

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**202201033-2**

Originating Department:	Treasurer
Division/Program: <i>(i.e. Dept. Division and Program)</i>	
Contract or Grant Administrator:	Karen Thomas
Contractor's / Agency Name:	The Master's Touch, LLC

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 #: 202201033

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): Interagency agmt Clark Cty RFP#783    Cost Center: 3300

Is this agreement excluded from E-Verify?    No     Yes     If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

Professional services agreement for certified/licensed professional.     Goods and services provided due to an emergency

Contract work is for less than \$100,000.     Contract for Commercial off the shelf items (COTS).

Contract work is for less than 120 days.     Work related subcontract less than \$25,000.

Interlocal Agreement (between Governments).     Public Works - Local Agency/Federally Funded FHWA.

<p>Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>52,900 approx. (per item charges)</u></p> <p>This Amendment Amount: \$ <u>35,000</u></p> <p>Total Amended Amount: \$ <u>87,900 (per item charges)</u></p> <p>Summary of Scope:</p>	<p>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></p> <ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>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.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance.</li> <li>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.</li> </ol>
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Contract provides services and products for tax statement billing, inserting, mailing, electronic bill image capture, and custom statement/envelope/insert design programming services. This contract includes professional services and paper goods deliverables.

Term of Contract: 1 year	Expiration Date: 12/31/24
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Contract Routing:	1. Prepared by: <u>Karen Thomas</u>	Date: <u>12/22/23</u>
	2. Attorney signoff: <u>/s/ Royce Buckingham</u>	Date: <u>12/27/23</u>
	3. AS Finance reviewed: <u>Amy Martin</u>	Date: <u>12/29/23</u>
	4. IT reviewed (if IT related): <u>n/a</u>	Date: _____
	5. Contractor signed: _____	Date: <u>1/19/2024</u>
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): <u>Y</u> <u>AB2024-037</u>	Date: <u>1/9/25</u> <u>1/9/2024</u>
	8. Executive signed: _____	Date: <u>1/19/2024</u>
	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

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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:  
  
AB0ED5E4DD5B4A8...

1/19/2024

Jim Cote', President

**CONTRACTOR INFORMATION:**

The Master's Touch, LLC

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

**WHATCOM COUNTY:**

Recommended for Approval:

\_\_\_\_\_  
Chief Deputy Treasurer                      Date

**Approved:**

Accepted for Whatcom County:

By: DocuSigned by:  
*Satpal Singh Sidhu*  
1192C7C18B664E3                      1/19/2024  
\_\_\_\_\_  
Satpal Singh Sidhu, Whatcom County Executive

