



City Council Report

Date: October 19, 2020
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Legal Process Service for the Photo Safety Program for the Police Department **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The Police Department and Purchasing recommend increasing the dollar limit with Hot Shot Delivery, Inc., by \$100,000, from \$580,000 to \$680,000, for the term contract through September 30, 2020.

Background / Discussion

This contract provides legal process services for the Photo Safety Program and courier services for the City Attorney and City Courts from a process service company. The contractor provides timely and convenient daily process service delivering summonses to defendants named on the photo safety complaints.

Through its photo safety enforcement program, the Police Department issues complaints to those who have been photographed committing traffic violations (defendants). The defendant is first mailed the summons and complaint with a request that the defendant sign the acknowledgement of service, thereby waiving the need for formal service of process. The citation advises the defendant(s) that failure to return the acknowledgement will result in a process server formally serving the complaint. The citation also states that the defendant(s) will be found liable for the costs of service incurred by the City.

This contract is expiring and the one-time dollar limit increase of \$100,000 is needed at this time for legal process service expenses as the final cases are settled and the invoices come through.

Purchase Information

Action: Amendment (Year 5 extended through 9/30/20 - Dollar Limit Increase)
Procurement Type: Request for Proposals
Contract Number: 2015236
Initial Contract Term: Three years
Possible Renewals: None
Funding Source: Payments for all services satisfactorily completed under the Contract are made monthly, in arrears for Mesa Municipal Court dockets that are paid in full to the

Court. The Court collects the process service fee from the Defendants. Per the Contract, the legal process service program is cost neutral to the City. The City is not liable for any fee(s) accrued by Defendant(s) when the Court docket is not paid in full and terminated. There is no cost to the City for this program.

Contract Extension and Dollar Limit History

Council Renewal Award – 6/18/18	\$562,000.00
Administrative approved Extension thru 9/30/20 and Increase – 9/24/20:	<u>\$18,000.00</u>
Current Contract Value (Year 5):	\$580,000.00
Dollar Limit Increase Request – 10/19/20:	<u>\$100,000.00</u>
New Contract Value (Year 5 through 9/30/20):	<u>\$680,000.00</u>