

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.
202005011-1

Originating Department:	Whatcom County Auditor																																					
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Election Division																																					
Contract or Grant Administrator:	Stacy Henthorn																																					
Contractor's / Agency Name:	Runbeck Election Services																																					
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>202005011</u>																																						
Does contract require Council Approval? Yes <input type="radio"/> No <input checked="" type="radio"/> 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 <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____																																						
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____																																						
Is this contract the result of a RFP or Bid process? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Contract _____ Cost Center: <u>11501000</u>																																						
Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input type="radio"/> If no, include Attachment D Contractor Declaration form.																																						
If YES, indicate exclusion(s) below: <table border="0"> <tr> <td><input type="checkbox"/> Professional services agreement for certified/licensed professional.</td> <td><input type="checkbox"/> Goods and services provided due to an emergency</td> </tr> <tr> <td><input type="checkbox"/> Contract work is for less than \$100,000.</td> <td><input type="checkbox"/> Contract for Commercial off the shelf items (COTS).</td> </tr> <tr> <td><input type="checkbox"/> Contract work is for less than 120 days.</td> <td><input type="checkbox"/> Work related subcontract less than \$25,000.</td> </tr> <tr> <td><input type="checkbox"/> Interlocal Agreement (between Governments).</td> <td><input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.</td> </tr> </table>			<input type="checkbox"/> Professional services agreement for certified/licensed professional.	<input type="checkbox"/> Goods and services provided due to an emergency	<input type="checkbox"/> Contract work is for less than \$100,000.	<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	<input type="checkbox"/> Contract work is for less than 120 days.	<input type="checkbox"/> Work related subcontract less than \$25,000.	<input type="checkbox"/> Interlocal Agreement (between Governments).	<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.																												
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Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>373,075</u> This Amendment Amount: \$ <u>111,428</u> Total Amended Amount: \$ <u>484,503</u>	Council approval required for; all property leases, all Interlocal agreements, contracts or bid awards exceeding \$75,000, and grants exceeding \$40,000 and 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. 																																					
Summary of Scope:																																						
THIS AMENDMENT is to the Contract between Whatcom County and Runbeck Election Services, Inc., dated May 26, 2020 and designated "Whatcom County Contract No. 202005011." This amendment is to add Exhibit B-4A which outlines the 4 year pricing of the Software License and the Equipment Maintenance and Support Services provisions shall continue with the original contract for services.																																						
Term of Contract:		Expiration Date:																																				
Contract Routing: <table border="0"> <tr> <td>1. Prepared by:</td> <td><u>Amy Grasher</u></td> <td>Date:</td> <td><u>07/23/2025</u></td> </tr> <tr> <td>2. Attorney signoff:</td> <td><u>Kellen Kooistra</u></td> <td>Date:</td> <td><u>07/23/2025</u></td> </tr> <tr> <td>3. AS Finance reviewed:</td> <td><u>Andrew Tan</u></td> <td>Date:</td> <td><u>07/23/2025</u></td> </tr> <tr> <td>4. IT reviewed (if IT related):</td> <td>_____</td> <td>Date:</td> <td>_____</td> </tr> <tr> <td>5. Contractor signed:</td> <td><u>Runbeck Election Services</u></td> <td>Date:</td> <td><u>07/24/2025</u></td> </tr> <tr> <td>6. Executive contract review:</td> <td>_____ ✓</td> <td>Date:</td> <td><u>7.25.25</u></td> </tr> <tr> <td>7. Council approved, if necessary:</td> <td>_____</td> <td>Date:</td> <td>_____</td> </tr> <tr> <td>8. Executive signed:</td> <td>_____ <u>8/8/2025</u></td> <td>Date:</td> <td>_____</td> </tr> <tr> <td>9. Original to Council:</td> <td>_____</td> <td>Date:</td> <td>_____</td> </tr> </table>			1. Prepared by:	<u>Amy Grasher</u>	Date:	<u>07/23/2025</u>	2. Attorney signoff:	<u>Kellen Kooistra</u>	Date:	<u>07/23/2025</u>	3. AS Finance reviewed:	<u>Andrew Tan</u>	Date:	<u>07/23/2025</u>	4. IT reviewed (if IT related):	_____	Date:	_____	5. Contractor signed:	<u>Runbeck Election Services</u>	Date:	<u>07/24/2025</u>	6. Executive contract review:	_____ ✓	Date:	<u>7.25.25</u>	7. Council approved, if necessary:	_____	Date:	_____	8. Executive signed:	_____ <u>8/8/2025</u>	Date:	_____	9. Original to Council:	_____	Date:	_____
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**Whatcom County
Auditor's Office**

Whatcom County Courthouse
311 Grand Avenue, Suite 103
Bellingham, WA 98225-4038




Stacy Henthorn
County Auditor

Amy Grasher
Chief Deputy Auditor

MEMORANDUM

Date: July 23, 2025

To: Satpal Sidhu, County Executive

From: Stacy Henthorn 

RE: Contract Amendment with Runbeck Election Services for ongoing operation of the Runbeck Agilis Sorting System

Enclosed is a contract amendment between Whatcom County and Runbeck Election Services (hereinafter referred to as Runbeck), for your review and signature.

▪ **Background and Purpose**

Whatcom County has a contract for services with Runbeck, Contract No. 202005011. The Runbeck Agilis Sorting System is essential in the intake of incoming ballot return envelopes for signature verification.

THIS AMENDMENT is to the Contract between Whatcom County and Runbeck dated May 26, 2020 and designated "Whatcom County Contract No. 202005011". This amendment is to add Exhibit B-4A which outlines the 4 year pricing of the Software License and the Equipment Maintenance and Support Services provisions shall continue with the original contract for services (202005011).

▪ **Funding Amount and Source**

These services are included in the Elections Reserve Fund base budget.

Contact Stacy Henthorn for questions regarding this amended contract.

Encl.

Whatcom County Contract No.

202005011-1

Amendment No. 1
Whatcom County Contract No. 202005011
CONTRACT BETWEEN WHATCOM COUNTY AND
Runbeck Election Services, LLC

THIS AMENDMENT is to the Contract between Whatcom County and Runbeck Election Services, LLC, dated July 23, 2025 and designated "Whatcom County Contract No. 202005011". In consideration of the mutual benefits to be derived, the parties agree to the following:

THIS AMENDMENT is to the Contract between Whatcom County and Runbeck Election Services, LLC, dated May 26, 2020 and designated "Whatcom County Contract No. 202005011". In consideration of the mutual benefits to be derived, the parties agree to the following:

This amendment extends the original EXHIBIT "B-4" ANNUAL SOFTWARE/HARDWARE MAINTENANCE INVOICE SCHEDULE. The attached documented referred to as Exhibit 'B-4A' will be considered an addition to the original contract document, hereby referenced and made a part of this agreement.

2025 Agilis Software and Support – Year 1 \$35,000
2026 Agilis Software and Support – Year 2 \$36,050
2027 Agilis Software and Support – Year 3 \$37,132
2028 Agilis Software and Support – Year 4 \$38,246

In addition, the maximum consideration for this contract amendment is increased by no more than \$111,428 for a new contract total of \$484,503.

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: July 23, 2025, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and Runbeck Election Services, LLC have executed this Amendment on the date and year below written.

DATED this 24th day of July, 2025 .

CONTRACTOR:

Runbeck Election Services, LLC

DocuSigned by:

604F1732928C1D3
Rizwan Fidal, Chief Revenue Officer

Address: 2800 S. 36th Street, Phoenix, AZ 85034
Contact: Dane Gallivan Jr. – Account Executive, West
Phone: 602-781-6820

WHATCOM COUNTY:

Recommended for Approval:

 7/24/2025
Department Supervisor Date

Approved as to form:

Kellen Kooistra 7.24.25 via email
Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:

DocuSigned by:
 8/8/2025
By: 1192C7C18B664E3
Satpal Singh Sidhu, Whatcom County Executive



Exhibit B-4A

PRICING

LICENSE FEES, MAINTENANCE AND SUPPORT TYPE OF SERVICES

2025	Product Name	Quantity	List Price	Sales Price	Amount
	Agilis Software and Support - Year 1	1	\$35,000.00	\$35,000.00	\$35,000.00
	Total				\$35,000.00
2026	Fee	Quantity	List Price	Sales Price	Amount
	Agilis Software and Support - Year 2	1	\$35,000.00	\$36,050.00	\$36,050.00
	Agilis Software and Support - Year 3	1	\$35,000.00	\$37,132.00	\$37,132.00
2027	Agilis Software and Support - Year 3	1	\$35,000.00	\$37,132.00	\$37,132.00
2028	Agilis Software and Support - Year 4	1	\$35,000.00	\$38,246.00	\$38,246.00
	Total				\$111,428.00

NOTES

*Quote is valid for 90 days from September 23, 2024

Any applicable taxes are the sole responsibility of the Client.

** Line items with an asterisk are subject to an annual adjustment of three percent (3%) rounding down to the nearest dollar.

*** The 4 year pricing of the Software License and the Equipment Maintenance and Support Services provisions shall continue with the original contract for services (202005011), which shall continue perpetually. Additional years of support will require new quote pricing.

Quote #: 00002871