



City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:

REQUEST FOR QUALIFICATIONS AND COST PROPOSALS

SERVICES SOUGHT:

Prosecuting Attorney and Related Professional Legal Services

SOLICITATION INVITATION NO.:

2012-LS-01

RESPONSE DUE DATE AND TIME:

Wednesday, March 21, 2012 at 3:00 p.m. local Arizona time

LOCATION:

City of Cottonwood

Administrative Services Department

Purchasing Division

816 N. Main Street

Cottonwood, Arizona 86236

The City of Cottonwood is soliciting professional qualifications and cost proposals from qualified attorneys and/or law firms capable of providing prosecuting attorney services and other related professional legal services to the City of Cottonwood on a contract basis.

Solicitation documents may be obtained via email by contacting the Purchasing Division at (928) 340-2714 or a hard copy may be picked up at the City of Cottonwood Purchasing Division located at 816 N Main Street, Cottonwood, AZ 86326. Solicitation documents may also be obtained from the Public Purchase website at www.publicpurchase.com.

Responses to this solicitation will be received by the Purchasing Division, City of Cottonwood, 816 N. Main Street, Cottonwood, Arizona 86236, until the time and date cited above. Responses received by the correct time and date will be opened publicly at the Purchasing Division Office.

Responses 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 responses or unsigned responses **will not** be considered under any circumstances.

Responses must be submitted in a sealed envelope with the solicitation invitation number and the Applicant's name and address clearly indicated on the envelope. All responses must be completed in ink or typewritten. Additional instructions for preparing your responses are provided on the following pages.

Publish Date: Verde Independent – Wednesday, March 7, 2012 and Wednesday, March 14, 2012

PUBLISHERS AFFIDAVIT REQUIRED