

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

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

Originating Department:	
Division/Program: <i>(i.e. Dept. Division and Program)</i>	
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:

- Professional services agreement for certified/licensed professional.     Goods and services provided due to an emergency
- Contract work is for less than \$100,000.      Contract for Commercial off the shelf items (COTS).
- Contract work is for less than 120 days.      Work related subcontract less than \$25,000.
- Interlocal Agreement (between Governments).      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:**

- Exercising an option contained in a contract previously approved by the council.
- Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.
- Bid or award is for supplies.
- Equipment is included in Exhibit "B" of the Budget Ordinance.
- 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:
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- |                   |   |             |
|-------------------|---|-------------|
| 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: _____ |