



ORCA Business Passport Application & Memorandum of Understanding

Go Redmond grants are available to assist businesses units provide ORCA bus passes to their employees through King County Metro's Business Passport Program. This grant reimburses a portion of the cost for the implementation of a new ORCA Business Passport program at a worksite for the first 2 years.

ORCA Business Passport is a **reasonably-priced**, comprehensive, annual transportation pass program for employers with 5-499 employees that allows your employees to ride the bus or join a van pool with just one card.

The program provides access to bus services and 100% of the vanpool and vanship on Metro Transit, Community Transit, Sound Transit Everett Transit, and Kitsap Transit. This also includes emergency guaranteed ride home service for employees.

To Participate:

Step 1: Review this agreement, complete, sign and return to Go Redmond. A copy with City of Redmond/Go Redmond signature will be returned to you shortly thereafter.

Step 2: Once approved, set up a Business Passport Account with King County Metro. Go Redmond staff is available to assist, as needed.

Step 3: Promote the ORCA cards to your employees and encourage them to log their transit commutes on GoRedmond.com. Go Redmond is available to assist with free marketing and events.

How much does ORCA Business Passport cost?

	Redmond Passport Sample Annual Cost	Go Redmond Contribution*	Employee Contribution	Employer Contribution	Sample Annual Cost for Employer and Employee splitting the cost 50/50
Year 1	\$188 per employee	\$50 per employee	0%-50% of cost	50%-100% of cost	Employee (50%): \$94 Go Redmond: \$50 Employer (50%): \$44
Year 2**	\$238 per employee	\$75 per employee	0%-50% of cost	50%-100% of cost	Employee (50%): \$119 Go Redmond: \$75 Employer (50%): \$44

*Go Redmond will contribute up to \$10,000 for Year 1, and up to \$15,000 for Year 2.

**The year 2 cost will generally go up since the Year 1 cost is a subsidized estimate of usage. Year 2 is based on actual ridership numbers from your worksite.

The cost varies depending on the location of your company's work site and the amount of usage by your employees. The program does require that an ORCA pass be purchased for every benefits-eligible employee.

The Go Redmond ORCA Business Passport Grant Includes:

- Marketing & educational materials on worksite transit options for employees.
- Support on ORCA card management and administration.
- 2 years of a financial subsidy, totaling \$175 per employee.

To participate, complete the following application and return to Caroline Chapman at ckchapman@redmond.gov
Phone: 425.556.2442 Fax: 425.556.4242



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Grant Applicant Information:

Company: _____

Address: _____ Redmond, WA 98052

Total number of employees or residents at this location: _____ Phone: _____

Contact Person: _____ Email: _____

THIS AGREEMENT is made and entered into this _____ day of _____, 2017 between the City of Redmond (hereinafter referred to as the "City") and the legal entity as shown above (hereinafter referred to as the "Employer"), each of which entity may be referred to as "Party" or collectively as the "Parties".

I. Project Description: Enroll in the Business Passport Program at the Employer address.

II. Project Start and Ending Dates: _____

III. Project Budget: Year One, City of Redmond will contribute \$50/employee pass to defray the cost of the ORCA card, up to \$10,000. Year 2, employer can request \$75/ employee, up to \$15,000. While funding is available.

IV. Indemnity:

Each Party shall protect, defend, indemnify and save harmless the other Parties, their elected officials, officers, employees, and agents, from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from each Party's own negligent acts or omissions in performing work under this Agreement. Each Party agrees that it is fully responsible for the acts and omissions of its own subcontractors, and their employees and agents, acting within the scope of their employment as such, as it is for the acts and omissions of its own employees and agents. Each Party agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Party's immunity under Washington's Industrial Insurance Act, RCW Title 51, as respects the other Parties only, and only to the extent necessary to provide the indemnified Parties with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

V. Payment Method

The City of Redmond will reimburse Employer, or their designee, for approved costs of ORCA Business Passport Program. Upon completion Employer shall invoice City of Redmond with copies of eligible receipts and invoices paid. Alternatively with prior arrangement, the City and Employer can make arrangements for direct payment to King County Metro for the portion of the invoice to be paid by the City, instead of reimbursement.

Employer Approved Representative:

By signing this document, I agree to its terms and conditions.

Signature: _____ Date: _____

Print Name: _____ Title: _____

City of Redmond Representative:

Signature: _____ Date: _____

Print Name: _____ Title: _____