

Mayor and Council Communication

DATE: 01/13/26

M&C FILE NUMBER: M&C 26-0006

LOG NAME: 13P REJECT BIDS RFP 25-0222 SERVICE OF PROCESS & LEGAL COURIER

SUBJECT

(ALL) Authorize the Rejection of All Responses to Request for Proposal No. 25-0222 for Service of Process and Legal Courier Services for the Human Resources Department

RECOMMENDATION:

It is recommended that the City Council authorize the rejection of all responses to Request for Proposal No. 25-0222 for service of process and legal courier services for the Human Resources Department.

DISCUSSION:

On August 27, 2025, the City of Fort Worth (City) issued Request for Proposal (RFP) No. 25-0222 for Service of Process and Legal Courier Services for the Human Resources Department. Notice of the RFP was advertised in the *Fort Worth Star-Telegram* on consecutive Wednesdays from August 27, 2025 to October 1, 2025. The City received six (6) responses. The department has requested to reject all bids due to insufficient experience requirements in the bid specifications. Therefore, staff requests to reject all bids. The department will explore other procurement options, including procuring the services using an exemption as allowed by Chapter 252 of the Texas Local Government Code.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that approval of this recommendation will have no material effect on City funds.

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