

**WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT**

Elizabeth Kosa
Director



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MEMORANDUM

TO: The Honorable Satpal Singh Sidhu, County Executive and
The Honorable Members of the Whatcom County Council

THROUGH: Elizabeth Kosa, Public Works Director *EaK*

FROM: Kraig Olason, Stormwater Program Manager *ko*
Kate Rice, Stormwater Program Specialist

DATE: March 18, 2024

RE: Amendment 1 to Contract No. 202304009 between Whatcom County
and Lynden Tribune and Print Co. for Print and Mail Services

Requested Action

Enclosed for your review and signature is Amendment No. 1 to Contract No. 202304009 between Lynden Tribune and Print Co. and Whatcom County for the sum of \$30,623.32, for the purpose of print and mail services.

Background and Purpose

Whatcom County Public Work's Stormwater Division works to prevent pollution from stormwater runoff, improve water quality, and protect public and private properties from flooding and erosion in unincorporated areas of Whatcom County. This program incorporates public education and outreach as a tool to meet program goals and requirements.

Some educational materials, such as newsletters, postcards, annual reports, and rack cards, require the use of a print and/or mail services. Lynden Tribune & Print Co has been chosen through a competitive bid process (RFP #23-15) as the qualified contractor to provide printing and mailing services for the county in 2023.

The purpose of this amendment is to extend the contract timeline through 2024, increase the budget to cover all 2024 printing and mailing, and add letters as a print and mail service.

Funding Amount and Source

The original contract amount of \$60,000.00 plus Amendment No. 1 of \$30,623.32 , brings it to a total consideration of \$90,623.32, and is funded through the NPDES budget (10860.544410), BBWARM budget (169250), LWSU budget (132100), and Stormwater Budget (123103).

Please contact Kate Rice at extension 6302 if you have any questions or concerns regarding the terms of this agreement.

Encl.