



Legislation Text

File #: 17-0377, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 03-28-17

Requesting Agency: City Attorney's Office
Division:

- **Name:** Rob Nespor
- **Phone:** 720-913-3121
- **Email:** Robert.nespor@denvergov.org

Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Amendatory Agreement between the City and County of Denver and Roland Process Service & Investigations, LLC to provide legal process services.

Adds \$300,000 and two years to the contract with Roland Process Service & Investigations, LLC for a new total of \$710,000 and end date of 11-30-19 to provide writs, warrants, subpoenas, and other process services for legal matters (201525605-01). The last regularly scheduled Council meeting within the 30-day review period is on 5-8-17. The Committee approved filing this resolution by consent on 4-4-17.

Affected Council District(s) or citywide? Citywide

Contract Control Number: 201525605-01

Vendor/Contractor Name (including any "DBA"): Roland Process Service & Investigations, LLC.

Type and Scope of services to be performed: provide writs, warrants, subpoenas and other process services for legal matters as needed

Location (if applicable):

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

Was this contractor selected by competitive process or sole source?

For New contracts

Term of initial contract:

Options for Renewal:

How many renewals (i.e. up to 2 renewals)?

Term of any renewals (i.e. 1 year each):

Cost of initial contract term:

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

If length changing

What was the length of the term of the original contract? 12-1-15 - 11-30-17

What is the length of the extension/renewal? Two years

What is the revised total term of the contract? 12-1-15 - 11-30-19

If cost changing

What was the original value of the entire contract prior to this proposed change?

\$410,000

What is the value of the proposed change? \$300,000

What is the new/revised total value including change? \$710,000

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)