

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202102010 - 4

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8510 Administration / 851000 Administration	
Contract or Grant Administrator:		Jennifer Moon	
Contractor's / Agency Name:		Cascade Radio Group	
Is this a New Contract? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If not, is this an Amendment or Renewal to an Existing Contract? If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 202102010
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? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):	CFDA#:	93.323 / 93.268 / 21.019
Is this contract grant funded? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, Whatcom County grant contract number(s):	201801023	
Is this contract the result of a RFP or Bid process? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):	Sole Source	Contract Cost Center: 660430 / 660480 / 627221
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional.		<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input checked="" type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
<input type="checkbox"/> Interlocal Agreement (between Governments).			
Contract Amount:(sum of original contract amount and any prior amendments): \$ 40,000		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> : 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.	
This Amendment Amount: \$ 20,000			
Total Amended Amount: \$ 60,000			
Summary of Scope: This contract provides funding for COVID-19 related radio broadcasts.			
Term of Contract:	23 Months	Expiration Date:	12/31/2022
Contract Routing:	1. Prepared by:	JT	Date: 12/06/2021
	2. Health Budget Approval	KR/JG	Date: 12/10/2021
	3. Attorney signoff:	RB	Date: 12/14/2022
	4. AS Finance reviewed:	M Caldwell	Date: 12/10/2021
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date: 1/12/2022
	8. Council approved (if necessary):	AB2022-002	Date: 01/11/2022
	9. Executive signed:		Date: 1/12/2022
	10. Original to Council:		Date:



**MEMORANDUM**

**TO:** Satpal Sidhu, County Executive

**FROM:** Erika Lautenbach, Director

**RE:** Cascade Radio Group – COVID-19 Radio Advertisements Contract Amendment #4

**DATE:** January 12, 2022

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Attached is a contract amendment between Whatcom County and Cascade Radio Group for your review and signature.

▪ **Background and Purpose**

This contract provides funding for COVID-19 messaging through radio broadcasts, intended to target local audiences across multiple Whatcom County stations. The purpose of this amendment is to extend the contract period through 12/31/2022 and increase funding by \$20,000 to support the extended contract period.

▪ **Funding Amount and Source**

Funding for this contract may not exceed \$60,000. Funds under the Contract are made available and are subject to Section 601(a) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and Title V and VI of the CARES Act. This project was supported by a grant awarded by the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund thru the Washington State Department of Health Emergency Preparedness & Response COVID-19 Local CARES, Epidemiology & Laboratory Capacity, and Vaccine Services-CARES Grants (CFDA 21,019, 93.323, 93.268) Grant. These funds are included in the 2022 budget. These funds are included in the 2021-2022 budgets. Council approval is required as funding exceeds \$40,000.

Please contact Jennifer Moon, Program Specialist at 360-778-6173 ([JMoon@co.whatcom.wa.us](mailto:JMoon@co.whatcom.wa.us)) or Kathleen Roy, Assistant Director at 360-778-6007 ([KRoy@co.whatcom.wa.us](mailto:KRoy@co.whatcom.wa.us)), if you have any questions or concerns regarding this request.



Whatcom County Contract Number:

202102010 – 4

## WHATCOM COUNTY CONTRACT AMENDMENT

### PARTIES:

**Whatcom County**  
**Whatcom County Health Department**  
**509 Girard Street**  
**Bellingham, WA 98225**

**AND CONTRACTOR:**  
**Cascade Radio Group**  
**2219 Yew Street Road**  
**Bellingham, WA 98229**

### CONTRACT PERIODS:

**Original & Amendment #1: 02/01/2021 – 06/30/2021**  
**Amendment #2: 05/01/2021 – 09/30/2021**  
**Amendment #3: 08/16/2021 – 12/31/2021**  
**Amendment #4: 12/31/2021 – 12/31/2022**

**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 1 year, as per the original contract “General Terms, Section 10.2 Extension”.
2. Revise Exhibit A – Scope of Work, to include Health Department approval of radio commercial spots.
3. Revise Exhibit B – Compensation, to increase the total not to exceed amount by \$20,000.
4. Funding for the total contract period (02/01/2021 – 12/31/2022) is not to exceed \$60,000.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 12/31/2021.

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.

DEPARTMENT HEAD APPROVAL: <sup>DocuSigned by:</sup>  
Erika Lautenbach 1/12/2022  
955C651A30374BD  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: <sup>DocuSigned by:</sup>  
Royce Buckingham 1/12/2022  
4EE5DD8D9542404  
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

<sup>DocuSigned by:</sup> <u>Heidi Persson</u> <small>5F5D8F49694C4FC</small>	Heidi Persson, General Manager	1/12/2022
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

<sup>DocuSigned by:</sup>  
Satpal Singh Sidhu 1/12/2022  
1192C7C18B804E3  
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Cascade Radio Group  
2219 Yew Street Road  
Bellingham, WA 98229  
360-734-9790  
[HPersson@cascaderadiogroup.com](mailto:HPersson@cascaderadiogroup.com)

**EXHIBIT "A" – Amendment #4**  
(SCOPE OF WORK)

Radio advertisements provide effective means of communicating public health information to target populations. Cascade Radio Group (CRG) will designate varying length radio commercial spots for COVID-19 related messaging, which will be provided by the Whatcom County Health Department (WCHD). WCHD will approve in writing, the dates, time, station, and length of each radio commercial spot.

**EXHIBIT "B" – Amendment #4**  
**(COMPENSATION)**

I. **Budget and Source of Funding**: Funding for this contract may not exceed \$60,000. Funds under the contract are made available and are subject to Section 601(a) of the Social Security Act, as amended by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and Title V and VI of the CARES Act. This project was supported by a grant awarded by the US Department of the Treasury. Grant funds are administered by the Washington State Department of Health Emergency Preparedness & Response COVID-19 Local CARES, Epidemiology & Laboratory Capacity, and Vaccine Services-CARES Grants (CFDA 21.019, 93.323, 93.268).

The Contractor will bill the County according to the rates listed in Exhibit C – Station Information & Rates. Rates listed on Exhibit C represent 30 second radio spots. As a Public Health partnership, the Contractor will provide one spot at no charge, for every paid spot.

**II. Invoicing**

1. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15<sup>th</sup> of the month following the month of service.
2. The Contractor shall submit invoices to *(include contract/PO #)* [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
3. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
4. Invoices must include the following statement, with an authorized signature and date:

**I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.**

5. Duplication of Billed Costs or Payments for Service: The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.

**Exhibit C**

## Station Information & Rates

### *Stations, listed alphabetically*

**KAFE:** 104.1 FM. Adult Contemporary. Huge signal coverage throughout NW Washington and SW British Columbia. Target Adults 25-54 skews female.

**KBAI:** 930 AM. Classic Hits . Signal primarily limited to Whatcom County. Target Adults 25-54.

**KGMI:** 790 AM. News Talk. Signal primarily limited to Whatcom County. Target Adults 35-64.

**KISM:** 92.9 FM. Classic Rock. Same signal as KAFE. Target Adults 25-54 skews male.

**KPUG:** 1170 AM. Sports Talk. Signal primarily limited to Whatcom County. Target Male 18+.

### **Rates\***

<i>Station</i>	<i>M-F 5a-10a</i>	<i>10a-3p</i>	<i>3p-8p</i>	<i>8p-Mid</i>	<i>M-F 5a-8p</i>	<i>Sa-Su 6a-8p</i>
KAFE	\$70	\$55	\$60	\$35	\$65	\$45
KBAI :30	\$7	\$7	\$7	\$4	\$7	\$7
KBAI :60	\$14	\$14	\$14	\$6	\$14	\$12
KGMI :30	\$45	\$40	\$40	\$35	\$40	\$30
KGMI :60	\$60	\$45	\$45	\$40	\$45	\$45
KISM	\$70	\$55	\$60	\$35	\$65	\$45
KPUG :30	\$25	\$25	\$25	\$20	\$25	\$25
KPUG :60	\$30	\$30	\$30	\$25	\$30	\$30

Rates effective 3/1/20

**Cascade Radio Group** 2219 Yew St. Rd. Bellingham WA 98229 360-734-9790