



Request for City Council Committee Action from the City Attorney's Office

Date: June 1, 2015

To: John Quincy (Chair), and the Ways & Means Committee

Referral to: N/A

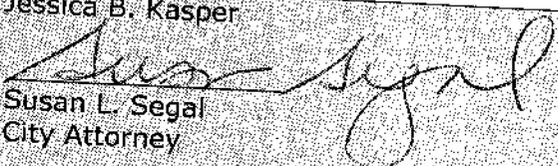
Subject: 2015 - 2018 Legal Process Services Contract

Recommendation: That the City Council authorize the proper City Officials to enter into a three-year \$120,000 contract with Premier Process and Courier Services.

Department Information

Prepared by: Jessica B. Kasper

Approved by:


Susan L. Segal
City Attorney

Presenters in Committee: Susan L. Segal, City Attorney

Reviews

- Permanent Review Committee (PRC): Approval: Date: February 12, 2015
- Civil Rights Approval: Approval: Date: January 22, 2015

Financial Impact

Action is within the Business Plan

Supporting Information

On February 12, 2015 the Permanent Review Committee (PRC) approved the City Attorney's Office to issue a Request for Proposals (RFP) for the service of legal process. An RFP was issued on February 26, 2015 and four proposals were received. A City Attorney's Office committee evaluated the proposals and concluded that Premier Process and Courier Services should be selected because of, among other factors, its proposed cost and its use of technology. We are requesting that your Committee authorize the proper City Officials to enter into a three-year \$120,000 contract, with the option to extend for an additional two years.