



Snohomish County Council

Legislation Text

File #: 2023-0908, Version: 1

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 YRS
0025104244926 - Printing & Binding	7,800	7,800	15,600
Plus applicable Sales Taxes			
TOTAL	7,800	7,800	15,600

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
TOTAL			

DEPARTMENT FISCAL IMPACT NOTES: Funds for this expenditure will be paid from the Assessor’s approved 2023 budget.

CONTRACT INFORMATION:

ORIGINAL	CONTRACT#	AMOUNT	\$120,000
AMENDMENT 1	CONTRACT#	AMOUNT	\$15,600

Contract Period

ORIGINAL	START	4/27/2022	END	4/26/2025
AMENDMENT	START	9/1/2023	END	4/26/2025

OTHER DEPARTMENTAL REVIEW/COMMENTS: Reviewed/approved by Risk - Shelia Barker 8/8/23 and Finance - Nathan Kennedy 8/8/23