Snohomish County Council



Legislation Details (With Text)

File #: 2023-0908 **Version**: 1

Type: Motion Status: Approved

File created: 8/2/2023 In control: General Legislative Session

On agenda: 8/30/2023 Final action: 8/30/2023

Title: Motion 23-340, approve and authorize the County Executive to execute Amendment 1 to the

Agreement for Printing, Mailing and Electronic Delivery Services with The Master's Touch, LLC

Sponsors:

Indexes:

Code sections:

Attachments: 1. Motion 23-340, 2. Staff Report, 3. Amendment 1 - SIGNED, 4. Agreement, 5. Proposed Substitute

Motion 23-340, 6. Amendment 1 (REDLINED), 7. Proposed Motion 23-340 (REDLINED), 8. Motion

Assignment Slip

Date	Ver.	Action By	Action	Result
8/30/2023	1	General Legislative Session	Approved	Pass
8/22/2023	1	Finance, Budget and Administration Committee	Moved to the GLS Consent Agenda	
8/15/2023	1	Administrative Session	Assigned	

Executive/Council Action Form (ECAF)

ITEM TITLE:

Motion 23-340, approve and authorize the County Executive to execute Amendment 1 to the Agreement for Printing, Mailing and Electronic Delivery Services with The Master's Touch, LLC

DEPARTMENT: Assessor

ORIGINATOR: Samuel Phelps

EXECUTIVE RECOMMENDATION: Approved by Ken Klein 8/9/23

PURPOSE: The purpose of this ECAF is to approve and execute the Agreement for Printing, Mailing and Electronic Delivery Services with The Master's Touch, LLC.

BACKGROUND: The County published RFP-042-21BC to obtain proposals for the printing and mailing of Assessor documents to property owners and providing electronic delivery. The successful bidder was The Master's Touch, LLC. An agreement was executed with The Master's Touch in 2022 to provide the services for a three-year term with two optional two-year extensions. Due to inflation and an increase in costs, The Master's Touch has increased the County's fees. Approval of this Amendment 1 will allow the Assessor's office to continue this service to the property owners.

FISCAL IMPLICATIONS:

EXPEND : FUND, AGY, ORG, ACTY, OBJ, AU CURRENT YR 2ND YR 1ST 6

File #: 2023-0908, Ver	sion: 1			
0025104244926 - Pri	nting & Binding	7,800	7,800	15,600
Plus applicable Sales	s Taxes			
TOTAL		7,800	7,800	15,600
REVENUE: FUND, AG	Y, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
TOTAL				
DEPARTMENT FISC approved 2023 budge		: Funds for this ex	penditure will be pa	aid from the Assessor's
CONTRACT INFORM	_		ANACHINIT	\$120,000
ORIGINAL CONTRACT# AMENDMENT 1 CONTRACT#			AMOUNT AMOUNT	
	—		AIVIOUNT	\$15,600
Contract Period ORIGINAL	START 4/27/202	2	END 4/26/20)25
AMENDMENT	START 9/1/2023		END 4/26/20	

 $\textbf{OTHER DEPARTMENTAL REVIEW/COMMENTS:} \ \ \text{Reviewed/approved by Risk - Shelia Barker 8/8/23 and Finance - Nathan Kennedy 8/8/23}$