



PALMDALE

NOTICE OF REQUEST FOR QUALIFICATIONS PROFESSIONAL WRITER SERVICES

SOLICITATION NUMBER:

22-001-1700

Solicitation Release Date: June 15, 2022

PROPOSAL DUE DATE AND TIME:

July 7th, 2022 AT 2:00 p.m. (PST)

by the electronic clock in the bid management system

Electronic (E-bid) See Pages 2 through 3

NOTICE IS HEREBY GIVEN the City of Palmdale (“City”) will only receive electronic bids for **Professional Writer Services** no later than **July 7th, 2022 at 2:00 PM**. The electronic bids shall be submitted through the City’s electronic bid management system (PlanetBids **PB™**). It is the responsibility of the Bidder to submit their bid with enough time to be received by PlanetBids (**PB™**) prior to the bid opening date and time. Allow time for technical difficulties, uploading, and unexpected delays. The receiving deadline is absolute and late or incomplete bids will not be accepted. The electronic bid management system will not accept late bids.

Respondents must be registered as a Vendor with the City of Palmdale to access all solicitation documents related to this Request for Qualifications (RFQ). As a registered vendor within the City’s vendor database, you will be automatically notified of Q & A alerts, updates and addenda. The **Vendor Portal Menu** is the entry to the Registration/Vendor Profile and Bid Opportunities modules. Registration is free and immediate.

All questions, inquiries and comments regarding this solicitation must be submitted to City via the PlanetBids (**PB™**) online system no later than **June 29th, 2022 at 5:00 p.m.** by the electronic clock in the bid management system at www.cityofpalmdale.org using the **“Questions and Answer” tab. Answers provided by the City will be answered using the PB™ online system.** Respondents are required to review the entire solicitation package before submitting questions.

Respondents are responsible for obtaining the solicitation and any attachments from the City's **PB™** online system at www.cityofpalmdale.org. It shall be the sole responsibility of the prospective bidder to verify issuance of any addenda and to check all avenues of document availability prior to the opening date and time. By submitting a bid proposal, the prospective bidder shall be deemed to have received all addendums and to have incorporated them into its bid proposal. All such addenda shall become a part of the resulting contract and all prospective bidders shall be bound by such addenda whether-or-not received by the Bidder.