



Town of Fountain Hills
16705 East Avenue of the Fountains
Fountain Hills, Arizona 85268
Phone: 480-816-5100
Fax: 480-837-3145

**REQUEST FOR QUOTATION
FOR
TRAIL COUNTER REPAIRS AND REPLACEMENT**

2017-031

All quotes due by Thursday, July 28, 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 up to four renewable one-year options.

Section I – Project Information

Vendor will repair and/or replace trail counters when requested by the Town representative.

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. 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. 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 A cover sheet and submit this document to the address above.

If you need additional information or have questions please contact Mark Mayer by email mmayer@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 April 14, 2016, 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 April 14, 2016. 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: *Beth Ann Ritz* Date: 7/20/16
Printed Name: Beth Ann Ritz Title: Director of Inside Sales
Company Name: High Leah Electronics, Inc., dba Diamond Traffic Products
Address: PO Box 1455
City: Oakridge State: OR Zip: 97463
Email Address: beth@diamondtraffic.com Telephone No. 541 782-3903 X302

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: 7/20/16
Grady E. Miller, Town Manager *Acting Town Mgr.*

Town Attorney Approval: 1308270



Sales Order

Division of High Leah Electronics, Inc.
 76433 Alder Street
 PO Box 1455
 Oakridge, Oregon 97463
 WWW.DIAMONDTRAFFIC.COM

541-782-3903 Voice
 541-782-2053 Fax

Order Number: 0036794

Order Date: 7/19/2016

Salesperson:

Customer Number 10-0004927

| Sold To: | Ship To: |
|--|---|
| Town of Fountain Hills Town Hall 16705 E Ave of the Fountains Fountain Hills, AZ 85268 USA | Town of Fountain Hills Town Hall 16705 E Ave of the Fountains Fountain Hills, AZ 85268 |

Voice: 480 816-5100

Confirm To: Jennifer Lyons

Fax Number:

jlyons@fh.az.gov

| Customer P.O. | Ship VIA | F.O.B. | Terms |
|---------------|------------|--------|-------------|
| LYONS | UPS GROUND | ORIGIN | NET 30 DAYS |

| Item Number | Unit | Ordered | Shipped | Back Order | Price | Amount |
|---|------|---------|---------|------------|----------|----------|
| <u>REPAIRS-PARTS</u> Repair Parts | | 1.00 | 0.00 | 0.00 | \$108.30 | \$108.30 |
| <i>RMA 1600153</i> | | | | | | |
| <u>REPAIRS-LABOR</u> Repair Labor Charges | | 1.00 | 0.00 | 0.00 | \$28.25 | \$28.25 |
| <u>REPAIRS-TEST</u> Repair Testing | EACH | 1.00 | 0.00 | 0.00 | \$5.00 | \$5.00 |

| | |
|--------------------|-----------------|
| Net Order: | \$141.55 |
| Less Discount: | \$0.00 |
| Freight: | \$24.00 |
| Sales Tax: | \$0.00 |
| Order Total | \$165.55 |