

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.

|   |  |
|---|--|
| Originating Department:                             |  |
| Division/Program: (i.e. Dept. Division and Program) |  |
| 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:**

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:

|                   |                  |
|-------------------|------------------|
| Term of Contract: | Expiration Date: |
|-------------------|------------------|

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: _____ |