

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, Clerk Treasurer

Date: December 11, 2023

Subject: 2024-2025 1st Class Office Solutions Service Contract: Folder/Inserter

Attached for council consideration is the City's 2024-2025 annual service contract with 1st Class Office Solutions, LLC for the City's Folder/Inserter. This was purchased in 2019 and is used for mailing our utility bills.

Suggested Motion: I move to approve the 2023-2024 1st Class Office Solutions Service Contract and authorize payment.