



**City of Wilton Manors**  
Finance Department  
2020 Wilton Drive  
Wilton Manors, FL 33305

Phone (954) 390-2171  
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## **Addendum No. 1**

### **RFP for Debt Collection Services Addendum Release Date June 15, 2017**

RFP # 2017-07

RFP Due Date/Time: June 29, 2017, 2:30 p.m. Eastern Standard Time

Submit To: City Clerk  
City of Wilton Manors  
2020 Wilton Drive  
Wilton Manors, Florida 33305

The purpose of this Addendum is to answer questions received from potential proposers. These are questions that were received prior to the published deadline for questions of June 11, 2017.

IMPORTANT NOTE – the following is added to RFP # 2017-07. It is the Proposer's responsibility to use the revised information when preparing the response.

1. Q: Please confirm the due date for RFP # 2017-07 is June 29, 2017?  
**A: Yes, due date is June 29, 2017 at 2:20 p.m.**
2. Q: What is the due date for all questions pertaining to RFP # 2017-07?  
**A: June 11, 2017**
3. Q: Why is the contract out to bid at this time?  
**A: The City has not used the services of a debt collection company for over ten years.**
4. Q: Has the current contract gone full term?  
**A: See #3 above.**
5. Q: Have all options to extend the current contract been exercised?  
**A: See #3 above.**
6. Q: Who is the incumbent?  
**A: See #3 above.**
7. Q: How long has the incumbent been providing the requested services?  
**A: See #3 above.**



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8. Q: To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award?  
**A: As long as the Proposer is legally able to do business in Florida, their location or headquarters is irrelevant, except in the case of a tie. In that case City Code favors a local Broward County vendor. This provision of the City Code has never yet been implemented.**
9. Q: How are fees currently being billed by any incumbent(s), by category, and at what rates?  
**A: See #3.**
10. Q: What estimated or actual dollars were paid last year, last month, or last quarter to any incumbent(s)?  
**A: See #3.**
11. Q: Please describe your level of satisfaction with your current vendor(s), if applicable.  
**A: See #3.**
12. Q: What collection attempts are performed or will be performed internally prior to placement?  
**A: Utility bills – Customer service reps make repeated attempts by email and phone to collect.  
Parking fines – Customers receive three notices by mail requesting payment. Florida residents with three unpaid parking citations must clear them before being able to renew license plates.  
Library fines – One collection letter is sent. Thereafter, if a customer owes more than \$5.00 in fines they are prohibited from checking out library books.**
13. Q: What is the average age of accounts at placement (at time of award and/or on a going-forward basis), by category?  
**A: Regarding the age of accounts at placement on a going-forward basis, the City is willing to work with the successful proposer to determine the most advantageous age. Our initial proposal is included in the chart at the end of this addendum.**
14. Q: What is the monthly or quarterly number of accounts expected to be placed with the vendor(s) by category?  
**A: See chart at end of addendum.**
15. Q: What is the monthly or quarterly dollar value of accounts expected to be placed with the vendor(s) by category?  
**A: See chart at end of addendum.**
16. Q: 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?  
**A: N/A**



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17. Q: 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?

**A: N/A**

18. Q: What computer software system do you use to manage your accounts/inventory?

**A: Utility bills – BS&A software; Parking fines – Clancy Systems; Library fines – manual.**

19. Q: Do you have any plans of changing that system in the future, and why/why not?

**A: No.**

20. Q: Do you subscribe to any offset programs?

**A: No.**

**Relating to questions 13, 14, and 15:**

Category of Debt	Average Age of Accounts At Placement At Time of Award	Average Age of Accounts At Placement On a Going-Forward Basis	Quarterly Number of Accounts Expected to be Placed	Quarterly Dollar Value of Accounts Expected to be Placed
Parking Fines	1,329	120	200	\$11,000
Utility Bills	223	60	30 - 50	\$7,500 - \$13,000
Library Fines	365	45	35	\$3,300
Code Enforcement Fines	Unknown	Unknown	Unknown	Unknown

**End of Addendum # 1**