



**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

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**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

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**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

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

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

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

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