

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202010024-2

Originating Department:	Assessor
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Assessor
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>202010024</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 type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: _____	
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>45,200</u> This Amendment Amount: \$ <u>22,600</u> Total Amended Amount: \$ <u>67,800</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: _____	
Provide printing, mailing, and delivery services including eNotices for change of value notices provided to taxpayers. Provide printing, mailing, and delivery services including eNotices for personal property asset listings.	
Term of Contract: 1 year	Expiration Date: September 30, 2023

Contract Routing:	1. Prepared by: <u>Rebecca Xczar</u> 2. Attorney signoff: <u>Approved via email/BW</u> 3. AS Finance reviewed: <u>Approved via email/MC</u> 4. IT reviewed (if IT related): _____ 5. Contractor signed: _____ 6. Submitted to Exec.: _____ 7. Council approved (if necessary): <u>✓ AB2022-557</u> 8. Executive signed: _____ 9. Original to Council: _____	Date: <u>9/23/2022</u> Date: <u>9/26/22</u> Date: <u>9/27/22</u> Date: _____ Date: <u>10/15/2022</u> Date: <u>10-14-22</u> Date: <u>10-11-22</u> Date: <u>10/16/2022</u> Date: _____
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**WHATCOM COUNTY
ASSESSOR'S OFFICE**



**REBECCA M. XCZAR
COUNTY ASSESSOR**

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.

Whatcom County Contract No.
202010024-2

Amendment No. 2
Whatcom County Contract No. 202010024
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 October 22, 2020 and designated "Whatcom County Contract No. 202010024". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment extends the term of this Agreement through September 30, 2023, and increases the maximum consideration by \$ 22,600 to a total consideration of \$ 67,800.

This Amendment also replaces the scope of work and the terms of compensation as shown on the attached Exhibits A and B.

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: October 1, 2022, 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 _____ day of 10/16/2022, 2022.

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

DocuSigned by:
Jim Cote 10/15/2022
AB0ED5E4DD5B4A8...
Jim Cote, President

CONTRACTOR

The Master's Touch

1405 N. Ash St.
Spokane, WA 99201-2508

Contact Name: Jim Cote, President
Contact Phone: 509-326-7475
Contact FAX: 509-326-7414
Contact Email: master@themastertouch.com

WHATCOM COUNTY:

Recommended for Approval:

Rebecca Lopez 9/23/2022
Department Supervisor Date

Approved as to form:

DocuSigned by:
Brandon Waldron 10/14/2022
4E1E1969EB254F4...
Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:

By: *Satpal Sidhu* 10/16/2022
1192C7C18B004E3...
Satpal Singh Sidhu, Whatcom County Executive

EXHIBIT "A"
(SCOPE OF WORK)

The following specifications apply to all statement printing and mailing services provided under this Agreement.

Contractor will provide assistance as needed by the Assessor to help create the project.

The Assessor will forward raw data file to contractor and contractor will print statements on a form provided by contractor.

Data files will be submitted by the Assessor via email or by using Contractor's file transfer service: tmt.wetransfer.com. Contractor will confirm receipt of data file the same day or the following day.

Contractor will provide PDF proofs of the file before printing. Assessor is allowed up to 3 variable data proofs at no charge.

Upon final proof approval, contractor will begin final production.

The contractor will perform all Coding Accuracy Support System (CASS) updating and presorting for automation first class mailings. Contractor will process addresses through NCOA to comply with USPS Move update and report defective addresses to customer.

The contractor will image the variable data to face of 8 ½ x 11 form.

Contractor will format printed pages for intelligent inserting.

Contractor will fold and insert the notices into a #10 window mailing envelope. Contractor will group identical name and address statements into #10 envelopes.

Contractor will seal and presort for best automation discount postage.

Contractor will quality check and sleeve.

Contractor will deliver notices to the USPS sectional center facility on prior agreement or 7-10 workdays after final approval.

The contractor will provide one PDF file with a copy of all statements.

A postage deposit will be required in advance of mailing.

One 3.5 x 8.5 eNoticesOnline informational insert will be added to each envelope.

One 8 ½ x 11 insert will be added to each envelope for real property revaluation notices.

The contractor will not remove duplicates and will mail to all records.

Contractor will provide Online presentment of PDF statement: a replica of what is mailed with Email notification to owner that statement is ready for viewing.

Contractor will print authorization code on each personal property notice of value for registrations.

Contractor will maintain site and provide online help desk for customer support for eNotices.

Contractor will provide One Code Authentication for multiple parcels when name and address are identical between two or more parcels.

Contractor will email notification to all registered users that the notices of value are ready for viewing on the eNotices site.

Contractor will provide any time email blast capability for all eNotice registered users.

Contractor will provide admin access for reports on activity and authorization codes.

Contractor will upload to eNotices PDFs of exact statements mailed within five workdays after final production PDF proof approval.

Contractor will image variable data two colors to face and back of 8 ½ x 11 Statement white 24#.

When two or more statements mail to the exact same name and address, contractor will enclose 2-8 statements in commercial size envelopes up to a maximum of 3 envelopes. Only the first envelope will include any collateral material (inserts, reply envelopes, etc.). After that, a large, flat size envelope will be used to enclose all.

Contractor to provide security for storage and handling of data and imaged forms and will have a back-up facility to handle the project in the event production stoppages of any kind.

All writings, programs, data, public records or other materials prepared by the Contractor in connection with this job will be the sole and absolute property of Whatcom County.

The vendor will maintain the confidentiality of all information provided by the Assessor or acquired by the vendor in performance of this job.

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)	\$0.045 per parcel
B. Paper Stock – 8 ½ x 11 tax form prints one color face on white 60# bond	\$0.04 each
C. #10 Universal Window envelope on 24# white wove	\$0.036 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)	\$0.039 each
OR one color two sides (includes folding & inserting)	\$0.045 each
G. Optional eNotice insert to advertise sign up – 3.5 x 8.5	\$0.017 each
H. Programming changes, if any	\$110.00/hour

Personal Property Renditions

A. Rendition Printing (exclusive of postage).....	\$0.18 per parcel
B. Additional 8 ½ x 11 sheet	\$0.045 per sheet
C. One PDF file with a copy of all statements	No charge
D. #10 Universal Window envelope on 24# white wove	\$0.045 each
E. "Hand Insert" for many page listings – 9 x 12 envelope.....	\$0.22 per parcel
F. Return Envelope – 24# yellow wove.....	\$0.05 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.....	\$0.05 per sheet
C. Additional 8 ½ x 11 sheet.....	\$0.05 per sheet
D. #10 Universal Window envelope on 24# white wove.....	\$0.048 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/ mailing.....	\$290.00 per lot

Mail Services

A. Postage Deposit	Billed in Advance
B. Automation postage	5-digit rate at \$0.455

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)	\$0.01 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