

REQUEST FOR PROPOSAL

The City of Crossville on behalf of the Municipal Court of the City of Crossville is seeking proposals from licensed and bonded collection agents to collect delinquent court fees and fines due to the City of Crossville. All companies considered for this contract shall have a minimum of 5 years' experience in collections and three references accounts.

The Request for Proposal should include a 1-year contract with a beginning on the first day of the month following approval by the Crossville City Council. The contract may be cancelled without cause by either party with the giving notice of no less than 60 calendar days.

BACKGROUND AND CITY RESPONSIBILITIES

- The City will attempt to collect all fees and fines for a period of no more than six months after which uncollected receivable will be turned over for collection.
- The City will not receive payments from debtors while the account is in collection.
- To the extent possible and reasonable, provide accurate data regarding all accounts placed.
- Collection Agency shall not be allowed to pursue legal actions against the debtor without prior consent of the City and under no circumstance shall use or threaten criminal prosecution.
- All fees and fines are due and payable immediately or upon the Judge's instruction.

COLLECTION AGENCY RESPONSIBILITIES

- The company shall pay without burden to the City of Crossville all monies collected according to the contract.
- Accept electronic file of delinquent fee and fines.
- Pursue reasonable collection efforts in a professional, aggressive manner.
- The company shall comply with all applicable Federal, State and Local laws, rules and regulations. Any violations of this section shall be the responsibility of the contracted company. The company shall hold and indemnify the City of Crossville from all causes of action, including attorneys' fees and shall by an insurance policy in the amount of \$1,000,000 naming the City of Crossville as an additional insured.
- The company shall pay all fines, penalties, including attorney fees and any other defense cost and expenses connected to violations of any collection, regulation fees or any violations of the Fair Debt Collection Practices Act codified at 15 U.S.C. §§1692 et seq.
- Submit all collected fees and fines to the City within 30 days after collection.

- Report monthly on all outstanding accounts in collection to include account name, balance owed, last collection date, and last collection effort.
- Maintain current licensure as a collection agency with the State of Tennessee.

COLLECTION FEE

- Fees shall not exceed the amount allowed by Tennessee Code Annotated (T.C.A 40-24-105). The agent's collection fee shall not exceed forty percent (40%) of any amounts actually collected.

The City of Crossville has the right to reject any and all proposals submitted in response to the Request of Proposal. Proposals will be evaluated based on experience with similar projects and quality of references.

The point of contact will be Kristi Cook. Ms. Cook can be reached at the City of Crossville Police Department, 115 Henry St. Crossville, Tn. 38555. Office number 931-484-7231 and fax number 931-707-8391.

Deadline for receiving proposal is **Tuesday, July 16th, 2024, at 2 p.m.**

The bid opening will be at Crossville City Hall, 392 North Main Street, Crossville, TN 38555, 3rd floor. Please submit two (2) copies of your proposal.

NO ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.

Considered candidate will be approved at the City Council meeting.

IRAN DIVESTMENT ACT

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

I affirm, under the penalties of perjury, this statement to be true and correct.

_____ Date	_____ Signature of Bidder
	_____ Company

A bid shall not be considered for award nor shall any award be made where the foregoing certification has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The City of Crossville may award a bid to a bidder who cannot make the certification, on a case-by-case basis, if:

- (1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or renewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The City of Crossville makes a determination that the goods or services are necessary for the City of Crossville to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

PUBLIC NOTICE

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The City of Crossville provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The City also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Leah Crockett
Title VI Coordinator

Please sign and return to the City of Crossville verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.

Authorized Signature

Company

Print Name

Please return to: City of Crossville
 392 N. Main Street
 Crossville, TN 38555