

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
201908027 - 1

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8540 Environmental Health / 854085 Solid Waste
Contract or Grant Administrator:	Kathleen Roy
Contractor's / Agency Name:	RE Sources

Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:	201908027	

Does contract require Council Approval?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	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?	If yes, grantor agency contract number(s):	CFDA#:
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Is this contract grant funded?	If yes, Whatcom County grant contract number(s):
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):	19-47	Contract Cost Center:	140203
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

Is this agreement excluded from E-Verify?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	If no, include Attachment D Contractor Declaration form.
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If YES, indicate exclusion(s) below:

<input type="checkbox"/> Professional services agreement for certified/licensed professional.	<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).
<input checked="" type="checkbox"/> Contract work is for less than \$100,000.	<input type="checkbox"/> Work related subcontract less than \$25,000.
<input type="checkbox"/> Contract work is for less than 120 days.	<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.
<input type="checkbox"/> Interlocal Agreement (between Governments).	

Contract Amount:(sum of original contract amount and any prior amendments):	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>
\$ 50,000	
This Amendment Amount:	
\$ 15,000	
Total Amended Amount:	
\$ 65,000	<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>

Summary of Scope: This contract provides funding for a countywide waste reduction and recycling program for youth at elementary, middle and high school levels. The focus of the program is on waste prevention, recycling, composting, household hazardous waste, and proper waste disposal.

Term of Contract:	1 Year	Expiration Date:	08/31/2020
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Contract Routing:	1. Prepared by:	JT	Date:	01/09/2020
	2. Health Budget Approval	KR	Date:	01/15/2020
	3. Attorney signoff:	RB	Date:	01/16/2020
	4. AS Finance reviewed:	bbennett 	Date:	01/16/2020
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Submitted to Exec.:		Date:	
	8. Council approved (if necessary):		Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

**WHATCOM COUNTY HEALTH DEPARTMENT CONTRACT AMENDMENT**

**PARTIES:**

**Whatcom County  
Whatcom County Health Department  
509 Girard Street  
Bellingham, WA 98225**

**AND CONTRACTOR:  
RE Sources  
2309 Meridian Street  
Bellingham, WA 98225**

**AMENDMENT NUMBER: 1**

**CONTRACT PERIODS:**

**Original: 09/01/2019 – 08/31/2020**

**Amendment #1: 02/12/2020 – 08/31/2020**

**THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO**

**DESCRIPTION OF AMENDMENT:**

1. Amend Exhibit A – Scope of Work, to increase the number of elementary (60 to 75), middle and high school (30 to 45) educational opportunities; revised Exhibit A is attached.
2. Amend Exhibit B – Compensation, to add \$15,000 to support the increased deliverables noted in number 1, above; revised Exhibit B is attached.
3. Funding for the total contract period (09/01/2019 – 08/31/2020) is not to exceed \$65,000.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 02/12/2020.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Signature is required below.

APPROVAL AS TO PROGRAM: John Wolpers 1/23/2020  
John Wolpers, Environmental Health Manager Date

DEPARTMENT HEAD APPROVAL: Regina A. Delahunt 1/23/2020  
Regina A. Delahunt, Health Department Director Date

APPROVAL AS TO FORM: Royce Buckingham 1-24-20  
Royce Buckingham, Civil Deputy Prosecuting Attorney Date

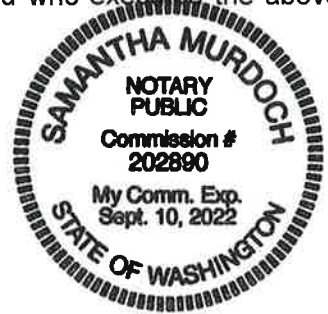
**FOR THE CONTRACTOR:**

Janet Marino | Janet Marino Program Director | 1/22/2020  
Contractor Signature | Print Name and Title | Date

STATE OF WASHINGTON )  
COUNTY OF WHATCOM )

On this 22 day of JANUARY, 2020, before me personally appeared JANET MARINO, to me known to be the PROGRAM DIRECTOR and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

Samantha Murdoch  
NOTARY PUBLIC in and for the State of Washington  
Residing at WHATCOM COUNTY



My Commission expires: 9/10/2022

**FOR WHATCOM COUNTY:**

\_\_\_\_\_  
Satpal Sidhu, County Executive Date

STATE OF WASHINGTON )  
COUNTY OF WHATCOM )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared Satpal Sidhu, to me known to be the Executive of Whatcom County and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington,  
Residing at Bellingham.

My Commission expires: \_\_\_\_\_

**EXHIBIT "A" – Amendment #1**  
(SCOPE OF WORK)

**I. Background**

The purpose of this contract is to implement a countywide waste reduction and recycling education program for youth. The focus of the program is on waste prevention, recycling, composting, household hazardous waste and proper waste disposal. Students will gain an understanding of the impact of their personal choices on the waste stream and have an opportunity to apply that to their classroom, school, home, and community settings.

The primary goals of the Youth Waste Prevention & Recycling Education Program are:

1. Reduce the size and toxicity of the waste stream.
2. Reuse waste whenever practicable.
3. Recycle to the maximum extent possible.
4. After reduction, reuse and recycling, encourage proper disposal of the remainder of the waste stream.

**II. Statement of Work**

Contractor will plan, promote and present waste reduction and recycling programs to students in Whatcom County. Contractor will provide educational presentations and youth action projects that reflect the most recent waste reduction, recycling and disposal opportunities available in Whatcom County and address Washington State curriculum guidelines. Contractor will utilize existing curriculum and in-class presentations, modify or develop new programs and collaborate with other local organizations and businesses to enhance the program's depth and breadth, when applicable. Services will include continuing existing elementary programs, Green Classroom Certification and in-class waste reduction and recycling presentations, as well as developing and refining a more succinct and effective program for middle and high school students. Contractor services will include:

**1. Elementary School Education Services**

Contractor will deliver 75 elementary school programs, in-classroom presentations or support visits as follows:

**Green Classroom Certification**

The Green Classroom Certification Program will utilize workshops, pledges and action projects to challenge students to think critically about their use of natural resources and see how waste is an integral part of our everyday lives. Hands-on activities and projects will provide them the opportunity to brainstorm solutions and take action to promote waste reduction and recycling.

In an effort to support busy teachers, the program will be designed with several teacher benefits. The program must address current state academic curriculum and standard requirements and provide up to 10 hours of extra support for teachers throughout the certification process, both in and out of the classroom.

Each workshop shall be tailored to meet student needs through grade-level appropriate activities and the program must engage the students and encourage direct involvement and initiative in their own learning. Contractor will guide participating classrooms through the following steps:

- Step 1: Host a Workshop
- Step 2: Make a Pledge
- Step 3: Complete an Action Project
- Step 4: Get Certified

## **2. Middle and High School Programs**

Contractor will implement at least 45 education presentations, field trips, workshops and/or hands-on learning opportunities for middle and high school students in a solid, robust program. Contractor will work with interested schools, teachers and students to update existing materials and generate new programs that incorporate their interests and needs. These programs will be thoroughly evaluated for success and potential for long-term implantation.

Contractor will create a small selection of opportunities based on current best practices in education and the most up to date information on waste management practices. Contractor will contact middle and high school teachers and staff will be contacted and offered program options, including:

- a. Waste Audits
- b. Workshops
- c. Lunchroom Education
- d. Student Initiated Action Projects

## **3. Youth Organizations**

Contractor will engage with youth organizations to provide the same or similar educational opportunities and technical assistance. Outreach efforts will target organizations and after-school programs such as Boy and Girls Club, Sterling Meadows Homework Club, Boy Scouts, Wild Whatcom, or others on an interest basis.

## **4. Promotion, Recruitment and Evaluation**

Contractor will create promotional and support materials to enhance engagement in the programs for all grade levels and actively recruit participants through a variety of media and methods. Promotion and recruitment will occur through regular e-newsletters, targeted emails, social media, local media articles highlighting events and program participants, and more. Contractor will use educator feedback and other methods to evaluate program materials and delivery techniques. The results of these evaluations will be reported to the County and used for program improvement.

## 5. Additional Support

Contractor will offer 30 additional solid waste education and/or support visits to teachers, schools and youth organizations when requested or as needed. The support may be assistance with action projects, demonstration kits, printed materials and/or consultations. Collaborations with other community partners including Washington State University Cooperative Extension is encouraged.

## 6. Timeline

<b>January – June</b>	<ol style="list-style-type: none"><li>1. Promote, schedule and deliver classroom presentations, projects and support visits</li><li>2. Collect and analyze evaluation data</li><li>3. Update materials as needed</li><li>4. Quarterly and monthly reporting</li></ol>
<b>June – August</b>	<ol style="list-style-type: none"><li>1. Promote, schedule and deliver youth group presentations, projects and support visits</li><li>2. Update materials as necessary</li><li>3. Develop/update programs for middle/high school program</li><li>4. Quarterly and monthly reporting</li></ol>
<b>September – December</b>	<ol style="list-style-type: none"><li>1. Promote, schedule and deliver classroom presentations, projects and support visits</li><li>2. Collect and analyze evaluation data</li><li>3. Update materials as needed</li><li>4. Quarterly and monthly reporting</li></ol>

## III. Reporting Requirements

Contractor will report contract activities to the County, as follows:

1. Monthly Reports – These reports will show hours, expenses and work completed and will be provided to the County by the 15<sup>th</sup> day of each month.
2. Quarterly Reports – Four quarterly reports will detail the work accomplished during the previous quarter along with any proposed amendments to the work plan. Reports will be provided to the County by the 15<sup>th</sup> of the month in December, March, June, and September. Information from the final quarter of the contract period will be compiled into the final report, described below.
3. Final Report – A final report will summarize the work accomplished during the contract period and will include a list of the schools contacted and the number of presentations delivered. A summary of how the program reduced the size and/or toxicity of the waste stream, increased recycling, or aided in the proper disposal of materials that could not be recycled will be compiled from the quarterly reports. This final report will be provided to the County by January 15<sup>th</sup>.

**EXHIBIT "B" – Amendment #1**  
(COMPENSATION)

I. **Budget and Source of Funding**: The source of funding for this contract, in an amount not to exceed \$65,000, is Solid Waste Excise Tax.

II. **Allowable Costs**: The budget for this cost reimbursement contract is as follows:

Item	Documentation Required with Invoice	Total Cost
Personnel Costs	GL Detail	\$42,667
AmeriCorps Placement Fee – 2/3 of total placement fee	Receipts	\$7,500
Printing & Materials	Receipts	\$2,500
Mileage	Mileage to be reimbursed at the current IRS rate available at <a href="http://www.gsa.gov">www.gsa.gov</a> . Mileage log including name of traveler, dates, start and end point, and purpose.	\$1,500
<b>Subtotal</b>		<b>\$54,167</b>
Indirect Costs @ 20%		\$10,833
<b>TOTAL</b>		<b>\$65,000</b>

The Contractor may transfer funds among budget line items in an amount up to 10% of the line item total; however, overhead cannot exceed the identified rate. Changes to the line item budget that exceed 10% of the line item must be approved in writing by the County.

III. **Invoicing**

1. The contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15<sup>th</sup> of the month following the month of service. Invoices may be submitted electronically to [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
2. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
3. Invoice must include the following statement, with an authorized signature and date:

**I certify that the materials have been furnished, the services rendered or the labor performed as described on this invoice.**

4. **Duplication of Billed Costs or Payments for Service**: The Contractor shall not bill the County for services performed or provided under this contract and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.