

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 7/3/19 _____

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
 Dedication/Vacation Appropriation/Supplemental DRMC Change
 Other:

2. **Title:** (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approve contract amendment for Roland Process Service & Investigations, LLC to extend term of the contract for professional services (service of process) and add to the cap of the contract, contract #201525605

3. **Requesting Agency:** City Attorney's Office

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Rob Nesor & Lauren Schmidt	Name: Rob Nesor & Lauren Schmidt
Email: Robert.nesor@denvergov.org & lauren.schmidt@denvergov.org	Email: Robert.nesor@denvergov.org & lauren.schmidt@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

CAO asks to extend the term of the existing service of process contract to continue using professional services provided by Roland Process Service & Investigations, LLC. Additionally, we ask to add to the cap of the contract. Original term of the contract 12/01/2015-11/30/2019 New term (if amended) – 12/01/2015-11/30/2020; Original Cap of the contract - \$710,000; New Cap of the contract (if amended) – \$1,170,000.

*see executive summary for additional information

6. **City Attorney assigned to this request (if applicable):** Josh Roberts

7. **City Council District:** City Wide

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR19 0691

Date Entered: _____

Professional Services Contract over \$500,000

Vendor/Contractor Name: Roland Process Service & Investigations, LLC

Contract control number: ATTNY-201525605

Location: Denver, CO

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 3

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Existing: 12/1/2015 – 11/30/2019

Amended End Date: 12/01/2015-11/30/2020 - 1 year extension

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$710,000	\$460,000	\$1,170,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
12/1/2015 – 11/30/2019	1 year	11/30/2020

Scope of work:

Professional services of service of process provided to City Attorney’s Office, Denver Police Department, Department of Human Services.

Service of Process is the procedure by which a party to a lawsuit gives an appropriate notice of initial legal action to another party (such as a defendant), court, or administrative body in an effort to exercise jurisdiction over that person so as to enable that person to respond to the proceeding before the court.

Was this contractor selected by competitive process?
Originally Yes

If not, why not?

Has this contractor provided these services to the City before? Yes No

Source of funds: General Fund

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract? N/A

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