



**City Council Regular Meeting  
AGENDA ITEM**

NUMBER: 2
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<p><b>SUBJECT:</b> Professional Services Agreement with Legal Wings, Inc. for Regular Process Serving for the Criminal Division of the City Attorney’s Office for a Term Ending on June 30, 2025 with Two Possible One-Year Extensions in a Total Amount Not to Exceed \$196,800 for the Initial Term and Two One-Year Extensions and Authorization for City Manager or Her Designee to Exercise Extensions. (Citywide) (For Possible Action; Recommendation – Approve)</p>
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<p><b>REQUESTED BY:</b> Andy Moore, Acting City Attorney</p>	<p><b>WARD:</b> (Citywide)</p>
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<p><b>RECOMMENDATION OR RECOMMEND MOTION:</b> Approve the Professional Services Agreement with Legal Wings, Inc. and authorize City Manager or her designee to exercise two one-year extensions.</p>
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<p><b>FISCAL IMPACT:</b> Amount: \$196,800 Explanation: FY 24/25 \$29,520.00; FY 25/26 \$63,960.00; FY 26/27 \$103,320.00. The not to exceed amount per year is based on the first year set fee of \$41 per address for process service and folder service \$50 per month.</p>	<p><b>ACCOUNT NUMBER:</b> 00100-120155-430632</p>
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**STAFF COMMENTS AND BACKGROUND INFORMATION:**  
The Criminal Division of the City Attorney’s Office requires process serving on a regular basis in order to subpoena witnesses for criminal trials. Legal Wings, Inc. is a professionally licensed agency that has historically provided excellent services for the City Attorney’s Office. Staff recommends that the contract be approved to allow the Criminal Division to continue to utilize Legal Wings for process services at a reasonable fixed rate and to ensure that the City Attorney’s Office can continue to efficiently subpoena witnesses with a trusted company. This professional services agreement is exempt from competitive bidding pursuant to NRS 332.115(1)(b).

CIP No.	Related Item:
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LIST CITY COUNCIL GOAL(S): Responsible Fiscal Management
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<p><b>PREPARED BY:</b>  Andy Moore, Acting City Attorney</p>	<p>Respectfully Submitted  Micaela R. Moore, City Manager</p>	<p><b>MEETING DATE:</b>  September 18, 2024</p>
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