



**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  
PROFESSIONAL VIDEOGRAPHER**

**C2016-190**

**All quotes due by October 16, 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.

**Section I – Project Information**

Professional videographer will provide high-quality, high-resolution videos for the website and online promotions.

**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, but estimates this contract will not exceed \$4,900.00.
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 Grace Guetter by email [gguetter@fh.az.gov](mailto:gguetter@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

EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
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[Vendor's Quotation]

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:  Date: OCT. 8, 2015  
Printed Name: ANDREW DAY Title: OWNER  
Company Name: DAY LITE FILMS  
Address: 10007 N. DESERT ROSE DRIVE  
City: FOUNTAIN HILLS State: AZ Zip: 85264  
Email Address: daylitefilms@hotmail.com Telephone No. 602-319-4041

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: 10/22/2015  
Grady E. Miller, Town Manager

Town Attorney Approval: 0916101



October 6, 2015

Grace Rodman-Guetter  
Tourism Coordinator  
Town of Fountain Hills  
16705 E. Avenue of the Fountains  
Fountain Hills, AZ 85268

Grace,

This serves as the first (of two) invoice for the Town of Fountain Hills, Tourism web commercial, “(Blank) in The Hills”, production by DayLite Films. This invoice represents, but is not limited to:

- Pre-production
- Production/Labor
- Post production/One final edit change\*/Delivery

Total Due: \$750.00

Please make check payable to DayLite Films and send to address below or hold for pick up at The Town of Fountain Hills offices. The second invoice for the same amount (\$750.00) will be due 30 days after the completion of the job (client is permitted ONE edit adjustment\*; additional charges incurred beyond that.). DayLite Films thanks you for choosing us to work with your business, and should you have been satisfied with our service, please recommend us to someone else.

Sincerely,

*Andrew Day*

Andrew Day  
DayLite Films