



## Interoffice Memorandum

August 16, 2021

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM: 

Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,  
Procurement Division

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

SUBJECT: Award of Invitation for Bids Y21-1035-AV, Collection Agency Services for Fire  
Rescue

### ACTION REQUESTED:

Approval to award Invitation for Bids Y21-1035-AV, Collection Agency Services for Fire Rescue, to the low, responsive and responsible bidder, Merchants Association Collection Division Inc. dba SHERLOQ Financial, in the estimated contract award amount of \$513,000 for a three-year term. Further, request authorization for the Procurement Division to renew the contract for two additional one-year terms.

### PROCUREMENT:

This contract will provide collection agency services for Fire Rescue accounts under 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:

Six bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Merchants Association Collection Division Inc. dba SHERLOQ Financial has a satisfactory record of performance, is considered responsible, and has the ability to perform this contract. Therefore, recommendation for award is made to Merchants Association Collection Division Inc. dba SHERLOQ Financial.

Bid tabulation is as follows:

|   | Estimated Annual Bid | Estimated 3-Year Bid |
|---|----------------------|----------------------|
| Merchants Association Collection<br>Division Inc. dba SHERLOQ Financial | \$171,000            | \$513,000            |
| Aargon Agency, Inc.   | \$216,000            | \$648,000            |
| NCS Plus<br>Incorporated  | \$216,000            | \$648,000            |
| RTR Financial<br>Services Inc.  | \$216,000            | \$648,000            |
| I.C. System, Inc.   | \$224,820            | \$674,460            |
| Nationwide Credit and<br>Collection, Inc.                               | \$225,000            | \$675,000            |



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

July 30, 2021

TO: Ana Villalona, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y21-1035-AV, Collections Services for Fire Rescue**

The Business Development Division evaluated the **six bids** submitted for this project. **None of the bidders** are Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid opening, there was no M/WBE availability. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

*Sheena Ferguson*