



# City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • 928.753.5561  
WWW.CITYOFKINGMAN.GOV

## **CITY OF KINGMAN** **NOTICE OF REQUEST FOR PROPOSAL** **DEBT COLLECTION SERVICES** **FIN24-004**

**Project Description:** The City of Kingman, Arizona ("City") is soliciting proposals from qualified agencies to provide Debt Collection Services with a contract term of five (5) years. Proposals are due by 3:00 pm, Arizona time, on Thursday, March 28, 2024.

The request for proposal may be obtained by visiting the City of Kingman's website: <https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list> or by contacting Wendy Sherer at (928) 753 – 8582 during normal business hours, Monday through Thursday 7:00 am – 6:00 pm (Arizona time).

Proposers wishing to submit questions regarding this RFP must do so by 3:00 pm, Arizona time, on Monday, March 18, 2024. Questions should be submitted by email to: [wsherer@cityofkingman.gov](mailto:wsherer@cityofkingman.gov).

**Sealed Proposals will be received at the City of Kingman, City Clerk, 310 North Fourth Street, Kingman, Arizona 86401, until 3:00 P.M. (Arizona time) on March 28, 2024.** The envelope must contain one (1) original and four (4) copies of the proposal. Any proposal received after 3:00 P.M. on the above stated date will be returned unopened.

The outside of the proposal envelope shall indicate the name and address of the proposer, shall be addressed to City Clerk, City of Kingman, at the above address and shall be marked:

### **“FIN24-004 – DEBT COLLECTION SERVICES”**

Delays due to mail and/or delivery services will not be considered excusable to the time requirements contained within this RFP.

The City anticipates selecting a proposer and awarding a contract by May 21, 2024. There is not an expressed or implied obligation for the City of Kingman to reimburse responding proposers for any expenses incurred in preparing proposals in response to this request.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposal.



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**The City reserves the right to reject any and all bids.**

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