WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.
202311003

Originating Department:	Executive Office
Division/Program: *(i.e. Dept. Division and Program)*	Non-Departmental/Lodging Tax Fund
Contract or Grant Administrator:	Tawni Helms, Administrative Coordinator
Contractor's / Agency Name:	Bellingham Whatcom County Tourism

Is this a New Contract? Yes ◉ No ○
If not, is this an Amendment or Renewal to an Existing Contract? 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?
Yes ○ No ◉ If yes, RFP and Bid number(s): _____ Contract Cost Center: 14100

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):
$ 200,000

This Amendment Amount:
$ _____

Total Amended Amount:
$ _____

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:

The contractor has received Convention Center (Lodging Tax) funding for the purposes of tourism marketing and operational costs associated with tourism efforts.

Term of Contract: One year	Expiration Date: December 31, 2024

Contract Routing:

1. Prepared by:	Tawni Helms	Date: 11/01/2023
2. Attorney signoff:	Christopher Quinn	Date: 11/1/2023
3. AS Finance reviewed:	A. Tan	Date: 11/21/23
4. IT reviewed (if IT related):		Date:
5. Contractor signed:		Date:
6. Submitted to Exec.:		Date:
7. Council approved (if necessary):		Date:
8. Executive signed:		Date:
9. Original to Council:		Date: