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DEPARTMENT OF  
GENERAL SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

5730 - 24TH STREET  
BUILDING FOUR  
SACRAMENTO, CA  
95822-3699

OFFICE OF THE DIRECTOR

November 10, 1988  
SS:Admin:FM:DK:bb

916-449-5548

City Council  
Sacramento, California

CITY MANAGER'S OFFICE  
**RECEIVED**  
NOV 15 1988

DIVISIONS:

COMMUNICATIONS  
FACILITY MANAGEMENT  
FLEET MANAGEMENT  
PROCUREMENT SERVICES

Honorable Members in Session:

SUBJECT: RECOMMENDATION OF AWARD

SUMMARY

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing services in accordance with specifications adopted by the City Council.

FINANCIAL DATA

Available Balance

Bid No. 1265: 101-110-1125-4258 \$7,751.50\*\*

\*\*Only \$7,500.00 is required for balance of fiscal year.

RECOMMENDATION

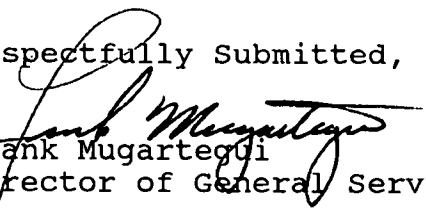
It is recommended that, in the City's best interest, the City Council accept the lowest responsive and responsible proposals submitted as follows:

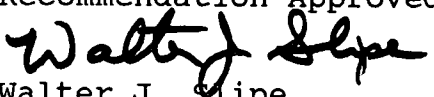
<u>Bid No.</u>	<u>Bidder</u>	<u>Items Awarded</u>	<u>Contract Amount</u>
1265 - Professional Process Service (Attachment #1)	Attorney's Diversified Services P. O. Box 2799 Sacramento, CA 95812		\$11,250.00
1265 - Professional Process Service (Attachment #1)	T & L Legal Services Florence Littell 3104 O Street, #164 Sacramento, CA 95816		\$ 3,750.00

**APPROVED**  
BY THE CITY COUNCIL

NOV 22 1988

OFFICE OF THE  
CITY CLERK

Respectfully Submitted,  
  
Frank Mugartegui  
Director of General Services

Recommendation Approved:  
  
Walter J. Slipe  
City Manager  
1 Attachment

November 22, 1988  
All Districts

ATTACHMENT #1

BID NO. 1265 - PROFESSIONAL PROCESS SERVICES

<u>Bidder</u>	Cost Per Serve	
	<u>Zone 1</u>	<u>Zone 2</u>
T & L Legal Services	\$15.00 =====	\$20.00 =====
Attorney's Diversified Services	\$12.00 =====	\$20.00 =====
Legal Ease	\$15.00	\$25.00
Professional Process & Paralegal Services	\$16.00	\$18.00*

\*Zone II services infrequently used.

Total Award of Contracts To:

1. Attorney's Diversified Services  
P. O. Box 2799  
Sacramento, CA 95812  
\$11,250.00

(Alternate)  
2. T & L Legal Services (WBE)  
Florence Littell  
3104 O Street, #164  
Sacramento, CA 95816  
\$3,750.00

Total Amount of Contracts: \$15,000.00

Original Estimated Cost: \$15,000.00

User: Revenue Division

Due Date: September 13, 1988