



City of Hollywood, Florida

PROCUREMENT SERVICES RM. 303
P. O. Box 229045 ZIP 33022-9045

NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN, that the City Commission of the City of Hollywood, Florida is advertising for Sealed Request for Proposals, which will be received by the City Clerk of the City of Hollywood, Florida at City Hall, 2600 Hollywood Blvd., Room 221, Hollywood, Florida 33020 until **3:00 P.M., April 22, 2014**, at which time they will be opened and publicly read in the Procurement Services Division, Room 303, City Hall, 2600 Hollywood Boulevard, Hollywood, Florida.

**FOR: Debt Collection Legal Counsel
for Past Due Fees and Fines**

**RFP NO. 4410-14-RD
ADDENDUM NO. 1**

Please make the following changes (additions, deletions or corrections) in the above named RFP.

Questions submitted in regards to the above RFP and corresponding answers:

Q1: Why is the contract out to bid at this time?

A1: It has been approximately 12 years since the City solicited these services.

Q2: When is the anticipated contract start date?

A2: Upon City Commission approval.

Q3: Has the current contract gone full term?

A3: The current contract has an indefinite term. It is terminable by the City at any time.

Q4: Have all options to extend the current contract been exercised?

A4: Not applicable.

Q5: Who is the incumbent, and how long has the incumbent been providing the requested services?

A5: Sprechman & Fisher, P.A. They've been providing the services for 12 years.

Q6: How are fees currently being billed by any incumbent(s), by category, and at what rates?

A6: The incumbent is paid a contingency fee of 25% of any amounts collected. Generally, the incumbent receives monies collected by it on behalf of the City and deposits them in its trust account. The incumbent then deducts its fees and disburses the balance to the City. The incumbent advances all court costs and is reimbursed for same by the City.

Q7: What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?

A7: \$37,617.18 last fiscal year.

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Q8: To how many vendors are you seeking to award a contract?

A8: One.

Q9: Please describe your level of satisfaction with your current vendor(s), if applicable.

A9: Satisfactory. City procedure requires new solicitations to ensure competition, which allows vendor opportunities and provides the City current trends and available marketplace information.

Q10: Please clarify and re-phrase how you want pricing expressed, as the following passage of the RFP is difficult to understand: "Express your fee in a lump sum not to exceed maximum amount, based on percentage of collection, and a separate price for the components of the work shown in scope of service and include a chart of the rates which ties percentage to hours assigned to the personnel."

A10: In C. OBJECTIVE, Page 6, the fourth paragraph, should read as follows:

Firms responding to this Request for Proposals should submit their contingency fee, percentage split, retainer or combination of fees desired.

Also, under Submission Requirements, page 10, #8, the language is changed to the following:

If your fee is a fixed percentage for monies collected, list the percentage.

If your fee is a variable percentage for monies collected, list fee due by percentage of dollar increments collected.

If your fee is an hourly rate for time assigned to specific personnel, list fee per full hour or any portion of an hour for each staff member.

If your fee is based on a combination of fixed, variable or hourly charges, list the basis for each rate and when it would apply.

ADD the following Payment Language:

The City will authorize the selected law firm to deduct its fee from any monies received/collected on behalf of the City. If payments are received by the City, they will be deposited and promptly reported to the law firm.

Q11: Why do you feel only a law firm is able to do this work?

A11: The successful firm will be required to file lawsuits on behalf of the City. Only a law firm can represent the City in court.

Q12: Would you hire a collection agency with legal work subcontracted to a firm or firms?

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A12: The City is seeking a law firm to provide these services. While a proposal submitted by a collection agency with legal work subcontracted to one or more law firms would not be disqualified, the City is currently not inclined to accept a situation that would require it to deal with multiple parties whenever the possibility of litigation arises.

Q13: Will accounts be primary placements, not having been serviced by any other outside collection agency, and/or will you also be referring secondary placements? If so, should bidders provide proposed fees for secondary placements also?

A13: Primary.

Q14: What collection attempts are performed or will be performed internally prior to placement?

A14: Three collection letters.

Q15: What is the total dollar value of accounts available for placement now by category, including any backlog?

A15: Utility Bills \$ 0.0; Local Business Taxes \$ 0.0; Code Fines \$183,000.00; Alarms \$ 0.0.

Q16: What is the total number of accounts available for placement now by category, including any backlog?

A16: No backlog; total of ten (10) for all categories.

Q17: What is the average balance of accounts by category?

A17: Utility Bills \$1,500.00; Local Business Taxes \$1,500.00; code Fines \$5,000.00 - \$50,000.00; Alarms \$1,500.00.

Q18: What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?

A18: Generally, less than ninety (90) days.

Q19: What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?

A19: Total of ten (10) placements for all categories monthly.

Q20: What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?

A20: Varies by category; several thousand to several hundred thousand.

Q21: What has been the historical rate of return or liquidation rate provided by any incumbent(s), and/or what is anticipated or expected as a result of this procurement?

A21: Up to 5%; as much as possible.

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Q22: If applicable, will accounts held by any incumbent(s) or any backlog be moved to any new vendor(s) as a one-time placement at contract start up?

Q22: No.

All other specifications, terms & conditions remain the same.

MAILED RFP'S

If you have already submitted your printed Request for Proposals, it will be retained in the City Clerk's Office until the Proposal opening time and date. If you wish to pick up your RFP that has already been submitted, you can do so by showing proper identification, in the Office of the City Clerk, 2600 Hollywood Blvd, Room 221, Hollywood, Florida 33020.

Please sign and return with your RFP.

COMPANY NAME: _____

PROPOSER'S SIGNATURE _____

Dated this 14th day of April 2014