



## Legislation Details (With Text)

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

**Type:** Resolution **Status:** Adopted

**File created:** 7/5/2019 **In control:** Finance & Governance Committee

**On agenda:** 7/29/2019 **Final action:** 7/29/2019

**Title:** 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.

**Sponsors:**

**Indexes:** Jonathan Griffin

**Code sections:**

**Attachments:** 1. RR19 0691 CAO Roland, 2. RR19 0691 CAO Roland Executive Summary, 3. 19-0691\_Filed Resolution\_Roland Process Service\_201525605-03.pdf, 4. 19-0691\_Contract\_Roland Process Service\_201525605-03.pdf, 5. 19-0691 Filed Resolution\_Roland Process Service\_201525605-03.pdf, 6. 19-0691 - signed.pdf

Date	Ver.	Action By	Action	Result
7/30/2019	1	Council President	signed	
7/29/2019	1	City Council	adopted	Pass
7/16/2019	1	Finance & Governance Committee	approved by consent	

## 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.)**