



City Council Report

Date: May 17, 2021
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Amendment to the Term Contract for Legal Process Service for the Photo Safety Program for the Mesa Police Department **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The Police Department and Purchasing recommend amending the contract with Hot Shot Delivery, Inc., to allow settlement payments up to \$500,000 annually until all cases have been resolved.

Background / Discussion

In June 2015, Council awarded Hot Shot Delivery the contract for Legal Process Service for the Photo Safety Program.

Per the contract, payment to Hot Shot Delivery was based on payment post adjudication by the court, regardless of the date of service. There is a backlog of outstanding cases and it is difficult to determine how quickly the courts will get these cases resolved. The Covid health pandemic slowed the process considerably but now cases are being reviewed

The 2015 contract expired in September 2020. The amount requested herein is needed for past legal process service, and continuing payment of the remaining legal process cases. No new cases are being assigned to the vendor under this contract.

Settlements (payments) to the vendor for all legal process 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 defendants when the Court docket is not paid in full and terminated. There is no cost to the City for this program, however approval is needed to provide for these settlement payments.

Purchase Information

Action: Amendment to Award
Procurement Type: Request for Proposals
Contract Number: 2015236
Initial Contract Term: Three years plus two years of Renewals
Possible Renewals Remaining: None
Funding Source: Police Department operating budget