File #: 19-0691, **Version:** 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 7-05-19

Requesting Agency: City Attorney's Office
　　　　　　Division:

Subject Matter Expert Name: Rob Nespor & Lauren Schmidt
Email Address: Robert.nespor@denvergov.org & lauren.schmidt@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 Third Amendatory Agreement between the City and County of Denver and Roland Process Service & Investigations, LLC for a new end date of November 30, 2020.
Amends a contract with Roland Process Service & Investigations, LLC by adding $460,000 for a new total of $1,170,000 and adding one year for a new end date of 11-30-20 to provide writs, warrants, subpoenas and other process services for legal matters as needed (ATTNY-201525605). The last regularly scheduled Council meeting within the 30-day review period is on 8-19-19. The Committee approved filing this item at its meeting on 7-16-19.

Affected Council District(s) or citywide? Citywide

Contract Control Number: ATTNY-201525605

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

Type and Scope of services to be performed:
Services provided by Roland Process Service & Investigations, LLC (ATTNY-201525605) are currently shared amongst multiple city agencies - City's Attorney's Office, Denver Police Department, Denver Human Services.

Roland Process Service & Investigations is currently providing CCD agencies with the service of process. Process is the general term for the legal document by which a lawsuit is started and the court asserts its jurisdiction over the parties.

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.

*See attached executive summary

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?

Competitive process

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?

4 years

What is the length of the extension/renewal?

1 year

What is the revised total term of the contract?

5 years

If cost changing

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

$710,000

What is the value of the proposed change?

$460,000

What is the new/revised total value including change?
$1,170,000
If terms changing
Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)