

Whatcom County Contract No.

202010024-2

Amendment No. 2  
Whatcom County Contract No. 202010024  
CONTRACT BETWEEN WHATCOM COUNTY AND  
**The Master's Touch, LLC**

THIS AMENDMENT is to the Contract between Whatcom County and The Master's Touch, LLC, dated October 22, 2020 and designated "Whatcom County Contract No. 202010024". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment extends the term of this Agreement through September 30, 2023, and increases the maximum consideration by \$ 22,600 to a total consideration of \$ 67,800.

This Amendment also replaces the scope of work and the terms of compensation as shown on the attached Exhibits A and B.

Unless specifically amended by this agreement, all other terms and conditions of the original contract shall remain in full force and effect.

This Amendment takes effect: October 1, 2022, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and The Master's Touch, LLC have executed this Amendment on the date and year below written.

DATED this 23 day of September, 2022.

Each person signing this Contract represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Contract.

**CONTRACTOR:**

The Master's Touch, LLC

\_\_\_\_\_  
Jim Cote', President

**CONTRACTOR**


The Master's Touch

1405 N. Ash St.  
Spokane, WA 99201-2508

Contact Name: Jim Cote', President  
Contact Phone: 509-326-7475  
Contact FAX: 509-326-7414  
Contact Email: [masters@themasterstouch.com](mailto:masters@themasterstouch.com)

**WHATCOM COUNTY:**

Recommended for Approval:

      9/23/2022  
Department Supervisor      Date

**Approved as to form:**

Approved via email/BW      9/26/22  
Prosecuting Attorney      Date

**Approved:**

Accepted for Whatcom County:

By: \_\_\_\_\_  
Satpal Singh Sidhu, Whatcom County Executive

**EXHIBIT "A"**  
(SCOPE OF WORK)

The following specifications apply to all statement printing and mailing services provided under this Agreement.

Contractor will provide assistance as needed by the Assessor to help create the project.

The Assessor will forward raw data file to contractor and contractor will print statements on a form provided by contractor.

Data files will be submitted by the Assessor via email or by using Contractor's file transfer service: [tmt.wetransfer.com](mailto:tmt.wetransfer.com).  
Contractor will confirm receipt of data file the same day or the following day.

Contractor will provide PDF proofs of the file before printing. Assessor is allowed up to 3 variable data proofs at no charge.

Upon final proof approval, contractor will begin final production.

The contractor will perform all Coding Accuracy Support System (CASS) updating and presorting for automation first class mailings.  
Contractor will process addresses through NCOA to comply with USPS Move update and report defective addresses to customer.

The contractor will image the variable data to face of 8 ½ x 11 form.

Contractor will format printed pages for intelligent inserting.

Contractor will fold and insert the notices into a #10 window mailing envelope. Contractor will group identical name and address statements into #10 envelopes.

Contractor will seal and presort for best automation discount postage.

Contractor will quality check and sleeve.

Contractor will deliver notices to the USPS sectional center facility on prior agreement or 7-10 workdays after final approval.

The contractor will provide one PDF file with a copy of all statements.

A postage deposit will be required in advance of mailing.

One 3.5 x 8.5 eNoticesOnline informational insert will be added to each envelope.

One 8 ½ x 11 insert will be added to each envelope for real property revaluation notices.

The contractor will not remove duplicates and will mail to all records.

Contractor will provide Online presentment of PDF statement: a replica of what is mailed with Email notification to owner that statement is ready for viewing.

Contractor will print authorization code on each personal property notice of value for registrations.

Contractor will maintain site and provide online help desk for customer support for eNotices.

Contractor will provide One Code Authentication for multiple parcels when name and address are identical between two or more parcels.

Contractor will email notification to all registered users that the notices of value are ready for viewing on the eNotices site.

Contractor will provide any time email blast capability for all eNotice registered users.

Contractor will provide admin access for reports on activity and authorization codes.

Contractor will upload to eNotices PDFs of exact statements mailed within five workdays after final production PDF proof approval.

Contractor will image variable data two colors to face and back of 8 ½ x 11 Statement white 24#.

When two or more statements mail to the exact same name and address, contractor will enclose 2-8 statements in commercial size envelopes up to a maximum of 3 envelopes. Only the first envelope will include any collateral material (inserts, reply envelopes, etc.). After that, a large, flat size envelope will be used to enclose all.

Contractor to provide security for storage and handling of data and imaged forms and will have a back-up facility to handle the project in the event production stoppages of any kind.

All writings, programs, data, public records or other materials prepared by the Contractor in connection with this job will be the sole and absolute property of Whatcom County.

The vendor will maintain the confidentiality of all information provided by the Assessor or acquired by the vendor in performance of this job.

**EXHIBIT "B"**  
(COMPENSATION)

As consideration for the professional services, the County agrees to reimburse the contractor as follows:

Real Property

- A. Statement Printing (exclusive of postage) .....\$0.045 per parcel
- B. Paper Stock – 8 ½ x 11 tax form prints one color face on white 60# bond .....\$0.04 each
- C. #10 Universal Window envelope on 24# white wove ..... \$0.036 each
- D. One-time setup of \$500 ..... Fee Waived
- E. One PDF file with a copy of all statements ..... No charge
- F. Insert – 8 ½ x 11 insert printing one color one side (includes folding & inserting) .....\$0.039 each  
OR one color two sides (includes folding & inserting) .....\$0.045 each
- G. Optional eNotice insert to advertise sign up – 3.5 x 8.5 .....\$0.017 each
- H. Programming changes, if any .....\$110.00/hour

Personal Property Renditions

- A. Rendition Printing (exclusive of postage)..... \$0.18 per parcel
- B. Additional 8 ½ x 11 sheet .....\$0.045 per sheet
- C. One PDF file with a copy of all statements ..... No charge
- D. #10 Universal Window envelope on 24# white wove .....\$0.045 each
- E. "Hand Insert" for many page listings – 9 x 12 envelope.....\$0.22 per parcel
- F. Return Envelope – 24# yellow wove.....\$0.05 each – if available
- G. Optional eNotice insert to advertise sign up – 3.5 x 8.5 .....\$0.017 each
- H. One-time setup fee for mailing ..... \$500

Personal Property Change of Value Notices (Monthly Mailing)

- A. One-time setup fee for mailing.....\$500
- B. Black one or two sides 8 ½ x 11 prints on 24# white.....\$0.05 per sheet
- C. Additional 8 ½ x 11 sheet.....\$0.05 per sheet
- D. #10 Universal Window envelope on 24# white wove.....\$0.048 each
- E. One PDF file with a copy of all statements.....No charge
- F. "Hand Insert" for many page listings – 9 x 12 envelope.....Included - JC
- G. Optional eNotice insert to advertise sign up – 3.5 x 8.5.....\$0.017 each
- H. Mail preparation for 500 parcels/mailing.....\$290.00 per lot

Mail Services

- A. Postage Deposit .....Billed in Advance
- B. Automation postage .....5-digit rate at \$0.455

Real Property eNotices

- A. One-time setup fee.....\$800.00
- B. Registered eNoticesOnline.com statements.....\$0.12 per statement
- C. PDF Upload (includes PDF generation, processing, upload and storage for all PDFs – Also includes maintenance and online help system) .....\$0.01 per parcel
- D. Printed logo advertisement on #10 outgoing envelope.....No charge

Personal Property eNotices

- A. Setup fee .....No charge
- B. PDF upload of PDF's to site .....\$35.00 per upload
- C. Suppress paper mailing and email instead those registered that eNotice is ready for viewing .....\$0.12 each

WHATCOM COUNTY CONTRACT  
INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	
Division/Program: (i.e. Dept. Division and Program)	
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 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 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: <input type="checkbox"/> Professional services agreement for certified/licensed professional.    Goods and services provided due to an emergency <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): \$ _____ 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> 1. Exercising an option contained in a contract previously approved by the council. 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. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 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: <u>Rebecca Lopez</u> Date: _____
	2. Attorney signoff: <u>Approved via email/BW</u> Date: <u>9/26/22</u>
	3. AS Finance reviewed: <u>Approved via email/MC</u> Date: <u>9/27/22</u>
	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: _____