



CITY OF LIMA

Sharetta Smith, Mayor

50 Town Square
Lima, Ohio 45801-4900
Phone: 419-228-5462
www.cityhall.lima.oh.us

04/22/2025

Lima City Council
50 Town Square
Lima, OH 45801

Re: Utility Billing Envelopes

Dear Council:

The Mayor has authorized the request to bid and award a contract for the purchase of Utility Billing Envelopes. The total cost shall be less than \$50,000. Please call with any questions or concerns

Sincerely,

Reviewed:

Mike Caprella
Utilities Director

Meri Foster
Director of Finance

Approved:

Sharetta T. Smith, JD, MBA
Mayor