



City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:	REQUEST FOR PROPOSALS
COMMODITY/SERVICE SOUGHT:	Professional Auditing Services
SOLICITATION NO.:	2012-AS-03
PROPOSAL DUE DATE AND TIME:	Friday, April 13, 2012 at 3:00 p.m. local Arizona time
LOCATION:	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 (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 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 – Wednesday, March 28, 2012 and Wednesday, April 4, 2012

PUBLISHERS AFFIDAVIT REQUIRED