



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

Date: February 10, 2005
To: Ways & Means/Budget Committee
Referral to: None

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

Recommendation: That the City Council authorize 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)

- 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

In 1998, the City Attorney's Office proposed that the market place be tested to ensure that the City was procuring legal courier services at a cost competitive rate. In 1999 the City of Minneapolis entered two year contracts for legal courier services, which the City extended for an additional two years expiring on December 31, 2002. Pursuant to another RFP issued in 2002, the City entered new two year contracts expiring December 31, 2004. On January 14, 2005, the Council approved an amendment extending that contract to June 30, 2005. The City Attorney's Office requests authority for an RFP to contract for a period up to three years, in order to meet the continued need for legal courier services on a cost competitive basis and on a flexible schedule for contracting for various services such as court reporting, courier services, and crime victim liaison services. On February 10, 2005 the Permanent Review Committee authorized the issuance of a Request for Proposal (RFP) for the Office's courier services for service of process, subpoenas, and other legal documents.

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