



Department Name

To: Kennie Hobbs, Jr., City Manager
From: Stacian Williams, Purchasing Division
RE: RFP No. 2026-025 – Utility Billing Processing Services
Date: 06/03/2026

The following information has been prepared for your consideration:

I. REQUESTED ACTION

Approval of a contract award pursuant to RFP No. 2026-025 – Utility Billing Processing Services to InfoSend, Inc., to provide utility billing services, including complete production, mailing and online presentment of approximately 12,000 utility bills per month.

II. SUMMARY AND HISTORY/BACKGROUND INFORMATION

The City of Lauderhill issued RFP No. 2026-025 – Utility Billing Processing Services to solicit proposals from qualified firms to provide utility billing services, including complete production, mailing and online presentment of approximately 12,000 utility bills per month. The City mails approximately 9,000 certificate of use invoices.

A total of three proposals were received and evaluated in accordance with the requirement(s) outlined in the RFP document. The evaluation committee recommends award to InfoSend, Inc., at the prevailing rates submitted in the firm's proposal.

III. FINANCIAL IMPACT

Funding for these services is budgeted from account number 40107935-503110.

IV. RECOMMENDATION/ACTION

Award of RFP No. 2026-025 – Utility Billing Processing Services to InfoSend, Inc to provide utility billing services, including complete production, mailing and online presentment of approximately 12,000 utility bills per month.

V. ATTACHMENTS

1. Resolution
2. Final Evaluation Scoring
3. InfoSend, Inc. Proposal
4. RFP 2026-025