



Legislation Text

File #: Res. 2017-133R, **Version:** 1

AGENDA CAPTION:

Consider approval of Resolution 2017-133R, approving an agreement between the City and Credit Systems International, Inc. for the provision of debt collection services for an amount estimated at \$20,000.00 for each year of the five year term of the agreement; authorizing the City Manager or his designee to execute the agreement on behalf of the City; and declaring an effective date.

Meeting date: September 5, 2017

Department: Finance - Heather Hurlbert, Finance Director (by Cheryl Pantermuehl, Purchasing Manager)

Funds Required: \$20,000 FY 2018

Account Number: Various funds-54005

Funds Available:

Account Name: Bad Debt Expense

CITY COUNCIL GOAL: Maintain Fiscal Responsibility

COMPREHENSIVE PLAN ELEMENT(s): *[add the Plan elements and Goal # and Objective(s)]*

BACKGROUND:

On May 17, 2017, the City received three (3) proposals for Collection Services. A selection committee has met, evaluated the proposals, and ranked the proposals according to the criteria set forth in the RFP. The committee recommends awarding a three (3) year contract to Credit Systems International, Inc. located in Fort Worth, Texas as follows:

This contract is to perform collection services for the Finance Department - Utility Billing Division for past due accounts receivables. The past due accounts are for receivables owed to the City for utility services including electric, water, sewer, refuse, and drainage.

This agreement will be effective October 1, 2017 through September 30, 2020. Within the terms and conditions of the agreement, the City has the option to extend the agreement for two additional one year terms. Agreement extensions may be awarded administratively in the form of an Authorization of Charge of Services signed by the Purchasing Manager.

The agreement is a not to exceed amount of \$20,000 for FY 18. Purchases against the agreement for FY 19 and FY 20 are contingent upon the approval of the FY 19 and FY 20 budget by City Council.