Jacksonville Fire Rescue

Jacksonville
Where Florida Begins.

**MEMORANDUM**

**July 10th, 2019**

**TO:** Gregory Pease, Chairman
Professional Services Evaluation Committee

**FROM:** Christel Burgos, EMS Billing Manager
JFRD

Kevin Stork, Comptroller
City of Jacksonville

**SUBJECT:** Contract # 10231:P-12-16
Medical Collection Services

Request is made to amend Contract # 10231, P-12-16 between City of Jacksonville and Security Collection Agency, Inc. to: (i) exercise the third of three renewal options from August 3rd 2019 to August 2nd 2020 and (ii) increase the maximum indebtedness by $132,000. to a new maximum indebtedness not-to-exceed amount of $528,000.

All other terms and conditions shall remain the same. Nothing contained herein shall be amended, modified, or otherwise revised.

Your assistance in concurring with this recommendation is appreciated. If you have questions or need additional information regarding this request, please contact Christel Burgos at 630-2930.

Attachments: Contract #10231
Amendment 1
Amendment 2

cc: Alex Baker, PSEC Specialist

Security Collection Agency
A Division of
Applied Business Services

July 15, 2019

City of Jacksonville
Jacksonville Fire & Rescue Department
515 Julia Street
North Jacksonville, Florida 32202

**RE: Requesting Agreement Renewal**

Mrs. Burgos,

We refer to Agreement between The City of Jacksonville and Security Collection Agency for Medical Collection Services, originally dated August 3, 2016, the term of which is due to expire on August 3, 2019.

By this matter, Security Collection Agency expresses our interest in renewing this Agreement for a further term of one (1) year. Kindly confirm to us in writing whether you would also be agreeable to extending the term for such period.

We look forward to hearing from you.

Sincerely,

Pam Grant

Pam Grant
Client Services Manager
Security Collection Agency

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | SCA-ABS SPEND DOWN Contract # 10231: P-12-16 | | | | | | |
| 3 | | Acct 0932 | Acct 0067 | Total Fees | Spend Down | Projected SD | Annual Running T |
| 4 | | (Pre-Collect) | (Bad Debt) | | | | |
| 5 | | | | | $ 396,000.00 | | $ 396,000.00 |
| 6 | Aug-16 | $ (170.82) | $ - | $ (170.82) | $ 395,829.18 | | |
| 7 | Sep-16 | $ (413.02) | $ - | $ (413.02) | $ 395,416.16 | | |
| 8 | **2016** | | | | | $ (583.84) | $ 395,416.16 |
| 9 | Oct-16 | $ (1,108.91) | $ - | $ (1,108.91) | $ 394,307.25 | | |
| 10 | Nov-16 | $ (1,950.51) | $ - | $ (1,950.51) | $ 392,356.74 | | |
| 11 | Dec-16 | $ (2,424.45) | $ - | $ (2,424.45) | $ 389,932.29 | | |
| 12 | Jan-17 | $ (6,435.25) | $ - | $ (6,435.25) | $ 383,497.04 | | |
| 13 | Feb-17 | $ (3,555.18) | $ - | $ (3,555.18) | $ 379,941.86 | | |
| 14 | Mar-17 | $ (5,962.97) | $ - | $ (5,962.97) | $ 373,978.89 | | |
| 15 | Apr-17 | $ (9,178.54) | $ - | $ (9,178.54) | $ 364,800.35 | | |
| 16 | May-17 | $ (9,755.72) | $ - | $ (9,755.72) | $ 355,044.63 | | |
| 17 | Jun-17 | $ (7,975.84) | $ (494.74) | $ (8,470.58) | $ 346,574.05 | | |
| 18 | Jul-17 | $ (6,679.86) | $ (537.47) | $ (7,217.33) | $ 339,356.72 | | |
| 19 | Aug-17 | $ (7,323.80) | $ (1,831.83) | $ (9,155.63) | $ 330,201.09 | | |
| 20 | Sep-17 | $ (7,520.09) | $ (1,816.09) | $ (9,336.18) | $ 320,864.91 | | |
| 21 | **2017** | | | | | $ (74,551.25) | $ 320,864.91 |
| 22 | Oct-17 | $ (5,467.72) | $ (1,336.98) | $ (6,804.70) | $ 314,060.21 | | |
| 23 | Nov-17 | $ (1,921.27) | $ (1,385.86) | $ (3,307.13) | $ 310,753.08 | | |
| 24 | Dec-17 | $ (5,652.00) | $ (2,471.51) | $ (8,123.51) | $ 302,629.57 | | |
| 25 | Jan-18 | $ (3,809.16) | $ (2,032.47) | $ (5,841.63) | $ 296,787.94 | | |
| 26 | Feb-18 | $ (13,264.80) | $ (5,162.77) | $ (18,427.57) | $ 278,360.37 | | |
| 27 | Mar-18 | $ (4,716.16) | $ (8,821.64) | $ (13,537.80) | $ 264,822.57 | | |
| 28 | Apr-18 | $ (7,328.46) | $ (7,043.59) | $ (14,372.05) | $ 250,450.52 | | |
| 29 | May-18 | $ (7,057.75) | $ (7,337.77) | $ (14,395.52) | $ 236,055.00 | | |
| 30 | Jun-18 | $ (6,505.02) | $ (7,903.95) | $ (14,408.97) | $ 221,646.03 | | |
| 31 | Jul-18 | $ (6,811.63) | $ (5,150.28) | $ (11,961.91) | $ 209,684.12 | | |
| 32 | Aug-18 | $ (7,901.36) | $ (4,151.19) | $ (12,052.55) | $ 197,631.57 | | |

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 33 | Sep-18 | $ (9,785.33) | $ (1,889.00) | $ (11,674.33) | $ 185,957.24 | | |
| 34 | **2018** | | | | | $(134,907.67) | $ 185,957.24 |
| 35 | Oct-18 | $ (8,337.38) | $ (3,011.56) | $ (11,348.94) | $ 174,608.30 | | |
| 36 | Nov-18 | $ (7,196.11) | $ (2,894.16) | $ (10,090.27) | $ 164,518.03 | | |
| 37 | Dec-18 | $ (7,363.22) | $ (2,308.03) | $ (9,671.25) | $ 154,846.78 | | |
| 38 | Jan-19 | $ (4,401.12) | $ (1,647.25) | $ (6,048.37) | $ 148,798.41 | | |
| 39 | Feb-19 | $ (4,975.35) | $ (1,615.00) | $ (6,590.35) | $ 142,208.06 | | |
| 40 | Mar-19 | $ (9,045.68) | $ (1,299.67) | $ (10,345.35) | $ 131,862.71 | | |
| 41 | Apr-19 | $ (10,193.65) | $ (3,562.57) | $ (13,756.22) | $ 118,106.49 | | |
| 42 | May-19 | $ (10,463.04) | $ (4,434.73) | $ (14,897.77) | $ 103,208.72 | | |
| 43 | Jun-19 | | | | | | |
| 44 | Jul-19 | | | | | | |
| 45 | Aug-19 | | | | | | |
| 46 | Sep-19 | | | | | | |
| 47 | **2019** | | | | | **$ (82,748.52)** | $ 103,208.72 |

**SECOND AMENDMENT TO CONTRACT**
**BETWEEN**
**THE CITY OF JACKSONVILLE**
**AND**
**SECURITY COLLECTION AGENCY, INC.**
**FOR**
**MEDICAL COLLECTION SERVICES**

10231
Amd 2

**THIS SECOND AMENDMENT** to Contract for medical collection services (hereinafter the "Services") is made and entered into this 26 day of Sept, 2018, by and between the CITY of JACKSONVILLE, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and SECURITY COLLECTION AGENCY, INC., a foreign profit corporation authorized to transact business in the State of Florida with principal office at 617 Soundside Road, Edenton, North Carolina 27932 (the "Contractor").

**WHEREAS**, on August 3, 2016, the parties made and entered into City of Jacksonville Contract No. 10231 (hereinafter the "Contract") for the Services; and

**WHEREAS,** said Contract has been amended once previously; and

**WHEREAS**, said Contract should be amended further by exercising the second of three (3) renewal options so as to extend the period of service from August 3, 2018, through August 2, 2019, with one (1) renewal option remaining, with no increase in the maximum indebtedness, such maximum indebtedness to remain an amount not to exceed $396,000.00, and with all other provisions, terms, and conditions remaining unchanged; now therefore

**IN CONSIDERATION** of the premises and the mutual covenants contained below. the parties agree as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. Section 4 of said Contract is amended by exercising the second of three (3) renewal options so as to extend the period of service from August 3, 2018, through August 2, 2019, with one (1) renewal option remaining, and as amended shall read as follows:

"**4. Term.** The term of this Contract shall commence on the Effective Date and shall continue in full force and effect for three (3) years until August 2, 2019, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for one (1) additional one (1) year period by (i) City, in its sole

discretion upon written notice to Contractor at least sixty (60) days prior to the end of the then-current term, or (ii) upon mutual agreement of the parties."

3. The maximum indebtedness shall remain an amount not to exceed $396,000.00.

**SAVE AND EXCEPT** as expressly amended by this instrument, the provisions, terms, and conditions of said Contract, as previously amended, shall remain unchanged and shall continue in full force and effect.

**[Remainder of page left blank intentionally. Signature page follows immediately.]**

**IN WITNESS WHEREOF,** the parties have executed this Second Amendment as of the day and year first above written.

**ATTEST:**

By _____
James R. McCain, Jr.
Corporation Secretary

**CITY OF JACKSONVILLE**

By _____
Lenny Curry, Mayor
Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

In compliance with Section 24.103(e), *Ordinance Code*, I do certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing Agreement and that provision has been made for the payment of the monies provided therein to be paid.

_____
Director of Finance
#10231, 2nd Amendment

Form Approved:

_____
Office of General Counsel

**WITNESS:**

By _____
Signature

Alice W. Newman
Type/Print Name

Asst Office Manager
Title

**SECURITY COLLECTION AGENCY, INC.**

By _____
Signature

Tywanda Foreman
Type/Print Name

Compliance Officer
Title

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY, ONE JACKSONVILLE

July 26, 2018

160492

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St. James Building
Jacksonville, FL 32202

Dear Mayor Curry:

**Ref: P-12-16 Medical Collection Services (Amendment No. 2)**
JFRD/Finance and Administration Department

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building, for the purpose of amending the above-referenced contract.

The following motion/recommendation was **adopted:**

That Contract No. 10231 between The City of Jacksonville and Security Collection Agency, Inc., for Medical Collection Services, be amended to exercise the second of three renewal options extending the period of service from August 3, 2018 through August 2, 2019 with one renewal option remaining. The maximum indebtedness shall remain a not-to-exceed amount of $396,000.00. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City's ordinance, Procurement policies and procedures and applicable federal and state laws.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

Gregory Pepse, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

Lenny Curry, Mayor

This 26th day of July, 2018

GP:ab

cc: Council Auditor
Jeff Close, OGC
Melba Grier, GAD
Subcommittee Members

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

/023/

**CONTRACT**
**BETWEEN**
**THE CITY OF JACKSONVILLE**
**AND**
**SECURITY COLLECTION AGENCY, INC.**
**FOR**
**MEDICAL COLLECTION SERVICES**

**THIS CONTRACT** for medical collection services is made and entered into this 3 day of Aug, 2016 (the "Effective Date"), by and between the CITY of JACKSONVILLE, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and SECURITY COLLECTION AGENCY, INC., a foreign profit corporation authorized to transact business in the State of Florida with principal office at 617 Soundside Road, Edenton, North Carolina 27932 (the "Contractor").

**WHEREAS**, City issued a Request for Proposal No. P-12-16 (the "RFP") for certain services described in the RFP (the "Services"); and

**WHEREAS**, based on Contractor's response to the RFP dated January 25, 2016, consisting of 101 pages (the "Response"), City has negotiated and awarded this Contract to Contractor; now therefore

**IN CONSIDERATION** of the premises and the mutual covenants contained below, the parties agree as follows:

1. **Performance of Services.** The Services will be performed by Contractor as specified in the RFP, attached hereto as **Exhibit A** and incorporated herein by this reference, and the Response.

2. **Compensation.** Contractor will be paid for the Services as set forth on the Compensation Fee Addendum, attached hereto as **Exhibit B**.

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for all products and services under this Contract shall be a fixed monetary amount not-to-exceed THREE HUNDRED NINETY-SIX AND 00/100 DOLLARS ($396,000.00).

4. **Term.** The initial term of this Contract shall commence on the Effective Date and shall continue in full force and effect for one (1) year until Aug 2, 2017, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to three (3) additional one (1) year periods by (i) City, in its sole discretion upon

written notice to Contractor at least sixty (60) days prior to the end of the then-current term, or (ii) upon mutual agreement of the parties.

5. **Contract Documents.** This Contract consists of the following documents, which are hereby incorporated as if fully set forth herein and which in case of conflict shall have the priority in the order listed:

- This document, as modified by any subsequent signed amendment
- Any amendments to the RFP
- Specific Information regarding the RFP (Section 1 of the RFP)
- Description of Services and Deliverables (Section 4 of the RFP)
- General Instructions to Respondents (Section 2 of the RFP)
- General Contract Conditions (Section 3 of the RFP)
- Any Purchase Order under this Contract
- The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract

6. **Notices.** All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following

As to City:

Kevin Stork, Comptroller
117 West Duval Street
Suite 375
Jacksonville, Florida 32202

Christel Burgos, Manager
EMS Billing JFRD
515 North Julia Street
Jacksonville, Florida 32202

As to Contractor:

Lucy A. McKellar, Director
Security Collection Agency
617 Soundside Road
Edenton, North Carolina 27932

7. **Contract Managers.** Each party shall designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee the party's performance of its duties and obligations pursuant to the terms of this Contract. As of the Effective Date, City's Contract Manager is Christel Burgos (Phone: 904-630-2930; Email: cburgos@coj.net). Contractor's Contract Manager is Lucy A. McKellar (Phone: 800-777-4433; Fax: 252-482-7667;

**IN WITNESS WHEREOF**, the parties have executed this Contract as of the day and year first above written.

**ATTEST:**

By _____
James R. McCain, Jr.
Corporation Secretary

**CITY OF JACKSONVILLE**

By _____
Lenny Curry, Mayor

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

In compliance with Section 24.103(e), *Ordinance Code*, I do certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing Agreement and that provision has been made for the payment of the monies provided therein to be paid.

_____
Director of Finance

10231

Form Approved:

_____
Office of General Counsel

**WITNESS:**

By _____
Signature

_____
Type/Print Name

_____
Title

**SECURITY COLLECTION AGENCY, INC.**

By _____
Signature

Lucy A. McKellar
Type/Print Name

Director of Business Development
Title

G:\Gov't Operations\JMCain\Fire and Rescue\Contracts\SecurityCollectionAgency.SvcsContract.SF.052016.docx

# EXHIBIT "A"

## Section 4
## Description of Services and Deliverables

CONTRACTOR. Must have the ability to perform all functions in a Revenue Cycle Process as it relates
to Medical Collections. Functions are to include but not limited to: Skip Tracing, Submitting claims for
Collections, and Administrative reporting.

Historically:

2013 - $10,370,200 collections annually
2014 - $ 9,521,889 collections annually

A. Have a computer system with the capability to transmit, receive and support transmission via media specified by the institutions for the following tasks:

1. Contractor must be able to receive patient account(s) from the current Billing company, and provide a daily Confirmation of New Accounts received in a format specified by the BUYER.
2. If insurance coverage is identified during collection activities Contractor must be able to submit Medical claims via electronic transmissions where feasible, to Medicare, Medicaid, Commercial Insurance, self-pay patients, etc. (ANSI ASC x12N 837P) (5010A1).
3. Contractor must be able to post payments received from the bank on a daily basis.
4. Contractor must be able to forward accounts to secondary Collection agency designated by the BUYER at BUYER's direction.
5. Contractor must have the capabilities to perform "Skip Tracing" functions.
6. Contractor must have the ability to send and receive information electronically via media specified by the BUYER.
7. Contractor must provide HIPAA compliant secure website(s) to transmit and receive data. (164.308(a))Contractor must provide a secure access via the Web to allow the designated BUYER Administrators access to real time billing information and payment information for quality management purposes.
8. Contractor must use a HITECH certified EMR software system for claims submissions.
9. Contractor must be able to adhere to "Red Flag" compliance requirements.
10. The CONTRACTOR must be able to adapt to changes in the BUYER's format that may occur from time to time.
11. Any account recommended for Legal Action must be discussed with COJ-JFRD prior to initializing any proceedings.

B. Have qualified Personnel:

1. Contractor must provide ample personnel to support the full collection cycle and provide excellent customer service in a timely manner.
2. Contractor must be a Licensed Collection Agency in the State of Florida and Bonded for a minimum of $50,000.
3. Contractor must adhere to all Fair Debt Collection Practice Act, both in verbal and written collection practices. Undue intimidation or threats to secure collections will not



Exhibit 'A'

be tolerated.

C. Present samples of documentation as written proof of validated optimum data transmission speeds, security / encryption license, written validation on HIPAA secure websites and copy of most current SSAE 16 Report.

D. Provide the following by the implementation date:

1. All necessary forms, postage, and supplies to support the collection cycles, receivables, and transmittal of all lock box receipts.
2. All postage, including overnight when necessary, for all correspondence between the collection company and the City that is necessary to support the full collection process.

**NOTE: Additional cost increases in the normal course of business such as postage cannot be passed along to the BUYER during the current year of the agreement.**

E. At a minimum provide the BUYER with a HITECH self-assessment report that addresses Security Standards 164.308, 164.310, and 164.312.

F. Disclose present back-up procedures for daily, weekly and monthly backups, off-site storage locations and the safeguarding of the database information. Disclose a contingency plan for disaster recovery for various states of emergency to include natural and man-made.

G. Provide a statement about the CONTRACTOR that identifies other municipal and county rescue Collection clientele that is comparable to the City in collection turnover and collection administration and posting of payments.

H. Provide, within thirty (30) days after termination of the contract and at no cost to the BUYER, a detailed listing of all accounts and continue to provide the BUYER (Accounting Division) maintenance for the life of the credit file (7 years) on every account processed by them; including but not limited by the following"

1. Posting payments received from the primary and secondary insurance and payments designated by BUYER to the individual's account
2. Re-submitting of claims and patient invoices when necessary.
3. Turn over unpaid accounts to a collection agency designated by the BUYER as needed

At the BUYER's discretion, the CONTRACTOR, at no cost to the BUYER, shall convert all active and inactive files to the BUYER's new collection company prior to the life of the credit file (7 years).

**Note: These services are part of the daily routine of the full collection cycle, therefore in the normal cost.**

I. At the BUYER's discretion, the CONTRACTOR, at no cost to the BUYER, shall convert all active and inactive files from the prior billing company to their prospective format as required and maintain such records as specified by the BUYER, with updates as needed on an on-going basis in accordance with the contract requirements.



Exhibit 'A'

EXHIBIT "B"
COMPENSATION FEE ADDENDUM

Security Collection Agency
A Division of
Applied Business Services

*N.C. Department of Insurance permit No. 100580*

617 Soundside Road
Edenton, North Carolina 27932

May 4, 2016

# Compensation Fee Addendum

Per our conversation Applied Business Services/Security Collection Agency agrees to reduce proposed fee as follows:

Ref: P-12-16 Medical Collection Services
Jacksonville Fire & Rescue Department

**PRICING SCHEDULE AND SIGNATURE**

| RANGE OF GROSS AMOUNT PER PLACEMENT ACCOUNT | CORRESPONDING COLLECTION AS % OF COLLECTED AMOUNT |
|---|---|
| 120 Days | 18% |
| 150 Days | 18% |
| 180 Days | 18% |
| 210 Days | 18% |
| Bad Debt Collections | 18% |
| Legal Accounts (Optional) | 30% |

Sincerely,

Lucy A. McKellar

Lucy A. McKellar
Director of Business Development
lmckellar@abs-sca.com
D: 252-482-9053



Exhibit 'B'

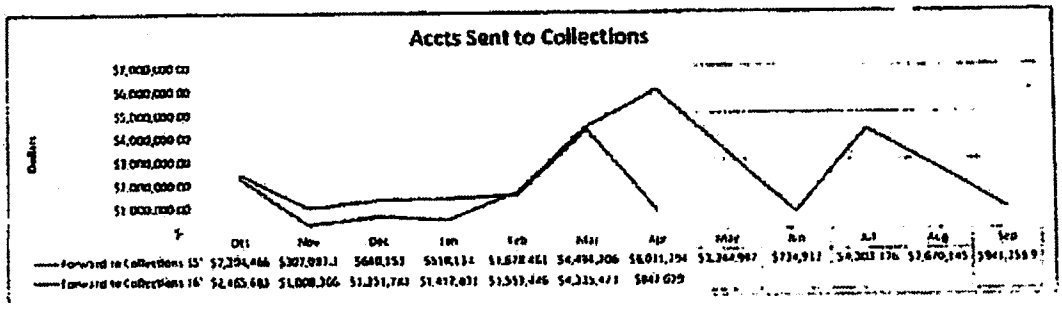
EXHIBIT "B"
COMPENSATION FEE ADDENDUM

# OFFICE OF THE DIRECTOR

**EXHIBIT 'B'**

2015-2016 Monthly Collection Accounts

**Maximum Indebtedness**




2015 TSI/NCO collection rate of 5%
2016 TSI/NCO collection rate of 5%

2016 SCA anticipated collection rate of 10%

Calculation:

Projection of $22M for FYE 2016
10% collection rate = $2,200,000 *18% fee = **$396,000** **maximum indebtedness.**

Jacksonville
Where Florida Begins.

515 N. Julia Street | Jacksonville, FL 32202-4128 Phone: 904.630.0209 Fax: 904.630.4202 amitchel@coj.net

file

10231
Amd 1

**FIRST AMENDMENT TO CONTRACT**
**BETWEEN**
**THE CITY OF JACKSONVILLE**
**AND**
**SECURITY COLLECTION AGENCY, INC.**
**FOR**
**MEDICAL COLLECTION SERVICES**

**THIS FIRST AMENDMENT** to Contract for medical collection services (hereinafter the "Services") is made and entered into this 8 day of Jan, ~~2017~~ 2018, retroactive to August 3, 2017, by and between the CITY of JACKSONVILLE, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and SECURITY COLLECTION AGENCY, INC., a foreign profit corporation authorized to transact business in the State of Florida with principal office at 617 Soundside Road, Edenton, North Carolina 27932 (the "Contractor").

**WHEREAS**, on August 3, 2016, the parties made and entered into City of Jacksonville Contract No. 10231 (hereinafter the "Contract") for the Services; and

**WHEREAS**, said Contract has not been previously amended; and

**WHEREAS**, said Contract should be amended by exercising the first of three (3) renewal options so as to extend the period of service from August 3, 2017, through August 2, 2018, with two (2) renewal options remaining, with no increase in the maximum indebtedness, such maximum indebtedness to remain an amount not to exceed $396,000.00, and with all other provisions, terms, and conditions remaining unchanged; now therefore

**IN CONSIDERATION** of the premises and the mutual covenants contained below, the parties agree as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. Section 4 of said Contract is amended by exercising the first of three (3) renewal options so as to extend the period of service from August 3, 2017, through August 2, 2018, with two (2) renewal options remaining, and as amended shall read as follows:

> "4. **Term.** The term of this Contract shall commence on the Effective Date and shall continue in full force and effect for two (2) years until August 2, 2018, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to two (2) additional one (1) year periods by (i) City, in its sole

discretion upon written notice to Contractor at least sixty (60) days prior to the end of the then-current term, or (ii) upon mutual agreement of the parties."

3. The maximum indebtedness shall remain an amount not to exceed $396,000.00.

**SAVE AND EXCEPT** as expressly amended by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

**[Remainder of page left blank intentionally. Signature page follows immediately.]**

**IN WITNESS WHEREOF,** the parties have executed this First Amendment as of the day and year first above written.

**ATTEST:**

By James R. McCain, Jr.
James R. McCain, Jr.
Corporation Secretary

**CITY OF JACKSONVILLE**

Sam E. Mousa
Chief Administrative Officer
Acting for Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

By Sam E. Mousa
Lenny Curry, Mayor

In compliance with Section 24.103(e), *Ordinance Code*, I do certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing Agreement and that provision has been made for the payment of the monies provided therein to be paid.

Director of Finance
#10231, 1st Amendment

Form Approved:

James R. McCain, Jr.
Office of General Counsel

**WITNESS:**

By Sherie N. Black
Signature
Sherie N. Black
Type/Print Name
Director of Operations
Title

**SECURITY COLLECTION AGENCY, INC.**

By Tywanda Foreman
Signature
Tywanda Foreman
Type/Print Name
Compliance Officer
Title

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

July 20, 2017

160492

The Honorable Lenny Curry, Mayor
City of Jacksonville
4th Floor, St James Building
Jacksonville, FL 32202

Dear Mayor Curry:

**Ref: P-12-16 Medical Collection Services (Amendment No. 1)**
Jacksonville Fire and Rescue Department/Finance and Administration Department

The Professional Services Evaluation Committee met today in Board Room 851 on the eighth floor of the Ed Ball Building for the purpose of amending the above-referenced contract.

The following motion/recommendation was adopted:

That Contract No. 10231 between the City of Jacksonville and Security Collection Agency, Inc., for Medical Collection Services is amended to exercise the first of three renewal options extending the period of service from August 3, 2017 through August 2, 2018 with two (2) options remaining. The maximum indebtedness shall remain a not-to-exceed amount of $396,000.00. All other terms and conditions shall remain the same. Nothing contained herein shall be amended, modified, or otherwise revised without prior approval from the PSEC and the Mayor.

If the foregoing meets your approval, we respectfully request your signature and return to my office.

Respectfully submitted,

GregoryEase, Chief
Procurement Division
Chairman, Professional Services
Evaluation Committee

APPROVED:

MR

Lenny Curry, Mayor

This 26th day of July, 2017

Sam E. Mousa
Chief Administrative Officer
For, Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

GP

cc: Council Auditor
Jeff Clem, OGC
Melba Gray, GAD
Subcommittee Members