**REQUEST FOR PROPOSALS**

**Lockbox Provider**

The Seattle Housing Authority (SHA) is seeking a qualified professional firm to provide Lockbox printing and mailing services. SHA currently mails out over 7,500 tenant rent statements at the end of each month for payment due by the 7th of the following month. Additionally, SHA mails out approximately 1,400 Solid Waste statements. SHA is seeking proposals for a lockbox provider that can process these transactions.

**Obtaining the RFP:** Visit our website at <https://www.seattlehousing.org/do-business-with-us/solicitations> to obtain a copy of the RFP. Any addenda issued for this RFP will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the RFP or addenda, you may e-mail Don Tucker, Sr. Contract Administrator at don.tucker@seattlehousing.org.

**Questions:** Any questions or requests for further information must be submitted in writing no later than 2:00 pm on Monday, January 31, 2022 to the Sr. Contract Administrator noted above.

**Submission Deadline:** Proposals (one original and five copies), must be received not later than 2:00 pm on Wednesday, February 16, 2022 at SHA’s street address below. Proposals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority

Purchasing Division

##### Attention: Don Tucker, Sr. Contract Administrator

190 Queen Anne Avenue North

P.O. Box 19028

Seattle, Washington 98109-1028

**Diversity:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.

**Rights Reserved:**  SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

Michael Tarantino

Associate Deputy Counsel for Real Estate (and Procurement)