

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
201812008 – 6

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855040 Housing Program	
Contract or Grant Administrator:		Chris D'Onofrio	
Contractor's / Agency Name:		Domestic Violence & Sexual Assault Services	
Is this a New Contract? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If not, is this an Amendment or Renewal to an Existing Contract? If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 201812008
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC: (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)		
Already approved? Council Approved Date:			
Is this a grant agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):	CFDA#:	
Is this contract grant funded? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, Whatcom County grant contract number(s):		
Is this contract the result of a RFP or Bid process? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, RFP and Bid number(s):	Contract Cost Center:	121100
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
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 checked="" 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): \$ 149,000		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.	
This Amendment Amount: \$ 1,500			
Total Amended Amount: \$ 150,500			
Summary of Scope: This contract provides funding for the operation and maintenance of domestic violence shelter facilities.			
Term of Contract:	1 Year	Expiration Date:	12/31/2022
Contract Routing:	1. Prepared by:	JT	Date: 06/10/2022
	2. Health Budget Approval	KR/JG	Date: 06/14/2022
	3. Attorney signoff:	RB	Date: 06/14/2022
	4. AS Finance reviewed:	M Caldwell	Date: 6/14/22
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:	<i>ds</i>	Date:
	7. Executive Contract Review:	<i>Sm</i>	Date: 7/14/2022
	8. Council approved (if necessary):	AB2022-362	Date: 07/12/2022
	9. Executive signed:		Date: 7/15/2022
	10. Original to Council:		Date:



MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Erika Lautenbach, Director

RE: Domestic Violence & Sexual Assault Services – Emergency Shelter Operations and Maintenance Contract Amendment #6

DATE: July 13, 2022

Attached is a contract amendment between Whatcom County and Domestic Violence and Sexual Assault Services for your review and signature.

▪ **Background and Purpose**

Domestic Violence & Sexual Assault Services (DVSAS) has operated Whatcom County’s only emergency domestic violence shelter since 2014. This contract provides funding for personnel and costs necessary to operate and maintain three safe shelters in Whatcom County which include a 21-bed house for women with children and two other houses (totaling 16 beds) for single women. This amendment increases funding by \$1,500 for the purchase of air conditioners and other severe weather mitigation equipment.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$41,000 for this contract period (01/01/2022 – 12/31/2022) and \$150,500 for the entire contract period (01/01/2019 – 12/31/2022), is provided by HB 2060 Low-Income Housing Funds. These funds are included in the 2022 budget. Council approval is required as the budget will exceed \$40,000 in the current contract period with the funds added by this amendment.

Please contact Ann Beck, Community Services Manager at 360-778-6055 (ABeck@co.whatcom.wa.us) or Kathleen Roy, Assistant Director at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions or concerns regarding this request.



Whatcom County Contract Number:

201812008 – 6

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

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

AND CONTRACTOR:
Domestic Violence & Sexual Assault Services
1407 Commercial Street
Bellingham, WA 98225

CONTRACT PERIODS:

Original:	01/01/2019 – 12/31/2019	Amendment #4:	04/01/2021 – 12/31/2021
Amendment #1:	01/01/2020 – 12/31/2020	Amendment #5:	01/01/2022 – 12/31/2022
Amendments #2 & #3:	01/01/2021 – 12/31/2021	Amendment #6:	07/05/2022 – 12/31/2022

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. Amend Exhibit B – Compensation, to increase funding by \$1,500 to support the purchase of air conditioners and other severe weather mitigation equipment.
2. Funding for this contract period (01/01/2022 – 12/31/2022) is not to exceed \$41,000.
3. Funding for the total contract period (01/01/2019 – 12/31/2022) is not to exceed \$150,500.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 07/05/2022.

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: DocuSigned by: Ann Beck 7/13/2022
2B365BB0422344A...
Ann Beck, Community Services Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by: Erika Lautenbach 7/13/2022
955C651A30374BD
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 7/13/2022
1FE5DDBD9542404...
Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Meghan Tinsley</u> DEF30B8FE3F24A9...	Meaghan Tinsley	Administrative & Operations Manager	7/14/2022
Contractor Signature	Print Name and Title		Date

FOR WHATCOM COUNTY:

DocuSigned by: Satpal Singh Sidhu 7/15/2022
1192C7C18B664E3
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Domestic Violence & Sexual Assault Services
1407 Commercial Street
Bellingham, WA 98225
executivedirector@dvsas.org

EXHIBIT "B" – Amendment #6
(COMPENSATION)

- I. **Budget and Source of Funding:** The source of funding for this contract, in the amount not to exceed \$41,000, is Affordable Housing for All (HB2060) fund. The budget for this contract is as follows:

*Item	Documentation Required with Invoice	Budget
Shelter Advocate salary & benefits	GL detail	\$26,728
Shelter personnel hazard pay		\$4,091
Utilities	GL detail or paid invoices	\$ 2,600
Insurance		\$ 2,000
Maintenance		\$1,000
Supplies and Equipment (including AC units and other severe weather mitigation supplies)	Paid invoices and receipts	\$1,500
Subtotal		\$37,919
Indirect - 10% of personnel costs only		\$3,081
TOTAL		\$41,000

*Changes between budgeted line items in excess of 10% of the contract amount must be approved by the County.

II. Invoicing

- The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15th of the month following the month of service.
- The Contractor shall submit invoices via email to HL-BusinessOffice@co.whatcom.wa.us (include contract #).
- Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
- 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 performed as described on this invoice.

- 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.