

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No. \_\_\_\_\_

Originating Department:	_____
Division/Program: ( <i>i.e. Dept. Division and Program</i> )	_____
Contract or Grant Administrator:	_____
Contractor's / Agency Name:	_____

Is this a New Contract?    If not, is this an Amendment or Renewal to an Existing Contract?                      Yes        No  
Yes                      No                      If Amendment or Renewal, (per WCC 3.08.100 (a))    Original Contract #: \_\_\_\_\_

Does contract require Council Approval?    Yes        No        If No, include WCC: \_\_\_\_\_  
Already approved? Council Approved Date: \_\_\_\_\_ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement?  
Yes                      No                      If yes, grantor agency contract number(s): \_\_\_\_\_    CFDA#: \_\_\_\_\_

Is this contract grant funded?  
Yes                      No                      If yes, Whatcom County grant contract number(s): \_\_\_\_\_

Is this contract the result of a RFP or Bid process?    Contract  
Yes                      No                      If yes, RFP and Bid number(s): \_\_\_\_\_                      Cost Center: \_\_\_\_\_

Is this agreement excluded from E-Verify?    No        Yes        If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:  
 Professional services agreement for certified/licensed professional.    Goods and services provided due to an emergency  
 Contract work is for less than \$100,000.     Contract for Commercial off the shelf items (COTS).  
 Contract work is for less than 120 days.     Work related subcontract less than \$25,000.  
 Interlocal Agreement (between Governments).                                       Public Works - Local Agency/Federally Funded FHWA.

<p>Contract Amount:(sum of original contract amount and any prior amendments):  \$ _____</p> <p>This Amendment Amount:  \$ _____</p> <p>Total Amended Amount:  \$ _____</p>	<p>Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b>, and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b></p> <ol style="list-style-type: none"> <li>Exercising an option contained in a contract previously approved by the council.</li> <li>Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.</li> <li>Bid or award is for supplies.</li> <li>Equipment is included in Exhibit "B" of the Budget Ordinance.</li> <li>Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.</li> </ol>
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Summary of Scope:	
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Term of Contract:	Expiration Date:
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Contract Routing:	1. Prepared by: _____ Date: _____ 2. Attorney signoff: _____ Date: _____ 3. AS Finance reviewed: _____ Date: _____ 4. IT reviewed (if IT related): _____ Date: _____ 5. Contractor signed: _____ Date: _____ 6. Submitted to Exec.: _____ Date: _____ 7. Council approved (if necessary): _____ Date: _____ 8. Executive signed: _____ Date: _____ 9. Original to Council: _____ Date: _____
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Last edited 07/06/20