WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

202201033-1

Originating Department:	Treasurer				
Division/Program: (i.e. Dept. Division and Program)					
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 Re Yes No No If Amendment or Renewal, (per Yes)	newal to an Existing Contract? WCC 3.08.100 (a)) Original Contract #: 202201033				
Does contract require Council Approval? Yes No O Already approved? Council Approved Date:	If No, include WCC: (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)				
Is this a grant agreement? Yes No O If yes, grantor agency contract	number(s): CFDA#:				
Is this contract grant funded? Yes No No If yes, Whatcom County grant contract number(s):					
Is this contract the result of a RFP or Bid process? Yes No No If yes, RFP and Bid number(s): Interagency agmt Clark Cty RFP#783 Cost Center: 3300					
Is this agreement excluded from E-Verify? No O Yes •	If no, include Attachment D Contractor Declaration form.				
■ Contract work is for less than \$100,000. □ Contract work is for less than 120 days. □ Interlocal Agreement (between Governments). Contract Amount: (sum of original contract amount and any prior amendments): Council appr \$40,000, and than \$10,000 \$ 26,000 approx. (per item charges) 1. Exercisi 2. Contract capital of the capital	Contract for Commercial off the shelf items (COTS). Work related subcontract less than \$25,000. Public Works - Local Agency/Federally Funded FHWA. Coval required for; all property leases, contracts or bid awards exceeding professional service contract amendments that have an increase greater or 10% of contract amount, whichever is greater, except when: In gan option contained in a contract previously approved by the council. It is for design, construction, r-o-w acquisition, prof. services, or other costs approved by council in a capital budget appropriation ordinance. Ward is for supplies. Ent is included in Exhibit "B" of the Budget Ordinance. It is for manufacturer's technical support and hardware maintenance of its systems and/or technical support and software maintenance from the err of proprietary software currently used by Whatcom County. Illing, inserting, mailing, electronic bill image capture, and ices. This contract includes professional services and paper				
goods deliverables. Term of Contract: 1 year	Expiration Date: 12/31/23				
Contract Routing: 1. Prepared by: Karen Thomas	Date: 12/14/22				
2. Attorney signoff:	Date: 12/29/22				
3. AS Finance reviewed:	Date: 12/29/22				
4. IT reviewed (if IT related): n/a	Date:				
5. Contractor signed:6. Submitted to Exec.:	Date: 2/3/23				
7. Council approved (if necessary): AB2023-	024 Date: 1/10/23				
8. Executive signed:	Date:				
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:

Jim (otc 2/3/2023

Jim Cote 19/2 President 4A8...

CONTRACTOR INFORMATION:

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:

Docusigned by:

Varen Thomas 2/3/2023

Chief Deputity Treasurer

Date

Approved as to form:

Prosecuting Attorney

Docusigned by:

2/3/2023

2/3/2023

Date

Approved:

Accepted for Whatcom County:

By: Tyler Schroeder, Deputy Executive
Satpal Singh Sidhu, Whatcom County Executive

Exhibit B - Pricing Schedule

V2 11/19/2022

PRODUCT/SERVICE	VOLUME	-	PRICE
Tax Statement Run (Feb/Sept)	VOLUME		10000
#10 window envelope	@actual count	\$	0.0390
#9 return envelope	@actual count	\$	0.0350
Statement form (8.5x11) - 2 color / perforation	@actual count	\$	0.0450
3.5 x 8.5 insert	@actual count	\$	0.0270
Mail Preparation and sorting	@actual count	9	0.0270
Delinguant Postcards (May/Nov)	@detual coulit	Ť	0.0400
4 1/8 x 5 1/2 - color - 2 sides (May) 4/4	10-15k	\$	0.0480
Mail preparation and presorting	10-15k	\$	0.0600
4 1/8 x 5 1/2 - color - 2 sides (Nov) 4/4	5-10k	\$	0.0600
Mail preparation and presorting	5-10k	\$	0.0780
Assensor Notice of Value pricing	V TOK	Ť	0,0,00
#10 window envelope	@actual count	\$	0.0390
Statement form (8.5x11)	@actual count	\$	0.0450
8 1/2 x 11 insert - black - 2 sides	@actual count	\$	0.0400
8 1/2 x 11 insert - color - 2 sides	@actual count	\$	0.0470
Printing, processing and insertion	@actual count	S	0.0480
Assessor Rendition Form pricing	9	Ė	
BPP Statement form	@actual count	\$	0.087
#10 Window Env	@actual count	\$	0.039
Printing, processing and insertion	@actual count	\$	0.160
Additional Pricing			
Miscellaneous Envelopes			
9x12 window envelope	Up to 5,000	\$	0.4500
#10 window envelope	See #10 above	\$	0.0390
Blank Statement Paper w/black back & perf	See schedule >>>>	>:	>>>>>>>>
Corrected statement run	****		
Quantity - 2,000 - 2,500	2000-2500		0.2700
Quantity - 2,500 - 5,000	2500-5000	2.0	0.2400
Quantity - 5,000 - 10,000	5000-10000	\$	0,1800
Postage - full statement			
Postage low	N/A as of Jan 2023	2	0.4710
Postage high	N/A as of Jan 2023	\$	0.5310
Postage - postcard	14/A 45 OI JAII 2023	Ψ	0.3310
Postage low	N/A as of Jan 2023	\$	0.3810
Postage low Postage high	N/A as of Jan 2023		0.3520
r oatage riigii	N/A de di Jali 2025	Φ	0.3320
IMb Trace (Per Mail Piece)	N/A	s	0.0050
Set up Cost	N/A	*	No Setup Required
Programming Updates/Changes (hourly rate)		\$	110.00
Trogramming Opastoor Small good (Hearity Taxe)	(NIA	Ψ	Included in Mail
NCOA	N/A		Processing
Tax Statements if using 8 1/2 x 14 Legal Size			
#10 window envelope	@actual count	\$	0.0390
#9 return envelope	@actual count	\$	0.0350
Statement form (8.5x14) - 2 color / perforation	@actual count	\$	0.0500
			0.0070
3.5 x 8.5 insert	@actual count	\$	0.0270

Quantity pricing per unit								
< 1,000	2,500	5,000	10,000	25,000	50,000			
0.09	0.08	0.07	0.06	0.055	0.048			
0.08	0.072	0.065	0.055	0.049	0.044			
0.14	0.09	0.068	0.06	0.052	0.049			
0.048	0.042	0.039	0.036	0.033	0.03			
0.25	0.2	0.14	0.11	0.08	0.06			
			10.5					

<2,500	2,500	5,000	10,000	25,000	50,000	
		0.35	0.35	0.3	0.3	
A CONTRACTOR OF THE PARTY OF TH	See	#10 windo	ws above			
0.12	0.09	0.058	0.052	0.042	0.04	