



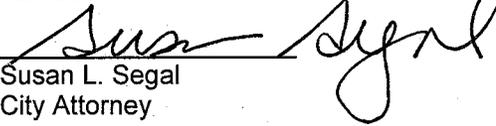
Request for City Council Committee Action From the City Attorney's Office

Date: October 9, 2008
To: Ways & Means/ Budget Committee

Subject: Courier Services Request for Proposals

Recommendation: That the City Council authorize the City Attorney's Office to issue a Request for Proposals (RFP) for Courier Services.

Prepared by: Elizabeth Macam Phone: 673-2035

Approved by: 
Susan L. Segal
City Attorney

Permanent Review Committee (PRC) Approval 10/9/08 Not Applicable _____

Note: To determine if applicable see <http://insite/finance/purchasing/permanent-review-committee-overview.asp>

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: See below

Background/Supporting Information

The City Attorney's Office has an on-going requirement for courier services for service of process, subpoenas and all types of legal documents. The current courier services contract expires on January 31, 2009. Therefore the City Attorney's Office is proposing a Request for Proposals (RFP) process to ensure that the City's costs for courier services are cost competitive. The RFP was reviewed by the Permanent Review Committee (PRC) on October 9, 2008 and approved.