



Interoffice Memorandum

June 20, 2019

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Tim Armstrong, Assistant Director, Utilities Department

SUBJECT: Award of Invitation for Bids Y19-1096-AV, Collection Agency Services for Utilities

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1096-AV, Collection Agency Services for Utilities, to the low responsive and responsible bidder, NCSPLUS Incorporated, in the estimated contract award amount of \$183,000 for a 3-year term. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

This contract will secure a contractor provide collection services for the Utilities Department.

FUNDING

Funding is available in following account: 4420-038-1308-3197.

APPROVALS:

The Utilities Department and the Business Development Division concur with this recommendation.

REMARKS:

Three bids were received in response to the Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Staff performed a technical evaluation of the bids and determined that the low bid was reasonable based on performance and experience. NCSPLUS Incorporated was determined to be the low responsive and responsible bidder for the collection agency services listed and is recommended for award.

Bid Tabulation is as follows:

NCSPLUS Incorporated	\$183,000
I.C. System, Inc.	\$222,000
Stallings Financial Group, Inc.	\$396,000




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 14, 2019

TO: Ana Villalona, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y19-1096-AV, Collection Agency Services for Utilities**

Business Development Division evaluated the **3 bids** submitted for this project. **None** of the bidders are Orange County Certified Minority/ Women Business Enterprise (M/WBE) firms. The scopes of services for the Collection Agency Services for Utilities had no M/WBE availability. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

