



**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  
TRANSCRIPTION SERVICES**

**C2016-261**

**All quotes due by June 1, 2016, 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, with two renewable one-year options.

**Section I – Project Information**

1. Vendor will transcribe the following minutes of the Town Council:
  - A. Two regularly-scheduled meetings, which are held on the first and third Thursdays of each month.
  - B. Monthly work-study sessions, which are held on Tuesdays, as needed.
  - C. Special sessions, as needed.
  - D. Council's annual retreat.
2. The transcribed draft minutes are due on Tuesday following the date of the meeting unless other arrangements have been made in advance of the deadline.
3. The Contract created by this request and the resulting quotation will automatically renew for up to two 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. 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.
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 Bevelyn Bender by email [bbender@fh.az.gov](mailto:bbender@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: Jamie E. Sieber - Baxter Date: May 19, 2016  
Printed Name: JANICE E. SIEBER-BAXTER Title: Sole proprietor  
Company Name: N/A  
Address: 8343 EAST MAWSON ROAD  
City: Mesa State: ARIZONA Zip: 85207-1350  
Email Address: jesieber62@gmail.com Telephone No. 480-577-4239

**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

Grady E. Miller Date: 5/19/2016  
Grady E. Miller, Town Manager

Town Attorney Approval: 1621060

At the office of the County Clerk, County of ...

... of the County of ...

EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
FOR  
TRANSCRIPTION SERVICES

[Vendor's Quotation]

Janice E. Sieber-Baxter  
8343 E. Mawson Road  
Mesa, Arizona, Arizona 85207-1350  
Jesbaxter62@gmail.com  
480-577-4239

Quotation  
No. 1

Town of Fountain Hills  
16705 East Avenue of the Fountains  
Fountain Hills, Arizona 85268

For Transcription Services  
C2016-261

A description of services as presented on the "Request for Quotation, Section #1 – Project Information, items 1 through 3.

\$30.00 per hour with a minimum of 4 hours per session payable either on the 15<sup>th</sup> or 30<sup>th</sup> of each month of service.

*1st 15<sup>th</sup>*  
*JEB*

Janice E. Sieber-Baxter

Janice E. Sieber-Baxter

Dated: May 19, 2016