



MEMORANDUM

To: Satpal Sidhu, County Executive
From: Rebecca Xczar, Whatcom County Assessor
RE: Amend contract for The Master's Touch, LLC
Date: September 23, 2022

Enclosed are two (2) originals of a contract amendment between the Whatcom County Assessor's Office and The Master's Touch, LLC for your review and signature.

Background and Purpose

Master's Touch has provided statutorily required change of value statement printing and mailing services, including an eNotice delivery option. Contract #202010024 for services in 2021 allows for annual contract renewals for a total of no more than two years. Proposed contract amendment #202010024-2 is the second amendment, which extends the contract through September 30, 2023.

Funding Amount and Source

Funding is supplied from the Assessor's Office General Fund Budget.

Differences from Previous Contract

There are two differences in the contract amendment. The timeframe of the contract has been extended through September 30, 2023. The amount of the contract amendment is \$22,600 and amends the total contract amount to \$67,800. The scope of work and the terms of compensation have been modified to reflect the changes in pricing.

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

Encl.