

MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Karen Thomas

DATE: December 22, 2023

RE: Contract Amendment for Property Tax Statement Printing and Mailing Services

Attached, please find for your review and signature an amendment to Contract #202201033 for Property Tax Statement Printing and Mailing Services between The Master's Touch, LLC and Whatcom County.

▪ **Background and Purpose**

The purpose of this contract is to provide tax statement printing and mailing services to the Whatcom County Treasurer. The Master's Touch, LLC has provided this service for Whatcom County since 2007.

▪ **Funding Amount and Source**

Funding has been included in the 2024 budget for this service as part of the Whatcom County Treasurer's general fund budget (fund 3300). The annual budgeted contract amount is estimated at \$35,000.

▪ **Differences from Previous Contract**

Paper price charges are up from last year. Note there is an annual negotiated paper price change allowed in the original contract. The increase in paper prices is approximately 4% from 2023. We anticipate the increase can be absorbed in our 2024 budget.

Please contact me at extension 5176, if you have any questions or concerns regarding this agreement.

Encl.