

RENEWAL OF THE MARCH 2018 CONTRACT BETWEEN THE CITY OF MILTON, FL AND ENCO UTILITY SERVICES FLORIDA LLC.

This contract renewal is made and entered into this 1 day of April, 2026 by and between The City of Milton, FL ("Client") and ENCO Utility Services Florida LLC.

WHEREAS, on March 1, 2018 the City entered into a contract for Municipal Code Corporation, d/b/a Municode to provide Client utility bill printing and mailing services.

WHEREAS, on December 11, 2018 the assignment and assumption of the contract was executed between Municode and ENCO Utility Services Florida LLC.


WHEREAS, the parties desire to renew the contract for an additional one-year period and as detailed in Section 9, Term of the Agreement, the contract, thereafter, will automatically renew for successive one (1) year periods unless terminated by either party by written notice to the other party not less than one hundred twenty (120) calendar days prior to the expiration of the term then in effect.


NOW, THEREFORE, in consideration of the mutual promise contained herein, the parties agree to extend the Contract with pricing as outlined in the attached.

Except as amended herein, all other terms and conditions of the contract shall remain in full force and effect. IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms and conditions above stated.

ENCO Utility Services Florida LLC

MILTON, FL (CLIENT)

By: 


By: _____

Jordan Foster
Name: _____

Edward E Spears
Name: _____

Senior Director
Title: _____

City Manager
Title: _____

3/27/2026
Date Signed: _____

27/03/26
Date Signed: _____

4/1/2026
Effective Date: _____



ENCO PRICING SCHEDULE

INITIAL PROGRAMMING AND SET-UP ONE-TIME FEE

N/A

- Initial Statement design
- Initial data mapping
- Data transfer site set up and training

MANUAL MESSAGE CHANGES

\$25 / change

ADDITIONAL OR RE-PROGRAMMING CHANGES

\$125/ Hour

STATEMENTS

\$.21 / statement

- Simplex black ink jet printing of variable data
- Grey scaled ink jet printing of stagnant messaging on back of bill
- 8½x11 white 24lb. color statements with 3½” perforated return stub
- Standard ENCO #10 White single pistol window with security tint 20lb envelope.
- Standard ENCO #9 White single window with security tint 20lb reply envelope
- All required data processing including CASS/PAVE certification
- Generation of online proofs for approval prior to production
- Folding, inserting and delivery of statements to USPS

Reduction for statement without #9 return envelope

.01 / statement

Special handling charge for householding, heavies, out sorts, or pulled statements

.04/ Statement

Additional Statement pages

.08 / additional pages

Inserting fees for additional advertising fliers/buck slips/newsletters/notices/etc. (This is the cost of inserting the flier. The cost for production of the flier itself will vary with the number and quality.)

.01 / insert

Minimum Charge: If the total printing/statement cost per cycle is less than \$50, we will charge a \$50 flat rate to cover fixed costs. This is not in addition to the statement billing charge.

\$50.00

This pricing will be subject to an annual review of the cost of Contractor’s supplies and labor. With documentation of these increases, prices may be increased by as much as 4%.

OPTIONAL: NCOA (NATIONAL CHANGE OF ADDRESS)

.01 / statement

OPTIONAL: EBILLING

.10 / statement

Custom email message with an attached exact copy of the printed bill and any insert that was included with the paper statement

SUGGESTED POSTAGE DEPOSIT

ENCO will require that the client maintains a permanent postage deposit based on the estimated 2 months of postage required in connection with this agreement. Upon termination of the Agreement, ENCO shall return the deposit amounts to client after payment of all services.

Current deposit on hand:

\$10,025









Milton Contract Renewal 2026

Final Audit Report

2026-03-27

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