



Fayette COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountyga.gov

October 4, 2017

Subject: Invitation for Sale by Sealed Bid #1401-B: Sale of Stormwater Utility Accounts Receivable

Gentlemen/Ladies:

Fayette County, Georgia is seeking bids for aging accounts receivable from our Stormwater Utility, in accordance with the information and specifications contained herein.

All questions and inquiries concerning this invitation for bids or the specifications should be addressed to Ted Crumbley, Buyer and Contract Coordinator, in writing via email to PurchasingGroup@fayettecountyga.gov or phone (770) 305-5115. Office hours are Monday through Friday 8:00 am to 5:00 pm.

Please return your response to the following address:

Fayette County Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, Georgia 30214

Bid # 1401-B
Reference: Sale of Stormwater Utility Accounts Receivable

Your envelope *must* be sealed, and should show your company's name and address.

Bids will be received at the above address until 3:00 p.m., Tuesday, October 30, 2017 in the Purchasing Department, Suite 204. Bids will be opened at that time. Bids must be signed to be considered. Late bids will not be considered. Faxed bids will not be considered.

If you download this invitation to bid from the county's web site, it will be your responsibility to check the web site for any addenda that might be issued for this solicitation. The county will not be responsible for a vendor not receiving information provided in any addendum.

Bid results are normally posted on the Fayette County web site within 3 business days after the bid opening.

At such time as a contract has been awarded, that information will be posted on the Fayette County website.

Sincerely,

Ted L. Burgess
Director of Purchasing

Fayette County, Georgia
Checklist of Required Documents
Invitation for Sale by Sealed Bid #1401-P
Sale of Stormwater Utility Accounts Receivable

Please be sure to include the following items with your bid:

- The bid form, with all requested information.
- Any addenda to the Invitation for Sale by Sealed Bid that may be issued.
- Survey – Communication of Opportunity to Quote, Bid, or Propose

TERMS AND CONDITIONS
Invitation for Sale by Sealed Bid #1401-B
Sale of Stormwater Utility Accounts Receivable

1. **Definition:** The term “county” shall mean Fayette County, Georgia.
2. **Bidder’s Questions:** The Fayette County Purchasing Department must receive questions about this invitation to bid in writing at least 72 hours before the scheduled bid opening, excluding Saturdays, Sundays, and holidays. The county will post answers to questions and/or other information concerning the invitation to bid in the form of an addendum on the county’s website at www.fayettecountyga.gov. It is the responsibility of the prospective bidder to check the website for any addenda issued for this invitation to bid.
3. **Bid Submission:** Submit your bid, along with any addenda issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
 - a. The bidder’s name or company name,
 - b. The bid number, which is **Bid #1401-B**
 - c. The “reference,” which is “**Sale of Stormwater Utility Accounts Receivable.**”

Mail or deliver one (1) original bid to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 101
Fayetteville, GA 30214

Attention: Contracts Administrator

You may submit bids in person, by U.S. mail, or by a commercial carrier. Do not submit bids by facsimile, e-mail, or other electronic means. Once submitted, all bids become the property of Fayette County.

4. **Binding Offer & Open for Inspection:** Each bid shall constitute a firm offer that is binding for sixty (60) days from the date of the bid opening. A tabulation of all bids received shall be available for public inspection following the opening of all bids. All such bids shall be retained and kept available for public inspection for a period of not less than sixty (60) days from the date on which such bids are opened.
5. **Late Bids:** Bids not received by the time and date of the scheduled bid opening will not be considered, unless the delay is a result of action or inaction by the county.
6. **Bid Corrections or Withdrawals:** The bidder may withdraw a bid, before the bid opening, by sending written notification to the Director of Purchasing. Bids may not be withdrawn after the scheduled date and time for bid opening.
7. **Method of Payment:** All funds shall be collected from the successful bidder in the form of cash, cashier’s check, or a bank issued check.
8. **Non-Collusion:** By responding to this invitation to bid, the bidder represents that the bid is not made in connection with any other bidder submitting a separate response to this invitation to bid, and is in all respects fair and without collusion or fraud.
9. **Bid Evaluation:** Award will be made to the highest responsive, responsible bidder. The county reserves the right to accept or reject any or all bids and to waive technicalities.

Fayette County, Georgia
Invitation for Sale by Sealed Bid #1401-B
Sale of Stormwater Utility Accounts Receivable

Fayette County currently holds approximately \$245,139.73 of accounts receivable from about 1,178 property owners, resulting from previously billed stormwater utility management fees. Please see the attached Accounts Receivable Aging Analysis. The County seeks to sell the accounts receivable to the highest bidder.

The sale will be on a non-recourse basis. The county will not buy back or otherwise make allowance for accounts that prove to be uncollectible.

A complete list of the individual receivables will be made available to the successful bidder. Payment must be received by the County, and clear the County's bank account, prior to release of the accounts receivable list.

Please state your lump-sum bid for the accounts receivable: \$_____.

Please provide the following required information:

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

Authorized Signature: _____

Printed or Typed Name: _____

Phone Number: _____ E-Mail: _____

**Invitation for Sale by Sealed Bid #1401-B: Sale of Stormwater Utility Accounts Receivable
Additional Information and Clarification**

In Fiscal Year 2012, the county created a Stormwater Utility. Revenues to pay for these projects were to be generated from fees charged to users, based on a property’s impervious surface area.

On April 25, 2017 the Board of Commissioners adopted Ordinance 2017-07 to repeal the Stormwater Utility. The ordinance contained a sunset date of December 31, 2017 to allow collection efforts for delinquent fees to continue until that date. The last bill was actually assessed on September 26, 2016. The decision has been made to offer to sell the remaining \$245,139.73 in accounts receivable to a factoring company, debt collection agency, or similar firm.

Stormwater Utility Accounts Receivable							
As of September 29, 2017							
Current	1 - 30	31 - 60	61 - 90	91 - 120	Over 120	Interest	Total Due
\$0.00	\$11,659.46	\$9,357.60	\$0.00	\$0.00	\$224,122.67	\$0.00	\$245,139.73

Accounts receivable can be broken down into the following categories by dollar range:

Value Range	# of Accounts
\$100.00 – \$199.99	844
200.00 – 299.99	223
300.00 – 300.99	54
400.00 – 499.99	22
500.00 – 999.99	23
1,000.00 – 4,999.99	10
5,000.00 – 9,999.99	1
10,000.00 – 12,000.00	<u>1</u>
Total	<u><u>1,178</u></u>

ACCOUNT DETAILS:

Each bill is assessed to the owner of the property; therefore, the name(s) on each account are based on the Warranty Deed for the property. Each deeded person is listed on the account. Social Security Numbers cannot be provided since they were not collected for the accounts. A report will be generated that provides the following, at a minimum:

- a) First name, middle name/initial (if listed on deed), and last name of each deeded owner on the account
- b) Entity name (if deeded to a business)
- c) Physical address of the property billed. If the property has a home, it will list the street address, city, state and zip. If the property has not been developed, it will provide a description (e.g. Sandy Creek Road).
- d) Billing address of the property owner
- e) Billing address history (if address has been changed on the account, each address will be included)
- f) Parcel number
- g) Phone numbers (if listed on the account)
- h) Email address (if listed on the account)
- i) Stormwater utility account number

SUPPORTING DOCUMENTS:

A report will be provided that will include each annual bill for each outstanding account. The bills will serve as validated annual assessments. If an account was assessed a late fee, or credits were removed from the account, they are only listed as adjustments on the bill.

In the event that the total face value of Accounts Receivable should drop below the amount stated in the Invitation for Sale by Sealed Bid, your bid amount will be reduced by a pro-rata share, in the same percent as the reduction in total face value of Accounts Receivable. The purpose of this adjustment is to allow your bid price per dollar of receivables to remain constant.

Survey – Communication of Opportunity to Quote, Bid, or Propose

(Please return this form with your response)

Solicitation Number: 1401-B

Solicitation Name: Sale of Stormwater Utility Accounts Receivable

In order to serve you better, the Fayette County Purchasing Department is conducting a survey to determine the most effective ways to communicate with you and other vendors. Thank you for your assistance in collecting this information.

My company learned of this opportunity to do business with Fayette County, Georgia through:

- a) _____ Direct notification from the county (email, U.S. Mail, or other means)
- b) _____ Fayette County Website
- c) _____ Fayette News
- d) _____ Local Government Access Marketplace (www.glga.org)
- e) _____ Cable Channel 23
- f) _____ Greater Georgia Black Chamber of Commerce
- g) _____ Georgia Procurement Registry
- h) _____ Other: _____

Company Name: _____