

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202111016 – 1

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8510 Administration / 851000 Administration
Contract or Grant Administrator:	Mark Raaka
Contractor's / Agency Name:	Road2Home

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 #:	202111016	

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#:	97.036
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Is this contract grant funded?	If yes, Whatcom County grant contract number(s):	Pending, assigned #202006004
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):	Emergency	Contract Cost Center:	660460
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				

Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
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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 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 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.
\$ 159,275	
This Amendment Amount:	
\$ 159,274	
Total Amended Amount:	
\$ 318,549	

Summary of Scope: This contract provides funding for administrative oversight of operations at Whatcom County's COVID-19 Isolation & Quarantine Facility.

Term of Contract:	6.5 Months	Expiration Date:	03/31/2022
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Contract Routing:	1. Prepared by:	JT	Date:	11/19/2021
	2. Health Budget Approval	KR	Date:	12/2/21
	3. Attorney signoff:	RB	Date:	12/03/2021
	4. AS Finance reviewed:	M Caldwell	Date:	12/3/21
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	
	8. Council approved (if necessary):	AB2021-752	Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

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

AND CONTRACTOR:
Road2Home
PO Box 3091
Bellingham, WA 98227

CONTRACT PERIODS:

Original: 09/21/2021 – 12/31/2021
Amendment #1: 01/01/2022 – 03/31/2022

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. Extend the term of the contract through 03/31/2022.
2. Amend the designated Administrative Officer in the original contract under “General Terms, Section 37.2, Notice”, as follows:

Mark Raaka, COVID-19 Response Manager
Whatcom County Health Department
1500 N State Street
Bellingham, WA 98225
360-303-2309
MRaaka@co.whatcom.wa.us
3. Replace Exhibit B – Compensation to increase funding by \$159,274 for the extended contract period.
4. Funding for the total contract period (09/21/2021 – 03/31/2022) is not to exceed \$318,549.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 01/01/2022.

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. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: _____
Mark Raaka, COVID-19 Response Manager Date

DEPARTMENT HEAD APPROVAL: _____
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: _____
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

Ashley Buerger, Executive Director		
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Road2Home
PO Box 3091
Bellingham, WA 98227
360-441-1519
ashley@road2home.org

EXHIBIT "B" – Amendment #1
COMPENSATION

- I. **Source of Funding:** Funding for this contract may not exceed \$318,549. Funds under the contract are made available by a grant awarded by the Federal Emergency Management Agency (FEMA), passed through the Washington State Military Department (Funding Source Agreement #FEMA-4481-DR-WA) (CFDA 97.036, Public Assistance). Contractor is considered a subrecipient for federal auditing and compliance purposes. Any ineligible costs under FEMA will be charged to other funding sources such as American Rescue Plan Act funding or unrestricted funding sources. The budget for this contract period is as follows:

BUDGET (09/21/2021 – 03/31/2022)		
Item	Documentation Required with Invoice	Budget
Personnel (wages and benefits)	Expanded GL report for the period.	\$263,668
Legal Fees (Attorney consultations regarding staff medical and religious vaccine exemptions, if necessary per State mandates)	GL Detail	\$3,300
Program Insurance		\$10,454
Mileage	Mileage log to include: name of staff member, date of travel, starting point and destination of travel, number of miles traveled, federal reimbursement rate (per www.gsa.gov) and a brief description of the purpose of travel	\$168
Support Assistance Program	GL Detail or credit card statement and receipts showing documentation to support dispersals.	\$12,000
SUBTOTAL		\$289,590
Indirect @ 10%		\$28,959
TOTAL		\$318,549

II. **Invoicing:**

1. The Contractor shall submit itemized invoices by location on a monthly basis in a format approved by the County. The Contract number shall be included on all billings or correspondence. Final invoice due dates are as follows:
 - a. **Final invoices for services ending on 12/31/2021, must be submitted by January 7, 2022.**
 - b. **Final invoices for services between 01/01/2022 – 03/31/2022, must be submitted by April 15, 2022.**
2. The Contractor shall submit invoices to HL-BusinessOffice@co.whatcom.wa.us.
3. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from the Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
4. Invoices 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 has been performed, as described on this invoice.
5. 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.