inTime®

CITY OF RICHMOND

Time and Attendance Software

Date Created: February 2, 2024

February 2, 2024

Eric Tam
Technology Supervisor
401 27th St.
Richmond CA, 94804

InTime Services Inc.
2140-745 Thurlow St.
Vancouver, BC V6E 0C5

RE: Time and Attendance Software RFP – Richmond Police Department

InTime Solutions Inc. (InTime) has thoroughly reviewed the requirements within the RFP and is pleased to submit the following proposal in response to the City of Richmond Request for Proposal: Time and Attendance Software.

InTime, through its 27 years' experience and expertise in providing scheduling software for police departments and other public safety agencies, totaling 500 agencies, and supporting 150,000 public safety employees daily, including those of the Richmond Police Department, is well positioned to deliver the solution to meet the requirements of the Richmond Police Department.

For the past eight years and continuing to the present, InTime has been the provider of scheduling software to the Richmond Police Department via our Software as a Service (SaaS) subscription offering. The following proposal is predicated on delivering the same type of SaaS offering and subscription contracting.

To that end, InTime, should they be selected, will engage with the city to negotiate terms and conditions prescribed in this RFP, insurance requirements and in the sample Service Agreement. Additionally, InTime has included as an attachment its Terms and Conditions for the use of its proprietary commercial offering, to be incorporated into the contract. Lastly, InTime confirms that the proposal price will be valid for the duration of the contract.

InTime looks forward to continuing support of the Richmond Police Department for their scheduling and workforce management needs so that they can continue to effectively serve their community.

Sincerely,

Ian Komnenić

Ian Komnenic
Account Executive, InTime
Ikomnenic@intime.com

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B. Background and Project Summary

With over 25 years of experience, InTime's offering is currently being used by over 500 Law Enforcement and Public Safety Agencies in North America and supporting 150,000 employees daily. InTime is also being used by 25% of all Police Departments in California. For the past 6 years, InTime has been used and relied on by Richmond PD for workforce and asset management. InTime has developed strong working relationships with Richmond PD and supported the agency through its workforce management objectives. InTime has a comprehensive understanding of Richmond's processes and needs moving forward. We look forward to continuing to grow this partnership as we have done over the last 6 years.

Key Personnel
Below are the responsibilities, experience, and roles of the InTime project team.

Jeff Lacey – CEO
Responsibilities: Responsible for the overall leadership and strategic direction of InTime.

Experience: Jeff is a veteran in the tech industry spanning over 30 years. Specifically, his experience in Public Safety exceeds 20 years, making him a seasoned leader with expertise in the challenges of the field. Jeff has served various capacities in InTime, including Sales and Marketing Director and for the past five years, the role of CEO. As the CEO of InTime, he has been instrumental in driving InTime's success, providing innovative solutions to help public safety agencies run at their best.

Ian Komnenic – Account Executive
Responsibilities: Management of InTime's response for this RFP, ensuring all open issues with InTime are addressed promptly in concert with InTime's Customer Success Team, to provide business requirements consultation and to advise on any upgrade strategies required for Richmond PD.

Experience: Ian has over 3 years of experience working for InTime as an Account Executive. Ian has been primarily working with California based agencies to provide value. Through growing partnerships Ian has developed a strong understanding of the workforce management challenges faced by California Law Enforcement agencies.

Robert Cote – Manager, Implementation
Responsibilities: Leads the InTime Implementation team, by assigning and coordinating customer projects, and conducts pre-project product fit and customer project readiness assessments. Conducts regular mid-project audits, and post implementation/training reviews. He is also the Project Lead for key account implementations.

Experience: Before retiring from the Cypress Police Department as a Sergeant, Robert coordinated the use of the InTime scheduling system for 23 agencies with nearly 10,000 employees. He has extensive experience and training in police and civilian union management and is a graduate of the California Commission on Police Officer Standards and Training's Sherman Block Leadership Institute.
Robert has 20 years of firsthand experience working with InTime during his time as a law enforcement official. Over the last five years, he has served as a member of the InTime Implementations Team, accumulating 25 years of experience with InTime's solutions.

Aaron Russell – Specialist, Implementation
Responsibilities: Provides technical and implementations support, including collaborating with key personnel and managing day-to-day communication.

Experience: Aaron has 30 years of sworn law enforcement experience. Additionally, he is a United States Air Force Veteran, a certified and licensed Instructor/Mentor/Trainer from various organizations (Crisis Prevention Institute/HeartMath Institute/Ohio Police Officer Training Academy) and currently holds the position of 2023 Past President at the FBI National Academy Associates of the Ohio Chapter. For the past 2.5 years, Aaron has helped customers implement InTime's workforce management solutions.

Aaron has three years of firsthand experience with InTime during his time as a law enforcement official. Over the past three years, Aaron has been a member of InTime's implementation team, accumulating six years of experience with InTime's solutions.

Sara Dyer – Manager, Customer Success
Responsibilities: Leads the Customer Success team at InTime. Key liaison for all customer support questions after implementation is complete and manages all inquiries to ensure they are responded to in a timely manner. Additionally, Sara ensures that the product is optimized to meet agency needs.

Experience: Sara has over 5 years of experience in InTime Customer Success and Services. She is a product expert who has efficiently diagnosed many high-level product concerns.

Proposed Solution Functionality Requirements

Personnel profile and demographics	InTime provides the ability for agencies to input personnel information.
Multiple overtime differentials (days, swings, graves) code	InTime allows agencies to configure at set various overtime differentials as hours modifiers that can be applied to specific shift or a general shift
Overtime Activity codes	All overtime shifts can be coded in InTime to streamline timekeeping, provide granular OT reporting and tracking
Leave Codes	InTime provides agencies with the ability to input all leave codes
Ability to generate CSV files with overtime and activity pay codes	InTime provides agencies to generate at generic CSV file with overtime and activity pay codes
Ability to track assets (i.e., ballistic vest, laptops, etc.) with expiration	InTime has a Asset Tracking and Management Module that allow agency to input and track all assets.
Ability to publish and post overtime assignments specific to various units within the department with a mobile, web or full client	InTime provides the ability to post out OT assignments to various units and groups through mobile and web.
Mobile application for personnel to enter overtime and leave request.	InTime mobile app allows employees to submit leave requests directly from mobile phone and allows supervisors to approve leave request form their mobile phone.
Web application for supervisors to review, track and publish work schedules	InTime provides three main environments for supervisors and staff to access schedule: InTime Desktop, InTime Web, and InTime Mobile. Supervisors will have the ability to manage schedules via InTime desktop.
Ability to generate various details and summary report, including bi-monthly time sheets	InTime provides a rich reporting database that allows the agency to run over a hundred different categories of reports. Such as: • Hours summary report • Timecard reports (bi-monthly) • Timesheet report (bi-monthly)

C. Cost Information

InTime Solution Pricing Employees	Annual Subscription For: 225
Scheduling Module ($72/empy/year)	$16,200/Year
Timekeeping Module ($36/emp/year)	$8,100/Year
Asset Tracking Module ($18/emp/year)	$4,050/Year
Customer Support and Maintenance	Included
Secure Hosting • Top tier cloud service provider • Automatic failover • Real time data redundancy	$1,800/Year
Remote Professional Services Implementation Services for modules listed above	N/A (Already implemented)

Annual Subscription Fees 01/07/2024 – 31/06/2025: $30,150
Annual Subscription Fees 01/07/2025 – 31/06/2026: $31,356
Annual Subscription Fees 01/07/2026 – 31/06/2027: $32,610
Annual Subscription Fees 01/07/2027 – 31/06/2028: $33,914
Annual Subscription Fees 01/07/2028 – 31/06/2029: $35,270

D. Contractor Assignment of Sub-Contract

InTime agrees that the resulting contract shall not be assigned, transferred, or sublet, in whole or in part, without prior written approval of the Police Department. InTime will not be sub-contracting any portion of the resulting contract.

E. Exceptions to this Request for Proposals

For the Contract between the City of
Richmond and

_____

EXHIBIT E
SPECIAL CONDITIONS

The General Conditions are hereby amended to include the following modifications
and/or provisions (if applicable):

The General Conditions are hereby amended to include the following modifications and/or provisions (if
applicable). To the extent of any inconsistency between the General Conditions and these Special
Conditions the Special Conditions prevail to the extent necessary to resolve any inconsistency:

Exhibit B - section 5 is deleted and will be replaced by Payment Terms to be mutually agreed by the parties and to
be set out In Exhibit A.

Exhibit D - section 4 Is deleted and replaced with the following:

"To the extent that there are any pre-existing City patents. trademarks, copyrights or other intellectual property
rights relating to the City information, IT system or data ("Pre-existing City IP"), the City owns all such Pre-
existing City IP. Contractor makes no claim of ownership or intellectual property rights in such Pre-existing City
IP."

Exhibit D - section 20, 3rd paragraph is amended by deletion and replacement with the following wording

"The sale, assignment, transfer or other disposition of any of the issued and outstanding
capital stock of Contractor (if applicable), or of the interest
of the following general partner (or Joint venturer or syndicate member if Contractor is a partnership or
joint-venture or syndicate), which shall result in a
change of control of Contractor, shall be deemed an assignment For this purpose, control
shall mean fifty percent or more of the voting power or twenty-five percent or more of the
assets of the corporation, partnership or joint-venture.

INTIME SERVICES INC. · ISEUNK SERVICES AGREEMENT· TERMS ANDCONDffIONS SCOPE

A   InTime provides an application for scheduling personnel as a service delivered overthe Internet C'Services'? to Its Customers. The application is proprietary to InTime.

B.   In conjunction with such Services, InTime also provides Support to Its Customers to allow them to use the Service.

C.   Customer desires to obtain such Services from InTime.

1.   DEFINITIONS

1.1 "Confidential Information" means information concerning any information relating to the business and technology of either party which is not generally available to third parties and which is treated by the parties, in accordance with their policies, as confidential information or a trade secret and specifically includes the Services. either parties business processes, information about either parties customers or users In any manner, shape or form or other like information. For the purposes of this Agreement, a party disclosing Confidential Information is a Discloser and the party receiving Confidential Information is a Recipient Confidential Information does not Include Information which Is:

    a.   at the time of disclosure, or thereafter becomes part of the public domain without any violation of this Agreement by the Recipient;

    b.   already in the Recipient's possession before disclosure of such information tothe Recipient by the Discloser;

    c.   following the Effective Date is furnished to the Recipient by a third party withoutthat third party being In breach directly or Indirectly of an obligation to the Discloser to keep such Information secret confidential and secret; and

    d.   developed independently by the Recipient without use of Discloser's Confidential Information as evidenced by reasonably detailed written records.

1.2   "Customer" means an entity or organization who wishes to obtain the Services from InTime.

1.3   "Proposal" means the document provided by InTime to Customer containing aprice quote, setting out the term and If applicable, specifying applicable governing law.

1.4   "Support" means technical support provided by InTime to Customer relating to Customer's use of the Services, on a remote basis by telephone, e-mail, and fax, and optionally at the Customer's site, and is subject to the availability of support personnel and facility infrastructure services. Such support includes problem diagnosis, consultation, dial-in diagnosis services, and problem resolution with the Support levels defined in Appendix A

2.   SERVICES

2.1   InTime will provide the Services to Customer in accordance with applicable laws and regulation. The Services will be provided on the following basis:

    (a) InTime will use commercially reasonable efforts to make the Services available 24

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hours a day, 7 days a week, exceptfor:

    (i) planned downtime (and InTime will give Customer at least 72 hours noticeof such downtime and will attempt to schedule such downtime to the extent practicable during weekend hours from 6:00 p.m. Pacific time Friday to 3:00 a.m. Pacific time Monday), or

    (ii) any unavailability caused by circumstances beyond InTime's reasonable control.

2.2   Under no circumstances can Customer allow other commercial entities to access the Services. Customer is prohibited from providing or repurposing the Services to other partiesin any manner, including as a service bureau or application service provider.

2.3   Violation of any of the terms of this Agreement or use of the Services in a way that breaches applicable law or regulation in any way entitles InTime to terminate this Agreement and Customer's access to the Services. InTime will give its Customers written notice ofsuch breach. If such breach is not corrected in 30 days InTime may terminate this Agreement PLEASE NOTE THAT INTIME STRICTLY ENFORCES THIS POLICY AND WILLPROSECUTE ANY VIOLATION OF THIS AGREEMENT TO THE FULLEST EXTENT PERMISSIBLE BY **LAW.**

2.4   It Is Customer's own responsibility to:

    (a) provide for its own access to the Internet, arrange for secure Internet access therefore and pay any service fees associated with such access;

    (b) be responsible for the accuracy, quality, integrity and legality of data which is processed using the Services, including the exclusion of Social Insurance Numbers (SIN) and Social Security Numbers (SSN), and of the means by which such datawas acquired;

    (c) use commercially reasonable efforts to prevent unauthorized access to or use ofthe Services, and notify InTime promptly of any unauthorized access or use:

    (d) use the Services only in accordance with any documentation and applicable laws and regulations.

2.6   Customer may not use InTime trademarks such as "InTIme" without the prior written permission of InTIme.

2.7   No other services are provided with the Service unless agreed to othelWise by InTime and the Customer.

3.   WARRANTY AND LIMITATION OF LIABILITY

3.1   <u>SPECIFIC EXCLUSION OF OTHER WARRANTIES</u> - THE SERVICES ARE PROVIDED "AS IS, WHERE IS" OTHER THAN AS SET OUT IN SECTION 5. INTIME DISCLAIMS ALL WARRANTIES WITH RESPECT TO THE SERVICES WHETHER EXPRESS ORIMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, DURABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NEITHER PARTY IS LIABLE UNDER THIS AGREEMENT FOR ANY INDIRECT, CONSEQUENTIAL, EXEMPLARY, OR INCIDENTAL DAMAGES OR LOSS OF PROFITS RESULTING FROM THE SERVICES (OR ANY THIRD PARTY GOODS OR SERVICES) EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. If either party is liable to the other in no event will the total aggregate liability of a party to the other exceed the fees paid by the Customer to InTime In the 90 day period preceding the date of a claim.

4. **OWNERSHIP CONFIDENTIALITY AND USE LIMITATION**

4.1 OWnership

    (a) Subject to the limited rights expressly granted under this Agreement, InTime reserves all rights, title and Interest In and to the Services, Including all related intellectual property rights. No rights are granted to Customer under this Agreement other than as expressly set forth with respect to limited rights to use the Services.

    (b) Customer shall not (i) permit any third party to access the Services except as expressly permitted, (Ii) create derivate works based on the Services, (iii) copy. frame or mirror any part or content of the Services, other than copying or framing on Customer's own intemal non-publicly accessible networks or otherwise for Customer's own intemal business purposes. (iv) reverse engineer the Services. or (v) access the Services in order to (a) build a competitive product or service. or (b) copy any features, functions or graphics of the Services.

    (c) As between InTIme and Customer, Customer exclusively own all rights, title and interest in and to all of Customer's data.

4.2 Confidentiality - The following terms apply·to Confidential Information and the ownership thereof.

    (a) All Confidential Information Is owned by the respective parties.

    (b) Neither party will, at any time whether before or after the termination of this Agreement, disclose, furnish, or make accessible to anyone any Confidential Information or permit the occurrence of any of the foregoing.

    (c) Each party will hold in confidence and not disclose any Confidential Information of the other party. All Confidential Information will be maintained in confidence by the Recipient, will not be disclosed to any person or entity In any way except as provided in this Agreement, and will be protected with the same degree of care the Recipient normally uses In the protection of its own confidential and proprietary information, but In no case with any less degree than reasonable care.

    (d) The Confidential Information may be disclosed by the Recipient only to those employees. directors, officers, auditors or consultants of the Recipient having the need to receive such Confidential Information for the purposes of this Agreement, provided the recipients of such Confidential Information are already bound by written confidentiality and non-disclosure obligations similar to those undertaken by the Recipient under this Agreement. The Recipient shall immediately give notice to the Discloser of any unauthorized use or disclosure of the Confidential Information. The Recipient agrees to assist the Discloser in remedying any such unauthorized use or disclosure of Confidential Information.

    (e) To the extent the Recipient is required to disclose any Confidential Information pursuant to a valid subpoena or other applicable order by a governmental agency or judicial body or by operation of law. the Recipient will promptly notify the Discloser in writing of the existence, terms and circumstances surrounding such disclosure (except as prohibited by law) so that the Discloser may seek a protective order or other appropriate remedy from the proper authority. The Recipient agrees to reasonably cooperate with the

InTime-

Discloser in seeking such order or remedy at Disclosure's cost and expense. The Recipient further agrees· that if the Recipient Is required to disclose any Confidential Information, the Recipient will furnish only that portion of the Confidential Infonnation that is legally required and will reasonably cooperate with Disclosure's efforts to obtain reliable, written assurances that confidential and legally compliant treatment will be accorded to such Confidential Information

    (f) The obligations of confidence contained herein will survive termination or expiry of this Agreement.

5. REPRESENTATION AND INDEMNIFICATION

5.1. <u>Indemnification by InTime</u> - InTime has the right and all necessary permissions to provide the Services to the Customer. In the event of the breach of this representation, InTime shall defend Customer against any claim, demand, suit, or proceeding ("Claim") made or brought against Customer by a third party alleging that the use of the Services infringes or misappropriates the intellectual property rights of a third party, and shall indemnify Customer for any damages finally awarded against. and for reasonable attorney's fees incurred by, Customer In connection with any such Claim; provided, that Customer (a) promptly gives InTime written notice of the Claim; (b) gives InTime sole control of the defense and settlement of the Claim; and (c) provides to InTime all reasonable assistance, at InTime's expense.

5.2 <u>Exclusive Remedy</u> - This Section 5 states InTime's sole liability to, and Customer's exclusive remedy against InTime for any type of Claim described in this Section.

6. TERMINATION

6.1 <u>Return</u> of Customer Data - Following termination of the Agreement, InTime will provide read-only access to Customer's data for a period of six months without charge. After such period, InTime shall have no obligation to maintain or provide any of Customer's data and may, unless legally prohibited, delete all of Customer's data in InTime's systems or otherwise in InTime's possession or control.

7. GENERAL

7.1 This Agreement and the Proposal contain the whole agreement between InTime and Customer relating to the Services.

7.2 InTime may assign this Agreement In connection with a merger, amalgamation or corporate re-organization involving InTime, or in connection with the sale of all or substantially all the assets of InTime or to an affiliate or wholly--owned subsidiary of InTime.

7.3 Upon 30 days notice to Customer, InTime reserves the right at all times to vary the conditions of this Agreement or change the operation of the Services. If Customer does not agree to such variation or changes, Customer may terminate this Agreement without penalty to either party.

7.4 InTime reserves the right to suspend the Services for repair, maintenance, and/or upgrade work. Unless InTime cannot do so for security or other reasons beyond our reasonable control, InTime will give Customer reasonable notice of such suspension.

7.5 The parties achknowledge that each is an independent contractor and nothing in this agreement constitutes a joint venture or partnership and neither party has the right to bind or act for the other as agent or in any other capacity

Appendix A – Support Level Definition

All Customer requests for Support shall be managed as described below. The degree of InTime's responsiveness ("Severity") shall be based on the nature of the initial Customer Support request. The Customer will always make every effort to respond in a timely fashion to requests from InTime for assistance in providing Support.

"Normal Support Hours" are 6:00 AM through 5:00 PM (Pacific Time), Monday through Friday, excluding statutory holidays.

Critical Severity	Available: 24 hours/day, 7 days/week, via special toll-free number in North America.
Description:	A Customer detected critical Software error that renders the entire live InTime production system, or an essential part of it, inoperable or "down".
Initial Response:	All support requests will be dispatched with call details and problem description within 5 minutes of receipt of support request. During Normal Support Hours, warm transfer immediate response if an InTime Support representative is available, otherwise a callback response within 15 minutes average, one (1) hour maximum. Outside of Normal Support Hours a callback response within eight (8) hours average, sixteen (16) hours maximum.
Resolution Response:	Once an InTime Support representative has made contact with the customer regarding the support request, InTime will work continuously to return the InTime production system to normal "up" operation, with an average resolution time of not more than eight (8) hours.
Chargeable Service:	If the Critical Severity support service is used by the Customer for non-critical support then the service is chargeable at InTime's current hourly support service rates.

High Severity	Available: Normal Support Hours
Description:	A Customer detected non-critical Software error in a module of the live InTime production system, which seriously impairs system operation but does not render it "down". Non-critical Software errors exclude cosmetic, documentation, or reporting problems, and also questions regarding the operation of the software, its installation or training.
Initial Response:	During Normal Support Hours, immediate response if an InTime Support representative is available, otherwise a callback response within two (2) hours. However if the request is made within the last hour of the day or after the close of day, then within the first two (2) hours of the next Normal Support Hours day.
Resolution Response:	InTime will work continuously to restore system operation within Normal Support Hours.

Normal Severity	Available: Normal Support Hours
Description:	All other Support requests not described above.
Initial Response:	During Normal Support Hours, immediate response if an InTime Support representative is available, otherwise a callback response within four (4) hours. However if the request is made within the last four hours of the day or after the close of day, then within the first four (4) hours of the next Normal Support Hours day.
Resolution Response:	InTime will correct documentation errors in upcoming releases of the documentation. InTime will provide Software error corrections in the course of its standard development and upgrade methodology for the Software.

F. Statement of Impartiality and Disclosure

InTime declares that the company is not currently, and will not, during the performance of these services, participate in any other similar work involving a third party with interests currently in conflict or likely to conflict with the City of Richmond's interests. Additionally, InTime is not involved in any pending or active investigations or litigation.

G. Sanctuary City Contracting and Investment Ordinance and Resolution 86-21

Sanctuary City Compliance Statement

CITY OF RICHMOND
Sanctuary City Compliance Statement

The undersigned, an authorized agent of <u>InTime Services Inc.</u> (hereafter "Contractor"), has had an opportunity to review the requirements of City of Richmond Ordinance 12-18 (hereafter "Sanctuary City Contracting Ordinance" or "SCCO"). Contractor understands and agrees that the City may choose with whom it will maintain business relations and may refrain from contracting with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security ("ICE"). Contractor understands the meaning of the following terms used in the SCCO:

    a.   "Data Broker" means either of the following:

        i.   The collection of information, including personal information about consumers, from a wide variety of sources for the purposes of reselling such information to their customers, which include both private-sector business and government agencies;

        ii.   The aggregation of data that was collected for another purpose from that for which it is ultimately used.

    b.   "Extreme Vetting" means data mining, threat modeling, predictive risk analysis, or other similar services."

Contractor understands that it is not eligible to receive or retain a City contract if at the time the Contract is executed, or at any time during the term of the Contract, it provides Data Broker or Extreme Vetting services to ICE.

Contractor further understands and agrees that Contractor's failure to comply with the SCCO shall constitute a material default of the Contract and the City Manager may terminate the Contract and bar Contractor from bidding on future contracts with the City for five (5) years from the effective date of the contract termination.

By executing this Statement, Contractor certifies that it complies with the requirements of the SCCO and that if at any time during the term of the Contract it ceases to comply, Contractor will promptly notify the City Manager in writing. Any person or entity who knowingly or willingly supplies false information in violation of the SCCO shall be guilty of a misdemeanor and subject to a $1,000 fine.

Based on the foregoing, the undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this <u>31</u> day of <u>January</u>, 20<u>24</u>, at <u>   </u>, California.

Printed Name: <u>Jason de Boer</u>   **Title:** <u>Vice President of Sales</u>

    Signed: <u>Jason de Boer</u>   **Date:** <u>January 31, 2024</u>

Business Entity: <u>   </u>

Vendor SCCO Compliance Statement (Augt2020)

Vendor Supplemental Questionnaire Form and Disclosure Statement for Limited Liability Companies

Vendor Supplemental Questionnaire Form

Email Back To: _____ @ Fax #: _____

Requesting Department – Contact Person

Full Legal Name:

InTime Services Inc

Address:

745 Thurlow St #2140, Vancouver, BC V6E 0C5

City:	State:	Zip Code:
Vancouver	Canada	BC V6E 0C5

If PO Box given, also provide the physical address given to the California State Board of Equalization when applying for a Seller's Permit.

Street Address:

_____

City:	State:	Zip Code:

Contact Information:

Name:

Anna Kasraee

Telephone #	Fax #
8776032830 EXT 1006	
Toll Free Telephone #	**Toll Free Fax #**
E-Mail Address:	**Web Page URL:**
akasraee@intime.com	

Separate payment address (if applicable)

Address:

17837 1st Ave. S #505

City:	State:	Zip Code:
SeaTac	WA	98148

For Sole Proprietors only – Please check the blocks below:

Please, check Yes or No in the two questions below. If the answer to A. is YES, continue to B. If the answer to B. is NO, please provide your Social Security Number if you have not already done so on the W-9.

A. Are you a sole proprietor who will be providing services to the City? ☐ Yes ☑ No

B. Do you have any employees? ☐ Yes ☐ No

Amount of Contract: _____ Expiration Date of Contract: _____

Social Security Number: _____ - _____ - _____

Disclosure Statement for Limited Liability Companies

Is your Business a Limited Liability Company (LLC)? ☐ Yes ☑ No

If the owner and/or applicant is an LLC, please complete Disclosure Statement on back.

Requesting Department Staff: Please indicate the type of transactions you are seeking from the vendor:

☐ Goods   ☐ Services   ☐ Services / Legal / Lawyer   ☐ Services / Rent

If both Goods and Services = Please indicate which is larger – 51% or more as Goods, or 51% or more as Services.

If COR Employee – Set up as: ☐ Medical / Disability   ☐ Child Support   ☐ Non-Taxable Reimbursements

C:\Users\mckenzp\Desktop\Vendor Supplemental Questionnaire Form (Update 2021).doc27-June-2006

Disclosure Statement for Limited Liability Companies

Is your Business a Limited Liability Company (LLC)?   ☐YES ☒NO

If you answered YES, please provide the City with the names and business addresses of any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and "Beneficial Owners" of the applying LLC. A Beneficial Owner is any person or entity who: (1) exercises substantial control over the applying LLC; (2) owns 25% or more of the interest in the applying LLC; or (3) receives substantial economic benefits from the assets of the applying LLC. If any LLC shareholder, director, officer, member, manager, other authorized person, partner, or Beneficial Owner is itself an LLC or other business entity, the names and business addresses must also be provided for any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and Beneficial Owners of that LLC or other business entity all the way up through each entity in the organizational chart until ultimate ownership by individual person(s) is/are disclosed.

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

☐ Check this box if additional ownership information is attached to this Disclosure Statement.

In signing this Disclosure Statement, I represent that the information submitted in this Disclosure Statement, and any attachments, is true and correct.

Signature: _____

Printed Name: _____

Title: _____

Date: _____