



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

Date: September 18, 2008

To: Ways & Means/Budget Committee

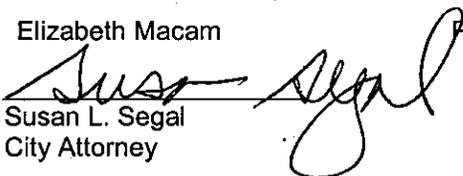
Referral to:

Subject: Amendment to You've Been Served Contract for Courier Services

Recommendation: That the City Council authorize the City Attorney's Office to amend the current contract (#C-21974) for courier services between the City of Minneapolis and You've Been Served increasing the total compensation by an additional \$14,000 and extending the contract term until January 31, 2009.

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)

- 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

On May 27, 2005 the City Council authorized the proper City officers to enter into a three year, \$75,000 contract with You've Been Served to provide courier services for the period July 1, 2005 to June 30, 2008. In part, the legal services agreement provided that, "[T]he total amount payable to the Contractor pursuant to this Professional Services Agreement shall not exceed \$75,000, including all compensation and reimbursable expenses". To date, expenditures total \$72,939 and the agreement ended on June 30, 2008. Additional courier services and expenses have been incurred and it is necessary to increase the total compensation by \$14,000 for a new amount not to exceed \$89,000 and extend the agreement until January 31, 2009. A new Request for Proposal for courier services will be prepared and sent out during the fourth quarter of 2008.