



**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  
PROFESSIONAL EDITING**

**C2016-199**

**All quotes due by October 28, 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**

Vendor will provide professional editing services on an economic development full marketing brochure to be used as an external targeted marketing piece.

**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. However, 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 Scott Cooper by email [scooper@fh.az.gov](mailto:scooper@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: Cynthia A. Kibbe Date: 11/10/2015  
Printed Name: Cynthia A. Kibbe Title: Owner / Principal  
Company Name: Cindy Kibbe Creative Comm.  
Address: 16405 E. Heather Dr.  
City: Fountain Hills State: AZ Zip: 85268  
Email Address: cindy@kibbecreative.com Telephone No. 480-825-1137

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: 11/10/2015  
Grady E. Miller, Town Manager

Town Attorney Approval: 9918201

EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
FOR  
PROFESSIONAL EDITING

[Vendor's Quotation]

# CINDY KIBBE CREATIVE COMMUNICATIONS

"What Can We Write For You Today?"



O: 480-825-7752 C: 603-913-4192 16405 E. Heather Dr., Fountain Hills, AZ 85268 [cindy@kibbecreative.com](mailto:cindy@kibbecreative.com)  
EIN: 46-4233920

## SCOPE OF WORK

CLIENT NAME: Scott Cooper CLIENT BUSINESS: Town of Fountain Hills, Economic Development Dept.

JOB NUMBER: 153 PROJECT START DATE: 10/26/2015 EST. PROJECT COMPLETION DATE: 10/30/2015

### PROJECT DESCRIPTION & SPECS:

#### Economic Development Booklet Content:

Approx. 600w TOTAL

- Booklet Sections:
  - Intro/"Teaser"
  - General description
  - Short description/deck for Population Growth [infographics / table]
  - Short description/deck for Household Characteristics [infographics / table]
  - Re-write/edit FH Economic Development Plan
  - Quality of Life
    - Safety
    - Education (move education stats from Household to here)
    - Sports (golf, proximity to pro teams)
    - Recreation (parks, hiking)
    - Dining
    - Arts & Culture (theater, sculpture)
    - Entertainment (fairs, fountain)

### PROJECT QUOTE:

#### WRITING

		<u>\$300.00</u> (\$150 savings from original est.; \$50 savings off standard price for 600w-project)
- 25% PROJECT START FEE		<u>WAIVED</u>
50% RUSH FEE (PAID PRIOR TO PROJECT START):	N/A	<u>\$</u>
PROJECT CHANGE FEES:	N/A	<u>\$</u>
ADDITIONAL EXPENSES:	N/A	<u>\$</u>

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TOTAL BALANCE DUE UPON COMPLETION: \$300.00

By signing below, I assert that I have the authority to promise payment for the services rendered by Cindy Kibbe and/or Cindy Kibbe Creative Communications for the aforementioned Project and that I have read, understood and agree to the Project Scope of Work, Policies and Fees.

Scott Cooper  
Client Signature

10-27-15  
Date

I, Cindy Kibbe and/or Cindy Kibbe Creative Communications, agree to the Project Contract & Policies and Fees.

Cindy Kibbe  
Writer Signature

9/18/2015  
Date