



City Council Report

Date: March 23, 2015
To: City Council
Through: Alex Deshuk, Manager of Technology and Innovation
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Legal Process Services for the Photo Safety Program as requested by the Police Department **(Citywide)**

Purpose and Recommendation

Council is requested to approve a Dollar Limit Increase to the Term Contract for Legal Process Services for the Photo Safety Program as recommended.

The Police Department and Purchasing recommend authorizing a dollar limit increase of \$124,000.00 with Hot Shot Delivery Inc. dba Hot Shot, from \$455,000.00 to \$579,000.00, through June 30, 2015.

Background / Discussion

This contract provides a Registered Process Service to deliver summonses to defendants named on photo safety complaints. Through its photo safety enforcement program, the City of Mesa Police Department (MPD) issues complaints to the registered owners of vehicles and/or non-registered owner violators that have been photographed committing a traffic violation. MPD staff work with the State of Arizona Department of Transportation, Motor Vehicle Division to identify the names and addresses of the registered owners and/or non-registered owner violator of the vehicles that are to receive the complaints.

Pursuant to the Arizona Rules of Civil Procedure, the named defendant will first be mailed the summons and complaint with a request the defendant sign the acknowledgement of service, thereby waiving the need for formal service of process. The citation advises the defendant that failure to return the acknowledgement will result in a process server formally serving the complaint. The citation also states that the defendant will be found liable for the costs of service incurred by the City of Mesa.

On November 17, 2009, management awarded the initial three-year contract (12/1/2009 through 11/30/2012) to Hot Shot with a two-year renewal option. This contract has been extended six-months through June 30, 2015 to solicit proposals for a new contract award.

There is no contract cost to the City since the defendant pays the service fees. The City receives that payment and has to process a settlement payment with the vendor each month. A contract limit must be identified in order to allow the settlement payment to the vendor.

Alternatives

Council may choose not to authorize the dollar limit increase.

Fiscal Impact

Payment of legal process services fees are paid to the contractor by the Police Department operating budget.

Coordinated With

Police and Purchasing

PURCHASING INFORMATION

Action: Dollar Limit Increase

Procurement Type: Request for Proposals

Solicitation Number: 2009174

Contract Term: 12/1/2012 through 6/30/2015 (Final)

DOLLAR LIMIT INCREASE RECOMMENDATION

Hot Shot Delivery Inc. dba Hot Shot
Phoenix, AZ

Description	
Legal Process Services per Terms and Conditions, Specifications and Pricing as offered	
Council approved Renewal Contract Amount through 12/31/2014	\$430,000.00
Admin approved Increase Request, 3/10/2015	<u>\$25,000.00</u>
Current Limit	\$455,000.00
Extension Dollar Limit Increase requested 3/23/2015	<u>\$124,000.00</u>
New Annual Contract Amount (through 6/30/2015)	<u>\$579,000.00*</u>
*For the settlement of legal process fees resulting from dockets paid in full to the City of Mesa.	