



**BUSINESS OF THE CITY COUNCIL  
YAKIMA, WASHINGTON  
AGENDA STATEMENT**

Item No. 7.F.  
For Meeting of: May 6, 2025

**ITEM TITLE:** Resolution authorizing a contract amendment with InfoSend Inc., for Bulk Printing and Mailing Services for Utility Services (Enterprise Fund)

**SUBMITTED BY:** \*Anabel Chavez, Utility Customer Services Manager  
Christina Payer, Buyer II - Purchasing

**SUMMARY EXPLANATION:**

The current contract is set to expire on 5/22/25. InfoSend Inc., is the current vendor. They have agreed to extend current contract pricing for an additional one-year period or until a new RFP process has been completed and an award is made, whichever comes first.

If approved, this one-year contract extension will allow the purchasing division proper time to review and develop RFP specifications that meet the changing needs for these services. Scope of services include, but are not limited to; printing and mailing of weekly utility statements, delinquent notices, water department notices and envelope stock, printing & mailing services, and bill inserts as required for the City of Yakima Utility Services Division. The city mails out approximately 200,000 utility statements and 70,000 utility notices annually.

**ITEM BUDGETED:** Yes

**STRATEGIC PRIORITY 24-25:** A Resilient Yakima

**RECOMMENDATION:** Adopt Resolution.

**ATTACHMENTS:**

[Resolution Amendment No. 2\\_11807P.docx](#)  
[11807P Contract Amendment No. 2.docx](#)