



Committee of the Whole

Jim Martin

Council Initiated:

☐ Yes

☒ No

ECAF: 2025-1324

Motion: 25-203

Type:

☒ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☐ Other

Requested Handling:

☐ Normal

☐ Expedite

☒ 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:

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.

Scope:

Amendment 2 to the agreement with The Master's Touch, LLC extends the agreement for a period of five years, with the option of one additional 2-year term, at the sole discretion of the County. The amendment also updates the not to exceed amount to a total of \$235,000.

Duration:

Upon execution for five years, with one additional 2-year extension possible at the sole discretion of the County.

Fiscal Impact:

☒ Current Year

☐ Multi-Year

☐ N/A

| Expenditures | Current Year | 2026 | 2027 | 2028 | 2029 | Total |
|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| 002.5104244926 | \$49,700 | \$49,700 | \$49,700 | \$49,700 | \$36,200 | \$235,000 |
| | | | | | | 0 |
| Total's | \$49,700 | \$49,700 | \$49,700 | \$49,700 | \$36,200 | \$235,000 |

| Revenue | Current Year | 2026 | 2027 | 2028 | 2029 | Total |
|----------------|--------------|----------|----------|----------|----------|----------|
| | | | | | | 0 |
| | | | | | | 0 |
| Total's | 0 | 0 | 0 | 0 | 0 | 0 |

Authority Granted: N/A.

Background: On April 27, 2022, Snohomish County and The Master's Touch, LLC executed an agreement for printing, mailing, and optional electronic delivery services, with a not to exceed amount of \$120,000. Amendment 1 updated the not to exceed amount due to inflationary cost increases, and was approved in August of 2023.

Requested Action: Move to Council for consideration.