



# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:**

**SERVICES SOUGHT:**

**SOLICITATION INVITATION NO.:**

**RESPONSE DUE DATE AND TIME:**

**LOCATION:**

**REQUEST FOR QUALIFICATIONS**

**Thunder Valley Rally Event Producer**

**2014-CS-01**

**Thursday, February 6, 2014 at 2:00 pm local Arizona time**

**City of Cottonwood**

**Administrative Services Department**

**Purchasing Division**

**816 N. Main Street**

**Cottonwood, Arizona 86236**

**Note: There will be a Pre-Submittal Conference at the Cottonwood Recreation Center Conference Room, 150 S 6<sup>th</sup> Street, Cottonwood, AZ on Wednesday, January 29, 2014 at 10:00 a.m. local Arizona time.**

The City of Cottonwood is soliciting qualifications and experience (responses) from persons or firms with experience in organizing and promoting motorcycle themed events for the promotion of the annual Thunder Valley Rally event. The successful firm would be responsible for providing national entertainment, soliciting vendors, organizing additional event activities, obtaining sponsorship dollars, marketing, website maintenance, working with the Old Town Association, and working with dealerships within the State of Arizona. This relationship will be arranged as a partnership with the City of Cottonwood having final say on all programming aspects.

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).

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 Respondent'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 – Sunday, January 19, 2014 and Sunday, January 26, 2014

**PUBLISHERS AFFIDAVIT REQUIRED**