



# Snohomish County Council

## Legislation Text

File #: 2022-0416, Version: 1

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Motion 22-173, approve and authorize the County Executive to execute an agreement to provide professional services with The Master’s Touch, LLC for printing and mailing services of Assessor property documents

**DEPARTMENT:** Assessor

**ORIGINATOR:** Samuel Phelps

**EXECUTIVE RECOMMENDATION:** Approve - Lacey Harper

**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 an option for electronic delivery and received four responses. The Master’s Touch, LLC was selected by the County evaluation committee as submitting the highest ranking proposal to provide the services. Approval of this Agreement will allow The Master’s Touch, LLC to provide for the printing and mailing of Assessor documents to property owners with the option for electronic delivery for a three-year term with two optional two-year extensions upon written notice from the County. Expedited handling is being requested in order to have the service in place prior to June, 2022 for the Property Value Notices mailing.

**FISCAL IMPLICATIONS:**

<b>EXPEND:</b> FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 3 YRS
0025104244926 - Printing & Binding	\$40,000	\$40,000	\$120,000
<b>TOTAL</b>	\$40,000	\$40,000	\$120,000

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

**DEPARTMENT FISCAL IMPACT NOTES:** Funds for this expenditure were anticipated and included in the 2022 approved Assessor budget.

**CONTRACT INFORMATION:**

ORIGINAL	<input checked="" type="checkbox"/>	CONTRACT#	RFP- 042-21BC	AMOUNT	\$120,000
AMENDMENT	<input type="checkbox"/>	CONTRACT#	_____	AMOUNT	_____

**Contract Period**

ORIGINAL	START	Upon Execution	END	3 Years from Execution
AMENDMENT	START	_____	END	_____

**OTHER DEPARTMENTAL REVIEW/COMMENTS:** PA approval on 4/11/2022; reviewed/approved by Risk and Finance