



**CITY OF EAST PROVIDENCE**  
**DEPARTMENT OF TREASURY AND FINANCE**  
**WEBSITE ADVERTISEMENT**  
**PREPARE AND CONDUCT TAX SALES**  
**RFP NO. EP19/20-34**  
**REQUEST FOR PROPOSALS**

**BID OPENING DATE THURSDAY, OCTOBER 8, 2020 AT 11AM**

The City of East Providence is seeking the assistance of an Attorney or Company, hereafter termed "Firm", with 5 years of experience in tax sales to prepare and conduct annual tax sales (or as required by the Collector of Taxes) to commence immediately, if required, and through the next tax sale, to be conducted during 2021 renewable for four more years at the City's discretion. The City will accept proposals from persons or firms who have demonstrated experience with regard to tax sales.

Specifications may be downloaded from the City's website under Current Bids.  
<http://www.eastprovidence.com/content/9457/10056/default.aspx>

Three (3) copies of the proposal shall be submitted in one (1) sealed envelope to the Controller's Office, Attn: Procurement Specialist, Room 103, City Hall, 145 Taunton Ave., East Providence, RI 02914 no later than **THURSDAY, OCTOBER 8, 2020 at 11AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The envelope needs to be marked **BID EP19/20-34**

The City reserves the right to waive any informality in or to reject any or all the bids if deemed to be in its best interest. The Contract shall be awarded to the responsive and responsible bidder.

All questions pertaining to this proposal should be referred to Betty Rynda, Tax Collector in writing [ERynda@eastprovidenceri.gov](mailto:ERynda@eastprovidenceri.gov) by **THURSDAY, OCTOBER 1, 2020 at 4PM**.

Each bidding firm must submit a Certificate of Errors and Omissions Insurance (or similar coverage) with a Title Agent's rider. Firms must also submit a list of their qualifications and certification of their past performance(s), if any.

Equal Opportunity/Affirmative Action Employer

Dawn Kenney, Procurement Specialist  
[dkenney@eastprovidenceri.gov](mailto:dkenney@eastprovidenceri.gov)