



City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:

COMMODITY/SERVICE SOUGHT:

SOLICITATION NO.:

PROPOSAL DUE DATE AND TIME:

LOCATION:

REQUEST FOR PROPOSALS

Lease of the Historic Old Town Jail Building

2013-ED-02

Tuesday, November 27, 2012 at 3:00 pm local Arizona time

City of Cottonwood

Administrative Services Department

Purchasing Division

816 N. Main Street

Cottonwood, AZ 86326

The City of Cottonwood Economic Development Department is soliciting proposals for the lease of the historic building known as the Old Town Jail located at 1101 N Main Street in Cottonwood, Arizona. The building is owned by the City of Cottonwood (City) and has been recently remodeled and is structurally sound. The building is listed on the Historical Register and is located in the desirable area known as Old Town Cottonwood. The building is adjacent to the Jail Trail, an attraction for hikers, bikers, birders, etc. A new parking lot adjacent to the building is planned to be constructed in the near future.

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.

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 proposals or unsigned proposals 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 – Sunday, November 18, 2012 and Sunday, November 25, 2012

PUBLISHERS AFFIDAVIT REQUIRED