

NOTICE OF REQUEST FOR PROPOSALS

City of Sedona
Procurement Office
102 Roadrunner Drive, Building 106
Sedona, Arizona 86336

RFP No. 2023/24-002 Branding and Marketing Services

Notice is hereby given that the City of Sedona, herein after referred to as (the “City”), will receive up to, but not later than **4:00 p.m., local Arizona time, on Tuesday, September 5, 2023** (the “RFP Deadline”), sealed proposals from firms (herein after referred to as “Contractor” or “Firm” or “Proposer”) who are interested in submitting proposals for **Branding and Marketing Services** (the “Project”).

Request for Proposal (“RFP”) documents may be obtained by download from the City of Sedona’s website at <https://www.sedonaaz.gov/business/doing-business/bids-and-rfps>; email to Heidi Weber, Procurement Officer, at HWeber@SedonaAZ.gov; or calling the Procurement Office at (928) 203-5040.

Questions shall be submitted in writing to Lauren Browne, Communications and Public Relations Manager, at LBrowne@SedonaAZ.gov, with a copy to Heidi Weber, Procurement Officer, at HWeber@SedonaAZ.gov, no later than **4:00 p.m., local Arizona time, on Thursday, August 24, 2023**.

It is the City’s intention to make an award to one (1) or more firms with a one (1) year contract term that will commence on **October 11, 2023**, and terminate on **October 10, 2024**, with the option to extend for three (3) additional one (1) year terms.

Each firm’s response shall be made on forms furnished in the RFP and submitted no later than the RFP Deadline. Proposals must be clearly marked as **Branding and Marketing Services, RFP No. 2023/24-002** and be enclosed in a **sealed** package addressed to:

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Attn: Heidi Weber, Procurement Officer

The Successful Proposer will be selected based on the best value and responsive Proposal provided to the City. Proposals are firm for a period of ninety (90) calendar days to allow the City adequate time to review proposals and approve a firm.

RFP Issue Date: Thursday, August 10, 2023

RFP Deadline: 4:00 p.m., local Arizona time, on Tuesday, September 5, 2023



Lauren Browne, Communications and Public Relations Manager