**NOTICE AND REQUEST FOR PROPOSALS**

**TOWN OF GILBERT, ARIZONA**

Project Name: Professional Destination marketing Organization (DMO)

Solicitation #s: 2012-1002-0166

Proposal Opening/Deadline: Thursday, January 26, 2012 at 2:00 p.m.

Location of Proposal Opening: Office of the Town Clerk, 50 East Civic Center Drive, Gilbert, AZ 85296

Town Staff Contact: Melanie Dykstra E-mail: melanie.dykstra@gilbertaz.gov

RFQs available at: May be downloaded at [www.gilbertaz.gov/rfp](http://www.gilbertaz.gov/rfp) at no charge.

**Date and Location for Submittal of Proposals:** Sealed proposals will be received at the Town of Gilbert in the Town Clerk’s office, Gilbert Municipal Center, 50 East Civic Center Drive, Gilbert, Arizona 85296 until 2:00 p.m. on Thursday, January 26, 2012, for the above Project. Any proposal received after the time specified will be returned unopened. It is the proposer’s responsibility to assure proposals are received at the above location on or before the specified time. The sealed envelope must be clearly marked with the proposer’s name and in the lower right hand corner of the sealed envelope “Proposal for Professional Destination Marketing Organization (DMO) – Office of the Town Clerk”. Proposals will be opened at 2:00 p.m. on Thursday, January 26, 2012 at the Municipal Center, Conference Room 233, 50 E. Civic Center Dr., Gilbert, Arizona 85296.

**Request for Proposals Available:** Copies of the Request for Proposals may be downloaded at no charge from [www.gilbertaz.gov/rfp](http://www.gilbertaz.gov/rfp) .

**Pre-Proposal Conference:** A pre-proposal conference will be held on Wednesday, January 11, 2012, at 10:00 a.m., at the Municipal Center, Conference Room 233, 50 E. Civic Center Drive, Gilbert, Arizona 85296. It is highly recommended that all prospective Proposers attend, as Proposer responsibility issues will be discussed, along with Project requirements.

**Project Summary:** The Town of Gilbert, Arizona is soliciting sealed proposals from experienced and qualified Prospective Service Providers who are interested in entering into a contract to provide the Town and its citizens with Professional Destination Marketing Organization Services to develop, promote and market the Town as a destination for tourism benefitting the community economically and socially.

Based on the proposal provided, proposers may be selected for interviews. Upon completion of the interview phase, the Town expects, but is not obligated, to proceed with negotiation of a contract.

##### Proposal Requirement: Each proposal shall be in accordance with the proposal requirements set forth in the Request for Proposals. Any proposal that does not conform in all material respects to the Request for Proposals will be considered non-responsive.

**Right to Reject Proposals:** The Town reserves the right to reject any or all proposals, waive any informality in a proposal or to withhold the award for any reason the Town determines.

**Equal Opportunity:** The Town is an equal opportunity employer. Minority and women’s business enterprises are encouraged to submit proposals on this Project.

TOWN OF GILBERT, ARIZONA

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 Catherine A. Templeton, CMC

Town Clerk

Publication Dates: Wednesday, December 28, 2011

 Thursday, December 29, 2011

 Friday, December 30, 2011

 Saturday, December 31, 2011