

Scope for City of Eugene – IGA for Bike Share Program Support #2023-04

1. **Statement of Work.** The scope is a one-time support allocation from LTD for supplementing costs of service and operation of the Bike Share Program under the City. The funds will help support program related expenses from January 1, 2023 until December 1, 2023, or until the funds are fully expended, not later than June 30, 2024.

- a. **Quarterly Reports**

The City of Eugene shall submit a summary of expenses on a quarterly basis for the previous quarter on the following dates:

| <u>Quarter:</u> | <u>Report Due Date</u> |
|-------------------------|-------------------------------|
| January – March 2023/24 | April 6, 2023 and 2024 |
| April – June 2023/24 | July 6, 2023 and 2024 |
| July – September 2023 | October 6, 2023 |
| October – December 2023 | January 6, 2024 |

All reports must be provided electronically to: Theresa.brand@ltd.org and Gloria.gallardo@ltd.org.

3. **Agreement Amount and Type.** District will pay City up to **Two Hundred Fifty Thousand and 00/100 dollars (\$250,000.00)** as a total NTE amount. A match of 10.27% is required for this funding, the City will calculate and show adjustment from their total request each quarter to receive payment at the rate of 89.73% on each quarterly total invoiced in accordance with this Agreement.

Invoice and Reimbursement Expense/Payment will be in accordance with Agreement Items 5 and 6 to follow.

4. **Term.** This limited duration Agreement is for up to 18 months, from January 1, 2023, until June 30, 2024, with no options to renew or extend.
 5. **Program Budget and Expense Reimbursement.** District agrees that payments will be made to City in accordance with the following:
 - a. **Program Budget.** District will issue City an LTD Purchase Order for the approved amount for invoicing the quarterly reimbursement requests during each fiscal year (July 1 to June 30 annually). **Reimbursement through June 30, 2023, will not exceed \$62,500 quarterly or \$130,000 as total NTE for the 2022-23 fiscal year.**
 - b. **Carryover Funds.** Amounts left unused from the previous the fiscal year NTE may be utilized in the next fiscal year (July 1, 2023 and reflected in the total balance of the new purchase order and to the reimbursement requests from City.
 - c. In no event will City request reimbursement over the authorized “not-to-exceed” total amount, noted above in Item 3 during the total term of the agreement.

Any expense incurred by City, not required by the terms of this Agreement and unrelated to the Bike Share program will be considered unauthorized and at the sole expense of City. Services so performed will not be compensated for.