



City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

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

REQUEST FOR PROPOSALS
Rhythm & Ribs Event Producer
2013-PR-01
Friday, June 14, 2013 at 10:00 a.m. local Arizona time
City of Cottonwood
Administrative Services Department
Purchasing Division
c/o Public Safety Building Conference Rooms
199 S 6th Street
Cottonwood, AZ 86326

Note: There will be a Pre-Proposal Conference at the Cottonwood Recreation Center Conference Room, 150 S 6th Street, Cottonwood, AZ on Friday, June 7, 2013 at 10:00 a.m. local Arizona time.

The City of Cottonwood is soliciting proposals for the promotion/partnership of our annual Rhythm & Ribs festival from an experienced professional services firm with experience in fund raising, booking national entertainment, and barbeque competition management. The successful firm would be responsible for providing national entertainment and organizing a first-class barbeque competition with prize money from capital funds raised by the successful firm's fundraising efforts. National entertainment booking costs will be split 50/50 between the City of Cottonwood and the successful firm. 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 temporarily located at the Public Safety Building Conference Rooms at 199 S 6th Street, Cottonwood, AZ 86326. Documents can also be obtained through the Public Purchase website at www.publicpurchase.com.

Sealed offers for the commodity or service specified will be received by the City of Cottonwood Administrative Services Department, Purchasing Division temporarily located at the Public Safety Building Conference Rooms at 199 S 6th 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 26, 2013 and Sunday, June 2, 2013

PUBLISHERS AFFIDAVIT REQUIRED