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# MEMORANDUM

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Date: March 4, 2024

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: Jan Leshner   
County Administrator

Re: **Discontinuance of Contracts to Support Southwest Border Humanitarian Effort**

The Grants Management and Innovation Office (GMI) has advised that available federal and state funds used to pay for the costs associated with the temporary sheltering, transportation and assistance of Legally Processed Asylum Seekers (LPAS) will be nearly exhausted by March 31, 2024.

This notice is being provided for distribution to the Board of Supervisors in accordance with BOS Policy D29.4(XV) – Contract Termination.

On February 29, 2024, the Pima County Health Department issued the attached notice of intent to terminate effective March 15, 2024 Contract MA-PO-22-030 with Jot Properties, LLC for Hotel Shelter Services for COVID Positive Asylum Seekers pursuant to the agreement's termination provisions.

In addition, services ordered under the following contracts will be discontinued between March 31 and April 5, 2024, and the contracts will not be renewed beyond their current contract terms:

Contract	Description	Term
MA-PO-21-171	Long Distance Transportation Services for Asylum Seekers	4/11/2024
MA-PO-23-192	Staffing Support Services for Humanitarian Assistance Program	5/11/2024
MA-PO-22-084	Food Service County Congregate & Non-Congregate Shelters	5/31/2024
MA-PO-22-026	Short Distance Transportation Services for Asylum Seekers	8/15/2024

JKL/anc

Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator  
Francisco García, MD, MPH, Deputy County Administrator and Chief Medical Officer  
Steve Holmes, Deputy County Administrator  
Dr. Theresa Cullen, Director, Health Department  
Shanika Serial, Deputy Director, Health Department  
Terri Spencer, Director, Procurement Department



Original via USPS mail

Via Email: [REDACTED]

February 29, 2024

Mr. Balwinder Riat  
Jot Properties LLC

RE: Termination of Master Agreement MA-PO-22-030  
Hotel Shelter Services for COVID Positive Asylum Seekers

Dear Mr. Riat,

Pima County hereby gives notice of the termination of the referenced contract effective March 15, 2024 pursuant to Paragraph 16 – Termination, Subparagraph 16.1 – Without Cause: “County may terminate this Contract at any time, without cause, by notifying Contractor, in writing, at least 15 days before the effective date of the termination. In the event of such termination, County’s only obligation will be payment for services rendered prior to the date of termination.”

This termination is not a reflection of the contractor’s performance. We thank you for your service to Pima County.

Sincerely,

*Shanika R. Serial*

Shanika Serial, Deputy Director  
Pima County Health Department

cc: Francisco Garcia, MD, MPH, Deputy County Administrator  
Dr. Theresa Cullen, Director, Health Department  
Terri Spencer, Director, Procurement Department  
Shane Clark, Director, Office of Emergency Management  
RK Kelly, Director, Grants Management & Innovation

**A Healthy Pima County**  
Every one. Every where. Every day.