

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:  
 Res/~~Ord~~ No.: 18707  
 Sponsor(s): Alfred Jordan  
 Date: February 2, 2015

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p><u>Project/Title: Awarding a Twelve Month Term &amp; Supply Contract with Two Twelve Month Options to Extend for the furnishing of Legal Process Services for use by the Jackson County Family Support Division to D&amp;B Legal Services of Overland Park, KS under the Terms and Conditions of Request for Proposal No. 77-14.</u></p>															
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:      Department: Family Support                      Estimated Use: \$50,000.00</p> <p>The RLA only approves the Term and Supply Contract, the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of contract value.</p> <p>Prior Year Budget (if applicable): \$80,000.00      Prior Year Actual Amount Spent (if applicable): \$47,500.00</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number:						
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):          Prior resolutions and (date): 18283, October 28, 2013</p>															
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Cassandra Cheek, Senior Buyer, 881-3265</p>															
<b>REQUEST SUMMARY</b>	<p>The Family Support Division of Jackson County, Missouri Prosecuting Attorney's Office requires a Term and Supply Contract for the furnishing of Legal Process Services. The Purchasing Department issued Request for Proposal No. 77-14 to meet those requirements.</p> <p>A total of Nineteen notifications were distributed and two responses were received with one no bid response. The two bids were evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th>Vendor and Location</th> <th>Respondent Qualifications &amp; Experience 45%</th> <th>References 10%</th> <th>Pricing 45%</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>D&amp;B Legal &amp; Courier Services Overland Park, KS</td> <td style="text-align: center;">45</td> <td style="text-align: center;">10</td> <td style="text-align: center;">40</td> <td style="text-align: center;">95</td> </tr> <tr> <td>Pente Legal Solutions Lee's Summit, MO</td> <td style="text-align: center;">23</td> <td style="text-align: center;">7</td> <td style="text-align: center;">45</td> <td style="text-align: center;">75</td> </tr> </tbody> </table> <p>The previous Term &amp; Supply Contract was split between Baker Surveillance and HPS Process Services.</p> <p>The rates for the contract renewal remain the same unless there is price increase request from D&amp;B.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Term and Supply Contract for the furnishing of Legal Process Services for the Jackson County Family Support Division to D&amp;B Legal &amp; Courier Services of Overland Park, Kansas as the best proposal received.</p>	Vendor and Location	Respondent Qualifications & Experience 45%	References 10%	Pricing 45%	Total	D&B Legal & Courier Services Overland Park, KS	45	10	40	95	Pente Legal Solutions Lee's Summit, MO	23	7	45	75
Vendor and Location	Respondent Qualifications & Experience 45%	References 10%	Pricing 45%	Total												
D&B Legal & Courier Services Overland Park, KS	45	10	40	95												
Pente Legal Solutions Lee's Summit, MO	23	7	45	75												

	This award is on an "as needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Pertinent pages of Proposal, Proposal Pricing and a Memorandum from Melissa Mauer-Smith, Prosecuting Attorney Family Support Division	
REVIEW	Department Director: <i>Melissa Mauer-Smith</i>	Date: <i>1-14-2015</i>
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: <i>[Signature]</i>	Date: <i>1-27-15</i>
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



**JEAN PETERS BAKER**  
Jackson County Prosecuting Attorney

**MEMORANDUM**

To: Cassandra L. Cheek, Senior Buyer, Finance/Purchasing Department  
From: Melissa Mauer-Smith, Director, Prosecuting Attorney Family Support Division  
Date: December 18, 2014  
Re: **Evaluation of Request for Proposal No. 77-14 (Process Service)**

There were two bids submitted in response to this request and one response deemed a no bid by the Purchasing Department.

Jackson County Prosecutor's Office Family Support Division formed an evaluation committee made up primarily of Attorneys and Technical staff that utilize the services of Process Servers. Each member of the Committee thoroughly reviewed the RFP and the responses. The committee met together to compare each factor of the written bid. References were checked for each bidding company by asking each reference the same questions for each bidding company. That information was provided to the evaluation team for review. The evaluation committee based on the Respondent's qualifications, experience and references unanimously concurred that the contact should be awarded to D&B Legal & Courier Service. We studied both responses to bid No. 77-14 and went with D&B for the following reasons:

- Adequate Number of Process Servers and staff
- More years in Business
- More years of Experience
- 4 References were submitted as required Section 6.6.7 of the RFP, Pente only submitted 3

D&B lists 14 Process Servers, 5 Couriers and 5 office employees, while Pente reported that they have only 8 contract employees. It meets the needs of the department to have more dedicated process servers and dedicated office staff to meet the needs of our large operation. D&B having three times more staff than Pente has staff is a critical advantage for our process server needs.

D&B Legal & Courier Service has been in business since 2003, and Pente was established 3 years ago. The Evaluation Committee felt it was more advantages to our operational needs to choose the most experienced business which is D&B Legal & Courier Service.

D&B Legal & Courier Service stated in the response that the principals of the business have over 30 years combined experience. Pente states they use a franchise system and has utilized over 20 years experience to form corporate stores. The Evaluation Committee felt that the Company with the most years of experience in the field would be an asset to this office, which is D&B Legal & Courier Service.

Phone calls were made to three references for each bidder. The same set of questions were asked of each reference. D&B Legal & Courier Service has excellent references from both letters and phone interviews and provided all 4 required references. Pente's references were only slightly less glowing, but Pente only submitted the names of 3 references, not the 4 required by the RFP. It was concluded by the Evaluation Committee that D&B Legal & Courier Service should be given slight preference in the evaluation factor of references due to the slightly better rating from clients and properly complying with the terms set out in the RFP.

After thorough review, Jackson County Prosecutor's Office Family Support Division Evaluation Committee recommends the bid be awarded to D&B Legal & Courier Service.

Service You Can Count On  
24 Hours a Day, 7 Days a Week

5350 W 94th Ter, Ste 206, Prairie Village, KS 66207  
913-362-8110 ph 913-362-8118 fx  
www.dandblegalservices.com



## D&B Legal & Courier Service

### 6.6.4.1

D&B Legal Services, Inc., a full service investigative agency, was incorporated in the state of Kansas on May 14, 2003. The owners Bill and Dee Powell, have a combined total of 30 plus years of high quality service and experience in providing legal support services. While working for local law firms in Kansas City, Missouri, this dynamic husband / wife team were able to identify the need for good, quality support services to the legal community. They both recognized there were many needs not effectively being met in the surrounding metropolitan area, and they set out in early 2000 to assist in meeting those critical needs by providing very specialized and focused services.

We at D&B Legal Services, Inc. are extremely proud of our reputation, knowledge and support services provided to our clients. We consistently strive to provide the most professional service available while meeting our own high standards and best practices for conducting business. In addition to meeting our high standards of professional business ethics, our services are in accordance with the Code of Ethics of National Association of Legal Investigators. D&B Legal Services, Inc. is an S. Corp. and owned by Dee Powell with 51% controlling shares and Bill Powell with 49% controlling shares, respectively.

### 6.6.4.2

As a full service investigative agency and legal service company, we handle criminal backgrounds, white and blue collar, corporate, personal injury and work comp investigations, vehicle repossession, court research, document retrieval, 24/7 courier service, skip tracing, digital document scanning and process serving.

### 6.6.4.3

D&B Legal Services, Inc. employs a total number of 5 individuals for office work, 14 process servers and 5 couriers are contracted by D&B Legal Services, Inc.

### 6.6.5

We instruct our process servers to make a minimum of 3-4 attempts that should include a Morning, Afternoon, Evening and Weekend attempt. When service is successful our process servers are instructed to do their best to obtain a signature of the person receiving the service of process, record their description and their full name and relationship to the subject.

Our process servers are instructed to gain as much information as possible before departing the residence in the event the address is not valid for the subject; information that may be obtained by questioning the current resident on the whereabouts of the subject, questioning the neighbors, obtaining license plates of vehicles in the driveway, notating any names listed on the outside of a

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## D&B Legal & Courier Service

mailbox or any other personal fixture at the residence such as a door knocker or welcome matt. If the address is determined not valid by the process server, we contact our client within a reasonable amount of time to obtain more information. Our office also performs skip tracing.

### 6.6.6

D&B Legal Services strives to stay on top of the latest advancements in the service of process. Over the past year we have made numerous improvements to our services. A few key defining features we are able to provide are:

- ❖ GPS Data
- ❖ Photographic proof of attempt
  - Photos of vehicles and the license plates
  - Photos of the address attempted
- ❖ Instant updates 24/7
  - Our process servers located in the Kansas City Metro are equipped with smart phones. This allows them to run an App on their phone giving them access to our database. They are able to upload photos as they are taken, record their current GPS location, provide instant status update pertaining to the job. All of which is available online for the client to view (excluding GPS information this must be requested from our office).
- ❖ A website available 24/7 for the client to log in to and view status of any current job or review notes and information from completed jobs.

Along with the keeping notes electronically our process servers are also provided a field sheet to record certain information manually. Information such as the description of the individual served, the signature of said individual, dates and times of attempts and the service date and time. This field sheet is also available online for review.

Every document D&B Legal Services receives to serve is entered into our database and scanned and is assigned a job number. The service packet and all other documents are available online to view.

Our website features search functions allowing you to search for jobs by your reference number, defendant name or court date to list a few. There is also a Calendar which keeps track of court dates and how many jobs we have for that docket.

### 6.6.7

Please see attachments A, B, C and D.

***deVries & Associates, P.C.***

***Attorneys at Law***

F. Coulter deVries  
B. Janeen deVries  
Michael P. Dubé

3145 Broadway Boulevard  
Kansas City, Missouri 64111-2405

Of Counsel:  
Lance E. Hanson

**Telephone** (816) 561-2555

**Facsimile** (816) 561-3939

December 3, 2014

Jean Peters Baker  
Jackson County Prosecuting Attorney  
Jackson County Courthouse  
415 E. 12<sup>th</sup> Street  
Kansas City, MO 64106

Re: **Recommendation for Bill Powell d/b/a D&B Legal Services**

Dear Jean:

I understand that you are going to make a decision regarding a Process Server Vendor for your office's needs and I would like to take this opportunity to share with you my experience with Bill Powell and his business, D&B Legal Services. Bill and his people have worked for me for approximately 15 years and they have done a wonderful job on service of process, investigative work, background and security checks for clients and related services. His process servers are very professional and I believe he would do very good work for you and be a very loyal vendor.

Thank you for your time in considering this. I hope everything is going well for you in the office and life. If I can assist you in any matter or return your courtesy please feel free to call on me.

Very truly yours,

**deVries & Associates, P.C.**

By:



F. Coulter deVries  
Attorney at Law  
coult@devries-law-kc.com  
FCD/ar

# KAREN NATIONS

Attorney-at-Law  
P.O. Box 13063  
Overland Park, KS 66282

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Phone: (913) 825-1455  
Fax: (913) 825-1450

Admitted in KS, MO,  
DC, NJ and NY

December 3, 2014

Jackson County Prosecutor  
Kansas City, MO 64106

**Re: D&B Legal Services**

Dear Sir/ Madam:

Please accept this letter in support of the services provided by D&B Legal Services.

I have used D&B Legal Services since 2006. They serve all cases I file in Missouri.

I find D&B to be a dependable, professional group. They often go above and beyond what I expect. They will contact me for additional information to find another possible address for service.

I do not believe your organization will be disappointed in their work and the results they will produce for you.

Please feel free to contact me if you have any questions or require additional information.

Very truly yours,



Karen Nations





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OVERLAND PARK, KS 66210  
PHONE: 913-696-0925  
FAX: 913-696-0468  
www.mbradylaw.com

MICHAEL F. BRADY<sup>†</sup> ▪ MARK A. KISTLER<sup>†</sup> ▪ BRADLEY K. KAVANAUGH<sup>†</sup>  
SARA T. BALLEW<sup>†\*</sup> ▪ BRITTANY E. LAGEMANN<sup>†\*</sup>

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December 2, 2014

Jackson County Prosecutor  
Family Support Division  
324 E. 11<sup>th</sup> Street, Suite 1100  
Kansas City, MO 64106

Re: D&B Legal Services, Inc.

To Whom it May Concern:

Please accept this letter as my professional endorsement of D&B Legal Services, Inc. They have provided Brady & Associates with exemplary services for over 10 years. Our firm has relied on D&B Legal Services over the years for many reasons. The professionalism, reliability, and maintaining our firm's trust is what has made our professional relationship exclusive.

For many years D&B Legal Services has gone above and beyond our expectations of process serving, as well as any other services we may need, to meet our firm's needs.

Sincerely,

A handwritten signature in cursive script that reads "Michael F. Brady".

Michael F. Brady

Brandy L. Sutton\*  
Lauren L. Mann\*  
\*Admitted in Kansas and Missouri



1031 Vermont Street, Suite B • Lawrence, Kansas 66044  
(785) 843-3536 • (785) 843-2151 FAX • (877) 443-4849 TOLL FREE

December 8, 2014

Jackson County Prosecutor  
Family Support Division  
324 E 11<sup>th</sup> St, Ste 1100  
Kansas City, MO 64106

RE: D&B Legal Services, Inc.

It is my pleasure to recommend D&B Legal Services, Inc. to handle your service of process. My firm has worked closely with their office for the last few years and have found them extremely efficient and enjoyable to work with. Over the last few years they have gone the extra mile to help serve many legal documents and provide the best customer service.

Sincerely,

*Brandy L. Sutton*

Brandy L. Sutton

STATE OF MISSOURI  
COUNTY OF JACKSON

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# D&B Legal & Courier Service

6.6.9

**Jackson County, MO**

\$40.00 Service Fee and \$10.00 Non-Est Fee

**Cass, Clay and Platte Counties**

\$45.00 Service Fee and \$15.00 Non-Est Fee

**Buchanan, Johnson and Lafayette Counties**

\$65.00 Service Fee and \$25.00 Non-Est Fee

**Johnson County and Wyandotte County, KS**

\$45.00 Service Fee and \$15.00 Non-Est Fee