



**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](http://www.fh.az.gov)

**REQUEST FOR QUOTATION  
FOR  
INTERPRETING SERVICES**

**Contract # 2016-189**

**All quotes due by Thursday, October 22, 2015, 3:00 P.M., Local Time, Phoenix, Arizona.**

The Town of Fountain Hills Municipal Court (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**

Vendor will provide as-needed interpreting services for defendants in court proceedings. Interpreters will be advised whether to appear in person or by telephone at Fountain Hills Municipal Court for the period stated.

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. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
2. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
3. 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 Keith Kaplan by email | [kaplan@fh.az.gov](mailto:kaplan@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 (<http://www.fh.az.gov/164/PO-Terms-Conditions>), 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: William J. Peters Date: Oct 7, 2015  
Printed Name: William J. Peters Title: General Manager  
Company Name: A Foreign Language Service  
Address: 40 W. Baseline Rd. #204  
City: Mesa State: AZ Zip: 85210  
Email Address: interpreting@aflls.com Telephone No. 480 813 4242  
interpreting@aflls.com

**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

Grady E. Miller Date: 11/2/2015  
Grady E. Miller, Town Manager

Town Attorney Approval: 9812201

EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
FOR  
INTERPRETING SERVICES

[Vendor's Quotation]

# A FOREIGN LANGUAGE SERVICE

40 W Baseline Rd., Suite #204 Mesa, AZ 85210

480-813-4242 [bill@aflscorp.com](mailto:bill@aflscorp.com)



Keith Kaplan -- MSLA, Court Administrator  
Office of the Court Interpreter  
Town of Fountain Hills Municipal Court  
16705 E. Avenue of the Fountains  
Fountain Hills, AZ 85268

Dear Kaplan,

October 7 2015

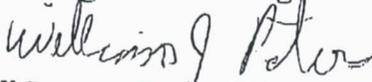
It has always been a great pleasure working with your talented staff. We are looking forward to continuing to meet the Fountain Hills Municipal Court's growing language needs.

Over the past 22 years A Foreign Language Service has provided onsite oral interpreters in over 400 languages, including Spanish and American Sign Language (ASL), for the municipal, County, State, and Federal courts in Maricopa County. It is our desire to continue to provide the Fountain Hills Municipal Court with the most professionally prepared interpreters to meet all of your language needs.

The rate effective for any of the 400 lesser used language interpreters is \$100.00 per hour with a two hour minimum. The rate for American Sign Language is \$100.00 per hour with a two hour minimum. The Spanish rate is \$75.00 per hour with a two hour minimum. Partial hours after the first fifteen minutes are rounded up to the next full hour and invoiced accordingly. The telephonic interpreter rate for Spanish is \$45.00 per half hour invoiced one minute into the half hour. The telephonic interpreter rate for all lesser used languages is \$60.00 per half hour invoiced one minute into the half hour. If several telephonic interpreter calls are needed in the same half hour they will be billed as one charge per language. Cancellations for onsite interpreters must be received 24 hours (one business day) in advance or the two hour minimum will be charged. American Sign Language (ASL) only requires a 48 hour (two business days) cancellation or the two hour minimum will be charged. There is no cancellation charge for telephonic requests. All requests for interpreters must be made directly with A Foreign Language Service and not with any interpreter.

Attached is a Fountain Hills Municipal Interpreter Request Form template which may be used to facilitate interpreter requests.

We Bring Understanding to the Judiciary©

  
Bill Peters – General Manager

# SEND TO: A FOREIGN LANGUAGE SERVICE



40 W. Baseline Road Suite #204 Mesa, AZ 85210

Phone: (480) 813-4242 Fax: (480) 323-2324

Send form to: [interpreting@aflscorp.com](mailto:interpreting@aflscorp.com)



## INTERPRETER REQUEST FORM Fountain Hills Municipal Court

Company Address

### ASSIGNMENT INFORMATION

Date: \_\_\_\_\_ Time: \_\_\_\_\_ APPROXIMATE LENGTH

Language: \_\_\_\_\_

Name of Client: \_\_\_\_\_

Case No. \_\_\_\_\_

Reason: \_\_\_\_\_

Appointment with: \_\_\_\_\_

Telephonic:  On Site:  Written:

Assignment Address: 16705 E. Avenue of the Fountains \_\_\_\_\_

STREET

Fountain Hills, AZ 85268

COURTROOM #

CITY

STATE

ZIP

Comments/Special Request: \_\_\_\_\_

Cross Streets: \_\_\_\_\_

### REQUESTER'S INFORMATION

Today's Date: \_\_\_\_\_ Current Time: \_\_\_\_\_

REQUESTERS NAME

TITLE

PHONE

Fax Number

Email: \_\_\_\_\_