



April 13, 2009

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, California 94612-4305

Dear Board Members:

**SUBJECT: AWARD CONTRACTS TO PROFESSIONAL PROCESS SERVICE AND INTERCEPTOR LEGAL SUPPORT SERVICE, INC. FOR SERVICE OF PROCESS, REQUEST FOR QUOTATION (RFQ) NO. 900385; AMOUNT \$535,000**

**RECOMMENDATION:**

Authorize the Purchasing Agent to negotiate and sign Master Contract No. 900385 with Professional Process Service, (Jeanne Kosta, Managing Co-Owner), Oakland, CA and with Interceptor Legal Support Service, Inc. (David Bardellini, President), Oakland, CA to provide service of process required by Alameda County Auditor-Controller Central Collections, the Department of Child Support Services, and the Office of County Counsel. The estimated total amount for this contract is \$535,000. The term of this contract shall be for three years, beginning approximately June 1, 2009 and shall end on approximately May 31, 2012, with the option to extend for additional terms not to exceed a maximum of two years.

**DISCUSSION/SUMMARY:**

Central Collections, the Department of Child Support Services (DCSS), and the Office of the County Counsel require vendors engaged in the business of providing service of process. Collectively, the multiple departments require approximately 350 serves per month. Service requirements differ from department-to-department, as do the documents needing to be served. Some documents may require same day, out-of-County, or out-of-State service. The three departments have requirements that are specific to their responsibilities to follow mandates of Federal and State laws and regulations and Alameda County resolutions, ordinances, and policies.

Vendors are required to be experienced in providing service of process or 'legal processes' on an as needed basis for Alameda County. Legal processes are defined as any court order that takes jurisdiction over a person or property. Each vendor must also be a registered process server with the County Clerk of the County of Alameda, licensed and bonded in the State of California.

SELECTION CRITERIA/PROCESS:

*Central Collections, the Office of the County Counsel, and the Department of Child Support Services have determined that the County does not currently have sufficient resources required to provide service of process for their respective departments.*

*The three departments worked with GSA-Purchasing and issued a Request for Interest (RFI) on March 11, 2008 to over 260 contractors comprised mainly of those in the SLEB local vendor database. The RFI was posted on the GSA Current Contracting Opportunities website for 304 days, and resulted in 23 responses. An RFQ was developed and mailed to the 23 responding vendors on January 9, 2009, posted on the website for 53 days and advertised in 15 local and ethnic newspapers. Two networking/bidders conferences were held after the RFQ was issued and were attended by three individuals representing three firms. Seven responses were received to the RFQ. One respondent, D & T Services, LTD, Walnut Creek, CA was disqualified for non-compliance with the RFQ bid requirements.*

*To determine the lowest responsive bidder(s), vendors submitted their rates per serve for 34 locations within Alameda and Contra Costa Counties, five locations for surrounding counties, and statewide and out-of-state services. The service rates were stated for rush items, within 72 hours, and regular items. The RFQ allowed for award to multiple vendors. Due to the volume of monthly serves for the three departments the two lowest bidders, who are the incumbent vendors, are being recommended for award. Interceptor also offers other types of service, Writs: Levy/EWO (Earnings Withholding Order) and stake-out services not offered by Professional Process Service. Professional Process Service and Interceptor are both certified SLEBs. The two recommended vendors met all the requirements of the RFQ and had above-average references in the performance and delivery of services.*

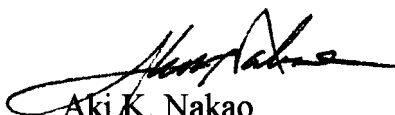
**EVALUATION PRICE SUMMARY**

<b>VENDOR</b>	<b>Location</b>	<b>Certified Local, Small or Emerging</b>	<b>Total Evaluation Cost</b>
<i>Professional Process Service</i>	<i>Oakland</i>	<i>Y</i>	<i>\$17,905.50</i>
<i>Interceptor Legal Support Service, Inc.</i>	<i>Oakland</i>	<i>Y</i>	<i>\$17,923.50</i>
<i>Wolf Pac Service</i>	<i>Castro Valley</i>	<i>Y</i>	<i>\$21,393.00</i>
<i>Aboingo Services</i>	<i>Union City</i>	<i>N</i>	<i>\$26,234.25</i>
<i>Am-Tran</i>	<i>San Leandro</i>	<i>Y</i>	<i>\$30,946.50</i>
<i>ProServe USA, LLC</i>	<i>Oakland</i>	<i>N</i>	<i>\$32,965.00</i>

**FUNDING:**

The three-year service of process contract amount of \$535,000 with expense estimates for the Auditor-Controller Central Collections of \$85,000, the Office of the County Counsel is \$90,000, and Department of Child Support Services is \$360,000. Funding for these services is included in the approved FY 2008-2009 budgets for the departments and will be included in subsequent budget years. No additional appropriations are required and there will be no increase to County net cost.

Respectfully submitted,



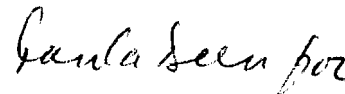
Aki K. Nakao  
Director, General Services Agency



Patrick J. O'Connell  
Auditor-Controller



Richard E. Winnie  
County Counsel



Maureen Lenahan  
Director, Child Support Services

AKN:SP:mp:Board Letters\Purchasing\FY 2008-09\Service of Process (Professional Process Service and Interceptor Legal Support Svs Inc)

cc: Susan S. Muranishi, County Administrator