

**BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA
OFFICE OF PURCHASING**

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CLAUDIA SIMMONS
Purchasing Manager

January 26, 2017

To: All Known Prospective Bidders

ADDENDUM NUMBER #2:

Re: Collection Services for Public Safety EMS, PD 16-17.019

We recently sent you an Invitation to Bid on the above-mentioned specification.

This Addendum #2 provides for the following changes:

The Attachment "C", paragraph (6.12 – Effective Date: Duration) of the Solicitation document, as ("Effect for a Twelve (12) month period, and states that the Agreement may be Extended in whole, or part for a one (1) year increments up mutual consent of both parties.

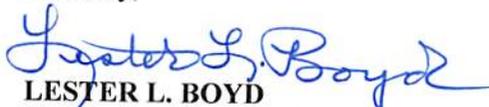
This has been change to read, and to coincide with the page 14, paragraph (5) Contract Term/Renewal/Termination, paragraph as Thirty-six (36) Months, and to be renewed in additional with two (12) months extensions periods.

The Solicitation Correction for the page number #13, Paragraph No: (3) Procurement Questions, should have read, (Written questions accepted no later the 12:00 P.M., CST, Friday, January 27, 2017), instead of "Written questions accepted no later than 04:00 P.M., CST, Wednesday, January 28, 2017".

Please replace the old pages of the Solicitation PD 16-17.019, Collection Services for Public Safety EMS, with these new corrected pages, attached to this Addendum #2.

This Addendum Number "2" is furnished to all known prospective bidders. Please sign and return one copy of this Addendum, with original signature, with your bid as an acknowledgement of your having received same. You may photo copy for your record.

Sincerely,


LESTER L. BOYD
Purchasing Coordinator

llb

Cc: Joseph A. Scialdone, EMS Billing Manager

Company Vendors Acknowledgement:

SIGNED: _____

DATE: _____

COMPANY: _____

collection services (such total or partial termination being referred to hereinafter as a termination for convenience). County may exercise its right of termination for convenience by furnishing to Agency written notice of its election to do so, which notice shall specify the services that County has elected to remove from the scope and operation of this Agreement. The termination of convenience as to such services shall be effective thirty (30) days following the date of the receipt of such notice by the Agency. In no event shall a termination for convenience be deemed a default by County under this Agreement, and a termination for convenience shall not subject the County to any penalty, claim for damages, liquidated damages or any other claim of any type by Agency.

- (c) County reserves the right to terminate this Agreement immediately pursuant to Chapter 1-9.5 of the Ordinances of Escambia County should the Agency engage in any employment or contractual relationship with any entity, which employment or contractual relationship would be adverse to the interests of Escambia County.

6.10 Notices: All Notices required or to be given hereunder shall be in writing to the addresses below and shall be deemed to have been properly given on the third day after being deposited in the United States mail, with adequate postage, and sent by registered or certified mail with return receipt requested, to the appropriate party, or when delivered after being deposited with a nationally recognized overnight courier such as Federal Express, Express Mail, or other overnight delivery service for next-day delivery:

COUNTY:

AGENCY:

County Administrator

221 Palafox Place

Pensacola, Florida 32502

6.11 Data Link Up: Agency shall establish a data linkup, which will allow County access to information on all accounts indicating the collection efforts made, arrangements established, and monies received.

At its own expense, Agency shall provide, install and maintain a personal computer (PC) and modem for access to Agency's system. The PC will be placed at a location determined by the County Administration.

All information will be noted on the accounts placed for collection including financial notes, letter notes, telephone conversation notes, and skiptracing notes. Training on the use of the system will be provided to County personnel upon request. Agency will bear all associated costs including standard resources, hardware, software, installation and training.

6.12 Effective Date; Duration:

(a) This Agreement shall begin on the date of approval by the Board of County Commissioners and continue in effect for a thirty-six (36) months period. This Agreement may be extended in whole, or in part in two additional (12) months periods upon mutual consent of both parties. The parties may indicate their wish to extend this Agreement by giving written notice to the other party no later than thirty (30) days before the expiration of the Agreement's initial one-year (1) term.

(b) The parties understand and agree that at the expiration of this Agreement or any extension thereto, the County shall in no way be further obligated to Agency and shall not be impaired from negotiating with and contracting with any other publicly or privately-owned entity wishing to offer collection services to County.

(c) Pursuant to the requirements of Florida law and Ordinance 96-36 of Escambia County, the County's performance and obligation to fund this Agreement shall be contingent upon a continued annual appropriation by the Escambia County Board of County Commissioners.

6.13 Records: Agency shall maintain records as provided below:

(a) Record Retention and Inspection: Agency agrees that the County Administrator or any duly authorized representative without advance notice shall have access to and

Sanctions

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

SCOPE OF WORK SUMMARY

The County's objective in requesting this Bid, is for the collections of unpaid ambulance billing accounts referred by Escambia County Public Safety, Division of Emergency Medical Services (EMS), Escambia County, Florida.

2. Bid Surety

Each offer shall be accompanied by a bid bond, cashier's check or certified check in the amount of **\$1000.00** of the total offer.

Checks or bonds are to be made payable to Escambia County, Florida. The amount of the bond, or check is the amount of liquidated damages agreed upon should the offeror fail or refuse to enter into a contract with the County.

A County warrant in the amount of the bid check(s) of the successful offeror(s) will be returned immediately after the offeror and the County are mutually bound by contract as evidenced by signatures thereto by an authorized representative of both the offeror and the County, and/or the offeror accepts the purchase order by signing the solicitation, offer and award form/acceptance copy of same and returning to the County Purchasing department. Any unsuccessful offeror(s) will have the amounts of his cashier's or certified check returned via county warrant promptly after award.

All offerors agree that any interest earned on any bid surety while in possession of the County, or its agents, shall be retained by the County.

3. Procurement Questions

Procurement questions may be directed to **Lester L. Boyd, Purchasing Coordinator**, (850) 595-4944, (Fax) (850) 595-4805. Technical questions may be directed to **Joseph A. Scialdone, Billing Manager**, (850) 471-6507, (Fax) (850) 471-6518, Written questions accepted no later than 04:00 P. M., CST, Friday, January 27, 2017.

4. Bid Forms

This Solicitation contains a Solicitation, Offer and Award Form and Bid Form which shall be submitted in a sealed envelope, in duplicate with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.