



**CITY OF EAST PROVIDENCE**

**DEPARTMENT OF TREASURY AND FINANCE**

**PREPARE AND CONDUCT TAX SALES**

**RFP NO. EP19/20-34**

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

**SPECIFICATIONS FOR PROPOSALS**

The City will provide the Firm with the Assessor's Map, Block and Parcel of each delinquent taxpayer. The City will provide tax certification setting forth all outstanding taxes and charges on the real estate, water, sewer and any other municipal liens at least three (3) months prior to any Tax Sale. The accuracy of this information shall be the responsibility of the City. The City shall indemnify the Firm from all claims, loss or demands which result from any inaccuracies in the Tax Sale proceedings, etc., caused by the City or its agents.

In addition to the requirements appearing on the Advertisement the following are the conditions to be complied with by all firms submitting proposals:

The Successful Bidder shall:

- a) Conduct a Tax Sale pursuant to the provisions of Section 44-9-1, et. seq, of the General Laws of Rhode Island, as amended.
- b) Prepare, process and mail all notices including certified letters, three days from receipt of electronically transferred data from Tax Collector's office, to parties in interest in a form approved by the Collector as required by law, stating that payments must be made by cash, certified bank check, or credit card only, no personal checks or EFT/ACH payment accepted and containing such other information as required by law and that all delinquent taxes and municipal fees are being collected for all delinquent tax years.
- c) Deliver to the Tax Collector's Office copies of letters sent, in a binder or electronic file sequenced in order of Assessor's Map, Block and Parcel prior to letters being mailed.
- d) Have the ability to locate delinquent taxpayers and parties in interest either through the City Hall Tax Assessor, Tax Collector, City Clerk and/or Probate records, Fast Track Digital Directory or Credit Bureau/Global search if necessary.

- e) Conduct title examinations to determine parties in interest including all parties in interest subsequent to the time the tax is assessed. Properties still subject to tax sale on the day prior to the sale shall be reviewed to ascertain any changes of parties in interest. The accuracy of this information shall be the responsibility of the Firm.
- f) Prepare the Collector's advertisement for each sale to be placed in the Pawtucket Times as required by law prior to such sale. The Collector's advertisement is to be timely submitted to the Pawtucket Times before the advertisement is to appear by the Attorney or Company. It shall be the Firm's responsibility to verify the accuracy of the advertisement prior to and once printed.
- g) Conduct Tax Sale as auctioneer and ensure compliance with the RI General Laws.
- h) After the Tax Sale, prepare and submit a Tax Collector's return listing the assessed owner's name, the address of the property, and the Assessor's Map, Block and Parcel within 2 days of the Tax Sale, to be recorded in the land evidence records.
- i) Prepare all Tax Deeds for parcels sold at Tax Sale and provide the City with same within 45 days for recording.
- j) Provide such other information and provide such other services in conjunction with the tax sale as the City may reasonably require.
- k) Comply with all aspects of the provisions of the Federal Fair Debt Practices and Collections Act and all applicable state regulations affecting debt collection process.
- l) Conduct redemption proceedings pursuant to the provisions of Section 44-9-1, et. seq, of the General Laws of Rhode Island, as amended, of properties taken by the City at previous tax sales and current tax sale.
- m) Pay, indemnify and hold harmless, the City from all claims, loss or demands which result from any acts or omissions in the Tax Sale proceedings, etc., caused by the Firm or its agents and provide evidence of insurance to cover any such contingency.
- n) Consult with the Tax Collector and the City's Law Department for any questions concerning the above.
- o) Answer taxpayer's inquiries regarding all aspects of Tax Sale procedures.
- p) Be able to interface with the Tax Collector's records to insure that accounts are not lost or neglected.

- q) Dates and times for all Tax Sales will be set at the discretion of the City to be conducted at least annually.
- r) Proposals shall include a contract price for any services performed. These costs will be assessed against the delinquent taxpayers or paid by the successful bidder at the Tax Sale. No cost shall be assessed against the City.
- s) Criteria for the award shall include, but not be limited to, the contract price/costs fees and charges associated with the collection process, experience of the bidder and adherence to the specifications contained in this request for proposals.