

**WHATCOM COUNTY  
ADMINISTRATIVE SERVICES**  
Whatcom County Courthouse  
311 Grand Ave, Suite 108  
Bellingham, WA 98225-4083



**FACILITIES MANAGEMENT**  
3720 Williamson Way  
Bellingham, WA 98226-9156  
Phone: 360.778.5360  
Fax: 360.778.5361  
Facilities@co.whatcom.wa.us

**ROB NEY**  
Project & Operations Manager

## **MEMORANDUM**

**TO:** Satpal Singh Sidhu, County Executive

**FROM:** Rob Ney, Project & Operations Manager

**RE:** Contract – Custodial Services - Amendment

**DATE:** May 26, 2020

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Enclosed for your review and signature are two (2) originals of the Contract Amendment #6 between Whatcom County and Action Cleaning Services for the purpose of providing custodial services for eight of Whatcom County's satellite buildings also to include Sheriff Laurel Street station and WUECC.

▪ **Background and Purpose**

This contract amendment #6 is for the custodial services for Whatcom County outside buildings; Central Shop & Portable, NW Annex, Civic Center, Central Plaza, Health (509 Girard), Forest Street & State Street Annex. It will include the Sheriff's Laurel Street station and WUECC. This continues the services to be provided for through December 31st, 2020 with a 4% increase. This is extension is to continue services as we currently have through the COVID-19 pandemic plus extra sanitize cleaning. Facilities is prepared to advertise and go out for Bid for Custodial Services in October for a November opening and January 1<sup>st</sup> start date.

▪ **Funding Amount and Source**

The amount needed for this contract amendment is \$163,738.32 for a new contract total of \$395,508.82. The contracted custodial services were approved in the 2019-2020 budgets in the amount of \$168,888.00/year. Sheriff's Office budget covers the cost of the Laurel Street Station and WUECC. Facilities Management will cover the cost of the COVID-19 costs and seek reimbursement when appropriate. This contract will need Council approval.

▪ **Differences from Previous Contract**

This project is a one-time agreement.

Please contact Rob Ney at extension 5365, if you have any questions or concerns regarding the terms of this agreement.

Enclosures