



# ATTENTION: PROPOSERS

## IMMEDIATE RESPONSE IS REQUIRED REGARDING

# NOTICE OF REQUEST FOR PROPOSALS

**RFP2026-005**

**TITLE: COLLECTION AGENCY SERVICES**

**PURPOSE:**

The purpose of this RFP is to secure the services of a professional collection agency for collecting various moneys owed the Town. These include but may not be limited to, traffic fines from delinquent accounts which are 60 to 90 days past the issue date of the ticket, water/sewer bills that are 120 days past due, Public Services accounts for Town owned property that is damaged by the negligence of others and are 90 days past due; and, on some occasions, the collection of insufficient fund checks. The Town of Collierville, Tennessee, located approximately twenty miles east of Memphis, Tennessee, hereinafter referred to as the Town, intends to secure a contract for **Collection Agency Services**.

**PRE-PROPOSAL CONFERENCE:**

A pre-proposal conference will be held on Tuesday, July 7, 2026, 10:30:00 a.m. Central Time in Town Hall, Board Chambers located at 500 Poplar View Parkway. Proposers are strongly encouraged to attend this conference and to submit written questions in advance of the conference to the RFP Coordinator. Additional written questions may be submitted at the conference.

**ISSUANCE:**

Complete RFP packages are available from the Procurement Division, 500 Poplar View Parkway, Collierville, TN 38017, Monday through Friday, 8 a.m. to 5 p.m. Printed copies should be requested in advance by email to [tocpurchasing@colliervilletn.gov](mailto:tocpurchasing@colliervilletn.gov) or by phone at 901-457-2250. Interested parties may visit the Procurement Division's Bid and RFP webpage at <https://www.colliervilletn.gov/government/general-services/open-bids-217> for further solicitation information and to obtain the project's official RFP distribution form by clicking on the RFP number. The completed distribution form should be returned by facsimile request at 901-457-2258; or by email to [tocpurchasing@colliervilletn.gov](mailto:tocpurchasing@colliervilletn.gov).

**Please Note:** As a part of doing business with the Town of Collierville, Tennessee, each individual, company or organization is required to obtain a Vendor Number to reference when requesting a copy of any RFP. The Vendor will also be required to reference its Vendor Number on the Bid Response Form.

*\*The Vendor Number may be obtained by accessing the Town's vendor registration site and registering as a Town of Collierville vendor at <http://tocpurchasing.colliervilletn.gov/bsa>. If you are a registered vendor of the Town of Collierville, but have forgotten or misplaced your vendor number, please visit <https://tocpurchasing.colliervilletn.gov/bsa/external/registeredVendorSearch.sdo>. If you have any questions regarding the Vendor Number, please call the Procurement Division at (901) 457-2250.*

**PROPOSAL DUE DATE AND TIME:**

All sealed proposals must be received and time stamped on or before **July 22, 2026, 2:00:00 P.M. (LOCAL TIME)** in the office of the Finance Director, 500 Poplar View Parkway, Collierville, Tennessee 38017, at which time or soon thereafter the proposers' names will be publicly read aloud in the Town Board Chambers.

**TOWN OF COLLIERVILLE, TENNESSEE**

**PROCUREMENT DIVISION**

**500 POPLAR VIEW PARKWAY, COLLIERVILLE, TN 38017**

**PHONE (901) 457-2250, FAX (901) 457-2258**

*Revised January 15, 2025*