

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 12/09/2020	PREPARED BY: Shirley Jones
Meeting Date Requested: 12/15/2020	PRESENTED BY: Keith Johnson
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Approval of Judicial Express Delivery, LLC contract to continue to provide legal processing and messenger services.	
FISCAL IMPACT: The approximate fiscal impact for FY 2020 was \$3,900. Rates will remain the same. Funds included in 2021 Budget.	
BACKGROUND: Renewal of Judicial Express Delivery, LLC contract to continue to provide legal processing and messenger services to Franklin County Prosecuting Attorney, Prosecuting Attorney - Child Support Division, Auditor's office, District Court, County Administration, County Clerk and Office of Public Defense.	
RECOMMENDATION: Approval of Personal Services Contract between Franklin County and Judicial Express Delivery, LLC. The term of this Contract is effective January 1, 2021 and expiring December 31, 2021.	
COORDINATION: Shirley Jones, Administrative Assistant Keith Johnson, Franklin County Administrator Jennifer Johnson, Deputy Prosecuting Attorney	
ATTACHMENTS: (Documents you are submitting to the Board) Judicial Express Delivery Contract	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Shirley Jones, County Administration Jen Johnson, Deputy Prosecuting Attorney Copies to all departments using services.	

I certify the above information is accurate and complete.

Keith Johnson, Administrator

FRANKLIN COUNTY RESOLUTION _____

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

***AWARDING JUDICIAL EXPRESS DELIVERY, LLC THE PERSONAL SERVICES CONTRACT
FOR PROCESS SERVICE AND DELIVERY OF DOCUMENTS FOR FRANKLIN
COUNTY PROSECUTING ATTORNEY, PROSECUTING ATTORNEY – CHILD
SUPPORT DIVISION, AUDITOR, DISTRICT COURT, ADMINISTRATION, COUNTY
CLERK AND OFFICE OF PUBLIC DEFENSE***

WHEREAS, Judicial Express Delivery, LLC has provided process service and delivery of documents to Franklin County since January 2, 2019; and

WHEREAS, pursuant to RCW 36.01.010 and RCW 36.32.120, the legislative authority of Franklin County is authorized to enter into contracts on behalf of the County and ensure the care of County property and management of County funds and business; and

WHEREAS, the Board of Franklin County Commissioners constitute the legislative authority and desires to enter into the attached agreement as being in the best interest of Franklin County; and

NOW, THEREFORE, BE IT RESOLVED, that the attached Personal Services Contract between Franklin County and Judicial Express Delivery, LLC is hereby approved by the Board effective January 1, 2021 and expiring December 31, 2021.

APPROVED this 15th day of December 2020.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board

**FRANKLIN COUNTY
PERSONAL SERVICES CONTRACT
TERMS AND CONDITIONS**

THIS CONTRACT is made and entered into by and between **FRANKLIN COUNTY**, a political subdivision with its principal offices at 1016 North Fourth Avenue, Pasco, WA 99301, (hereinafter "COUNTY"), and **Judicial Express Delivery, LLC**, a corporation organized under the laws of the State of Washington with its principal office at 403 W. Lewis Street, #1424, Pasco, WA 99301 (hereinafter "CONTRACTOR").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. **CONTRACT DOCUMENTS**

This Contract consists of the following documents:

- a. **Exhibit A, Scope of Work; and**
- b. **Exhibit B, Compensation;**

2. **DURATION OF CONTRACT**

The term of this Contract shall begin upon **January 1, 2021** and shall expire **December 31, 2021**, unless terminated sooner. The CONTRACTOR shall complete all work by the time(s) specified herein, or if no such time is otherwise specified, no later than the expiration date.

3. **SERVICES PROVIDED**

The CONTRACTOR shall perform the following services:

- a. A detailed description of the services to be performed by the CONTRACTOR is set forth in Exhibit A, "Scope of Work", which are attached hereto and incorporated herein by reference.
- b. The CONTRACTOR agrees to provide its own labor and materials. Unless otherwise provided in this Contract, no material, labor, or facilities will be furnished by the COUNTY.
- c. The CONTRACTOR shall perform the work specified in this Contract according to standard industry practice.
- d. The CONTRACTOR shall complete its work in a timely manner and in accordance with the schedule agreed by the parties.
- e. The CONTRACTOR shall confer with the COUNTY from time to time during the progress of the work. The CONTRACTOR shall prepare and present status reports and other information that may be pertinent and necessary, or as requested by the COUNTY.

4. **CONTRACT REPRESENTATIVES**

Each party to this Contract shall have a Contract Representative. Each party may change its representative upon providing written notice to the other party. The parties' Contract Representatives are as follows:

a. For CONTRACTOR:

Name: Davena Burton
Address: 403 W. Lewis Street, #1424
Pasco, WA 99301
Cell Phone: 509.301.3887
Office Phone: 509.525.7003

b. FRANKLIN COUNTY:

Name: Keith Johnson, Administrator
Address: 1016 N. 4th Ave
Pasco, WA 99301
Phone: 509.545.3578
Email: kjohnson@co.franklin.wa.us

5. **COMPENSATION**

For the services performed under this Contract, the CONTRACTOR shall be paid as follows:

- a. A detailed description of the compensation to be paid by the COUNTY is set forth in Exhibit B, "Compensation", which is attached hereto and incorporated herein by reference.
- b. The maximum total amount payable by the COUNTY to the CONTRACTOR under this Contract shall not exceed four thousand five hundred dollars (\$4,500.00).
- c. No payment shall be made for any work performed by the CONTRACTOR, except for work identified and set forth in this Contract.
- d. The CONTRACTOR may, in accordance with **Exhibit B**, submit invoices to the COUNTY not more than once per month during the progress of the work for partial payment of the work completed to date. Invoices shall cover the time CONTRACTOR performed work for the COUNTY during the billing period. The COUNTY shall pay the CONTRACTOR for services rendered in the month following the actual delivery of work and will remit payment within thirty (30) days from the date of receipt.
- e. The CONTRACTOR shall not be paid for services rendered under this Contract unless and until they have been performed to the satisfaction of the COUNTY.

- f. In the event the CONTRACTOR has failed to perform any substantial obligation to be performed by the CONTRACTOR under this Contract and such failure has not been cured within ten (10) days following notice from the COUNTY, the COUNTY may, in its sole discretion, upon written notice to the CONTRACTOR, withhold any and all monies due and payable to the CONTRACTOR, without penalty, until such failure to perform is cured or otherwise adjudicated. "Substantial" for the purposes of this Contract means faithfully fulfilling the terms of this Contract with variances only for technical or minor omissions or defects.
- g. Unless otherwise provided in this Contract or any exhibits or attachments hereto, the CONTRACTOR will not be paid for any billings or invoices presented for services rendered prior to the execution of this Contract or after its termination.

6. AMENDMENTS AND CHANGES IN WORK

- a. In the event of any errors or omissions by the CONTRACTOR in the performance of any work required under this Contract, the CONTRACTOR shall make any and all necessary corrections without additional compensation. All work submitted by the CONTRACTOR shall be certified by the CONTRACTOR and checked for errors and omissions. The CONTRACTOR shall be responsible for the accuracy of the work, even if the work is accepted by the COUNTY.
- b. No amendment or modification shall be made to this Contract, unless set forth in a written Contract Amendment signed by both parties. Work under a Contract Amendment shall not proceed until the Contract Amendment is duly executed by the COUNTY.

7. HOLD HARMLESS AND INDEMNIFICATION

- a. The CONTRACTOR shall hold harmless, indemnify, and defend the COUNTY and its officers, officials, employees, and agents from and against any and all claims, actions, suits, liabilities, losses, expenses, damages, and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability, or death to persons or damage to property or business, caused in whole or in part by any act or omission, negligent or otherwise, of the CONTRACTOR or its subcontractors, which arises in connection with the work performed under this Contract or is caused or occasioned in whole or in part by reason of the presence of the CONTRACTOR or its subcontractors or their property upon or in the proximity of the property of the COUNTY. PROVIDED, that the CONTRACTOR'S obligation hereunder shall not extend to injury, sickness, death, or damage caused by or arising out of the sole negligence of the COUNTY or its officers, officials, employees, or agents.
- b. In any and all claims against the COUNTY and its officers, officials, employees, and agents by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONTRACTOR or subcontractor

under Workers Compensation acts, disability benefit acts, or other employee benefit acts, it being clearly agreed and understood by the parties hereto that the CONTRACTOR expressly waives any immunity the CONTRACTOR might have had under such laws, including but not limited to Title 51 of the Revised Code of Washington. **By executing this Contract, the CONTRACTOR acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this section shall be incorporated, as relevant, into any contract the CONTRACTOR makes with any subcontractor or agent performing work hereunder. CONTRACTOR'S obligations under this Section 7 shall survive termination and expiration of this Contract.**

- c. The CONTRACTOR'S obligations hereunder shall include, but are not limited to, investigating, adjusting, and defending all claims alleging loss from action, error, or omission, or breach of any common law, statutory, or other delegated duty by the CONTRACTOR, or the CONTRACTOR'S employees, agents, or subcontractors.

8. **INSURANCE**

The CONTRACTOR shall obtain and maintain continuously the following insurance:

- a. **Commercial General Liability and Employers Liability Insurance:** Prior to the start of work under this Contract, CONTRACTOR shall maintain commercial general liability coverage (policy form CG0001 or equivalent) to protect the CONTRACTOR from claims for wrongful death, bodily injury, personal injury, and property damage that may arise from any actions or inactions under this Contract by CONTRACTOR or by anyone directly employed by or contracting with CONTRACTOR. The minimum commercial general liability insurance limits shall be as follows:

\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal Injury and Advertising Injury
\$1,000,000 Each Occurrence

The commercial general liability policy must contain an endorsement naming the COUNTY and its elected and appointed officials, employees, and agents as an Additional Insured and an endorsement that specifically states that CONTRACTOR's commercial general liability policy shall be primary, and not contributory, with any other insurance maintained by the COUNTY.

The CONTRACTOR must provide commercial general liability coverage that does not exclude activities to be performed in fulfillment of this Contract and does not exclude liability pursuant to the indemnification requirement under Section 7. CONTRACTOR'S commercial general liability policy shall provide cross liability coverage, indicating essentially that except with respect to the limits of insurance and any rights or duties specifically assigned in this coverage part to the first named insured, this insurance applies as if each named insured were the only named insured, and separately to each insured against whom claims are made or suit is brought.

CONTRACTOR shall also provide Stop Gap Employer's Liability Insurance

coverage with minimum limits as follows:

\$1,000,000 Each Accident
\$1,000,000 Policy Limit for Disease
\$1,000,000 Each Employee for Disease

- b. **Automobile Liability:** The CONTRACTOR shall maintain, during the life of this Contract, Automobile Liability Insurance (ISO Form Number CA0001 or equivalent) covering any autos owned by the CONTRACTOR (Symbol 1), or if the CONTRACTOR has no owned autos, any hired (Symbol 8) and non-owned autos (Symbol 9), in the amount of not less than one million dollars (\$1,000,000) per accident for Bodily Injury and Property Damage to protect CONTRACTOR from claims which may arise from the performance of this Contract, whether such operations are by the CONTRACTOR or by anyone directly or indirectly employed by the CONTRACTOR.
- c. **Other Insurance Provisions:**
1. The CONTRACTOR'S liability insurance provisions shall be primary with respect to any insurance or selfinsurance programs covering the COUNTY or its elected and appointed officers, officials, employees, or agents. CONTRACTOR'S liability insurance policies must be endorsed to show this primary coverage. Any insurance, self-insured retention, deductible, or risk retention maintained or participated in by the COUNTY shall be excess and not contributory to CONTRACTOR'S insurance policies.
 2. The CONTRACTOR'S liability insurance policies shall contain no special limitations on the scope of protection afforded to the COUNTY as an additional insured.
 3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the COUNTY or its officers, officials, employees, or agents.
 4. The CONTRACTOR'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 5. The CONTRACTOR shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.
 6. The insurance limits mandated for any insurance coverage required by this Contract are not intended to be an indication of exposure nor are they limitations on indemnification. **If the CONTRACTOR maintains higher limits than the minimums required in this Contract, the COUNTY shall be entitled to coverage for the higher limits maintained by the CONTRACTOR.**

7. The CONTRACTOR shall maintain all required policies in force from the time services commence until services are completed. Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced. CONTRACTOR is required to maintain claims made professional liability insurance for a minimum of 36 months after the effective date of termination or completion of this Contract. All liability insurance required under this Contract, except for professional liability under Section 8(a), shall be written on an Occurrence Policy form.
8. CONTRACTOR hereby agrees to waive subrogation with respect to each insurance policy maintained under this Contract. When required by an insurer, or if a policy condition does not permit CONTRACTOR to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONTRACTOR agrees to notify the insurer and obtain such endorsement. This requirement shall not apply to any policy which includes a condition expressly prohibiting waiver of subrogation by the insured or which voids coverage should the CONTRACTOR enter into such a waiver of subrogation on a pre-loss basis.
9. Compensation and/or payments due to CONTRACTOR under this Contract are expressly conditioned upon CONTRACTOR'S strict compliance with all insurance requirements. Payment to CONTRACTOR may be suspended in the event of non-compliance. Upon receipt of evidence of CONTRACTOR'S compliance, such payments not otherwise subject to withholding or set-off will be released to CONTRACTOR.

d. Verification of Coverage and Acceptability of Insurers:

All insurance required under this Contract shall be issued by companies authorized to do business under the laws of the State of Washington that have an A.M. Best's rating of at least A-VII or better in the most recently published edition of Best's Reports. Any exception to this requirement must be reviewed and approved in writing by the Franklin County Risk Manager. If an insurer is not admitted to do business within Washington State, all insurance policies and procedures for issuing the insurance policy must comply with Chapter 48.15 RCW and Chapter 284-15 WAC.

1. All insurance to be maintained by the CONTRACTOR, other than Professional Liability, Auto Liability, and Workers' Compensation, shall specifically include the COUNTY and its elected officials, employees, and volunteers as an "Additional Insured" by way of endorsement and shall not be reduced or cancelled without thirty (30) days prior written notice to the COUNTY. Any insurance or self-insurance maintained by the COUNTY and its elected or appointed officials, employees, and agents shall be excess of the CONTRACTOR's insurance and shall not contribute to it.
2. Certificates of Liability Insurance, with endorsements attached, must be provided to the COUNTY Contract Representative referenced in Section 4.

3. All written notices under this Section 8 and notice of cancellation or change of required insurance coverages shall be mailed to the COUNTY Contract Representative referenced in Section 4.
4. Franklin County Risk Manager at the following address: Franklin County Risk Manager, 1016 N. 4th Ave., Pasco, WA 99301.

9. **TERMINATION**

- a. The COUNTY may terminate this Contract in whole or in part whenever the COUNTY determines in its sole discretion that such termination is in the best interests of the COUNTY. The COUNTY may terminate this Contract upon giving ten (10) days written notice by certified mail to the CONTRACTOR. In that event, the COUNTY shall pay the CONTRACTOR for all costs incurred by the CONTRACTOR in performing the Contract up to the date of such notice. Payment shall be made in accordance with the Compensation Section of this Contract.
- b. In the event that funding for this project is withdrawn, reduced, or limited in any way after the effective date of this Contract, the COUNTY may summarily terminate this Contract notwithstanding any other termination provision in this Contract. Termination under this subsection shall be effective upon the date specified in the written notice of termination sent by the COUNTY to the CONTRACTOR. After the effective date, no charges incurred under this Contract shall be allowed.
- c. If the CONTRACTOR breaches any of its obligations hereunder, and fails to cure the breach within ten (10) days of written notice to do so by the COUNTY, the COUNTY may immediately terminate this Contract by so notifying the CONTRACTOR, in which case the COUNTY shall pay the CONTRACTOR only for the costs of services accepted by the COUNTY, in accordance with the Compensation Section of this Contract. Upon such termination, the COUNTY, at its discretion, may obtain performance of the work elsewhere, and the CONTRACTOR shall bear all costs and expenses incurred by the COUNTY in completing the work and all damage sustained by the COUNTY by reason of the CONTRACTOR'S breach.

10. **ASSIGNMENT, DELEGATION, AND SUBCONTRACTING**

- a. The CONTRACTOR shall perform the terms of this Contract using only its bona fide employees or agents, and the obligations and duties of the CONTRACTOR under this Contract shall not be assigned, delegated, or subcontracted to any other person or firm without the prior express written consent of the COUNTY.
- b. The CONTRACTOR warrants that it has not paid, nor has it agreed to pay, any company, person, partnership, or firm, other than a bona fide employee working exclusively for the CONTRACTOR, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

11. **NON-WAIVER OF RIGHTS**

The parties agree that the excuse or forgiveness of performance, or waiver of any provision(s) of this Contract does not constitute a waiver of such provision(s) or future performance, or prejudice the right of the waiving party to enforce any of the provisions of this Contract at a later time. All waivers of any provision(s) of this Contract shall be in writing and in the absence of such, no action or inaction shall be construed to be such a waiver.

12. **INDEPENDENT CONTRACTOR**

- a. The CONTRACTOR'S services shall be furnished by the CONTRACTOR as an independent contractor and not as an agent, employee, or servant of the COUNTY. The CONTRACTOR specifically has the right to direct and control CONTRACTOR'S own activities in providing the agreed services in accordance with the specifications set out in this Contract.
- b. The CONTRACTOR acknowledges that the entire compensation for this Contract is set forth in Section 5 of this Contract, and neither the CONTRACTOR, nor its employees are entitled to any COUNTY benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental, or other insurance benefits; fringe benefits; or any other rights or privileges afforded to COUNTY employees.
- c. The CONTRACTOR shall have and maintain complete responsibility and control over all of its subcontractors, employees, agents, and representatives. No subcontractor, employee, agent, or representative of the CONTRACTOR shall be, deem to be, act, or purport to act as an employee, agent, or representative of the COUNTY.
- d. The CONTRACTOR shall pay for all taxes, fees, licenses, or payments required by federal, state, or local law that are now or may be enacted during the term of this Contract.
- e. The CONTRACTOR agrees to immediately remove any of its employees or agents from their assignment to perform services under this Contract upon receipt of a written request to do so from the COUNTY Contract Representative, or designee.

13. **COMPLIANCE WITH LAWS**

The CONTRACTOR shall comply with all applicable federal, state, and local laws, rules, and regulations in performing this Contract.

14. **INSPECTION OF BOOKS AND RECORDS**

The COUNTY may, at reasonable times, inspect the books and records of the CONTRACTOR relating to the performance of this Contract. The CONTRACTOR shall keep, and make available to the COUNTY upon request, all records relating to the performance of this Contract for six (6) years after Contract termination or expiration.

15. **NONDISCRIMINATION**

The CONTRACTOR and its assignees, delegates, and subcontractors shall not discriminate against any person in the performance of any of their obligations hereunder on the basis of race, religion, color, national origin, sex, age, honorably discharged veteran or military status, sexual orientation, marital status, the presence of any sensory, mental, or physical disability, or any other protected status.

16. **OWNERSHIP OF MATERIALS/WORKS PRODUCED**

- a. All reports, drawings, plans, specifications, forms of electronic media, data, and documents produced in the performance of the work under this Contract shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the COUNTY. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights. The COUNTY agrees that if it uses any materials prepared by the CONTRACTOR for purposes other than those intended by this Contract, it does so at its sole risk and it agrees to hold the CONTRACTOR harmless therefrom to the extent such use is not agreed to in writing by the CONTRACTOR.
- b. An electronic copy of all word processing documents shall be submitted to the COUNTY upon request and/or at the expiration of the Contract, using the word processing program and version specified by the COUNTY.

17. **PATENT/COPYRIGHT INFRINGEMENT**

The CONTRACTOR shall hold harmless, indemnify, and defend the COUNTY and its officers, officials, employees, and agents from and against any claimed action, cause, or demand brought against the COUNTY, where such action is based on the claim that information supplied by the CONTRACTOR or subcontractor infringes any patent or copyright. The CONTRACTOR shall be notified promptly in writing by the COUNTY of any notice of such claim.

18. **DISPUTES**

Disputes between the CONTRACTOR and the COUNTY, arising under and by virtue of this Contract, shall be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance and/or compensation due the CONTRACTOR shall be decided by the COUNTY Contract Representative or designee. All rulings, orders, instructions, and decisions of the COUNTY Contract Representative shall be final and conclusive, subject to CONTRACTOR'S right to seek judicial relief.

19. **CONFIDENTIALITY**

The CONTRACTOR and its employees, subcontractors, and subcontractors' employees shall maintain the confidentiality of all information provided by the COUNTY or acquired by the COUNTY in performance of this Contract, except upon the prior written consent of the COUNTY or an order entered by a court of competent jurisdiction. The

CONTRACTOR shall promptly give the COUNTY written notice of any judicial proceeding seeking disclosure of such information.

20. **CHOICE OF LAW, JURISDICTION, AND VENUE**

- b. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance.
- c. Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in any of the courts of competent jurisdiction in Franklin County, Washington.

21. **SUCCESSORS AND ASSIGNS**

The COUNTY, to the extent permitted by law, and the CONTRACTOR each bind themselves and their partners, successors, executors, administrators, and assigns to the other party to this Contract and to the partners, successors, administrators, and assigns of such other party in respect to all covenants to this Contract.

22. **SEVERABILITY**

- a. If a court of competent jurisdiction holds any part, term, or provision of this Contract to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if this Contract did not contain the particular provision held to be invalid.
- b. If it should appear that any provision of this Contract is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provision.

23. **ENTIRE AGREEMENT**

The parties agree that this Contract is the complete expression of their agreement. Any oral or written representations or understandings not incorporated in this Contract are specifically excluded.

24. **NOTICES**

Any notices provided under this Contract shall be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the mailing addresses set out in Section 4 of this Contract. Notice may also be given via e-mail to the Contract Representatives' e-mail addresses identified in Section 4 of this Contract, with the original notice to follow by regular mail. Notice shall be deemed to be given three (3) days following the date of mailing or immediately if personally served. For service by e-mail, service shall be effective at the beginning of the next working day.

25. **SURVIVABILITY**

All Contract terms, which by their context are clearly intended to survive the termination and/or expiration of this Contract, shall so survive. These terms include, but are not limited to: indemnification provisions (Sections 7 and 17); extended reporting period requirements for professional liability insurance (Section 8(a)); inspection and keeping of records and books (Section 14); litigation hold notice (Section 26); Public Records Act (Section 27); and confidentiality (Section 19).

26. **LITIGATION HOLD NOTICE**

In the event the COUNTY learns of circumstances leading to an increased likelihood of litigation regarding any matter where the records kept by CONTRACTOR pursuant to Section 14 of this Contract may be of evidentiary value, the COUNTY may issue written notice to CONTRACTOR of such circumstances and direct the CONTRACTOR to "hold" such records. In the event that CONTRACTOR receives such written notice, CONTRACTOR shall abide by all directions therein whether or not such written notice is received at a time when a Contract between CONTRACTOR and the COUNTY is in force. Such directions will include, but will not be limited to, instructions to suspend the six (6) year purge schedule required by Section 14 of this Contract.

27. **PUBLIC RECORDS ACT**

The CONTRACTOR hereby acknowledges that the COUNTY is a governmental entity and as such is subject to the requirements of the Public Records Act, Chapter 42.56 RCW. Accordingly, CONTRACTOR understands that to the extent a proper request is made, the COUNTY may be required by virtue of that Act to disclose any records related to this Contract actually in its possession or in CONTRACTOR'S possession. This may include records that CONTRACTOR regards as confidential or proprietary. To the extent that CONTRACTOR provides any records to the COUNTY that it regards as confidential or proprietary, CONTRACTOR agrees to conspicuously mark the records as such. The CONTRACTOR also hereby waives any and all claims or causes of action for any injury it may suffer by virtue of COUNTY release of records covered under the Public Records Act. The COUNTY agrees to take all reasonable steps to notify CONTRACTOR in a timely fashion of any request made under the Public Records Act that will require disclosure of any records marked by CONTRACTOR as confidential or proprietary, so that CONTRACTOR may seek a judicial order of protection if necessary.

- This section left blank intentionally -

IN WITNESS WHEREOF, the parties have caused this Contract to be signed by their duly constituted legal representatives, and it is effective on January 2, 2019.

The parties specifically certify that the provisions contained within Section 8 are mutually negotiated.

Judicial Express Delivery, LLC 403 W. Lewis St #1424 Pasco, WA 99301	Franklin County 1016 N. 4 th Ave Pasco, WA 99301
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-family: cursive; font-size: 1.5em; margin-right: 50px;">Davena Burton</div> <div style="font-size: 1.5em;">12/9/2020</div> </div> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>Davena Burton, Owner</div> <div>Date</div> </div>	<p>FRANKLIN COUNTY APPROVAL</p> <p>Approved as to Form:</p> <div style="text-align: right; margin-right: 20px;"> _____ Date 12/8/2020 </div> <p>Jennifer Johnson, Deputy Prosecuting Attorney</p> <p>By: _____</p> <p>Name: <u>Bob Koch</u></p> <p>Title: <u>Chair, Board of Commissioners</u></p> <p>Date: _____</p> <p>Attest: _____</p> <p>Clerk of the Board: _____</p>

EXHIBIT A – SCOPE OF WORK

1.0 PURPOSE: The County (designation "County" refers to Franklin County), by and through its various departments, requires the professional services of Contractor for process service and delivery of documents to attorneys, businesses, and individuals in Benton and Franklin Counties. Legal messenger services to be provided by the Contractor include messenger delivery, as well as personal and non-personal service of process.

1.1 The following County departments will be serviced by this Contract:

- c.i.1.a. Franklin County Prosecuting Attorney's Office
1016 North 4th Avenue
Pasco, WA 99301
Contact Person: Kelly Schadler, Office Administrator
509.545.3543
Fax: 509.545.2135
Email: ssant@co.franklin.wa.us

- b. Franklin County Auditor's Office
1016 North 4th Avenue
Pasco, WA 99301
Contact Person: Matt Beaton, Auditor
509-545-3536
Fax: 509.545.2142
Email: mbeaton@co.franklin.wa.us

- c. Franklin County District Court
1016 North 4th Avenue
Pasco, WA 99301
Contact Person: Kelly Fields, Administrator
509-545-2131
Fax: 509.545.3588
Email: kfields@co.franklin.wa.us

- d. Franklin County Administrator's Office
1016 North 4th Avenue
Pasco, WA 99301
Contact Person: Keith Johnson, Administrator
509-545-3535
Fax: 509.545.3573
Email: kjohnson@co.franklin.wa.us

- e. Franklin County Clerk's Office
1016 North 4th Avenue
Pasco, WA 99301
Contact Person: Michael J. Killian, County Clerk
509-545-3525
Email: Michael.killian@co.franklin.wa.us

- f. Franklin County Public Defenders' Office

1016 North 4th Avenue
Pasco, WA 99301
Contact Person: Larry Zeigler, Manager
509-737-3521
Email: opd@co.franklin.wa.us

- 1.2 Each County department has designated a Contact person. See Section 1.1 above. The designated Contact person will serve as the liaison between the County and the Contractor with respect to the implementation of this Contract (*i.e.*, receiving requests for service, submission of invoices for services rendered, etc.). With respect to issues arising as a result of the terms or conditions of this Contract, refer to Section 4 of the Personal Services Contract Terms and Conditions.
- 1.3 Additional County departments may be added at a future date should other County departments require messenger service by providing written notice of the same to the Contractor. Service to additional County departments will be accommodated via an amendment to this Contract in accordance with Section 6 of the Personal Services Contract Terms and Conditions.

2.0 SERVICES PROVIDED:

- 2.1 **LEGAL MESSENGER PICK-UP/DELIVERY:** The Contractor shall pick up legal documents, letters, packages, and materials from the County departments identified in Section 1.1 above for delivery to businesses and residences throughout Benton and Franklin Counties. Legal documents will also be delivered to the County departments identified in Section 1.1, above, from other locations throughout the Benton and Franklin Counties.
- 2.2 **PROCESS SERVICES:** The Contractor shall pickup and then serve legal process (summons, complaint, petitions, orders, etc.) as well as other legal documents. Process service may involve contact with angry or hostile individuals. Service may include, in addition to residences, delivery and service to municipal police stations, correctional institutions, mental health facilities, substance abuse treatment facilities and other medical sites such as hospitals or rehabilitation facilities.
 - 2.2.1 The Contractor will complete process service in a cost effective manner and within the timeframe requested by the requesting County department whenever possible.
 - 2.2.2 Upon successful completion of process service, the Contractor will prepare and transmit an affidavit of service or similar type of documentation demonstrating successful service or attempts at service to the requesting County departments using proper legal format.
- 2.3 **OTHER SERVICES:** The Contractor shall also provide the following service requirements, which may apply to messenger or service tasks:

- 2.3.1 Provide service during other than routine business hours, including weekends and evenings.
- 2.3.2 All documents will be considered to be time sensitive, and the Contractor's performance shall be reviewed as to timeliness of response and ability to meet legal deadlines. Failure to meet a service or filing deadline may be cause for immediate suspension or termination of this Contract.
- 2.3.3 At the request of the County Departments, the Contractor may provide additional services such as brief investigations, photographs, unofficial translations (both written and verbal) and other services. These services will be billed by the Contractor at time (\$35.00 per hour) and cost of materials as needed and will be billed by written invoice to the requesting department in accordance with Section 3.3 below.

3.0 SPECIAL TERMS AND CONDITIONS

- 3.1 **PRICE ADJUSTMENTS.** Price shall remain as stated for the initial term of the Contract. Any Contractor requested price adjustment(s) must be submitted within thirty (30) days prior to the Contract's anniversary date. Any requested price adjustment shall be fully documented to indicate reason or cause for the request. The Counties will analyze the request and compare it against market prices and the Consumer price Index. If the Counties and the Contractor agree to a price adjustment, it shall be affected through a written Contract Amendment.
- 3.2 **NO GUARANTEED QUANTITIES.** The Contractor understands and acknowledges that the Counties makes no representations nor guarantees the Contractor any minimum or maximum number of units of service to be provided under the Contract.
- 3.3 **BILLING.** The Contractor shall submit a billing and all necessary paperwork to the designated Legal Process Supervisor for each of the County departments serviced by this Contract and identified in Section 1.1 above. Each County department will remit payment to Contractor after receiving the monthly invoice for services rendered.
- 3.4 **SUBJECT TO PRIOR APPROVAL.** This Contract shall be subject to the written approval of the elected official, administrator or director for each Department identified in Section 1.1 above, and by the Board of County Commissioners for Franklin County. This Contract shall not be binding until so approved.

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EXHIBIT B – COMPENSATION

1.0 **MONTHLY FEES:**

1.1 The County (designation "County" refers to Franklin County), by and through each of the Departments serviced by this Contract, will pay a monthly fee to the Contractor for legal messenger services as follows:

Department	Monthly Fee
Prosecuting Attorney	\$25.00
Prosecuting Attorney – Child Support Division	\$25.00
Auditor	\$100.00
District Court	\$50.00
County Administration	\$50.00
County Clerk	\$50.00
Office of Public Defense	\$50.00

1.2 The Contractor will submit a separate invoice on a monthly basis to each of the Departments identified in Section 1.1 above, and in accordance with Section 5 of the Personal Services Contract Terms and Conditions.

2.0 **OTHER SERVICES PROVIDED AND ASSOCIATED FEES:** These fees are in addition to the base fee cited in Section 1.0 above.

A. Service of Subpoenas and Court Orders: \$45.00*
(includes attempted deliveries to Bad Address/Relocation)

B. Process Services (Child Support): \$45.00*

(* Fees for service to West Richland: \$55.00)

3.0 **ADDITIONAL CHARGES FOR SERVICE AS FOLLOWS:** These fees are in addition to the base fee cited in Section 1.0 above, and service fees provided for in Section 2.0 above.

A. Special Deliveries \$15.00

B. The following services as requested by department: \$35.00/hr. plus costs
Brief investigations, photographs, unofficial
Translations (both written and verbal).