



AWARD OF A PURCHASE ORDER TO INFOSEND, INC. FOR UTILITY BILL PRINTING, BILL INSERTS, AND MAILING SERVICES

City Council Meeting
June 22, 2021

Brandalyn Tramel
Purchasing Agent, Finance Department

CURRENT

- The current Agreement with InfoSend, Inc. expires on July 31, 2021.
- Water Billing Operations division of the Finance Department submitted a request to utilize the City of San Luis Obispo Cooperative Purchasing Agreement dated December 17, 2019.

PROPOSED

- Approve the issuance of a Purchase Order through the City of San Luis Obispo Cooperative Purchasing Agreement for utility bill printing, bill inserts and mailing services for a two-year term with a one-year extension option in the amount of \$184,000.

BENEFIT

- Provides for utility bill printing, bill inserts and mailing services as needed by the Water Billing Operations division of the Finance Department.

RECOMMENDATION

- It is recommended by the Finance Department that the Council, by resolution, approve the award of a Purchase Order for utility bill printing, bill inserts, and mailing services for two years with a one-year extension option to InfoSend, Inc., Anaheim, California, utilizing the City of San Luis Obispo Cooperative Purchasing Agreement, for a total amount not to exceed \$184,000.

QUESTIONS?