

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**201911034-1**

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

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): RFP19-70 Cost Center: 1600.6630

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.

Contract Amount:(sum of original contract amount and any prior amendments):  
 \$ 97,661.65  
 This Amendment Amount:  
 \$ 92,778.57  
 Total Amended Amount:  
 \$ 190,440.22

Council approval required for; all property leases, contracts or bid awards **exceeding \$40,000**, and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, **except when**:

1. Exercising an option contained in a contract previously approved by the council.
2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.
3. Bid or award is for supplies.
4. Equipment is included in Exhibit "B" of the Budget Ordinance.
5. 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.

Summary of Scope:

Contractor will perform hearing examiner duties in accordance with Whatcom County Code, including review and prepare for hearings, preside over hearings, and prepare all written recommendations and decisions.

Term of Contract: 1 year Expiration Date: 12/31/2021

Contract Routing:	1. Prepared by: <u>Cathy Halka</u>	Date: <u>10/15/2020</u>
	2. Attorney signoff: <u>Karen Frakes (by email)</u>	Date: <u>10/16/2020</u>
	3. AS Finance reviewed: <u>bbennett</u>	Date: <u>10/20/2020</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: <u>Cathy Halka</u>	Date: <u>10/19/2020</u>
	6. Submitted to Exec.: <u>Cathy Halka</u>	Date: <u>10/21/2020</u>
	7. Council approved (if necessary): _____	Date: <u>10/27/2020</u>
	8. Executive signed: _____	Date: <u>10.29.2020</u>
	9. Original to Council: _____	Date: <u>11-03-2020</u>

COUNTY ORIGINAL

Whatcom County Contract No.  
201911034-1

Amendment No. 1  
Whatcom County Contract No. 201911034  
CONTRACT BETWEEN WHATCOM COUNTY AND  
Michael Bobbink

THIS AMENDMENT is to the Contract between Whatcom County and Michael Bobbink, dated December 4, 2019 and designated "Whatcom County Contract No. 201911034". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment extends the term of this Agreement through December 31, 2021, and increases the maximum consideration by \$ 92,778.57 to a total consideration of \$ 190,440.22.

This Amendment also adds the following to the Scope of Work, Exhibit A:

If the Hearing Examiner Coordinator position becomes vacant during the term of this agreement, preparation of written recommendations and decisions, including any clerical services associated with preparation, shall become the responsibility of the Contractor.

Finally, Exhibit B is amended as shown in the attached Exhibit B.

Unless specifically amended by this agreement, all other terms and conditions of the original contract shall remain in full force and effect.

This Amendment takes effect: January 1, 2021, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and Michael Bobbink have executed this Amendment on the date and year below written.

DATED this 19th day of October, 2020.

**CONTRACTOR:**

MICHAEL BOBBINK

Michael Bobbink  
MICHAEL BOBBINK

STATE OF WASHINGTON )

) ss.

COUNTY OF WHATCOM )

On this 19th day of October, 2020, before me personally appeared Michael Bobbink to me known to be the owner of the Hearing Examiner services and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



Jennifer Schneider  
NOTARY PUBLIC in and for the State of Washington,  
Jennifer Schneider printed name,  
residing at EVERSON, WA  
My commission expires 9/19/23.



**EXHIBIT B  
(COMPENSATION)**

In consideration of the services performed under the terms of this contract, the contractor shall be paid Seven Thousand Seven Hundred Thirty-One and Fifty-Five Cents (\$7,731.55) per month for a total not to exceed Ninety-Two Thousand Seven Hundred Seventy-Eight and Fifty-Seven Cents (\$92,778.57) to the end of the contract date of December 31, 2021.

Billing Procedures: The contractor shall submit written claims on a monthly basis for reimbursement of services provided unless otherwise approved in writing by the County. It is agreed that the contractor shall be paid for his services within 30 days of receipt of the monthly claim and upon determination of accuracy. Monthly claims are to be submitted to the Clerk of the Council.



**MEMORANDUM**

**RECEIVED**

**TO:** Satpal Sidhu, County Executive  
**FROM:** Cathy Halka, Legislative Analyst  
**RE:** Amend contract for Hearing Examiner Services  
**DATE:** October 15, 2020

OCT 22 2020

**WHATCOM COUNTY  
EXECUTIVE'S OFFICE**

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Enclosed are two (2) originals of a contract amendment between Whatcom County and Michel Bobbink for your review and signature.

- **Background and Purpose**

Michael Bobbink has been providing hearing examiner services to Whatcom County for over 25 years. Last year, Michael Bobbink was the sole responder to a Request for Proposals (RFP #19-70) and was selected to provide services to the County. The 2019 contract (#201911034) allows for one year contract renewals for a total of no more than three years.

- **Funding Amount and Source**

The Council budget includes funding for this contract amendment.

- **Differences from Previous Contract**

The contract amendment is the same as previous years with a couple changes. The annual contract amount has been reduced by 5% from \$97,661.65 to \$92,778.57. The timeframe of the contract has been extended through December 31, 2021.

Please contact Cathy Halka at extension 5019, if you have any questions or concerns regarding the terms of this agreement.

Encl.

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