

# City of Weslaco

"The City on the Grow"



David Suarez, Mayor  
Olga M. Noriega, Mayor Pro-Tem, District 3  
David R. Fox, Commissioner, District 1  
Greg Kerr, Commissioner, District 2  
Gerardo "Jerry" Tafolla, Commissioner, District 4  
Lupe V. Rivera, Commissioner, District 5  
Fidel L. Pena, III, Commissioner, District 6

Mike R. Perez, Interim City Manager

## City of Weslaco

### Request for Statement of Qualifications/Proposals

The City of Weslaco is seeking Statement of Qualifications/Proposals for the following:

#### **DELINQUENT MUNICIPAL ACCOUNTS, FINES & FEES COLLECTION SERVICES**

Responses should be submitted in a sealed envelope to Homer Rhodes, Buyer II, will be accepted at the Weslaco City Hall Purchasing Department, 255 S. Kansas, Weslaco, Texas 78596, until 3:00 PM on January 23, 2015, at which time they will be opened and read aloud. Please mark envelope, "**Statement of Qualifications/Proposals for DELINQUENT MUNICIPAL ACCOUNTS, FINES, & FEES COLLECTION SERVICES - SOQ/PROPOSAL No.: 2014-15-11**"

Potential Respondents are advised that documents related to the solicitation of Statement of Qualifications/Proposal can be downloaded from the City of Weslaco web page address: [www.weslacotx.gov](http://www.weslacotx.gov), and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas, Weslaco, Texas 78596, or by calling 956-447-2240. Be advised that if your company is contemplating on responding to this solicitation - you must complete a "Vendor's Notice of Intent to Submit" form to the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company

**A non-mandatory, pre-proposal conference will be held on January 16, 2015 at 10:00 AM at the Weslaco City Hall Purchasing Conference Room C, 255 S. Kansas Ave., Weslaco, Texas. All prospective respondents are encouraged to attend.**

The City of Weslaco reserves the right to accept or reject any and all SOQs/Proposals and to waive any informalities in the proposing or to accept the SOQs/Proposal to be the best and most advantageous to the City and to hold SOQs /Proposals for a period of forty-five (45) days without taking action for the purpose of reviewing SOQs/Proposals and investigation of respondents qualifications prior to award. SOQs/Proposals submitted past the aforementioned date and time will not be accepted.

City of Weslaco  
  
Homer Rhodes  
Finance, Purchasing Office

**VENDOR'S NOTICE OF INTENT TO SUBMIT**

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If you intend to submit *Statement of Qualifications / Proposal for DELINQUENT MUNICIPAL ACCOUNTS, FINES, & FEES COLLECTION SERVICES - SOQ/PROPOSAL No.: 2014-15-11* with the City of Weslaco as outlined in the specifications please indicate your intention by signing, dating, and returning this form to the address below prior to **January 16, 2015** so that you may receive any addendums to the specifications should the need arise.

**Homer Rhodes,  
Buyer II  
City of Weslaco  
Finance Dept. / Purchasing Office  
255 S. Kansas Avenue  
Weslaco, TX 78596  
Phone: (956) 447-2240  
Fax: (956) 969-8452**

Name: _____ (Print)	Signature: _____
Title: _____	Company: _____
Mailing Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____
Email: _____	

**SOQ/Proposal No.: 2014-15-11**

## INSTRUCTIONS TO RESPONDENTS

Please read the requirements thoroughly and be sure that the PROPOSAL offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis attached to and made a part of your proposal. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

### PURPOSE

- (1) The purpose of these requirements and proposal documents is to award a service agreement for the collection of:

#### **DELINQUENT MUNICIPAL ACCOUNTS, FINES, & FEES**

### INTENTION

- (2) The services to be provided under this proposal shall be in accordance with and shall meet all requirements/specifications as shown. There is no intention to disqualify any respondent who can meet these requirements.

### SUBMITTAL OF PROPOSAL

- (3) SOQ/Proposals shall be submitted in sealed envelopes upon the blank form of proposal attached hereto. Each SOQ/Proposal must be completely filled out. Respondent shall submit three (3) copies. (One (1) original marked "ORIGINAL" and two (2) copies marked "COPY 1, COPY 2, with all supporting documentation.) Submissions of a proposal in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the SOQ/P, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the successful respondent otherwise. SOQ's/Proposals which do not comply with these requirements may be rejected at the option of the City. SOQ/Proposals must be filed with the City of Weslaco before opening day and hours. No late proposals will be accepted. Submittals received after such date and time will be returned to respondent unopened. Failure to meet proposal requirements may be grounds for disqualification.

### STATE SALES TAX

- (4) **STATE SALES TAX MUST NOT BE INCLUDED IN PROPOSAL.**

### PREPARATION OF PROPOSALS

- (5) Proposals **MUST** give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your proposal. Person signing proposal must show title or **AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT.** Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent/Bidder whether corporation, partnership, or individual, shall also be stated in the proposal. Any costs associated with the putting together of this proposal will be at the sole expense of the respondent.

### ALTERATIONS/AMENDMENTS TO PROPOSAL

- (6) Proposals **CANNOT** be altered or amended after opening time. Alterations made before proposal is turned in, it must be initialed by respondent guaranteeing authenticity. No proposal may be withdrawn after opening time without acceptable reasons in writing, and only after the written consent of the City of Weslaco.

### SUBSTITUTIONS/CANCELLATIONS OF PROPOSAL

- (7) No substitutions or cancellations permitted without written approval of the City of Weslaco.

### EXCEPTIONS TO REQUIREMENTS

- (8) The respondent shall attach to his/her proposal a list of any exceptions to the requirements/specifications, on a point by point basis, page number and paragraph number.

#### **TIME ALLOWED FOR ACTION TAKEN**

- (9) The City of Weslaco may hold proposals 45 days after proposal opening without taking actions. Respondents are required to hold their proposals firm for same period of time.

#### **TIME ALLOWED FOR EXECUTION OF CONTRACT**

- (10) Number of days required for the successful respondent to execute a contract for **DELINQUENT ACCOUNTS, FINES, & FEES COLLECTIONS** after receiving notification of award of contract shall be thirty (30) days.

#### **RIGHT TO REJECT/AWARD**

- (11) The City of Weslaco reserves the right to reject any or all proposals, to waive any or all informalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Weslaco.

#### **SAVE HARMLESS CLAUSE**

- (12) The respondent agrees to indemnify and save harmless the City of Weslaco and staff from all suits and actions of every nature and description brought against him or any of them, for or on account of the manner in which the successful respondent is utilizing in the performance and/or non-performance of services being rendered in response/executed contract for the Collection of Municipal Court Costs, Fines, and Fees.

#### **ADDENDA**

- (13) Respondent shall carefully examine the proposal forms. Requirements/Specifications and Instructions to Respondents. Should the respondent find discrepancies in, or omissions from proposal forms, Requirements/Specifications, or other documents, or should there be in doubt as to their meaning, respondent should notify the Purchasing Office at 956.447.2240 and obtain clarification by addendum prior to submitting any proposal. Explanations, interpretations, and supplemental instructions shall be in form of written Addenda, which shall become a part of the Contract Documents. Said Addenda shall be, if time allows, emailed/faxed or mailed to all prospective respondents not later than three (3) days prior to the date fixed for the opening of proposals. Inquires received within ten (4) days of the date fixed for the submission and opening of proposals will be given consideration. Verbal statements in response to inquires or requests for explanations shall not be authoritative or binding. It shall be the respondent(s) responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their proposal submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of Weslaco and as such are made part of the original solicitations documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such Respondent from its terms and requirements. Addendums, if posted will be accessible online at [www.weslacotx.gov](http://www.weslacotx.gov).

#### **SYNONYM**

- (14) Where in this solicitation package service is used, its meaning shall refer to the service contract for:  
**DELINQUENT MUNICIPAL ACCOUNTS, FINES, & FEES COLLECTION SERVICES**

#### **ASSIGNMENT**

- (15) Respondent's are advised that the City of Weslaco shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this Proposal in whole or in part, to a third party without the written approval of the City of Weslaco.

**AWARD**

- (16) Respondents are advised that the City of Weslaco is soliciting Statements of Qualifications in compliance with the “Sealed Proposals” concept and award shall be made to the respondent that in the opinion of the City of Weslaco provides the “Best Value”. Under no circumstances will faxed/mailed proposals from respondents be accepted. The City of Weslaco reserves the right to select multiple respondents. The City will award the proposal that is the best & most advantageous and execute a contract utilizing the rates contained in the proposal response.

**STATUTORY REQUIREMENTS**

- (17) It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contracts as though written out in full in the contract documents.

**RESPONDENT’S EMPLOYEES**

- (18) Neither the respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the selected vendor placed on contract. The City shall have the right of inspection of said undertakings at any time.

**RIGHT TO AUDIT**

- (19) The City of Weslaco reserves the right to audit the service provider’s books and records relating to the performance of this contract. The City of Weslaco at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours’ advance notice, to audit, to examine, and to make copies of or extract from the books of account and records maintained by the service provider with respect to the Service Contract. If such audit shall disclose overpayment by City to service provider, written notice of such overpayment shall be promptly reimbursed by the service provider to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

**CONFIDENTIAL INFORMATION**

- (20) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of the public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

**MATHEMATICAL ERRORS**

- (21) In the event that mathematical errors exist in any proposal, unit prices/rates ~v~ totals, unit prices/rates will govern.

**PAST PERFORMANCE**

- (22) Respondent’s past performance shall be taken into consideration in the evaluation and award of “Service Contract”.

**JURISDICTION**

- (23) Service Contract executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo, County, Texas.

**VENUE**

- (24) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo, County, Texas.

**CONFLICT OF INTEREST**

- (25) Respondents are advised that they must be in compliance with the below mentioned law:

**CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person’s affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Weslaco not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement be filed. See Section 1769.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

**IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER SHAPTER 176 IS A CLASS “C” MISDEMEANOR.**

**PERSONNEL**

- (26) The successful respondent shall ensure that the work being performed in response to an executed agreement shall be performed by competent and qualified personnel. Such personnel shall be registered and/or authorized to collect debts within the State of Texas. The contracted respondent shall demonstrate the capability to effect collections in all 50 States, U.S. territories, and commonwealths, Caribbean nations, Canada, Mexico and foreign countries, and shall meet all interstate collection requirements.

**INSURANCE**

- (27) During the term of the Agreement, the successful respondent shall maintain for the duration for the contract period the following insurances:
  - a. Professional Liability Insurance coverage of at least \$1,000,000 on a “Claims Made Basis”. This coverage shall remain in effect for a two (2) year period following the expiration of the contract with the City.
  - b. General Liability and Property Damage Insurance, with limits of One Million dollars (\$1,000,000).
  - c. Worker’s Compensation Insurance.
  - d. Agrees to name the City of Weslaco as an additional insured in said policy, and shall give the City at least a thirty (30) days notice of any material change in and/or non-renewals of such policies.

**CONFIDENTIALITY OF INFORMATION AND SECURITY**

- (28) The successful respondent will become the holder of and have access to confidential information. The successful respondent agrees that it will keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

**TERM**

- (29) Contract period shall commence from the date of award and end one (1) year thereafter. The City of Weslaco reserves the right to extend this contract for two (2) additional years in one (1) year increments, if the performance of the successful respondent remains satisfactory and all fee(s) remain unchanged; however, either party may terminate this Agreement upon serving a ninety (90) day written notice to the other, without cause.

**TERMINATION CLAUSE**

- (30) The City of Weslaco reserves the right to terminate this contract upon a 30-day written notice to the successful respondent for failure of acceptable performance and/or non-availability of funds.

## REQUEST FOR STATEMENT OF QUALIFICATIONS

### I. Purpose

The City of Weslaco, Texas is seeking to hire legal counsel or similarly qualified collection entity to collect Delinquent Municipal Accounts, Fines & Fees pursuant to Article 103.0031 of the Texas Code of Criminal Procedure. The City is seeking Request for Statement of Qualifications from firms with adequate personnel and data processing capabilities to properly process and collect the City's delinquent accounts in the various categories. Such undertaking shall be handled promptly and efficiently through ethical and lawful means. The Successful respondent shall be will versed not only with Article 103.0031 mentioned above but should also be familiar with the Consumer Credit Protection Act, Texas Debt Collection Act, Federal fair Debt Collection Practices Act and all other laws applicable to this type of activity. The successful respondent shall be cognizant of the contractual restriction inherent in these collections, and shall hold the City harmless for any collection errors due to the service's activity.

### II. Scope of Services Required

Collection attorneys shall be responsible for the following duties and services:

1. Preparing delinquent costs, fines & fees reports and updates based on data provided by the City of Weslaco.
2. Be able to import and export data using Incode software to obtain new accounts, payments and adjustments, and fee report.
3. Preparing and sending such notices on delinquent accounts as may be required by law or as may be advisable for the purpose of expediting collections.
4. There will be no adjudication at the collection agency. All plea forms will be issued and processes at the Weslaco Municipal Court.
5. Advising the City of Weslaco Staff, City Attorney, and Administration on legal issues that arise in the process of delinquent costs, fine, & fee collection.
6. Collection Entity must present a quarterly report of Delinquent costs, fines, & fees Collections and updates on all Legal actions in process to the Mayor, City Commission, at their regularly scheduled City Commission meeting(s), on a quarterly basis.
7. Collection Entity must have experience in the Collection of delinquent costs, fines, & fees and must have the personnel with the education and knowledge of the appropriate laws on issues such as bankruptcy, tax sales, personal property seizures, and traffic case issues.
8. Providing such additional services to the City Attorney(s) may deem advisable to expedite the collection of delinquent costs, fines, & fees.

### III. Proposal Requirements

Respondents are encouraged to submit concise and clear responses to this solicitation. Responses of excessive length and/or complexity are discouraged. Each SOQ must address, but is not limited to, the following requested information.

Proposals that do not include the required information may be deemed non-responsive and may not be considered for contract award. Respondents are encouraged to be specific about the firms expertise as it relates to the request for Statements of Qualifications.

All documents and information must be complete and bear proper signature(s) of binding party(ies).

1. Firm name, including the addresses of all firm offices identifying in which office the work will be performed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name, position, phone (including cell phone), fax numbers, e-mail contact, and web presence of contact person(s). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Names of principals in the firm; years the firm has been in business. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Description of the manner that will be used to ensure secure data transfer from the municipal court that maintains data integrity.  
\_\_\_\_\_  
\_\_\_\_\_
5. Specific description of the collections software to be supplied at the collections firm's sole expense to support all collections operations. (This software must be compatible with software that is in use by the City of Weslaco Municipal Court. Respondents who wish to inspect the City of Weslaco software must schedule such request at least ten (10) days prior to the date proposals are due or can be scheduled with a pre-bid walk-thru conference.) Any conversion must be provided by the collections firm at its sole expense by persons paid by the collections firm.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Description of the capability to provide computer technical support for any initial programming required to transfer all necessary collections data to the collections firm in a timely manner at the collections firm's sole expense. \_\_\_\_\_  
\_\_\_\_\_
7. Evidence sufficient knowledge of all applicable federal, state and local laws and regulations regarding debt collection as well as registration or authorization to collect debts with the State of Texas. Demonstrate ability effect collections in all 50 States, Canada and Mexico as well as meeting all interstate collection requirements. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Number of staff by discipline in the office that will be working on project, copies of their resumes an appointed project manager for proposed project. Respondents shall provide a description of the experience, qualifications and workload of the persons who will be assigned to the collection of all City of Weslaco delinquent accounts. \_\_\_\_\_

\_\_\_\_\_

9. List and briefly describe any on-going or completed similar municipal court projects, with dates and performance results for reach project. Include names, addresses and phone numbers of representatives of these municipal court projects who can be contacted as references. The City may at its options choose to contact or visit one or more of the operating sites of the respondent's clients to verify representations and to observe operations. \_\_\_\_\_

\_\_\_\_\_

10. Current workload of the staff that would be responsible for rendering the service(s) required. Specify the current status of office project workload. \_\_\_\_\_

\_\_\_\_\_

11. Affirmative Action status of firm. Please provide a sample written policy describing the methods to be used to safeguard the privacy and rights of individuals subject to collection. Please provide the local telephone number to be used for collections.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. With respect to any work performed listing of all litigation pending, settled or adjudicated within the past 5 years against or involving the firm, agents and/or employees.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Name and phone number of person to contact at the bank where the firm does business.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Set forth the process and procedure whereby the firm shall suspend the collection efforts on any account upon written notice to do so by an authorized representative of the City (including telefaxes) and transfer accounts back to the court upon requests at no cost to the City.

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15. Provide formats for monthly reports to the municipal judge and quarterly reports to the City Commission. Including a detailed report of collection with dollar amounts and quantities, a summary of delinquent and collections by month, and an aged accounts receivable balance report.

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16. Describe in detail what information is required fro the City of Weslaco in support of the collection service.

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17. Any other items, which the respondent deems necessary.

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18. Proposed project schedule.

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19. Capacity to provide the service required in a timely and consistent manner.

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**IV. Evaluation Process**

After the deadline for receipt of SOQs/Ps, The City Manager at his discretion “may” establish an evaluation committee to review all proposals utilizing the evaluation criteria noted below. The Mayor and City Commission reserve the right to have an outside Consultant review all proposals and make recommendations to the City.

**V. Selection Process**

Based on the Evaluation Committee or outside Consultant’s review, it is expected that several firms may be short-listed for further consideration, and may be required to submit supplemental information. Additionally, after review of the findings of the committee or the outside consultant submitted to the City Manager. Firms may be required to make a formal public presentation before the Selection Committee comprised of the Mayor and City Commission.

**VI. Evaluation Criteria**

The following criteria and weight factors will generally be used to evaluate the SOQ:

1. Experience in providing costs, fines, & fees collection services to other government entities and success ration in performing this service. (0-20)
2. Capability to perform all of the costs, fines, & fees collection services required by this SOQ, including technical capability. (0-20)
3. Reputation for personal and professional integrity and competence and knowledge of federal, state, and local regulations policies and procedures applicable to this type of service. (0-20)
4. Key personnel’s professional background, caliber, and experience in providing the service required. (0-15)
5. Current workload and ability to meet schedules or deadlines. (0-15)
6. Service fee structure and copy of contract. Must be in accordance with the Applicable Law addressing Municipal Court Delinquent Costs, Fines & Fees Collections Services. (0-10)

**VII. Additional Information**

The following items must be included as part of your SOQ Submittals:

Executive Summary

- List local office(s) and resources. Convey your organizations plan for conferring on a regular basis with the Presiding Judge. \_\_\_\_\_

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- Overview of services proposed. \_\_\_\_\_

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Delinquent Municipal Accounts and other Fines & Fees collection services:

- Proposed work plan. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Defendant communications program. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Address research, location program and Bankruptcy collection program. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Defendant assistance. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Include descriptions of the following processes:
  - Delinquent Municipal Accounts and other Fines & Fees Collection History.\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your organization's personnel:

- Specify the number of full-time employees for firm (not including attorneys). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Specify the number of full-time attorneys employed by your firm. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Identify the personnel who would handle collections for the Weslaco Municipal Court, and other Fines & Fees.

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- Provide biographies of key management and attorneys.

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References:

- Provide at least two (2) references (entities) for which your firm provides collection services of Costs, Fines, & Fees. These references should include name of the contact person, address, and phone number.

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- Explanations of fees (include a sample contract).

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- Any other information you consider germane to collection of delinquent Municipal Accounts, Fines, & Fees or this contract.

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**VIII. Contract Award**

The city does not guarantee that a contract (or contracts) will be awarded as a result of the SOQ. In the event that a contract award is made, but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

**IX. Response Deadline**

Responses to the SOQ/P must be addressed to Homer Rhodes, Buyer II, and received at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, by **3:00 p.m. on January 23, 2015** for consideration. Three (3) complete sets of the response must be submitted no later than this date and time in a sealed envelope indicating that its contents are in response to the Statement of Qualifications for **“DELINQUENT MUNICIPAL ACCOUNTS, FINES & FEES COLLECTION SERVICES, SOQ/Proposal No.: 2014-15-11”**.

# CITY OF WESLACO

## DELINQUENT MUNICIPAL ACCOUNTS, FINES & FEES COLLECTION SERVICES

### Proposal Form

The \_\_\_\_\_ (respondent), having read the instructions and specifications, proposes to furnish the service for the full and firm price indicated, in full compliance with the specifications.

Respondent agrees that this proposal shall be good and may not be withdrawn for a period of forty-five (45) calendar days after the scheduled closing time for receiving proposals.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

**Proposed Fee Structure:**

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Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\_\_\_\_\_  
Please print above signature

Title: \_\_\_\_\_

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