

Purchasing Summary

EVENT # 4799	TITLE: Delinquent Tax Collection Services	COST: \$104,800.00
TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>

CONTRACT TERM (IF APPLICABLE)
January 1, 2020 through December 31, 2020

M/WBE (IF APPLICABLE)
N/A

MATRIX (IF APPLICABLE)

Proposer	Proposer's Qualifications and Experience , including local government(25 points)	Methodology (20 points)	Capabilities and Capacities (20 points)	References (5 points)	Fees (30 points)	Local Vendor Participation (5 points)	Total (100 points)
Delinquent Tax Services, Inc.	22.83	19	20	0.83	0	20	82.66
Linebarger Attorneys at Law	15.33	12	17	5.66	0	2.33	52.32

NOTES

Recommend approval to renew an annual contract for Delinquent Property Tax from Delinquent Tax Services, Inc. in the amount of \$104,800.00. This contract provides for the administration of the process used to issue property liens and conduct delinquent tax sales, which are necessary enforcement actions for the collection of property tax debt.

The contractor will perform the following professional services:

- Initial pursuit of delinquent taxes via standard collection notices
- Secondary pursuit of delinquent taxes via filing of tax executions and all legally required notices pertaining to such executions
- Conduct thorough searches for bankruptcy filings and for all entities with an interest in the property in question
- Prepare all legal notices, advertisements, and abstracts required throughout the levy process

The collection process will be cost neutral to the City with all costs for processing, materials, postage, and services at the expense of the contractor. The costs will be recovered by a flat fee from the taxpayers when delinquent accounts are paid in full to the City. The flat fee is \$30.00 per collection with a balance of less than \$50.00 and \$55.00 per collection with a balance of more than \$50.00. For collections of accounts at the levy and tax sale status, fees will be \$185.00 (maximum) per collection.

This is the second of four renewals.

This contract was initially awarded in July 2017 after a bid review process in which Delinquent Tax Services, Inc. submitted the proposal that was ranked the highest. The method used for this procurement was the request for proposals (RFP) which evaluates criteria in addition to cost. The criteria used for this RFP were proposer's qualifications, experience, including local government, methodology, capabilities and capacities, references, local vendor participation, and fees.

The proposal was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The bidders were:

The proposers were:

B.P. Delinquent Tax Services, Inc. (Monroe, GA) ^(D)	\$104,800.00
Linebrger Attorneys at Law (Dallas, TX) ^(D)	\$895,514.00

A pre-bid conference was conducted and one vendor was in attendance. (D) Indicates a non-local, non-minority owned business. Recommend approval.

Local Available: Yes

MWBE Available: Yes

Total Sent: 150

MWBE Sent: 15

Total Received: 2

MWBE Received: 0

Vendor federally disbarred or suspended? No