



**MEETING DATE:** November 12, 2024  
**PRESENTED BY:** Andy Garcia, Assistant City Manager  
**AGENDA ITEM:** Authorization to Solicit Proposals and qualifications for Utility Bill Printing and Mailing Services for the City of Mission - Garcia

**NATURE OF REQUEST:**

Staff is seeking authorization to solicit proposals from qualified professional companies to provide Utility Bill Printing and Mailing Service for the City of Mission. Some services to include 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.

**BUGETED:** \_\_\_\_\_ **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BUGETED:** \_\_\_\_\_ **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:**            **APPROVED:** \_\_\_\_\_  
   **DISAPPROVED:** \_\_\_\_\_  
   **TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_