




Interoffice Memorandum
August 21, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Alex Morales, Fiscal & Operational Support Manager
Fire Rescue Department
407-836-9015

SUBJECT: Award of Invitation for Bids Y17-1109-DG, Collection Agency
Services for Fire Rescue

ACTION REQUESTED:

Approval to award Invitation for Bids Y17-1109-DG, Collection Agency Services for Fire Rescue, to the low responsive and responsible bidder, Aargon Agency, Inc. in the estimated contract amount of \$126,222 for a 3-year term. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

To perform legal collection services for the Fire Rescue Department on certain accounts, under the guidance of the Fair Debt Collection Practices Act.

FUNDING:

Funding is available in account number 1009 034 0603 3197.

APPROVALS:

The Fire Rescue Department and Business Development Division concur with this recommendation.

REMARKS:

Eight bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility and price reasonableness. Aargon Agency, Inc. is the lowest responsive bidder, therefore, award is recommended to Aargon Agency, Inc.

The bid tabulation is as follows.

<u>Bidder</u>	<u>Total Bid</u>
Aargon Agency, Inc.	\$126,222
RTR Financial Services, Inc.	\$126,600
Lifequest Services	\$135,300
National Enterprise Systems	\$135,300
Professional Recovery Consultants, Inc.	\$139,650
IC System	\$140,100
Penn Credit Corporation	\$142,950
NRA Group, LLC	\$144,300




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

July 26, 2017

TO: Dorothy Gordon, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y17-1109-DG, Collection Agency Services for Fire Rescue

The Business Development Division evaluated the **8 bids** submitted for this project and found that **none** of the bidders are Orange County Certified Minority Women Business Enterprises. 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

