

**CONTRACTUAL SERVICE AGREEMENT  
Labor & Industries Claims Management**

This CONTRACTUAL SERVICE AGREEMENT ("Agreement") is made and entered into between WHATCOM TRANSPORTATION AUTHORITY (WTA), a Washington municipal corporation, and COMPREHENSIVE RISK MANAGEMENT, INC, a Washington registered corporation (CONTRACTOR). CONTRACTOR agrees to provide WTA with the claims management including reporting, loss control and training. WTA and CONTRACTOR agree to an initial term of three (3) years and manage up to 20 time loss and medical only claims per year not to exceed \$7,250. Additional claims and services will be billed accordingly.

WTA and CONTRACTOR agree as follows:

1. The Agreement documents in order of precedence, and the terms and conditions that will govern this Agreement, are set out herein, and in the following documents, which are incorporated by reference:
  - This agreement
  - Small Purchase Response submitted by CONTRACTOR dated March 15, 2018
  - Fee schedule submitted by CONTRACTOR dated March 15, 2018
  - Small Purchase Request for LNI Claims Management (RFP) and all Exhibits and Appendices released February 19, 2018
2. CONTRACTOR shall perform all the work required by the scope of work referenced above.
3. The Agreement term in which CONTRACTOR must provide service is three (3) years. WTA may, at its option, renew the contract one additional term of two (2) years.
4. WTA will consider a rate adjustment to the service fee, if requested by the Contractor in writing 30 days prior to Contract Execution Date of each year of the Contract term. Rates may be adjusted using the Consumer Price Index for Urban Wage Earners & Clerical Workers (CPI-W); Seattle-Tacoma-Bremerton, WA, not seasonally adjusted, 1982-1984=100 reference base, Services.

Rates will not be adjusted more than fifteen percent (15%) above or below the original contracted amount.

5. No alterations or variation of any of the terms, conditions, prices, quantities, or specifications of this Agreement shall be effective without prior written consent of WTA's Procurement & Grants Coordinator. Oral changes, amendments or agreements are not permitted and shall not be paid for by WTA. Prior to becoming a contract modification, all changes must be prepared in writing and executed by the Parties. Only WTA's Procurement & Grants Coordinator shall have the express, implied, or apparent authority to alter, amend, modify, add, or waive any section or condition of this Agreement on behalf of WTA.
6. WTA shall pay CONTRACTOR in US funds for goods & services provided to the address below.
7. Invoices will be sent to [ap@ridewta.com](mailto:ap@ridewta.com) or ATTN: Accounts Payable at the WTA address below. Payment will be made in Net 30 Terms from the date of invoice acceptance.
8. WTA's Procurement & Grants Coordinator or designee must approve any change orders in writing, and otherwise in compliance to the obligations set out in the solicitation. Services or goods provided without WTA's written consent need not be paid for by WTA. WTA reserves the right to add or delete services from this Agreement, and will make appropriate adjustments to the contract price.

9. CONTRACTOR shall throughout the term of this Agreement, be a registered with the Washington State Secretary of State as a corporation doing business within the State of Washington, and maintain a registered agent in the state of Washington.
10. The parties agree that this Agreement is the complete expression of the terms. Any oral representation or understandings not incorporated are excluded. Failure to comply with any of the provisions shall constitute material breach of the Agreement and be cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. The forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of all provisions.
11. Original signatures transmitted and received via electronic transmission of a scanned document (e.g. PDF or similar format) are true and valid signatures for all purposes of this Agreement and shall bind the parties to the same extent as that of an original signature. Signatures submitted electronically must be fully legible to be valid.

EXECUTED this 12<sup>th</sup> day of April, 2018

WTA:



Peter L. Stark, General Manager  
Whatcom Transportation Authority  
4011 Bakerview Spur  
Bellingham, WA 98226

CONTRACTOR:



Terry D Peterson, President  
Comprehensive Risk Management, Inc.  
4716 61<sup>st</sup> Street North East  
Marysville, WA 98270