

## LETTER OF AGREEMENT

### REGARDING PUBLIC BICYCLE REPAIR STAND AT OLYMPIA TRANSIT CENTER

This Letter of Agreement (hereafter "Agreement") is between the City of Olympia, a Washington State Municipality (hereafter "Olympia") and Intercity Transit, a Washington State Transit Agency (hereafter "Intercity Transit"). The Agreement shall be effective on the last date executed below (hereafter "effective date").

#### I. BACKGROUND

- A. Olympia is a Washington Municipality.
- B. Intercity Transit is a Transit Agency that operates in Thurston County.
- C. The Olympia Transit Center (hereafter "Transit Center") is a bus station owned by Intercity Transit and located in Olympia's downtown at 222 State Avenue Northeast. It is the terminal through which most bus routes in Thurston County are routed. It is also served by intra-county buses from Mason County, Grays Harbor County, King County, and Sound Transit.
- D. Nearly all Intercity Transit buses and intra-county buses are fitted with bicycle racks. Also, Intercity Transit administers the Thurston County Bicycle Commuter Contest.
- E. Olympia purchased a Dero FixIt Station (hereafter "FixIt Station") in December 2013, with the support of the Bicycle and Pedestrian Advisory Committee.
- F. The FixIt Station is a bicycle repair stand with 7 bicycle tools attached by steel cables. The tools are: a Phillips screwdriver, a flat head screwdriver, a torx wrench, a headset wrench, a pedal wrench, a set of box wrenches (8, 9, 10 & 11 millimeters), two tire levers, and a set of Allen wrenches (2.5, 3, 4, 5, 6, & 8 millimeters).
- G. The FixIt Station was also purchased with an air pump. A survey of local bicycle shops conducted by Olympia found that air is the most commonly-requested unpaid service.
- H. Olympia and Intercity Transit support installing the FixIt Station and air pump at the Transit Center to further their shared goal of encouraging fewer drive-alone trips. Supporting the combination of bicycle and transit trips is one way to further that goal.

#### II. TERMS

- A. The FixIt Station will be hosted at the Transit Center on a trial period beginning the date of installation and ending the last day of the sixth month after which it is installed.
- B. During the trial period, Olympia will purchase maintenance items needed for the FixIt Station, such as replacement tools, cables, or pump parts. Intercity Transit personnel will install the replacement items. Graffiti removal, if necessary, will be done by Intercity Transit personnel.

- C. Olympia will maintain an itemized list of the maintenance items purchased and their cost, which will be available to Intercity Transit at any time upon request during the trial period and provided at the conclusion of the trial period. Intercity Transit will then determine if the FixIt Station should remain at the Transit Center on a permanent basis. If so, Intercity Transit will assume all maintenance responsibilities.
- D. If the FixIt Station is damaged to the degree that it requires full replacement, either during the trial period or after, Intercity Transit will remove it and notify Olympia to arrange for pick-up.
- E. Olympia will retain ownership of the FixIt Station. If Intercity Transit ceases to host the FixIt Station at the Transit Center, Intercity Transit personnel will remove it and notify Olympia to arrange for pick-up.
- F. Upon completion of the trial period, both parties will complete an Interlocal Agreement if Intercity Transit opts to continue hosting the FixIt Station at the Transit Center.

In witness whereof, the parties agree to execute this Agreement.

**Olympia:**

By:  Date: 4/18/14

Rich Hoey  
Director of Public Works

**Intercity Transit:**

By:  Date: 4/23/14

Ann Freeman-Manzanares  
General Manager