

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No. _____

Originating Department:	Parks & Recreation
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Senior Services
Contract or Grant Administrator:	Mike McFarlane
Contractor's / Agency Name:	Whatcom Council on Aging

Is this a New Contract? **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 #: _____
 Yes No

Does contract require Council Approval? Yes No If No, include WCC: _____
 (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 _____ Cost Center: _____
 Yes No If yes, RFP and Bid number(s): 11-07

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.
 - Contract work is for less than \$100,000.
 - Contract work is for less than 120 days.
 - Interlocal Agreement (between Governments).
 - Contract for Commercial off the shelf items (COTS).
 - Work related subcontract less than \$25,000.
 - Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>123,748</u> This Amendment Amount: \$ _____ Total Amended Amount: \$ <u>123,748</u>	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, professional services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies or equipment included approved in the budget. 4. 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.
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Summary of Scope: This contract provides the funding for the Whatcom Council on Aging to staff and operate the Bellingham Senior Activity Center. Last year the center served 84,786 seniors. The Scope of Work for this agreement includes coordination of daily on-site operations, programming, enforcing safety procedures, and managing volunteer opportunities.

Term of Contract: January 1, 2019	Expiration Date: December 31, 2020
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Contract Routing:	1. Prepared by: <u>Shannon Batdorf</u>	Date: <u>12/10/2018</u>
	2. Attorney signoff: _____	Date: <u>12/14/18</u>
	3. AS Finance reviewed: <u>[Signature]</u>	Date: <u>12/17/18</u>
	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: _____