

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No. \_\_\_\_\_

Originating Department:	_____
Division/Program: (i.e. Dept. Division and Program)	_____
Contract or Grant Administrator:	_____
Contractor's / Agency Name:	_____

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 #: \_\_\_\_\_

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): \_\_\_\_\_ Cost Center: \_\_\_\_\_

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

- If YES, indicate exclusion(s) below:
- |   |  |
|---|--|
| <input type="checkbox"/> Professional services agreement for certified/licensed professional. | Goods and services provided due to an emergency                              |
| <input 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): \$ _____ This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	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> 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: _____	

Term of Contract: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

Contract Routing:

1. Prepared by:	_____	Date:	_____
2. Attorney signoff:	_____	Date:	_____
3. AS Finance reviewed:	_____	Date:	_____
4. IT reviewed (if IT related):	_____	Date:	_____
5. Contractor signed:	_____	Date:	_____
6. Executive contract review:	_____	Date:	_____
7. Council approved, if necessary:	_____	Date:	_____
8. Executive signed:	_____	Date:	_____
9. Original to Council:	_____	Date:	_____

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
<b>Tax Statement Run (Feb/Sept)</b>		
#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
<b>Delinquent Postcards (May/Nov)</b>		
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
<b>Assessor Notice of Value pricing</b>		
#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
<b>Assessor Affidavit Form pricing</b>		
BPP Statement form	@actual count	\$ 0.089
#10 Window Env	@actual count	\$ 0.040
Printing, processing and insertion	@actual count	\$ 0.170
<b>Additional Pricing</b>		
<b>Miscellaneous Envelopes</b>		
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 >>>>	>>>>>>>>>>>>>>
<b>Corrected statement run</b>		
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
<b>Postage - full statement</b>		
Postage low	As of Dec 2023	\$ 0.4980
Postage high	As of Dec 2023	\$ 0.5610
<b>Postage - postcard</b>		
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
NCOA	N/A	Included in Mail Processing
<b>Tax Statements if using 8 1/2 x 14 Legal Size</b>		
#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