

**AMENDMENT NO. 1
TO SERVICE AGREEMENT
WITH MASTER'S TOUCH, LLC**

THIS AMENDMENT is made and entered into as of this 5th day of March, 2019 between **Santa Fe County**, hereinafter the "County" and **Master's Touch, LLC**, hereafter the "Contractor".

WHEREAS, on October 23, 2018, the County and the Contractor entered into Agreement No. 2019-0079-AO/KQ (Agreement) for the Contractor's provision of printing and mailing services for Notice of Values (NOV's), Business Personal Property Declarations, flyers and other inserts; and

WHEREAS, the County wishes to amend the Contractor's services to include an additional insert, a survey postcard, and to require the Contractor to request an Address Change System (ACSTTM) from the USPS twice a year; and

WHEREAS, according to Article 15 (No Oral Modification; Written Amendments Required) of the Agreement the parties may amend the Agreement by an instrument in writing executed by the parties; and

WHEREAS, by this Amendment No. 1 the parties wish to amend the Agreement to provide for additional services pertaining to an additional insert, a survey postcard, and requesting an ACSTTM from the USPS. These additional services will increase the compensation payable to the Contractor by the sum of \$7,014.00.

NOW, THEREFORE, the parties agree as follows:

1. Article 1 (Scope of Work), subpart B is amended to insert the following as subparts xi, xii and xiii [re-letter Additional instructions as "xiv."] to read:
 - xi. Additional flyers, 8.5" X 11" *Assessor's Update and Message from the Assessor*
 - i. 8.5" X 11" full color both sides on 80# gloss text (printing, folding and inserting)
 - ii. Approximately 88,000 units
 - xii. Additional flyer, a survey postcard to be inserted in all NOV's
 - i. 4" X 6" survey postcard printed black, both sides on uncoated card stock. Printed full color on one side and black on the other side.
 - ii. Approximately 88,000 units
 - xiii. Request ACSTTM from the USPS.
 - i. Request twice a year
 - ii. 2 units at \$75.00 per unit
2. Article 3 (Compensation, Invoicing and Set-Off) A 2) is amended by inserting a subpart (a) to read:

(a) By Amendment No. 1 to this Agreement, the compensation payable to the Contractor is increased by the sum of \$7,014.00. The total amount payable to the Contractor for the term of this Agreement shall not exceed \$82,014.00, exclusive of NM gross receipts tax.

3. Exhibit A is amended to include the following at the end of the list:

Additional insert 8.5" X 11"

- \$.052 each piece

Survey postcard

- Survey postcards – inserts

\$.026 each piece

ACSTTM

- Request at least two (2) per year from USPS

\$75.00 per report

4. All other provisions of the Agreement not specifically amended or modified by this Amendment No. 1 shall remain in full force and effect.

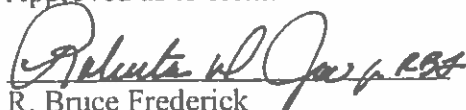
IN WITNESS WHEREOF, the parties have executed this Amendment as of the last date of signature below.

SANTA FE COUNTY:


Katherine Miller
County Manager

3.5.19
Date

Approved as to form:


R. Bruce Frederick
Santa Fe County Attorney

2-28-19
Date

Finance Department:

E. Thomas
Erika D. Thomas
Interim Finance Director

2-28-19
Date


CONTRACTOR:

(Signature)

Date

(Print name and title)

Finance Department:




Erika D. Thomas
Interim Finance Director

2/28/19

Date

CONTRACTOR:



(Signature)

Jim Cote' President

(Print name and title)

3/4/2019

Date

