

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO NEGOTIATE AND EXECUTE AN AGREEMENT BETWEEN THE HIGHEST RANKED FIRM AND THE CITY OF HOLLYWOOD TO PROVIDE DEBT COLLECTION SERVICES FOR PAST DUE FEES AND FINES FOR AN INITIAL PERIOD OF ONE YEAR, WITH FOUR OPTIONAL ONE YEAR RENEWAL PERIODS.

WHEREAS, the Financial Services Department, Treasury Division, requires the services of a qualified and experienced firm for consumer debt collection services by locating, contacting and securing payments from debtors of the City; and

WHEREAS, these services will maximize collections of authorized departmental delinquent accounts, thereby enhancing the City of Hollywood's revenues, using the most cost-effective methods and the highest professional standards; and

WHEREAS, in fiscal year 2013 the City's expenditure for the required services was \$7,095.69; and

WHEREAS, the debt collection services provided pursuant to this RFP, shall be available for all debts owed to City of Hollywood including, but not limited to, medical collections, water and sewer charges, parking citations, fire inspection fees, third party payments, fines, fees, licenses, permits, interest income, and assessments; and,

WHEREAS, Request for Proposal Number RFP-4423-14-RD was issued for an initial period of one (1) year with four (4) optional one (1) year renewal periods with compensation contingent upon the amount of debt successfully collected based upon a set percentage; and

WHEREAS, on July 28 2014, RFP-4423-14-RD was posted online via BidSync in accordance with the City's Purchasing Ordinance, Section 38.42(A)(1), and was opened on August 18, 2014, which resulted in responses from three (3) firms as follows:

Penn Credit Corporation
Harrisburg, PA

Teja Bookkeeping Service LLC
Shreveport, LA

Tri-State Adjustment, Inc.
La Crosse, WI

; and

WHEREAS, the evaluation of the submittals was based upon the criteria established in the RFP: program understanding, proposed approach and methodology, evidence of satisfactory performance of similar engagements, especially municipal engagements, in the past two (2) years to include scope and duration, references and successfully completed similar engagements, specifically municipal engagements, cost; and

WHEREAS, on September 8, 2014, each of the firms' proposals was evaluated by a three member Evaluation Committee consisting of the Parking and Intergovernmental Affairs Financial Analyst, Financial Services Revenue Analyst, and Parks, Recreation and Cultural Arts Grants and Special Projects Manager; and

WHEREAS, the RFP submitted by Teja Bookkeeping Service LLC was deemed non-responsive for failing to provide the required documentation as stated in the submission requirements; and

WHEREAS, Penn Credit Corporation and Tri-State Adjustment, Inc. were deemed responsive and responsible by the evaluation committee; and

WHEREAS, on September 8, 2014, the Evaluation Committee scored the firms based upon the established RFP criteria, first choice and second choice as follows:

- | | | |
|----|----------------------------|----------|
| 1. | Penn Credit Corporation | 270 |
| 2. | Tri-State Adjustment, Inc. | 250; and |

WHEREAS, after all Proposals received were evaluated, the Evaluation Committee recommends that the City Commission authorize the negotiation and execution of an Agreement with the highest ranked firm, Penn Credit Corporation; and

WHEREAS, Penn Credit Corporation is currently providing various debt collection services to the City in a satisfactory manner;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That it hereby ranks the proposals from financial institutions as follows:

- | | |
|----|----------------------------|
| 1. | Penn Credit Corporation |
| 2. | Tri-State Adjustment, Inc. |

Section 2: That it hereby approves and authorizes the negotiation and execution, by the appropriate City Officials, of an Agreement for an initial period of one (1) year, with the option to renew for four (4) additional one (1) year periods between the highest ranked firm and the City of Hollywood, to provide Debt Collection Services for Past Due Fees and Fines, in a form acceptable to the City Manager and approved as to form and legality by the City Attorney.

Section 3: That, if the appropriate City Officials are unable to negotiate an agreement with the highest ranked firm, they are hereby authorized to commence contract negotiations with the next ranked firm, until an agreement is reached.

Section 4: That this resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2014.

PETER BOBER, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC, CITY CLERK

APPROVED AS TO FORM AND LEGALITY
for the use and reliance of the
City of Hollywood, Florida, only.

JEFFREY P. SHEFFEL, CITY ATTORNEY