

## ADDENDUM

Addendum No. 001

Quotation: Collection Agency Services for a Five (5) Year Term

Item No: #L-23 City File #148/22

Date: September 9, 2022

### A. GENERAL

1. This Addendum is issued prior to Quotation closing to provide for certain revisions as noted herein.
2. All such revisions will become part of the Work and the effects shall be included in the Total Bid Price.
3. All Work shall be performed in accordance with the Quotation Documents.
4. Bidders shall acknowledge receipt of this Addendum in the space provided on the Bid Form.
5. The closing date for this Quotation **has been extended to** Wednesday, September 14, 2022 at 5:00:00 p.m. local Brandon time.
6. **In the event you have already submitted a Bid and this Addendum caused you to change it, a revised Bid will need to be submitted. If there are no changes to the Bid Submission, written confirmation of receipt of this Addendum is required. Written confirmation shall be sent to [purchasing@brandon.ca](mailto:purchasing@brandon.ca).**

### B. QUOTATION DOCUMENTS

1. Refer to Part A. – Instructions to Bidders, #4. Receipt of Quotations – Revise the first paragraph to read as:  
  
The Quotation must be received by the method indicated below before 5:00:00 p.m. local Brandon time, **Wednesday, September 14, 2022** to be accepted as a bona fide Bid Submission.
2. Refer to the Bid Form, Closing Day – Revise to read as:  
  
5:00:00 pm local Brandon time, **Wednesday, September 14, 2022**
3. Bidders are advised the confidential information regarding “Collection Agency Referral Volume 2016-2021” provided to Bidders upon the City’s receipt of a signed Confidentiality Acknowledgment has been updated. Bidders who have previously submitted the Confidentiality Acknowledgement and received the confidential information will be sent the updated information.

### C. SPECIFICATIONS

1. Refer to Part B. Supplemental Conditions, Section D) Selection Process/Criteria – Delete the following sentence:  
  
The City reserves the right to award in whole or in part.

2. Refer to Appendix 1 – Specifications, Section A. Contractor's Responsibilities – Add the following new information to Item A.1.2:
  - 1.Accounts are generally assigned at 90 days past due.
  - 2.Accounts are generally assigned to the Contractor on a monthly basis.
  - 3.The delinquency stage of the accounts is unknown and the City does not track the percentage of accounts per delinquency stage.
3. Refer to Appendix 1 – Specifications, Section B. Additional Information – Add the following new information to Item B.1:
  - 1.The City is unable to provide anticipated volumes and number of accounts to be referred to collections for this contract as accounts are assigned as required.

#### **D. CLARIFICATIONS**

1. Refer to Part B. Supplemental Conditions, Section D) Selection Process/Criteria.

It is not expected that Bidders will be shortlisted based on historical evaluations for this service. The City will select only one (1) Contractor to perform the Work.
2. Refer to Part B. Supplemental Conditions, Section E) Submittal Requirements:
  - 1.“Examples of Communication” refers to samples of communication the Contractor will have with the debtor.
3. Refer to Appendix 1, Specifications, Section A. Contractor's Responsibilities:
  - 1.Item A.1.1:
    1. The City does not track the geographical breakdown of the accounts.
  - 2.Item A.1.2:
    1. The Contractor shall determine the means of communication they will use to contact owners of the accounts referred to the Contractor for collection.
    2. The Contractor will take escalation calls.
    3. The Contractor shall utilize their IT infrastructure to perform the Work.
    4. Accounts referred to collections will be sent to the Contractor via email in a spreadsheet format.
4. Refer to Appendix 1, Specifications: Section B. Additional Information:
  - 1.Item B.1:
    1. Average balance information can be referred to in the debt volumes information upon receipt of signed confidentiality acknowledgment.
  - 2.Item B.2:
    1. Training requirements are at the Contractor's discretion.
  - 3.Item B.7:
    1. If applicable, inventory with the City's current Contractor at the end of the current contract will be closed and placed with the new Contractor at the start of the new contract.

END OF DOCUMENT