

WHATCOM COUNTY CONTRACT INFORMATION SHEET				Whatcom County Contract No. 202011074	
Originating Department:			85 Health		
Division/Program: (i.e. Dept. Division and Program)			8510 Administration / 851000 Administration		
Contract or Grant Administrator:			Kathleen Roy		
Contractor's / Agency Name:			Northwest Washington Fairgrounds and Event Center		
Is this a New Contract?		If not, is this an Amendment or Renewal to an Existing Contract?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:			
Does contract require Council Approval?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If No, include WCC: 3.08.100	
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?		If yes, grantor agency contract number(s):		CFDA#:	21.019 / 93.323
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>				
Is this contract grant funded?		If yes, Whatcom County grant contract number(s):		201801023	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
Is this contract the result of a RFP or Bid process?			Contract Cost Center:		660430 / 660410
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):			
Is this agreement excluded from E-Verify?			No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	If no, include Attachment D Contractor Declaration form.
If YES, indicate exclusion(s) below:					
<input type="checkbox"/> Professional services agreement for certified/licensed professional.					
<input checked="" type="checkbox"/> Contract work is for less than \$100,000.					
<input type="checkbox"/> Contract work is for less than 120 days.					
<input type="checkbox"/> Interlocal Agreement (between Governments).					
<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).					
<input type="checkbox"/> Work related subcontract less than \$25,000.					
<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.					
Contract Amount:(sum of original contract amount and any prior amendments):			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: <ol style="list-style-type: none"> 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. 		
\$ 39,200					
This Amendment Amount:					
\$					
Total Amended Amount:					
\$					
Summary of Scope: This contract provides funding for building rental of the COVID-19 testing facility.					
Term of Contract:		13 Months		Expiration Date: 11/30/2021	
Contract Routing:		1. Prepared by: JT		Date:	11/17/2020
		2. Health Budget Approval: KR/JG		Date:	11/20/2020
		3. Attorney signoff: RB		Date:	11/17/2020
		4. AS Finance reviewed: M Caldwell		Date:	11/20/2020
		5. IT reviewed (if IT related):		Date:	
		6. Contractor approved:		Date:	
		7. Submitted to Exec.: JT		Date:	11/20/2020
		8. Council approved (if necessary):		Date:	
		9. Executive signed:		Date:	11-22-2020
		10. Original to Council:		Date:	12-2-2020

WHATCOM COUNTY
Health Department



Erika Lautenbach, Director
Greg Stern, M.D., Health Officer

MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Northwest Washington Fairgrounds & Event Center – COVID-19 Testing Site – Building Rental Contract
DATE: November 20, 2020

Attached is a contract between Whatcom County and Northwest Washington Fairgrounds & Event Center for your review and signature.

▪ **Background and Purpose**



This contract provides funding for a seven day per week building rental at the Northwest Washington Fairgrounds for the purpose of serving as a COVID-19 testing site. The rental cost is \$3,000 per month with a \$200 initial deposit. The contract renews on month-to-month basis after 12/31/20 and may be a necessary expense for most of 2021.

▪ **Funding Amount and Source**

Funding for this contract may not exceed \$39,200. In 2020, funds under the contract are made available by and are subject to Section 601(a) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security act (CARES Act) and Title V and VI of the CARES Act. This project was supported by a grant awarded by the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund thru the Washington State Department of Health (DOH) Emergency Preparedness & Response COVID-19 Local CARES (CFDA 21.019). In 2021, funding will be provided by the DOH ELC COVID-19 Grant (CFDA 93.323). These funds are included in the 2020 budget and will be included in the 2021 budget. Council approval is not required as funding does not exceed \$40,000.

Please contact Kathleen Roy at extension #6007 if you have any questions regarding this agreement.

Encl.

509 Girard Street
Bellingham, WA 98225-4005
360.778.6000 | FAX 360.778.6001
 WhatcomCountyHealth
 WhatcomCoHealth



Whatcom County
HEALTH
Department

1500 North State Street
Bellingham, WA 98225-4551
360.778.6100 | FAX 360.778.6101
www.whatcomcounty.us/health



Whatcom County Contract
No. 202011074

NORTHWEST WASHINGTON FAIRGROUNDS & **EVENT CENTER**

The Northwest Washington Fair and Event Center

1775 Front Street, Lynden, WA 98264

Ph: 360.354.4111 x215 Fax: 360.354.1315

Website: www.nwwafair.com E-mail: frances@nwwafair.com

BUILDING RENTAL CONTRACT

Date(s) of Rental: November 17 - December 31, 2020

Option to renew on a monthly basis.

This AGREEMENT, made and entered into by and between the Northwest Washington Fair, hereinafter referred to as the FIRST PARTY, and:

Contract Name: Whatcom County COVID Testing
Contact: Wally Kost
Event: COVID Testing
Address: 311 Grand Ave, Bellingham, WA 98225
Phone: 360.778.7165
Email: wkost@co.whatcom.wa.us

Hereinafter referred to as the SECOND PARTY.

WITNESSETH: In consideration of the mutual covenants hereinafter stated, the parties agree as follows:

TERMS OF CONTRACT:

Facility Rented: Pig Barn section of the Henry Jansen Agricultural Center, including office and restrooms

- Rental fee: \$3,000.00 per month** Please see *Additional Item Order List* attached to this contract for items included in building rental. Additional items may be rented at the fee specified. By signing this contract Second Party agrees to have received and read the *Additional Item Order List* and understands that if they need any items in addition to those on the list they must let us know in advance.
- In order to confirm the reservation, the non-refundable deposit of N/A and signed contract are required by N/A.** The remainder of the rental fee is due prior to the rental date. Payment may be made by check, Visa, MasterCard, cashier's check, or cash.
- A refundable damage/cleaning/key deposit of \$200.00 must be paid in the form of a check or credit card at the time the building key is picked up.** First Party will hold the damage deposit until after Second Party's rental. This deposit is refundable if the building, grounds, and items used are left in the same condition as prior to rental and the key is returned to the office. The Second Party is responsible for any damages to buildings or other property of the First Party. The Second Party is required to leave all chairs and tables out after the event, but will be held accountable for all items on the renter's checklist included with this contract.
- Please have a representative pick up the building key between 9 a.m. and 4 p.m. the business day prior to the rental or after 9 a.m. the day of the rental if the rental falls on a business day. The building key must be returned to the key drop attached to the front office at the end of the rental date or renter may be subject to a \$50 late fee.
- Please keep in mind that buildings are often rented on the days surrounding your rental date/s. It is very likely the day prior to or the day after your contracted rental date will be rented to another party. The Second Party will need to contract to use additional days, if available. Set up or clean-up is not allowed without contract and payment in place for additional days. The date/s of the contracted rental is the only day/s Second Party has use of the building rented.
- ALCOHOL** - Will alcohol be sold or allowed at your event? Please initial YES _____ or NO _____. The sale and/or consumption of alcoholic beverages on First Party premises are prohibited unless properly permitted. Alcohol may only be consumed inside the building rented. Second Party may obtain a banquet permit on-line at the WA State Liquor Control Board site. A copy of the permit must be presented to the First Party prior to the rental date. In the event Second Party plans to sell or allow alcohol, Second Party will also need to obtain a \$500,000 event insurance policy naming the First Party as additional insured for the date/s of the rental. This certificate needs to be received by the First Party prior to the rental date, as well as the endorsement page from the insurance company.



1

Additional Item Order List

The Order List must be returned to the office no later than 5 business days prior to your rental date. If not returned, only the items listed below as included in your rental will be left in the building for your use.

Renter: _____ Building: **HENRY JANSEN**

AG CENTER

Date(s) of rental _____

<u># Needed</u>	<u>Item</u>	<u>Fee</u>	<u>Total Due</u>
	6' rectangle table	\$10.00 ea.	
	8' rectangle table	\$10.00 ea.	
	Folding chairs (brown)	\$1.00 ea.	
	4' or 8' benches	\$12.00 ea.	
	Portable ticket booth	\$75.00 ea.	
	4' x 8' stage section	\$8.00 ea.	
	Bleachers	\$20.00 ea.	
	Fork lift with operator	\$70.00 hour	
	Extra requested maintenance/cleaning hours	\$45.00 per hr.	
	Picnic tables	\$15.00 ea.	

Please note: all items are subject to availability. Prices are subject to change.

Date paid _____ check _____ cc _____ cash _____ Staff _____