

**City Of Mission
Scope of Services**

Bid Name/No.: “Utility Bill Printing and Mailing Services” / 25-xxx-xx-xx

- I. Scope of Work:** The City of Mission is accepting bids for Utility Bill Printing and Mailing Services.
- II. Scope of Service:** The following scope of service describes Utility Bill Printing and Mailing Services. Some services to be included are: printing, folding, and stuffing mailing utility bills, statements, cancellation notices, rate increase announcements, and more.
Outsourcing utility bill printing and mailing can simplify the workload for staff, allowing them to focus on other tasks and potential cost saving over all.
- III. Services:**
- Pick up the mail on a daily basis at City Hall
 - Preparation and processing of pre sort mail
 - If our postage machine is not working they add the postage to all of the mail pieces if needed
 - Provide the bins to place the mail in.
 - Printing of the double sided color letters, folding, inserting, sealing addressing, preparing of the mailing, include postage, and taking to the post office for mailing.

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