



City Council Report

Date: September 21, 2020
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Three-Year Term Contract with Two Years of Renewal Options for Legal Process Services for various City Departments **(Single Response)**
(Citywide)

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Police Department, Mesa Municipal Court and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored proposal from Hot Shot Delivery, Inc., dba, Hot Shot at \$170,000 annually, with an annual increase allowance of up to 5%, or the adjusted Producer Price Index.

Background / Discussion

This contract provides service for service of citations, orders of protection, and other legal documents.

This is the second solicitation issued for Legal Process Services. The first solicitation only had one vendor response (Hot Shot). The City modified its scope of work and resolicited the agreement and still only received one response from the same vendor. The sole vendor meets all requirements and pricing submitted is fair and reasonable.

Hot Shot Delivery, Inc., has been providing legal process services to the City for the last ten years. The City has been satisfied with their service, prompt data transfers and detailed records regarding service attempts.

Based upon the evaluation results, the committee recommends award to Hot Shot Delivery, Inc., dba, Hot Shot, the top-ranked firm whose proposal best meets the City's requirements. Hot Shot scored 925 out of 1,000 points possible.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2020207
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: Fees will be paid to the Contractor from the operating budget of the Police Department (\$100,000), Development Services (\$40,000), Municipal Court (\$10,000) and other City Departments (\$20,000)

Single Proposal Response

Hot Shot Delivery, Inc., dba, Hot Shot Delivery – Phoenix, AZ