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
Future Project Identification Sign

C2016-206

All quotes due by November 19, 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 a one-time basis.

Section I – Project Information

The qualified Vendor will furnish and install a professionally prepared "future project identification" sign near the southwest corner of Fountain Hills Boulevard and Muskrat Lane in Fountain Hills, Arizona, in accordance with the specifications described in the Scope of Work attached hereto as Exhibit A and incorporated herein by reference. The total cost for this sign will not exceed $5,000.

Section II Instructions and Conditions

1. 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.
2. Vendors must state the manufacturer of each product quoted on in conformity with the specifications.
3. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
4. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
5. Please attach your Quotation behind the Exhibit B cover sheet and submit this document to the address above.

If you need additional information or have questions please contact Paul Mood by email at pmood@fh.az.gov.

Section III – Pricing

The Quotation shall be attached hereto as Exhibit B 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 B 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: Lisa Hall Date: 11/5/15

Printed Name: LISA HALL Title: PARTNER

Company Name: VITAL SIGNS, LLC.

Address: 16530 E. LASER DR. #7

City: FOUNTAIN HILLS State: AZ Zip: 85268

Email Address: LISA@VITALSIGNSAZ.COM Telephone No. (480) 816-4000

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 Vendor Offer is hereby accepted. The Vendor 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

For Marlin C. Mayer Date: 11/25/15

Grady E. Miller, Town Manager

Town Attorney Approval: 6029111

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
FUTURE PROJECT IDENTIFICATION SIGN

[Scope of Work]

Scope of Work

1. The future project identification sign will be 4 feet by 8 feet with a non-reflectorized green background and non-reflectorized white letters and numerals. Lettering will be manufactured according to the Federal Manual on Uniform Traffic Control Devices (MUTCD) using Type "C" letters. Letter height and spacing will be as shown on the attached detail.

2. Sign will list the following information:

   a. Town Logo (to be provided)
   b. Town of Fountain Hills
   c. Future Site of Fire Station #2
   d. Contact: 480-816-5114

3. Vendor will submit a layout drawing to the Town for approval showing the location, size and color of lettering and logo prior to fabrication. The sign will be subject to final approval by the Town before installation.

4. Sign supports will be 4-inch by 4-inch pressure-treated posts, set a minimum of 2 feet in the ground. The bottom of the sign will be a minimum of 4 feet above the ground.

5. The final location of the sign will be verified in the field with the Town. (See attached site plan.)

6. Vendor will obtain a sign permit and an encroachment permit, if the sign is placed in the right-of-way, from the Town at no cost.

7. Vendor will warranty the sign for 1 year from date of installation against fading, peeling, etc.

FUTURE PROJECT SIGN DETAIL

DEVELOPMENT SERVICES

PROPOSED
CONSTRUCTION SIGN
LOCATION FOR FUTURE
FIRE STATION #2

N
W E
S

0 25' 50'

SCALE: 1" = 50'

EXHIBIT B
TO
REQUEST FOR QUOTATION
FOR
FUTURE PROJECT IDENTIFICATION SIGN

[Vendor's Quotation]

11-05-15P03:50 RCVD

VITAL SIGNS, LLC

16530 E. Laser Dr. #7 • Fountain Hills, AZ 85268
Office: 480-816-4000 • Fax: 480-816-4040 • www.vitalsignsaz.com

Proposal

11-05-15P03:50 RCVD

DATE: 11-5-2015

Submitted To	Town of Fountain Hills	**Phone**	480-816-5100
Address	16705 E. Ave. of the Fountains	**Alt Phone**	
City/State/Zip	Fountain Hills, AZ 85268	**Email**	pmood@fh.az.gov
Job Name/Job Location/Other Info	Future Project Identification sign		

Vital Signs hereby agrees to provide the following materials and services for the following described pricing:

Manufacture and Install one 4' x 8' Single sided Post and Panel 'Project Identification' sign.
4' x 8' treated and primed MDO with 3M Controltac full color UV laminated digital print applied to face.
Includes (two) pressure-treated posts attached to back of MDO.
Posts installed 2 ft into ground, bottom of sign 4 ft above ground.

Vital Signs to obtain necessary Permit and Encroachment Permit if necessary.

Vital Signs warranties sign and digital print for one year from completion date against fading and/or peeling.

Detailed proof of proposed sign will be available within 48 hours of Contract approval.

Total Permit costs to be added to final invoice. No acquisition fee.

Total $795.00 plus tax

Terms: 50% Deposit, Deposits are non-refundable. Net Due Upon Completion ***THIS PRICE IS VALID FOR 30 DAYS***

This contract carries a one year guarantee against defects in materials and a 90 day guarantee on labor. Title and ownership of said chattel shall not pass to the Purchaser until all sums due or owing, under any clause of this contract, have been paid satisfactorily. If there is a disagreement about the terms of this contract, both parties agree that the laws of the State of Arizona shall apply. Purchaser agrees to pay all costs of collecting any amount or enforcing any of the Contractors rights under this contract, including, without limiting the generality of the foregoing, a reasonable attorney's fee, if this contract is placed in the hand of an attorney by Contractor, no matter whether suit is brought or not, and also including the cost of Contractors time and services of any Contractors employees or agents in making collection. It is agreed that no other agreement or guarantee, express or implied, oral or written, shall limit or qualify the terms of this contract, and that no warranty of said chattel has been made unless herein expressed. This agreement shall not be binding on Contractor until Contractors acceptance is signed hereon. In the event of any default in any of the terms hereof, Purchaser hereby authorizes and empowers Contractor, it's agents, representatives or assigns, to enter the premises wherever chattel may be, and take and remove same, and Purchaser hereby waives any action for trespass or damage therefor, and disclaims the right or resistance thereto. Purchaser further agrees that Contractor, it's agents, representatives or assigns, shall not be liable for any changes or alterations required at the premises at which said chattel is installed, by reason of the installation, removal, or repossession of the same. In consideration of the within named Contractor accepting this purchase agreement from within named Purchaser, the Purchaser acknowledges he has the knowledge and consent and written approval from Owners premises described in said purchase agreement to install or cause to have installed the chattel herein described. The cost of repairs or touch up to Owners premises upon the removal of said chattel shall be borne solely by the Purchaser. The entire deposit, or portion thereof, at the discretion of the Contractor, is to be forfeited if contract is canceled for any reason whatsoever by Purchaser, to offset the cost and expense incurred by Contractor. It is agreed that the Agreement is the entire understanding between the parties hereto: That there be no prior writing, verbal negotiations, understandings, representations, or agreements between the parties herein expressed, and that the representatives of Contractor is acting as a special agent and all representations not herein set out are deemed waived. It is further understood that this agreement shall not be considered as executed until signed by, or on behalf of, Purchaser and approved and signed by Contractor or an executive officer of the Contracting company.

Contract Price: $795.00 **Sales Tax:** $45.99 **Permits:** TBD **Total Contract:** $840.99

Down Payment: $420.49 **Balance:** *(Due on Day of Completion)*

PURCHASER: _____ **CONTRACTOR AGENT:** _____ **DATE:** _____