

Supplement B
 Department of Budget and Management
ACTION AGENDA
 March 21 28, 2018



Supplemental

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**5-S. DEPARTMENT OF BUDGET AND MANAGEMENT
 Central Collection Unit (CCU)**

Contract ID: Process Server; ADPICS # F10B8400033

Contract Description: Provide Statewide performance of service of process for pre and post judgment litigation on behalf of the Department of Budget and Management's (DBM) Central Collections Unit (CCU).

Award: Legal Papers, Inc.
 Towson, MD

Term: 4/1/2018 - 3/31/2023

Amount: \$1,147,510 NTE (5 Years)

Procurement Method: Competitive Sealed Bidding

Bids:

BIDDERS	BIDS
Legal Papers, Inc. Towson, MD	\$997,510
A& E Enterprises, II dba Torri's Legal Services Gaithersburg, MD	\$1,463,750

MBE Participation: None (Single Element of Work)

Performance Security: N/A

Hiring Agreement Eligible: Yes

Incumbent: Same

Requesting Agency Remarks: A notice of the availability of the Invitation for Bids (IFB) was advertised on *eMaryland Marketplace*. Copies of the solicitation were sent directly to 18 prospective vendors, 13 of which are Maryland firms and three are MBEs.

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5-S. DEPARTMENT OF BUDGET AND MANAGEMENT (cont'd)

Two bids were received in response to the IFB. Legal Papers, Inc. submitted the lowest responsive bid and was determined to be a responsible bidder. Its bid met the technical requirements set forth in the IFB. Therefore, award is recommended to Legal Papers, Inc.

The purpose of this contract is to provide a private process server to perfect service of process Statewide through Routine Service and the Use of Affidavits in accordance with Maryland Rules. DBM CCU is responsible for collecting certain delinquent accounts receivable on behalf of most State agencies. Accounts that remain unpaid and require legal action are referred to the staff of the Office of the Attorney General (OAG) dedicated to the CCU for the filing of suits in the various Circuit and District courts throughout Maryland. Initial service of process is attempted by certified mail by the Clerk's office. If the Clerk's office is unsuccessful in obtaining service and the party or other individual's address appears accurate, the OAG may attempt service by certified mail. Occasionally, the Sheriff's Office is used to serve process. If the home or work address appears accurate, the OAG and CCU will reissue the pleadings to have them served by private process.

Accounts referred for service of process needed for individuals and corporations and may include certain student loans, school accounts with tuition, fees and fines, and other amounts owed to the State Highway Administration, Maryland Department of Health, Motor Vehicle Administration, Department of Labor, Licensing and Regulation, Injured Workers' Insurance Fund, Department of Natural Resources, Department of Human Resources, and other State agencies.

Under this five-year contract, for each contract year Legal Papers, Inc. will be paid a fixed unit price for each Perfected Service, Perfected Service including Contractor Updated Address, Affidavit of Evasion Preparation and a fixed hourly rate for each Testimony, if requested. The Award Amount and the Bid Price are different. The Bid Price was based upon historic usage; however, the usage has steadily increased each year. Therefore, the Award Amount includes additional estimated usage for this contract based upon the fixed unit prices.

Fund Source:	Various
Appropriation Codes:	Various
Resident Business:	Yes
MD Tax Clearance:	18-0755-0111

BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION