

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202309039-1

Originating Department:	Assessor
Division/Program: <i>(i.e. Dept. Division and Program)</i>	
Contract or Grant Administrator:	Rebecca Xczar
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 type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>202309039</u>	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input 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>300</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>24,500</u> This Amendment Amount: \$ <u>26,000</u> Total Amended Amount: \$ <u>50,500</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 printing, mailing, and delivery services, including e-notices, for change of value notices provided to taxpayers, personal property asset listings, and inserts. Provide online fillable forms services.	
Term of Contract: 1 year	Expiration Date: January 31, 2025

Contract Routing:	1. Prepared by: <u>Rebecca Xczar</u>	Date: <u>4/29/2024</u>
	2. Attorney signoff: <u>approved via email</u>	Date: <u>4/29/2024</u>
	3. AS Finance reviewed: <u>approved via email</u>	Date: <u>5/8/2024</u>
	4. IT reviewed (if IT related): <u>N/A</u>	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Executive contract review: _____	Date: <u>8/12/24</u>
	7. Council approved, if necessary: <u>AB2024-368</u>	Date: <u>6/4/24</u>
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____



MEMORANDUM

To: Satpal Sidhu, County Executive
From: Rebecca Xczar, Whatcom County Assessor
RE: The Master's Touch, LLC Contract
Date: April 29, 2024

Attached, please find for your review and signature an amendment to Contract #202309039 for Change of Value Statement Printing and Mailing Services between The Master's Touch, LLC and Whatcom County.

Background and Purpose

Master's Touch will provide statutorily required change of value statement and personal property rendition printing and mailing services, as well as eNotice and online form filling, as described in Exhibit B. Master's Touch, LLC has provided print & mail service for the Assessor's Office since 2020.

Funding Amount and Source

Funding has been included in the 2024 budget for these services as part of the Assessor's Office General Fund Budget

Differences from Previous Contract

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

Please contact Rebecca Xczar at extension 5055, if you have any questions or concerns regarding the terms of this agreement.

Encl.

Whatcom County Contract No.

202309039-1

Amendment No. 1
Whatcom County Contract No. 202309039
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 4/29/2024, and designated "Whatcom County Contract No. 202309039". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment extends the term of this Agreement through Jan 31, 2025, and increases the maximum consideration by \$26,000, to a total consideration of \$50,500.

The County and Contractor agree to the pricing as shown in Exhibit B. Exhibit C is from the interlocal 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: 2/1/2024, 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 29th day of April, 2024.

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

NAME, TITLE

CONTRACTOR

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:

Department Supervisor Date

Approved as to form:

Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:

By: _____
Satpal Singh Sidhu, Whatcom County Executive

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)	\$0.048 per parcel
B. Paper Stock – 8 ½ x 11 tax form prints one color face on white 60# bond	\$0.045 each
C. #10 Universal Window envelope on 24# white wove	\$0.043 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)	\$0.044 each
OR one color two sides (includes folding & inserting)	\$0.05 each
G. Optional eNotice insert to advertise sign up – 3.5 x 8.5	\$0.017 each
H. Programming changes, if any	\$120.00/hour

Personal Property Renditions

A. Rendition Printing (exclusive of postage).....	\$0.22 per parcel
B. Additional 8 ½ x 11 sheet	\$0.048 per sheet
C. One PDF file with a copy of all statements	No charge
D. #10 Universal Window envelope on 24# white wove	\$0.048 each
E. "Hand Insert" for many page listings – 9 x 12 envelope.....	\$0.22 per parcel
F. Return Envelope – 24# yellow wove.....	\$0.055 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.....	\$0.055 per sheet
C. Additional 8 ½ x 11 sheet.....	\$0.055 per sheet
D. #10 Universal Window envelope on 24# white wove.....	\$0.049 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/mailling.....	\$290.00 per lot

Mail Services

A. Postage Deposit	Billed in Advance
B. Automation postage	5-digit rate at \$0.507

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)	\$0.011 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

Personal Property PDF fillable listings

- A. Programming to create Whatcom fillable PP form \$120.00/hour
- B. Process Whatcom data and merge data to listings form and upload
to eNotices site for taxpayer to review and update as needed.....\$750.00
- C. Submittal of taxpayer completed fillable PDFs to ftp site..... \$0.30 each

Exhibit C

Exhibit B - Pricing Schedule V3 11/23/2023

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 (May/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	\$ 0.2500
Quantity - 5,000 - 10,000	5000-10000	\$ 0.1900
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
IMb Trace (Per Mail Piece)	N/A	\$ 0.0050
Set up Cost	N/A	No Setup Required
Programming Updates/Changes (hourly rate)	N/A	\$ 115.00
		Included in Mail Processing
NCOA	N/A	
Tax Statements if using 8 1/2 x 14 Legal Size		
#10 window envelope	@actual count	\$ 0.0400
#9 return envelope	@actual count	\$ 0.0360
Statement form (8.5x14) - 2 color / perforation	@actual count	\$ 0.0510
3.5 x 8.5 insert	@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 windows above					
0.14	0.1	0.06	0.054	0.043	0.041