



## Agenda Item Summary

---

**File #: 24-00923**

**Agenda Date: 10/22/2024**

---

**Agenda Item Name:**

**Second Amendment to Agreement with Cedars Business Services (13572).**

**Presenter:**

Harold Theus, Fire Rescue Chief 352.384.3130

Theodore White, Procurement Manager, 352.374.5202

**Description:**

Second Amendment to Agreement with Cedars Business Services (13572), in the amount not to exceed (NTE) \$65,000.00, for Annual Creditor Collection Services, for Fire Rescue Services. This amendment increases the not to exceed amount from \$50,000.00 to \$65,000.00.

**Recommended Action:**

Approve and authorize the Chair to execute the Second Amendment to Agreement with Cedars Business Services (13572), in the amount not to exceed (NTE) \$65,000.00.

**Prior Board Motions:**

N/A

**Fiscal Note:**

There is sufficient FY24 Operating budget to cover the estimated additional cost related to collection services. When an account is sent to collection, the collection cost is added to balance due in an attempt to recover the cost. This revenue for FY24 has exceeded the budget by over \$18,000.00 (091.54.5450.369.6001 Other Miscellaneous Rev Collection Fees) which offsets the expenditure increase. Staff estimates the FY24 expenditure will exceed the \$50,000.00 not to exceed amount by approximately \$7,000.00 (091.54.5450.526.34.00 Contractual Services). There is sufficient operating budget to cover this increase.

Staff recommends increasing the not to exceed amount from \$50,000.00 to \$65,000.00 to cover future year expenditures.

**Strategic Guide:**

Public Safety

**Background:**

Alachua County contracts with Cedars Business Services for Collections services related to Emergency Medical and Fire Inspection fees. The current agreement had a not to exceed amount of \$50,000.00. A second amendment to increase that amount to \$65,000.00 is needed to cover the

estimated costs for FY24 and future years. When an account is sent to collection, the cost of collection services is added to the balance due so that the County recovers this expenditure. The FY24 revenue from collection fee services has exceeded the estimated budget by approximately \$18,000.00 which offsets the expenditure increase.

Request for Proposal (RFP) 23-52 Annual Creditor Collection Services advertised on May 25, 2022. The deadline for receipt of RFP 23-52 Annual Creditor Collection Services was June 29, 2022; seven (7) vendors responded.

The project details can be found here:

<https://procurement.opengov.com/portal/alachuacounty/projects/20397>