



**Invitation For Bid
TAC 767A – Addendum 2
Notification of Delinquent Parking Ticket
Fees
Issued: June 23, 2011**

**City of Tulsa,
Oklahoma**
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7/18/2011

Addendum #2

Please note the following changes which have been made for clarification to this Invitation For Sealed Bid. This addendum must be listed as Addendum #2 on Form #6 of the bid package as verification that you have received and are aware of the information contained herein.

Due Date for bid submission has been extended until July 27, 2011 at 5:00PM (CDT) at the City Clerk's office, 175 E. 2nd St., S# 260, Tulsa, Ok. 74103

The only change with this addendum is the due date; if you bid was submitted previous to July 20, 2011 You will not need to submit your bid again as Addendum 2.

7/08/2011

Addendum #1

Please note the following changes which have been made for clarification to this Invitation For Sealed Bid. This addendum must be listed as Addendum #1 on Form #6 of the bid package as verification that you have received and are aware of the information contained herein.

Question and answer:

Q1. In your requirements you say that the Bidder must have a minimum of 3 years experience in collecting for government. Does not having the 3 years of government collection experience preclude us from participating in this project.

A1. They can bid but those with the 3 years will be considered first.

Q2. Who is the current contractor?

A2. Linebarger, Goggan, Blair and Associates

Q3. What is the process for clearing the hold on the license plate?

A3. There is no hold on the license plate

Q4. What is the average age of the accounts?

A4. 10 days to five years

Q5. Please provide historical volumes (annual dollars placed, annual number of accounts placed, average balance).



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A5.	Year	# Written	Amt Due	# Paid	Amt Paid	#Outstanding	Amt Outstanding
	2001	43,614	507,494	27,234	358,773	16,286	198,038
	2002	33,752	387,027	20,703	263,849	13,020	156,145
	2003	33,018	465,949	20,671	322,325	12,319	178,085
	2004	21,489	370,605	13,388	251,065	8,096	141,980
	2005	19,120	342,025	12,132	235,864	6,975	129,545
	2006	32,220	576,659	21,342	433,312	10,841	200,466
	2007	29,579	557,607	21,067	459,867	8,482	169,537
	2008	16,643	341,798	11,207	258,741	5,426	119,008
	2009	15,248	381,157	11,166	337,612	4,071	101,886
	2010	19,022	433,965	13,730	376,287	5,284	121,770
	2011	11,951	245,121	7,170	169,951	4,774	95,625

Q6. Will the City of Tulsa be utilizing HB 1800 where the courts can add up to 35% to the accused/defendants original indebtedness? If so, will this change the pricing structure requested as a %fee based as a contingency? Will the City of Tulsa take bids where the add-on rate is less than 35%?

A6. The City of Tulsa is not utilizing HB 1800 since these parking citations have not been adjudicated. We will accept bids of less than 35%.

Q7. Why is the contract out to bid at this time?

A7. The contract has completed its original term and 4 renewals.

Q8. Who are the incumbents?

A8. Linebarger, Goggan, Blair & Sampson

Q9. How long have the incumbents been providing the requested services?

A9. Five years

Q10. Has the current contract gone full term?

A10. Yes

Q11. When is the anticipated contract award date?

A11. August 1, 2011

Q12. When is the anticipated contract start date?

A12. August 15, 2011, or as soon as the Mayor has executed the contract.



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Q13. To how many vendors are you seeking to award a contract?

A13. One primary, one secondary

Q14. What collection attempts are performed or will be performed internally prior to placement?

A14. One notice of delinquent citations sent.

Q15. To the greatest extent possible, please provide the following data:

- ◆ Current contingency fees or other fees currently being billed by any incumbent(s) by category.

20%

- ◆ Total historical average age of accounts at placement (at time of award and/or on a going-forward basis) by category.

10 days to five years

- ◆ Total fees billed by or paid to any incumbent(s) under any current contract including dates during which those fees accrued.

Are you referencing any contracts or just this one?

- ◆ Average dollar amount of delinquent account turned over for collections.

\$25.00

- ◆ Does all the debt have owner information? If no, what type of dept and approximately how much debt does not have owner information?

As stated in the bid, No. 100% of the debts have only car tag and vehicle identification number listed.

- ◆ To what extent will the location of the bidder's call center and/or corporate headquarters have a bearing on any award(s)?

None

- ◆ Who is the City's and each department's software provider and version they are running on?

The City utilizes in-house developed software - JURIS.

- ◆ How does the City anticipate handling the process flow for customers who dispute their balance?

We provide a procedure for the defendant to be heard in court. For those who sold or disposed of the vehicle, we have a contact person to address those type issues.

- ◆ Can and does the city send the collection agency electronic updates with payment and changes to account status information? If yes, how often with each division transfer updates?

Yes. Daily

- ◆ Please provide the current vendors rate of recovery for the past 2 years.

35%

- ◆ What is the phone number to be used for Overnight and/or Express delivery of the RFP Bids.

918-596-7607 – Linda Thomas, in City Clerk's Office



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NOTICE is hereby given that the CITY OF TULSA, OKLAHOMA will receive sealed Bids for the following:

TAC # 767A

DESCRIPTION: Notification of Delinquent Parking Ticket Fees (Commodity Code(s): 946-33)

You are invited to submit a Bid to supply the Goods and/or Services specified above. Invitations for Bid (IFB) will be posted on the City's website at www.cityoftulsapurchasing.org or a hardcopy may be obtained at:

City of Tulsa-Purchasing Division
175 East 2nd Street, Suite 865
Tulsa Oklahoma 74103

Bids must be received no later than 5:00 PM (CDT) on Wednesday July 27, 2011 and delivered to:

**City Clerk's Office
175 East 2nd Street, Suite 260
Tulsa Oklahoma 74103**

Bids must be sealed and either mailed or delivered. No faxed or emailed Bids will be considered. Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.**

The Bid Packet consists of (1) this Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications and (12) Exhibit A.

Use this checklist to ensure you have properly read and completed all Forms.

- Notice of Invitation for Bid
- Summary Sheet
- Form #1: Bidder Information Sheet. Must be completed.
- Form #2: Purchase Agreement. **Complete legal name in first paragraph and Notice provision in Section 17.i. Original signature required.**
- Form #3: Interest Affidavit. Original signature and notarization required.
- Form #4: Non-Collusion Affidavit. Original signature and notarization required.
- Form #5: Affidavit of Claimant. Original signature and notarization required.
- Form #6: Acknowledgment of Receipt of Addenda/Amendments. Must be completed and signed.
- Instructions, Terms and Conditions for Bidders
- Special Requirements (Offer Period; Insurance and Bonding; References)
- Technical Specifications
- Exhibit A: Bid Form including Delivery and Pricing. This is your Bid. It must be completed or your Bid will be rejected.

IMPORTANT NOTE: Write the Bid Number, Bid Description (as listed above), and Bid Opening Date on the lower left corner of the outside of your Bid envelope. You must return the entire completed Bid Packet.



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SUMMARY SHEET

Project Buyer

If you have any questions or need additional information, contact the assigned Project Buyer:

Cathy D. Evans, Senior Buyer
cdevans@cityoftulsa.org
Include **TAC 767A** on the subject line

Bidder's Notice of Intent to Submit a Bid

Email the Project Buyer indicating your intent to Bid. Include **TAC 767A** on the subject line of the email. You will receive an email response verifying your notice of intent to bid was received. This same procedure should be followed to request clarification, in writing, of any point in the IFB.

Bidders are encouraged to contact the Project Buyer by email if there is anything in these specifications that prevents you from submitting a Bid, or completing the Bid Packet. Questions and concerns must be received no later than seven (7) days prior to the Bid Packet due date.

Issuing of Addenda

If you received the notice of this IFB from the City as a result of being registered to sell the commodity code(s) on this Bid, you should also receive notice of any addenda issued. If you are not registered with the City to sell the commodities listed herein, you must register as a supplier on the City of Tulsa Purchasing website (www.cityoftulsapurchasing.org) to receive notice of any addenda, or to receive notice of any future IFBs.

Pre-Bid Conference

If a pre-Bid conference will be held for this IFB, information on that conference will be inserted below:

Date _____ Time _____
Location _____

___ Attendance at the Pre-Bid Conference is required to submit a Bid; however Bidders may make arrangements to attend via teleconference in some cases (contact the Project Buyer for details).

___ Attendance is not required to submit a Bid.

Bid Packet Submission

The City requires two completed Bid packets: 1 Original and 1 Copy. Each must be clearly labeled on the front sheet indicating "Original" or "Copy". If a copy on electronic media is also required, the line below will be checked.

___ Electronic Copy also required.

Responses to this Invitation for Bid must be made on the forms listed on page 1. The entire completed Bid Packet must be returned or your Bid may be rejected. Do not take exception to any portion of this Bid Packet. Do not make any entries except where required. Do not insert any other documents into the Bid Packet.

Bid Opening

All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 2nd Street, 2nd Floor, Tulsa, Oklahoma.



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**FORM #1
BIDDER INFORMATION SHEET**

Bidder's Exact Legal Name: _____
(Must be Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA)

State of Organization: _____

Bidder's Type of Legal Entity: (check one)

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Corporation | |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Other: _____ |

Bidder's Address: _____
Street
City
State
Zip Code

Bidder's Website Address: _____ **Email Address:** _____

Sales Contact:

Name: _____
 Street: _____
 City: _____
 State: _____
 Phone: _____
 Fax: _____
 Email: _____

Legal or Alternate Sales Contact:

Name: _____
 Street: _____
 City: _____
 State: _____
 Phone: _____
 Fax: _____
 Email: _____



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**FORM #2
PURCHASE AGREEMENT**

INSTRUCTIONS: This document **must** be properly signed and returned or your Bid will be **rejected**. This form constitutes your offer and if accepted by the City of Tulsa will constitute the Purchase Agreement under which you are obligated to perform. Your signature on this document indicates you have read and understand these terms and agree to be bound by them.

THIS PURCHASE AGREEMENT is between the CITY OF TULSA, OKLAHOMA, a municipal corporation, 175 East 2nd Street, Tulsa, Oklahoma, 74103-3827 (the "City") and:

(Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA) (the "Seller").

WITNESSETH:

WHEREAS, the City has approved certain specifications and advertised for or solicited Bids on the following goods or services:

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(the "Goods and/or Services"); and

WHEREAS, Seller desires to provide such Goods and/or Services to City, acknowledges that this document constitutes Seller's offer to provide the Goods and/or Services specified below, and further acknowledges that if executed by the City's Mayor, this document will become the Purchase Agreement for such Goods and/or Services.

NOW, THEREFORE, for and in consideration of the terms, covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. **Documents Comprising the Agreement.** The Bid Packet includes the Notice of Invitation to Bid, the Summary Sheet, Form #1, Form #2, Form #3, Form #4, Form #5, Form #6, the Instructions, Terms and Conditions for Bidders, the Special Requirements, the Technical Specifications, Exhibit A and any addenda or amendments to the Bid Packet. The Bid Packet is incorporated herein by this reference. In the event of conflicting or ambiguous language between this Purchase Agreement and any of the other Bid Packet documents, the parties shall be governed first according to this Purchase Agreement and second according to the remainder of the documents included in the Bid Packet. Seller may submit as part of its Bid additional materials or information to support the Bid. Additional materials or information submitted by Seller which are not ambiguous and which do not conflict with this Purchase Agreement or the other Bid Packet documents are incorporated herein by this reference.
2. **Purchase and Sale.** Seller agrees to sell City the Goods and/or Services for the price and upon the delivery terms set forth in Exhibit A hereto. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of goods or services priced by unit, or (b) the total price for a stated quantity of goods or services, upon (i) delivery of the Goods and/or Services to the City, (ii) the City's Acceptance thereof, and (iii) Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.
3. **Irrevocable Offer.** Seller understands and acknowledges that its signature on this Agreement constitutes an irrevocable offer to provide the Goods and/or Services. There is no contract unless and until City's Mayor/Mayor Pro Tem executes this Agreement accepting Seller's Bid. No City officer, employee or agent except the Mayor (or Mayor Pro Tem) has the authority to award contracts or legally obligate the City to any contract. Seller shall not provide any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City. If Seller provides any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City, such Goods and/or Services are provided at Seller's risk and City shall have no obligation to pay for any such Goods and/or Services.
4. **Term.** The term of this Agreement shall be effective commencing on the date of execution of this Agreement by the Mayor/Mayor Pro Tem of the City of Tulsa and terminating one year from that date. City in its sole discretion may offer Seller an opportunity to renew this Agreement for an additional Four (4) one (1) year term(s). Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Goods and/or Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which such Goods and/or Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
5. **Warranties.** Seller shall assure that the Goods and/or Services purchased hereunder are covered by all available and applicable manufacturers' warranties for such Goods and/or Services. Seller expressly agrees that it will be responsible for performing all warranty obligations set forth in the Special Requirements for the Goods and/or Services covered in this Agreement. Seller also warrants that the Goods and/or Services will conform to the Technical Specifications and Special Requirements, and further warrants that the Goods and/or Services shall be of good materials and workmanship and free from defects for either a minimum of one (1) year from the date of Acceptance or installation by City, whichever is later, or as **specified in the Special Requirements**, whichever is later. In no event shall Seller be allowed to disclaim or otherwise limit the express warranties set forth herein.
6. **Warranty Remedies.** City shall notify Seller if any of the Goods and/or Services fails to meet the warranties set forth above, and Seller shall promptly correct, repair or replace such Goods and/or Services at Seller's sole expense. Notwithstanding the foregoing, if such Goods and/or Services shall be determined by City to be defective or non-conforming within the first thirty (30) days after the date of Acceptance by City, then City at its option shall be entitled to a complete refund of the purchase price and, in the case of Goods, shall promptly return such Goods to Seller. Seller shall pay all expenses related to the return of such Goods to Seller.



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7. **Seller Bears Risk.** The risk of loss or damage shall be borne by Seller at all times until the Acceptance of the Goods or Services by City.
8. **No Indemnification by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.
9. **Indemnification by Seller.** Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented appliances, products or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents.
10. **No Insurance by City.** If City is leasing Goods herein, City shall not be required to obtain insurance for Seller's property. Seller shall be solely responsible for any insurance it deems necessary. City is self-insured for its own negligence, subject to the limits of the Governmental Tort Claims Act (51 O.S. § 151 et seq.).
11. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
12. **Non-Responsive Bids.** Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set forth herein that its Bid may be rejected as non-responsive. Furthermore, if City accepts Seller's Bid and awards a contract to Seller based on such Bid, City shall not be bound to any exceptions, changes or additions made by Seller, and any terms and conditions added by Seller which are not expressly agreed to by City in writing will be void and of no force and effect and the parties will be governed according to the document precedence set forth in Section 1 above.
13. **Compliance with Laws.** Seller shall be responsible for complying with all applicable federal, state and local laws, regulations and standards. Seller is responsible for any costs of such compliance. Seller certifies that it and all of its subcontractors to be used in the performance of this Purchase Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
14. **Termination.** City, by written notice, may terminate this Agreement, in whole or in part, when such action is in the best interest of City. If this Agreement is so terminated, City shall be liable only for payment for Goods accepted and Services rendered prior to the effective date of termination. City's right to terminate this Agreement is cumulative to any other rights and remedies provided by law or by this Agreement.
15. **Price Changes.** The parties understand and agree that the variables in Seller's cost of performance may fluctuate, but any change in Seller's cost of performance will not alter its obligations under this Agreement, nor excuse performance or delay on Seller's part. If the IFB provides that Seller may include a price escalation provision in its Bid, Seller's price escalation provision will be evaluated by City as part of Seller's Bid price when awarding the Bid.
16. **Right to Audit.** The parties agree that Seller's books, records, documents, accounting procedures, practices, price lists or any other items related to the Goods and/or Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Seller is required to retain all records related to this Agreement for the duration of the term of this Agreement and a period of three years following completion and/or termination of the Agreement. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years after the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
17. **Notice.** Any notice, demand, or request required by or made pursuant to this Agreement shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the addresses specified below.

i. To Seller:

To CITY:

City Clerk
CITY OF TULSA, OKLAHOMA
175 E. 2nd Street, Suite 260
Tulsa, Oklahoma 74103
Cathy D. Evans, Senior Buyer
175 E. 2nd St., S # 865
Tulsa, Ok. 74103

With a copy to:



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18. **Relationship of Parties.** The Seller is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of services for the City under this Agreement. No employees, subcontractors or agents of the Seller shall be deemed to be employees of the City for any purpose whatsoever, and none shall be eligible to participate in any benefit program provided by the City for its employees. The Seller shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding payments, fringe benefits, insurance premiums, continuing education courses, materials or related expenses on behalf of its employees, subcontractors, and agents. Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship among the parties. No party shall have any right, power or authority to act as a legal representative of another party, and no party shall have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.
19. **Third Parties.** This Agreement is between City and Seller and creates no right unto or duties to any other person. No person is or shall be deemed a third party beneficiary of this Agreement.
20. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement.
21. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.
22. **Headings.** The headings used herein are for convenience only and shall not be used in interpreting this Agreement
23. **Severability Provision.** If any term or provision herein is determined to be illegal or unenforceable, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid and enforceable.
24. **Governing Law And Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue. City does not and will not agree to binding arbitration of any disputes.
25. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
26. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise. This Agreement may only be modified or amended in a writing signed by both parties. Notwithstanding anything to the contrary stated herein or in the attachments to this Agreement, no future agreements, revisions or modifications that may be required under this Agreement are effective or enforceable unless such terms, revisions or modifications have been reduced to writing and signed by City and Seller. Seller may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
27. **Multiple Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
28. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:
- 28.1 Unless the context otherwise requires: (a) all references to Sections are to Sections of or to this Agreement; (b) each term defined in this Agreement has the meaning assigned to it; (c) "or" is disjunctive but not necessarily exclusive; (d) words in a singular include the plural and vice versa. All references to "\$" or to dollar amounts shall be in lawful currency of the United States of America;
- 28.2 No provision of this Agreement will be interpreted in favor of, or against, any of the parties hereto by reason of the extent to which such party or its counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof;
- 28.3 Any reference to any applicable laws shall be deemed to refer to all rules and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise;
- 28.4 The word "including" means "including, without limitation" and does not limit the preceding words or terms; and
- 28.5 All words used in this Agreement shall be construed to be of such gender, number or tense as circumstances require.
29. **Minority, Female, and Disadvantaged Business Enterprises and Equal Employment Opportunity.** Each bidder agrees to comply with the terms of Title 5 of Tulsa Revised Ordinances relating to Equal Employment Opportunity and to the utilization of minority, female, disadvantaged and BRIDGE program companies.
30. **Authority to Bind.** The undersigned individual states that s/he has authority to bind Seller to this Agreement, that s/he has read and understands the terms of this Agreement, and that Seller agrees to be bound by this Agreement and its incorporated documents.



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FORM #4

NON-COLLUSION AFFIDAVIT

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF _____)
COUNTY OF _____) ss.

I, _____, of lawful age, being first duly sworn, state that:
(Seller's Authorized Agent)

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the Bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
 - a. to any collusion among Bidders in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from Bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

By: _____
Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



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FORM #6

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments, and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

Sign Here ►

Printed Name:

Title:

Date:



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INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDERS

1. **PURCHASING AUTHORITY.** City issues this Invitation For Bid pursuant to Tulsa City Charter, Art. XII, §14 and Tulsa Revised Ordinances, Title 6, Ch. 4, the provisions of which are incorporated herein.
2. **DEFINITIONS.** The following terms have the following meanings when used in the documents comprising this Bid Packet.
 - A. **“Acceptance”** with respect to a Bid shall mean the City’s selection of a Bid, and award of a contract to the Bidder/Seller.
 - B. **“Acceptance”** with respect to delivery of Goods and/or Services provided under a Purchase Agreement shall mean City’s written acknowledgement that Seller has satisfactorily provided such Goods and/or Services as required.
 - C. **“Addenda” “Addendum” or “Amendment(s)”** shall mean a clarification, revision, addition, or deletion to this Invitation For Bid by City which shall become a part of the agreement between the parties.
 - D. **“Authorized Agent”** means an agent who is legally authorized to bind the Seller under the law of the State in which the Seller is legally organized. An Authorized Agent must sign all documents in the Bid Packet on behalf of the Seller. Under Oklahoma law, the Authorized Agent for each of the following types of entities is as stated below:
 - **Corporations** – the president, vice president, board chair or board vice chair can sign; others can sign if they have and provide the City with (i) a corporate resolution giving them authority to bind the Seller, and (ii) a recent corporate secretary’s certificate indicating the authority is still valid.
 - **General Partnerships** – any partner can sign to bind all partners.
 - **Limited Partnerships** – the general partner must sign.
 - **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
 - **Sole Proprietorship** – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.
 - **Limited Liability Company (LLC)** – The manager as named in the Operating Agreement can sign. Any person authorized by the Operating Agreement or a member can sign providing the person submits a copy of the authorization with a certificate of the members indicating the authorization is still valid.Entities organized in States other than Oklahoma must follow the law of the State in which they are organized.
 - E. **“Bid”** means the Seller’s offer to provide the requested Goods and/or Services set forth in Exhibit A and any additional materials or information the Seller chooses to submit to support the Bid.
 - F. **“Bidder”** means the legal entity which submits a Bid for consideration by City in accordance with the Invitation For Bid.
 - G. **“Bid Packet”** consists of the following documents (1) the Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications, and (12) Exhibit A.
 - H. **“Bid Submission Date”** shall mean the last date by which the City will accept Bids for an Invitation For Bid.
 - I. **“City”** shall mean the City of Tulsa, Oklahoma.
 - J. **“Days”** shall mean calendar days unless specified otherwise.
 - K. **“Primary Seller”** shall mean the Seller whose Bid City selected as the principal supplier of the Goods and/or Services required under this Agreement.
 - L. **“Project Buyer”** shall mean the City’s employee assigned to serve as the contact person for Bidders/Sellers responding to Invitations For Bid or completing contracts herein.
 - M. **“Purchasing Division or Office”** shall mean the City of Tulsa’s Purchasing Division, located at 175 East 2nd Street, Suite 865, Tulsa, Oklahoma 74103
 - N. **“Secondary Seller”** shall mean the Seller whose Bid City selected as a back-up supplier in the event the Primary Seller is unable to provide all the Goods and/or Services required.



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- O. **“Seller”** shall mean the Bidder whose Bid City selected and awarded a contract.
 - P. **“You” or “Your”** shall mean the Bidder responding to this Invitation For Bid or the Seller whose Bid the City selected and awarded a contract.
 - Q. **“Website”** shall mean the City of Tulsa’s website for the Purchasing Division: www.cityoftulsapurchasing.org.
3. **QUESTIONS REGARDING INVITATION FOR BID.** Questions regarding any portion of this Invitation For Bid must be submitted in writing (sent by mail, fax or email) to the Project Buyer indicated on the Summary Sheet herein. You should submit questions as early as possible and preferably before the pre-Bid conference. Questions and concerns must be received no later than seven (7) days prior to the Bid Packet due date. Any oral responses to questions before the contract is awarded are not binding on City. At City’s discretion, any information or clarification made to you may be communicated to other Bidders that notified City of their intent to Bid if appropriate to ensure fairness in the process for all Bidders. You must not discuss questions regarding the Invitation For Bid with anyone other than the Project Buyer or other Purchasing Division staff or your Bid may be disqualified, any contract recommendation or Acceptance may be rescinded, or any contract may be terminated and delivered Goods returned at your expense and City refunded any payments made.
4. **ORAL STATEMENTS.** No oral statements by any person shall modify or otherwise affect the provisions of this Invitation For Bid and/or any contract resulting therefrom. All modifications, addenda or amendments must be made in writing by City’s Purchasing Division.
5. **EXAMINATION BY BIDDERS.** You must examine the specifications, drawings, schedules, special instructions and the documents in this Bid Packet prior to submitting any Bid. Failure to examine such documents and any errors made in the preparation of such Bid are at your own risk.
6. **ADDENDA OR AMENDMENTS TO INVITATIONS FOR BID.** City may addend or amend its Invitation For Bid at any time before the Bid Submission Date, and any such addenda or amendments shall become a part of this Agreement. City will attempt to send a notification (by fax or email) of any addenda or amendments to those Bidders who have responded to the City’s Project Buyer of their intent to respond to the Invitation For Bid. However, it is your responsibility to inquire about any addenda or amendments, which will be available from the City’s Purchasing Division and its website. You must acknowledge receipt of any addenda or amendments by signing and returning the Acknowledgment of Receipt of Addenda/Amendments form and attaching it to this Invitation For Bid with your Bid. City may reject any Bid that fails to acknowledge any addenda or amendments.
7. **SPECIFICATIONS/DESCRIPTIVE TERMS/SUBSTITUTIONS.** Unless the term “no substitute” is used, the City’s references to a brand name, manufacturer, make, or catalogue designation in describing an item in this Bid Packet does not restrict you to that brand or model, etc. The City may make such references to indicate the type, character, quality and/or performance equivalent of the item desired. However, you are required to furnish the exact item described in your Bid unless a proposed substitution is clearly noted and described in the Bid.
- The parties recognize that technology may change during the period Bids are solicited and subsequent contracts are performed. Therefore, City may at its option accept changes or substitutions to the specifications for Goods of equal or better capabilities at no additional cost to City. In the case of existing contracts, you shall give City 30 days advance notice in writing of any such proposed changes or substitutions. City shall determine whether such items are acceptable as well as any proposed substitute.
- All Goods shall be new unless otherwise so stated in the Bid. Any unsolicited alternate Bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this Bid, may be considered non-responsive and the Bid rejected.
8. **PRICES/DISCOUNTS.** Prices shall be stated in the units and quantity specified in the Bid Packet documents. In case of discrepancy in computing the Bid amount, you guarantee unit prices to be correct and such unit prices will govern. Prices shall include transportation, delivery, packing and container charges, prepaid by you to the destination specified in the Specifications. Discounts for prompt payment will not be considered in Bid evaluations, unless otherwise specified. However, offered discounts for prompt payment will be taken if payment is made within the discount period.
9. **DELIVERY.** All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the Technical Specifications, with all charges prepaid by Seller to the actual point of delivery. Bids must state the number of days required for delivery under normal conditions.
10. **TAXES.** City is exempt from federal excise and state sales taxes and such taxes shall not be included in the Bid prices.



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11. **BID SUBMISSION.** The Bid Packet forms must be prepared in the name of Bidder and properly executed by an Authorized Agent with full knowledge and acceptance of all provisions, in ink and notarized. Bids may not be changed or withdrawn after the deadline for submitting Bids (the “Bid Submission Date”). A Bid is an irrevocable offer and when accepted by City (as evidenced by City’s execution of the Purchase Agreement) shall constitute a firm contract.
- A. **BIDS MUST BE SUBMITTED ONLY ON THE BID PACKET FORMS AND SIGNED BY AN AUTHORIZED AGENT. THE ENTIRE BID PACKET MUST BE RETURNED AS RECEIVED WITH ALL FORMS COMPLETED. YOU MAY ATTACH, AFTER EXHIBIT A, ANY DOCUMENTS NECESSARY TO COMPLETELY AND ACCURATELY RESPOND TO THE REQUEST. BIDS MUST BE IN STRICT CONFORMANCE WITH ALL INSTRUCTIONS, FORMS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET.**
 - B. Sealed Bids may be either mailed or delivered, but must be received at:
City of Tulsa – Office of City Clerk
175 East 2nd Street, Suite 260
Tulsa, Oklahoma 74103
 - C. Bids will be accepted at the above address from 8:00 a.m. to 5:00 p.m., Monday thru Friday except for City holidays. City is not responsible for the failure of Bids to be received by the City Clerk’s Office prior to the due date and time.
 - D. Late Bids will be **rejected**. The Purchasing Agent, in his sole discretion, may make exceptions only for the following reasons:
 - 1. City Hall closed for business for part or all of the day on the date the response was due;
 - 2. If the City deems it appropriate due to large-scale disruptions in the transportation industry that may have prevented delivery as required.
 - 3. If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent.
 - E. **City will not accept faxed Bids**, nor will City accept Bids faxed to the City Clerk, Purchasing Division or Office, or any other City office or employee.
 - F. City is not responsible for any of your costs in preparing the Bid response, attending a pre-Bid conference, or any other costs you incur, regardless of whether the Bid is submitted, accepted or rejected.
 - G. All Bids must be securely sealed and plainly marked with the Bid Number, Bid Title, and Bid Opening Date on the lower left corner of the outside of the Bid envelope. Your name and address must also be clearly indicated on the envelope.
 - H. If submitting multiple options (“Option(s)”) to the Invitation for Bid, each will be considered separately requiring each response to be complete and accurate. Each Option must be clearly marked as Option 1 of 3, Option 2 of 3, etc.
 - I. The number of copies you must submit is listed on the Summary Sheet in the front of the Bid Packet. However, at a minimum, there will be (1) an original, clearly labeled as such in 1” red letters on the Bid Packet cover page, and (2) a copy for City’s Purchasing Division, clearly labeled as such in 1” red letters on the Bid Packet cover page. If binders are used, they must also be labeled.
 - J. Multiple boxes or envelopes are permissible, but must not weigh more than 50 pounds. Each box must be labeled as instructed herein and numbered (i.e., Box 1 of 3; Box 2 of 3). **The original must be in Box #1.**
 - K. The original and all copies (either paper or electronic) must be identical in all respects. Bids must be completed and submitted in ink or typewritten. Bids written in pencil will be rejected. Any corrections to the Bids must be initialed in ink.
12. **BID REJECTION OR WITHDRAWAL.**
- A. City may reject any or all Bids, in whole or in part.
 - B. **A Bid may be rejected if it contains additional terms, conditions, or agreements that modify the requirements of this Invitation For Bid or attempts to limit Bidder’s liability to the City.**
 - C. A Bid may be rejected if Bidder is currently in default to City on any other contract or has an outstanding indebtedness of any kind to City.
 - D. City reserves the right to waive any formalities or minor irregularities, defects, or errors in Bids.
 - E. Bid withdrawal may only be accomplished by an Authorized Agent requesting the withdrawal in person at the City Clerk’s office before the City’s close of business on the Bid Submission Date.
13. **BID RESULTS.** A tabulation of Bids received will be made available on the City’s Purchasing Division website generally within 5 working days after the Bid Opening Date. After a contract award is recommended to the Mayor, a copy of the Bid summary will be available in the City Clerk’s Office. Bid results are not provided in response to telephone or email inquiries.
14. **PURCHASE ORDER.** In the event that the successful Bid is for an amount less than One Hundred Thousand Dollars (\$100,000), and it is determined by the City to be in the best interests of the City, the City, in its sole discretion, may issue a Purchase Order rather than execute the Purchase Agreement to purchase the Goods. If a Purchase Order is issued, however, the terms of the Bid



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Packet documents, including the Purchase Agreement, will govern the transaction and be enforceable by the City and Bidder/Seller.

15. **CONTRACT AWARD.** If a contract is awarded, it will be awarded to the Bidder that City determines is the lowest secure Bidder meeting specifications. Such Bid analysis will consider price and other factors, such as Bidder qualifications and financial ability to perform the contract, as well as operating costs, delivery time, maintenance requirements, performance data, history of contract relations with City, and guarantees of materials and equipment, as applicable. A complete list of the factors that are considered is set forth in Tulsa Revised Ordinances, Title 6, Ch. 4, §406E. Unless otherwise noted, City reserves the right to award a contract by item, one or more groups of items, or all the items in the Bid, whichever is in City's best interest.
16. **IRS FORM W-9.** If City selects your Bid and awards a contract to you, you will have ten (10) days from notification of the award to provide City with your complete IRS Form W-9.
17. **NOTICE TO PROCEED.** If City accepts your Bid and executes the Purchase Agreement, you shall not commence work until authorized to do so by the Purchasing Agent or his representative. Receipt of a Purchase Order from the City is notice to proceed.
18. **PAYMENTS.** Invoices should be mailed to: City of Tulsa – Accounts Payable
175 East 2nd Street, 8th floor
Tulsa, Oklahoma 74103

Payment will be made Net 30 days after receipt of a properly submitted invoice or the City's Acceptance of the Goods and/or Services, whichever is later, unless City decides to take advantage of any prompt payment discount included in the Bid.

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SPECIAL REQUIREMENTS

1. Irrevocable Offer Period. You understand and acknowledge that the offer submitted as your Bid is firm and irrevocable from the City's close of business on the Bid Submission Date until 365 days after the Bid Opening Date.

2. General Liability/Indemnification. You shall hold City harmless for any loss, damage or claims arising from or related to your performance of the Purchase Agreement. You must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Purchase Agreement. You agree to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the Goods, Services, labor, or materials furnished by you or your subcontractors under the provisions of the Bid Packet documents.

3. Liens. Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Bidder shall deliver all goods to City free and clear of liens. Delivery by Seller to City of goods which are subject to liens under the Purchase Agreement shall be a material breach of the Purchase Agreement and all damages and costs incurred by City as a result of the existence of such liens shall be paid to City by Seller. At City's option, City may return such goods to Seller and Seller shall pay the cost of returning such goods and reimburse City for any payments made for such goods.

4. Insurance. If checked "Yes," the following insurance is required: **Yes: x No: _____**

Seller and its subcontractors must obtain at Seller's expense and keep in effect during the term of the Purchase Agreement, including any renewal periods, policies of General Liability insurance in the minimum amounts set forth below and Workers' Compensation insurance in the statutory limits required by law.

Libel, Slander and Errors/Omissions	\$500,000.00
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SELLER'S INSURER MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF OKLAHOMA.

Seller's insurance policy and all certificates of insurance must state that the insurer cannot change or cancel coverage without the insurer first giving 30 days written notice to City of such change, cancellation or termination. You will have 10 days after notification that your Bid was selected for contract award by City to provide proof of such coverage. The Certificate of Insurance must be completed with the following information:

- A. Your name
- B. Insurer's name and address;
- C. Policy number;
- D. Liability coverage and amounts;
- E. Commencement and expiration dates;
- F. Signature of authorized agent of insurer;
- G. Invitation For Bid number.

The completed Certificate of Insurance form should be sent to the assigned Project Buyer reflected on the Summary Sheet of this Bid Packet. An endorsement from the insurer must be obtained by Seller which adds City as an Additional Insured to the policy and states that the insurer will provide City with notice thirty days in advance of termination, cancellation or change in the coverage of the policy. The cancellation clause on your certificate must conform to the endorsement. Any conflict between the endorsement and the certificate is a material breach of the Purchase Agreement and can result in the retraction by City of the award of the Bid to Seller

5. Bonding.

A. Bid Bond. If the box is checked "Yes," the Bid Bond is required:

Yes: _____ No: X



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B. **Performance Bond.** If the box is checked "Yes," the Performance Bond is **required:**

Yes: No:

6. **References.** If the box is checked "Yes," References are **required:**

Yes: No:

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TECHNICAL SPECIFICATIONS

1.0 Intent

It is the intention of the City of Tulsa to solicit bids to secure, on a competitive basis, a source of supply for furnishing all labor, equipment, and management to perform Location, Notification and Collection Services regarding the collection of delinquent Parking Fines. All parking citations sent for collections have only vehicle information listed. The vendor will locate the names and addresses of the citation holders represented. The City of Tulsa will select the most qualified Vendor in the best interest of the City and the public. There is no guaranteed amount of work to be performed.

2.0 Scope of Services

Overview

To be considered a qualified Vendor, the same must be able to provide the following services to the City: programming assistance to enable secure data transfers from Municipal Court that maintains data integrity; preferable web-based collection software to support all collection operations; customized collection notices; media campaigns; call center personnel and technology; and legal resources to assure compliance with all applicable federal, Oklahoma and City laws, regulations and ordinances. The Vendor agrees to exercise due diligence on all accounts to effect collection of these accounts. The Collector agrees to accept for collection, as specified by Finance Director and the Court Administrator of the City of Tulsa, or their designee, such unpaid citations, obligations, deferred payments, or accounts as the City of Tulsa shall refer to the Collector from time to time. This includes accounts that may be significantly past due. The Collector shall promptly acknowledge in writing the receipt of accounts for collection.

The Collector further agrees that in the collection of accounts under this Agreement, it will never harass or exert undue pressure on delinquent debtors or employ any procedure which would violate any local, state or federal law, create a cause of action against the City of Tulsa, cause discredit upon the City of Tulsa or subject the City of Tulsa or its officials to defamation.

The Collector shall render prompt and courteous service to all persons with whom it deals in collecting City of Tulsa accounts.

3.0 Legal Action

The Collector agrees not to commence any legal action against any debtor without prior written consent from the City of Tulsa Finance Director, Court Administrator or their designee.

4.0 Requirements and Services to be provided

4.1 Minimum Qualifications

- The Vendors shall be neither a creditor nor an officer or employee of the City of Tulsa,
- The Vendor shall be licensed, registered, and authorized to collect debt in Tulsa, Oklahoma and throughout the United States as may be required.
- The Vendor shall have sufficient knowledge of all applicable federal, Oklahoma and local laws and regulations regarding debt collection, including in particular the Fair Debt Collection Practices Act (“FDCPA”).



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- The Vendor must be able to demonstrate the ability to skip trace, mail, and call a high volume of collection accounts.
- The Vendor must demonstrate the ability to provide computer technical support for any initial programming required to transfer all necessary collection data to Vendor in a timely manner.
- The Vendor must institute methods specified by the City of Tulsa for safeguarding the rights of individuals subject to collection. All practices must comply with Oklahoma and federal consumer and collection practice laws, including the FDCPA, where applicable.
- Vendor shall have been involved in the collection of delinquent government receivables for at least three (3) years.

4.2 Minimum Requirements

- The Vendor shall enclose a complete set of audited financial statements for the year ended December 31, 2010, or if your firm's fiscal year is other than December 31, 2010, the most recent year-end for which audited financial statements are available. This information shall remain confidential pursuant to Oklahoma law.
- If your firm is not audited, submit a complete set of compiled financial statements considering the same fiscal year end information as above.
- Financial statements must reflect an operating profit and provide evidence of financial stability or a detailed explanation if operating profit not met.
- The Vendor agrees not to use any false, deceptive or misleading representations or means including the use of any name by the Vendor or any of its agents other than its or their true names when communicating with delinquent debtors. The Vendor is an independent contractor and shall not represent itself to be an agent, employee or officer of the City of Tulsa, Municipal Court or a member of the Tulsa Police Department.
- As references, the Vendor shall provide a detailed resume(s) of qualified and experienced personnel who will be the main contact to the City of Tulsa.
- The Vendor shall list the number of current government clients for which it provides the same or similar type services.
- The Vendor shall provide a detailed description of three (3) comparable contracts (similar in scope of services to those requested herein) which the Vendor has either ongoing or completed within the past three (3) years. The description should identify for each project: (1) the client; (2) the description of work; (3) the total dollar value of the contract; (4) the contract duration; (5) a client contact, telephone number; and (6) a statement as to whether the Vendor was the prime contractor or subcontractor for each of these projects.
- The Vendor shall be ineligible to provide the services set forth in this IFB if the Vendor, or owner, operator, or any stockholder of Vendor, has been convicted of a felony.
- The Vendor shall ensure the confidentiality and security of the City of Tulsa's data.
- Vendor shall keep records of all disputes and complaints, investigate the same, and report the results to the City of Tulsa as requested.



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- The Vendor shall remit to the City, on a monthly basis, one hundred percent (100%) of all City of Tulsa delinquent parking fines, and fees collected by Vendor.
- On a daily basis the Vendor will fax or e-mail a report to the City of the funds received on behalf of the Municipal Courts. The report will include: defendant's name, case or citation number, amount paid and date paid. On a weekly basis, the Collector will electronically report all funds received.
- The Vendor shall prepare and submit all requested and required reports on or before the fifth (5th) day of each month. Any and all regular reoccurring management reports, which may, initially or at any future date, be required by the City of Tulsa, are to be prepared and submitted to the City of Tulsa by the Vendor.
- Vendor shall prepare a monthly Status Report evidencing all parking fees, and costs collected by Vendor for each account and a total amount collected for the month.
- Vendor shall send and receive daily electronic reporting and confirmation of file transfers. Municipal Court strongly prefers F.T.P. transfers.
- The Vendor shall also prepare any and all additional management reports, and relevant statistical and financial data in a timely fashion monthly. The Vendor shall prepare an Acknowledgment Report that indicates the number of accounts, date received and total amount referred to Vendor. Vendor shall prepare other reports which the City may require, such as special reports as they relate to the collection of these accounts or other services provided by the Vendor.
- No account referred to the Vendor from the Tulsa Municipal Court shall be collected in installments or be finally compromised or settled for less than the full amount thereof.
- There shall be no cost whatsoever to the City of Tulsa accounts deemed uncollectible or returned as uncollected or recalled.
- The Vendor shall commence services for the program within thirty (30) calendar days after contract award.
- Vendor shall be responsible for returning collection accounts to the City of Tulsa immediately upon recall. The selected Vendor shall stop all collection activity immediately when notified by the City to cancel any account(s). The City of Tulsa reserves the right to re-evaluate, adjust, cancel or recall any account(s) assigned to the selected Vendor for collection.
- Vendor shall be solely responsible for all costs and expenses associated with the contract, including, but not limited to, all necessary developing, copying, faxing, and postal costs.

5.0 City Requirements

- The City of Tulsa, in the City's sole and complete discretion, may transfer delinquent Municipal court parking fines and fees to the Vendor for the Vendor to provide services regarding the collection of the accounts.
- The City of Tulsa will ensure that only accounts delinquent are transferred to the selected Vendor.
- The City of Tulsa shall determine the most effective method of transferring accounts to the selected Vendor. The City of Tulsa will notify the selected Vendor when accounts are ready for transfer or arrange a periodic



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automatic transfer.

- The City of Tulsa reserves the right, at any time, for any reason whatsoever and without penalty, to recall any assigned account(s) and will not be responsible for any costs incurred by the selected Vendor for the recalled account(s).
- The City of Tulsa will notify the selected Vendor of any adjustments or corrections made to the amount due of any collection account assigned to Vendor.

6.0 Bid Presentation

The response shall be written in sufficient detail to permit the City of Tulsa to conduct a meaningful evaluation of the proposed services. In the event that a Vendor wished to take exception to any of the terms, conditions, or specifications contained herein, such exceptions should be detailed in the cover letter. Bids will be evaluated on the following criteria in addition to the collection fee expressed as a percentage on the pricing page. All bidders in their bid's shall address the criteria in the order presented by their Invitation for Bid. **Responses should be as concise and clear as possible.** Any bidder who responds to this invitation for sealed bid without following this request takes the risk of being rejected.

6.1 Bid Format

The response should be presented in the format indicated below and should include the following information:

- a) Cover Letter – This page shall include the TAC #, Vendor's name, address, contact person, and contact telephone number.
- b) Table of Contents – All pages of the Bid, including the enclosures, are to be clearly numbered and should correspond to the table of contents.

6.2 Minimum Qualifications and Requirements (Must meet this requirement to be considered, no points assigned)

- a) Address the qualifications and requirements as outlined in Sections 4.1 and 4.2.

6.3 Experience/Qualifications of the Vendor (10 points)

- a) State the number of years the Vendor has been in existence and has been performing collection services regarding the collection of delinquent parking accounts.
- b) Describe the Vendor's experience in performing collection services as requested in the IFB Vendor shall provide proof of registration with the Oklahoma Secretary of State and any necessary documentation as a debt collector in the State of Oklahoma.
- c) Describe any other experiences related to the work and services described in Section 2.0, Scope of Services, of the IFB.
- d) Describe any features that distinguish the Vendor and its services from other firms who provide



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collection services regarding the collection of delinquent parking accounts.

6.4 Technical Ability (20 points)

- a) Provide a general description of how Vendor will provide the collection services requested in this IFB.
- b) Describe your firm's skill level in skip tracing. Which licenses are used?
- c) Describe any other methods of tracing. Does your capability include daily use of the US Postal Service National Change of Address (NCOA)? Do you track Multiple Dwelling Units (MDU) and sub-prime debtors? Do you utilize the Oklahoma Tax Commission for tag information?
- d) A sample letter from the Collector to an account MUST be provided. The City of Tulsa is interested in viewing the text of the letters as well as any standard printed material that will be used to contact accounts "up front". The City of Tulsa reserves the right to modify any sample letter used for City of Tulsa accounts by the agency at any time. Acceptable time frame for collector to implement any letter modification(s) is no more than 10 business days.
- e) How are payments accepted? If credit cards are accepted, would the City of Tulsa or the debtor be responsible to pay the transaction fee? Does your system include a 24/7 Interactive voice recording (IVR), online capability, or a live agent only? Are checks verified for valid checking accounts? How are Non-Sufficient fund (NSF) checks handled? Does 100% of the face value go to the City of Tulsa?
- f) Indicate how the Vendor will address the Spanish language while maximizing collection results.
- g) Describe Vendor's collection procedures. This description should include, but not necessarily be limited to, a comprehensive explanation of how collection accounts are handled upon referral to the Vendor, skip tracing resources, the Vendor's method(s) relative to how the City of Tulsa will be notified concerning the status of collection accounts, and how deposits are handled by Vendor.
- h) Describe the Vendor's settlement procedures.
- i) Describe how Vendor will accept electronic transfer of accounts.
- j) Describe the Vendor's policies and methods regarding payment to the City of Tulsa, including Vendor's approach for handling stolen or lost payments.
- k) Volume of complaints and litigation for the three years 2008-2010, inclusive.
- l) Percentage of litigation decided / settled in plaintiff's favor.
- m) Describe the document(s) and or format(s) to be used to report collection information, payment details, and performance statistics to the City. Also describe your system's flexibility to accommodate the City's requests, if any, for future format modifications. Provide sample copies of statistical reports and monthly statements. Describe the firm's current ability to directly, electronically communicate collection information and data to and from the City.



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6.5 Key Personnel and Subcontractors Performing Services (5 points)

- a) Provide an organization chart showing all individuals assigned to this project. This chart should clearly identify the Vendor's employees and any subcontractor(s) or sub consultant(s).
- b) Describe the experience, qualifications, licenses held and other vital information, including relevant experience on similar projects, of all key individuals and subcontractor(s) who may be assigned to this project.
- c) Provide resumes, with job descriptions and other detailed qualification information, regarding all key personnel who may be assigned to this project.
- d) Describe training programs for new employees and existing employees to keep them current concerning all relevant collection practices, laws, and regulations.

7.0 Bid Evaluation

The bid will be evaluated by a selection committee formed by the Finance Director and the Court Administrator, consisting of representatives of the City of Tulsa. Upon receipt by the due date of this IFB, the City's selection committee will review the same for completeness and adherence to the provisions of the IFB.

Aspects of all bids and qualifications statements shall be evaluated with the following criteria. There is no order of significance implied. Items 6.1 & 6.2 are minimum requirements and must be met in order to be considered. Items 6.3-6.5 & 8.1 have various points assigned for evaluation purposes. Item 8.1 is the cost factor which has been weighted at 65%. The bidder who offers the lowest percentage of commission will receive the entire 65 points possible for cost.

7.1 Overall Experience, Capabilities and Minimum Requirements

Vendor demonstrates the required experience, capabilities and minimum requirements. References of similar past assignments are required regarding the collection of delinquent parking accounts.

7.2 Technical Aspects:

The Vendor's technical approach that addresses the operational and logistical requirements of this IFB. Vendor should provide a comprehensive explanation of the Vendor's collection services concerning Vendor's collection and settlement procedures and overall collection philosophy.

The degree to which the Vendor implements Best Practices throughout the collection process. This includes personnel training, software enhancements to improve efficiency, methods and procedures by which Vendor complies with the FD CPA, and community programs to encourage collection.

7.3 Management Aspects:



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The Degree to which the Vendor demonstrates the ability to acquire, employ and manage the necessary financial and personnel resources to successfully conduct all operations required in this IFB.

The ability of the Vendor to successfully complete the project within the proposed time schedule.

7.4 Overall Perception

The degree to which the Vendor’s Bid demonstrates the understanding of the complex interactions required to sustain viable and effective operation.

8.0 Miscellaneous

8.1 Pricing

Express pricing in percentage of total amount collected.

8.2 Secondary or back-up source

The City of Tulsa reserves the right to enter into contract with the second place bidder to be used as a secondary or back-up source. This source would be used only in the event of the failure of the primary source to supply the full needs of the City of Tulsa.

TULSA MUNICIPAL COURT COLLECTION RECORD LAYOUT

This is the record layout and field definition for accounts to be assigned to the collection agency by the Tulsa Municipal Court. This data file will be sent by the court to the collection agency once a month. (The job that creates the file is run on the first day of the week).

(Ticket Number is the unique identifier)

TICKET NO	CHARACTERS: 11
VIOLATION DATE	CHARACTERS: 8
VIOLATION TIME	CHARACTERS: 4
DATE ENTERED	CHARACTERS: 8
LOCATION	CHARACTERS: 24
VEHICLE YEAR	CHARACTERS: 2
VEHICLE MAKE	CHARACTERS: 4
VEHICLE MODEL	CHARACTERS: 3
VEHICLE STYLE	CHARACTERS: 2
VEHICLE COLOR	CHARACTERS: 6
LICENSE YEAR	CHARACTERS: 2
LICENSE STATE	CHARACTERS: 2
LICENSE TAG	CHARACTERS: 8
VIN	CHARACTERS: 20
OFFICER ID	CHARACTERS: 5



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OFFICER DIV	CHARACTERS: 3
VIOLATION TITLE	CHARACTERS: 4
VIOLATION SECTION	CHARACTERS: 6
VIOLPARAGRAPH	CHARACTERS: 4
FINE	CHARACTERS: 10

TULSA MUNICIPAL COURT RECALL RECORD LAYOUT

Following is the record layout and field definition for accounts which are recalled quarterly from the collection agency by the Tulsa Municipal Court. The file will be created on the first day of the quarter and will be sent by the court to the collection agency to notify the agency to cease all collection activity on the cases included.

Case Number	11 bytes	(Case Number is the unique identifier)
Last Name	12 bytes	
First Name	12 bytes	
Middle Name	12 bytes	
Suffix	4 bytes	
Amount Due	4 bytes (numeric)	

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**EXHIBIT A
BID FORM INCLUDING DELIVERY AND PRICING**

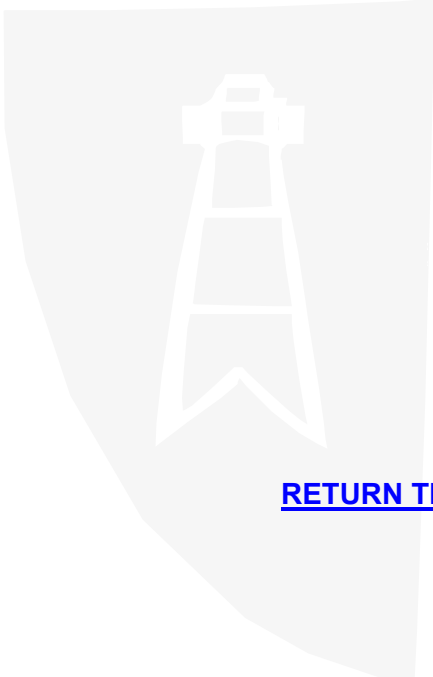
1. Delivery.

You must be able to deliver the Goods and/or Services as specified in your Bid. Failure to do so may result in City terminating your contract or canceling the Purchase Order, pursuing collection under any performance bond, as well as seeking any other damages to which it may be entitled in law or in equity.

2. Pricing

18498

_____ % fee based on \$ amount of each Parking Ticket collected



Bidder's Company Name _____

Authorized Signature Here ▶ _____

Printed Name: _____

[RETURN THIS ENTIRE BID PACKET](#)