



Finance, Budget and Administration

Nicole Gorle

Council Initiated:

☐ Yes

☒ No

ECAF: 2026-1974

Motion: 26-300

Type:

☒ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☐ Other

Requested Handling:

☐ Normal

☒ Expedite – 8.11.26

☐ Urgent

Fund Source:

☒ General Fund

☐ Other

☐ N/A

Executive Rec:

☒ Approve

☐ Do Not Approve

☐ N/A

Approved as to

Form:

☐ Yes

☒ No

☐ N/A

Subject: Amendment 3 – Contract with The Master’s Touch, LLC
(printing and mailing services for the Assessor’s Office)

Scope: Increase the do not exceed amount for the Assessor’s contract with The Master’s Touch, LLC from \$235,000 to \$275,000 (a \$40,000 increase).

Duration: April 26, 2027 (no change)

Fiscal Impact: ☐ Current Year ☒ Multi-Year ☐ N/A

Expenditures	Current Year	2027	2028	2029	2030	Total
Fund 002	\$20,000	\$20,000				\$40,000
Total’s	\$20,000	\$20,000				\$40,000

Revenue	Current Year	2027	2028	2029	2030	Total
Total’s						

Authority Granted: Authorizes the Executive to execute the amendment.

Background:

The Assessor’s Office utilizes an outside company for printing and mailing services. Through RFP-042-21BC, [The Masters Touch, LLC](#) was selected to provide this service and on April 27, 2022 council approved the initial contract for \$120,000. Since then, the agreement has been amended twice, and a third amendment is before Council now. A summary of amendments is below.

Motion	Type	Description	Amount
22-173	Original	Original contract for services	\$120,000
23-340	Amendment 1	Adjusted cost for inflation	\$15,600
25-203	Amendment 2	Executed one of the two allowed, two-year extensions	\$99,400
26-300	Amendment 3	Additional costs for services through the end of the two year extension under Amendment 2	\$40,000
DO NOT EXCEED AMOUNT			\$275,000

Requested Action: For Council to consider taking action.