



County of El Paso Purchasing Department
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ADDENDA 1

To: All Interested Vendors
From: Araceli Hernandez, Formal Bid/Buyer
Date: March 8, 2019
Subject: RFP 19-018 Process Server Services for the County Attorney's Office

The Purchasing Department has received the following questions:

1. What is the minimum price or highest price for the regular, rush, and emergency services in Texas and New Mexico that county works with?

Response: The County Attorney does not use specific vendors within Texas or New Mexico. The County use vendors as needed for out of town service. The current service fee paid by the County Attorney's office is \$21.00 per document as a flat rate. There is no distinction between regular, rush or emergency service.

2. Can anyone else pick up the documents other than myself at Juvenile Probation and County Attorney office and bring them to me?

Response: Service Provider must provide documentation that it and all of its employees or subcontractors who serve process pursuant to the contract are authorized and certified by the Texas Supreme Court to serve process pursuant to the Texas Rules of Civil Procedure Section 103(3) and 536(a)(3), as amended. Said certification must be maintained for the duration of the contract.

Service Provider and its employees interested in providing these services to the Office must consent to a required criminal and civil background investigation, to include criminal history and personal checks. Background checks on all personnel must include driving history. The selected Service Provider will have access to confidential information and locations, and the County Attorney's Office must have confidence that the selected Service Advisor and its employees have a high level of professionalism and ethics and respect for the law.

3. Which insurance is approved by the board of insurance Commissioners in the State of Texas?

Response: Service Provider must include evidence of commercial general liability and errors and omissions insurance covering the services to be performed. The limits of the coverage shall not be less than \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate. The County must be included on the insurance as a co-insured.

Service Provider must have, and maintain for the duration of the contract, automobile insurance coverage as required by law. Written proof of said automobile insurance coverage will be provided to County upon request.