



MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Agenda

From: Keith Watts, Procurement Manager **Meeting Date:** October 5, 2021
Presenter: N/A **Estimated Time:** 0.00
Topic: Approval of Agreement with Billing Document Specialties and Purchase Order

Recommended Council Action:

Approval of Customer Service Agreement Renewal with Billing Document Specialties and Purchase Order #22-0005 for the Not-To-Exceed amount of \$346,100.00. As well as authorize Procurement Manager to sign Purchase Order #22-0005.

Background:

This is an annual service agreement for fiscal year 2022.