

**TUALATIN VALLEY WATER DISTRICT
REQUEST FOR PROPOSALS FOR DEBT COLLECTION SERVICES**

Tualatin Valley Water District (TVWD) and Clean Water Services (CWS) invite qualified professional firms to submit proposals to provide debt collection services.

The Request for Proposal (RFP) documents are available at https://bidlocker.us/details/3827_Debt_Collection_Services_Rfp (Bid Locker). Potential proposers who do not already have an approved vendor profile set up with TVWD will need to register with Bid Locker at <https://bidlocker.us/Home/bidlocker.us> before being able to access the RFP documents. There is no cost to register.

Registration with Bid Locker requires a correctly completed Confidentiality Agreement, which is available through the registration process. Following completion of the requested vendor information and upload of the Confidentiality Agreement, the vendor profile will be sent for a manual approval. Please allow one business day for your vendor profile to be approved. If it has not been approved within one business day, or if you have questions about this process, please contact bidsandproposals@tvwd.org.

RFP documents may also be obtained in electronic or hard copy format by contacting Megan Verdoorn at Plan Center Northwest, PO Box 2486, Clackamas, OR 97015, 503.650.0148, megan@plancenternw.com, www.plancenternw.com. If a potential proposer obtains the RFP from Contractor Plan Center, the proposer is still responsible for registering with Bid Locker to submit their proposal. Proposers are advised to ensure that their Bid Locker TVWD vendor profile is active and approved a minimum of three business days prior to the proposal Deadline to prevent any issues with submitting a proposal on time.

Proposers will be notified via email when addenda are published. It is the responsibility of the proposer to obtain all addenda. If the RFP was downloaded from Bid Locker, there will be a link for addenda provided in the automated email.

TVWD strongly encourages potential proposers to attend the optional pre-proposal conference on Thursday, January 4, 2024, at 9:00 am. Pacific time via Microsoft Teams. Proposers who wish to attend must email Heather Speight at bidsandproposals@tvwd.org by 4:00 p.m. on Wednesday, January 3, 2024 to receive a calendar invitation.

All statements of qualifications must be submitted by 2:00 p.m. Pacific time, Thursday, January 11, 2024 (Deadline) to Bid Locker. Late proposals, proposals received by email, fax, or in hard copy will not be accepted or considered. proposals will not be publicly opened.

TVWD reserves the right to cancel this RFP, reject any and all proposals not in compliance with prescribed public contracting procedures and requirements, including proposer responsibility under ORS 279C.375(3)(b), and may reject for good cause any and all proposals upon TVWD's finding that it is in TVWD's or the public's best interest to do so. TVWD reserves the right to waive informalities and to negotiate a contract with the highest scoring proposer. Proposers need not be licensed under ORS 468A.720 (regarding licensing of contractors on projects involving asbestos abatement).

Proposers are responsible for all costs associated with preparing a proposal.

Advertised December 13, 2023.