

# City of Shoreline, Washington Web Site Development & Training Request for Proposal

## Section 1.0 - General Information

### 1.1 Purpose

The Purpose of this Request for Proposal (RFP) is to solicit and select the most qualified vendor to develop an Internet Web Site for the City of Shoreline and train staff to operate it on the City's Web Site server.

### 1.2 Background Information

The Internet has become an important means for federal, state and local governments, businesses, organizations and individuals to share information.

As part of the recommendations of the Citizen Involvement Program, the City Council adopted the goal of creating a Web Site by late 1998. An interdepartmental coordinating team has been established to develop a content list and prioritize the development of the Web Site.

Recommendations from the Information Systems Strategic Plan and Citizen Involvement Plan, suggest that a static Web Site be established in 1998 as a starting point for a Internet presence. Work to further develop a Web Site infrastructure can be evaluated in subsequent years.

The Web Site will be an important source of information for persons and businesses in and around our community who are interested in visiting, relocating to or doing business in Shoreline. The Web Site will also promote Shoreline as a place to visit, live and do business. The Web Site is intended to improve the City's ability to serve the public by providing information in a timely, efficient, accurate and cost effective manner. For all these reasons, the development and placement of a City Web Site is a project of high priority.

### 1.3 Questions

Any questions regarding this proposal are to be submitted to:

**Eric C. Swansen, Senior Management Analyst**  
**City of Shoreline - City Manager's Office**  
**17544 Midvale Ave. N**  
**Shoreline, Washington 98133-4921**  
(206) 546-0608

## **1.4 Preparation Costs**

All costs incurred during proposal preparation, or in any way associated with the proposer's preparation, response, submission, presentation, or oral interviews (if held) shall be the sole responsibility of the proposer and shall not be reimbursed by the City.

## **Section 2.0 - Rules Governing Competition**

### **2.1 Examination of the Request For Proposal**

Proposers should carefully examine the entire Request for Proposal and any addenda thereto, and all related materials and data referenced in the Request for Proposal. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### **2.2 Proposal Acceptance Period**

Award of this proposal is anticipated to be announced within 30 calendar days, although all offers must be complete and irrevocable for ninety (90) days following the submission date.

### **2.3 Confidentiality**

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review. After the award of the contract, all proposals will then become public information.

### **2.4 Proposal Format**

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of this Request for Proposal. Emphasis should be concentrated on:

- Conformance to the Request For Proposal instructions
- Responsiveness to the Request For Proposal requirements
- Completeness and clarity of content.

### **2.5 Signature Requirements**

All proposals must be signed. A proposal may be signed by an agent(s) only if he/she is an officer or a corporate vendor authorized to sign Contracts on its behalf, a member of a partnership vendor, or is properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## **2.6 Proposal Submission**

Four (4) copies of the proposal must be received by the City prior to Two O'clock in the Afternoon (2 PM) Monday, July 6<sup>th</sup>, 1998. One (1) copy should be submitted as a loosely-bound reproducible copy. All copies of the proposals must be under sealed cover and plainly marked as "Web Site Design / Training Proposal". Proposals shall be delivered or mailed to:

Web Site Design / Training Proposal  
City of Shoreline - City Manager's Office - 3<sup>rd</sup> Floor  
17544 Midvale Avenue N  
Shoreline WA 98133-4921

## **2.7 News Releases**

News releases pertaining to the award resulting from the Request For Proposals shall not be made without prior written approval of the City Manager's Office.

## **2.8 Disposition of Proposals**

All materials submitted in response to this Request For Proposal will become the property of the City of Shoreline. One copy shall be retained for the official files of the City and will become public record after award of the contract.

## **2.9 Confidential/Proprietary Information**

After the award of the contract, proposals shall become public information, pursuant to state law. The City can not edit proposals to remove confidential and/or proprietary information before they become a part of the public record.

## **2.10 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

## **2.11 Oral Change/Interpretation**

No oral change or interpretation of the provisions contained in this Request for Proposal is valid whether issued at a pre-proposal conference or otherwise. Written addenda may be issued when changes, clarifications or amendments to proposal documents are deemed necessary by the City.

## **2.12 Late Submissions**

Proposals not received prior to the Two O'clock in the afternoon (2 PM) Monday, July 6<sup>th</sup>, 1998 proposal deadline will not be considered and will be returned unopened after recommendation of award.

## **2.13 Rejection of Proposals**

The City of Shoreline reserves the right to reject any or all proposals if determined to be in the best interest of the City.

## **Section 3.0 - Scope of Work**

### **3.1 Scope**

The scope of this Request for Proposal involves the development, placement, implementation and maintenance of a Web Site for the City of Shoreline to include:

#### Development and Placement Phase

##### *Initial Web Site Design*

The vendor shall develop a draft Web Site design concept based on the City of Shoreline Web Site Goal (see Attachment 2) developed by the City's Web Site Coordinating Team. This design shall include the vendor's recommendations for a graphical user interface (GUT) design, general content and site organization. Users should be able to view the Web Site in full graphics format or text-only mode. Following review and approval by the City's Web Site Coordinating Team, the vendor shall begin the next task.

##### *Web Site Development*

The vendor shall finalize the Web Site design and work with the City's Web Site Coordinating Team to create and format the initial content of the Web Site. The City shall provide the text content and other selected material, in mutually agreed upon digital format(s) for the Web Site. The vendor shall provide the graphics and photographs. The design shall include hypertext links to other designated Web Sites such as the Shoreline School District, Shoreline Fire District, Ring County, Ring County Library District and the State of Washington. Emphasis shall be placed on

information which will likely be of greatest interest to Shoreline residents and businesses as well as information of interest to potential visitors and businesses both within and outside Washington. The vendor shall build in the ability to automatically tabulate the number of visitors per day to the Web Site as well as the number of hits per day for the site's various components. This usage information will be provided to the City on a monthly basis in an mutually agreed upon format.

The Web Site shall include a brief survey questionnaire which gives visitors the opportunity to evaluate the site and make suggestions for changes, additions and improvements. The Web Site should also have the capability for visitors to send e-mail to City departments using the City's Internet enabled Groupwise e-mail system.

The vendor will work with the City's information services staff to identify hardware, software and communication service resources needed to support the Web Site. The vendor and the Information Services Director will develop a mutual recommendation on hardware, software, and communication service requirements to support the City's web site. An alternative set of resources, using outsourced facilities and services should also be prepared for comparison purposes.

#### *Test & Review of Web Site*

The City's Web Site Coordinating Team shall review and approve the City Web Site developed by the vendor prior to its release on the World Wide Web.

#### *Establishment of Web Site*

The City's Web Site shall be installed and released to the World Wide Web, with the active cooperation of the City's information services staff. The vendor shall register the Web Site with all major search engines to ensure that searches made on either "Shoreline" or "Washington" will result in the City's Web Site appearing in search list. The City, entirely at its own option, may choose to use any or all portion(s) of the outsourcing alternatives presented under the development phase of this project.

### Implementation and Maintenance Phase

#### *Procedures for Updating & Staff Training*

The vendor shall work with the City's Web Site Coordinating Team to develop and document updating procedures. Training to City departments shall be provided so they can maintain and update the content of information on the Web Site in an efficient and cost effective manner. We estimate the need to train approximately 10 individuals. The vendor shall also provide the documentation and training necessary to ensure the City's Information Services staff is able to operate and maintain the web server.

#### *Evaluation of Web Site Activity*

After the City's Web Site is established, the vendor will evaluate the effectiveness of the site on an on-going basis. The evaluation shall be based on the number of visitors to the site, "hits" for various components, feedback from the on-line survey, changes

in technology, ideas from other Web Sites and their professional expertise. The vendor report shall make recommendations to the City's Web Site Coordinating Team for expanding and improving the City's Web Site.

#### *Web Site Expansion*

The vendor and City's Web Site Coordinating Team shall agree on an outline of the information to be added to the Web Site, the vendor shall develop page designs and graphics, the City shall provide the content. The vendor shall also develop efficient, cost-effective methods and training to assist City Departments to add content to the Web Site. Following approval of the City's Web Site Coordinating Team, the new components will be added to the City Web Site.

The tasks outlined in the Implementation and Maintenance phase above shall be repeated on an ongoing basis and continue throughout the duration of the contract. The duration of the contract is to be for one year with the option for two one- year extensions.

If at the end of the contract the City determines that it wants to solely own, staff and maintain its own Web Site, the City shall have the right to continue using the Web Site as designed and developed by the vendor. However, the City agrees to purchase appropriate licenses to compensate the vendor and other vendors for the use of their proprietary technology. Further, the vendor shall agree to assign all copyrights. The City further agrees that this proprietary technology will only be used for this purpose and not made available for use on the Web Sites of other private vendors.

### **3.2 Time and Conference Requirements**

#### *Required dates:*

- Contract Signature within 21 days of notice of contract award
- Begin Development and Placement Phase within 21 days of notice to proceed (Contract start)
- Complete Development and Placement Phase , begin Implementation and Maintenance Phase Within 60 days of contract start
- Continue Implementation and Maintenance Phase until 1 year from Contract start

#### *Required conferences:*

- Entrance conference with the City Web Site Coordinating Team to discuss review plan and approach. This conference will constitute the beginning of the Contract.

- Progress conference with Web Site Coordinating Team to discuss the progress of the review every 2 weeks during Development and Placement Phase and every month during Implementation and Maintenance Phase of the Contract.
- End of Test & Review Task conference with the City Manager and Departmental management personnel to demonstrate final Web Site prior to placing it on-line (end of Development and Placement Phase).

## **Section 4.0 - Proposal and Submission Requirements**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below and contain all specified information. Proposals shall not exceed twenty five (25) pages in length excluding title pages, table of contents, resumes or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 ½" X 11", piece of paper.

### **4.1 Title Page**

Show the Request For Proposal number and subject, the name of your firm, address, telephone number(s), name of contact person and date.

### **4.2 Table of Contents**

Clearly identify material by section and page number.

### **4.3 Letter of Transmittal**

- Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.

### **4.4 Web Site Development Experience**

Detail your firm's experience developing Web Sites including hard copies of at least three Web Sites your firm has created. Include the on-line addresses of these sites so that City's Web Site Coordinating Team can review them on-line. Also provide a reference contact name and phone number for a representative of the organizations or firms for which you developed these Web Sites.

### **4.5 Staff Resources**

Summarize the experience and technological expertise of the staff who will design, develop and maintain this Web Site. Describe the responsibilities and the role that each of these individuals will have on the project. Full resumes of these individuals should be appended to the proposal. The project team's familiarity with the City of Shoreline's background and current issues shall be important along with the local availability of staff to provide assistance to City staff.

#### **4.6 Project Plan and Schedule**

The proposal shall include a detailed work plan and schedule for the project. The general target is to have the initial City of Shoreline Web Site on the World Wide Web by September, 1998. The schedule milestones should be expressed in terms of days or weeks from the time the contract is signed rather than actual dates.

#### **4.7 cost**

Provide a cost description which clearly identifies both the final cost (not to exceed \$1 0,000), the cost of each Phase, and the primary elements of the cost (i.e., work hours, computer time, travel, fees).

#### **4.8 Equipment & Technical Resources**

Description of hardware, software, programming capability and other equipment and technical resources which the vendor will be able to use to design, develop, test and maintain the City's Web Site.

### **Section 5.0 - Evaluation Criteria and Process**

Evaluation of the proposal will be performed by a committee of individuals representing the City of Shoreline. The committee will rank the proposals as submitted in two areas: Technical Qualification and Cost. The total score (100 points) from the two areas will be used to establish the ranking of the proposals.

## **5.1 Technical Qualification Evaluation - 90 points**

The criteria to be considered during evaluations, and the associated maximum point values, are as follows:

- Web Site Development Experience - 30 Points
- Staff Resources- 20 Points
- Project Plan and Schedule- 20 Points
- Equipment and Technical Resources- 20 Points

Total Technical Qualification Points - 90

Evaluation of the proposal will be performed by an Evaluation Committee composed of individuals representing the City of Shoreline. The Evaluation Committee will individually score the technical qualifications of all proposals as submitted.

## **5.2 Cost Evaluation - 10 points**

The second step of the evaluation will consist of the cost evaluation. The cost evaluation will consist of evaluating each cost proposal against the lowest proposed cost.

## **Section 6.0 - Selection Process**

The City reserves the right to award a contract solely on the written proposal. The City also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion of the written responses. If interviews are conducted, a maximum of THREE (3) firms will be short listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluator's scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of contract award. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Shoreline reserves the right to reject any and all proposals submitted.

## **Section 7.0 - City Contract**

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract (Attachment 1). The successful Proposer shall be required to enter into a contract with the City of Shoreline which will be substantially similar to the sample.

Therefore, the Proposer must recommend any proposed changes to the sample contract which the Proposer desires. All changes must be made legibly and conspicuously in red ink on all copies submitted. Page (s) on which the change (s) appear must be tabbed as to be easily identified. The rationale for all changes must also be provided by the respondent.

The City will evaluate the extent of the proposed changes to determine whether the contract meets the “substantially similar” requirement. Such determination is the sole province of the City.

## **Attachment 1 : Sample City Consultant Contract Documents**

- **Exhibit A - Sample Agreement far Services**
- **Exhibit B - Sample Pay Request**
- **Exhibit C - Sample Taxpayer ID Request**

**EXHIBIT A**  
**CITY OF SHORELINE**  
**AGREEMENT FOR SERVICES**

**Contract No.** \_\_\_\_\_

This Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_ is entered into by and between the City of Shoreline, Washington, a municipal corporation hereinafter referred to as the "CITY," and \_\_\_\_\_, hereinafter referred to as the "CONSULTANT."

WHEREAS, the City desires to retain the services of a consultant to \_\_\_\_\_; and

WHEREAS, the City has selected \_\_\_\_\_ to perform the above-mentioned services;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, to be kept, performed and fulfilled by the respective parties hereto, and other valuable consideration, it is mutually agreed as follows:

1. **Scope of Services to be Performed by the Consultant.** The Consultant shall perform the services outlined in Exhibit A. In performing these services, the Consultant shall at all times comply with all federal, state and local statutes rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefor shall be performed diligently and completely and in accordance with professional standards of conduct and performance.

2. **Compensation.**

A. Services will be paid at a rate of \_\_\_\_\_, not to exceed a maximum of \_\_\_\_\_.

B. The City shall pay the Consultant for services rendered after receipt of a billing voucher in the form set forth on Exhibit B. **NO PAYMENT WILL BE ISSUED WITHOUT A BILLING VOUCHER.** Payments will be processed within 30 (thirty) days from receipt of billing voucher. The Consultant shall be paid for services rendered but, in no case shall the total amount to be paid exceed the amount(s) noted in the Exhibit(s) and approved by the City, or City Council through its budget and appropriations process. The Consultant shall complete and return Exhibit C, Taxpayer Identification Number, to the City prior to or along with the first billing voucher. No payment will be issued without a Taxpayer Identification Number on file. Mail all billing vouchers to: City of Shoreline, Attention Accounts Payable, 17544 Midvale Avenue North, Shoreline, Washington 98133-4921.

3. **Termination.**

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause by giving fourteen (14) days notice to Consultant in writing. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and reports, or other material prepared by the Consultant pursuant to this Agreement shall be submitted to the City.

B. In the event this Agreement is terminated by the City, the Consultant shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the City from seeking any legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such charges due the City shall be deducted from the final payment due the Consultant. No payment shall be made by the City for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the City.

C. The Consultant reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event outstanding invoices are not paid within 60 days.

D. If the Consultant is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

**4. Time of Comdetion.**

A. The work product, as described in Exhibit A will be scheduled for completion by no later than \_\_\_\_\_, 199\_.

B. Consultant will diligently proceed with the work contracted for, but Consultant shall not be held responsible for delays occasioned by the City.

C. The terms of this Agreement terminate on \_\_\_\_\_, 199\_.

**5. Ownership of Documents.**

A. All documents, data, drawings, specifications, software applications and other products or materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Consultant are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Consultant harmless for such use.

B. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City. Any information relating to the services will not be released without the written permission of the City.

C. The Consultant shall preserve the confidentiality of all City documents and data accessed for use in Consultant's work product.

**6. Independent Contractor Relationship.**

A. The Consultant is retained by the City only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Consultant and the City during the period of the services shall be that of an independent contractor, not employee. The Consultant, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, the Consultant shall have no obligation to work any particular hours or particular schedule and shall retain the right to designate the means of performing the services covered by this Agreement, and the Consultant shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Consultant is to be paid by it alone, and that in employing such workers, it is acting individually and not as an agent for the City.

B. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to Consultant or any employee of the Consultant.

**7. Hold Harmless.** The Consultant shall hold the City and its officers, agents and employees harmless from all costs, claims or liabilities of any nature including attorneys' fees, costs and expenses for or on account of injuries or damages sustained by any persons or property resulting from the negligent activities or omissions of the Consultant, its agents or employees pursuant to this Agreement, or on account of any unpaid wages or other remuneration for services; and if a suit as described above be filed, the Consultant shall appear and defend the same at its own cost and expense, and if judgment be rendered or settlement made requiring payment by the City, the Consultant shall pay the same.

**8. Insurance.**

A. shall secure and maintain a policy of commercial general liability insurance with combined single limits of liability not less than \$1 ,000,000 for bodily injury, including personal injury or death and property damage. The City shall be named as an additional insured on this insurance policy. The Consultant shall submit to the City a copy of the insurance policy declaration page as evidence of insurance coverage acceptable to the City.

B. During the term of this Agreement and during any extensions or renewals the Consultant shall secure and maintain a policy of automobile liability insurance with combined single limits of liability not less than \$1 ,000,000 for bodily injury, including personal injury or death and property damage. The City shall be named as an additional insured on this insurance policy. The Consultant shall submit to the City a copy of the insurance policy declaration page as evidence of insurance coverage acceptable to the City.

9. **Delays.** The Consultant is not responsible for delays caused by factors beyond the Consultant's reasonable control. When such delays beyond the Consultant's reasonable control occur, the City agrees the Consultant is not responsible for damages, nor shall the Consultant be deemed to be in default of the Agreement.

10. **Successors and Assigns.** Neither the City nor the Consultant shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

11. **Nondiscrimination.** In all hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities

made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or in the presence of any sensory, mental or physical handicap.

12. **Notices.** Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

Robert E. Deis  
City Manager  
City of Shoreline  
Midvale Ave. N.  
Shoreline, WA 98133-4921

Consultant Name  
Name of Firm  
Address 1  
Address 2  
Address 3  
Phone number

13. **Governing Law and Venue.** This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.

14. **General Administration and Management.** The City's contract manager shall be (Insert Name, Title).

15. **Severability.** Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

**16. Entire Agreement.** This agreement contains the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this agreement.

**CITY OF SHORELINE**

**CONSULTANT**

By: \_\_\_\_\_  
Robert E. Deis  
City Manager  
Title \_\_\_\_\_

By: \_\_\_\_\_  
Type Name

Approved as to form:

By: \_\_\_\_\_  
Bruce Disend  
City Attorney

Attachments: Exhibits A, B, C

**EXHIBIT B  
CITY OF SHORELINE  
BILLING VOUCHER**

17544 Midvale Ave. N., Shoreline, WA 98133 ♦ (206) 546-1700 ♦ Fax (206) 546-2200

PURCHASE ORDER NO. \_\_\_\_\_

Invoice No.: \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contract Period: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount of invoice: \$ \_\_\_\_\_

Hourly Rate Charge: \_\_\_\_\_ Hours Worked: \_\_\_\_\_

Description of services performed this period, attach a separate sheet if necessary (if applicable, submit a separate voucher for each program which is funded by your City of Shoreline contract):

**BUDGET SUMMARY:**

Total Contract Amount	\$ _____	
Previous Payments		\$ _____
Current Request		\$ _____
Total Requested To Date	\$ _____	
Balance Remaining	\$ _____	

Payments will be processed within thirty (30) days from receipt of approved billing voucher.

\_\_\_\_\_  
Contractor Signature

**EXHIBIT C**  
**CITY OF SHORELINE**  
 17544 Midvale Ave. N., Shoreline, WA 98133  
 (206) 546-1700 ♦ Fax (206) 546-2200

**TAX IDENTIFICATION NUMBER**

In order for you to receive reimbursement from the City of Shoreline, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires us to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Shoreline before or along with the submittal of the first billing voucher.

Please check the appropriate category:  <div style="display: flex; justify-content: space-around;"> <span>_____ Corporation</span> <span>_____ Partnership</span> <span>_____ Government</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>_____ Individual/Proprietor</span> <span>_____ Other (please explain)</span> </div> <div style="margin-top: 10px;">           TIN #:    _ _ - _ _ _ _ _ _ _ _         </div> <div style="margin-top: 10px;">           SS #:    _ _ - _ _ - _ _ _ _ _         </div>	
Print Name: _____  Print Title: _____  Business Name: _____  Business Address: _____  Business Phone: _____	
_____ Date	_____ Authorized Signature (required)

## **Attachment 2: City of Shoreline Web Site Goal**

### **Goal**

The City of Shoreline Web Site will:

- Use the unique interactive character of the Internet to facilitate the two-way process of communication with our community.
- Increase the quality and quantity of information, services and assistance the City makes available to its residents, and provide an efficient means to conduct day-to-day business with City government.
- Provide the most current information about the activities Shoreline offers its residents and the experience it offers its visitors.
- Increase the awareness of the advantages of Shoreline as a commercial, retail and residential center.