



CITY COUNCIL COMMUNICATION

October 25, 2016

SUBJECT: Utility Billing and Municipal Court Collection Services
SUBMITTED BY: Chris D. Barker, Assistant City Manager
REFERENCE NO: RFP No. 011-13

ACTION REQUESTED:

Consider renewal of a contract for Utility Billing and Municipal Court collection services to American Municipal Services, 3724 Old Denton Road, Carrollton, Texas 75007.

ALTERNATIVES:

- Table the request
- Deny the request

SUMMARY OF SUBJECT:

In 2013, the City solicited proposals for Utility Billing and Municipal Court collection services. The City's desire was to contract with one company to collect delinquent utility accounts and municipal court fines that are past due and/or in warrant status. Responses were received from three (3) vendors; Credit Management, LP, Linebarger Goggan Blair and Sampson, LLP, and American Municipal Services. After review of qualifications, staff recommended American Municipal Services (AMS) based on the evaluation factors as outlined in RFP No. 011-13.

The initial contract was awarded by council on October 22, 2013 and called for an initial three (3) year period, commencing on November 1, 2013. The contract provided for the City to have the option to extend the term of the contract for three (3) additional one-year periods and thereafter, automatically renew for successive periods of one (1) year periods, unless either party gave prior notice of termination.

This request represents the first of the three (3) additional one (1) year renewal options. Staff recommends renewal of the contract with American Municipal Services.

FINANCIAL CONSIDERATIONS:

Revenue Sources:

Expenditure Accounts: 101-0000-451-10.01
 501-2070-515-30.01

Budgeted Fiscal Year(s):

Budgeted Expenditure:

Estimated Expenditure:

Over/Under Projection By:

Other Comments:

SUPPORTING DOCUMENTS:

- Renewal Letter: American Municipal Services

APPROVED BY:

_____ **LG** City Manager's Office

_____ **KS** City Secretary's Office