

Public Notice

Notice Regarding Request for Proposals for Debt Collection Services

The City of Spring Hill is seeking proposals from licensed and bonded collection agents to collect delinquent court fees, fines, utility bills and other charges due the City of Spring Hill.

Responsibilities of the selected provider will include, but are not limited to:

- Provide collection services in a professional, ethical manner based upon information provided by the City.
- Accept electronic file of delinquent fees, fines and utility bills;
- Pursue reasonable collection efforts in a professional, vigorous manner;
- Establish a secure trust account for the deposit of all City collection;
- Submit all collected fees and fines to the City monthly;
- Report monthly on all outstanding accounts in collection to include account name, balance owed, last collection date, last collection effort, pending collection action(s); and
- Be licensed and bonded under the laws of the State of Tennessee.

Vendors may request consideration by submitting a Proposal and required forms to the City of Spring Hill no later than Thursday, September 12, 2019 at 2:00pm CST. A detailed Request for Proposals and supporting documentation is available on the City's website at www.springhilltn.org.

199 Town Center Parkway

P.O. Box 789

Spring Hill, TN 37174

Phone 931.486.2252

Fax 931.486.0516

www.springhilltn.org

August 23, 1TC