



## **Request for Quotations**

City of Prairie City, IA  
203 E. Jefferson Street  
Prairie City, IA

## **Introduction**

The City of Prairie City, IA is requesting RFQ's (Request for Quotation) from qualified marketing and advertising firms for marketing services to promote the features, attributes, and qualities of the community to improve community growth and vitality. The project will involve working with City staff and the Prairie City Economic Development Commission in identifying the City's resources, services, public infrastructure and facilities, assets, and strengths to develop a digital and hard copy of a community brochure, branding guidelines, and a refresh of the City's website. This RFQ establishes minimum requirements that a bidder must meet in order to be eligible for consideration as well as information to be included in the contractor's quotation.

The City is not obligated to accept the lowest quote and reserves the right to reject any and all quotes or amend the scope of the project.

## **Submitting Contract Proposals**

Responses to this RFQ are due by 4:30 p.m. on March 15, 2024. Late submittals will be rejected. All proposals must be sealed and addressed to the City Administrator:

Jerry Moore  
City of Prairie City  
203 E Jefferson P.O. Box 607  
Prairie City, IA  
[Jerry.moore@prairiecitiowa.us](mailto:Jerry.moore@prairiecitiowa.us)

Quotations will be evaluated by City Staff and the Prairie City Economic Development Commission with a recommendation to the Prairie City City Council who will award the contract to the selected marketing and/or advertising firm.

## **Contract Term**

The term of this contract to be awarded is for the production of the requested community brochure, branding guidelines, and a refresh of the City's website only and shall identify the details of the scope of work including planned schedule of interactions with City staff and the PCEDC. The contract may be terminated by either party with thirty (30) days written notice.

## **Instructions to Bidders**

Bidders shall provide the following information:

1. Company name, staffing information, and references. Include address, contact person, and contact phone number and email.
2. Provide a minimum three (3) client references of comparable projects, including copies of comparable work.
3. Cost proposal and invoicing requirements.