

RESOLUTION NO. 2023-632

A RESOLUTION AWARDING A CONTRACT TO RTR
FINANCIAL SERVICES, STATEN ISLAND, NY FOR
DELINQUENT FEE COLLECTION SERVICES.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Delinquent Fee Collection Services; and

WHEREAS, the Requests were published on the City's official website and in the City's official newspaper; and

WHEREAS, two (2) proposals were received and evaluated by the Department of Finance; and

WHEREAS, it has been recommended that a contract for the required services be awarded to RTR Financial Services, Inc., Staten Island, NY, for a contract period of two (2) years with option to renew for a maximum of two (2) additional one-year periods, at a fee of 13% of the amount collected. The "Effective Date" of this contract shall be the date of final approval of the contract by City of Vineland Chief Financial Officer and the issuance of an authorizing resolution from the City of Vineland City Council; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract to provide for Delinquent Fee Collection Services, be awarded to RTR Financial Services, Inc., Staten Island, NY, based upon the proposal received, pursuant to a fair and open process.

Adopted:

President of Council

ATTEST:


City Clerk



BID EVALUATION FORM

DEPARTMENT FINANCE Date: 11/6/23

The undersigned recommends that a contract be awarded for the following:

1. Bid Title: DELINQUENT FEE COLLECTIONS
2. Amount to be Awarded: N/A
☐ Encumber Total Award
☐ Encumber by Supplemental Release
3. Engineer's Estimate: _____
4. Amount Budget: \$ —
5. Account Number to be Charged: _____
6. Date Bids Received: 10/20/23 @1PM
7. Date to be Awarded: 11/28/23
8. Recommended Vendor: RTR FINANCIAL SERVICES
9. Is Recommended Vendor the Apparent Lowest Bidder? ☒ Yes ☐ No
10. Comments/Special Instructions:
11. Evaluation Performed by: GENE VOLPE
12. Approved By: 
13. Attached: (Check-Off List)
☒ Tabulation of Bids
☐ Justification for Vendor Recommendation (if applicable)
☒ Evaluation Data (if applicable)

Send copies to:

Purchasing Department
Business Administration

PURCHASING AGENT RECOMMENDATION AWARD
COV RFP # 2023-45



Proposals were received and opened Friday, October 20, 2023 at 1:00 PM for Delinquent Fee Collections from the following:

RTR Financial Inc.
Ability Recovery Services, LLC

Comments: Both bidders submitted all the mandatory documents.

Recommendation: The using department needs to review the proposals for compliance with the technical specifications of the proposal. If the bidder meets all the requirements of the specifications, then you can send up your request for award.

Jeanine N. Brownlee, QPA
Purchasing Agent

A handwritten signature in blue ink, appearing to be "JN", located at the bottom center of the page.

RTR Financial Services is being selected to be the City of Vineland's delinquent fee collection agency.
RTR Financial Services received the highest score on the BID evaluation form.

COV RFP/RFQ # 2023-45 for: Delinquent Fee Collections

DATE/TIME: 10-20-23 1:00 PM

VENDORS:	Ability Recovery Services LLC	RTR Financial Inc.		
MANDATORY FORMS				
Statement of Ownership Disclosure	✓	✓		
EEO/Affirmative Action Compliance	✓	✓		
Addenda, if any	✓	✓		
Disclosures of Investment Activity in Iran	✓	✓		
Total Amount:	% Fee	\$ 18.5%	\$ 13%	\$

VENDORS:				
MANDATORY FORMS				
Statement of Ownership Disclosure				
EEO/Affirmative Action Compliance				
Addenda, if any				
Disclosures of Investment Activity in Iran				
Total Amount	\$	\$	\$	\$