LOCATION (show on map): Corner of Bridge & Washington Ave. _____

STAGING AREA – WHERE/WHAT TIME (show on map): Beginning at 3:00pm - Most staging takes place on Bridge St SE and Washington Ave SE down to and including Brown Street _____

PARADE ROUTE (show on map):Parade started at Washington Ave N and Bridge Street and concludes on Washington Ave N and Whitesell St. _____

WILL HORSES OR OTHER ANIMALS BE IN PARADE? [] Yes [] No

If yes, approximately how many animals?One or two Horse Units - approximately 20 animals. _____

You will be responsible for cleaning up after animals participating in the parade

WOULD YOU LIKE THE POLICE OR FIRE DEPARTMENT TO PARTICIPATE IN THE PARADE?
 Yes [] No

OTHER:

ARE YOU PLANNING TO CLOSE SR 162 (WASHINGTON AVE.) TO TRAFFIC? Yes [] No

If Yes, you will need to coordinate with WSDOT to approve the road closure. Visit <https://wsdot.wa.gov/about/contacts> for more information.

ARE YOU PLANNING TO CLOSE ANY OTHER LOCAL STREETS? Yes [] No
If yes, which streets (show on map)?

Bridge and Washington Ave N and SE will be closed to through traffic as in years past. No changes are planned for the parade route or staging areas.

Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses and/or residents? (Please explain). No. We pledge full cooperation with Orting City planners to insure emergency service routes remain accessible. Excessive noise has never been an issue.

What methods will you be using to notify adjacent homeowners/businesses? (Please explain) Signage, event promotion and cooperation with the City of Orting. Notification of homeowners/businesses is accomplished with the help and assistance of City of Orting Staff.

I understand that if deadlines are not met, our event may not be considered for Sponsorship and/or the event may not occur. **Initials: RAS** _____

If roads are to be closed for any time at all the Applicant/Sponsoring Unit must contact Washington State Department of Transportation (WSDOT) to obtain a permit for the event and provide a copy for the City at least 2 weeks prior to the event. **Initials: RAS** _____

I understand that in the planning of activity I must allow for a 20ft access for emergency vehicles and also notify adjacent homeowners and businesses. **Initials: RAS** _____

Permittee agrees to defend, indemnify and save harmless the City of Orting, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City of Orting, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of therefrom, arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the City of Orting, its appointed or elected officers or employees. I also am aware that I must provide \$1,000,000 liability insurance and name the City of Orting as an additional insurer. **Initials: RAS** _____

Certificate of Insurance in the amount of \$1,000,000 showing the City of Orting as an additional Insurer (please attach).

Name of Insurance Company: Propel (800-499-0933) _____

Policy Number: NPIP222344708 _____

HOLD HARMLESS STIPULATION: Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, liability, cost and expense. Permittee understands that the Community Event will include the Covered Facilities, Orting Station and the Multi-Purpose Center facilities which are all owned by the City of Orting. **Initials: RAS** _____

THE UNDERSIGNED APPLICANT HEREBY warrants that he/she is the authorized representative of the Sponsoring Organization, and further AGREES to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City's property or from any activity, work or thing done, permitted, or suffered by APPLICANT or public in or about the City's property as a result of the APPLICANT'S use of the City's property. **Initials: RAS** _____

I declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct.

APPLICANT SIGNATURE:  _____ DATE: 01/12/2023 _____

PRINT NAME: Robert A Sudderth _____

Title/Role with Organization: Parade Director, Daffodil Festival Grand Floral Parade _____

Facilities are based on a first come, first serve basis. Events do not have special privileges. Applications and all required documents may be mailed or brought in to the following to be added to the yearly calendar:

<u>Mail to:</u> _____	Or	<u>Stop by:</u> _____
City of Orting		City Hall
Attention: Special Events		104 Bridge St S
PO Box 489		Orting, WA 98360
Orting, WA 98360		

If you have questions regarding the application please call (253) 262-7842

****A receipt showing payment is NOT approval of the event****

City of Orting Sponsorship Application

Are you requesting City sponsorship? [X] Yes [] No

If no, please skip to the *FOR ALL SPECIAL EVENTS*

CITY SPONSORSHIP OF A SPECIAL EVENT:

Some Special Events may qualify for City Sponsorship, according to the City's Special Event Sponsorship Policy. Applicants for City Sponsorship for a Special Event shall comply with the City's Special Event Sponsorship Policy. Applicants are advised to review the City's Policy before requesting City Sponsorship for a Special Event. All City Sponsored Events shall comply with all applicable local, state and federal regulations.

All requests for City Sponsorship are reviewed by the City Council's Community and Government Affairs (CGA) Committee, and Applicants will be required to have a representative attend a CGA Committee meeting to answer any questions regarding the request.

Applicants seeking City Sponsorship must meet these baseline criteria, and to qualify for City Sponsorship the event must abide by all requirements of the Policy, including:

- Hosted by a Non-Profit Organization registered with the Washington Secretary of State, and provide proof of active status;
- Be open to all Orting residents;
- Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating the City's history.
- All items of the application are completed in full and received by the City 90 days prior to the date of the event;
- A brief letter defining the purpose of the event and the tier of sponsorship requested (Review the Special Event Sponsorship Policy for more information);
- Proof of liability insurance that complies with the terms of Section IV of the City Special Event Sponsorship Policy (you may request a copy of the Special Event Sponsorship policy by emailing recreation@cityoforting.org).

There is no additional fee to apply for City Sponsorship, and Applicants may request sponsorship for a specific "Tier." The City offers two "Tiers" of sponsorship, with differing levels of support offered by the City depending upon the City's determination of the value added by the event to the community:

Which Tier level of sponsorship are you asking for?

[] Tier 1:

The following are examples of Tier #1 type events and available locations, and any special requirements therefor:

Gazebo, BBQ Area, or North Park – Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit if vendors are participating in the event.

North Park- For Events more than 1-day usage, open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Organization must also purchase a City Business License Blanket Permit if vendors are participating in the event.

Tier 1~ Sponsorship includes:

- City Logo on Event (all City-Sponsored Events shall place the City Logo on all materials advertising the Event)
- City has a Booth at No Charge
- Posting of the Event on the City Reader Board
- Posting of the Event on the City Website and Facebook
- Usage of the above noted facilities at No Fee
- 1 Maintenance Staff for eight (8) hours
- City to hang the banner, provided by the event, over Washington Avenue at no fee.

Tier 2:

The following are examples of Tier #2 type events and available locations, and any special requirements therefor:

Block Train Street/Calistoga/Parking Lots with MPC/Gazebo/North Park- Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification requirements. Must purchase a City Business License Blanket Permit if vendors are participating in the event.

Block Train Street/Calistoga/Washington/Parking Lots with MPC/ Gazebo/North Park-Open to nonprofit organizations registered Active with Secretary of State, and must comply with City's insurance and indemnification. Must purchase a City Business License Blanket Permit if vendors are participating in the event.

Tier 2 ~ Sponsorship Includes:

- City Logo on Event
- City has a booth at No Charge
- Posting of the Event on the City Reader Board
- Posting of the Event on the City Website and Facebook
- Usage of above noted Facilities at No Fee
- Spider Box (2) Usage
- 1 Maintenance Staff for eight (8) hours
- Police Staff for set up/take down of Barricades, Cones, Traffic Signs & Directing Traffic or Police to set up/take down Barricades/Traffic Signs/Cones, but will not stay for the event
- 2 Port-A-Potties
- 1 Dumpster
- Barricades/Cones/Traffic Signs
- City to hang the banner, provided by the event, over Washington Avenue at no fee

If City Sponsorship is authorized by the City Council, the Sponsored Organization will be required to execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to

such issues as insurance and indemnification.

APPENIX A

FACILITY RENTAL RATES

MULTI-PURPOSE CENTER (MPC)

The multi-purpose center is located at 202 Washington Ave. S in the same building as the library. This rental includes a large room with a stage (occupancy of 148), a kitchen with 2 stoves, a refrigerator, a freezer, and counter space. This facility also includes tables and chairs. A refundable deposit of \$150 is required to secure this space. If you will be serving alcohol, a \$300 banquet permit will be required.

	Resident	Non-Resident	Non-Profit Organization
Full day M-F	\$150.00	\$200.00	\$20.00
Half day (5 hours) M-F	\$100.00	\$150.00	\$20.00
Full day Sat/Sun	\$200.00	\$250.00	\$100.00
Half day (5 hours) Sat/Sun	\$150.00	\$200.00	\$50.00

ORTING STATION

The Orting station located at 101 Washington Ave. NW is an open building that includes a large open area, a restroom, some counter space and a sink. This facility does NOT include tables and chairs. A refundable deposit of \$50 is required to secure this space.

	Resident	Non-Resident	Non-Profit Organization
Full day (any day)	\$100.00	\$200.00	\$50.00
Half day (5 hours)	\$50.00	\$100.00	\$25.00

COVERED BBQ AREA

The covered BBQ area is located in the Main Park at 101 Train St. SW near the Bell Tower. This facility is also near the playground, horse shoe pits and park restrooms. Contact the Lions Club for BBQ racks. Up to 5 picnic tables can be placed under the covered area upon request. A refundable deposit of \$50 is required to secure this space.

	Resident	Non-Resident	Non-Profit Organization
Half day (5 hours)	\$30.00	\$60.00	\$20.00

GAZEBO

The Gazebo is located in the South Main Park at 102 Train St. SW near the Bell Tower. This facility is also near the basketball court. A refundable deposit of \$50 is required to secure this space.

	Resident	Non-Resident	Non-Profit Organization
Half day (5 hours)	\$30.00	\$60.00	\$20.00

For City Use Only

Date Application Received: 1/13/23 Dept. Meeting Date: _____

Event Application Completed: Yes No Certificate of Insurance: Yes No

Detailed Event Map: Yes No WSDOT Street Closure Permit: Yes No N/A

Application Approved: [] Yes [] No Date: _____ Initials: _____

Total Fee Amt \$ ~~0~~ _____ Date Paid: _____ Receipt # _____

NOTES:

Non Profit Insurance Program

Certificate of Coverage

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONVERTS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGRATION IS WAIVED, subject to the terms and conditions of the policy, certain coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	COMPANIES AFFORDING COVERAGE
Clear Risk Solutions 451 Diamond Drive Ephrata, WA 98823	GENERAL LIABILITY American Alternative Insurance Corporation, et al. AUTOMOBILE LIABILITY American Alternative Insurance Corporation, et al.
INSURED	PROPERTY American Alternative Insurance Corporation, et al. MISCELLANEOUS PROFESSIONAL LIABILITY Princeton Excess and Surplus Lines Insurance Company
Daffodilians The Daffodil Festival 4227 South Meridian #C-614 Puyallup, WA 98373	

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	DESCRIPTION	LIMITS
GENERAL LIABILITY					
COMMERCIAL GENERAL LIABILITY	N1-A2-RL-0000013-13	6/1/2022	6/1/2023	PER OCCURRENCE	\$5,000,000
OCCURRENCE FORM INCLUDES STOP GAP				PER MEMBER AGGREGATE	\$10,000,000
				PRODUCT-COMP/OP	\$5,000,000
				PERSONAL & ADV. INJURY	\$5,000,000
(LIABILITY IS SUBJECT TO A \$250,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	\$50,000,000
AUTOMOBILE LIABILITY					
ANY AUTO	N1-A2-RL-0000013-13	6/1/2022	6/1/2023	COMBINED SINGLE LIMIT	\$5,000,000
(LIABILITY IS SUBJECT TO A \$250,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	NONE
PROPERTY					
	N1-A2-RL-0000013-13	6/1/2022	6/1/2023	ALL RISK PER OCC EXCL EQ & FL	\$75,000,000
				EARTHQUAKE PER OCC	Excluded
				FLOOD PER OCC	Excluded
(PROPERTY IS SUBJECT TO A \$250,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	NONE
MISCELLANEOUS PROFESSIONAL LIABILITY					
	N1-A3-RL-0000060-13	6/1/2022	6/1/2023	PER CLAIM	\$5,000,000
(LIABILITY IS SUBJECT TO A \$250,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	\$40,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS

Regarding the Orting Leg of Daffodil Parade. The City of Orting is named as Additional Insured regarding this event only and is subject to policy, terms, conditions, and exclusions. Additional Insured endorsement is attached.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE
City of Orting PO BOX 489 Orting, WA 98360	

**AMERICAN ALTERNATIVE
INSURANCE COMPANY**

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION
(GENERAL LIABILITY)**

Named Insured Non Profit Insurance Program (NPIP)	
Policy Number N1-A2-RL-0000013-13	Endorsement Effective 6/1/2022

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the following:

GENERAL LIABILITY COVERAGE PART

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated above.

Schedule

Person or Organization (Additional **Insured**): As Per Schedule on file with Clear Risk Solutions, Underwriting Administrator

City of Orting
PO BOX 489
Orting, WA 98360

Regarding the Orting Leg of Daffodil Parade. The City of Orting is named as Additional Insured regarding this event only and is subject to policy, terms, conditions, and exclusions. Additional Insured endorsement is attached.

A. With respects to the General Liability Coverage Part only, the definition of **Insured** in the Liability Conditions, Definitions and Exclusions section of this policy is amended to include as an **Insured** the Person or Organization shown in the above Schedule. Such Person or Organization is an **Insured** only with respect to liability for **Bodily Injury, Property Damage, or Personal and Advertising Injury** caused in whole or in part by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In performance of your ongoing operations; or
2. In connection with your premises owned or rented to you.

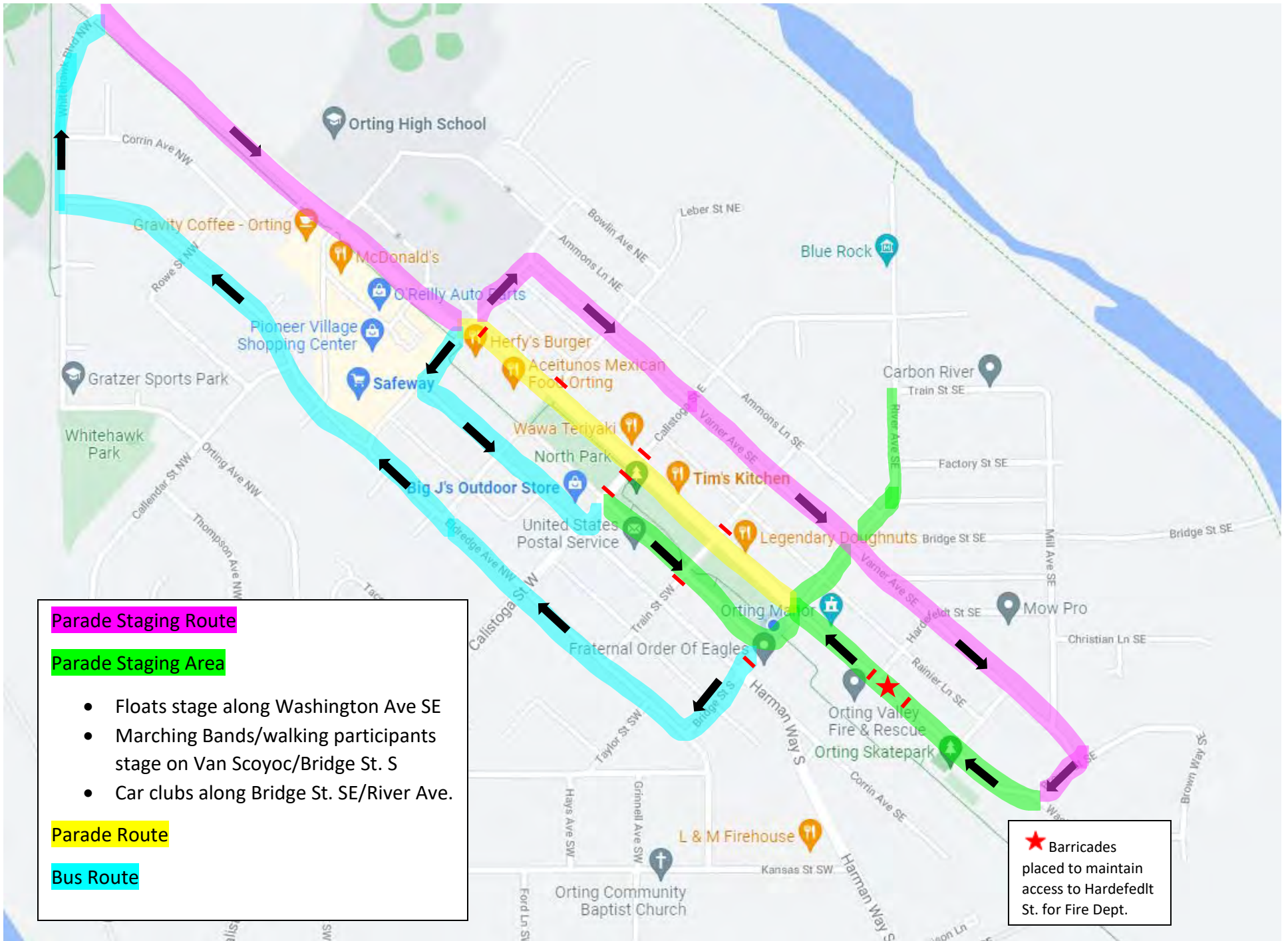
B. The Limits of Insurance applicable to the additional **Insured** are those specified in either the:

1. Written contract or written agreement; or
2. Declarations for this policy,

whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits Of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

Orting Daffodil Parade Route and Staging Area 2022



Instructions for Parade Floats & Car Clubs:

Upon entering Orting:

- Once you pass the high school, turn LEFT onto WHITESELL ST. S
- RIGHT onto VARNER AVE NE
- Take Varner all the way down to BROWN ST. SE. Turn RIGHT onto BROWN ST. SE
- Turn RIGHT onto WASHINGTON AVE SE., Stage along WASHINGTON AVE SE
- PLEASE PAY ATTENTION TO NOT STAGE IN THE SECTION OF THE STREET IN FRONT OF THE FIRE STATION AND HARDEFELDT ST SE
- Upon completing the parade, turn RIGHT into the high school parking lot to coordinate departure.

Instructions for Buses:

Upon entering Orting:

- Once you pass the high school, turn RIGHT onto WHITESELL ST. S
- LEFT onto CORRIN AVE NW
- LEFT onto CALISTOGA ST. W
- IMMEDIATE RIGHT onto VAN SCOYOC AVE
- LOOK FOR DAFFODIL/CITY OF ORTING OFFICIALS TO DIRECT YOU WHERE TO PARK

After completing the parade:

- Exit VAN SCOYOC AVE E by turning RIGHT onto BRIDGE ST. S
- Turn RIGHT onto ELDREDGE AVE NW
- Continue on ELDGREDGE AVE NW to WHITEHAWK BLVD. NW
- Turn RIGHT onto WHITEHAWK BLVD. NW
- Turn LEFT onto HWY 162



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Low Income Home Water Assistance Program Interlocal Agreement. (LIHWAP).	AB23-22	Public Works	2.15.2022	2.22.2022
	Department:	Finance/Utility Billing		
	Finance			
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:				
Timeline:	ASAP			
Submitted By:	Gretchen Russo, Finance Director			
Fiscal Note:				
Attachments:	Draft Interlocal Agreement			
SUMMARY STATEMENT:				
<p>By signing the attached amendment interlocal agreement with Pierce County will make payments to the City of Orting on behalf of customers who have been determined eligible for the Low-Income Home Water Assistance Program (LIHWAP). The amendment extends the contract from September 30, 2022 to September 30, 2023 and removes the requirement to have delinquent charges prior to applying for assistance.</p> <p>Public Law No: 116-260 signed on December 27, 2020, included funding with instructions for the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS) to carry out grants to assist low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services, by providing funds to owners or operators of public water systems or treatment works to reduce arrearages of, and rates charged to, such households for such services.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
<p>To authorize the Mayor to enter into the amendment of the an interlocal agreement with Pierce County for the purpose of participating in the Low-Income Home Water Assistance Program (LIHWAP).</p>				

**PIERCE COUNTY HUMAN SERVICES
LOW INCOME HOME WATER ASSISTANCE PROGRAM (LIHWAP) VENDOR AGREEMENT – AMENDMENT 1**

THIS AGREEMENT is made and entered into by Pierce County Human Services and City of Tacoma, Department of Public Utilities, Water Division dba Tacoma Water.

WHEREAS, the parties have previously entered into an agreement, starting October 1, 2021, for Pierce County Human Services to provide funds to owners or operators of public water systems or treatment works to reduce arrearages of, and rates charged to, low-income households for such services;

WHEREAS, the parties desire to amend the agreement in consideration of the mutual benefits and advantages to be derived by each of the parties,

IT IS HEREBY AGREED as follows:

1. The contract is being extended for an additional year of service with a revised end date from September 30, 2022, to September 30, 2023.
2. Section 7.b, is being amended by deleting it in its entirety with no replacement language.

All other terms and conditions of the agreement and all supplements and modifications thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the days indicated below:

Vendor:	PIERCE COUNTY:	
	Reviewed By:	
Signature of Corporate Officer	Date	
Francine Archer		
Interim Customer Services Manager	Deputy Prosecuting Attorney (<i>As to form Only</i>)	Date
Print Signer's Name and Title		
City of Tacoma, Department of Public Utilities, Water Division dba Tacoma Water		
Agency Name	Finance	Date
PO Box 11007		
Tacoma, WA 98411	Approved By:	
Mailing Address		
Contact Name: Hollie Coates-Seamster; Jesse Henrickson	Heather Moss	Date
	Director, Human Services	
Contact Phone Number: 2533481043		
UEI No.: 073135535		
UBI No.: 278 012 338	County Executive (<i>\$250,000 or more</i>)	Date



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Landscape Grounds Maintenance Three Year Contract	AB23-21	Public Works		
		2.1.2023	2.15.2023	2.22.2023
	Department:	Public Works		
	Date Submitted:	2.9.2023		
Cost of Item:	\$ 79,861.80			
Amount Budgeted:	\$ 81,060.00			
Unexpended Balance:	\$ 1,198.20			
Bars #:				
Timeline:	2023-2025			
Submitted By:	Greg Reed			
Fiscal Note: The total amount of this three-year contract is \$247,990.50				
Attachments: Contract, Bid Summary				
SUMMARY STATEMENT:				
<p>For the last seven years the City has contracted for landscape services of the City’s parks, cemetery & rain gardens. The three-year contract for 2023-2025 would also provide additional services for City Hall. The grounds maintenance services will afford City employees the time needed to remain focused on capital improvement projects and other annual maintenance activities.</p>				
RECOMMENDED MOTION: <u>Motion:</u>				
<p>To authorize the Mayor to enter into a three-year contract with Frost Landscaping Services for the amount of \$247,990.50.</p>				

CITY OF ORTING

104 Bridge St S
Orting, WA 98360

lhinds@cityoforting.org
(360) 893-9039

REQUEST FOR BIDS SMALL PUBLIC WORKS PROJECT RFP # PW2023-2025-01 City of Orting Landscape Maintenance Services

Table of Contents

Invitation to Bid	
Bidders Checklist	
Section 1	Instructions to Bidders
Section 2	Specifications / Scope of Work
Section 3	Bid Price Sheet
Section 4	Template Contract

CITY OF ORTING

104 Bridge St S
Orting, WA 98360

lhinds@cityoforting.org
(360) 893-9039

INVITATION TO BID

Notice is hereby given that the City of Orting will receive bids for the public works project described herein.

General Project Description:

This project includes general Landscape Maintenance Services for calendar years, 2023, 2024 & 2025 to the City of Orting's Parks & Foothills Trail system, Orting Cemetery and Rain Gardens, pursuant to the Scope of Work in this bid packet.

Proposal Submittal Deadline & Location:

Wednesday, January 25, 2023 / 10:00 a.m.
City of Orting
104 Bridge St S
Orting, WA 98360

Email Questions or call to:

lhinds@cityoforting.org / (360) 893-9039

Mail Proposals To:

City of Orting
PO Box 489
Orting, WA 98360

Hand Carry Proposals To:

City of Orting
104 Bridge St S
Orting, WA 98360

Mark Envelope:

RFP # 2023-2025-01 City of Orting Landscape Maintenance Services
Attn: Laura Hinds

CITY OF ORTING

104 Bridge St S
Orting, WA 98360

lhinds@cityoforting.org
(360) 893-9039



BIDDER RESPONSIBILITY CHECKLIST

The following checklist is used in documenting that a bidder meets the mandatory Bidder Responsibility Criteria. Please print a copy of documentation from the appropriate website to be included with the submittal.

GENERAL INFORMATION

Project Name: <i>Orting Landscape Maintenance Services</i>	Project Number: <i>PW2023-2025-01</i>
Bidder's Business Name: <i>Frost Landscape</i>	Bid Submittal Deadline: <i>01-25-23 @ 10:00 am</i>

CONTRACTOR REGISTRATION

License Number: <i>FROSTLD911KD</i>	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline): <i>01-22-22</i>	Expiration Date: <i>02-23-23</i>

CONTRACTOR INFRACTION LIST

Is Bidder on Infraction List:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
-------------------------------	---

CURRENT UBI NUMBER

UBI Number: <i>602901197</i>	Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
---------------------------------	--

INDUSTRIAL INSURANCE COVERAGE

Account Number: <i>BK558696250</i>	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---------------------------------------	--

EMPLOYMENT SECURITY DEPARTMENT NUMBER

Employment Security Department Number: <i>000 450 436 008</i>	
Please Provide a copy of your latest correspondence, containing your account number, with Employment Security Department. Please do not provide document containing personal information such as social security numbers.	

STATE EXCISE TAX REGISTRATION NUMBER

Tax Registration Number: <i>45-4759583</i>	Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
---	--

NOT DISQUALIFIED FROM BIDDING

Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
--	---

INFORMATION SUPPLIED BY:

Print Name of Bidder Representative: <i>Jeremy Hanson</i>	Date: <i>01-23-2023</i>
--	----------------------------

VERIFIED BY:

Signature of District Employee	Date
--------------------------------	------

Sent off
@ 10/14/22

Credit Statement

Statement Date: September 11, 2022

ESD number: 000-450436-00-8
UBI number: 602-901-197

38829

FROST LANDSCAPE AND DESIGN LLC
PO BOX 335
ORTING, WA 98360-0335

You have a credit balance of \$833.20

There are two ways to claim the credit.

- Enter the credit amount in the space provided for credits on your next quarterly tax report.
- Request a refund check below.

To request a refund check

1. Please provide this information.

Printed name:

Erick Frost

Signature:



Title:

President

Telephone number:

253 312 1213

2. Return this page to us

- Scan and email to: uitaxscan@esd.wa.gov
- Fax to: 800-794-7657
- Mail to: Employment Security Department
Tax Refunds
P.O. Box 9046
Olympia, WA 98507-9046

Get more information

To read the law about refunds, please visit apps.leg.wa.gov/wac and enter 192-330-100 in the search box.

If you have questions, please contact the Account Management Center at OlympiaAMC@esd.wa.gov or 855-829-9243.



< **FROST LANDSCAPE AND DESIGN, LLC**

Account

License

602901197-001-0001

FROST LANDSCAPE

Endorsement List

Endorsements at this Location

[Add City or State Endorsements](#)

Filter

Type	Status	First Issuance	Expiration
Nursery Wholesaler	Active	Nov-23-2021	Feb-29-2024
Unemployment Insurance	Active	Feb-17-2012	
Industrial Insurance	Active	Feb-17-2012	
Minor Work Permit	Active	Apr-18-2022	Apr-30-2023
Tax Registration	Active		
Edgewood General Business	Pending		Nov-30-2022
Orting General Business - No	Active	Feb-06-2019	Feb-29-2024



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Blasingame Insurance
200 N. Argonne Rd
Spokane, WA 99212
Nick Gilliland
509-891-1000

CONTACT NAME: Jannel Louie
PHONE (A/C, No, Ext): 509-891-1000 FAX (A/C, No): 509-891-1430
E-MAIL ADDRESS: jannel@blasingameins.com
INSURER(S) AFFORDING COVERAGE
INSURER A: Hanover Insurance Company NAIC # 22292

INSURED
Frost Landscape & Design LLC
dba Frost Landscape
PO Box 335
Orting, WA 98360

INSURER B :
INSURER C :
INSURER D :
INSURER E :
INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		0B2H544199	03/22/2022	03/22/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AW2H544208	03/22/2022	03/22/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$			0B2H544199	03/22/2022	03/22/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	0B2H544199 WA STOP GAP	03/22/2022	03/22/2023	PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder as additional insured

CERTIFICATE HOLDER

CANCELLATION

City of Orting
104 Bridge St S
Orting, WA 98360

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE

CITY OF ORTING

104 Bridge St S
Orting, WA 98360

lhinds@cityoforting.org
(360) 893-9039

SECTION 1 BID INSTRUCTIONS SMALL PUBLIC WORKS PROJECT RFP # PW2023-2025-01 City of Orting Landscape Maintenance Services

The City of Orting invites your firm to bid on the following project referenced below. Please examine the enclosed contract documents and contract specifications carefully so that you will be familiar with the requirements of the Small Public Works Contract.

The following project will be accomplished as a **SMALL WORKS PROJECT** and will be subject to prevailing wage laws. The City of Orting is an equal rights employer. **All quotations must be submitted on this form. This is not an order.** Please read all information given before preparing quotation. All bidders must meet the requirements of the Small Works Roster prior to quotation due date. To obtain Small Works information, please visit the MRSC Website at www.mrscrosters.org or contact MRSC Rosters at (206) 625-1300.

PROJECT TITLE: City of Orting Landscape Maintenance Services 3-Year Contract

Bid Submittal

Bids may be submitted via email to: lhinds@cityoforting.org, USPS, or hand deliver to City Hall. Completed bids shall include sales tax of 9.4%.

Bids must be received no later than 10 a.m., January 25, 2023

Hand-deliver or mail to:

Orting City Hall
104 Bridge St S (mailing: PO Box 489)
Orting, WA 98360

A formal bid opening will not be held. Upon selection of a contractor, a summary of all bids received for this project will be available for review and can be obtained by email: lhinds@cityoforting.org

CITY OF ORTING

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(360) 893-9039

Prevailing Wages

This project is subject to all provisions of RCW 39.12. A copy of the applicable prevailing wage schedule can be obtained at Labor and Industries website at:

www.lni.wa.gov/TradesLicensing/PrevailingWage/RateDatabase/RatesTrade/default.asp.

No payment shall be issued until the City receives a “Statement of Intent to Pay Prevailing Wages” form, approved by the State Department of Labor and Industries from the Contractor and each and every Subcontractor. No final payment or release of any retainage will be made until the City receives an “Affidavit of Wages Paid” form, approved by the State Department of Labor and Industries from the Contractor and each and every Subcontractor.

Industrial Insurance (Workers Comp)

All Contractors and Subcontractors are required to pay industrial insurance for all employees involved in the performance of the work described herein. Failure to pay will be a breach and justify a demand on the contract bond. This obligation survives final acceptance. Industrial Insurance rates may be found on the web at www.lni.wa.gov/ClaimsInsurance/RatePremium/About/Rates/default.asp.

Insurance

Contractor shall procure and keep in force during the term of this contract Commercial General Liability insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to premises/operations (including off-site operations), blanket contractual liability and broad form property damage. Prior to the Contractor performing any work under this contract, Contractor shall provide the City with a Certificate of Insurance evidencing the insurance required and, by endorsement to Contractor’s liability policy(ies), naming the City of Orting, its officers, employees and agents as Additional Insureds.

The Contractor agrees to repair and replace all property of the City and all property of others damaged by itself, its employees, and subcontractors, and agents.

It is understood that the whole of the work under this contract is to be done at the Contractor’s risk and that he has familiarized himself with the conditions of the work site, and other contingencies likely to affect the work and has made its bid accordingly; and that he is to assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

City of Orting Business License

A current Orting Business License is required prior to performing work in the City of Orting. Visit Department of Revenue website for endorsement. <https://dor.wa.gov/city-license-endorsements/orting>

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Bid Award

In addition to the quoted price, the contract for this project will be awarded to the lowest responsible bidder based on the bidder's ability, capacity and skill to perform the required work within the specified time, the quality of the bidder's performance of previous contracts or services and the bidder's compliance with laws relating to the contracts or services.

The City of Orting shall issue a contract to the successful bidder. **Work may proceed when the following conditions have been met:**

- The contract has been fully executed by both parties
- A Statement of Intent to Pay Prevailing Wages, approved by the State Department of Labor and Industries has been received from the Contractor and each and every Subcontractor
- A copy of Commercial General Liability insurance

The City of Orting reserves the right to reject any or all bids, waive technicalities or irregularities and to accept any bid if such action is believed to be in the best interest of the City. The City of Orting reserves the right to select the Schedule that will meet the City's budget. Schedule A, B or C may be selected or rejected.

Payment Schedule

Payment shall be made net 30-days after city receives invoice for work completed and approved by Public Works Director.

Time of Completion

Work shall start in accordance to the Schedule noted in Section 3 of the contract and **the issuance of a notice to proceed**; or as directed by Public Works Director.

Contact Person

Public Works Assistant Laura Hinds: Office (360) 893-9039 or by email at lhinds@cityoforting.org.

Contractor Information

Email: jeremy@frostlandscape.com

Contractor Name: Frost Landscape Contact: Jeremy Hanson

Contractor Address P.O. Box 335, Orting WA, Zip 98360

Authorized Signature:  Date: 01-19-23

Print Name of Signature: Jeremy Hanson

CITY OF ORTING

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SECTION 2 BID SPECIFICATIONS RFP # PW2023-2025-01 City of Orting Landscape Maintenance Services

Scope:

The purpose of this Bid is to secure a contractor for providing general landscape maintenance services for Schedule A at designated parks and the Foothills trail system, Schedule B Orting Cemetery, and Schedule C Rain Gardens located within the City of Orting.

This Bid will begin with Schedule A, the general landscaped maintenance services of the 10 parks and the foothills trail. Locations and name of the parks are on the map included with this bid sheet. Schedule B for Cemetery Maintenance and Schedule C for Rain Garden Maintenance are include with this bid sheet.

General landscape maintenance services of all neighborhood parks & Cemetery will be maintained at the standard as identified in this Bid and as set forth by the City of Orting Public Works Director. The Quality Control manager as identified by the City of Orting will monitor the standard and approve or disapprove payment.

SCHEDULE A - PARKS AND FOOTHILLS TRAIL & CITY HALL LOCATIONS: WEEKLY SERVICES

Williams Park-- SR 162 E

IN VILLAGE GREEN. FROM SR 162 E, ACCESS LANE BLVD NW, TURN ONTO SIGAFOOS AVE NW, RIGHT TO ROSS ST NW

Williams Park - 0.47 Acres

Foothills Trail-- STARTS NORTH OF WILLIAMS BLVD NW AT CITY LIMIT SIGN (ABOUT 315' NORTH OF WILLIAMS BLVD NW) ON WEST SIDE OF SR 162 E, ENDS AT MEADOW LANE SE - SEE ADDITIONAL TRAIL AREAS FOR MORE ACREAGE

Foothills Bike Trail - 10 Acres

Whitehawk Park-- ACCESS FROM SR 162 E, ONTO WHITEHAWK BLVE NW, TO END AT ORTING AVE NW

Whitehawk Park - 4 Acres

Memorial Park-- WHITESELL ST SW (BETWEEN CORRIN AVE NW & SR 162 E)
SMALL SITTING AREA, REQUIRES WEEDING ONLY

Memorial Park 0.017 Acre

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North Park—WEST SIDE OF SR 162 E AND CALISTOGA ST W

North Park - 1.38 Acres

MAIN PARK--INCLUDES 2 SECTIONS FROM CALISTOGA ST W TO BRIDGE ST SW
ALSO INCLUDES WEEDING OF PLANTER STIPS ALONG VAN SCOYOC AVE SW, WEEDING
AROUND GAZEBO, WEEDING AROUND TARPOT NEAR COVERED BBQ AREA

Main City Park - 7.17 Acres

TRIANGLE PARK--CORNER OF VARNER AVE SE & BRIDGE ST SE

Triangle Park - 0.19 Acres

THREE CORNER PARK--HARMAN WAY S (SR 162 E) AND CORRIN AVE SE

Three Corners Park - 0.06 Acres

CHARTER PARK/SKATEBOARD PARK--WASHINGTON AVE S (NEXT TO FIRE/POLICE
DEPT) TO MEADOW LN SE AND WEST SIDE OF THE BIKE TRAIL FROM BRIDGE ST S (SR 162
E) TO MEADOW LN SE

Charter Park - 13.44 Acres

RAINIER MEADOWS PARK--BROWN WAY SE--ACCESS FROM WASHINGTON AVE S, ONTO
BROWN ST SE

Rainer Meadows – 4.12 Acres

CALISTOGA PARK & DOG PARK--CALISTOGA ST W & SKINNER WAY SW

Calistoga Park - 6.29 Acres

MPC/LIBRARY 202 WASHINGTON AVE S – 1 SMALL GRASS STRIP FACING WASHINGTON
AVE S, 1 SMALL GRASS STRIP FACING TRAIN ST SE AND WEEDING AROUND BUILDING

CITY HALL – 104 BRIDGE ST S - - WEEDING OF PLANTER BEDS, TRIMMING
SHRUBS/PLANTS IN APRIL AND SEPTEMBER; MOWING, WEED EATING AND EDGING

CITY OF ORTING

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SCHEDULE B - ORTING CEMETERY – 19716 Orting Kapowsin Hwy E

WEEKLY SERVICES

Orting Cemetery – 9.46 Acres

SERVICES TO INCLUDE WEEKLY GENERAL LANDSCAPE MAINTENANCE SERVICES, INCLUDES MOWING AND POWER WEEDING BETWEEN HEADSTONES WHERE RIDING EQUIPMENT CANNOT REACH, NOT TO DAMAGE HEADSTONES. CLEAR HEADSTONES OF VEGETATION CLIPPINGS/DEBRIS AFTER MOWING & POWER WEEDING.

TWO ADDITIONAL SERVICES: ONE BEGINNING OF FIRST FULL WEEK OF APRIL AND SECOND NEAR END OF CONTRACT IN LATE SEPTEMBER TO INCLUDE TRIMMING OF ALL HEDGES & BUSHES. LAUREL HEDGE ALONG ORTING KAPOWSIN HWY 4' (FT) IN HEIGHT AND 8' (FT) WIDE FOR ENTIRE LENGTH OF HEDGE.

SCHEDULE C - RAIN GARDENS

MONTHLY SERVICE – FIRST FULL WEEK OF CONTRACTED MONTH (APRIL) AND LAST FULL WEEK OF CONTRACTED MONTH (SEPTEMBER)

3 Locations – 0.10 Acres

1. PLANTER STRIP ALONG MAIN CITY PARK STONE WALL, STREET SIDE OF WALL, ON WEST SIDE OF SR 162 E AT CORNER OF CALISTOGA ST W (NEAR PLAY EQUIPMENT AND PARK RESTROOM)
2. PLANTER STRIP ALONG SIDEWALK ON EAST SIDE OF SR 162 E NEAR CORNER OF WHITESELL ST NE (ACROSS FROM ORTING DEPOT)
3. PLANTER STRIP ALONG WEST SIDE OF SR 162 E (BETWEEN FOOTHILLS TRAIL AND HWY) AT CORNER OF WHITESELL ST NW (IN FRONT OF PIONEER VILLAGE/SAFEWAY GAS STATION)

Services to include 1 time monthly general ground weeding and trimming of vegetation. Services to be completed in first full week of each contracted month.

Public Safety:

The successful Contractor's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. Contractor will contact City of Orting maintenance lead if conducting general maintenance activities will cause possible public safety issues within said City of Orting parks.

Google Maps Link:

<https://drive.google.com/open?id=17vOife1YUwYvLVZxWlvOuRHpiOk&usp=sharing>

Term of Contract:

A contract awarded as a result of this Bid will start at first full week of April through last full week September (6 months) for contract years, 2023, 2024 & 2025.

CITY OF ORTING

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(360) 893-9039

STARTING TIME AND TIME OF COMPLETION:

The undersigned agrees that if awarded the contract he/she will start maintenance activities as stated in **SECTION 2, Terms of Contract.**

OWNER'S RIGHT RESERVED:

To reject any or all bids, to waive informalities, and to accept only such bids as may appear in the best interest of the owner.

CERTIFICATION:

The undersigned certifies that this bid has been arrived by the bidder independently and has been submitted without any collusion designed to limit independent bidding or competition.

CITY OF ORTING

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SECTION 3 PROPOSAL FORM: RFP # PW2023-2025-01 City of Orting Landscape Maintenance Services

Attention:

Having carefully examined the Invitation to Bid, Instructions to Bidders, General Conditions of the Contract, Supplementary General Conditions, Drawings, and the Specifications as well as the premises and conditions affecting the work, the undersigned proposes to furnish all plant, labor and material called for by the documents for The City of Orting – Parks and Foothills Trail Maintenance, AND or Orting Cemetery Maintenance, AND or Rain Garden Maintenance.

SCHEDULE A – PARKS AND FOOTHILLS TRAIL WEEKLY SERVICES

For Work Completed in 2023:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.4%	Total
April	May 1 st	\$ 7,609.57	\$ 715.30	\$ 8,324.87
May	June 1 st	\$ 7,609.57	\$ 715.30	\$ 8,324.87
June	July 1 st	\$ 7,609.57	\$ 715.30	\$ 8,324.87
July	August 1 st	\$ 7,609.57	\$ 715.30	\$ 8,324.87
August	September 1 st	\$ 7,609.57	\$ 715.30	\$ 8,324.87
September	October 1 st	\$ 7,609.57	\$ 715.30	\$ 8,324.87

For Work Completed in 2024:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.4%	Total
April	May 1 st	\$ 7,837.86	\$ 736.76	\$ 8,574.62
May	June 1 st	\$ 7,837.86	\$ 736.76	\$ 8,574.62
June	July 1 st	\$ 7,837.86	\$ 736.76	\$ 8,574.62
July	August 1 st	\$ 7,837.86	\$ 736.76	\$ 8,574.62
August	September 1 st	\$ 7,837.86	\$ 736.76	\$ 8,574.62
September	October 1 st	\$ 7,837.86	\$ 736.76	\$ 8,574.62

For Work Completed in 2025:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.4%	Total
April	May 1 st	\$ 8,229.75	\$ 773.60	\$ 9,003.35
May	June 1 st	\$ 8,229.75	\$ 773.60	\$ 9,003.35
June	July 1 st	\$ 8,229.75	\$ 773.60	\$ 9,003.35
July	August 1 st	\$ 8,229.75	\$ 773.60	\$ 9,003.35
August	September 1 st	\$ 8,229.75	\$ 773.60	\$ 9,003.35
September	October 1 st	\$ 8,229.75	\$ 773.60	\$ 9,003.35

*Tax amount is subject to change per state/county increase, contract shall be adjusted and signed by all parties if this should occur.

CITY OF ORTING

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Orting, WA 98360

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SCHEDULE B – ORTING CEMETERY WEEKLY SERVICES

For Work Completed in 2023:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.4%	Total
**April	May 1 st	\$4,304.64	\$404.64	\$4,709.28
May	June 1 st	\$4,304.64	\$404.64	\$4,709.28
June	July 1 st	\$4,304.64	\$404.64	\$4,709.28
July	August 1 st	\$4,304.64	\$404.64	\$4,709.28
August	September 1 st	\$4,304.64	\$404.64	\$4,709.28
**September	October 1 st	\$4,304.64	\$404.64	\$4,709.28

For Work Completed in 2024:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.4%	Total
**April	May 1 st	\$4,433.78	\$416.78	\$4,850.56
May	June 1 st	\$4,433.78	\$416.78	\$4,850.56
June	July 1 st	\$4,433.78	\$416.78	\$4,850.56
July	August 1 st	\$4,433.78	\$416.78	\$4,850.56
August	September 1 st	\$4,433.78	\$416.78	\$4,850.56
**September	October 1 st	\$4,433.78	\$416.78	\$4,850.56

For Work Completed in 2025:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.4%	Total
**April	May 1 st	\$4,655.47	\$437.61	\$5,093.08
May	June 1 st	\$4,655.47	\$437.61	\$5,093.08
June	July 1 st	\$4,655.47	\$437.61	\$5,093.08
July	August 1 st	\$4,655.47	\$437.61	\$5,093.08
August	September 1 st	\$4,655.47	\$437.61	\$5,093.08
**September	October 1 st	\$4,655.47	\$437.61	\$5,093.08

*Tax amount is subject to change per state/county increase, contract shall be adjusted and signed by all parties if this should occur.

**Additional cost for April and September for trimming of all hedges and bushes.

CITY OF ORTING

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SCHEDULE C – RAIN GARDENS/PLANTER STRIP MONTHLY SERVICE

For Work Completed in 2023:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.4%	Total
April	May 1 st	\$ 225.00	\$ 21.15	\$ 246.15
May	June 1 st	\$ 225.00	\$ 21.15	\$ 246.15
June	July 1 st	\$ 225.00	\$ 21.15	\$ 246.15
July	August 1 st	\$ 225.00	\$ 21.15	\$ 246.15
August	September 1 st	\$ 225.00	\$ 21.15	\$ 246.15
September	October 1 st	\$ 225.00	\$ 21.15	\$ 246.15

For Work Completed in 2024:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.4%	Total
April	May 1 st	\$ 236.25	\$ 22.21	\$ 258.46
May	June 1 st	\$ 236.25	\$ 22.21	\$ 258.46
June	July 1 st	\$ 236.25	\$ 22.21	\$ 258.46
July	August 1 st	\$ 236.25	\$ 22.21	\$ 258.46
August	September 1 st	\$ 236.25	\$ 22.21	\$ 258.46
September	October 1 st	\$ 236.25	\$ 22.21	\$ 258.46

For Work Completed in 2025:

Month Work Completed	Billing Date	Bid Amount	Tax Amount *9.4%	Total
April	May 1 st	\$ 248.06	\$ 23.32	\$ 271.38
May	June 1 st	\$ 248.06	\$ 23.32	\$ 271.38
June	July 1 st	\$ 248.06	\$ 23.32	\$ 271.38
July	August 1 st	\$ 248.06	\$ 23.32	\$ 271.38
August	September 1 st	\$ 248.06	\$ 23.32	\$ 271.38
September	October 1 st	\$ 248.06	\$ 23.32	\$ 271.38

*Tax amount is subject to change per state/county increase, contract shall be adjusted and signed by all parties if this should occur.

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SECTION 4 CONTRACT

RFP # PW2023-2025-01 City of Orting Landscape Maintenance Services

Contractor/Vendor Name: Frost Landscape Project No.: PW2023-2025-01
Address: P.O. Box 335 Orting WA Budget Item: 401, 405, 410, 104
Telephone: 253-312-1213 98360 Project Name: City of Orting Landscape
Maintenance Services – 3 Year contract

SCOPE OF WORK.

The Contractor shall perform those services described in the Specifications/Scope of Work included in the big package, hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith.

Scope:

The purpose of this Bid is to secure a contractor for providing general landscape maintenance services for Schedule A at designated parks and the Foothills trail system, City Hall and the Library. Schedule B Orting Cemetery, and Schedule C Rain Gardens and planter strip located within the City of Orting.

This Bid will begin with Schedule A, the general landscaped maintenance services of the 10 parks and the foothills trail. Locations and name of the parks are on the map included with this bid sheet. Schedule B for Cemetery Maintenance and Schedule C for Rain Garden Maintenance included with this bid sheet.

General maintenance activity of all neighborhood parks and Cemetery will be maintained at the standard as identified in this Bid and as set forth by the City of Orting Public Works Director. The Quality Control manager as identified by the City of Orting will monitor the standard and approve or disapprove payment.

CITY OF ORTING

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SCHEDULE A - PARKS AND FOOTHILLS TRAIL LOCATIONS: WEEKLY SERVICES

Williams Park-- SR 162 E

IN VILLAGE GREEN. FROM SR 162 E, ACCESS LANE BLVD NW, TURN RIGHT ONTO SIGAFOOS AVE NW, RIGHT TO ROSS ST NW

Williams Park - 0.47 Acres

Foothills Trail-- STARTS NORTH OF WILLIAMS BLVD NW AT CITY LIMIT SIGN (ABOUT 315' NORTH OF WILLIAMS BLVD NW) ON WEST SIDE OF SR 162 E, ENDS AT MEADOW LANE SE - SEE ADDITIONAL TRAIL AREAS FOR MORE ACREAGE

Foothills Bike Trail - 10 Acres

Whitehawk Park-- ACCESS FROM SR 162 E, ONTO WHITEHAWK BLVE NW, TO END AT ORTING AVE NW

Whitehawk Park - 4 Acres

Memorial Park-- WHITESSELL ST SW (BETWEEN CORRIN AVE NW & SR 162 E) SMALL SITTING AREA, REQUIRES WEEDING ONLY

Memorial Park 0.017 Acre

North Park--WEST SIDE OF SR 162 E AND CALISTOGA ST W

North Park - 1.3 Acres

MAIN PARK--INCLUDES 2 SECTIONS FROM CALISTOGA ST W TO BRIDGE ST SW ALSO INCLUDES WEEDING OF PLANTER STIPS ALONG VAN SCOYOC AVE SW, WEEDING AROUND GAZEBO, WEEDING AROUND TARPOT NEAR COVERED BBQ AREA

Main City Park - 7.17 Acres

TRIANGLE PARK--CORNER OF VARNER AVE SE & BRIDGE ST SE

Triangle Park - 0.19 Acres

THREE CORNER PARK--HARMAN WAY S (SR 162 E) AND CORRIN AVE SE

Three Corners Park - 0.06 Acres

CHARTER PARK/SKATEBOARD PARK--WASHINGTON AVE S (NEXT TO FIRE/POLICE DEPT) TO MEADOW LN SE AND WEST SIDE OF THE BIKE TRAIL FROM BRIDGE ST S (SR 162 E) TO MEADOW LN SE

Charter Park - 13.44 Acres

RAINIER MEADOWS PARK--BROWN WAY SE--ACCESS FROM WASHINGTON AVE S, ONTO BROWN ST SE

Rainier Meadows – 4.12 Acres

CITY OF ORTING

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CALISTOGA PARK & DOG PARK--CALISTOGA ST W & SKINNER WAY SW

Calistoga Park - 6.29 Acres

MPC/LIBRARY 202 WASHINGTON AVE S – 1 SMALL GRASS STRIP FACING WASHINGTON AVE S, 1 SMALL GRASS BEDS FACING TRAIN ST SE AND WEEDING AROUND BUILDING

CITY HALL – 104 BRIDGE ST S – WEEDING OF PLANTER BEDS, TRIMMING OF SHRUBS/ PLANTS IN APRIL AND AUGUST, MOWING

SCHEDULE B - ORTING CEMETERY – 19716 Orting Kapowsin Hwy E

WEEKLY SERVICES

Orting Cemetery – 9.46 Acres

SERVICES TO INCLUDE WEEKLY GENERAL LANDSCAPE MAINTENANCE SERVICES, INCLUDES MOWING AND POWER WEEDING BETWEEN HEADSTONES WHERE RIDING EQUIPMENT CANNOT REACH, NOT TO DAMAGE HEADSTONES. CLEAR HEADSTONES OF VEGETATION CLIPPINGS/DEBRIS AFTER MOWING & POWER WEEDING.

TWO ADDITIONAL SERVICES: ONE BEGINNING OF FIRST FULL WEEK OF APRIL AND SECOND NEAR END OF CONTRACT IN LATE SEPTEMBER TO INCLUDE TRIMMING OF ALL HEDGES & BUSHES. LAUREL HEDGE ALONG ORTING KAPOWSIN HWY 4' (FT) IN HEIGHT AND 8' (FT) WIDE FOR ENTIRE LENGTH OF HEDGE.

SCHEDULE C - RAIN GARDENS

MONTHLY SERVICE – FIRST FULL WEEK OF CONTRACTED MONTH (APRIL) AND LAST FULL WEEK OF CONTRACTED MONTH (SEPTEMBER)

3 Locations – 0.10 Acres

4. PLANTER STRIP ALONG MAIN CITY PARK STONE WALL, STREET SIDE OF WALL, ON WEST SIDE OF SR 162 E AT CORNER OF CALISTOGA ST W (NEAR PLAY EQUIPMENT AND PARK RESTROOM)
5. PLANTER STRIP ALONG SIDEWALK ON EAST SIDE OF SR 162 E NEAR CORNER OF WHITESELL ST NE (ACROSS FROM ORTING DEPOT)
6. PLANTER STIP ALONG WEST SIDE OF SR 162 E (BETWEEN FOOTHILLS TRAIL AND HWY) AT CORNER OF WHITESELL ST NW (IN FRONT OF PIONEER VILLAGE/SAFEWAY GAS STATION)

Services to include 1 time monthly general ground weeding and trimming of vegetation. Services to be completed in first full week of each contracted month.

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WORK REQUIREMENTS/REQUIRED SERVICES

General Maintenance Activity Requirements

1. Mowing

- a. **Typical Duties:** Inspect area for debris and pick up as necessary. Mow turf to appropriate height, approximately two and a half (2.5) to three (3) inches. Identify work for other crews to perform.
- b. **Frequency:** This equates to mowing each park, in the list above and the Foothills Trail, within the city limits, one (1) time per week for six (6) months (April-September).
Quality & Performance Requirement: When the work is done, turf is well manicured and aesthetically pleasing. Turf is maintained at height of two and a half (2.5) to three (3) inches at all times.

2. Rough Area Mowing and Weed Eating –

- a. **Description of Work:** All work associated with mowing of undeveloped areas. Weed eating areas missed or un-reachable by regular mowing. Weed eating or trimming around tree bases, signs, along wall or landscape borders. Work is done to reduce fire hazard, control noxious weeds, reduce rodent populations and enhance appearance.
- b. **Typical Duties:** Inspect area for debris & litter, pick up as necessary. Mow or weed eat upon completion of inspection.
- c. **Frequency: Quality & Performance Requirement:** When work is done, field shall be evenly mowed with no skipping and is aesthetically pleasing. Mowing is typically performed with a tractor and flail type pull behind mower attachment or hand held weed eater. The finished cut height will not exceed (3) inches.

3. Turf Edging –

- a. **Description of Work:** All work associated with edging of walkways, curbs, cement pads, shrub beds, and other areas requiring a well-defined and manicured edge. Work is performed to promote aesthetics and define edges in the areas specified.
- b. **Typical Duties:** Inspect work areas for hazards and other work needs. Edge sidewalks and flower beds, clean up edgings and haul off site. Blow off hard surface areas. Avoid damaging irrigation heads. Do not engage power blower or edger if public is nearby.
- c. **Frequency & Time of Year:** Work is generally completed once (1) every month during the turf growing season.
- d. **Quality & Performance Requirement:** Turf edges shall be sharply defined, straight and free of debris. Turf will be maintained to within two (2) inches of asphalt edge and to within (1/4) one quarter inch of concrete edge.

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4. Turf Debris Removal –

- a. **Description of Work:** All work associated with cleaning turf and grounds with backpack or tractor mounted blowers, mechanical sweepers and manual raking. Remove leaves, storm debris and excess grass clippings.
- b. **Typical Duties:** Remove debris from turf and load into container, haul debris from site for disposal.
- c. **Frequency & Time of Year—**As needed
- d. **Quality & Performance Requirement:** Turf and grounds will be free of debris, well-manicured and aesthetically pleasing.

5. Raking and Weeding Shrub Beds

- a. **Description of Work:** All work associated with the raking and weeding of shrub beds using mainly manual methods. Work is performed to promote health of the plant materials and the aesthetics of the area.
- b. **Typical Duties:** Remove weeds and debris from shrub beds. Remove all weed roots to prevent weed to reestablish. Haul debris from site.
- c. **Quality & Performance Requirement:** Shrub beds are free of weeds and debris.

7. Pavement Maintenance –

- a. **Description of Work:** All work associated with cleaning of hard surface areas. Work is typically performed on walkways, parking lots, street fronts and concrete surfaces using backpack and tractor mounted blowers and mechanical sweepers.
- b. **Typical Duties:** Clear surfaces of debris.
- c. **Frequency :** Hard surfaces will be blown off or swept after each mowing
- d. **Quality & Performance Requirement:** Hard surfaces will be clean and free of debris.

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8. TIME OF COMPLETION.

The work shall be commenced as stated in **SECTION 2, Terms of Contract**, be completed no later than Last full week of September.

9. CONTRACT SUM.

The City shall pay the Contractor for the performance of the work the sum of \$226,682.²⁸, plus applicable Washington state sales tax.

10. PAYMENTS.

The City shall make payment to the contractor within 30-days of completion.

11. ACCEPTANCE AND FINAL PAYMENT.

Final 5% retainage payment shall be paid once all state required documents have been approved for release of payment, provided the contract is fully performed and accepted according to bid laws and prevailing wage laws in conformance with RCW 39.12.040

12. GENERAL CONTRACT TERMS

A. Materials, Appliances, and Employees.

Except as otherwise noted, the Contractor shall provide and pay for all materials, labor, tools, water, power, and other items necessary to complete the work.

Contractor warrants that all workmen and subcontractors shall be skilled and certified in their trades.

B. Surveys, Permits, and Regulations.

Where applicable, the City shall furnish all surveys unless otherwise specified. Permits and licenses necessary for the prosecution of the work shall be secured and paid for by the Contractor. Easements for permanent structures or permanent changes in existing facilities shall be secured and paid for by the City unless otherwise specified. The Contractor shall comply with all laws and regulations bearing on the conduct of the work and shall notify the City in writing if the drawings and specifications are at variance therewith.

C. Protection of Work, Property, and Persons.

The Contractor shall adequately protect the work, adjacent property, and the public, and shall be responsible for any damage or injury due to its act or neglect.

D. Access to Work.

The Contractor shall permit and facilitate observation of the work by the City and its agents and public authorities at all times.

E. City's Right to Terminate Contract.

Should the Contractor neglect to prosecute the work properly, or fail to perform any provision of the contract, the City, after seven (7) days' written notice to the Contractor, and its surety, if any, may without prejudice to any other remedy the City may have, make

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good the deficiencies and may deduct the cost thereof from the payment then or thereafter due the contract or, at the City's option, may terminate the contract and take possession of all materials, tools, appliances, and finish work by such means as the City sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor shall pay the difference to the City.

F. **Contractor's Liability Insurance.**

The CONTRACTOR shall provide insurance coverage at the contractor's cost that shall be maintained in full force and effect during the term of this contract, as follows:

The insurance required shall be issued by an insurance company(s) authorized to do business within the State of Washington, and shall name the City of Orting, its agents and employees, as additional insureds by endorsement under the insurance policy(s). All policies shall be primary to any other valid and collectable insurance. The city of Orting does not waive its right to subrogation against the contractor, and the policy shall be so endorsed. CONTRACTOR shall instruct the insurers to give the City of Orting, at least 30-days advance notice of any insurance cancellation.

1. The CONTRACTOR shall submit to the City of Orting, within 15-days of the contract effective date, a Certificate of Insurance, which outlines the coverage and limits defined in the Insurance section. CONTRACTOR shall submit renewal certificates as appropriate during the term of the contract.
2. The contractor shall obtain at the contractor's cost, and maintain in full force and effect during the term of the contract, insurance to meet the following minimum amounts from an insurance carrier licensed to conduct business in the State of Washington. All carriers (except Workers compensation) shall have a minimum A.M. Best rating of 'A' VII or better.
3. **SUBCONTRACTORS:** Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.
4. **No Limitation.** Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's resource to any remedy available at law or in equity.
5. **Minimum Scope of Insurance** CONTRACTOR shall obtain insurance of the types described below:
 - a. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. In necessary, the policy shall be endorsed to provide contractual liability coverage.

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- b. **Commercial General Liability** insurance shall be written on ISO occurrence, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall endorsed to insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage.
 - c. **Workers Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.
 6. **Minimum Amounts of Insurance.** Contractor shall maintain the following insurance limits:
 - a. **Automobile Liability** insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - b. **Commercial General Liability** insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 per project aggregate and a \$2,000,000 products – completed operations aggregate limit.
 - c. **Industrial Insurance Coverage:** The coverage shall provide or purchase industrial insurance coverage prior to performing work under this contract. The City of Orting will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor or any subcontractor or employee of the contractor which might arise under the industrial insurance laws during the performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this contract, those payments shall be made by the Contractor; the Contractor shall indemnify the City of Orting and guarantee payment of such amounts.
 - d. **Workers Compensation** with a minimum of \$1,000,000 each accident, \$1,000,000 disease each employee, and \$1,000,000 disease policy limit.
 7. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Commercial General Liability and Builders Risk insurance:
 - a. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
 - b. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice be certified mail, return receipt requested, has been given to the City.
 8. **Contractor's Insurance for Other Losses.** The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or

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rented by the Contractor, or the Contractor's agents, suppliers or contractors as well as to any temporary structures, scaffolding and protective fences.

G. Performance Bond.

The Contractor shall furnish to the City prior to start of construction a performance bond in an amount of one hundred percent (100%) of the contract in a form acceptable to the City. In lieu of bond for contracts less than \$25,000, the City may, at the Contractor's option, hold five percent (5%) of the contract amount as retainage for a period of thirty (30) days after final acceptance or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens, whichever is later.

H. Liens.

The final payment shall not be due until the Contractor has delivered to the City a complete release of all liens arising out of this contract or receipts in full covering all labor and materials for which a lien could be filed, or a bond satisfactory to the City indemnifying the City against any lien.

I. Separate Contracts.

The City has the right to let other contracts in connection with the work, and the Contractor shall properly cooperate with any such other contracts.

J. Attorneys' Fees and Costs.

In the event of legal action hereunder, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

K. Cleaning Up.

The Contractor shall keep the premises free from accumulation of waste material and rubbish, and at the completion of the work, shall remove from the premises all rubbish, implements, and surplus materials and leave the building broom-clean and private properties clear.

L. Indemnification.

The Contractor shall protect, indemnify, and save the City of Orting harmless from and against any damage, cost or liability including reasonable attorney fees, for injuries to person or property arising from acts or omissions of Contractor, his employees, agents or subcontractors, howsoever caused. The Contractor will be responsible for any damages sustained by his employees to City of Orting equipment and/or fixtures and shall provide all repairs/replacements, as appropriate, at no cost to the City of Orting.

M. Independent Status of Contractor: The parties to this contract, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons

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or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

N. Prevailing Wages.

The Contractor shall pay all laborers, workmen, and mechanics the prevailing wage and shall file the required "Statement of Intent to Pay Prevailing Wages" in conformance with RCW 39.12.040.

O. Discrimination Prohibited.

The Contractor shall comply with all Equal Employment Opportunity regulations and shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor on the basis of race, color, religion, creed, sex, age, national origin, marital status, or the presence of any sensory, mental, or physical handicap.

P. Certification Regarding Debarment, Suspension, and Ineligibility. The Contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal or state department/agency.

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IN WITNESS WHEREOF, the parties hereto executed this Agreement the day and year first above written.

CONTRACTOR

CITY OF ORTING

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTEST/AUTHENTICATED:

_____, City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

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Work Requirements/ Required Services

General Maintenance Activity Requirements

1. Mowing

- c. **Typical Duties:** Inspect area for debris and pick up as necessary. Mow turf to appropriate height, approximately two and a half (2.5) to three (3) inches. Identify work for other crews to perform.
- d. **Frequency:** This equates to mowing each park, in the list above and the Foothills Trail, within the city limits, one (1) time per week for five (6) months (April-September).
- e. **Quality & Performance Requirement:** When the work is done, turf is well manicured and aesthetically pleasing. Turf is maintained at height of two and a half (2.5) to three (3) inches at all times.

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- d. **Description of Work:** All work associated with mowing of undeveloped areas. Weed eating areas missed or un-reachable by regular mowing. Weed eating or trimming around tree bases, signs, along wall or landscape borders. Work is done to reduce fire hazard, control noxious weeds, reduce rodent populations and enhance appearance.
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- e. **Description of Work:** All work associated with edging of walkways, curbs, cement pads, shrub beds, and other areas requiring a well-defined and manicured edge. Work is performed to promote aesthetics and define edges in the areas specified.
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- g. **Frequency & Time of Year:** Work is generally completed once (1) every month during the turf growing season.
- h. **Quality & Performance Requirement:** Turf edges shall be sharply defined, straight and free of debris. Turf will be maintained to within two (2) inches of asphalt edge and to within (1/4) one quarter inch of concrete edge.

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4. Turf Debris Removal –

- e. **Description of Work:** All work associated with cleaning turf and grounds with backpack or tractor mounted blowers, mechanical sweepers and manual raking. Remove leaves, storm debris and excess grass clippings.
- f. **Typical Duties:** Remove debris from turf and load into container, haul debris from site for disposal.
- g. **Frequency & Time of Year—**As needed
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5. Raking and Weeding Shrub Beds

- d. **Description of Work:** All work associated with the raking and weeding of shrub beds using mainly manual methods. Work is performed to promote health of the plant materials and the aesthetics of the area.
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6. Pavement Maintenance –

- e. **Description of Work:** All work associated with cleaning of hard surface areas. Work is typically performed on walkways, parking lots, street fronts and concrete surfaces using backpack and tractor mounted blowers and mechanical sweepers.
- f. **Typical Duties:** Clear surfaces of debris.
- g. **Frequency :** Hard surfaces will be blown off or swept after each mowing
- h. **Quality & Performance Requirement:** Hard surfaces will be clean and free of debris.

- 7. **Work Hours & Scheduling:** Scheduling of any contract inspection and contract work hours must be approved by the City of Orting City Administrator in advance of before commencing any work. The contractor shall submit for approval, a schedule showing anticipated work hours and work days prior to commencing any work. Work hours are between 7:30 am and 4:00 pm Monday through Saturday. With the exception of emergencies, only minimal work duties such as litter collection, garbage collection, and blowing walks will be allowed on weekends and legal holidays. City Hall @ 104 Bridge St S: Contractor shall not perform work past 8:00 a.m. on 1st and 3rd Tuesday of each month.

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All-encompassing issues pertaining to this Bid:

1. **Washington State Patrol Criminal Background Check Requirement (RCW 35.61.130):** All employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the City of Orting, have unsupervised access to children or vulnerable adults, shall go through a records check through the Washington State Patrol criminal identification system under RCW 43.43.830 through 43.43.834, 10.97.030, and 10.97.050 and through the federal bureau of investigation, including a finger print check using a complete Washington state criminal identification fingerprint card. The City of Orting shall provide a copy of the record report to the employee, volunteer, or independent contractor. When necessary as determined by the City of Orting, prospective employees, volunteer, or independent contractors may be employed on a conditional basis pending completion of the investigation. If the prospective employee, volunteer, or independent contractor has had a record check within the previous twelve months, the City of Orting may waive the requirement upon receiving a copy of the record. The City of Orting at its discretion requires that the prospective employee, volunteer or independent contractor pay the costs associated with the background and records check.
2. **Contractor Identification Requirement:** The contractor is required to have the company name and/or logo with a contact phone number clearly marked on any vehicle or vehicles that is used in the course of doing any work at each park site.
3. **Methods and procedures for completing General Maintenance Activities:** The contractor is responsible for determining the required labor, materials, equipment and supervision necessary to accomplish the tasks outlined in this solicitation. Contractor is responsible for adherence to all local codes, ordinances, rules, regulations and application requirements.
4. **Work Hours & Scheduling:** Scheduling of any contract inspection and contract work hours must be approved by the City of Orting City Administrator in advance of before commencing any work. The contractor shall submit for approval, a schedule showing anticipated work hours and work days prior to commencing any work. Work hours are between 7:30 am and 4:00 pm Monday through Saturday. With the exception of emergencies, only minimal work duties such as litter collection, garbage collection, and blowing walks will be allowed on weekends and legal holidays. City Hall @ 104 Bridge St S: Contractor shall not perform work past 8:00 a.m. on 1st and 3rd Tuesday of each month.
5. **Equipment:** Equipment to be used in performance of this contract shall be subject to inspection by the City at any time, prior to use in performance of any work. Inspection will ascertain the type and condition of the equipment, the state of repair, the ability of the equipment to perform the required work, compliance with all licensing laws (i.e. Washington State Dept. of Licensing, and safety laws as per OSHA and WISHA). Vehicles found to be lacking in licenses or in poor condition or repair (i.e. leaking, unclean, unpainted, lights, gauges etc.) or incapable of performing the required work may be rejected for use on this contract. This inspection may take place at any time at the election of the City maintenance manager and/or the Quality Control & Quality

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Assurance manager. Each contractor may undergo this inspection prior to the awarding of the contract.

The contractor that is awarded the contract will not undergo this inspection more often than once a month, unless there is evidence that the equipment is not properly functioning or in good repair. If after inspection, equipment is not fixed or in good repair, City of Orting reserves the right to conduct this inspection as often as desired. The equipment shall be kept clean and in good repair at all times. Rejection of any equipment by City of Orting does not relieve the contractor of responsibility to perform required work. Failure to provide acceptable equipment is cause for City of Orting to cancel contract, nonpayment for general maintenance activities or seek monetary penalty for relief of damages rendered, or any combination thereof, as provided in this contract.

6. **Materials:** All materials, parts, repairs, and support services required to properly perform and complete the functions of this contract will be the sole responsibility of the contractor. No overhead costs will be added to any invoices.
7. **Material Spills & Environmental:** All material spills (fertilizers, herbicides, vehicle fluids, etc.) must be contained and cleaned up immediately to reduce or eliminate public, employee, and environmental hazards.
Any spills that cannot be immediately contained must be quarantined to prevent public or worker exposure.
The contractor will be responsible for any cleanup costs and landscape repairs associated with material spills. City of Orting Maintenance manager will be informed of any spills immediately via cellular phone.
8. **Request for Work:** All work must be authorized by the City of Orting maintenance manager prior to performance. Contractor is required to develop a weekly work execution plan and submit to the City of Orting Public Works Director or designee for approval, the week preceding the planned performance date
11. **Non Performance of Work:** A general maintenance activity deemed “non-performing” will not be authorized for payment. Through Quality Assurance Random Sampling, Non-performance may be determined by the Quality Control Manager. Each determination of non-performance will be allowed one (1) opportunity for correction and re-inspection. Subsequent re-inspections will be charged for City of Orting staff time and those charges withheld from monthly payments to the contractor.

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COMPLIANCE

Within the previous five years, has your firm or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations enforced or administered by a governmental entity? This does not include owners of stock if your firm is a publicly traded corporation.

YES: _____ NO: X

If YES, Please explain: _____

License(s) are required to perform the services sought by this solicitation. Within the previous five years, has your firm had a license suspended by a licensing agency or been found to have violated licensing laws?

YES: _____ NO: X

If YES, Please explain: _____

The Bidder as a contractor has never failed to satisfactorily perform a contract awarded to him expect as follows: (Name of any and all exceptions and reason thereof)

YES: _____ NO: X

Please explain: _____

EXPERIENCE

Contractor must have at least five (5) years' experience as a contractor in this field or work and have satisfactorily completed three (3) projects of this nature in the last five (5) years:

1. Location and for whom performed:

Orting, City of Orting
Phone: 360-893-9039 Contact Person: Laura Hinds

2. Location and for whom performed:

Orting, Orting Valley Fire & Rescue
Phone: 360-893-2221 Contact Person: Steve Goodwin

3. Location and for whom performed:

Sumner, Calvary Community Church
Phone: 253-863-3352 Contact Person: Camen Maurseth

4. Technician(s) must have at least two (2) years' experience in this field of work. Please provide experience details for technician (2) to work on this contract:

