

## WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No. \_\_\_\_\_

|  |  |
|--|--|
| Originating Department: _____  |  |
| Division/Program: <i>(i.e. Dept. Division and Program)</i> _____   |  |
| 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<br>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: _____<br>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?<br>Yes    No    If yes, grantor agency contract number(s): _____ CFDA#: _____   |  |
| Is this contract grant funded?<br>Yes    No    If yes, Whatcom County grant contract number(s): _____  |  |
| Is this contract the result of a RFP or Bid process?    Contract<br>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:<br><input type="checkbox"/> Professional services agreement for certified/licensed professional.    Goods and services provided due to an emergency<br><input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS).<br><input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000.<br><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):<br>\$ _____<br>This Amendment Amount:<br>\$ _____<br>Total Amended Amount:<br>\$ _____   | 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><br>1. Exercising an option contained in a contract previously approved by the council.<br>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.<br>3. Bid or award is for supplies.<br>4. Equipment is included in Exhibit "B" of the Budget Ordinance.<br>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: _____ |