

City of Minneapolis
Request for Committee Action

To: Ways & Means
Date: 2/8/2016
Referral: N/A
From: City Attorney's Office
Prepared by: Jessica Kasper, Administrative Analyst II
Presented by: Susan Segal, City Attorney
File type: Action
Subcategory: Contracts & Agreements

Subject:
Legal Process Services Contract

Description:
Authorizing the City Attorney's Office to enter into a three-year \$120,000 contract with Metro Legal for legal process services.

Ward/Address:
Not Applicable

Background/Analysis:
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. Due to a decrease in process service requests by the City, Premier Process requested to end the contract, and the City Attorney's Office agreed.

The City Attorney's Office Committee met again and selected Metro Legal due to its experience, reputation, and use of technology. We are requesting that your Committee now authorize the proper City Officials to enter into a three-year \$120,000 contract, with the option to extend for an additional two years.

Financial Review:
No additional appropriation required, amount included in current budget.

- Future budget impact anticipated.
- Approved by the Permanent Review Committee.
- Meets Small and Underutilized Business Program goals.