



Micro-Service Agreement (Prevailing Wage)			
Service Provider/Contractor:		County: Snohomish County 3000 Rockefeller Avenue Everett, WA 98201	
FTIN/UBI Number:		Department:	
Contact:		County Contact:	
Contact Phone:		County Phone:	
Contact Fax:		County Fax:	
Contact e-mail:		County e-mail:	
Project Name:		Completion Date:	
DAC:		Not to Exceed Amount (May not exceed \$25,000):	

This Agreement (Agreement) is made by and between Snohomish County, a political subdivision of the State of Washington (County) and the Company/Service Provider listed above (Service Provider). A complete scope of work and payment schedule are defined and attached in Schedule A.

Agreement Terms and Conditions

1. TERM

This Agreement shall be effective upon mutual execution and shall terminate on or before the completion date as noted above. .

2. SCOPE OF WORK AND PAYMENT

The scope of work and payment schedule are defined in Schedule A attached and incorporated herein by this reference.

3. EXPENSE REIMBURSEMENT

Unless expressly defined in Schedule A, reimbursement for expenses will not be allowed and shall be included within the compensation agreed upon.

4. GOVERNING LAW: VENUE

This Agreement shall be governed by the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.

5. HOLD HARMLESS

The Service Provider shall indemnify, defend, and hold harmless the County and its officers, officials, agents and employees from all claims, suits, damages, or actions of any nature arising out of or related to the activities of the Service Provider, its officers, subcontractors, agents, or employees under this Agreement.

6. INDEPENDENT CONTRACTOR

The Service Provider will perform the services described in this Agreement as an independent contractor and not as an agent, employee, or servant of the County. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the Service Provider is not entitled to any benefits or rights enjoyed by employees of the County. The Service Provider specifically has the right to direct and control Service Provider’s own activities in providing the agreed services in accordance with the specifications set out in this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint venturers. Because it is an independent Service Provider, the Service Provider shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (workers’ compensation). The Service Provider agrees to indemnify, defend, and hold the County harmless from any and all claims, valid or otherwise, made to the County because of these obligations.

7. INVOICES

Upon completion of the work, the Service Provider shall submit to the County a properly executed invoice indicating the work that has been performed and the amount due from the County. Unless the Service Provider has offered discount terms for quick payment, the County’s standard payment is net 30 days after approval of satisfactory performance of work and receipt of an accurate invoice. Invoices shall describe the work performed and match the pricing set forth in Schedule A. Payment methods:

- A. E-payables is a credit card payment issued through Accounts Payable. Payments are made twice a month.
- B. P-card is a procurement card similar to a credit card; payments are made by the department.
- C. Paper check is a check that is printed and mailed via U.S. Post Office.

8. NON-DISCRIMINATION

The Service Provider shall comply with the substantive requirements of chapter 2.460 SCC, which are incorporated herein by this reference. Execution of the Agreement constitutes a certification by the Service Provider of the Service Provider’s compliance with the requirements of chapter 2.460 SCC. If the Service Provider is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County’s discretion. This provision shall not affect the Service Provider’s obligations under other federal, state, or local laws against discrimination.

9. INSURANCE REQUIREMENTS

The Service Provider shall, at its own cost, procure by the time of execution of this Agreement and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Service Provider, its agents, representatives, or employees. Coverage shall be at least as broad as:

- A. Commercial General Liability (CGL): ISO Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence, \$2,000,000 general aggregate. Stop Gap shall be included (unless insured as Employers Liability under Part B. of a Workers Compensation Insurance Policy).
- B. Automobile Liability (if a vehicle is used for any work on the Agreement): ISO Form CA 00 01 covering any auto (Code 1), or if Service Provider has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- C. Workers' Compensation: Statutory requirements of the state or states of residency.
- D. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- E. If applicable, **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Service Provider's profession, with limit no less than \$1,000,000 per occurrence or claim.

For any claims related to this project, the Service Provider's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 2010 04/13 as respects the County, its officers, officials, employees, and agents. Any insurance or self-insurance maintained by the County shall be excess of the Service Provider's insurance and shall not contribute with it.

PROOF OF INSURANCE: The Service Provider shall furnish the County prior to contract execution: 1. Certificate of Insurance, and 2. Additional Insured Endorsement or equivalent CGL policy language naming Snohomish County, its officers, officials, employees, and agents as Additional Insureds

10. PATENT AND ROYALTIES INDEMNITY

The Service Provider is responsible for paying all license fees, royalties, copyrights, or the costs of defending claims for the infringement of any intellectual property that may be used in the performance of the work described in this Agreement.

11. PERFORMANCE OF SERVICES

Services shall be performed as described in Schedule A and in generally accepted practices prevailing in the western Washington region in the occupation or industry in which the Service Provider practices or operates at the time the services are performed. The Service Provider shall perform the work in a timely manner and in accordance with the terms of this Agreement. Any materials or equipment used by the Service Provider in connection with performing the services shall be of good quality. The Service Provider represents that it is fully qualified to perform the services to be performed under this Agreement in a competent and professional manner.

12. PREVAILING WAGE

The contractor/service provider shall pay prevailing wages as required by chapter 39.12 RCW.

13. PUBLIC RECORDS ACT

This Agreement and all public records associated with the Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Service Provider are needed for the County to respond to a request under the Act, as determined by the County, the Service Provider agrees to make them promptly available to the County. If the Service Provider considers any portion of any record provided to the County under the Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Service Provider shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by the Service Provider and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify the Service Provider:

- A. Of the request and,
- B. Of the date that such information will be released to the requester unless the Service Provider obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540.

If the Service Provider fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Service Provider to claim any exemption from disclosure under the Act. The County shall not be liable to the Service Provider for releasing records not clearly identified by the Service Provider as confidential or proprietary. The County shall not be liable to the Service Provider for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

14. TERMINATION

The County may terminate this Agreement at any time with written notice to the Service Provider. Upon receipt of the written notice, Service Provider shall stop performance and the County shall pay only for services performed or as agreed in this Agreement.

15. COMPLIANCE WITH OTHER LAWS

The Service Provider shall comply with all other federal, state, and local laws, rules, and regulations in performing this Agreement.

16. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

To be completed by Service Provider:

Indicate accepted method of payment and if fast/prompt pay discount is offered.

Payment method:

e-payables

p-card

paper check

Fast pay discount offered?

___% 20 days

Net 30.

Information on payment methods and invoices is available in the Terms and Conditions of this Agreement.

By signing below, the Service Provider acknowledges and agrees to provide the services as described in accordance with this Agreement.

Service Provider's Authorized Signatory Name:	County's Authorized Signatory Name:
Signature:	Signature:
Title:	Title:
Date:	Date:

**Schedule A
Scope of Work and Payment Schedule**

Description of Work to be Performed:	
Services to be performed on County property?	Yes or No Location:
Services to begin on or about:	and to be completed by:
Total payment to be made after completion of all work. Total Not to Exceed:	
	\$



Invoice

Date	Invoice #
2/9/2026	2622843-IN

AIR REPS, LLC
 Remit to Address:
 3290 146th PL SE STE F
 Bellevue WA 98007
 (425) 562-1150
 45-4039649

For any questions, please email: ServiceAR@airreps.com

Bill To
Snohomish County Facilities 3000 Rockefeller Avenue, MS404 Everett, WA 98201

P.O. No.	Terms
WR304317	Net 30

Quantity	Description	Rate	Amount
	SERVICE REQUEST 22843 - DENNY JUVENILE JUSTICE CENTER - DIAGNOSE ODU-01 NOT COOLING (PO NUMBER: WR304317)		
1	Aug 28, 2025: Prevailing Wage	120.00	120.00T
1	Sep 2, 2025: Thermal Supply - (4) 50# Recovery Cylinder CLEAN-OUT FEE	1,043.56	1,043.56T
	(1) Nitrogen 80		
8	Sep 2, 2025: Mechanical Service Calls RT - Arrived on site and got access to the roof. I was told system 1 wasn't cooling so I took the panels off of ODU-1 and hooked up service checker. Found that the system was running just fine and was cooling. There is one indoor coil that's not connected via the com line but this will be a problem for a later date. I realized that the facilities guys were looking at the wrong system and I went to system 2 to confirm. I found a leaking shraeder core and fix that on the suction line. I then hooked up service checker and found that the system was basically flat. I then ran to get nitro and recovery cylinders.	207.00	1,656.00T
1	Sep 3, 2025: Thermal Supply - (4) 25# R410a	1,759.79	1,759.79T
	(2) Nitrogen 80		
8	Sep 3, 2025: Mechanical Service Calls RT - Arrived on site and started pulling the charge on ODU-2. System only had 6.4lbs of charge in it. Once the charge was pulled I then replaced the schrader core then pressure tested the unit at 350 for an hour. Held pressure then put the system on a vacuum. Pulled the system down to 476 microns then began putting the charge back into the system. Once the system had about 83 pounds I then found another leak in the master unit which hadn't had any work done to. The leak is on the coil in a pretty bad spot to get to. I closed the service valves to save whatever charge was still in the system to pull before we swap the coil out. Will write up a rfp.	207.00	1,656.00T
1	Sep 3, 2025: Truck Charge	75.00	75.00T
	Sales Tax	9.90%	624.72
Total			\$6,935.07