To request translation or disability-related accommodations, please contact us at **bcc@clackamas.us** | **503-655-8581**.

Si quiere solicitar servicios de traducción o adaptaciones para la discapacidad, contáctenos en/al **bcc@clackamas.us** | **503-655-8581**.

Чтобы запросить перевод или приспособления, связанные с инвалидностью, пожалуйста, свяжитесь с нами по: **bcc@clackamas.us** | **503-655-8581**.

Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними: **bcc@clackamas.us** | **503-655-8581**.

如需翻译服务或残障相关的协助，请与我们联系：**bcc@clackamas.us** | **503-655-8581**。

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua **bcc@clackamas.us** | **503-655-8581.**

Clackamas County

www.clackamas.us

Bronson Rueda
County Assessor

CLACKAMAS COUNTY

Department of Assessment and Taxation

Office of the Assessor
150 Beavercreek Road | Oregon City, OR 97045

December 3, 2026 BCC Agenda Item: _____

Board of County Commissioners
Clackamas County

Approval of Amendment #2 to a Goods & Services Contract with The Masters Touch LLC for Real and Personal Property tax statement printing and mailing, electronic tax statement delivery and electronic business Personal Property filing. Amendment Value is $933,000 for five years. Total Agreement Value is increased to $1,640,300 for 10 years. Funding is through budgeted County General Funds.

Previous Board Action/Review: Original contract approval on June 30, 2022 **Performance Clackamas:** Build Public Trust through Good Government
Counsel Review: Yes **Procurement Review:** Yes
Contact Person: Bronson Rueda **Contact Phone:** 503-655-8671

EXECUTIVE SUMMARY: The Masters Touch LLC will continue to provide expanded business personal property (BPP) and Real Property tax statement processing, mailing and electronic delivery services for Clackamas County Assessment & Taxation. Services include printing and mailing annual and interim trimester tax statements, delivery of electronic tax statements to taxpayers enrolled in the eNotice program and electronic filing of business personal property (BPP) tax returns.

RECOMMENDATION: Staff recommends approval of this contract extension.

Respectfully submitted,

Bronson Rueda
Clackamas County Assessor & Tax Collector

For Filing Use Only

AMENDMENT #2
TO THE CONTRACT DOCUMENTS WITH THE MASTER'S TOUCH, LLC FOR
TAX STATEMENT PRINTING, MAILING AND ELECTRONIC DELIVERY
Contract #5444

This Amendment #2 is entered into between **The Master's Touch, LLC** ("Contractor") and Clackamas County ("County") and shall become part of the Contract documents entered into between both parties on **June 30, 2022** ("Contract").

The Purpose of this Amendment #2 is to make the following changes to the Contract:

1. ARTICLE I, Section 1. **Effective Date and Duration** is hereby amended as follows:
County is hereby exercising the option to renew the Contract for five (5) additional years. The Contract termination date is hereby changed from June 30, 2027 to **June 30, 2032.**

2. ARTICLE I, Section 2. **Consideration** is hereby amended as follows:

a. Effective July 1, 2027 and for the remaining duration of the Contract therefrom, the **Revised Price Schedule for 2027-2032** shall apply to the years identified in Exhibit "A" to this Amendment #2, attached and hereby incorporated by reference, and will supersede Exhibit C – Contractor Price Schedule for the years 2027-2032.

b. In consideration for Contractor performing Work during the extended term of this Contract, County agrees to pay Contractor an amount not to exceed $933,000.00. Consideration is on a time and materials basis in accordance with rates set forth in Exhibit "A" to this Amendment #2 and the terms of the Contract. The maximum compensation authorized under this Contract shall not exceed $1,640,300.00.

ORIGINAL CONTRACT	$ 707,300.00
AMENDMENT #1	Scope of Work Increase
AMENDMENT #2	**$ 933,000.00 and Time Extension**
TOTAL AMENDED CONTRACT	**$ 1,640,300.00**

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #2, effective upon the date of the last signature below.

The Master's Touch, LLC

Jim Cote' 10/20/2026
Authorized Signature Date

Jim Cote' President
Printed Name

Clackamas County

Signature Date

Name:_____

Title:_____

Approved for Legal Sufficiency:

10/20/2026
County Counsel Date

Exhibit A
Revised Price Schedule for 2027-2032
Effective July 1, 2027

Clackamas Pricing Schedule

9/30/2026 RFP 2021-55

PRODUCT/SERVICE	VOLUME	PRICE
Tax Statement Run - October - 170,000		
#10 window envelope	@actual count	$ 0.0430
#9 return envelope	@actual count	$ 0.0380
8 1/2 x 11 tax form - 60# white - 2 color/perforation	@actual count	$ 0.0490
8 1/2 x 14 insert on 60# white 4 color 2 sides	@actual count	$ 0.0560
Mail Preparation and sorting	actual parcel count	$ 0.0550
Trimester mailings - See table to right		
eNotices - paperless statement delivery		
eNotices upload	actual parcel count	$ 0.010
Registered eNotices user	# of registed parcels	$ 0.120
Additional Pricing		
Individually named PDF'sset up for WCAG 2.1 Level AA		$ 0.0200
Postcard Mailing		
4 x 6 postcards printing two sides on 9 PT white stock		$ 0.0700
Mail processing and presort for 4 x 6 postcards		$ 0.1100
Fillable Forms for Business Personal Property		
eNotices Fillable Forms submissions to County from taxpayer		$ 0.2500
eNotices Fillable Forms upload to eNotices site by TMT		$ 0.0840
Miscellaneous		
9x12 window envelope	@actual count	$ 0.5400
NCOA	N/A	Included
IMb Trace (Per Mail Piece) - optional	N/A	$ 0.0050
Postage - full statement as of 7/13/2026		
Postage low - letter size	**N/A**	$ 0.6210
Postage high - letter size	**N/A**	$ 0.7070
Set up Cost		
Programming Updates/Changes (hourly rate)	**N/A**	$ 120.00

>>>>>

Quantity pricing per unit for Trimester Mailings

< 1,000	2,500	5,000	10,000	25,000	50,000
0.086	0.075	0.064	0.054	0.048	0.045
0.08	0.07	0.058	0.054	0.046	0.042
0.12	0.085	0.064	0.059	0.051	0.049
0.13	0.098	0.08	0.073	0.068	0.065
0.23	0.16	0.107	0.074	0.063	0.058

Pricing by The Master's Touch, LLC 9/30/2026

Jim Cote'