



City Council Report

Date: December 1, 2025
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Three-Year Term Contract with Two-Year Renewal Options for Legal Processing Services for the Mesa Police Department **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Mesa Police Department, Courts, and Procurement Services evaluated responses and recommend awarding the contract to the single respondent Hot Shot Legal Services, LLC (a Mesa business) at \$150,000 annually, with an annual increase allowance of up to 5%, or the adjusted Consumer Price Index.

Background / Discussion

This contract will establish Legal Processing Services for the City departments including Police, Court, City Attorney, and Code Compliance to serve legal documents and provide same day courier services and timely transport of documents. The City requires services to be delivered with confidentiality, timeliness, thorough documentation, and professionalism.

City staff issued a Request for Proposal (RFP) to all registered and known Legal Processing Service Providers. One proposal response was received. The vendor met the minimum requirements and was evaluated and scored in accordance with the City's established policies and procedures and relative to the scoring criteria in the solicitation. Based on the evaluation results, the committee recommends awarding the contract to the single respondent. Procurement Services is uncertain why additional vendors chose not to respond. While several vendors submitted inquiries, all questions were addressed promptly and thoroughly.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2026020
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
Initial Contract Term: Three Years
Possible Renewals: Up to a maximum of two years subject to Administrative review and

approval

Funding Source: Multiple funding sources depending on the department(s) utilizing the contract

Proposal Responses

Hot Shot Legal Services, LLC. – Mesa, AZ