



**CITY OF EAST PROVIDENCE  
WATER UTILITIES DIVISION  
REQUEST FOR PROPOSALS  
RFP EP23/24-07  
ADVERTISEMENT  
PRINTING AND MAILING OF UTILITY BILLS  
BID OPENING TUESDAY, FEBRUARY 20, 2024 AT 11:00AM**

The City of East Providence, Water Utilities Division, is seeking proposals from qualified vendors for the monthly printing and mailing of utility bills.

Specifications may be downloaded from the City's website <https://eastprovidenceri.gov/rfp>

One (1) original, two (2) copies and 1 Thumb Drive of the proposal shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **TUESDAY, FEBRUARY 20, 2024 AT 11:00AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **BID EP23/24-07 Printing & Mailing of Utility Bills**.

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

Any questions should be directed to Jim Marvel, Water Superintendent, at [jmarvel@eastprovidenceri.gov](mailto:jmarvel@eastprovidenceri.gov), Kimberly Moniz, Office Manager, Water Utilities Division, at [kmoniz@eastprovidenceri.gov](mailto:kmoniz@eastprovidenceri.gov) or Jessica Lamprey, Procurement Specialist at [jlamprey@eastprovidenceri.gov](mailto:jlamprey@eastprovidenceri.gov) no later than **THURSDAY, FEBRUARY 15, 2024 AT 4:00AM**.

Equal Opportunity/Affirmative Action Employer

Jessica Lamprey, Procurement Specialist  
[jlamprey@eastprovidenceri.gov](mailto:jlamprey@eastprovidenceri.gov)