  
Lori L. Hagen  
City Clerk  
ACTING

MATTHEW M. CLARKIN, JR.  
INTERNAL AUDITOR  
25 DORRANCE STREET, ROOM #307  
PROVIDENCE, RI 02903  
Phone: (401) 421-7740 EXT. 577  
Fax: (401) 351-1056  
mclarkin@providenceri.com



## City of Providence, Rhode Island Office of the Internal Auditor

August 7, 2014

Ms. Lori Hagen  
City Clerk  
City of Providence  
25 Dorrance Street  
Providence, RI 02903

Dear Ms. Hagen:

In accordance with Section 21-26 of the City's Code of Ordinances, I am writing to request that the following requested contract awards be submitted to the City Council and the Ways & Means Committee for approval.

- *City Archivist* – Approval of five-year extension of contract with Iron Mountain for the offsite storage of municipal records in an amount not to exceed \$21,000.
- *Law Department* – Approval of a contract with West Payment Center for access to online research and books for fiscal 2015 in an amount not to exceed \$36,000.
- *Providence Emergency Management Agency (PEMA)* – Approval of Change Order #1 in amount of \$25,000 to W.B. Mason for the purchase furniture at the Emergency Operations Center.

If you have any questions or concerns regarding any of these items, please contact me. Thank you for your consideration with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew M. Clarkin, Jr.", is written over a horizontal line.

Matthew M. Clarkin, Jr.  
Internal Auditor

Cc: Alan Sepe, Director of Operations  
Francisco Ramirez, Director of Purchasing  
Yvonne Graf – Chief of Staff – City Council  
Jim Lombardi, City Treasurer



**CITY OF PROVIDENCE**

Angel Taveras, Mayor

August 5, 2014

The Honorable Mayor Angel Taveras  
Chairman, Board of Contract and Supply  
Providence City Hall  
25 Dorrance Street  
Providence, RI 02903


RE: Encumbrance – West Payment Center  
Account Number: 101-105-54615  
Requisition Number: 129079

Dear Mayor Taveras:

The Law Department respectfully request approval from the Board of Contract and Supply in fiscal year 2014-2015 to pay West \$36,000.00, the estimated costs of on-line research and books. It is normal for monthly charges to vary somewhat due to the additional costs to access specialized legal materials, but we do not believe that the total annual bill will exceed \$36,000.00.

The Law Department has utilized West Publishing for its on-line legal research capabilities and would request to continue to do so, please note the award date of May 6, 2013.

Respectfully submitted,



Jeffrey M. Padwa  
City Solicitor

Attachments

**CITY SOLICITOR'S OFFICE**

444 Westminster Street, Suite 220, Providence, Rhode Island 02903  
401 680 5333 ph | 401 680 5520 fax  
[www.providenceri.com](http://www.providenceri.com)

City of Providence



Rhode Island

Department of City Clerk

MEMORANDUM

DATE: May 6, 2013

TO: Acting Purchasing Director

SUBJECT: APPROVAL OF PAYMENT TO WEST PAYMENT CENTER - LAW  
DEPARTMENT.

CONSIDERED BY: Board of Contract and Supply

VOTED: that the Acting Purchasing Director hereby authorizes approval to pay West Payment Center, for the purpose of providing access to online legal research and the purchase of law books for the remainder of the fiscal year 2012-2013, in a total amount not to exceed Nine Thousand Four Hundred (\$9,400.00) Dollars, all in accordance with the request of Adrienne Southgate, Deputy Solicitor, in communication dated April 22, 2013.

cc: Pur.Dir. ✓  
Contr.  
Solicitor  
File

*Ann M. Little*  
City Clerk



CITY OF PROVIDENCE  
Angel Taveras, Mayor

April 22, 2013

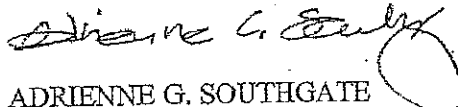
Mayor Angel Taveras, Chairman  
Board of Contract and Supply  
c/o Purchasing Department  
City Hall  
Providence, RI 02903

Dear Mayor Taveras:

The City Solicitor's Office respectfully requests that the Board of Contract and Supply authorize the allocation of \$9,400.00 to West Payment Center for the purpose of providing access to online legal research and the purchase of law books for the remainder of fiscal year 2012/2013 in accordance with Board awarded approval on March 28, 2011 in the amount of \$40,000.00. Funds are available through the general fund account number 101-105-54615.

If you need any further information, please feel free to contact me.

Very truly yours,

  
ADRIENNE G. SOUTHGATE  
Deputy City Solicitor

AGS/vav



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City of Providence



Rhode Island

Department of City Clerk

MEMORANDUM

DATE: March 28, 2011  
TO: Acting Purchasing Director  
SUBJECT: APPROVAL TO CONTINUE SERVICE WITH WESTLAW  
FROM WEST PUBLISHING, CAROL STREAM-LAW  
DEPARTMENT.

CONSIDERED BY: Board of Contract and Supply

DISPOSITION: VOTED: that the Board of Contract and Supply hereby  
authorizes approval to continue service with  
Westlaw from West Publishing, Carol Stream, for  
monthly payments for law books, on-line access, in  
a total amount not to exceed Forty Thousand  
(\$40,000.00) Dollars for January, 2011 through  
June 2012, all in accordance with the request of  
Jeffrey M. Padwa, City Solicitor, in communication  
dated March 15, 2011.

cc: Pur. Dir.  
law  
cont.  
File

A handwritten signature, likely of the City Clerk, is written in dark ink.

A handwritten signature in cursive script, reading "Anna M. Stetson".  
City Clerk