



## Request for City Council Committee Action from the City Attorney's Office

**Date:** November 29, 2011

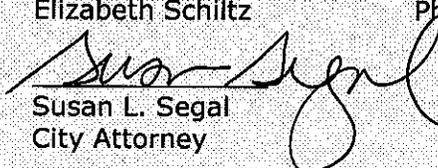
**To:** Ways & Means/Budget Committee

**Subject:** Recommendation for 2012-2015 Legal Process Services

**Recommendation:** That the City Council authorize the proper City Officials to enter into a three-year \$90,000 contract with Benco for Legal Process Services.

### Previous Directives:

### Department Information

Prepared by:	Elizabeth Schiltz	Phone: (612) 673-2035
Approved by:	 Susan L. Segal City Attorney	
Presenters in Committee:	Susan L. Segal, City Attorney	

### Reviews

- Permanent Review Committee (PRC): Approval \_\_\_ Date \_\_\_\_\_
- Civil Rights Approval Approval \_\_\_ Date \_\_\_\_\_
- Policy Review Group (PRG): Approval \_\_\_ Date \_\_\_\_\_

### Supporting Information

On October 11, 2011 the Permanent Review Committee (PRC) approved the City Attorney's Office to issue a Request for Proposal (RFP) for the service of legal process. A City Attorney's Office committee evaluated the proposal and concluded that Benco Delivery Service 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 one-year \$30,000 contract, with the option to extend for an additional 24 months at the discretion of the City for a total contract amount of \$90,000 with Benco Delivery Service, Inc. for the service of legal process.