

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202504014 - 1

Originating Department:	Whatcom County Auditor
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Election Division
Contract or Grant Administrator:	Amy Grasher
Contractor's / Agency Name:	AMS Print & MAil Specialists
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>202504014</u>	
Does contract require Council Approval? Yes <input type="radio"/> No <input checked="" type="radio"/> If No, include WCC: <u>3.08.060 (J)</u> Already approved? Council Approved Date: <u>4/29/2025</u> (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: <u>11501000</u>	
Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input checked="" type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): <u>\$ 90,000 (not to exceed)</u> This Amendment Amount: <u>\$ 0</u> Total Amended Amount: <u>\$ 90,000 (not to exceed)</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: 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.
Summary of Scope: The Election Division is statutorily responsible to print & distribute a local voters' pamphlet before any special, primary or general election, or any special election per RCW 29A.32.210. The pamphlet shall provide information on measures and candidates appearing on the ballot for each election. The pamphlet is either mailed to all households included in the election, or is an insert in the ballot packet.	
Term of Contract: 12 months	Expiration Date: 3/31/2027

Contract Routing:	1. Prepared by: <u>Amy Grasher</u>	Date: <u>03/12/2026</u>
	2. Attorney signoff: <u>Thomas Greenan</u>	Date: <u>03/23/2026</u>
	3. AS Finance reviewed: <u>M Caldwell</u>	Date: <u>3.25.26</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: <u>Dale Vander Stelt, AMS</u>	Date: <u>3/30/2026</u>
	6. Executive contract review: _____ <u>FW</u>	Date: <u>4/2/2026</u>
	7. Council approved, if necessary: _____	Date: _____
	8. Executive signed: _____	Date: <u>4/3/2026</u>
	9. Original to Council: _____	Date: _____

**Whatcom County
Auditor's Office**
Whatcom County Courthouse
311 Grand Avenue, Suite 103
Bellingham, WA 98225-4038



Stacy Henthorn
County Auditor
Amy Grasher
Chief Deputy Auditor

MEMORANDUM

Date: April 2, 2026
To: Satpal Sidhu, County Executive
From: Stacy Henthorn *SH*
RE: Amended Contract with AMS Print & Mail Services to print and distribute the Local Voters' Pamphlet

Enclosed is an amendment to contract 202504014 for services between Whatcom County and AMS Print & Mail Specialists.

▪ **Background and Purpose**

The Election Division is statutorily responsible to print and distribute a Local Voters' Pamphlet before any election (RCW 29A.32.210).

This amendment extends the expiration date to March 31, 2027.

▪ **Funding Amount and Source**

The contract amount is not to exceed \$90,000 and the funding source is from the approved 2026 budget – Election fund 11501000 - accounts 6330.

There are no additional budgetary costs to the county.

Please contact Stacy Henthorn if you have any questions or concerns regarding this contract.

Encl.

WHATCOM COUNTY:

Recommended for Approval:

[Signature] 4/2/2026
Whatcom County Auditor Date

Approved as to form:

Thomas Greenan, Deputy PA 3/23/26 via email
Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:

By: Satpal Singh Sidhu 4.3.26
Satpal Singh Sidhu, Whatcom County Executive

STATE OF WASHINGTON)
) SS
COUNTY OF WHATCOM)

On this 3rd day of April, 2026, before me personally appeared Satpal Singh Sidhu, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



[Signature]
NOTARY PUBLIC in and for the State of Washington,
Jake Logan, printed name.
residing at Ball Lake. My commission
expires 9-10-28.

CONTRACTOR INFORMATION:

AMS Print & Mail Specialists

Dale Vander Stelt
VP/GM/Estimator & Major Account Specialist
Phone: 360-332-2500
Email: dale@amsdirectnw.com
Address: 880 Grant Ave., Blaine, WA 98230
Mailing Address: P.O. Box 2425, Blaine, WA 98231