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

Date: January 15, 2009

To: Ways & Means/Budget Committee

Referral to:

Subject: Recommendation for 2009 Courier Services

Recommendation: That the City Council authorize the proper City Officials to enter into a three-year $75,000 contract with You've Been Served for courier services for service of process, subpoenas and all types of legal documents.

Previous Directives:

Prepared by: Elizabeth Macam Phone: (612) 673-2035

Approved by: Susan L. Segal
City Attorney

Presenter in Committee: Susan L. Segal, City Attorney

Financial Impact (Check those that apply)

_x__ No financial impact (If checked, go directly to Background/Supporting Information).

___ Action requires an appropriation increase to the _____ Capital Budget or _____ Operating Budget.

___ Action provides increased revenue for appropriation increase.

___ Action requires use of contingency or reserves.

___ Business Plan: ____ Action is within the plan. _____ Action requires a change to plan.

__Other financial impact (Explain):

___Request provided to department's finance contact when provided to the Committee Coordinator.

Community Impact

Background/Supporting Information

Summary:

On October 24, 2008 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. Four responses to the RFP were received. A City Attorney's Office committee evaluated the proposals and concluded that You've Been Served 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 for courier services.