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**CONTRACT FOR SERVICES AGREEMENT**

**Converse County, Wyoming  
Fiscal Year 2015-2016 (FY 16)**

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Please submit two originals of this form with your budget request. Page 3, **SCOPE OF WORK, must be completed.**

**Parties:** This agreement is made between the Board of Commissioners of Converse County, Wyoming, 107 N 5<sup>th</sup> St., Suite 114, Douglas, WY 82633-2448 (hereafter "County") and Kaunimie Peak Hawaiian Society (hereafter "Contractor").

**Purpose:** This agreement is for the purpose of obtaining resources (funds) from the County and using such funds towards those services identified in *Attachment A: Scope of Work*. Funds will not be disbursed until the Contractor has completed and returned the Contract for Services Agreement and the County has approved the Contract.

**Term:** This agreement shall be in effect for a one-year term beginning July 1, 2015 and ending on June 30, 2016.

**Payment:** The County shall pay the Contractor in twelve equal monthly installments of \$ 1166.67, not to exceed \$ 14,000.00 in total during the term of this agreement. (Note: the County will insert the budget amounts in this paragraph after the *final budget* has been *approved* by the Commission on the 3<sup>rd</sup> Tuesday of July.)

**Termination:** The Contractor may terminate this agreement thirty (30) days after giving notice in writing to the County of its intent to terminate. The County may terminate this agreement at any time for any breach thereof by Contractor or due to lack of sufficient funds in the County Treasury. Termination by either party ceases further obligation on the part of the County to make further payments under this agreement and Contractor shall be required to reimburse the County for any monies paid to Contractor under the terms of this agreement which have been paid in advance for services not yet rendered.

**Responsibilities of Contractor:** Contractor shall:

1. Use the funds solely for those services identified in *Attachment A: Scope of Work*.
2. Submit to the County a copy of its annual financial compilation, review or audit when completed for the end of each fiscal year. This document must be received from the Contractor prior to further funding requests.
3. Contractor shall submit invoices monthly, quarterly, biannually or yearly by the County's accounts payable deadline. Invoices shall be submitted by US Mail or by hand delivery to the County Clerk's Office.
4. Any allocation not invoiced by the Contractor for the current Fiscal Year and by the deadline will revert to the County's General Fund and will not be paid to the Contractor.
5. The Contractor shall pay, in a timely manner, all property taxes and any other debts assessed in its name and payable to Converse County. The County may

withhold any debts due and owing from the Contractor's final fiscal year allocation.

**Miscellaneous Provisions:**

1. The Parties hereby agree that **Contractor** may accumulate monies and need not expend all current funds provided; however, the **Contractor** shall not accumulate funds so as to be liable for any corporate tax.
2. By entering into this Agreement, the **County** does not waive its sovereign immunity or any other defense provided by law.
3. It is understood by both parties the funding provided to the **Contractor** is budgeted through the County's General Fund account; therefore, continued financial support for the **Contractor** after June 30, 2015 is contingent upon on an application form completed by the **Contractor** in the County's specified format; the **Contractor** meeting the Scope of Work identified in Attachment A; and, providing all documents and/or records as may be requested by the Board of County Commissioners from this date forward.

**Signatures:**

Converse County

  
 \_\_\_\_\_  
 Richard C. Grant, Jr., Chair, BOCC

8/4/15  
 \_\_\_\_\_  
 Date

Attest:

  
 \_\_\_\_\_  
 Lucile K. Taylor, Converse County Clerk



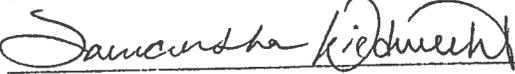
{Contractor} Name of Organization: Harmon's Peak Harmon Society

Mailing Address: 1839 Madara Ave

City Douglas State WY ZIP 82633

Phone Number: 307 358 4867

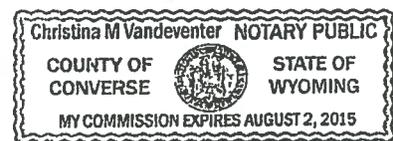
Email address: christina.vandeventer@cpa.com

  
 \_\_\_\_\_  
 Chairman

4-8-15  
 \_\_\_\_\_  
 Date

Attest:

  
 \_\_\_\_\_  
 Secretary



**ATTACHMENT A - SCOPE OF WORK**

Instructions to **Contractor**: Please identify and list the services that will be provided to County residents by using bullet points and provide sufficient detail for the Board of Commissioners to understand the project. It is not necessary to go into great detail. The Contractor shall be required to quantify (measure) the services provided prior to being considered for future funding.

Naramie Peak Healthcare Society  
Contractor

\_\_\_\_\_  
Date

**Please list those services below or attach your document with the required information:**

The Laramie Peak Humane Society (LPHS) supervises and manages the animal shelter, in a professional business-like manner. LPHS provides daily boarding, care, veterinarian attention, and euthanasia (as a last resort) in accordance with ordinances and resolutions.

LPHS accepts and provides for dogs and cats 24 hours a day at the shelter regardless of the way they are admitted to the shelter.

LPHS hires, trains and supervises staff that care for and train animals. Staff ensures that all dogs receive basic manners training, learn commands, and work on house –training while in residence. All dogs and cats are spayed or neutered, vaccinated, and receive required medical attention and micro-chipped prior to release/adoption.

LPHS is proactive in animal population control and community education. LPHS provides available spay and neuter vouchers to community members. The Trap Neuter Release Program is utilized to help control feral cat populations.