

		<b>WHATCOM COUNTY CONTRACT INFORMATION SHEET</b>		Whatcom County Contract No. <u>202011032 - 1</u>	
Originating Department:		85 Health			
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855040 Housing Program			
Contract or Grant Administrator:		Anne Deacon			
Contractor's / Agency Name:		SeaMar Community Health Centers			
Is this a New Contract?		If not, is this an Amendment or Renewal to an Existing Contract?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a) Original Contract #:		202011032	
Does contract require Council Approval?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	3.08.100(A)(6) **Under Declaration of Emergency**	
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?		If yes, grantor agency contract number(s):		CFDA#:	93.323
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>				
Is this contract grant funded?		If yes, Whatcom County grant contract number(s):		201801023 / 202003011	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
Is this contract the result of a RFP or Bid process?		Contract Cost Center:		122700/ 660440	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):			
Is this agreement excluded from E-Verify?		No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <b>This contract provides services to the County required as a result of an emergency. (COVID-19 pandemic)</b>					
<input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional.					
<input type="checkbox"/> Contract work is for less than \$100,000.			<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).		
<input type="checkbox"/> Contract work is for less than 120 days.			<input type="checkbox"/> Work related subcontract less than \$25,000.		
<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):		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>			
\$	238,650.50	1. Exercising an option contained in a contract previously approved by the council.			
This Amendment Amount:		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.			
\$	23,865	3. Bid or award is for supplies.			
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance			
\$	262,516	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: This contract provides funding for operations at a temporary housing facility for people in need of isolation and quarantine due to COVID-19.					
Term of Contract:		11 Months		Expiration Date: 01/31/2021	
Contract Routing:	1. Prepared by:		JT	Date:	12/04/2020
	2. Health Budget Approval		KR/JG	Date:	12/22/2020
	3. Attorney signoff:		RB	Date:	12/10/2020
	4. AS Finance reviewed:		M Caldwell	Date:	12/09/2020
	5. IT reviewed (if IT related):			Date:	
	6. Contractor signed:			Date:	
	7. Submitted to Exec.:		JT	Date:	01/13/2021
	8. Council approved (if necessary):		AB2021-017	Date:	01/12/2021
	9. Executive signed:			Date:	1-14-2021
	10. Original to Council:			Date:	1-21-2021



**MEMORANDUM**

**TO:** Satpal Sidhu, County Executive  
**FROM:** Erika Lautenbach, Director  
**RE:** SeaMar Community Health Centers – COVID-19 Temporary Housing Facility Contract Amendment #1  
**DATE:** January 13, 2021

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Attached is a contract amendment between Whatcom County and SeaMar for your review and signature.

▪ **Background and Purpose**

During the COVID-19 pandemic, it is necessary for Whatcom County to implement actions that will mitigate the spread of the disease and provide basic services in support of public health for the community at large. In order to respond to people in need of isolation and quarantine who have no other option to accomplish this, a temporary housing facility has been opened. This contract provides funding for SeaMar to support the daily operations at the facility. SeaMar has the necessary experience to accomplish this effort based on their current work as the provider of the Whatcom Ground-level Response and Coordinated Engagement (GRACE) Program. The purpose of this amendment is to extend the contract through 01/31/2021.

▪ **Funding Amount and Source**

Funding for this contract period (12/31/20 – 01/31/2021) may not exceed \$23,865 and funding for the entire contract period (03/01/2020 – 01/31/2021) may not exceed \$262,516. Funding is provided by the Washington State Department of Health Epidemiology & Laboratory Capacity (CFDA 93.323) Grant and the Department of Commerce COVID-19 Emergency Housing Grant. These funds are included in the 2020-2021 budgets. Council approval is not required per Whatcom County Code 3.08.100(A)(6) for contracts executed within the declaration of a county emergency.

Please contact Kathleen Roy at extension #6007 if you have any questions regarding this agreement.

Encl.



**WHATCOM COUNTY HEALTH DEPARTMENT CONTRACT AMENDMENT**

**PARTIES:**

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

**AND CONTRACTOR:**

**SeaMar Community Health Centers  
1040 S Henderson Street  
Seattle, WA 98108**

**CONTRACT PERIODS:**

**Original: 03/01/2020 – 12/30/2020**

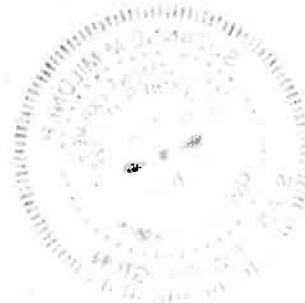
**Amendment #1: 12/31/2020 – 01/31/2021**

**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 term of the contract through 01/31/2021.
2. Amend Exhibit B – Compensation, to reflect a budget for the 12/31/2020 – 01/31/2021 contract period and update invoicing requirements; revised Exhibit B is attached.
3. Add Exhibit F – Special Terms and Conditions of Washington State Department of Health Epidemiology & Laboratory Capacity Grant (CFDA 93.323)
4. Funding for the extended contract period (12/31/20 – 01/31/2021) is not to exceed \$23,865.
5. Funding for the total contract period (03/01/2020 – 01/31/2021) is not to exceed \$262,516.
6. All other terms and conditions remain unchanged.
7. The effective start date of the amendment is 12/31/2020.



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.

APPROVAL AS TO PROGRAM: Approved by email AD/JT 12/08/2020  
Anne Deacon, Human Services Manager Date

DEPARTMENT HEAD APPROVAL: *Erika Lautenbach* 01/13/2021  
Erika Lautenbach, Health Department Director Date

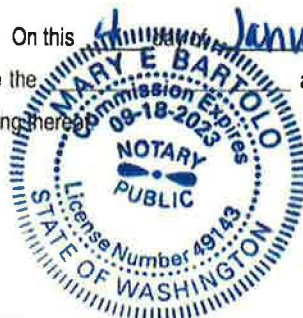
APPROVAL AS TO FORM: Approved by email RB/JT 12/10/2020  
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

*[Signature]* *Rogelio Riojas, CEO* *1/4/21*  
Contractor Signature Print Name and Title Date

STATE OF WASHINGTON )  
COUNTY OF KING )

On this *4th* day of *January*, 20*21*, before me personally appeared *Rogelio Riojas*, to me known to be the *[Signature]* and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



*May E. Bartolo*  
NOTARY PUBLIC in and for the State of Washington.  
Residing at *Redon*  
My Commission expires: *08/18/2023*

FOR WHATCOM COUNTY:

*Satpal Sidhu* *1/14/2021*  
Satpal Singh Sidhu, County Executive Date

STATE OF WASHINGTON )  
COUNTY OF WHATCOM )

On this *14th* day of *January*, 20*21*, before me personally appeared Satpal Singh Sidhu, to me known to be the Executive of Whatcom County and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



*Suzanne M. Mildner*  
NOTARY PUBLIC in and for the State of Washington. Residing at *Bellingham*. My Commission expires: *12-31-22*

**EXHIBIT "B" – Amendment #1  
(COMPENSATION)**

**Budget and Source of Funding:** Funding for this contract may not exceed \$23,865. Funding is provided by the Washington State Department of Ecology Epidemiology & Laboratory Capacity (CFDA 93.323) Grant and the Washington State Department of Commerce COVID-19 Outbreak Emergency Housing Grant. COMMERCE and the State of Washington are not liable for claims or damages arising from Subcontractor's performance of this contract. The budget for this contract is as follows:

<b>BUDGET (12/31/2020 – 01/31/2021)</b>		
<b>Item – Costs between line items cannot exceed 10% without prior written approval from the County.</b>	<b>Documentation Required</b>	<b>Budget</b>
Salaries for personnel providing Facility Operational Support, Consultation, and Technical Assistance	Expanded GL report for the period	\$20,195
Support Assistance Program and Flex Funds	GL Detail or Credit Card statement and Receipts showing documentation to support dispersals	\$1,500
<b>Subtotal</b>		<b>\$21,695</b>
Indirect @ 10% - This rate may not be exceeded		\$2,170
<b>TOTAL BUDGET:</b>		<b>\$23,865</b>

**II. Invoicing**

1. The Contractor shall submit itemized invoices according to the date provided in #2 below in a format approved by the County to [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
2. Invoices submitted for payment must include the items identified in the table above. **Final invoices for payment for the 12/31/20 – 01/31/2021 contract period must be submitted no later than February 22, 2021.**
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 F”**

(Special Terms and Conditions for Epidemiology & Laboratory Capacity Grant – CFDA #93.323)

The funds allocated for services performed under this contract are Washington State Department of Health funds. The terms included in this agreement and any additional agreements herein are a result of the grant funding requirements.

**1. DEFINITIONS**

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. “Authorized Representative” shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. “DOH” shall mean the Department of Health.
- C. “Contract” or “Agreement” means the entire written agreement between DOH and the Contractor, including any attachments, documents, or materials incorporated by reference. E-mail or facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. “Contractor” shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. “Personal Information” shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. “State” shall mean the state of Washington.
- G. “Subcontractor” shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms “subcontractor” and “subcontractors” mean subcontractor(s) in any tier.

**3. ALL WRITINGS CONTAINED HEREIN**

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

**4. AMENDMENTS**

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**5. AUDIT**

Contractor shall maintain internal controls providing reasonable assurance it is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs; and prepare appropriate financial statements, including a schedule of expenditures of federal awards.

If the Contractor is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year.

**6. INDEMNIFICATION**

Each party shall be solely responsible for the acts of its employees, officers, and agents.

**7. LAWS**

The Contractor shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal governments, as now or hereafter amended, including, but not limited to:

**United States Laws, Regulations and Circulars (Federal)**

Contractor shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Award, 2 CFR 200, Subparts B through F.

Contractor shall comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation.

Contractor shall comply with Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39.

**8. RECORDS MAINTENANCE**

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity.

The Contractor shall retain such records for a period of six (6) years following the date of final payment.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**9. SEVERABILITY**

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

**10. SURVIVAL**

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.