



# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:**  
**COMMODITY/SERVICE SOUGHT:**  
**SOLICITATION NO.:**  
**PROPOSAL DUE DATE AND TIME:**  
**LOCATION:**

**REQUEST FOR PROPOSALS**  
**Professional Auditing Services**  
**2017-AS-02-2**  
**Friday, June 2<sup>nd</sup> at 10:00 a.m. local Arizona time**  
**City of Cottonwood**  
**Administrative Services Department**  
**Purchasing Division**  
**816 N. Main Street**  
**Cottonwood, AZ 86326**

The City of Cottonwood is soliciting proposals for Professional Auditing Services from qualified and experienced public accounting firms whose principal officers are independent certified public accountants.

Solicitation documents are available by email by contacting the Purchasing Division at [jcook@cottonwoodaz.gov](mailto:jcook@cottonwoodaz.gov) or hard copies can be picked up at the City of Cottonwood, Administrative Services Department located at 816 N Main Street, Cottonwood, AZ 86326. Documents can also be obtained through the Public Purchase website at [www.publicpurchase.com](http://www.publicpurchase.com).

Sealed proposals for the commodity or service specified will be received by the Purchasing Division, City of Cottonwood, 816 N. Main Street, Cottonwood, Arizona 86326, until the time and date cited above. Proposals received by the correct time and date will be opened publicly and the names of the Proposers shall be read aloud at the Purchasing Division Office.

Proposals must be in the actual possession of the Purchasing Division Office and stamped by a member of the Administrative Services staff on or prior to the exact time and date indicated above. Late submittals or unsigned submittals will not be considered under any circumstances.

Proposals must be submitted in a sealed envelope with the Solicitation Number and the Proposer's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten. Additional instructions for preparing your proposal are provided in the Information and Instructions to Proposers.

Publish Date: Verde Independent – Friday, May 19<sup>th</sup>, 2017 and Wednesday, May 24<sup>th</sup>, 2017

**PUBLISHERS AFFIDAVIT REQUIRED**