

THE STATE OF TEXAS       §  
  §  
COUNTY OF HIDALGO       §

**FIRST AMENDMENT TO CONTRACT FOR SERVICES**

**No. C-20-574-05-25**

**THIS AMENDMENT** to Contract No. C-20-574-05-25 is made on this 31<sup>st</sup> day of May 2022, by and between the County of Hidalgo, Texas (the “County”), and The Master Touch, LLC (“Company”), collectively referred here in as the “Parties”.

**WHEREAS**, on or about May 25, 2021, County and Contractor entered into a Contract for Services, i.e., Printing and Mailing of Tax Statements and Envelopes for Years 2021, 2022, and 2023;

**WHEREAS**, due to the market volatility, as seen in correspondences attached hereto as **Exhibit “A”**, prices have fluctuated significantly and do not reflect the May 25, 2021 contracted prices for Years 2021, 2022, and 2023;

**WHEREAS**, the Parties desire a one-time modification to Contract No. C-20-574-05-25 as hereinafter provided; specifically, amend Year 2022 and Year 2023 itemized prices to reflect Market Volatility price changes, as further outlined in **Exhibit “B”** attached hereto and incorporated for all purposes;

**NOW THEREFORE**, for and in consideration of the terms and provisions set forth herein, for good valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Contractor hereby agree to the following amendment to the Contract:

1. **Exhibit “B”** the Bid Page of the original May 25, 2021 Contract is hereby modified, amended, and/or replaced with the attached **“Exhibit B”**, attached hereto, made a part of this Contract, and incorporated for all purposes.

2. Except as modified herein, all terms and conditions of the Contract, as amended, remain in full force and effect. County and Contractor ratify and confirm the terms and provisions of the CONTRACT as amended herein.

**EXECUTED** as of the day and year first written above.

**APPROVED BY COMMISSIONERS' COURT ON May 31, 2022.**

**Agenda Item No. 85902**

**Executive Office: \_\_\_\_\_**

**VENDOR:**

The Master's Touch, LLC

**COUNTY:**

COUNTY OF HIDALGO

\_\_\_\_\_  
Jim Coté, President

\_\_\_\_\_  
Hon. Richard F. Cortez, County Judge

**APPROVED AS TO FORM**

Office of the Criminal District Attorney,  
Ricardo Rodriguez, Jr.

**ATTEST:**

\_\_\_\_\_  
Amanda D. Austin, Assistant District Attorney

\_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

**ATTACHMENTS:**

(If Applicable)

**SUPPLEMENTAL SIGNATURES:**

(If Applicable)

# EXHIBIT "B"

## BID PAGE

**BID PAGE**

The quantities stated are the estimates of Hidalgo County. They represent a realistic estimate based on past consumption for purposes of securing a bid price. The quantities are not firm and are not hereby ordered or called for. No under-runs allowed and any over runs will be at no charge to the County. Term of Contract: **Commences June 30, 2021 - April 30, 2024**, with a 60 day grace period at the end of the contract term for any unforeseen delays. Any USPS postage metered rate increase for **Flat /large envelopes (only)**, proof must be provided as soon as possible.

Description Of Services To Be Performed On An "As Needed Basis"		Estimated Annual Quantity	PRICE		
			Year 2021	Year 2022	Year 2023
<i>NIGP Commodity Code: 966-76 (Print on Demand Svcs-include printing and distribute Svcs)</i>					
<b>SECTION A</b>					
<b>ITEM I</b>	1-Part Laser Printed Tax Statements (20lb) Laser printed as duplex for both variable & static data. <i>(2021 - Light Green - 2022 -Light Canary Yellow - 2023 - Light Blue)</i> 8 1/2 x 14 - 24#	350,000	\$ 12,444.00	\$ 14,808.00	\$ 15,548.40
<b>ITEM II</b>	Folding, Inserting, Presorting and Delivery of Tax Statements, (Item I) to local U.S. Post Office	-----	\$ 9,182.00	\$ 10,926.50	\$ 11,472.83
<i>NIGP Commodity Code: 966-31(Envelope Printing)</i>					
<b>ITEM III</b>	1) Return Envelopes #9	220,000	\$ 4,400.00	\$ 5,474.00	\$ 5,747.70
	2) Special Window Envelopes #10 (Permit No. to be provided)	285,000	\$ 6,840.00	\$ 8,377.50	\$ 8,796.38
	3) Brown Kraft Wove Booklet Envelopes #28	3,000	\$ 420.00	\$ 499.50	\$ 524.48
	4) White Wove Window Booklet Envelopes #28	2,500	\$ 550.00	\$ 654.50	\$ 687.23
Shipping and Freight			\$ None	\$ None	\$ None
<b>Total Cost</b>			\$ 33,836.00	\$ 40,740.00	\$ 42,777.02
<b>ADDITIONAL METERED POSTAGE FEES -FLATS/LARGE ENVELOPES</b>					
First Class Flat/Large Envelope # 28 (weighed Metered)		Cost - 1 oz.	\$ 1.00	\$ 1.20	\$ 1.30
		Cost - Additional ounces	\$ .20	\$ .24	\$ .25

**2021-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2021.**

<b>YES</b>	Yes
<b>NO</b>	

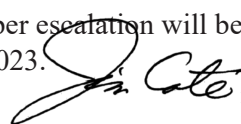
**2022-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2022.**

<b>YES</b>	Yes
<b>NO</b>	

**2023-Bidder(s) commitment to print and deliver mail out of tax statement no later than: November 1, 2023.**

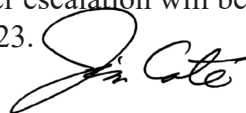
<b>YES</b>	Yes
<b>NO</b>	

Note: Our prediction is that paper escalation will begin to settle by end of 2022. Assumption now is that prices will moderate to a 5% increase in 2023.


**President 5/7/2022**  
Procurement Packet  
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Description Of Services To Be Performed On An "As Needed Basis"		Estimated Annual Quantity	PRICE		
			Year 2021	Year 2022	Year 2023
<i>NIGP Commodity Code: 966-76 (Print on Demand Svcs-include printing &amp; distribute)</i>					
<b>SECTION B</b>					
<b>ITEM-I</b>	1-Part Laser Printed Tax Statements (20lb) (Laser printed as duplex for both variable & static data I-II-III-IV)	100,000	\$2,170.00	\$ 2,582.00	\$2,711.10
<b>ITEM-II</b>	1-Part Laser Printed Tax Statements (20lb)	75,000	\$1,627.50	\$1,936.50	\$2,033.33
<b>ITEM-III</b>	1-Part Laser Printed Tax Statements (20lb)	50,000	\$1,105.00	\$1,315.00	\$1,380.75
<b>ITEM-IV</b>	1-Part Laser Printed Tax Statements (20lb)	30,000	\$ 683.10	\$ 812.50	\$853.13
<b>ITEM-V</b>	Folding, Inserting, Presorting and Delivery of Tax Statements to local U.S. Post Office	-----	\$ 6,710.00	\$7,985.00	\$8,384.25
<i>NIGP Commodity Code: 966-31(Envelope Printing)</i>					
<b>ITEM-VI</b>	<b>ENVELOPES REQUIRED FOR MAILING (ITEMS I, II, III &amp; IV)</b>				
<b>ITEM I</b>	Special Window Envelopes #10	90,000	\$2,160.00	\$2,713.00	\$2,848.65
	White Wove Window Booklet Envelopes #28	1,500	\$ 300.00	\$ 357.00	\$374.85
<b>ITEM II</b>	Special Window Envelopes #10	65,000	\$ 1,560.00	\$1,938.00	\$2,034.90
	White Wove Window Booklet Envelopes #28	1,000	\$200.00	\$ 238.00	\$249.90
<b>ITEM III</b>	Special Window Envelopes #10	40,000	\$960.00	\$1,190.00	\$1,249.50
	White Wove Window Booklet Envelopes #28	800	\$ 160.00	\$ 190.50	\$200.03
<b>ITEM IV</b>	Special Window Envelopes #10	20,000	\$ 500.00	\$624.75	\$655.99
	White Wove Window Booklet Envelopes #28	500	\$ 100.00	\$ 119.00	\$124.95
Shipping and Freight			\$ None	\$ None	\$ None
<b>TOTAL COST</b>			\$18,235.60	\$22,001.25	\$18,757.60
<b>ADDITIONAL METERED POSTAGE FEES –FLATS/LARGE ENVELOPES</b>					
First Class Flat/Large Envelope # 28 (weighed Metered)		Cost - 1 oz.	\$ 1.00	\$1.20	\$1.30
		Cost- Additional ounces	\$ .20	\$ .24	\$ .25

Note: Our prediction is that paper escalation will begin to settle by end of 2022. Assumption now is that prices will moderate to a 5% increase in 2023.



President 5/7/2022