



CITY OF SULTAN
UTILITY BILL PRINTING AND MAILING
ADDENDUM NO. 1
RESPONSES TO PROPOSER
QUESTIONS July 29, 2025

1. The RFP indicates printing in color on both sides for the bill and the insert, but there is no confirmation of what size the bill actually is. Is it 8.5 x 11 or 8.5 x 14 before folding/perfing?
 - A. The bill is 8.5 x 11
2. The RFP has no mention of the type of paper desired by the City. Weight? Recycled content? Brightness?
 - A. The City currently uses the following specifications for paper: 60lb weight with 80 brightness. We would be interested in pricing for recycled content in the proposed paper. We also have the bottom portion of the mailed bill perforated for ease of removal and mailing in with payment. We would like to continue this practice as well.
3. The inserts can be 1/3 or 1/2 of a page, so please confirm what the City refers to as a page.
 - A. 1/3 or 1/2 of a page refers to the original paper size of 8.5 x 11.
4. Postcards - Size? Basic postcard stock?
 - A. Yes, basic postcard stock, 4" x 6".

5. Who is the current contractor for this work?
 - A. The current vendor is The Masters Touch
6. What is the current contracted price per piece per item being requested?
 - A. Please see Attachment A initial contract and Attachment B amended contract.
7. Do you have samples for the following? If not, can you provide specifications (size, paper type, how many colors, simplex or duplex) so we are able to price out?
 - A. See answers to questions 1 and 2.
8. Do you have samples of your bills? You mention them being double sided with color ink, but not how much color is involved?
 - A. See attachment C, sample utility bill.
9. In your Scope of Services, you mention the vendor 'Providing a PDF file with all bills issued that is OCR searchable'. An OCR line is a bank or lockbox scanline. Are you referring to just being able to search account numbers or any text in the PDF?
 - A. Our reference to being OCR searchable refers to being able to search text within a PDF to find specific bills like a customer's last name, address, or account number. Please see our understanding of OCR searchable in the definition below:
 - B. "OCR searchable" refers to the ability to search the text within an image or scanned document, typically a PDF file, using Optical Character Recognition (OCR) technology. OCR converts the visual representation of text into machine-readable text, making it searchable, copyable, and editable.
10. Is the city currently accepting proposals from out-of-state contractors for the Utility Bill Printing and Mailing Services RFP?
 - A. We do not have a provision where the provider needs to be within Washington State. We will, however, consider any potential delay in mailing bills based on where they would be mailed from.
11. Does the Insert come at the same time as the file for the billing? If it needs to have basic design, how much time is allotted to produce the insert?

- A. The insert is currently sent to the vendor a week prior to the billing files. The City does the design, so typically additional production work is not needed on the insert. We may have a situation in the future where we would need design services.
12. What are the size and specifications for the mailing envelopes? #10, including window size, and #9. If there are different colored envelopes, can you please include that.
- A. We do not have the exact specifications for the mailing envelopes or window sizes. Please see attachment c for information that should be visible for mailing. We do not require different color envelopes for the mailing.
13. Are these double sided and in color?
- A. Both the utility bill and full-page inserts with each bill are double sided with color. See attachment c for an example of a typical bill.
14. Do you have a specific weight of paper in mind for these? If not, I will recommend one, but I just want to quote it correctly.
- A. See answer to question 2.
15. Are these mailed to everyone with the statements or is this something you intend to mail on its own? If on its own, could you please tell us if you mail to the whole 2000? Are they full color on both sides? Will these mail first class or presort standard (bulk)?
- A. Postcards would be on an as-needed basis. This is not a common occurrence for the City. They could be mailed to all utility customers or a portion of the City. They would be full color and both sides and we would look to the vendor for the best mailing options.
16. Is the postage invoiced with services after each billing cycle?
- A. We provided an initial deposit for postage and then receive a bill with each monthly billing cycle for the postage cost.
17. Finally, I would like to request a copy of the previously awarded contract, including pricing and scope of services if available.

A. See answer to question 6.

18. What the number/quantity of Late Notices to be printed and mailed, assuming also on a monthly basis.

A. The RFP identifies that we have roughly 225 late notices monthly. The City currently prints and mails all late notices but we are interested in getting a cost associated with this service to see if this service should be provided by an outside vendor.

CITY OF SULTAN

CONTRACT NUMBER

319 Main Street #200 • Sultan, WA 98294 • Phone: (360)-793-2231 • Fax: (360) 793-3344 • Web: www.ci.sultan.wa.us

AGREEMENT FOR SERVICES

Insurance Required: YES

If Yes – See Attached Insurance Addendum,
incorporated here by this reference

This Agreement (hereinafter “Agreement” or “Contract”) is made and entered, by and between the City of Sultan, a Washington municipal corporation, hereinafter referred to as the “City,” and The Masters Touch, hereinafter referred to as the “Contractor”.

Contractor Name: The Masters Touch

Project Description: Utility Bill Printing and Mailing Services

Commencing: November 20, 2023

Terminating: November 19, 2024

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the Contractor is in the business of performing such services; and

WHEREAS, the City has selected the Contractor to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Contractor.** The Contractor shall perform those services described in Exhibit “A” of this Agreement and may hereinafter be referred to as the “Work”. In performing such services, the Contractor shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Contractor shall perform services diligently and completely and in accordance with professional standards of conduct and performance.
2. **Contract Documents.** The Agreement consists of the following documents, which are all incorporated by reference:
 - a. This Agreement and all exhibits attached thereto;
 - b. The Request for Proposal, Request for Qualifications, Invitation to Bid, or other City-issued request for project submittals;
 - c. The submitted project quote, bid, or proposal;
 - d. All documents required under this Agreement, including but not limited to documentation evidencing insurance, if applicable;
 - e. W-9 Request for Taxpayer Identification Number; and
 - f. Scope of Work.

The intent of these documents is to include all labor, materials, and services of every kind necessary for the proper execution of the Work, and the terms and conditions of payment therefore. The

documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

3. **Payment.** The City shall pay the Contractor for the Work rendered according to the following procedures and subject to the following requirements.

<u>The City shall pay the Contractor:</u>	
A sum not to exceed: (incl W.S.S.T., if applicable)	\$2,000.00/month
Other (ex.2,000 bills):	Base Mailing \$497 for approximately 2,000 bills + .055 per inserted newsletter & 49.8 cents each postage. Increasing to 51.8 cents January 2024.

3.1 The Contractor shall submit invoices for work performed using the form set forth in “Exhibit B – Request for Contractor Payment.”

3.2 The Contractor shall submit properly certified invoices to the **City of Sultan Finance Department**, for the Work performed. The City agrees to pay the Contractor for the actual work completed to the satisfaction of the City and in conformance with this Contract. The City shall pay the Contractor for services satisfactorily rendered within ten days after City Council approval of each such payment or as authorized by the City.

3.3 The Contractor shall complete and return the attached Form W-9, “Request for Taxpayer Identification Number” prior to or along with the first invoice submittal. In order for you to receive payment from the City of Sultan, the City must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

3.4 If, during the course of the Contract, the Work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required Work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such Work until it meets the requirements of the Contract. No payment shall be made for any Work performed by the Contractor except for the Work identified and set forth in this Contract.

4. **Duration of Agreement**

This agreement shall be in full force and effect for a period commencing November 20, 2023 and ending November 19, 2024 unless terminated under the provisions hereinafter specified. Upon expiration of the initial term of this agreement, this agreement shall automatically renew on a monthly basis; provided, the city may terminate the contract at any time with or without cause.

5. **Termination.**

5.1 This City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Contractor pursuant to this Agreement shall promptly be submitted to the City.

5.2 In the event this Agreement is terminated or suspended, the Contractor shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

5.3 This Agreement may be canceled immediately if the Contractor's insurance coverage is canceled for any reason, or if the Contractor is unable to perform the services called for by this Agreement.

5.4 The Contractor reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

5.5 This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

6. **Indemnification/Hold Harmless.** Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

6.1 Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence.

6.2 It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

7. **Independent Contractor.** The Contractor and the City agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. The Contractor will solely be responsible for its acts and for the acts of its agents, employees, sub-Contractors, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.
8. **Non-Discrimination.** The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.
9. **Non-Endorsement.** As a result of the selection of a Contractor to supply services to the City, the Contractor agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.
10. **Non-Collusion.** By signature below, the Contractor acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Agreement.

11. **Wages and Other Costs.** The City assumes no responsibility for the payment of any compensation, wages, benefits or taxes owed by the Contractor by reason of this Agreement. The Contractor shall indemnify and hold the City, its officers, agents, and employees harmless against all liability and costs resulting from the Contractor's failure to pay any compensation, wages, benefits, or taxes.
12. **Waiver.** Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.
13. **Assignment and Subcontract.** The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
14. **Suspension and Debarment.** The Contractor certifies that neither the Contractor nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department. "Principals", for the purposes of this certification, mean officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of subsidiary, division, or business segment; and similar positions). Further, the Contractor shall provide the City immediate written notice if, at any time during the term of this Agreement it learns that its certification was erroneous when made or has become erroneous by reason of changed circumstances.
15. **Conflict of Interest.** The City insists on the highest level of professional ethics from its Contractors. Contractor warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Contractor warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Contractor will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the City. It is the Contractor's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.
16. **Licenses.** Contractor shall procure and maintain a City business license in accordance with Chapter 5.04 SMC, *Business Licenses*, prior to beginning work under this Agreement. Contractor assumes responsibility for and ensures that all contractors, subcontractors and suppliers shall also obtain a City business license.
17. **Non-appropriation of Funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Contractor and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.
18. **Entire Agreement.** This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.
19. **Record Keeping and Reporting.** The Contractor at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and

other related materials, prepared or assembled by the Contractor under this Agreement and any information relating to personal, medical, and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, Chapter 42.56 RCW.

19.1 The Contractor shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Contractor's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Contractor's activities which relate, directly or indirectly, to the Agreement.

19.2 Contractor will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City as part of this contracted project.

19.3 The Contractor shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Contractor shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

19.4 The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

20. **Ownership of Documents.** On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

21. **Security.** Contractor will protect confidential information provided by the City pursuant to this Agreement by adhering to policies governing physical, electronic, and managerial safeguards against unauthorized access to an unauthorized disclosure of confidential information. Security standards shall meet or exceed Washington State Office of the Chief Information Officer Standard No. 141.10. Only authorized employees of the Contractor shall have access to the City's confidential information, and only for the purposes specified in this Agreement. Contractor shall, within 24 hours of discovery, report to the City any use, access to or disclosure of the City's confidential information not previously authorized by the City.

22. **Notices.** Notices to the City of Sultan shall be sent to the following address:

City of Sultan
Physical Address: 319 Main Street #200
Mailing Address: PO Box 1199
Sultan, WA 98294
Telephone Number: (360) 793-2231

Notices to the Contractor shall be sent to the following address:

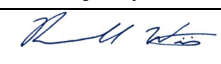
Contact Name:	<u>The Master's Touch, LLC</u>
Street Address:	<u>1405 N Ash ST, Spokane, WA 99201</u>
Telephone Number:	<u>(509)326-7475</u>
Email:	<u>Jim Cote <masters@themasterstouch.com></u>

23. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.
24. **Severability.** If any provision of this Agreement is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.
25. **Customer Information.** Customer information including names and addresses will be kept secure at all times. Only the Secure File Transfer (SFT) Site provided by the Contractor will be used to transfer customer billing information. Customer's names, addresses and other information shall not be transferred to any third-party. If a file breach occurs the Contractor agrees to notify the City within two days.
26. The Contractor agrees to provide a secure file back to the city with all bills mailed in a "pdf proof", once the billing is complete. The City will review and approve the proof before the mailing is sent and the city will e-mail the Contractor to approve print.
27. The Contractor reviews all addresses to the National Change of Address (NCOA) data base to identify any customers changing addresses. Although the verification will be done, the address will not be updated by the Contractor. The City will receive the file of changed addresses and contact the customers to determine if the address need to be updated in the utility billing system.
28. The City shall provide a postage escrow equal to 2 billings, estimated at \$2,700. Once the billing is complete and the dollar amount is known the postage will be billed separately from the service to replenish the escrow account. Upon completion of the contract the Contractor agrees to refund all remaining postage in the City's escrow account within 30 days.

By signing below, you agree to all the terms and conditions herein.

CITY OF SULTAN, WASHINGTON:

DocuSigned by:

By: 

Date: 11/30/2023

Print Name: Russell Wiita

Title: Mayor

CONTRACTOR:

DocuSigned by:

By: 

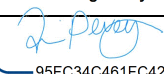
Date: 11/29/2023

Print Name: Jim Cote

Title: President

ATTEST/AUTHENTICATED:

DocuSigned by:

By: 

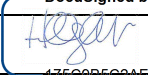
Date: 12/1/2023

Print Name: Tami Pevey

City Clerk

APPROVED TO AS FORM:

DocuSigned by:

By: 

Date: 11/29/2023

Print Name: Hillary Evans

City Attorney

EXHIBIT A
Scope of Work

City of Sultan, WA
Monthly Utility Bills
Approximate 2,000 bills – once per month

Part 1. Printed Items:

- * #10 IMb double window envelope on 24# white wove – included
- * 8 ½ x 11 bill prints full color face and back w/1 perf on 24# white – included
- * 8 ½ x 11 newsletter prints color face & back light coverage, 60# white - \$.055 ea

Part 2. Statement printing and Mail processing – Regular Bills

- CASS Certify, perform NCOA, and presort customer address list. Report defective and move addresses to customer for corrections.
- Image statement information to one side of bill
- Presort for best automation discount postage.
- Quality check and take to the USPS bulk mail facility along with all appropriate paperwork.
- Mail at first class automation rates

Total price for mail service = \$497.00 per mailing + Automation postage

- Automation postage should average 49.8 cents each – 5 digit presort
- One time setup fee – waived, with agreement by 12/1/2023
- Prices are valid for at least 60 days
- This proposal is for month to month services.

Thank you for this opportunity!

Part 3. Late Notices – approximate 60/Cycle

One 8 ½ x 11 printed one side on 60# white folded and inserted. Mail preparation process, same as for Regular billing.

Total Price for Part 3 mail preparation = \$155.00

Part 4. Disconnect Notice – approximate 220 per cycle

One 8 ½ x 11 printed one side on 60# white folded and inserted. Mail preparation process, same as above.

Total Price for Part 3 mail preparation = \$205.00

Jim Cote'
President
November 8, 2023

Accepted _____

Date _____

ADDENDUM FOR REQUIRED INSURANCE

1. **Insurance.** The Contractor shall procure and maintain insurance as required in this section, without interruption from commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein. Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor.
2. **Minimum Scope of Insurance.** Contractor required insurance shall be of the types and coverage as stated below:
 - 2.3 Professional Liability insurance shall be written with limits no less than \$1,000,000 each occurrence.
 - 2.4 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
3. **Verification of Coverage.** Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors' coverage.
4. **Subcontractors' Insurance.** The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractors' Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.
5. **Notice of Cancellation.** The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.
6. **Failure to Maintain Insurance.** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	☐ Individual/sole proprietor or single-member LLC	
	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	
	☐ Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)		
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	
Social security number 	Employer identification number

Part II Certification Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-S (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

EXHIBIT B
REQUEST FOR CONTRACTOR PAYMENT

INVOICE #	DATE OF INVOICE:
CONTRACTOR:	CONTRACT #:
MAILING ADDRESS:	
TELEPHONE:	EMAIL:

CONTRACT PERIOD:	REPORTING PERIOD: to
REQUESTED AMOUNT IN THIS INVOICE: \$	
SPECIFIC PROGRAM:	

 AUTHORIZED SIGNATURE
 PROJECT MANAGER/STAFF CONTACT

Attach Itemized Description of Services Provided

For Department Use Only

Total Contract Amount:			Authorization to Contractor \$
Previous Payments:			BARS Code:
Current Request:			Date:
Balance Remaining:			

APPROVED FOR PAYMENT BY:

 DATE: _____

**ADDENDUM TO THE PROFESSIONAL SERVICE AGREEMENT
BY AND BETWEEN
THE CITY OF SULTAN AND THE MASTERS TOUCH**

THIS ADDENDUM ("Addendum") is entered into by and between the City of Sultan ("City") and the The Master's Touch ("Contractor") (collectively, the "Parties") for the purpose of modifying that certain Professional Service Agreement between the Parties dated November 20, 2023 (hereafter the "Agreement"). It is the express intention of the parties that, to the extent of the terms of this Addendum only, this Addendum shall supersede and control over the terms of the Agreement.

The Agreement is hereby modified as follows:

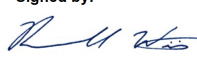
1. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing November 20, 2024 and ending December 31, 2025 unless earlier termination in accordance with Section 5 herein or extended by written amendment in accordance with Section 4 herein.
2. **Payment:** The payment shall be adjusted as shown below:

<u>The City shall pay the Contractor:</u>	
A sum not to exceed: (incl W.S.S.T., if applicable)	\$2,000.00/month
Other (ex.2,000 bills):	Base Mailing \$497 for approximately 2,000 bills + .055 per inserted newsletter & postage at the lowest per piece bulk postage rate available at the time of mailing.

Except as specifically stated in this Addendum, all other terms and conditions remain as provided in the original Agreement dated November 20, 2024.

DATED this 7th day of November 2024.

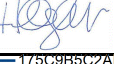
CITY OF SULTAN

Signed by:
By: 
E6CE104D30AE474
Russell Wiita, Mayor

DocuSigned by:
Attest/Authenticated:

95FC44C461FC425...
Tami Pevey, City Clerk

Approved As To Form:


175C9B5C2AF1482...
Hillary Evans, City Attorney

THE MASTER'S TOUCH

Signed by:
By: 
01D5BA43AE434A1...
Printed Name: Jim Cote
Title: President

ACCOUNT STATEMENT

City of Sultan
319 Main Street
PO Box 1199
Sultan, WA 98294-1199

1893*6**G50**0.573*****AUTO**5-DIGIT 98294



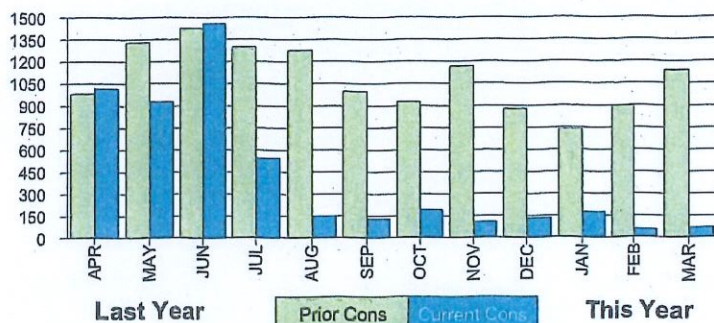
SULTAN WA 98294-9481

NOTES FROM OUR CUSTOMER SERVICE DEPARTMENT

Please take a moment to read the enclosed newsletter including the Mayor's monthly message, community events, news and more. As always, you can contact City Hall at (360) 793-2231 with any questions or concerns with regard to your utility bill.

During a National Weather Service heat-related alert, you may request reinstatement of service by calling (360) 793-2231 during the period covered by the alert.

To make a utility payment by phone call (360) 799-3007.

MONTHLY CONSUMPTION IN CUBIC FEET**ACCOUNT INFORMATION**

ACCOUNT: 005194-000
SERVICE ADDRESS:
SERVICE PERIOD: 3/1/2025 To 3/31/2025
BILLING DATE: 4/1/2025
DUE DATE: 4/16/2025

METER READING INFORMATION

CURRENT READING		READING	USAGE (CF)	USAGE (GAL)
SERIAL NO	DATE			
45514020	3/25/2025	95982	66	494

PREVIOUS READING		READING
SERIAL NO	DATE	
45514020	2/25/2025	95916

NOTE: 1 CUBIC FT (CF) = 7.48 GALLONS (GAL)

CURRENT CHARGES

WATER	63.56
SEWER	105.64
UTILITY TAX	10.15
STORMWATER	22.13

TOTAL CURRENT CHARGES 201.48**BILL SUMMARY**

* UNPAID PRIOR BALANCES * MAY BE SUBJECT TO DISCONNECT

PREVIOUS BALANCE	28.73
PAYMENTS RECEIVED	-21.95
ADDITIONAL BILLING	0.00
CURRENT CHARGES	201.48
TOTAL AMOUNT DUE	208.26

ACCOUNT INFORMATION

Please detach here and return this stub when making payments.
This stub ensures that your payment is processed accurately.

ACCOUNT: 005194-000
SERVICE ADDRESS:
SERVICE PERIOD: 3/1/2025 To 3/31/2025
BILLING DATE: 4/1/2025
DUE DATE: 4/16/2025

SULTAN WA 98294-9481

TOTAL AMOUNT DUE 208.26

AMOUNT ENCLOSED

Please Make Check Payable To



CITY OF SULTAN
PO BOX 1199
SULTAN, WA 98294-1199



PAYMENT OPTIONS

REGISTER ACCOUNT FOR ONLINE PAYMENTS:

Go to www.ci.sultan.wa.us, click on "Online Bill Pay", "Utilities" and then "Sign Up". You will need your last name or business name, your house or building number and your full account number (including dash and zeroes).

Benefits Include:

- Convenient 24/7 access
- Paperless statements
- View and print statements
- See usage history
- Set up autopay
- Save payment method for future use
- Use Visa/Mastercard/Discover or e-check.

ONE-TIME WEB PAYMENT:

Go to www.ci.sultan.wa.us, click on "Online Bill Pay", "Utilities" and then "One Time Payment". You will need your full account number (including dash and zeroes) and your house or building number. Use Visa/Mastercard/Discover credit or debit card.

SELF-PAY BY PHONE:

Call (360) 799-3007. You will need your full account number. Use Visa/Mastercard/Discover credit/debit card or bank account.

IN PERSON:

Payments can be made during regular business hours. City Hall is located at 319 Main Street, Ste. 200. (Upstairs from library).

BY MAIL:

Mail payment to PO Box 1199, Sultan, WA 98294

DROP BOXES:

24 Hr. location – Outside the Post Office on the wall to the left of the double doors (facing 4th St.)

During business hours – a drop box is located inside the front doors of city hall, to the right, on the wall.

ABOUT YOUR BILL

The monthly rates reflect operating and capital costs to provide water and/or sewer and storm water utility services. The water rate includes a base fee and a usage fee for volume of water used.

WHEN YOUR BILL IS DUE

Bill is due and payable by 5:00pm on the due date specified on the front of this statement. Bill is deemed delinquent if not paid by this due date.

DELINQUENT BILLS

On the last day of the month following the bill due date, the city shall assess a \$5.00 or 5% penalty, whichever is greater, on water and if applicable, sewer. If at any time, you owe more than one month's utility charges, your account may go into disconnect status.

WATER SHUTOFF

The City reserves the right to disconnect water service to customers who have delinquent accounts. A water service disconnection notice will be sent notifying customers of the date payment must be made to avoid disconnection of water service. If payment is not received by midnight on the due date specified, water service will be scheduled for disconnection and a \$50.00 non-refundable disconnect fee will be added to the utility account.

RETURNED PAYMENT FEE

A \$35 fee will be charged for any returned payment.

BILLING DISPUTE

If a customer disputes the correctness of a bill, the customer must deposit the amount of the disputed bill at the time the protest is lodged. Unless a written protest is received by the Finance Department within 15 days of the billing date, the bill is considered correct and payable.

CONTACT INFORMATION

Utility Payment	(360) 799-3007
Customer Service	(360) 793-2231
City Website	www.ci.sultan.wa.us
E-mail	cityhall@ci.sultan.wa.us

CITY HALL BUSINESS HOURS

Monday	9:00am to 5:00pm
Tuesday thru Friday	8:00am to 5:00pm
Closed daily for lunch	12:00pm to 1:00pm

Has your information changed?

Please indicate changes below

Name(s): _____

Cell Phone Number: _____

New Mailing Address: _____

E-mail: _____

Effective Date: _____

You can also e-mail changes to: cityhall@ci.sultan.wa.us

Note: It's important that your contact information is up to date, as there may be times when it is necessary for the city to relay urgent information by automated call, text, or e-mail.