



**WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR WRITTEN QUOTE
RFQ 2023-26 DEBT RECOVERY AND COLLECTIONS SERVICES**

Information for Vendor:

Quotes must be on company letterhead with a date and signature of an authorized representative of the vendor. All vendors providing written quotes must have the required expertise and capability to perform the work or supply the commodities or equipment. Consideration will be given to the vendor who has the capability to perform the work or supply the commodities or equipment, consideration shall also be given to the vendor's geographic proximity to Wakulla County for future ease of delivery, mobilization, or customer support after a purchase. The lowest cost, responsible and responsive vendor who is capable of performing the services or supplying the commodities or equipment shall be awarded the contract.

If there are specific questions regarding the scope of services, please contact Kelly Graves, Public Safety Administrative Coordinator at kgraves@mywakulla.com or 850-745-8698.

Issue Date: Thursday, June 1, 2023

Purpose:

The Board of County Commissioners is seeking written quotes from licensed and insured firms/vendors with the required expertise and capability to perform the work for debt recovery and provide collection services on behalf of Wakulla County with respect to past due accounts.

Scope of Services to be provided but not limited to:

- Review delinquent accounts.
- Safeguard consumers' nonpublic healthcare information.
- Undertake the collection of all accounts in a legal manner and in full compliance with all applicable federal, state and local government statutes and regulations, including and without limitation the Federal Fair Debt Collection Practices Act.
- Maintain any licenses or permits required .
- Keep and maintain public records required by Wakulla County.

Time and Deliverables:

The selected vendor shall be expected to provide debt recovery and collection services on behalf of Wakulla County on an as needed basis. The agreement between the County and the awarded contractor will be in full effect for One (1) full year with an option for two (2) one-year extensions.

Warranty:

Upon award of the written quotation the vendor will be required to provide the necessary liability insurance as per County requirements.

Quote Responses are Due By:

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Thursday, June 8, 2023 @ 3:00 PM and will be received by the Procurement office located at 3093 Crawfordville Hwy, Crawfordville, Florida 32327. Quotes can be hand-delivered, sent via express mail to the above referenced address or sent via email to ptaylor@mywakulla.com. If the response to this request is not received by the above deadline it will be considered null and void.

Procurement Office Contact
Patty Taylor
3093 Crawfordville Hwy
Crawfordville, FL 32327
850.926.0919 Ext. 705
ptaylor@mywakulla.com