

PUBLIC NOTICE

The City of Tolleson is issuing a Request for Proposals seeking proposals from qualified firms or agencies interested in providing professional services consisting of providing life insurance benefits for full-time City employees and Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") participants. The selected contractor shall provide adequate, experienced personnel, capable of and devoted to the successful performance of the services.

The RFP documents related to this notice are available for download from the City's website: www.tolleson.az.gov under Doing Business in Tolleson – Bid Opportunities/Procurement.

Submittals must be received electronically via the City of Tolleson's drop box folder.

IMPORTANT: All interested parties must contact the Procurement Officer at bidquestions@tolleson.az.gov to register for this RFP. All registered parties will receive a link to the City's drop box folder for submittals.

Questions must be in writing by email no later than February 23, 2023 directed to: bidquestions@tolleson.az.gov.

All submittals must be fully uploaded no later than 3:00 pm (local time, Phoenix, AZ) on Thursday, March 9, 2023. It is the respondent's responsibility to confirm the City's receipt of their RFP.

LATE SUBMITTALS WILL NOT BE ACCEPTED.

THE CITY OF TOLLESON RESERVES THE RIGHT TO REJECT ANY AND ALL SUBMITTALS.

DIRECT CONTACT WITH SELECTION COMMITTEE MEMBERS OR ANY CITY EMPLOYEE CONCERNING THIS RFP AT ANY TIME IS STRICTLY PROHIBITED.

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