



PIKE COUNTY

REQUEST FOR PROPOSAL

COLLECTION SERVICES OF DELINQUENT FINES AND FEES

MINIMUM SPECIFICATIONS ON COLLECTION OF DELINQUENT FEES AND FINES

GENERAL

The intent of these specifications is to obtain proper collection of delinquent fees and fines that will adequately meet the needs of Pike County while promoting competition. These specifications are intended to identify minimum requirements, with no intentions of discrimination against any service provider.

It is the responsibility of the bidder to review the entire bid packet and to notify the Pike County Purchasing Department at 601-783-5289 if any of the specifications are unclear or need further explanation. Failure to comprehend the intent of the specifications in no way relieves the successful bidder from any of the requirements or provisions of these specifications.

INTRODUCTION

Pike County is seeking proposals from qualified collectors for the purpose of collecting delinquent accounts as described in this Request for Proposal.

SCOPE OF SERVICES REQUESTED

It is the intent of this RFP to allow Pike County to obtain collection of delinquent accounts that relate to the operation of Solid Waste and Justice court departments.

The awarded vendor will be responsible for the following services:

- Collection of all past due Justice Court fines which are at least 90 days delinquent
- Collection of all past due Solid Waste fees which are at least 90 days delinquent
- Provide personnel with experience in preparing payment reports and handling affidavits
- Provide personnel with knowledge of the appropriate laws on issues such as bankruptcy and filing estate claims
- Provide the ability to represent Pike County in court on legal issues that arise in the process of the collection of delinquent costs, fines & fees
- The County, at its election, may refer any other Justice Court fines or Solid Waste fees for collection

LENGTH OF CONTRACT

The length of the contract will be 3 (three) years, and it will be renewable under the same conditions of the original contract, as mutually agreed upon for 2 (two) additional years.

Pike County retains the ability to cancel the Contract in whole or in part for any reason upon a 30-day written notice.

METHOD OF AWARD

The award of the bid shall be based on the following criteria, including but not limited to:

- a. Ability to provide collection services as outlined in specifications
- b. Ability to provide proof of licensing requirements for doing business in the State of Mississippi
- c. Percentage of fees and fines actually collected
- d. Experience in the collection service field (related to solid waste fees)
- e. References-include governing authorities contact person and telephone number
- f. Compliance with minimum requirements and submission of proper documentation as required
- g. Out of state bidders should indicate any city, county or state preference laws

BID SUBMISSION

It is understood that vendors who submit bids have read, understood and accepted these specifications as written, and by submitting a bid, agree to meet the specifications as written.

Supply all documentation requested in bid proposal packet. Failure to provide documentation with the vendor's sealed proposal will result in disqualification of the proposal.

All bids should:

- A. Include proposal for collecting Solid Waste fees and Justice Court fines together and independently**
(The Pike County Board of Supervisors reserves the right to award the contract for collection of both accounts or independently)
- B. Include the name and contact information for:**
 - a. Staff Attorney**
 - b. Office staff designated to handle payment reports and affidavits**
- C. Include the attached bid form, signed and sealed with the vendor's name and address on the outside of the envelope along with the date of the bid opening.**
- D. Be delivered to the Pike County Administrator's Office, Chancery Court Annex Building, 175 South Cherry Street, Magnolia, MS 39652. Bids sent through the U. S. mail are done so at the risk of the prospective bidder and should be addressed to the Pike County Board of Supervisors, in care of the County Administrator, P. O. Box 431, Magnolia, MS 39652. The County is NOT responsible for bids that arrive in the mail after the designated bid opening time. Proposals must be received by 3:00 p.m. November 14, 2023.**

All proposals shall become the property of Pike County Board of Supervisors upon submission.

Bid opening will be conducted during the Board of Supervisors regularly scheduled board meeting. No award will be made at the bid opening.

All bidders are invited to attend the bid opening meeting to review submitted proposals. Following the bid opening meeting, the bids will be considered in the evaluation process and will not be available for review by bidders. Proposals may be held by the Owner for a period not to exceed thirty (30) days from the opening date for the purpose of reviewing the proposals and investigating the qualifications of submitter prior to awarding of the Contract.

Proposers having questions in regards to any item of the RFP may contact in writing:

Tanuyon M. Dangerfield, CPPB
County Administrator
P O Box 431
Magnolia, MS 39652
Email: tamid@co.pike.ms.us

TERMS AND CONDITIONS

- 1) All prospective bidders are required to submit the attached **"BID FORM"** to Tanuyon M. Dangerfield, CPPB, County Administrator, 175 South Cherry Street or P.O. Box 431, Magnolia, MS 39652.
- 2) Submittals must include one (1) original and three (3) copies.
- 3) Proposal shall include the Company's history, timeline, qualifications and experience in Collection of Court Fines services.
- 4) Contractor shall provide a list of Names, Addresses and Contacts of two (2) current clients that you believe have similar requirements to those of Pike County.
- 5) Any Contractor considered by Pike County for this service is required to follow "The Federal Fair Debt Collection Practices Act" and shall be bound by common law tort principles.
- 6) Any private attorney submitting a proposal for these services must be a member in good standing of the Mississippi Bar Association and meet all licensing requirements for doing business in the State of Mississippi
- 7) Any private collection agent or agency must meet all licensing requirements for doing business in the State of Mississippi.
- 8) Contractor at its own expense, may employ such assistants as deems appropriate for carrying out the services required. These assistants will be deemed employees of the Contractor and not employees of Pike County for all purposes.
- 9) The Contractor shall provide at its own expense, any and all equipment, tools, and supplies necessary to perform the services required.

10) Indemnification:

The Contractor shall exonerate, indemnify, and hold harmless Pike County, Mississippi, its officers, employees and agents, from and against all claims or actions, and all expenses, including attorneys' fees, incidental to the defense of any such claims, litigation, and action, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performance of the contract or in any way connected with work performed under this contract and shall assume and pay for, without cost to Pike County, the defense of any and all claims, litigations and actions suffered through any act or omission of the Contractor, or any subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. The Contractor expressly agrees to defend against any claims brought or actions filed against the County, its officers, employees and agents, where such claims or actions involve, in whole or in part, the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed.

11) The entire amount of any cash, checks, and other forms of payment collected or received by the Contractor shall not be reduced by any collection costs or fees and shall be remitted to the appropriate clerk of Pike County within thirty (30) days of receipt by the Contractor together with an itemized statement concerning or explaining all funds collected or received.

12) The Contractor shall have public liability insurance not less than \$500,000 coverage against all damages for personal injury.

13) The Contractor shall have professional liability insurance coverage in an amount not less than \$1,000,000.

OBLIGATIONS OF PIKE COUNTY

1) The County shall make available any and all records of its Justice Court necessary for the collection of delinquent fines.

2) Once each month, the County shall provide a complete list of any indebtedness that remains unpaid, either in whole or part, more than ninety (90) days past the date by which payment was to be made or after the date the last payment was made.

3) The County shall maintain and provide to the contractor an inventory of any payment collected or received by the Clerk of the Justice Court

4) Pike County shall pay the compensation due to the contractor once a month for any amounts due the previous month.

ATTACHMENTS

- 1) Attachment "A": Bid form
- 2) Attachment "B": Confidential Documents Cover Page

PROPOSAL SUBMITTAL

Proposal shall be submitted in the following order and format

- 1) **Title Page:** This should include the RFP Subject, name of Company with address, contact person and contact information.
- 2) **Attachment "A":** Completed Bid Form
- 3) **Company Profile:** Company's history, timeline, qualifications and experience in Collections of Municipality outstanding fines.
- 4) **Current Clients:** Business names, addresses and contacts of three (3) current clients that you believe have similar requirements of services.
- 5) **Confidential Documents Cover Page:** All proposal documents considered to be confidential and/or proprietary information must follow this attached "**CONFIDENTIAL DOCUMENTS COVER PAGE**". Each page thereafter containing confidential information shall be marked "Confidential". Any parts of this proposal that contain confidential information and are not submitted with this cover page will be subject to review by the general public after award of contract.

Attachment "A"



BID FORM

Collection of Delinquent Fees and Fines

The undersigned proposes to collect delinquent Solid Waste fees meeting or exceeding the specifications provided. The undersigned certifies that the minimum specifications, terms and conditions herein have been read, considered and understood.

Solid Waste Fees Collection:

Percentage of Solid Waste Fees Collected (independently): _____%

Justice Court Fines Collection:

Percentage of Justice Court fines Collected (independently): _____%

Percentage for Justice Court fines and Solid Waste fees (together) _____%

Name and contact information for:

a. **Staff Attorney** _____

b. **Office staff designated to handle payment reports and affidavits**

Please list any deviations from specifications: _____

Company making Proposal
Address

Authorized Representative
Telephone
Email

Signature—Company Authorized Representative

Attachment "B"
CONFIDENTIAL DOCUMENTS
Cover Page

RFP: Collection of Outstanding Fines

Each document containing information that is considered confidential is to be marked "Confidential" and is to follow this cover page.

Any parts of this proposal that contain confidential information which are not marked as "Confidential" and submitted with this cover page will be subject to review by the general public after award of contract.

Attachment "A" Bid Form will not be considered confidential

NAME OF COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____

Submitted by:

NAME: _____

TITLE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____

FAX: _____