

**CITY OF TOLLESON
REQUEST FOR PROPOSALS (RFP)
FOR
EMERGENCY HOME REPAIR PROGRAM ADMINISTRATOR**

The City of Tolleson is issuing a Request for Proposals (RFP) seeking proposals from qualified, firms or agencies (“Vendors”) interested in providing professional services consisting of implementing and administering an owner-occupied emergency home repair program for fiscal year 2016. The Program budget for fiscal year 2016 is \$135,000, all of which is from the City’s general fund. Subject to funding, the City may continue the Program through fiscal year 2017 (July 1, 2017-June 30, 2018). The Vendor shall be responsible for managing and administering a City-funded emergency home repair program in a manner that is satisfactory to the City.

The Vendor must be capable of providing the City with marketing, application intake and review, repair work write-ups, contractor procurement, construction management, and data collection services. The Vendor shall provide repairs to correct conditions which are considered “as causing emergency situations” in owner-occupied homes of eligible low-to-moderate income City residents. The Vendor shall comply with the City’s code, policies and procedures, as applicable, when providing the services for the Program.

The RFP documents related to this notice will be listed on and available for download from the City’s website: www.tollesonaz.org, under Doing Business in Tolleson – Bid Opportunities/Construction Design Projects. **IMPORTANT:** All interested parties should provide an email address to receive addendums to Inez Babchuk at Tolleson City Hall, 9555 W. Van Buren, Tolleson, AZ 85353 or ibabchuk@tollesonaz.org. If you download the RFP without registering, there will be no record that you are interested in this solicitation, and you will not be sent any addendums to this RFP. RFP documents may also be obtained (1 free copy) from the front desk at Tolleson City Hall.

Questions must be in writing, by email or mail, and directed to:

Noël Schaus, Revitalization Manager
Tolleson City Hall, 9555 W. Van Buren, Tolleson, AZ 85353
nschaus@tollesonaz.org

Submittals are due at Tolleson City Hall no later than 3:00 p.m. (local time, Phoenix, AZ) on Friday, January 6, 2016. Late submittals will not be accepted. The City of Tolleson reserves the right to reject any and all submittals.

Notice given by Tolleson City Clerk Crystal
Zamora on Wednesday, December 7, 2016.

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