



"HUB OF THE SOUTHWEST"

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REQUEST FOR PROPOSALS May 30, 2018

INTRODUCTION

The City of Holbrook is requesting for proposals from Executive Recruitment firms to help recruit and/or fill the City Manager's position.

The City of Holbrook, Arizona is a municipal Corporation located in Navajo County, Arizona, and has an estimated population of 5,126. The City's major governmental funds include a General fund, HURF fund, and a Grants fund. The City's major enterprise funds consist of a Utility fund (water, sewer, garbage). There are no non-major enterprise funds. The Manager reports to a Mayor and a six-member council and has an annual budget of approximately 10 million. The City currently employees 55 FTE's.

Closing date: **June 13, 2018 at 5 p.m.**

NATURE OF SERVICES REQUIRED

SCOPE

The firm shall provide managerial services and/or help recruit a City Manager.

PROPOSAL REQUIREMENTS

The proposal shall provide the following information for consideration prior to development of a recommendation for the City Council:

Firm Overview

An overview of the recruitment firm and services that it provides. The following information shall be included in the proposal:

- A statement explaining location of office, its address, number of employees, and general level and qualifications of employees that will be working on the project.
- The name of the partner who will have continuing responsibility for the City.
- Resumes of the partner in charge of the recruitment/managerial services.
- A statement concerning the qualifications or expertise the firm has in the area of Recruitment/managerial services.
- A list of recent engagements for Arizona municipalities

Fees

A firm's fee detailed by estimated hour's required and hourly rates shall be included in the proposal.

The City reserves the absolute right to cancel its agreement with the firm, without cause. A thirty (30) day notice shall be given if cancellation occurs.

Approach

A section shall be included in the proposal that sets forth the firm's approach to the services provided. This section shall include an explanation of the tasks to be performed during the recruitment/fulfillment process.

Timing

An estimated timetable for the implementation of services. The firm would be expected to provide managerial services or begin preliminary recruitment services on or before June 21, 2018.

MISCELLANEOUS CONDITIONS AND INSTRUCTIONS TO BIDDERS

The City of Holbrook reserves the right to reject any or all bids, to accept any bid, and to waive any informality in bids. The City will evaluate the proposals based on experience, qualifications, approach and fees.

Additional information required for bidding purposes can be obtained from Cher Reyes, City Clerk.

Prices and services quoted must remain firm for a period of thirty (90) days from date of bid opening. No bid received may be withdrawn for a period of thirty (30) days from date of opening.

Envelopes containing proposals must be marked "Managerial Service" on the lower left hand corner with the firm name and address of the bidder. Please submit three (3) copies of all proposals by 5:00 p.m., Tuesday, June 13, 2018 to the following address: City of Holbrook, Attention Cher Reyes, City Clerk, and P.O. Box 970, Holbrook, AZ 86025.

The City reserves the right, before making an award, to investigate whether or not the qualifications or services offered by the bidder meet the requirements set forth in the bid proposal are ample and sufficient to insure the proper performance of the contract in the event of an award.