

## **HAZLETON CITY REQUEST FOR PROPOSALS**

### **To Provide Real Estate Tax Collection Services**

Hazleton City is requesting proposals from qualified companies to provide collection and administrative services for the City's Real Estate Taxes.

- Hazleton City provides for the levy of taxes on all real estate property in Hazleton City. The rate of the tax on each property shall be set annually by the City Council no later than December 31<sup>st</sup> of each year non-election year for the following calendar year (possibly February following an election). The City sent approximately 10,000 real estate tax bills in 2025. Currently the City includes as part of its tax millage separate designations for general fund, recreation, debt service, and the possibility of additional fees if required.

- The City is seeking a collector to perform all the work and furnish all the necessary supervision, equipment, facilities, supplies, forms, notices, postage, and the records necessary to assess, collect, administer, receive and enforce the provisions of the applicable laws governing the collection of real estate taxes. Collector shall be required to coordinate with Luzerne County Officials regarding the collection and distribution of County real estate taxes.

- The Collector shall provide the City with monthly reports by no later than the 10th day of each calendar month, identifying the prior months collection activities including discount, face and penalty tax monies, interest, penalties, and fines.

- All taxes, fines, interest and penalties collected are to be treated as public funds and shall be deposited into a federally insured national depository bank trust account. Distributions shall be made to the City not less than twice a month. The Collector shall provide electronic notification when funds are disbursed to the City's account.

- All proposals shall be from a firm with comprehensive experience in Real Estate Tax Collection for local governments in Pennsylvania. Proposer must provide a list of all current clients for its Real Estate Tax collection services.

- The City shall review all proposals and shall have the ultimate authority to make a selection as to which firm will provide the most comprehensive and thorough services. The City reserves the right to reject any and all proposals.

- It is the intention of the City to enter into a contract with the successful proposer for a term of three years, 2026, 2027 and 2028 with the option to extend for additional years, if mutually agreeable. Interested providers shall submit a proposal to include the following:

1. A description of the process to be used to perform collections.
2. Proposal must detail the cost to produce, create and mail tax bills to all properties by no later than February 28<sup>th</sup> of each year; produce, create and mail a reminder notice to all properties with an outstanding balance by no later than October 31<sup>st</sup> of each year.

3. Proposal must also detail the options available to taxpayers to pay their tax bill including an in-person location inside City Hall that must be staffed in accordance with City Hall hours and days of operation. The in-person City Hall location shall be leased to proposer in accordance with current rates for leases in City Hall. Included in the rent are all utilities, but Proposer is responsible for its own telephone and computer lines.
4. Proposal must also detail the options available to taxpayers to pay their tax bill including and the use of credit cards; and the cost and procedure for the issuance of tax certifications.
5. A detailed listing of all proposed fees and charges to be paid by the City for the collection of Real Estate Taxes in Hazleton City.
6. A statement confirming the proposer's understanding of the services to be performed, the commitment to perform the services in a timely manner and the person responsible for the collection services for the City including their contact information.
7. All proposals shall be submitted by no later than noon on Friday, July 11, 2025 to:

Mayor's Office  
Attn: Tax Collection RFP  
Hazleton City Hall  
40 N. Church Street  
Hazleton, PA 18201  
[mayorsoffice@cityofhazleton.org](mailto:mayorsoffice@cityofhazleton.org)