



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

Date: April 19, 2002
To: Ways & Means/Budget Committee
Referral to: None

Subject: Request For Proposals (RFPs) for Legal Courier Services

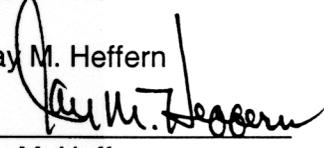
Recommendation: That the City Council authorizes the City Attorney to issue a Request for Proposals (RFP) for legal courier services for service of process, subpoenas, and other legal documents.

Previous Directives: None

Prepared by: Jay M. Heffern

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Approved by:


Jay M. Heffern
City Attorney

Presenter in Committee: Jay M. Heffern, City Attorney

Financial Impact (Check those that apply)

- No financial impact - or - 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

Community Impact:

City Goals: Build Community

Background/Supporting Information

On November 2, 2000, the City Council authorized the issuance of a Request for Proposal (RFP) for the Office's courier services for service of process, subpoenas, and other legal documents. The responses to the RFP were evaluated and the City Council authorized the City Attorney to enter into a contract for these services. The current contract terminates on December 31, 2002.

On April 15, 2002, the Permanent Review Committee approved the issuance of a new RFP for the Office's legal courier services. Because this service needs to be continued, the City Attorney's Office is proposing that the marketplace again be tested by seeking proposals for the Office's legal courier services. Therefore, I am requesting the City Council authorize the issuance of a new RFP for legal courier services.