WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

202201033-2

		<u> </u>			
Originating Department:		Treasurer			
Division/Program: (i.e. Dept. Division and Program)					
Contract or Grant Administrator:		Karen Thomas			
Contractor's / Agency Name:		The Master's Touch, LLC			
		ewal to an Existing Contract? VCC 3.08.100 (a)) Original Con	tract #:	Yes O No O 202201033	
Does contract require Council Approval? Yes • Already approved? Council Approved Date:		If No, include WCC: (Exclusions see: Whatcom County Code	s 3.06.0	10, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes No If yes, grantor agence	cy contract	number(s): C	FDA#	:	
Is this contract grant funded? Yes No Vo If yes, Whatcom Co	ounty grant	contract number(s):			
Is this contract the result of a RFP or Bid process? Yes No If yes, RFP and Bid number	er(s): Interag	Contract gency agmit Clark Cty RFP#783 Cost Cen	ter: <u>(</u>	3300	
Is this agreement excluded from E-Verify? No C	Yes O	If no, include Attachment D Co	ontract	or Declaration form.	
amount and any prior amendments): \$\frac{52,900 \text{ approx. (per item charges)}}{52,900 \text{ approx. (per item charges)}} \text{ the summary of Scope:} \$\frac{52,900 \text{ approx. (per item charges)}}{12} \text{ 1} \text{ 2} \text{ 35,000} Total Amended Amount: \$\frac{87,900 \text{ (per item charges)}}{5} \text{ 5} \text{ 5} Summary of Scope:}	Council appro (40,000, and phan \$10,000 or Exercisin Contract capital contract capital contract capital contract electronic developeratement bil	Contract for Commercial off Work related subcontract less Public Works - Local Agency val required for; all property leases, corofessional service contract amendment or 10% of contract amount, whichever g an option contained in a contract pro is for design, construction, r-o-w acquists approved by council in a capital be vard is for supplies. In the included in Exhibit "B" of the Bu is for manufacturer's technical support as systems and/or technical support and or of proprietary software currently use ling, inserting, mailing, electronic	the she is than sy/Feder ontracts ents that is greateviously isition, adget apadget Out and hat softward by Wice bill in	elf items (COTS). 525,000. rally Funded FHWA. or bid awards exceeding thave an increase greater ter, except when: approved by the council. prof. services, or other opropriation ordinance. rdinance. ardware maintenance of the maintenance from the hatcom County. mage capture, and	
custom statement/envelope/insert design program goods deliverables.	nming servi	ces. This contract includes profe Expiration Date: 12/31/24	ession	al services and paper	
Term of Contract: 1 year Contract Routing: 1. Prepared by: Karen Thomas		EAPHAUOH Date, 12/31/24	Date:	12/22/23	
2. Attorney signoff: /s/ Royce Buc			_	12/27/23	
3. AS Finance reviewed: Amy Ma			Date:	12/29/23	
4. IT reviewed (if IT related): n/a	a		Date:	1/10/2024	
5. Contractor signed:6. Submitted to Exec.:			Date:	1/19/2024	
7. Council approved (if necessary)): Y AI	32024-037	Date:	1/9/25 1/9/2024	
8. Executive signed:			Date:	1/19/2024	
9. Original to Council:			Date:		

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.

Whatcom County Contract No.

202201033-2

Amendment No. 2 Whatcom County Contract No. 202201033 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 January 1, 2022 and designated "Whatcom County Contract No.202201033". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment extends the term of this Agreement through December 31, 2024, and increases the maximum consideration to \$35,000 for 2024. The County and Contractor agree to the pricing as shown in Exhibit B of the above referenced contract as attached hereto. This is the second of three Renewal Terms permitted by this agreement.

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: January 1, 2024, 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 __th day of January, 2024.

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.

CONTRACTOR:

The Master's Touch, LLC

Docusigned by:

1/19/2024

Jim Cote', President

ABOED5E4DD5E4DD5E4A8...

CONTRACTOR INFORMATION:

The Master's Touch, LLC

Jim Cote'
President
1405 N Ash St
Spokane, WA 99201-7214
(509) 326-7475
masters@themasterstouch.com

WHATCOM COUNTY:	
Recommended for Approval:	
Chief Deputy Treasurer	Date
Approved:	
Accepted for Whatcom County:	
DocuSigned by:	. (
By: Satpal Single Sidler 1192C7C18B664E3	1/19/2024
Satpal Singh Sidhu, Whatcon	n County Executive

Exhibit B - Pricing Schedule

V3 11/23/2023

	Designation of the last	í	
PRODUCT/SERVICE	VOLUME		PRICE
Tax Statement Run (Feb/Sept)			
#10 window envelope	@actual count	\$	0.0400
#9 return envelope	@actual count	\$	0.0360
Statement form (8.5x11) - 2 color / perforation	@actual count	\$	0.0460
3.5 x 8.5 insert	@actual count	\$	0.0280
Mail Preparation and sorting	@actual count	\$	0.0490
Delinquent Postcards (Mav/Nov)			
4 1/8 x 5 1/2 - color - 2 sides (May) 4/4	10-15k	\$	0.0490
Mail preparation and presorting	10-15k	\$	0.0610
4 1/8 x 5 1/2 - color - 2 sides (Nov) 4/4	5-10k	\$	0.0610
Mail preparation and presorting	5-10k	\$	0.0790
Assessor Notice of Value pricing			
#10 window envelope	@actual count	\$	0.0400
Statement form (8.5x11)	@actual count	\$	0.0460
8 1/2 x 11 insert - black - 2 sides	@actual count	\$	0.0410
8 1/2 x 11 insert - color - 2 sides	@actual count	\$	0.0480
Printing, processing and insertion	@actual count	\$	0.0490
Assessor Rendition Form pricing			
BPP Statement form	@actual count	\$	0.089
#10 Window Env	@actual count	\$	0.040
Printing, processing and insertion	@actual count	\$	0.170
Additional Pricing			
Miscellaneous Envelopes			
9x12 window envelope	Up to 5,000	\$	0.4700
#10 window envelope	See #10 above	\$	0.0400
Blank Statement Paper w/black back & perf	See schedule >>>>	>:	>>>>>>>>
Corrected statement run			
Quantity - 2,000 - 2,500	2000-2500	\$	0.2900
Quantity - 2,500 - 5,000	2500-5000	٠.	0.2500
Quantity - 5,000 - 10,000	5000-10000		0.1900
- 10,000	0000 10000	*	0.1000
Postage - full statement			
Postage low	As of Dec 2023	\$	0.4980
Postage high	As of Dec 2023	\$	0.5610
Postage - postcard			
Postage low	As of Dec 2023	\$	0.3550
Postage high	As of Dec 2023	\$	0.3880
INTO Trace (Dec Mail Disea)	N/A	\$	0,0050
IMb Trace (Per Mail Piece)	N/A	1 4	
Set up Cost		٦	No Setup Required
Programming Updates/Changes (hourly rate) N/A	\$	115.00 Included in Mai
NCOA	N/A		Processing
Tax Statements if using 8 1/2 x 14 Legal Size			1 TOCESSING
		•	0.0400
#10 window envelope	@actual count	\$	0.0400
#9 return envelope	@actual count		0.0360 0.0510
Statement form (8.5x14) - 2 color / perforation 3.5 x 8.5 insert	@actual count	\$	
	@actual count	\$	0,0280
Mail Preparation and sorting	@actual count	\$	0.0550

Quantity pricing per unit					
< 1,000	2,500	5,000	10,000	25,000	50,000
0.095	0.085	0.075	0.065	0.058	0.049
0.085	0.074	0.067	0.057	0.05	0.045
0.15	0.095	0.07	0.061	0.053	0.05
0.049	0.043	0.04	0.037	0.034	0.031
0.27	0.21	0.15	0.12	0.09	0.07

<2,500	2,500	5,000	10,000	25,000	50,000
		0.38	0.36	0.32	0.31
	See	#10 windo	ws above		
0.14	0.1	0.06	0.054	0.043	0.041