



Town of Fountain Hills

16705 East Avenue of the Fountains

Fountain Hills, Arizona 85268

Phone: 480-816-5100

Fax: 480-837-3145

**REQUEST FOR QUOTATION
For
Tree Pruning, Removal and Care**

C2016-148

All quotes due by N/A, 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 [a one-time] [an as-needed] basis [for a period of one year, with four renewable one-year options].

Section I – Project Information

Tree pruning, removal and care by a certified arborist. The contract is not to exceed \$5,000

Section II Instructions and Conditions

1. Quotation price shall assume F.O.B. Fountain Hills to the designated delivery point within the Town.
2. Quantities as described in Section I above are estimates only, based upon available information. The Town reserves the right to adjust the quantities as necessary to meet its needs.
3. Vendors must state the manufacturer of each product quoted on in conformity with the specifications.
4. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
5. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
6. 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 Raymond Rees by email rrees@fh.az.gov.

Signature: Todd Hansen Date: 8-3-15
Printed Name: Todd Hansen Title: owner
Company Name: Top Leaf Tree Service
Address: 2747 E. University Dr #8431
City: Mesa State: AZ Zip: 85213
Email Address: todd@topleafaz.com Telephone No. 480 833-6465

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

Doug E. Hill, Town Manager Date: 8/4/2015
[Name, Title]

Town Attorney Approval: 8413080

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR

[Vendor's Quotation]



Top Leaf Tree Service, LLC
 2747 E. University Drive, #8431
 Mesa, AZ 85213

(480)833-6465
 office@topleafaz.com
 www.topleafaz.com

Estimate

Date	Estimate #
06/30/2015	6473
	Exp. Date

Address
Town of Fountain Hills 16705 East Avenue of the Fountains Fountain Hills, AZ 85268

Ship To
Town of Fountain Hills

Activity	Quantity	Rate	Amount
<ul style="list-style-type: none"> • CLASS II TREE PRUNING Removal of dead, dying, diseased, decaying, interfering, objectionable, obstructing, and weak branches, as well as selective thinning to lessen wind resistance. Includes canopy elevation, building, structural and municipal clearance. 			
<ul style="list-style-type: none"> • Trees west of Town Center along La Montana: 			
• Palo Verde	4	80.00	320.00
• Mesquite	3	60.00	180.00
<ul style="list-style-type: none"> • Library entrance at La Montana: 			
• Mesquite	4	60.00	240.00
<ul style="list-style-type: none"> • Library & Museum common area: 			
• Palo verde	2	175.00	350.00
• Mesquite	11	50.00	550.00
<ul style="list-style-type: none"> • Museum entrance on El Lago: 			
• Mesquite	6	120.00	720.00
• Palo verde	3	175.00	525.00
<ul style="list-style-type: none"> • Corner of El Lago & La Montana: 			
• Palo verde	8	210.00	1,680.00
• Mesquite	1	250.00	250.00
<ul style="list-style-type: none"> • Parking south of Museum: 			
• Mesquite	1	50.00	50.00
• Palo verde	1	120.00	120.00
• Sweet acacia	1	10.00	10.00
Total			\$4,995.00

*The above prices, specifications and conditions are satisfactory and are hereby accepted. Top Leaf Tree, LLC is authorized to perform the work as specified. Payment for service to be made at completion of work. All delinquent accounts will be subject to a 1.5% per month charge and any collection and/or legal fees.
 *A 3.5% administration fee will be applied to the invoice when using a Credit Card.

Accepted By _____

Accepted Date _____

EXHIBIT B
TO
REQUEST FOR QUOTATION
FOR

[Price Sheet]