



City Council Report

Date: May 7, 2018
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Three-Year Term Contract for Collection Services for Various City
Departments as requested by the Business Services Department **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Business Services and Financial Services Departments, and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored and lowest priced proposal from Valley Collection Service, LLC at \$28,000.00 annually, based on estimated usage.

Background

City staff initiate collection activities for delinquent charges, fees, and taxes assessed by various City Departments and are referred to a collection agency after staff has exhausted all in-house collection efforts. City staff initiates collection activities by sending a series of letters to the delinquent customer. Telephone attempts are made to the customer in effort to resolve the delinquency. This contract will cover collection activities for delinquent utility bills, sales tax, conference center, property damage, order of protection, excess false alarms, airport and miscellaneous receivables.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2018047
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
Initial Contract Term: Three years
Possible Renewals: Up to a two (2) year period subject to Administrative review and approval
Funding Source: The purchase is funded in the Business Services Department – Revenue Collection Operations operating budget

Proposal Responses

Asset Recovery Group, Inc. – Portland, OR
Glass Mountain Capital, LLC – Schaumburg, IL
I.C. System, Inc. dba I.C. System – Saint Paul, MN
Paid in Full, Inc. – Phoenix, AZ
Premiere Credit of North America, LLC dba Premiere – Indianapolis, IN
Universal Fidelity LP – Houston, TX
Valley Collection Service, LLC – Glendale, AZ
Virtuoso Sourcing Group, LLC – Denver, CO

Proposal Scoring Results

Evaluation Criteria / Points Possible	Asset Recovery Group, Inc.	Glass Mountain Capital, LLC	I.C. System	Paid in Full, Inc.
Total / 1,000	835.42	863.93	932.57	884.31

Evaluation Criteria / Points Possible	Premiere	Universal Fidelity LP	Valley Collection Service, LLC (Recommended)	Virtuoso Sourcing Group, LLC
Total / 1,000	920.89	830.98	<u>976.67</u>	933.93

AWARD RECOMMENDATION
Collection Services per Agreement No. 2018047; Exhibits – Scope of Work / Technical Specifications, Pricing and Mesa Standard Terms and Conditions; Solicitation including any addenda; and Contractor Response Annual Contract Amount: <u>\$28,000.00</u>