

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 02/06/2023

Contract/Lease Control #: C18-2652-WS

Procurement#: RFP WS 73-17

Contract/Lease Type: CONTRACT – CLOSE OUT

Award To/Lessee: COLLECTION BUREAU OF FWB, INC.
DBA CREDIT BUSINESS SERVICES, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 11/27/2017

Expiration Date: 11/26/2022

Description of: COLLECTION OF OKALOOSA COUNTY WS DELIQUENT
ACCOUNTS

Department: WS

Department Monitor: LITTRELL

Monitor's Telephone #: 850-651-7172

Monitor's FAX # or E-mail: JLITTRELL@MYOKALOOSA.COM

Closed: 02/06/2023

CC: BCC RECORDS

CONTRACT CLOSE-OUT CHECKLIST
(To Be Prepared by the Contracts & Lease Coordinator)

DATE: January 18, 2023

TO: Finance Department

SUBJECT: Contract No. C18-2652-WS

MANAGING DEPARTMENT: WS

CONTRACTOR'S NAME: Collection Bureau Of FWB, Inc. DBA Credi Business Services, Inc.

PROJECT TITLE: Collection of Okaloosa County Water & Sewer Delinquent Accounts

The attached has met the final payment contract requirement in subject contract.

Yes No

1. Final Invoice **X**

Yes No N/A

2. Close-Out Documents

a. <u>Signed Release of Lien</u>	X
b. <u>Proof of Completion Advertisement</u>	X
c. <u>Certificate of Insurance</u>	X
d. <u>Consent of Surety to Final Payment</u>	X
e. <u>Proof of Performance/Payment Bond</u>	X
<u>Continuation 12 Months Following</u>	
<u>Final Payment</u>	
f. <u>Grants approval/signature</u>	X

3. Remarks

Faye Douglas Digitally signed by Faye Douglas
Date: 2023.01.18 08:01:25 -06'00'

OMB DIRECTOR

DATE



OKALOOSA COUNTY WATER & SEWER

WARRANT REQUEST

FOR PERCENTAGE PAYMENT ON ACCOUNT BALANCE(S) COLLECTED BY:

COLLECTION BUREAU MEDICAL ACCOUNTS
PO BOX 4127
FORT WALTON BEACH FL 32549
850 862-2154

DATE: January 11, 2023

COLLECTION PERIOD: December 1-31, 2022

TOTAL AMOUNT COLLECTED	\$2,023.85
COLLECTION RATE OF 20 %	\$ 404.77
AMOUNT DUE COLLECTION BUREAU MEDICAL ACCOUNTS	\$ 404.77

See attached invoice for account breakdown.

All payments have been entered on customer accounts, collection percentage rate on 3rd party payments will be deducted from the month-end Payable Statement submitted to Finance.

A handwritten signature in cursive script, appearing to read "Lee Bandy".

Submitted by: Lee Bandy
Water and Sewer System

Payments made to The Collection Bureau Collection Accounts	\$1,751.11
Payments made to OCWS on accounts turned over to collection	\$ 272.74
Total Monies received from collection agency	\$1,751.11

Collection Bureau

Ft. Walton Beach, INC

Collection Bureau of Ft. Walton Beach, Inc.
711 Eglin Parkway NE
Fort Walton Beach, FL 32547
Phone (866) 292-9978 Fax () -
www.reducecar.com
info@reducecar.com

Statement
1/3/2023

Client No 1075
OKALOOSA WATER & SEWER
1804 LEWIS TURNER BLVD
SUITE 300
FT WALTON BEACH, FL 32547-

Invoice
1075230103

Payments To Agency

ABC Acct#	Name	Patient	Submission	Inv.	Payment Date	Payment	Client	Agency	Current Balance	
1759356	ACCENT TOPS & TRAILER		11/9/22	360615/227690	12/05/2022	\$66.76	\$53.41	\$13.35	\$ 0.00	Orig. Amount
1759359	ALFORD, LINDA		11/9/22	1529375/713290	12/06/2022	\$37.90	\$30.32	\$7.58	\$ 0.00	Orig. Amount
1424150	ANDERSON, OLYVIA C		2/1/19	1497535	12/02/2022	\$34.36	\$27.49	\$6.87	\$ 0.00	Orig. Amount
1614067	CHAMBERS, JOSHUA		5/3/21	1651105-689990	12/27/2022	\$13.05	\$10.44	\$2.61	\$ 0.00	Orig. Amount
1300330	CLAYTON, REKYIA		10/4/19	1577855-635790	12/21/2022	\$144.05	\$115.24	\$28.81	\$ 0.00	Orig. Amount
1292825	CONTI, JOSEPH D D		5/28/19	1411355-646390	12/01/2022	\$58.60	\$46.88	\$11.72	\$ 0.00	Orig. Amount
1295140	EDMONDS, RYAN G G		7/2/19	1558765-639870	12/22/2022	\$10.29	\$8.23	\$2.06	\$ 0.00	Orig. Amount
1516013	GONZALEZ, DANIELA		7/29/20	1444315-252450	12/02/2022	\$47.17	\$37.74	\$9.43	\$ 0.00	Orig. Amount
1614083	GONZALEZ, THEODOR		5/3/21	1555935-640690	12/27/2022	\$15.42	\$12.34	\$3.08	\$ 0.00	Orig. Amount
1759402	HALDEMAN, JESSICA		11/9/22	1731805/353570	12/08/2022	\$23.86	\$19.09	\$4.77	\$ 0.00	Orig. Amount
1694362	HANCOCK, JUDITH		3/31/22	975145/310810	12/27/2022	\$16.43	\$13.14	\$3.29	\$ 0.00	Orig. Amount
1291813	HOLLCROFT, JOSEPH		4/26/19	1539645-205010	12/01/2022	\$100.00	\$80.00	\$20.00	\$ 86.35	Orig. Amount
1474625	HUGHES, CHRISTOPHER		3/2/20	1323015	12/01/2022	\$51.55	\$41.24	\$10.31	\$ 0.00	Orig. Amount
1285685	HURST, CAITLIN L L		4/5/19	1500855-500490	12/15/2022	\$206.44	\$165.15	\$41.29	\$ 0.00	Orig. Amount
1292846	IZQUIERDO, TIFFANE		5/28/19	1533415-144770	12/13/2022	\$310.03	\$248.02	\$62.01	\$ 0.00	Orig. Amount
1516339	JOHNSON, NICHOLAS A		7/31/20	1619995-208350	12/16/2022	\$128.86	\$103.09	\$25.77	\$ 0.00	Orig. Amount
863661	KREIMOYER, AUDREY		12/31/18	1227275	12/06/2022	\$16.54	\$13.23	\$3.31	\$ 0.00	Orig. Amount
1481542	LACEY, NATORYA		4/4/20	1579085	12/08/2022	\$15.07	\$12.06	\$3.01	\$ 0.00	Orig. Amount
1287793	LANE, DARRYAN T		4/16/19	1476995	12/06/2022	\$74.16	\$59.33	\$14.83	\$ 0.00	Orig. Amount
1559472	MANELY-HARISTON		12/30/20	1572465-368310	12/15/2022	\$25.00	\$20.00	\$5.00	\$ 177.19	Orig. Amount
1016928	MCNEAL, DAVID	2156 HAGOO	1/3/18	1501875/651510	12/20/2022	\$51.84	\$41.47	\$10.37	\$ 0.00	Orig. Amount
1481553	MORRIS, BRANDY		4/4/20	1309375	12/01/2022	\$16.01	\$12.81	\$3.20	\$ 0.00	Orig. Amount

OKALOOSA WATER & SEWER

Collection Bureau

Ft. Walton Beach, INC

Collection Bureau of Ft. Walton Beach, Inc.

711 Eglin Parkway NE

Fort Walton Beach, FL 32547

Phone (866) 292-9978 Fax () -

www.reducecar.com

info@reducecar.com

1673017	POOLE, JASON L	11/2/21	1447405-41991012/12/2022	\$89.54	\$71.63	\$17.91	\$ 0.00	Orig. Amount
1298636	ROBBINS, JENNIFER	8/29/19	1422715-65179012/27/2022	\$13.71	\$10.97	\$2.74	\$ 0.00	Orig. Amount
1689424	TOBIAS, CAITLIN	2/22/22	1408635-48223012/14/2022	\$92.33	\$73.86	\$18.47	\$ 0.00	Orig. Amount
839266	WALTERS, DAVID	11/6/18	1443595 12/22/2022	\$92.14	\$73.71	\$18.43	\$ 0.00	Orig. Amount

Sub Totals \$1,751.11 \$1,400.89 \$350.22

Payments To Client

ABC Acct#	Name	Patient	Submission	Inv.	Payment Date	Payment	Client	Agency	Current Balance
1614153	GOSS, RICHARD		5/3/21	1458905-57150	12/12/2022	\$83.01	\$66.41	\$16.60	\$ 0.00
1738820	SANDERS, MICHAEL		7/26/22	1646965/23561012/22/2022		\$15.55	\$12.44	\$3.11	\$ 0.00
1741573	SIEGEL, STEPHANIE		7/29/22	1519935	12/22/2022	\$52.83	\$42.26	\$10.57	\$ 0.00
1124883	SMITH, CHERYL A	1902 SQUIR PATH	7/31/17	789455/196050	12/22/2022	\$21.60	\$17.28	\$4.32	\$ 0.00
1751702	VANDIVER, RYANN		9/7/22	1723675/711330	12/22/2022	\$99.75	\$79.80	\$19.95	\$ 0.00

Sub Totals \$272.74 \$218.19 \$54.55

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Calculations Based On Gross Remit Client

\$2,023.85 Total Payments
\$1,751.11 Payments to Agency
\$272.74 Payments to Client
\$404.77 Agency Fees
\$1,619.08 Client Part
\$812.74 Clients previous balance see below

Invoice	Date	Description	Balance
865	12/01/2022	Nov. 2022 Set.	\$812.74
Outstanding Invoice(s) Balance:			\$812.74

Check Enclosed \$1,751.11

+ Payments To Agency \$1,751.11

Please Remit \$1,217.51

+ Agency Fees \$404.77
+ Previous Balance \$812.74

Previous Balance was issued on 12-22-2022
check # 2301983

51500

Collection Bureau of Ft Walton Beach

Trust Account
711 Eglin Parkway NE
Ft. Walton Beach, FL 32547
850-862-2154



January 03, 2023

PAY TO THE
ORDER OF

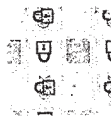
\$ 1,751.11

OKALOOSA WATER & SEWER

DOLLARS

Pay Exactly ***** one thousand seven hundred fifty-one and 11 / 100 ***** Dollars

OKALOOSA WATER & SEWER
1804 LEWIS TURNER BLVD
SUITE 300
FT WALTON BEACH FL 32547-



[Signature]
AUTHORIZED SIGNATURE

MEMO

⑈051500⑈ ⑆084201278⑆ 2000529⑈

Collection Bureau of Ft Walton Beach

51500

January 03, 2023

**MONTHLY RECONCILIATION OF TRUST ACCOUNT
SEE ATTACHED STATEMENT**

1/3/2023

Pay Exactly ***** one thousand seven hundred fifty-one and 11 / 100 ***** Dollars

OKALOOSA WATER & SEWER
1804 LEWIS TURNER BLVD
SUITE 300
FT WALTON BEACH FL 32547-

1,751.11

BATCH ID - L BANDY 1/10/23 63 PAYMENT THRU FWB COLL AGN DRAWER #: 1

RECEIPT	TOTAL RECEIPT	CUSTOMER	LOCATION NAME	CUST TP	DETAIL AMOUNT	PYMT TYPE	SUB TYPE	SV TM ERROR / WARNING	CHECK#	TOTAL TENDERED
0008539	1751.11	360615	227690 ACCENT TOPS & TRAILERS		66.76	UP		CK	51500	1751.11
		1529375	713290 ALFORD, LINDA M		37.90	UP				
		1497535	142350 ANDERSON, OLYVIA C		34.36	WC				
		1651105	689990 CHAMBERS, JOSHUA A		13.05	UP				
		1577855	635790 CLAYTON, REKYIA		144.05	WC				
		1411355	646390 CONTI, JOSEPH D		58.60	WC				
		1558765	639870 EDMONDS, RYAN G		10.29	WC				
		1444315	252450 GONZALEZ, DANIELA		47.17	WC				
		1555935	640690 GONZALEZ, THEODOR A		15.42	UP				
		1731805	353570 HALDEMAN, JESSICA ANN		23.86	UP				
		975145	310810 HANCOCK, JUDITH		16.43	UP				
		1539645	205010 HOLLCROFT, JOSEPH		100.00	WC				
		1323015	114830 HUGHES, CHRISTOPHER		51.55	WC				
		1500855	500490 HURST, CAITLIN L		206.44	WC				
		1533415	144770 IZQUIERDO, TIFFANE		310.03	WC				
		1619995	208350 JOHNSON, NICHOLAS A		128.86	WC				
		1227275	277810 KREIMOYER, AUDREY A		16.54	WC				
		1579085	382770 LACEY, NATORYA		15.07	WC				
		1476995	682650 LANE, DARRYAN T		74.16	WC				
		1572465	368310 MANELY - HARISTON, ALISHA		25.00	WC				
		1501875	651510 MCNEAL, DAVID J		51.84	WC				
		1309375	709390 MORRIS, BRANDY		16.01	WC				
		1447405	419910 POOLE, JASON		89.54	UP				
		1422715	651790 ROBBINS, JENNIFER		13.71	WC				
		1408635	482230 TOBIAS, CAITLIN N		92.33	UP				
		1443595	46150 WALTERS, DAVID LEE		92.14	WC				



CONTRACT#: C18-2652-WS
 COLLECTION BUREAU OF FORT WALTON BEACH,
 INC. DBA CREDIT BUSINESS SERVICES, INC.
 COLLECTION OF OKALOOSA COUNTY WATER & SEWER
 DELINQUENT ACCOUNTS
 EXPIRES: 11/26/2022

CONTRACT/LEASE RENEWAL FORM

Date: June 4, 2021

Company: Collection Bureau of Fort Walton Beach, Inc. DBA Credit Business Services, Inc.

Attn: Tommy Cooley Jr.

Address: 711 Eglin Parkway

City, St, Zip: Fort Walton Beach, Florida 32547

RE: Contract Renewal

Dear Mr. Cooley,

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C18-2652-WS for an additional term. The contract renewal period will be 11/27/2021 to 11/26/2022. The annual budgeted amount for this contract is \$20% of collections. All other terms and conditions of the original agreement shall remain in full force and effect through the duration of this renewal.

If you are in agreement, please sign below and return this form along with a current Certificate of Insurance listing Okaloosa County as co-insured (if applicable).

COUNTY REPRESENTATIVES

Dept. Director Jeff
 Signature: Littrell

Digitally signed by Jeff Littrell
 DN: cn=Jeff Littrell, o=Okaloosa County, ou=Okaloosa County, email=j.littrell@okaloosa.com, c=US
 Date: 2021.06.15 15:19:00 -0500

Date: 06/15/2021

Approved By: Jeffrey A Hyde
 (as prescribed below on item 1)

Digitally signed by Jeffrey A Hyde
 Date: 2021.06.15 15:19:00 -0500

Date: _____

Approved By: _____
 (as prescribed below on item 1)

Date: _____

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: Collection Bureau of Ft Walton Beach, Inc.

Approved By: [Signature]
Tommy Cooley Jr.

Title: President

Date: 6/4/2021

County Department Instructions:

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Manager <\$25K and less, OMB Director \$25K to \$50K, County Administrator <\$100K and less or Board >\$100K, as necessary. If Board approval is required, the Chairman and County Administrator's signatures are required. Make sure the company provides a current Certificate of Insurance. (If applicable).
- 2) Keep a copy of this form for your records.
- 3) Send original to Contracts and Lease Coordinator at Purchasing Department.
 If you have any questions please contact the Purchasing Manager at 850-689-5960, Fax: 850-689-5970

BATCH ID - LBANDY 1/10/23 63 PAYMENT THRU FWB COLL AGN DRAWER #: 1

DETAIL TOTALS

PYMT TYPE	DESCRIPTION	COUNT	AMOUNT	ZERO/VOID COUNT
UP	UTILITY BILLING PAYMENT	8	355.29	0
WC	WRITE-OFF COLLECTED	18	1,395.82	0

TENDER METHOD	DESCRIPTION	COUNT	TENDERED AMOUNT	NON-CASH AMOUNT
CK	CHECK	1	1,751.11	1,751.11
			-----	-----
			TENDERED TOTAL	1,751.11
			CHANGE	.00
			-----	-----
			GRAND TOTAL	1,751.11
			-----	-----
			NON-CASH TOTAL	1,751.11
			CASH IN DRAWER	.00
			-----	-----
			GRAND TOTAL	1,751.11

ENDORSEMENT CODES	DESCRIPTION	COUNT	AMOUNT
**	DEFAULT ENDORSEMENT . . .	26	1,751.11

BANK CODE	TOTALS	AMOUNT
00		1,751.11

VOIDED OR ZERO RECEIPTS	0	.00
ENTERED TOTAL	1	1,751.11
COMPUTED NON-ZERO RCPTS	1	1,751.11

** BATCH POSTED **