




# City of Arlington Council Agenda Bill

Item:  
WS #2  
Attachment  
B

<b>COUNCIL MEETING DATE:</b>	
January 8, 2018	
<b>SUBJECT:</b>	
PEPPM Interlocal Agreement	
<b>ATTACHMENTS:</b>	
Interlocal Agreement and Resolution	
<b>DEPARTMENT OF ORIGIN:</b>	
Finance; Kurt Patterson – 360-403-3454	
<b>EXPENDITURES REQUESTED:</b>	N/A
<b>BUDGET CATEGORY:</b>	N/A
<b>BUDGETED AMOUNT:</b>	0
<b>LEGAL REVIEW:</b>	
<b>DESCRIPTION:</b>	
Council is being asked to give the Mayor authority to sign an interlocal agreement with the Central Susquehanna Intermediate Unit (PEPPM) for the purpose of utilizing the program's collaborative purchasing power.	
<b>HISTORY:</b>	
The Central Purchasing Coordinator has found purchasing cooperatives to be a useful tool for purchasing many items used by the City. They offer a wide variety of items that have already been competitively bid thus saving the City time and money.	
<b>ALTERNATIVES:</b>	
Remand back to staff for additional information.	
<b>RECOMMENDED MOTION:</b>	
Workshop; discussion only. To be brought to council at a later date.	

**PEPPM/Central Susquehanna Intermediate Unit  
Cooperative Purchasing Program  
Interlocal Agreement  
2017 - 2018  
Contract**

**This Agreement is entered into by and between the Agencies shown below as contracting parties beginning 01/01/2018 and until either party terminates same in writing.**

**Contracting Parties**

**PEPPM Technology Cooperative Purchasing Program, Central Susquehanna Intermediate Unit, 90 Lawton Lane, Milton, Pennsylvania 17847**

**and**

**City of Arlington, 238 N. Olympic Avenue Arlington, WA 98223**

**Statement of Services to Be Performed**

PEPPM will organize and administer a cooperative purchasing program. Authority for such services is granted by Section 39.34.030 of the [Washington State Education Code Revised Code of Washington \(RCW\)](#). The goal of the cooperative is to obtain substantial savings on technology commodity items for members through volume purchasing.

**Role of PEPPM:**

- 1. Provide for the organizational and administrative structure of the program.**
- 2. Provide staff time necessary for efficient operation of the program.**
- 3. Provide the list of commodity items to participating members.**
- 4. Provide members with procedures for ordering, delivery and billing.**
- 5. City of Arlington will not be billed any membership fees from PEPPM to purchase from this program.**
- 6. PEPPM will not be responsible for product warranties, product qualities, failure to deliver by vendors, or failure of payment to vendors by members.**

**Role of City of Arlington:**

- 1. Commit to participate in the program by an authorized signature in the appropriate space below.**
- 2. Designate a contact person for the cooperative.**
- 3. Prepare purchase orders issued to the appropriate vendor from the official award list provided by PEPPM.**
- 4. Fax all purchase orders to PEPPM for processing.**

5. Accept shipments of products ordered from vendors in accordance with standard purchasing procedures.
6. Pay vendors by designated dates, unless other prior arrangements have been made between City of Arlington and the vendor(s). All deliveries must be made as long as this contract is in effect.
7. No annual membership fee is required in order to participate in the PEPPM Program.

**Authorization:**

PEPPM/Central Susquehanna Intermediate Unit and City of Arlington's authorized representatives enter into the above described agreement beginning 01/01/2018 and until either party terminates the Interlocal Agreement in writing.

PEPPM's standard bid and contract terms and conditions shall apply to all City of Arlington's purchases made using PEPPM contracts and procedures.

**PEPPM/Central Susquehanna  
Intermediate Unit**

**City of Arlington**

By \_\_\_\_\_  
Authorized Signature

By \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Contact Person \_\_\_\_\_

Contact Person \_\_\_\_\_

RESOLUTION NO. 2018-XXX

A RESOLUTION OF THE CITY OF ARLINGTON APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT BETWEEN THE CENTRAL SUSQUEHANNA INTERMEDIATE UNIT, LEAD AGENCY FOR THE COOPERATIVE PURCHASING NETWORK ("PEPPM") PROVIDING FOR COOPERATIVE PURCHASING PROGRAM FOR GOODS AND SERVICES; DESIGNATING THE Central Purchasing Coordinator AS OFFICIAL REPRESENTATIVE OF THE CITY OF ARLINGTON RELATING TO THE PROGRAM

WHEREAS, the City Council of the City of Arlington ("City") has been presented a proposed Interlocal agreement by and between the Central Susquehanna Intermediate Unit, lead agency for The Cooperative Purchasing Program (PEPPM), and the City finds said Interlocal to be acceptable and in the best interests of the City and its citizens; and

WHEREAS, the City Council of the City of Arlington, WA, pursuant to the authority granted under RCW Chapter 39.34, desires to participate in the described cooperative purchasing program, whose lead agency is Central Susquehanna Intermediate Unit, and in the opinion of the City participation in the program will be highly beneficial to the taxpayers through the anticipated savings to be realized;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARLINGTON, AS FOLLOWS:

1. The terms and conditions of the Interlocal Agreement have been reviewed by the City Council of the City of Arlington and found to be acceptable and in the best interests of the City and its citizens and is in all respects approved.
2. The Central Purchasing Coordinator of the City, Kurt Patterson, acting under the direction of the City Council, is hereby designated to act for the City of Arlington in all matters relating to The Cooperative Purchasing Network, including the designation of specific contracts in which the City desires to participate.

This resolution shall be effective upon its passage and approval.

APPROVED by the Mayor and City Council of the City of Arlington this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF ARLINGTON

\_\_\_\_\_  
Barbara Tolbert, Mayor

ATTEST:

\_\_\_\_\_  
Kristin Banfield, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven J. Peiffle, City Attorney