



**CITY OF EAST PROVIDENCE
DEPARTMENT OF TREASURY AND FINANCE**

**REQUEST FOR PROPOSALS
EP24/25-031
PREPARE AND CONDUCT TAX SALES
BID OPENING DATE WEDNESDAY, NOVEMBER 12, 2025, AT 11AM**

ADVERTISEMENT

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 2026 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 doing business RFP's at <https://eastprovidenceri.gov/rfp>

One (1) original, two (2) copies and one (1) thumb drive 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 **WEDNESDAY, NOVEMBER 12, 2025 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 EP24/25-031**

The City reserves the right to waive any informality to reject any or all the bids if deemed to be in the best interest of the City.

All questions pertaining to this proposal should be directed by e-mail to Ann Fournier, Tax Collector ABochichio@eastprovidenceri.gov and Kim Brown, Acting Procurement Specialist at KBrown@eastprovidenceri.gov no later than **WEDNESDAY, NOVEMBER 5, 2025 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

Kimberly Brown, Acting Procurement Specialist
kbrown@eastprovidenceri.gov