

**Copy of Term Contract - DO NOT PROCESS**

**Vendor No.** 100035294  
**Contact**  
**Your reference** SP-13-0086

PAUL DONALD  
DONALD COURT REPORTING INC  
504 W EMMA AVE  
SPRINGDALE AR 72764

**Contract No.** 4600033672  
**Date** 12/08/2014

**Contact** Jaime M. Motley  
**Telephone** 501-371-6065  
**Fax** 501-324-9311

**Our ref.** ST

**Send Invoice To:**

See Service Request

**Ship To:**

PAUL DONALD  
DONALD COURT REPORTING INC  
504 W EMMA AVE  
SPRINGDALE AR 72764

Valid from: 12/08/2014

Valid to: 03/14/2017

QUALIFIED VENDOR LIST  
OPEN ENDED SOLICITATION # SP-13-0086  
REFERENCE# 4600033672  
VENDOR# 100035294  
COMMODITY: Process Server Services  
Extension 3 of 6

Donald Process Service  
Phone# 479-631-5694  
Fax# 479-365-2854  
E-mail: paul.donald@cox.net

This document establishes a means for the payment of contracting with the State of Arkansas for one (1) year beginning December 8, 2014, with the option to renew by mutual agreement with the vendor, annually for an additional six (6) one (1) year periods or a portion thereof.

Estimated Net Value

**0.00**

**VENDOR REQUIREMENTS**

Health and safety plans must meet all applicable regulations, rules, laws, and ordinances. The contractor shall ensure that all services are performed properly and safely. Such safety and health practices are to include, but are not limited to, all applicable sections of the State and Federal Occupational, Safety and Health Administration (OSHA) laws.

Further, the contractor is to provide all such respiratory, eye, hand, ear and foot protection to insure safety and compliance with health and safety laws and regulations.

**GENERAL CONDITIONS AND INSTRUCTIONS TO VENDOR:**

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The contractor must agree to indemnify, hold harmless and defend the State of Arkansas from and against any and all liabilities, claims, penalties, forfeitures, suits, and the costs and expenses thereto (including costs of defense, settlement and reasonable attorney's fees). The previous sentence would apply for any action which the contractor may thereafter incur, become responsible for or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects in the environment or any violation of government laws, regulations or orders, caused in whole or in part, by contractor's breach of any term or provision, or agreement; or any negligent or willful act or omission of contractor, its employees or subcontractor in performance after agreement is made.

The contractor will assume all liability for any accidental or criminal occurrence

**SCOPE OF WORK**

Service of process must be accomplished within ten (10) calendar days of the date of request for service and proof of action must be returned to and received by the office requesting service no later than thirteen (13) calendar days from the date of the request, whether or not service was achieved against the person to be served and must be accompanied by an affidavit and/or any other form attesting to the service or non-service, as required by Rule 4(g) of the Arkansas Rules of Civil Procedures, and must comply with any specific requirements communicated to the contractor at the time of the request for service.

If service is not accomplished, the return must specifically note the reason for non-service with a photograph of the location(s) where service was attempted, including time and date stamp in image, of all attempts to achieve service. If the service of process is accomplished later than ten (10) calendar days of the date of request for service, payment for such service may be denied unless the requesting office consents to an extension of time in which to perform service.

The contractor shall be intimately familiar with, agrees to and acknowledges all State statutes and court rules and orders regarding service of process generally and the use of private civil process servers in particular. The contractor further agrees and understands that the sheriff of the county wherein an action may be filed may be the first choice as server of process, whether required by statute, see e.g. Title 9, Chapter 14, Subchapter 2 of the Arkansas Code, or court rule or order or not. The contractor agrees and acknowledges that such use of the sheriff of the county wherein an action may be filed as a server of process shall not in any way be deemed a breach of any resulting contract between the State of Arkansas and the contractor.

**MINIMUM QUALIFICATIONS**

The contractor providing services under the contract must be qualified to be an authorized process server in accordance with Rule 4(c)(2) Arkansas Rules of Civil Procedure and Arkansas Supreme Court Administrative Order #20.

**REIMBURSEMENT**

Reimbursement of process server services for any state agency shall be a rate of \$50.00 per case.

Reimbursement of non-est. services for any state agency shall be a rate of \$35.00 per case.

**UNSUCCESSFUL SERVICE**

If service is not accomplished, the return must specifically note the reason for non-service with a photograph of the location(s) where service was attempted, including time and date stamp in image, of all attempts to achieve

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service and must be submitted with any invoice that has non-est. charges.

**MONITORING OF SERVICE AND PERFORMANCE RATES**

The agencies will monitor the performance of the contractor by analysis of the achieved percentage rate of successful service based upon invoices submitted for payment. If that rate falls below 75%, the agency may review the performance of the contractor and the reasons for the deficiency and if necessary, reserves the right to remove the vendor's name from the qualified vendor's list until such time as the vendor has proven to the OSP that action has been taken by the vendor that will improve the vendor's performance.

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