



**Request for City Council Committee Action
From the City Attorney's Office**

Date: May 11, 2005
To: Ways & Means/Budget Committee
Referral to: City Council

Subject: Courier Services

Recommendation: That your Committee authorize the proper City Officials to enter into a three year \$75,000 contract with You've Been Served, Inc. for courier services.

Previous Directives:

Prepared by: Jay M. Heffern

Phone: 673-3272

Approved by: _____
Jay M. Heffern
City Attorney

Presenter in Committee: Jay M. Heffern, City Attorney

Financial Impact (Check those that apply)

- Action is within current department budget.
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

In 1998 and in 2002, the City Attorney's Office proposed that the market place be tested to ensure that the City was procuring court reporting services at a cost competitive rate. After Request for Proposal (RFP) processes in 1998 and 2002, the City entered into a series of contracts and amendments with the chosen vendor that are scheduled to expire on June 30, 2005. Accordingly, on February 10, 2005 the Permanent Review Committee authorized the issuance of an RFP to ensure that the cost of court reporting services remain competitive. On February 25, 2005 the City Council authorized the City Attorney's Office to issue a Request for Proposal (RFP) seeking courier services to ensure that the City's costs for courier services were cost competitive. Two responses

to the RFP were received. A City Attorney's Office committee evaluated the two proposals and concluded that You've Been Served, Inc. should be selected because of, among other factors, its proposed cost and its record of reliability. We are requesting that your Committee authorize the proper City Officials to enter into a three year \$75,000 contract with You've Been Served, Inc. for courier services.

04A-01615 May 11, 2005 . . .