

**RFP NO.:** P24-ASD-500456

**RFP TITLE:** Lockbox Services

**RFP DESCRIPTION:** Lake Havasu City is seeking Lockbox Services to collect and process customer payments for utility services, false alarms, rents and other miscellaneous fees due to the City.

Notice is hereby given that sealed proposals for Request For Proposal Number: **P24-ASD-500456** for: **Lockbox Services** shall be received by the **City Clerk's Office, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403, OR** electronically on DemandStar (<https://www.demandstar.com/app/buyers/bids/441591/details>) until **3:00 p.m. Arizona Time** on April 3, 2024. All RFPs received in proper form shall be publicly opened and read aloud on the same day at 3:00 p.m., Room 109, City Hall, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403. Public openings may be attended in-person or virtually by accessing the following video conferencing system.

To join the meeting on a computer or mobile phone:

<https://tinyurl.com/3f94b2ww>

Meeting ID: 270 366 031 956

Passcode: jcVbxK

**Join with a video conferencing device**

[160264325@teams.bjn.vc](https://teams.bjn.vc/160264325)

Video Conference ID: 112 219 692 0

**Pre-Proposal Conference: None**

Lake Havasu City may reject any proposal not in compliance with all prescribed public competitive procurement procedures and requirements and may reject for good cause any or all proposals if Lake Havasu City finds it is in the public interest to do so.

There is not an expressed or implied obligation for Lake Havasu City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

RFP documents, specifications, and addenda may be obtained in the following locations:

Lake Havasu City Website: <https://www.lhcaz.gov/budget-and-finance/bids-rfps>

DemandStar: <https://www.demandstar.com/app/buyers/bids/441591/details>

*Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons with disabilities. If you need an accommodation for RFP meetings, please contact the City Clerk's Office, at (928) 453-4142. Please provide 24 hours notice so accommodations may be arranged.*

Publication Dates: February 27<sup>th</sup> and March 5<sup>th</sup>  
February 29<sup>th</sup> and March 7<sup>th</sup>

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