



**SOLICITATION FOR REQUEST
FOR PROPOSALS (RFP'S), RFQ'S)
FAIR & OPEN PROCESS**

Date: 7/2/15 **Department** Mayor's Office

1. Service (detailed description): Provide Marketing, Advertising, Promotional & Public Relations/Constituent Consulting Services

2. Estimated amount for this project: \$ not to exceed \$75,000

3. AMOUNT BUDGETED FOR THIS RFP: \$ 75,000.00

4. BUDGETED ITEM: YES NO
(If no, is it an ordinance authorized material, service or supply?)

YES NO ORDINANCE NO.: _____

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. _____ Account No. Same As previous

5. Check here if:

Federal Funds State Funds

UEZ Funds Davis Bacon Requirements

(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date you want to receive proposals by: July 28, 2015 (at Purchasing Board Meeting)

7. Special conditions or instructions: _____

Attachments:

- Technical Requirements
- List of vendors

Send copies to:
Purchasing Division
Business Administration