

MATTHEW M. CLARKIN, JR.
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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.", written over a faint, larger version of the same signature.

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

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. Ste...
City Clerk



CITY OF PROVIDENCE
Angel Taveras, Mayor

April 22, 2013

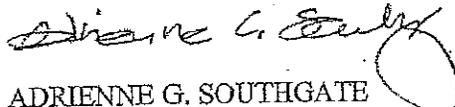
Mayor Angel Taveras, Chairman
Board of Contract and Supply
c/o Purchasing Department
City Hall
Providence, RI 02903

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

Handwritten initials, possibly "JP", in dark ink.

Anne M. Stetson
City Clerk