



MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Agenda

From: Keith Watts, Procurement Manager **Meeting Date:** 9/23/2025
Presenter: N/A **Estimated Time:** N/A
Topic: Approval of Agreement with Billing Document Specialties for FY26 Postage and Mailing Utility Bills and authorize the Procurement Manager to sign.

Recommended Council Action:

Approval of Agreement with Billing Document Specialties for FY26 Postage and Mailing Utility Bills and authorize the Procurement Manager to sign.

Background:

This is a per unit agreement. The current MUBS budget for these services is as follows:

Postage and Mailing	\$320,374.00
Phone/IVR services	\$ 27,406.00
Lockbox Services	\$ 23,250.00