



BID FORM

FOR: TO PREPARE AND CONDUCT TAX SALES

BID: RFP EP24/25-031

BIDS DUE: WEDNESDAY, NOVEMBER 12, 2025 AT 11AM

**TO: City of East Providence
Controller's Office
City Hall, Room 103
145 Taunton Avenue
East Providence, RI 02914**

RESPONDENTS MUST PROVIDE THE FOLLOWING AS A MINIMUM TO HAVE THEIR PROPOSAL CONSIDERED

1. Fees for Services (Quote fees separately per parcel & setup fees):

Title Search Fee to include per parcel:

\$ _____
(In Numbers) (In Words)

First Notice to include date processing fees and mailing costs:

\$ _____
(In Numbers) (In Words)

Second Notice to include title search fees and mailing costs:

\$ _____
(In Numbers) (In Words)

Tax Sale to include deed preparation, legal notices and attendance at sale:

\$ _____
(In Numbers) (In Words)

Auctioneer's fees:

\$ _____
(In Numbers) (In Words)

2. A narrative statement that provides a detailed explanation as to how the tax sale process will be completed.
3. A statement of scope limitations and city services and assistance contemplated and/or required.

4. At least two client references:

The _____ has
(Your Company Name)

assisted the following Rhode Island communities at Tax Sale in the past 5 years:

The City of East Providence reserves the right to reject any or all bids and reserves the right to award the job to the bidder deemed to be in the best interest of the City.

BIDDING FIRM: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

PHONE NO: (____) _____ FAX NO: (____) _____

EMAIL ADDRESS: _____