

**CITY OF TOLLESON  
REQUEST FOR PROPOSALS (RFP)  
FOR  
LIFE AND RELATED INSURANCE**

The City of Tolleson is issuing a Request for Proposals (RFP) seeking proposals from qualified firms or agencies interested in providing professional services consisting of, for eligible employees and officers, the following: basic life and supplemental term life insurance; accidental death and dismemberment; long-term disability insurance for police and fire personnel; and short-term disability insurance (excluding members of Council). In accordance with the City's Procurement Code, the City will accept sealed proposals for the services specified in the Scope of Work.

The RFP documents related to this notice will be listed on and available for download from the City's website: [www.tollesonaz.org](http://www.tollesonaz.org), under Doing Business in Tolleson – Bid Opportunities/Procurement. **IMPORTANT:** All interested parties should provide an email address to receive addendums to Inez Babchuk at [ibabchuk@tollesonaz.org](mailto: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:**

Inez Babchuk, Procurement Officer  
Tolleson City Hall, 9555 W. Van Buren, Tolleson, AZ 85353  
[ibabchuk@tollesonaz.org](mailto:ibabchuk@tollesonaz.org)

Submittals are due at Tolleson City Hall no later than 6:00 p.m. (local time, Phoenix, AZ) on Friday, March 16, 2018. Late submittals will not be accepted. The City of Tolleson reserves the right to reject any and all submittals.

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