



PALMDALE

NOTICE OF REQUEST FOR PROPOSALS ARTIST BOOKING AND MANAGEMENT SERVICES

SOLICITATION NUMBER: 11-002-4100

PROPOSAL DUE DATE AND TIME: January 12, 2012 AT 3:30 p.m. (PST)

The Purchasing Division, City of Palmdale 38300 Sierra Highway, Suite A will receive sealed bid proposals for the services specified until the time and date cited above. Offers received by the correct time and date will be opened and the name of each Offeror will be publicly read.

Offer Opening and Submittal Location: **City of Palmdale
Attn: Purchasing Division
38300 Sierra Highway, Suite A
Palmdale, CA 93550**

Offers must be in the actual possession of the Purchasing Division Office and stamped by a member of the Purchasing Division 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 invitation number and the Offeror's name and address clearly indicated on the envelope. All offers must be completed in ink or typewritten. **Electronic submission of proposals via fax or email is not permitted for this RFP.** Additional instructions for preparing your offer are provided on the following pages.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

All questions and inquiries related to contract terms and conditions contained within this Request for Proposal (RFP) must be directed in writing to Purchasing, at fax (661) 267-5454 or email: purchasing@cityofpalmdale.org. **Questions and/or inquiries are accepted by email or fax submission only.** The deadline for written questions, clarifications and/or objections to specifications are due by **FIVE (5) days before proposal due date.**

For questions regarding this solicitation, contact: Buyer: Carol Hernandez
Purchasing Division
PH: (661) 267-5444 / FAX: (661) 267-5454
Email: Purchasing@cityofpalmdale.org

Contractors are responsible for obtaining the solicitation and any attachments from the City's website, www.cityofpalmdale.org under the link titled, "Bids and RFPs". Contractors are required to review the entire solicitation package before submitting questions.

Solicitation Release Date: November 21, 2011