



# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:**

**COMMODITY/SERVICE SOUGHT:**

**SOLICITATION NO.:**

**PROPOSAL DUE DATE AND TIME:**

**LOCATION:**

**REQUEST FOR PROPOSALS**

**Utility Bill Printing and Mailing**

**2015-PW-02**

**September 26th, 2014 – 3:00 pm local Arizona time**

**City of Cottonwood**

**Administrative Services Department**

**Purchasing Division**

**816 N. Main Street**

**Cottonwood, AZ 86326**

**Note: There will not be a Pre-Proposal Conference for this solicitation.**

The City of Cottonwood is soliciting proposals for Utility Bill Printing and Mailing services from an experienced professional services firm with experience in municipal Utility Bill Printing and Mailing.

Solicitation documents are available by email by contacting the Purchasing Division at (928) 340-2714 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 offers 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. Offers received by the correct time and date will be opened publicly and the name of the Offerors shall be read aloud at the Purchasing Division Office.

Offers 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.

Offers must be submitted in a sealed envelope with the Solicitation Number and the Offeror's name and address clearly indicated on the envelope. All offers must be completed in ink or typewritten. Additional instructions for preparing your offer are provided in the Information and Instructions to Offerors.

Publish Date: Verde Independent – Sunday September 14<sup>th</sup>, 2014 and Sunday September 21<sup>st</sup>, 2014

**PUBLISHERS AFFIDAVIT REQUIRED**