

**REQUEST FOR PROPOSALS (RFP'S)  
FOR FULL-SERVICE TAX COLLECTOR  
FOR THE CITY OF GREENSBURG**

The City of Greensburg will accept sealed proposals until 1:00 p.m. on Monday, August 25, 2008 at the Office of the City Administrator at 416 S. Main Street, Greensburg, PA to be held by the City Solicitor for tax collection services for current City real estate, earned income, delinquent earned income, business privilege, delinquent business privilege, local services, delinquent local services; County real estate located in the City of Greensburg; and School real estate, per capita, and delinquent per capital located in the City of Greensburg. Specifically, the City of Greensburg is seeking a firm to act as a full-service tax collector for a three-year period commencing January 1, 2009 and ending December 31, 2011. Bids must remain firm for 90 days from August 25, 2008 and must be submitted on forms provided by the City. Said forms and specifications are available at the office of the City Administrator, 416 South Main Street, Greensburg, PA 15601, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

Qualified proposers must have a minimum of three (3) to five (5) years of continuous experience as a municipal tax collector in good standing with clients. Other experience may be substituted for this time period, but the City of Greensburg retains the right to judge the applicability of this substitution. Proposers should provide three (3) to five (5) references; these must be a combination of school districts and municipalities, as well as, documentation establishing the experience noted above. The City of Greensburg reserves the right to require additional references.

Sealed proposals will be opened by the City Administrator at a public meeting on Monday, August 25, 2008 at 1:30 p.m., in the First Floor Conference Room at City Hall. (address listed above).

A bid bond, certified check or cashier's check in the amount of ten (10%) percent of the contract price must accompany each proposal. The City reserves the right to reject any or all proposals or to waive any defect in any proposal.

All proposals shall be submitted in a sealed envelope marked '**Tax Collection Proposal**' and include the name and address of the proposer on the outside of the envelope.

Susan M. Trout  
City Administrator

Timothy J. McCormick  
Solicitor