

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202201033-1

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 <input checked="" type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>202201033</u>	
Does contract require Council Approval? Yes <input type="radio"/> No <input checked="" type="radio"/> 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 <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, RFP and Bid number(s): <u>Interagency agmt Clark Cty RFP#783</u> Cost Center: <u>3300</u>	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input checked="" 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): \$ <u>26,000 approx. (per item charges)</u> This Amendment Amount: \$ <u>900</u> Total Amended Amount: \$ <u>26,900 (per item charges)</u>	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : 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: 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: 12/31/23

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|-------------------|---|-----------------------|
| Contract Routing: | 1. Prepared by: <u>Karen Thomas</u> | Date: <u>12/14/22</u> |
| | 2. Attorney signoff: _____ | Date: <u>12/29/22</u> |
| | 3. AS Finance reviewed: _____ | Date: <u>12/29/22</u> |
| | 4. IT reviewed (if IT related): <u>n/a</u> | Date: _____ |
| | 5. Contractor signed: _____ | Date: <u>2/3/2023</u> |
| | 6. Submitted to Exec.: _____ | Date: <u>2/3/23</u> |
| | 7. Council approved (if necessary): <u>AB2023-024</u> | Date: <u>1/10/23</u> |
| | 8. Executive signed: _____ | Date: <u>2/3/2023</u> |
| | 9. Original to Council: _____ | Date: _____ |

MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Karen Thomas

DATE: February 3, 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 2023 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 \$30,000.

▪ **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 have been slightly offset by The Master's Touch lowering some of their other per item service charges. We anticipate the net offset to cost the county approximately \$900 in 2023 and that can be absorbed in our 2023 budget.

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

Encl.

Whatcom County Contract No.

202201033-1

Amendment No. 1
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, 2023, and increases the maximum consideration by \$ 900 to a total consideration of \$ 26,900. The County and Contractor agree to the pricing as shown in Exhibit B of the above referenced contract as attached hereto.

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, 2023, 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 3rd day of January, 2023.

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:

2/3/2023



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:

DocuSigned by:
Karen Thomas 2/3/2023
Chief Deputy Treasurer Date

Approved as to form:

DocuSigned by:
Royce Buckingham 2/3/2023
Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:

By: Tyler Schroeder, Deputy Executive 2/3/2023
Satpal Singh Sidhu, Whatcom County Executive

