



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 04/20/21

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Unique Management Services, Inc.

***Project Title/Description:**

Library Debt Collection Services

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-16-243, Amendment No. 05. This amendment extends the termination date to 04/30/2022 and adds the annual award amount of \$119,000.00 for a cumulative not-to-exceed contract amount of \$568,480.00.

Administering Department: Library District.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010, Cooperative procurement authorized, on February 29, 2016, the Procurement Director approved an award of contract for an initial term of one (1) year and an annual award amount of \$119,000.00 with four (4) one-year renewal options.

Effective May 1, 2017, the Procurement Officer processed Amendment No. 01, which extended the termination date to 04/30/2018 and added a partial annual award amount of \$77,240.00 for a cumulative not-to-exceed contract amount of \$196,240.00. Three (3) renewal options remained.

Effective May 1, 2018, the Procurement Officer processed Amendment No. 02, which extended the termination date to 04/30/2019 and added a partial annual award amount of \$82,000.00 for a cumulative not-to-exceed contract amount of \$278,240.00. Two (2) renewal options remained.

Effective May 1, 2019, the Procurement Officer processed Amendment No. 03, which extended the termination date to 04/30/2020 and added a partial annual award amount of \$52,240.00 for a cumulative not-to-exceed contract amount of \$330,480.00. One (1) renewal option remained.

Effective May 1, 2020, the Procurement Officer processed Amendment No. 04, which extended the termination date to 04/30/2021 and added the annual award amount of \$119,000.00 for a cumulative not-to-exceed contract amount of \$449,480.00.

The extension is needed to allow sufficient time to replace the contract.

PRCUID: 207871

Attachment: Master Agreement.

***Program Goals/Predicted Outcomes:**

Library materials will be recovered and placed back in circulation.

***Public Benefit:**

Reduced loss of library materials, more materials available for circulation and less expenditures required to replace missing materials.

***Metrics Available to Measure Performance:**

Library staff will review Quarterly reports of monthly recovery statistics.

***Retroactive:**

No.

To: CoB
Ver. 19
pgs 4
4-5-21
4-2-21

Procure Dept 04/02/21 PM0944

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____
Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No
If Yes, is the Contract to a vendor or subrecipient? _____
Were insurance or indemnity clauses modified? ☐ Yes ☐ No
If Yes, attach Risk's approval.
Vendor is using a Social Security Number? ☐ Yes ☐ No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 16-243
Amendment No.: 5 AMS Version No.: 19
Commencement Date: 05/01/2021 New Termination Date: 04/30/2022
Prior Contract No. (Synergen/CMS): _____
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 119,000.00
Is there revenue included? ☐ Yes ☒ No If Yes \$ _____
***Funding Source(s) required:** Library District Ops

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Amendment Number: _____
☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:**

***Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ _____ % _____
***Match funding from other sources?** ☐ Yes ☐ No If Yes \$ _____ % _____
***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Kelsey Braun-Shirley, Procurement Officer Shirley Kelsey Braun-Shirley
Digitally signed by Kelsey Braun-Shirley
Date: 2021.03.26 15:32:40 -07'00'
Department: Procurement Terri Spencer
Digitally signed by Terri Spencer
Date: 2021.03.26 16:39:09 -07'00'
Department Director Signature/Date: _____ 3/31/21
Deputy County Administrator Signature/Date: _____ 4/2/21
County Administrator Signature/Date: _____ 4/15/21
(Required for Board Agenda/Addendum Items)

Ana Wilber
Digitally signed by Ana Wilber
Date: 2021.03.26 16:01:37 -07'00'

Telephone: (520) 724-7466



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 1600000000000000243

MA Version: 19

Page: 1 of 2

Description: Library Debt Collection Services

| | | | | | | | |
|----------------------------|--------------------------------------|-----------------------|---|-------------|--------------|--------------|--------------|
| I S S U E R | Pima County Procurement Department | T E R M S | Initiation Date: 05-01-2021 | | | | |
| | 150 W. Congress St. 5th Fl | | Expiration Date: 04-30-2022 | | | | |
| | Tucson AZ 85701 | | | | | | |
| | Issued By: Kelsey Braun-Shirley | | | | | | |
| | Phone: 5207247466 | | | | | | |
| | Email: kelsey.braun-shirley@pima.gov | | | | | | |
| | | | <table border="1"><tr><td>NTE Amount:</td><td>\$568,480.00</td></tr><tr><td>Used Amount:</td><td>\$346,247.30</td></tr></table> | NTE Amount: | \$568,480.00 | Used Amount: | \$346,247.30 |
| NTE Amount: | \$568,480.00 | | | | | | |
| Used Amount: | \$346,247.30 | | | | | | |

| | | | |
|----------------------------|--------------------------------|----------|-------------------------|
| V E N D O R | UNIQUE MANAGEMENT SERVICES INC | Contact: | Nicole Y Atkins |
| | 119 EAST MAPLE STREET | Phone: | 812-285-0886 |
| | JEFFERSONVILLE IN 47130 | Email: | natkins@unique-mgmt.com |
| | | Terms: | 0.00 % |
| | | Days: | 30 |
| | | | |

| | |
|--|---------------------------|
| Shipping Method: | Vendor Method |
| Delivery Type: | |
| FOB: | FOB Dest, Freight Prepaid |
| Modification Reason | |
| Amendment No. 05 extends the termination date to 04/30/2022 and adds the annual award amount of \$119,000.00 for a cumulative not-to-exceed contract amount of \$568,480.00. | |

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 1600000000000000243

MA Version: 19

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| Line | Description | | | | | |
|------|--|-----|------------|------------|-----|-----|
| 1 | Collection Service - Initial and Secondary Placements | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$8.95 | | | |
| 2 | Outsource Notice Service - Mail | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$0.64 | | | |
| 3 | Outsource Notification Service - Telephone | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$0.15 | | | |
| 4 | DO NOT USE | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$0.00 | | | |
| 5 | DO NOT USE | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$0.00 | | | |
| 6 | FREE FORM LINE | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | | \$0.00 | | | |
| 7 | Live Chat Unlimited | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MO | \$2,595.00 | | | |
| 8 | Implementation Fee for Live Chat Service (One-Time Charge) | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$1,995.00 | | | |
| 9 | Curbside Communicator Hold/ Pickup. Initial branch. | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MO | \$50.00 | | | |
| 10 | Set-Up Fee for Curbside Communicator: (One-Time Charge) | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$295.00 | | | |
| 11 | Curbside Communicator Hold/ Pickup for each additional brnch | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MO | \$40.00 | | | |
| 12 | Curbside Communicator Prorated for May. | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MO | \$525.00 | | | |
| 13 | Live phone support | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MIN | \$1.32 | | | |