

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 25-203

APPROVE AND AUTHORIZE THE COUNTY EXECUTIVE TO EXECUTE
AMENDMENT 2 TO THE AGREEMENT TO PROVIDE PROFESSIONAL SERVICES
WITH THE MASTER'S TOUCH, LLC FOR PRINTING AND MAILING SERVICES OF
ASSESSOR PROPERTY DOCUMENTS

WHEREAS, the County issued a Request for Proposal, RFP-042-21BC, for the printing and mailing of Assessor documents with the option of electronic delivery; and

WHEREAS, in response to the RFP, The Master's Touch, LLC submitted the highest rated proposal as scored by the County evaluation team; and

WHEREAS, additional funding of Fifteen Thousand Six Hundred (\$15,600) was requested and approved by Amendment 1 for inflation and increased costs of paper and envelopes for the original contract period; and

WHEREAS, the original contract provides for an extension term for two years; and

WHEREAS, The Master's Touch, LLC has been providing the requisite printing, mailing, and optional electronic delivery services since 2022; and

WHEREAS, the additional cost to the Agreement for the two-year extension will be Ninety-Nine Thousand Four Hundred (\$99,400) through the extended term;

NOW, THEREFORE, ON MOTION, the County Council approves and authorizes the County Executive to Execute Amendment 2 to the Agreement for Professional Services with The Master's Touch, LLC, to provide Printing and Mailing Services, the receipt and sufficiency of which are hereby acknowledged, the County and Contractor agree as follows:

1. Schedule B-1, "Compensation," is hereby deleted and replaced by Schedule B-2, "Compensation," as attached to Amendment No 2.
2. Section 3(f) of the Agreement is amended, accordingly , to read as follows:

Contract Maximum. Total charges under this agreement, all fees and expenses included, shall not exceed \$235,000.

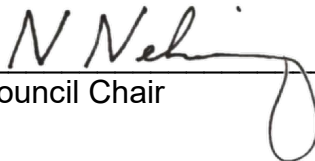
3. Section 2 of the Agreement is amended, accordingly, to read as follows:

Term of Agreement: Time of Performance. This Agreement shall be effective upon execution (the "Effective Date") and shall terminate five(5) years thereafter.

Provided, however, that the term of this Agreement may be extended for up to one (1) additional two (2) year term, at the sole discretion of the County by written notice from the County to the Contractor. PROVIDED, HOWEVER, that the County's obligations after December 31, 2025, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law.


PASSED this 23rd day of April, 2025.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair

ATTEST:



Deputy Clerk of the Council