

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No. \_\_\_\_\_

|   |  |
|---|--|
| Originating Department: _____                             |  |
| Division/Program: (i.e. Dept. Division and Program) _____ |  |
| Contract or Grant Administrator: _____                    |  |
| Contractor's / Agency Name: _____                         |  |

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

Is this agreement excluded from E-Verify?      No      Yes      If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

- |   |  |
|---|--|
| <input type="checkbox"/> Professional services agreement for certified/licensed professional. | 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.  |

Contract Amount:(sum of original contract amount and any prior amendments):  
 \$ \_\_\_\_\_  
 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: \_\_\_\_\_

Term of Contract: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

Contract Routing:

|   |             |
|---|-------------|
| 1. Prepared by: _____                     | Date: _____ |
| 2. Attorney signoff: _____                | Date: _____ |
| 3. AS Finance reviewed: _____             | Date: _____ |
| 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: _____ |