



MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Cathy Halka, Legislative Analyst
RE: 2024 Contract for Code Publishing Services
DATE: August 3, 2023

Enclosed is a contract amendment between Whatcom County and Code Publishing, LLC for services in 2024 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). Code Publishing, LLC was the sole respondent to the RFP and has been providing code publishing services to Whatcom County since 1996. On November 9, 2022, County Council authorized contract 202211017, for code publishing services through December 31, 2023.

- **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 2024 year (Jan. 1 – Dec. 31). The annual contract amount is the same amount as the previous year. 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.