



# Jackson County Missouri

Jackson County Courthouse  
415 E. 12th Street, 2nd floor  
Kansas City, Missouri  
64106  
(816)881-3242

## Request for Legislative Action

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**File #: 26-078, Version: 0**

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**REQUESTED MEETING DATE:** 2/23/2026

Resolution No.: 22182

Sponsor: Donna Peyton

Date: February 23, 2026

**SPONSORS:**

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*To be confirmed by County Counselor's Office:*

**STAFF CONTACT:** Rebecca Lambert **PHONE:** 816-881-4322

**EMAIL:** rlambert@jacksongov.org

**DEPARTMENT:** Family Support Division - 4103

**TITLE:** Legal Document Service of Process

**SUMMARY:** The Prosecuting Attorney's Family Support Division requires One (1) Twenty-four (24) Month Term and Supply Contract with One (1) Twelve (12) Month Option to Extend for the furnishing of Service of Process of Legal and Administrative Documents. The Prosecuting Attorney's Family Support Division is required to serve documents on the majority of child support cases and historically has found it advantageous and economical to secure the services of a highly skilled Professional Process Service Company at a set fee for Twenty-four (24) month period and to have One (1) Twelve (12) Month Option to Extend to provide Service of Process of Legal and Administrative Documents. The Purchasing Department issued Request for Proposal No. 25-051 in response to the department need. There were 312 invitations sent, 42 document takers, and 1 bid submission. There was one qualified response to Request for Proposal No. 25-051. An Evaluation Committee reviewed and scored the responses; the high score of 85.67 was received by D&B Legal Services. A recommendation Memorandum is attached. Pursuant to Section 1054.6 of the Jackson

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County Code, the Purchasing Department and the Prosecuting Attorney's Family Support Division recommend an award of One (1) Twenty-four (24) Month Term and Supply Contract with One (1) Twelve (12) Month Option to Extend for the furnishing of Service of Process of Legal and Administrative Documents to D&B Legal Services as the lowest and best proposal received under the terms and conditions of Request for Proposal No. 25-051. The estimated annual usage for this contract is \$50,000. This award is made on an "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchase(s) is subject to annual appropriations.

**FINANCIAL IMPACT:****NO** 

Amount	Fund	Department	Line-Item Detail

**YES** **ACTION NEEDED:** AWARD A CONTRACT**ATTACHMENTS:**

Proposal, Project Overview, and Recommendation