

**October 23, 2020**

**Bid #14-21**

**CITY OF SOUTH PORTLAND**

**Request for Proposal**

**Collection Services For Past Due Accounts**

Proposals are being requested by the City of South Portland, Maine for assistance in collecting past due accounts as specified below and in the attached Request for Proposals and Specifications.

Complete written proposals shall be submitted in envelopes plainly marked "Bid #14-21 Collection Services" to the City Purchasing Agent, 25 Cottage Road, South Portland, Maine, 04106 not later than 2:00 P.M., Thursday, November 12, 2020 at which time they will be publicly opened and read aloud.

Proposals received after that time and date shall not be accepted. Proposals will be evaluated in accordance with the specifications detailed in the attached. Proposers are requested to submit an original signed proposal and three additional copies.

Proposals shall remain in effect for a period of 90 days after the opening date.

The selected Proposer will be required to sign a standard City contract and provide a certificate of insurance for public liability, property damage and worker's compensation coverage.

Each proposal shall be signed by a person legally authorized to bind the firm to a contract. The firm shall signify in their proposal that all conditions outlined in this Request for Proposal and the attached have been read and understood. The firm shall rely only on information contained in this Request for Proposal and written addenda hereto.

The Proposer, in submitting a proposal, shall agree and so state in their proposal that no person acting for or employed by the City has, nor shall have, a direct or indirect financial interest in the proposal.

Selected sections of the firm's response may be incorporated as part of any agreement the City executes with the selected firm.

Questions regarding this Request for Proposal may be directed to Colleen Selberg, Purchasing Agent, at [cselberg@southportland.org](mailto:cselberg@southportland.org). Questions which may influence responses will be answered in writing with copies to all consultants as addenda to this Request for Proposal.

The City of South Portland reserves the right to negotiate with the selected firm as to the scope of services and fees, whether or not that proposal is the lowest cost to the City. Negotiations are intended to lead to a binding contract, subject to City Council approval. Proposals must be submitted for the entire project.

**August 3, 2020**

**Bid #**

The successful proposer shall agree to defend, indemnify, and hold the City harmless from and against any and all such claims whatsoever arising out of or occurring during the performance of these services and occasioned directly or indirectly by its error or omission, negligence or fault. Prior to the City's entering into a contract, the successful proposer shall provide evidence satisfactory to the City of both Professional and Public Liability insurance in an amount not less than \$300,000 and a certificate of Worker's Compensation insurance. All proposers must be licensed to practice law in the State of Maine.

The City also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

Colleen C. Selberg  
Purchasing Agent

Mailing address: P.O. Box 9422, South Portland, ME 04116-9422  
Telephone (207) 767-3201 Fax (207) 767-7620

October 23, 2020

Bid #14-21

**City of South Portland**

**Specifications**

**Collection Services for Past Due Accounts**

**Scope of Services**

The City is now seeking proposals to assist in the collection of past due accounts, which include:

Ambulance Billing Fees \$129,000 (estimated on July 28, 2020)

The above figure is estimated and included for informational purposes only. The City may expand collection services to include false alarm fees and emergency response charges.

Proposals shall include but are not limited to:

- Your plan to accomplish the Scope of Services
- Expected results
- Experience in this type of work
- Resumes of proposing firm and person(s) assigned to project
- All fees & cost associated with proposal
- Ratio of collections vs. fees
- References
- Information and assistance required from the City
- Other information you feel would be of assistance to the City in evaluating your proposal

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.