



311 N. 4th Street, Suite 204 * Yakima, WA 98901 * (509)574-1550 * www.yvcog.org

Original Contract: 2018

Services Provided By:

Nellie Chávez and José Chávez, Owners
Centerpoint Language Services
Professional services since 1991
Translations & Interpreting (Spanish)

6 S. 2nd Street, Suite 915
Yakima, Washington, 98901
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cntrptls@aol.com

The Yakima Valley Conference of Governments (YVCOG) has requested on-call translation services for documents and interpreter services for phone messages, public meetings, and/or public inquiries. YVCOG anticipates that these services may be necessary in order to serve the Spanish-speaking residents of our member jurisdictions who are seeking assistance or information about the services our agency provides.

Centerpoint Language Services, (hereinafter "CLS") agrees that, for the purposes of this agreement, CLS is an independent contractor and neither CLS nor any employee of CLS is an employee of the YVCOG. Neither CLS nor any employee of CLS is entitled to any benefits that YVCOG provides its employees. CLS is solely responsible for payment of any statutory worker's compensation or employer's liability insurance as required by state law.

CLS agrees that it shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (RCW chapter 49.60) or the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) or any other applicable state, federal or local law, rule or regulation.

YVCOG and CLS agree that each party shall defend, indemnify and hold harmless the other party, its officers, agents, and employees, from all liability, loss or damage, including costs of defense they may suffer as a result of claims, demands, actions, damages, costs or judgments which result from the actions performed by the indemnifying party, its agents, employees, or subcontractors pursuant to this agreement.

This agreement shall be governed by the laws of the State of Washington. Any action, suit, or judicial proceeding for the enforcement of this agreement shall be brought in the Superior Court for the State of Washington in Yakima County, Washington.

The following is a proposal for these services. YVCOG will return a signed copy for your records to indicate acceptance of the proposal with the terms identified in it.

PROPOSAL

TRANSLATING SERVICES:

Translating services are performed at the interpreter's office. Translated documents will be provided in MS Word format and will be emailed to the YVCOG.

Process & Response:

YVCOG staff e-mails document to be translated to the translator. If no quote is requested, the translator will translate the document. Response time depends on the length and complexity of the document. A one to three page document of normal length, using a 12 font, 1" margins, one and one-half spaced, average technicality and complexity can usually be provided in **two to five** (# of) business days, depending upon the deadline of YVCOG and scheduling factors of CLS.

If the YVCOG requests a formal quote, CLS would typically be able to respond within 1 to 2 business days.

Fee Quote:

Translation fees are at the rate of **\$40.00 per hour / 1 hour minimum of \$40.00**. (e.g. per hour, per word; minimum charge, etc.)

INTERPRETING SERVICE:

Remote telephone conference interpreting. The YVCOG would establish a telephone conference with the Spanish-speaking client and the interpreter at a previously-agreed time. The call length could vary from 1 minute to 15 minutes or more per incident, depending on need. Preferred interpreter response timeframe: 1 business day.

Response Time:

Your firm's capacity to provide the service within the preferred response timeframe:

- CLS would typically be able to respond within **one business day** (e.g. # of days/hours) from your request for services.

Fee for Service: NOTE: The YVCOG would prefer a per-call fee structure for calls of the following duration: Calls of 1 to 5 minutes; calls of 6 to 10 minutes; and calls of 11 to 15 minutes. Please include quarter-hour and hourly rates for calls greater than 15 minutes. Firms unable to provide the per-call fee structure listed above should submit quarter-hour and hourly rates, and minimum charges, if any.

CLS fees for remote telephone conference interpreting are as follows:

Fee per hour: \$75.00

Minimum charges: 1 hour at \$75.00 per hour

Fee for additional time required after the one-hour minimum: Billed in quarter-hour increments at \$20.00 per quarter-hour. Time is to be rounded up to the next quarter-hour after each quarter-hour has passed.

NOTE: A request for interpreting services from the YVCOG representative will be scheduled on the interpreter's calendar for a minimum of one hour. A maximum of four 15-minute calls can be booked within the one-hour minimum. If more time is needed and

the interpreter is available past the one-hour minimum, then the quarter-hour fee and policies will apply.

On-site meeting interpretation. The YVCOG would request that a Spanish language interpreter attend a public meeting, the time and date of which would be established by the YVCOG. Preferred interpreter response timeframe: 1 business day.

Response Time:

Your firm's capacity to provide the service within the preferred response timeframe:

- CLS would typically be able to respond within **one business day** from the time of your request for services.

Fee for Service: Interpreter fees are **\$100.00 per hour with a 2-hour minimum request.** Other charges include: Travel time round-trip at \$50.00 per hour and mileage round-trip at the going state rate per mile outside of the City of Yakima.

Other Interpreting Considerations:

Late Cancellation and Late Changes to Scheduled Appointment:

CLS has a policy for late cancellations and/or late changes to scheduled appointments that requires a notice of 24-hours (one business day, not counting holidays or weekends) prior to a scheduled appointment. Late changes to a scheduled appointment include, but not limited to, changing the amount of hours in a request, if the block of time is more than the two-hour minimum request, and moving the date and/or time for the scheduled appointment. The late cancellation fee for these occurrences will be billed per the block of time that was requested (i.e. 3-hour request would be billed as a 3-hour late cancellation fee). The minimum cancellation fee would be 2 hours for a minimum request of two hours.

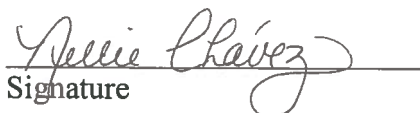
Headset Equipment:

CLS has 30 headsets that can be rented for any meetings for which CLS provides the interpreter. The charge is \$15.00 per receiver unit and \$25.00 for the interpreter's transmitter. Any cost for lost, damaged and/or stolen equipment is the sole responsibility of YVCOG to repair or replace.

OTHER:

This proposal and quote is effective from January 1, 2018 through December 31, 2018.

Nellie Chávez, Owner
Centerpoint Language Services


Signature

1-19-18
Date

Accepted by:



Larry Mattson, Executive Director
Yakima Valley Conference of Governments

7 Feb., 2018

Date