C2016-141B

Town of Fountain Hills
16705 East Avenue of the Fountains
Fountain Hills, Arizona 85268
Phone: 480-816-5100
Fax: 480-837-3145
www.fh.az.gov

REQUEST FOR QUOTATION
FOR
PRINTER REPAIRS AND MAINTENANCE

C2016-141

All quotes due by August 24, 2015, 3:00 P.M., Local Time, Phoenix, Arizona.

The Town of Fountain Hills (the "Town") is seeking a licensed and qualified vendor to provide all material and labor required as described below on an as-needed basis for a period of one year, with four renewable one-year options.

Section I – Project Information

Qualified Vendor will perform general maintenance and repairs to a HP DesignJet 5000 printer and a DesignJet T2300 printer. Vendor's quote must include the following:

1. Regular business hours and hourly labor rate for services.
2. Service call response time.
3. The source where the Vendor will purchase a majority of the required parts and materials.
4. Any markup or discounts to parts or materials the Town may experience.

The Contract created by this request and the resulting quotation will automatically renew for up to four successive one-year terms, unless the Vendor notifies the Town in writing of its desire to terminate the Contract. If extended, the then-current prices shall be applicable during the subsequent renewal year unless the Vendor notifies the Town in writing of any rate increase and the Town approves the increase with an authorized signature, prior to the end of the then-current term.

Section II Instructions and Conditions

1. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the Town chooses to move forward with a pending project and proper authorization and documentation have been approved. The Town does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
2. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
3. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
4. Please attach your Quotation behind the Exhibit A cover sheet and submit this document to the address above.

If you need additional information or have questions please contact Ken Valverde by email kvalverde@fh.az.gov.

Section III – Pricing

The Quotation shall be attached hereto as Exhibit A and shall contain pricing.

Note: Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

By executing this document and submitting a quotation to the Town of Fountain Hills, the authorized agent agrees (i) he/she has read the Town's Standard Terms and Conditions, dated December 3, 2014, as set forth on the Town of Fountain Hills website (www.fh.az.gov/po-terms), which are incorporated into and become a part of the company's quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated December 3, 2014. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company's offer by the Town, it will have entered into a binding agreement. The offer shall be considered held open for 60 days from the quotes due date set forth above.

Signature: _____ Date: 8/13/15

Printed Name: Lani Hartrell Title: 11:32AM

Company Name: PLOTTER DOCTORS, LLC

Address: 7900 N. 70th. AVE., STE. 105

City: GLENDALE State: AZ Zip: 85303

Email Address: Lani@plotterdoctors.com Telephone No. 623-594-6570

Quotations for $30,000 or greater will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For Town of Fountain Hills Use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

Town of Fountain Hills, an Arizona municipal corporation

_____ Date: 9/14/2015

[Town Manager]

Town Attorney Approval: 1414280

2441789.1

Plotter Doctors LLC
7900 N. 70th Ave. #105
Glendale, AZ 85303

Quotation

Date	Quotation #
8/13/2015	8352

Name / Address	Ship To
Ken Valverde Town of Fountain Hills 16705 E. Ave of the Fountains Fountian Hills, AZ 85268	Ken Valverde Town of Fountain Hills 16705 E. Avenue of the Fountains Fountian Hills, AZ 85268

Terms	Rep
Net 30	MSO

Item	Description	Qty	Rate	Total
Service Call ...	Travel Charge (Fee for travel 30 Min) Zone 1	0	75.00	0.00
HP Hourly (...	HP Plotter Service Rate, per hour (1 hour minimum per plotter)	0	185.00	0.00
	Subtotal for Services			0.00
	Parts are determined on-site			
	Subtotal for Products			0.00
	PROBLEM: General maintenance and repairs to HP Designjet 5000 and HP Designjet T2300 large-format printers on as needed basis, billed per incident. SOLUTION:			
	NOTES: Same-day response (same-day / next-day on-site reponse). Business hrs: 8am-5pm.			
	Sales Tax		8.30%	0.00

Phone #	Fax #	Web Site
623-594-6570	623 594 6773	www.plotterdoctors.com

Total $0.00

Signature _____