

**WHATCOM COUNTY**  
**CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202406023 – 2

Originating Department:				85 Health and Community Services			
Division/Program: (i.e. Dept. Division and Program)				8510 Administration / 851000 Administration			
Contract or Grant Administrator:				Charlene Ramont			
Contractor's / Agency Name:				Glyph Language Services, Inc.			
Is this a New Contract?		If not, is this an Amendment or Renewal to an Existing Contract?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:				202406023	
Does contract require Council Approval?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	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?		If yes, grantor agency contract number(s):		ALN#:			
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>						
Is this contract grant funded?		If yes, Whatcom County grant contract number(s):		202501019 / 202304013 / 202309033 / 202307016 /			
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>						
Method of Procurement:	RFP Solicitation 24-25	Contract Cost Centers:	10008566.6655 (\$4,000) / 10008619.6655 (\$3,000) / 10008617.6655 (\$10,000) / 18538520.6655 (\$1,000) / 18538510.6655 (\$1,500) / 18538516.6655 (\$3,000) / 18538503.6655 (\$2,000) / 10008581.6655 (\$6,000) / 10008517.6655 (\$2,000) / 1858002.6655 (\$10,000) / 10008544.6655 (\$1,750) / 18571001.6655 (\$3,000) / 10008539.6655 (\$1,079)				
Is this agreement excluded from E-Verify?		No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>				
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 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):			Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> <ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>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.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance</li> <li>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.</li> </ol>				
\$	93,000						
This Amendment Amount:							
\$	48,329						
Total Amended Amount:							
\$	141,329						
Summary of Scope: This amendment extends the contract for six months and provides funding for the extended contract period.							
<b>Contract Term Ends:</b>		<b>12/31/2025</b>					
Contract Routing:	1. Prepared by:	J. Thomson			Date:	04/29/2025	
	2. Health Budget Approval	PL/CR			Date:	05/06/2025	
	3. Attorney signoff:	Christopher Quinn			Date:	05/06/2025	
	4. AS Finance reviewed:	Bbennett			Date:	05/08/2025	
	5. Contractor signed:				Date:		
	6. Executive Contract Review:				Date:		
	7. Council approved (if necessary):	AB2025-374			Date:		
	8. Executive signed:				Date:		
	9. Original to Council:				Date:		

## WHATCOM COUNTY CONTRACT AMENDMENT

### **PARTIES:**

**Whatcom County**  
**Whatcom County Health and Community Services**  
**509 Girard Street**  
**Bellingham, WA 98225**

**AND CONTRACTOR:**  
**Glyph Language Services, Inc.**  
**316 West Boone Avenue, Suite 375**  
**Spokane, WA 99201-2326**

### **CONTRACT PERIODS:**

**Original:** 07/01/2024 – 12/31/2024  
**Amendment #1:** 01/01/2025 – 06/30/2025  
**Amendment #2:** 07/01/2025 – 12/31/2025

**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**

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### **DESCRIPTION OF AMENDMENT:**

1. Extend the duration and other terms of this contract for six months, as per the original contract "Section 8.1 - Term".
2. Funding for this contract period (07/01/2025 – 12/31/2025) is not to exceed \$48,329.
3. Funding for the total contract period (07/01/2024 – 12/31/2025) is not to exceed \$141,329.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 07/01/2025.

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.

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DEPARTMENT HEAD APPROVAL: \_\_\_\_\_  
Charlene Ramont, Interim Director Date

APPROVAL AS TO FORM: \_\_\_\_\_  
Christopher Quinn, Chief Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

\_\_\_\_\_  
Douglas Arbuthnot, Director of HR and General Counsel  
Contractor Signature Printed Name and Title Date

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FOR WHATCOM COUNTY:

\_\_\_\_\_  
Satpal Singh Sidhu, County Executive Date

**CONTRACTOR INFORMATION:**

**Glyph Language Services, Inc.**  
316 West Boone Avenue, Suite 375  
Spokane, WA 99201-2326