

## 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? <span style="float: right;">Yes No</span> 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 Cost Center: _____ Yes No If yes, RFP and Bid number(s): _____									
Is this agreement excluded from E-Verify? No Yes If no, include Attachment D Contractor Declaration form.									
If YES, indicate exclusion(s) below: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Professional services agreement for certified/licensed professional. Goods and services provided due to an emergency</td> <td><input type="checkbox"/> Contract for Commercial off the shelf items (COTS).</td> </tr> <tr> <td><input type="checkbox"/> Contract work is for less than \$100,000.</td> <td><input type="checkbox"/> Work related subcontract less than \$25,000.</td> </tr> <tr> <td><input type="checkbox"/> Contract work is for less than 120 days.</td> <td><input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.</td> </tr> <tr> <td><input type="checkbox"/> Interlocal Agreement (between Governments).</td> <td></td> </tr> </table>		<input type="checkbox"/> Professional services agreement for certified/licensed professional. Goods and services provided due to an emergency	<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	<input 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).	
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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 <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>								
Summary of Scope: _____									
Term of Contract: _____	Expiration Date: _____								

Contract Routing: <ol style="list-style-type: none"> <li>1. Prepared by: _____ Date: _____</li> <li>2. Attorney signoff: _____ Date: _____</li> <li>3. AS Finance reviewed: _____ Date: _____</li> <li>4. IT reviewed (if IT related): _____ Date: _____</li> <li>5. Contractor signed: _____ Date: _____</li> <li>6. Submitted to Exec.: _____ Date: _____</li> <li>7. Council approved (if necessary): _____ Date: _____</li> <li>8. Executive signed: _____ Date: _____</li> <li>9. Original to Council: _____ Date: _____</li> </ol>
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