



**MEETING DATE:** January 13, 2025  
**PRESENTED BY:** Andy Garcia, Assistant City Manager  
**AGENDA ITEM:** Authorization to Award Bid for Utility Bill Printing and Mailing Services for the City of Mission - Garcia

**NATURE OF REQUEST:**

The City of Mission accepted and opened two (2) bid responses for Utility Bill Printing and Mailing Services. Staff is recommending awarding to Upper Valley Mail Services who is the lowest responsible bidder meeting all specifications. Term of the contract is for one year with two one-year renewal options. Mailing services will be utilized on a daily basis, printing services will be utilized on an as needed basis.

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

**BUDGET:** \$ 2,500.00 **EST. COST:** \$ 2,200.00 **CURRENT BUDGET BALANCE:** \$ 2,206.00

**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 \_\_\_\_\_