



CITY OF
MISSION

**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: January 13, 2026

PRESENTED BY: Anna Carrillo, City Secretary

AGENDA ITEM: Authorization to execute the First One-Year Renewal for Bid No. 25-133-12-04, Printing and Mailing Services with Upper Valley Mail Services, LLC. - Carrillo

NATURE OF REQUEST:

The City of Mission entered into a contract with Upper Valley Mail Services, LLC under Bid No. 25-133-12-04 for Printing and Mailing Services. Term of the contract was for one (1) year with two (2) one-year renewal options. Mailing services are utilized on a daily basis, printing services is utilized on an as needed basis. This request is to exercise the first one-year renewal under this contract.

This renewal period will extend the contract from January 30, 2026 thru January 29, 2027 at a 0% increase in price.

BUGETED: Yes **FUND:** General **ACCT. #:** 01-417-54490

BUDGET: \$ 2,500.00 **EST. COST:** \$ 2,200.00 **CURRENT BUDGET BALANCE:** \$ 2,150.00

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____