



MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Cathy Halka, Legislative Analyst
RE: 2023 Contract for Code Publishing Services
DATE: October 31, 2022

Enclosed is a contract between Whatcom County and Code Publishing, LLC for your review and signature.

- **Background and Purpose**

On August 10, 2022, the County issued a request for proposals for code publishing services (RFP#22-45) with a closing date of August 23rd. Code Publishing, LLC was the sole respondent to the RFP and has been providing code publishing services to Whatcom County since 1996.

- **Funding Amount and Source**

The proposed annual contract amount is \$15,000. The proposed Council Office budget includes \$18,000 (Account #1100.6630.901) in annual funding for this contract.

- **Differences from Previous Contract**

The contract is for services in the 2023 year (Jan. 1 – Dec. 31). The annual contract amount has been reduced from the previous contract amount of \$18,103. Should additional funding be required before the end of the contract term, a contract amendment will be brought forward.

Please contact Cathy Halka at extension 5019, if you have any questions.

Encl.