



# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

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

**REQUEST FOR PROPOSALS**  
**Website Design Services**  
**2015-AS-03**  
**June 5<sup>th</sup>, 2015 at 3:00 p.m. local Arizona time**  
**City of Cottonwood**  
**Administrative Services Department**  
**Purchasing Division**  
**816 N. Main Street**  
**Cottonwood, AZ 86326**

The City of Cottonwood is accepting proposals to develop and design the City website by firms experienced in governmental website design and function. This will be a concept to completion project.

There will be a pre-proposal conference for this solicitation. This conference will take place Friday, May 22<sup>nd</sup>, 2015 at 10:00 a.m. at the address listed below. Attendance is not mandatory but is encouraged.

Cottonwood Business Assistance Center  
821 N. Main Street  
Cottonwood, AZ 86326

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 Proposers 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 May 3<sup>rd</sup>, 2015 and Sunday May 10<sup>th</sup>, 2015

**PUBLISHERS AFFIDAVIT REQUIRED**