



City of Sumner
1104 Maple Street
Sumner, WA 98390
bids@sumnerwa.gov

Watershed Forest Management Plan

Request for Proposals

Introduction

City of Sumner (City) intends to establish a contract for forest health management planning and implementation of our Watershed located in Sumner, Pierce County. A forest health management plan would be created to achieve forest health goals as described in this RFP. The plan will be used as the basis of future bid documents for the contracting of work to implement the plan.

Request for Proposal (RFP) requirements and contractor selection criteria are contained in this document. RFPs are due on or before **10AM on Wednesday November 26.**

The City of Sumner, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and Federal Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, or sex in consideration for an award.

Background

The City of Sumner owns approximately 125 acres of forestland along the hillside of the eastern portion of town, primarily bordered by Sumner Tapps Highway on the east and Salmon Creek to the west. The land is primarily owned and maintained for the purpose of protecting and utilizing spring sources of drinking water. Lack of maintenance outside this purpose has led to a large variety of invasive species and overgrowth. Both the invasive species and a large nearby forest fire prompted the City to take a greater look at fire risk reduction and overall forest management.

To begin management, the City worked with students from Green River College to develop a draft invasive species management plan (Appendix A). This plan helped the City justify an ongoing programmatic budget for management of the forest.

Project Scope of Work

The Contractor shall work with the City to develop a forest health management plan which will be used as the basis for future bid documents and the contracting of work to complete portions of the plan annually. Below are identified goals and objectives, which may be included in the plan:

- Improve general forest health
- Eliminate invasive species
- Address disease such as laminated root rot
- Improve successional understory community
- Reduce wildfire risk

We expect that specific actions addressing the above goals would be included in the plan. The actions should specify quantities of work (acres, number of plants, etc.) and be organized so that the city can individually bid certain portions or quantities of the planned work on an annual basis.

Proposal Minimum Requirements

All contractors must meet the following minimum requirements:

- At least five years of previous experience conducting similar work.
- 2 references or examples of similar projects

RFPs that do not meet the above requirements will be considered nonresponsive to this RFP request.

Contractors shall only submit one proposal per firm.

RFP Selection Criteria and Process

All proposals will be reviewed and screened based upon the qualifications and requirements outlined in this request by a panel selected by the City. The City will evaluate RFPs that conform to instructions and meet contractor minimum requirements. Failure to submit all information requested may result in the City requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal or rejecting the proposal.

A. Anticipated Schedule

RFP Issuance:	October 22, 2025
RFP Question Period Closing:	November 19, 2025
RFP Closing:	10AM November 26, 2025
Notice of Award:	January 19, 2026

B. Questions Submittal Format and Deadline

Questions should be submitted in writing (via e-mail) to Derek Barry, Community Operations Manager (DerekB@sumnerwa.gov) or bids@sumnerwa.gov by **10 AM on November 19, 2025**. The City will provide an e-mail response confirming receipt. The City will not respond to oral questions, nor to questions submitted to anyone other than the designated City contact stated above. Any responses that add additional information will be posted at the following City website: sumnerwa.gov/bids

C. Evaluation Criteria

RFPs will be evaluated using the respective weighted importance criteria below. The City may choose to review the proposals submitted or interview one or more proposers prior to making a selection, in its discretion.

Criterion	Percentage of Total
Qualifications/expertise of the firm or project team and their experience with similar projects	25%
Contractors approach to the City's project as demonstrated in a description of their approach to the work.	40%
Familiarity with Relevant Standards	15%
Past Performance and References	20%
Total:	100%

The City reserves the right to waive technical defects and to determine in its sole discretion the sufficiency of qualifications and experience of contractors.

D. Clarification and Negotiations

The City reserves the right to seek clarification of each RFP submitted. The City may enter into contract negotiations with the highest scoring contractor(s). The City is under no obligation to enter any contract as a result of this RFP Request, and at its discretion may choose not to move forward with any responding Contractor. Except for the execution of a City-issued written contract, no verbal or written agreement or conversation with any officer, agent, or employee of the City shall bind the City.

E. Proprietary information.

All information and data contained in a submitted proposal is potentially subject to public disclosure under RCW 42.56. All proprietary information that a contractor wishes the City to withhold from the public must be clearly marked and labelled as "PROPRIETARY". In response to a records request, the City will consider whether such information is exempt from the request but the marking and submission of the information in this manner does not guarantee its exemption from public disclosure. The City makes no representations regarding its ability pursuant to RCW 42.56 to withhold proprietary information from public disclosure.

E. Award and Contract

Upon completion of the review and interview process, the City will advise the contractors of the RFP awards. The anticipated award date is **January 19, 2026**, but may be changed by the City. Upon notice of selection, the City and the selected contractor(s) will negotiate in good faith to reach a final agreement that can be approved by the City Council. Any agreement resulting from this RFP is subject to the City Council's approval. Failure of the first selected contractor to enter into an agreement with the City within 30 days of selection will result in that Contractor's disqualification, and the City will then begin negotiations with the second ranked proposal and so on until a final agreement is reached for approval by the Sumner City Council, or until the City rejects all proposals, within its sole discretion. The initial contract will be written in an on-call format with a dollar value up to the approved amount in the 2025/26 biennium budget.

A sample contract is included as Appendix B to this RFP. The City, based on its needs and the needs of its funders, reserves the right to include in contracts other exhibits and/or modified versions of these exhibits at its sole discretion.

RFP Submittal

A. RFP Deadline

All proposals must be received on or before **November 26, 2025 at 10:00 AM**. Proposals received by the City after that time may not be considered. Contractors assume full responsibility for timely delivery of the Proposals according to the requirements of this RFP.

RFPs must be submitted electronically in a single Adobe Acrobat PDF file or Word doc to: bids@sumnerwa.gov. Faxed proposals will not be considered.

RFPs must be submitted with all of the details and ordering as outlined below. A Word doc version of the RFP submittal form can be requested. The total proposal shall be no more than ten (10) pages not including the cover page or section dividers. Resumes included to show qualifications shall count towards the 10 page limit.

B. RFP Format

City of Sumner City of Sumner Watershed Forest Management RFP Submittal Format

A. Company Information

Business Name:
Address:
City, State, Zip Code:

Primary Contact:
Name/Title
Email:
Phone:

B. Company / Team Qualifications

Describe your Firm / Project team's qualifications and experience completing this type of work. Describe the capacity and ability to complete the full scope of the project. Resumes may be included for key team members.

C. Approach to the Project

Describe your firm's approach to developing the forest health management plan as described in this RFP. Include things like the proposed layout, format, etc.

D. Familiarity with Relevant Standards

List and describe your teams familiarity with standards relevant to the planning and implementation of the forest health management plan.

E. Past performance / references

Provide at least 2 references for work similar to the described scope of work.

Authorized Signatory

The final proposal should include the following statement as well as the printed name, signature, and title of the person authorized to submit a RFP, and the date of that person's signature.

"I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to submit this information on behalf of the applicant."

Printed Name	Signature
Title	Date

Appendix A

Green River College Invasive Management Plan

See Separate Attachment "GRC Invasive Plan Part 1 & 2"

Appendix B

Sample Contract



GOODS & SERVICES CONTRACT between the City of Sumner and [Insert Vendor's Co. Name]

THIS CONTRACT is made by and between the City of Sumner, a Washington municipal corporation (hereinafter the "City"), and [Insert Vendor's Company Name] organized under the laws of the State of [Insert State Co. Formed Under], located and doing business at [Insert Vendor's Address, Phone Number] (hereinafter the "Vendor").

CONTRACT

I DESCRIPTION OF WORK.

Vendor shall provide the following goods and materials and/or perform the following services for the City:

[Insert Detailed Description of goods, materials, and/or services Vendor will be providing. Please be as detailed as possible. You may also refer to an Exhibit so long as it is clearly identified by title and date.]

Vendor acknowledges and understands that it is not the City's exclusive provider of these goods, materials, or services and that the City maintains its unqualified right to obtain these goods, materials, and services through other sources.

II TIME OF COMPLETION. Upon the effective date of this Contract, Vendor shall complete the work and provide all goods, materials, and services [Type either "within" or "by" depending on deadline in next form field] [Insert either a date specific or enter # of days, weeks, months, years, etc.].

III. COMPENSATION. The City shall pay the Vendor an amount not to exceed [Insert maximum dollar amount to be paid for services. You may type out the dollar amount and place the numerical dollar amount in parentheses or you may just enter the numerical dollar amount], plus Washington State Sales Tax, if applicable, for the goods, materials, and services contemplated in this Contract. The City shall pay the Vendor the following amounts according to the following schedule:

Vendor shall submit monthly invoices to the City. The City shall pay the first monthly invoice once all required paperwork has been received by the City. In the event that any provision of the City's Goods and Services Contract conflicts with any provision or Term of Contractor's Bid, the City's contract provisions shall govern.

If the City objects to all or any portion of an invoice, it shall notify Vendor and reserves the option to only pay that portion of the invoice not in dispute. In that event, the parties will immediately make every effort to settle the disputed portion.

- A. Defective or Unauthorized Work. The City reserves its right to withhold payment from Vendor for any defective or unauthorized goods, materials or services. If Vendor is unable, for any reason, to complete any part of this Contract, the City may obtain the goods, materials or services from other sources, and Vendor shall be liable to the City for any additional costs incurred by the City. "Additional costs" shall mean all reasonable costs, including legal costs and attorney fees, incurred by the City beyond the maximum Contract price specified above. The City further reserves its right to deduct these additional costs incurred to complete this Contract with other sources, from any and all amounts due or to become due the Vendor.
- B. Final Payment: Waiver of Claims. VENDOR'S ACCEPTANCE OF FINAL PAYMENT SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY VENDOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

IV. INDEPENDENT CONTRACTOR. The parties intend that an Independent Contractor-Employer Relationship will be created by this Contract and that the Vendor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Contract.

V. TERMINATION. Either party may terminate this Contract, with or without cause, upon providing the other party thirty (30) days written notice at its address set forth on the signature block of this Contract.

VI. CHANGES. The City may issue a written amendment for any change in the goods, materials or services to be provided during the performance of this Contract. If the Vendor determines, for any reason, that an amendment is necessary, Vendor must submit a written amendment request to the person listed in the notice provision section of this Contract, section XIV(D), within fourteen (14) calendar days of the date Vendor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Vendor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Vendor on all equitable adjustments. However, if the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Vendor shall proceed with the

amended work upon receiving either a written amendment from the City or an oral order from the City before actually receiving the written amendment. If the Vendor fails to require an amendment within the time allowed, the Vendor waives its right to make any claim or submit subsequent amendment requests for that portion of the contract work. If the Vendor disagrees with the equitable adjustment, the Vendor must complete the amended work; however, the Vendor may elect to protest the adjustment as provided in subsections A through E of Section VII, Claims, below.

The Vendor accepts all requirements of an amendment by: (1) endorsing it, (2) writing a separate acceptance, or (3) not protesting in the way this section provides. An amendment that is accepted by Vendor as provided in this section shall constitute full payment and final settlement of all claims for contract time and for direct, indirect and consequential costs, including costs of delays related to any work, either covered or affected by the change.

VII. CLAIMS. If the Vendor disagrees with anything required by an amendment, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Vendor may file a claim as provided in this section. The Vendor shall give written notice to the City of all claims within fourteen (14) calendar days of the occurrence of the events giving rise to the claims, or within fourteen (14) calendar days of the date the Vendor knew or should have known of the facts or events giving rise to the claim, whichever occurs first. Any claim for damages, additional payment for any reason, or extension of time, whether under this Contract or otherwise, shall be conclusively deemed to have been waived by the Vendor unless a timely written claim is made in strict accordance with the applicable provisions of this Contract.

At a minimum, a Vendor's written claim shall include the information set forth in subsections A, items 1 through 5 below.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM OR CAUSED BY THAT DELAY.

A. Notice of Claim. Provide a signed written notice of claim that provides the following information:

1. The date of the Vendor's claim;
2. The nature and circumstances that caused the claim;
3. The provisions in this Contract that support the claim;
4. The estimated dollar cost, if any, of the claimed work and how that estimate was determined; and
5. An analysis of the progress schedule showing the schedule change or disruption if the Vendor is asserting a schedule change or disruption.

B. Records. The Vendor shall keep complete records of extra costs and time incurred as a result of the asserted events giving rise to the claim. The City shall have access to any of the Vendor's records needed for evaluating the protest.

The City will evaluate all claims, provided the procedures in this section are followed. If the City determines that a claim is valid, the City will adjust payment for work or time by an equitable adjustment. No adjustment will be made for an invalid protest.

C. Vendor's Duty to Complete Protested Work. In spite of any claim, the Vendor shall proceed promptly to provide the goods, materials and services required by the City under this Contract.

D. Failure to Protest Constitutes Waiver. By not protesting as this section provides, the Vendor also waives any additional entitlement and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).

E. Failure to Follow Procedures Constitutes Waiver. By failing to follow the procedures of this section, the Vendor completely waives any claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determination).

VIII. LIMITATION OF ACTIONS. VENDOR MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS CONTRACT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR VENDOR'S ABILITY TO FILE THAT SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.

IX WARRANTY. This Contract is subject to all warranty provisions established under the Uniform Commercial Code, Title 62A, Revised Code of Washington. Vendor warrants goods are merchantable, are fit for the particular purpose for which they were obtained, and will perform in accordance with their specifications and Vendor's representations to City. The Vendor shall correct all defects in workmanship and materials within one (1) year from the date of the City's acceptance of the Contract work. In the event any part of the goods are repaired, only original replacement parts shall be used—rebuilt or used parts will not be acceptable. When defects are corrected, the warranty for that portion of the work shall extend for one (1) year from the date such correction is completed and accepted by the City. The Vendor shall begin to correct any defects within seven (7) calendar days of its receipt of notice from the City of the defect. If the Vendor does not accomplish the corrections within a reasonable time as determined by the City, the City may complete the corrections and the Vendor shall pay all costs incurred by the City in order to accomplish the correction.

X. DISCRIMINATION. In the hiring of employees for the performance of work under this Contract or any sub-contract, the Vendor, its sub-contractors, or any person acting on behalf of the Vendor or sub-contractor shall not, by reason of race, religion, color, sex, age, sexual orientation, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

XI. INDEMNIFICATION. The Vendor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole

negligence of the City.

The City's inspection or acceptance of any of Vendor's work when completed shall not be grounds to avoid any of these covenants of indemnification.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE VENDOR'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

The provisions of this section shall survive the expiration or termination of this Contract.

XII. INSURANCE. The Vendor shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with products and materials supplied to the City.

No Limitation. Vendor's maintenance of insurance as required by the Contract shall not be construed to limit the liability of the Vendor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance.

Vendor shall obtain insurance of the type described below:

Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. The City shall be named as an insured under the Vendor's Commercial General Liability insurance policy using ISO Additional Insured-Vendors Endorsement CG 20 15 or a substitute endorsement providing equivalent coverage.

B. Minimum Amounts of Insurance

Vendor shall maintain the following insurance limits:

Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products liability aggregate limit.

C. Other Insurance Provisions. The Vendor's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Vendor's insurance and shall not contribute with it.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

E. Verification of Coverage. Vendor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Vendor before goods, materials or supplies will be accepted by the City.

F. Notice of Cancellation. The Vendor shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. Failure to Maintain Insurance. Failure on the part of the Vendor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Vendor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Vendor from the City.

XIII. WORK PERFORMED AT VENDOR'S RISK. Vendor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of the contract work and shall utilize all protection necessary for that purpose. All work shall be done at Vendor's own risk, and Vendor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

XIV. PREVAILING WAGES.

The Vendor agrees to comply with all state and federal laws relating to the employment of labor and wage rates to be paid. No final payment will be made on this Contract until the contractor and each and every subcontractor has submitted an "Affidavit of Wages Paid" that has been certified by the industrial statistician of the Department of Labor and Industries. Vendor shall file a "Statement of Intent to Pay Prevailing Wages," with the State of Washington Department of Labor & Industries prior to commencing the Contract work. The Statement of Intent to Pay Prevailing Wages shall include the Vendor's registration certificate number and the prevailing rate of wage for each classification of workers entitled to prevailing wages under RCW 39.12.020, and the estimated number of workers in each classification. Vendor shall pay prevailing wages in effect on the date the bid is accepted or executed by Vendor, and comply with Chapter 39.12 of the Revised Code of Washington, as well as any other applicable prevailing wage rate provisions. The latest prevailing wage rate revision issued by the Department of Labor and Industries must be submitted to the City by Vendor. It shall be the responsibility of Vendor to require all subcontractors to comply with Chapter 39.12 RCW and this section of the Contract.

XV. MISCELLANEOUS PROVISIONS.

A. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Contract, or to exercise any option conferred by this Contract in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

B. Resolution of Disputes and Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Washington, If the parties are unable to settle any dispute, difference or claim arising from the parties' performance of this Contract, then the following shall be the means for resolving the dispute:

1. If a dispute arises from or relates to this Contract or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS. Following mediation, or upon written Contract of the parties to waive mediation, any unresolved controversy or claim arising from or relating to this Contract or breach thereof shall be settled through arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the parties or through JAMS. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

2. Should the parties fail to agree upon or be unable to select an arbitrator, then the dispute shall be resolved by filing suit exclusively under the venue, rules and jurisdiction of the Pierce County Superior Court, Pierce County, Washington or the United States District Court, Western District of Washington as appropriate. In any claim or lawsuit for damages arising from the parties' performance of this Contract, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the City's right to indemnification under Section XI of this Contract.

C. Written Notice. All communications regarding this Contract shall be sent to the parties at the addresses listed on the signature page of the Contract, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract or such other address as may be hereafter specified in writing.

D. Assignment. Any assignment of this Contract by either party without the written consent of the non-assigning party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Contract shall continue in full force and effect and no further

assignment shall be made without additional written consent.

E. Modification. No waiver, alteration, or modification of any of the provisions of this Contract shall be binding unless in writing and signed by a duly authorized representative of the City and Vendor.

F. Entire Contract. The written provisions and terms of this Contract, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Contract. All of the above documents are hereby made a part of this Contract. However, should any language in any of the Exhibits to this Contract conflict with any language contained in this Contract, the terms of this Contract shall prevail.

G. Compliance with Laws. The Vendor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Vendor's business, equipment, and personnel engaged in operations covered by this Contract or accruing out of the performance of those operations.

H. Counterparts. This Contract may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Contract.

I. Debarment. The Consultant must certify that it, and its subcontractors, have not been and are not currently on the Federal or the Washington State Debarment List and if the Consultant or its subcontractors become listed on the Federal or State Debarment List, the City will be notified immediately.

IN WITNESS, the parties below execute this Contract, which shall become effective on the last date entered below.

CONSULTANT:	CITY OF SUMNER:
By: _____ (signature)	By: _____ (signature)
Print Name: _____	Print Name: William L. Pugh
Its _____ (Title)	Its Mayor (Title)
DATE: _____	DATE: _____
	By: _____ (signature)
	Print Name: John Galle
	Its City Administrator (Title)

DATE: _____

Attest:

Approved as to form:

City Clerk

City Attorney

DATE: _____

DATE: _____

SAMPLE

NOTICES TO BE SENT TO: CONSULTANT: [Insert Contact Name] [Insert Company Name] [Insert Address] [Address - Continued] [Insert Telephone Number] (telephone) [Insert Fax Number] (facsimile)	NOTICES TO BE SENT TO: CITY OF SUMNER: [Insert Name of City Rep. to Receive Notice] City of Sumner 1104 Maple Street Sumner, WA 98390 [Insert Telephone Number] (telephone) [Insert Fax Number] (facsimile)
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SAMPLE