

**RESOLUTION 25-10**

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE CONTRACT  
TO OUTSOURCE THE TOWN OF OAKLAND UTILITY BILLING**

**WHEREAS**, the Town of Oakland wishes to improve on the efficiency of its current utility billing process; and

**WHEREAS**, the Town of Oakland received 3 (three) quotes from vendors who provide the service of printing utility bills and mailing them; and

**WHEREAS**, awarding this contract will prove cost effective and streamline operations.

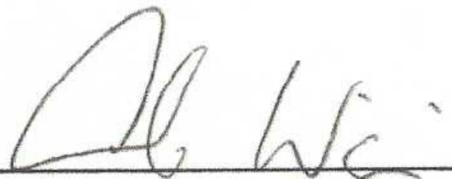
**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN, FOR THE TOWN OF OAKLAND AS FOLLOWS:**

**SECTION 1.** That the Mayor is authorized to execute an agreement in favor of Direct FX located at 601 N Third Street, Memphis, TN 38107, it being the lowest quote in the amount \$ 37,500 (thirty-seven thousand and five hundred dollars). Said agreement shall require Direct FX to print and mail all Town utility bills to its utility customers.

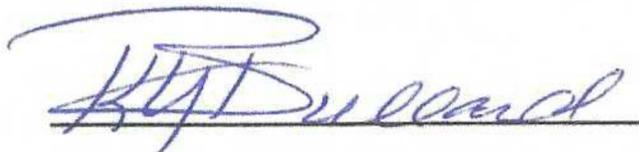
**SECTION 2.** That funds for the purchase are allocated in the Fiscal Year 2025 Annual Budget, Contractual Service line item.

Alderman Campbell made a motion to approve Resolution 25-10. Vice Mayor Cates seconded the motion. All in favor. None opposed. Resolution 25-10 passed.

**Done by order of the Board of Mayor and Aldermen of the Town of Oakland, Tennessee this 20<sup>th</sup> day of March, 2025.**

  
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Adrian Wiggins, Mayor

ATTEST:

  
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K. Yvonne Bullard, Town Recorder

## Oakland Water District monthly water bill costs breakdown:

Internal costs:	Monthly pricing:	directFX outsourcing costs:	Monthly pricing:
Printing of postcard mailer shells:	\$0.00	Printing of postcard mailer shells:	0.040
Laser printer & Toner costs for internal overprinting:	\$0.00	Monthly laser overprinting costs:	0.021
Labor costs & Postal software costs & USPS delivery costs:	\$0.00	Monthly mailing services costs:	0.085
1st class single piece postcard rate postage:	\$0.53	1st class single piece postcard rate postage:	0.357
Total monthly costs per mailer:	\$0.53	Total monthly costs per mailer:	0.503
Total monthly pricing based on 5,843 monthly mailers :	\$3,096.79	Total monthly pricing based on 5,843 monthly mailer	2,939.029
Total yearly costs based on 70,116 yearly mailers:	\$37,161.48	Total yearly costs based on 70,116 yearly mailers:	35,268.348
<b>Total monthly savings:</b>	<b>\$157.76</b>		
<b>Total yearly savings:</b>	<b>\$1,893.13</b>		