

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

PROPOSED SUBSTITUTE MOTION NO. 23-340

APPROVE AND AUTHORIZE THE COUNTY EXECUTIVE TO EXECUTE AMENDMENT 1
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) is requested for inflation and increased costs of paper and envelopes; 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 will be \$15,600 through the initial term.

NOW, THEREFORE, ON MOTION, the County Council approves and authorizes the County Executive to Execute Amendment 1 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. Article 3 of the Agreement: Compensation, subarticle a is hereby deleted in its entirety and replaced with the following:
 - a. Services. The County will pay the Contractor for services as and when set forth in Amendment 1 Schedule B, which is attached hereto and by this reference made a part of this Agreement.
2. Article 3 of the Agreement: Compensation, subarticle f is hereby deleted in its entirety and replaced with the following:
 - f. Contract Maximum. Total charges under this Agreement, all fees and expenses included, shall not exceed \$135,600.00 for the initial term of this Agreement (excluding extensions, if any).

PASSED this _____ day of _____, 2023.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

ATTEST:

Council Chair

Deputy Clerk of the Council

Contract Amendment No. 1

RFP Number: 042-21BC

Amendment Date: July 17, 2023

Title: Print & Mail Documents with Electronic Delivery Option, Assessor

Contractor: The Master's Touch, LLC

By mutual agreement between Snohomish County and The Master's Touch, LLC., Schedule B Compensation is hereby deleted and replaced by 'Schedule B-1 Compensation' as attached to this Amendment 1.

Accordingly, the Contract Maximum specified in Article 3, subarticle f, will increase to \$135,600 for the initial term of this Agreement.

All other terms and conditions of the RFP shall remain unchanged.

"COUNTY"

"CONTRACTOR"

Signature: _____

Signature:  _____

Name: Jim Cote

Title: President

Date: _____

Date: 8/4/2023

Schedule B-1
Compensation

	Print, Mail, and Description	Price	Price/M	Electronic Delivery Option	Change Effective Date
a.	290,000(+/-) Real Property Notices of Assessed Value and FAQ insert annually.	Included in Subtotal below	\$130.00/M	\$.01 each	Sept/2023
b.	10,000(+/-) New Construction & Revaluation Correction Real Property Notices of Assessed Value and FAQ insert annually.	Included in Subtotal below	\$153.00/M	\$.01 each	Sept/2023
c.	12,500(+/-) Personal Property Assessment Notices and FAQ insert annually.	Included in Subtotal below	\$149.00/M	\$.01 each	Sept/2023
d.	12,500(+/-) Personal Property Listing and inserts annually.	Included in Subtotal below	\$272.00/M	\$.01 each	Sept/2023
e.	Electronic Delivery Set Up and Management	Included in Subtotal below	\$0.00	\$0.00	NC
f.	Each Paperless Notice (eNotice) delivered			\$120.00/M	Sept/2023
	Annual Subtotal:				

Additional Items or Services	Price	Effective Date
Online fillable personal property asset listing	\$110.00/Hr	NC
IMb Trace to track mail to taxpayer	Free	NC
CASS and NCOA address updates	Free	NC
Highlight color on forms for static and/or variable data (see example as a reference)	No charge	NC
Proofs beyond the third proof set	\$75/ea. set	Sept/2023