

CONTRACT FOR HUMAN SERVICES

THIS AGREEMENT, made and entered into this 28th day of August 2003 is by and between the City of Duvall, a code city and municipal corporation of the State of Washington, hereinafter referred to as "City," and HopeLink, hereinafter referred to as "Agency," to cover the City of Duvall Voluntary Utility Bill Donation Program ("Duvall Helping Hands" Program).

WITNESSETH:

WHEREAS, the City of Duvall, in consideration of the mutual promises, terms and covenants herein set forth agrees as follows:

1. Services. Agency shall provide to the City and to its residents financial help to pay for heating bills, water/sewer utilities, provide food, shelter, and other emergent financial needs.

2. Compensation. The City of Duvall shall pay Agency for completed services rendered under this Agreement the total sum collected from utility billings under the City of Duvall Voluntary Utility Bill Donation Program ("Duvall Helping Hands" Program) that are made during the term of this Agreement. Said amount(s) shall be the total compensation for all services performed by Agency, including all reports, supporting data, supervision, labor, supplies, materials, equipment, or the use thereof and for all other necessary incidentals.

Agency shall submit a statement to the Finance Director or her/his designee, no less than quarterly, together with supporting documentation to the City no later than ten working days after the close of each quarter. In no event shall a total of all payments for completed services rendered under this agreement exceed the amount(s) set forth above.

Agency agrees that the services for which it seeks compensation under the terms of this Agreement shall be or have been performed solely for the residents of the City of Duvall.

3. General Administration and Management. The Finance Director or his/her designee shall have administrative responsibility for the City's performance under this Agreement and shall review and may approve for payment of all statements and bills submitted by Agency to the City for its performance under this Agreement. The Executive Director of Agency shall be responsible for overall administration of the services by Agency under the terms of this Agreement and for coordination with the City. Such coordination shall be accomplished through the City of Duvall Utility Billing Clerk.

4. Recordkeeping/Documentation. Agency shall maintain records and accounts including personnel, property, financial, and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to insure proper accounting for all funds contributed by the City to the performance of this Agreement in compliance with this Agreement. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

The records and documents with respect to all matters covered by this Agreement

shall be subject at all times to inspection, review, or audit by the City and any other governmental agency so authorized by law during the performance of this Agreement. The City shall have the right to an annual audit of agency's financial statement and condition.

5. Termination of agreement. The term of this Agreement shall be effective September 1, 2003 and end effective December 31, 2004, provided either party hereto may terminate or suspend this Agreement at any time with or without cause by giving ten (10) days notice to the other party in writing. Termination or suspension shall be effective ten days after the receipt of notice thereof by certified mail. In the event the City terminates or suspends this Agreement, Agency shall be entitled to receive just and equitable compensation for any satisfactory services rendered prior to the effective date of termination or suspension. If Agency's insurance coverage as required by this Agreement is cancelled for any reason, the City shall have the right to terminate this Agreement.

6. Hold Harmless/Indemnification. Agency agrees to indemnify, defend, and save harmless the City or its officers, agents, or employees, for any claim, real or imaginary, filed against the City or its officers, agents, or employees, alleging damage or injury arising out of the subject matter of this Agreement; due to the tortious acts or omissions of the Agency, its agents, servants, officers or employees provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015.

7. Insurance. Agency agrees to maintain and keep in force during the term of this Agreement a standard form public liability policy, the limits of which shall not be less than \$1,000,000, combined limits, personal injury and property damage insurance. If services to be provided include transportation by motor vehicle, then Agency agrees that automobile liability insurance will be maintained which at a minimum provides a business automobile policy with \$1,000,000 combined single limit per accident for bodily injury and property damage. If the services to be provided will include professional services, then Agency agrees to maintain professional liability errors and omissions insurance with minimum limits of no less than \$1,000,000. For purposes of this section, "professional services" shall mean any service provided by a physician, psychologist, or other licensed professional.

If any policies of insurance are written on a "claims made basis," Agency agrees to maintain such insurance coverage for a period of not less than three (3) years following the completion of the services to the City under this Agreement.

Certification of coverage as required by paragraphs above, shall be delivered to the City within fifteen (15) days of execution of this Agreement.

8. General Provisions. Agency shall not deny or substantially impair any person's receipt of services or benefits or assistance under this Agreement on the grounds of age, sex, marital status, race, creed, color, sexual orientation, nationality, sensory, mental, or physical handicap.

Agency agrees it shall use all sums collected under this agreement to provide direct services only. Further that none of the money received under this Agreement will be used for administrative expenses.

Agency and the City agree that Agency is an independent contractor with respect