REQUEST FOR BOARD ACTION

ITEM NO. 25h

DATE OF MEETING: July 5, 2016

REQUESTED BY: Michael G. Mack, Utilities Director

SHORT TITLE: Approval by the Board of Directors of the Rocky Point/Topsail Water & Sewer District Authorizing an Annual Estimated Purchase Order to Professional Mail Services for printing, mailing, and postage of PCU water bills each month: $30,000.

BACKGROUND: Professional Mail Services has been providing all printing, mailing, and postage services required for PCU water bills each month since we converted to a letter-size format in 2010.

Staff is pleased with the service and pricing. Funds have been budgeted for this expenditure.

Postage	072-401200	$30,000

SPECIFIC ACTION REQUESTED: The Board of Directors of the Rocky Point/Topsail Water & Sewer District is requested to authorize an annual estimated Purchase Order in the amount of $30,000 to Professional Mail Services for PCU monthly water bills.