



Public Health and Social Services

CONTRACT AMENDMENT

LEWIS COUNTY HOMELESS SHELTER PERSONAL SERVICES AGREEMENT

Lewis County



PUBLIC HEALTH AND SOCIAL SERVICES

Personal Services Agreement Amendment #A

Between Lewis County Community Health Services (a.k.a. Valley View Health Center) and
Lewis County

1.1. Background Information and Purpose

Contract name is Lewis County Homeless Shelter Personal Services Agreement

The Department of Commerce contracts with Lewis County to oversee the administration of the Housing Trust Fund grant for the purpose of purchasing and renovating 2015 NE Kresky Ave into a permanent homeless shelter.

This contract provides funding for Lewis County Community Health Services to provide project management services related to the Lewis County homeless shelter's construction.

The purpose of this amendment is to (1) increase the overall budget, and (2) extend the contract end date.

1.2. Duration

Wednesday, May 1, 2024, through Saturday, May 31, 2025

1.3. Budget Impact

Revenue ORG(s): 3500AREV 391800

Expense Project(s): CFP312408

Original Budget: \$60,000.00

Amendment A: \$30,000.00

Total Maximum Consideration: \$90,000.00

This contract was anticipated for the current fiscal year.

1.4. Cover Letter

Matt Patana, Facilities Administrator

Please email executed contract to: mpatana@vvhc.org

1.5. Submitted By

Kendra Garrison

2. Preamble

2.1. Purpose

This contract is entered into between Lewis County, hereinafter called County, and Lewis County Community Health Services, hereinafter called Contractor, for the purpose of extending the contract end date and increasing the overall budget allocation.

2.2. Parties

Each party to this contract shall have a contract representative empowered to enter into this contract on behalf of their party. Each party may change its representative upon providing written notice to the other party. The parties' Contract Representatives for this contract are:

For the County:

Kendra Garrison, Business & Office Manager

kendra.garrison@lewiscountywa.gov

For the Contractor:

Matt Patana, Facilities Administrator

mpatana@vvhc.org

2.3. Authorization

Only the Lewis County Board of County Commissioners, the Department Director, or their designated Contract Officer identified herein, shall have the expressed, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this contract is not effective or binding unless made in writing and signed by the Lewis County Board of County Commissioners, the Department Director, or their Contract Officer.

2.4. Contract Term

This contract shall commence on Wednesday, May 1, 2024, and terminate on Saturday, May 31, 2025.

2.5. Contractor Representation

Contractor represents by signing this contract that it is qualified and possesses the necessary capabilities and sufficient skills, including technical and professional skills where required and has the necessary licenses and certifications to perform the services set forth in this contract.

2.6. Mutually Negotiated

County and Contractor acknowledge and by signing this contract agree that this contract has been mutually negotiated and agreed to by both parties.

3. Contract Amendment

3.1. Contract Timeline

This amendment extends the end date of the contract from December 31, 2024, to May 31, 2025.

3.2. Budget Detail

Allocations of funding, attached and incorporated by this reference, amends and updates "Compensation" as follows:

A. All work will be billed at an hourly rate, outlined below. Contractor is expected to devote an average of fourteen (14) hours per week to this Agreement over the course of the engagement and shall not exceed \$90,000.

Title	Weekly Hours	Rate	Weekly Estimate
Project Management	10	\$150 per hour	\$1,500
Grant Management	4	\$100 per hour	\$400
			\$1,900

B. Travel time will be billed at the rate of \$35 per hour.

C. Mileage will be billed at \$0.70 per mile (effective January 1, 2025).

D. All other approved expenses will be billed at actual cost. Approved expenses means those expenses approved in writing, in advance, by Lewis County.

E. The County shall not be responsible or liable for any other costs incurred in reviewing the Homeless Shelter Project.

3.3. Future Non-Allocation of Funds

If sufficient funds are not appropriated nor allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payments for services or amounts incurred after the end of the latest funded fiscal period. No penalty or expense shall accrue to the County in the event this provision applies.

Signature Page

The terms and conditions of this contract, including all attachments and subsequent amendments, constitute the entire and exclusive understanding between the parties. Except as provided for in section 23 of this contract, no other understandings, writings, and communications, oral or otherwise, regarding the subject matter of this contract shall exist to bind the parties. The parties signing below represent they have read and understand this contract and have the authority to execute this contract.

PLEASE NOTE: In accordance with Resolution 23-232, this contract is subject to approval by the Lewis County Board of County Commissioners if the total dollar value identified in Exhibit B equals or exceeds \$50,000 in one calendar year. The Lewis County Board of County Commissioners delegates contract approval authority to the Department Director if the total dollar value identified in Exhibit B is less than \$50,000 in any calendar year, subject to all provisions in Resolution 23-232.

For the County

Meja Handlen

FULL NAME

Director

TITLE

SIGNATURE

DATE SIGNED



1/21/25

For the Contractor

Gaelon Spradley

FULL NAME

Chief Executive Officer

TITLE

SIGNATURE

1/17/2025

DATE SIGNED

