



City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:	REQUEST FOR PROPOSALS
COMMODITY/SERVICE SOUGHT:	Safety Consultant
SOLICITATION NO.:	2015-HR-01
PROPOSAL DUE DATE AND TIME:	February 13th, 2015 - 3:00 pm 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 from experienced individuals/firms to provide Safety Consulting Services. This is a part-time consultant opportunity, shared by the City of Cottonwood and the Town of Camp Verde. The consultant will contract separately and work at both entities as needed.

This is a self-directed position. The consultant's primary function is to develop, implement and coordinate safety and training programs to ensure compliance with local, state and federal safety regulations, and to ensure employees have a safe work environment. Will at times be required to access and handle sensitive and/or confidential information.

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 name 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 – January 18th, 2015 and January 25th, 2015

PUBLISHERS AFFIDAVIT REQUIRED