



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
Professional Printing and Mailing Services for Town Fountain Hills First Publication**

C2018-060

All quotes due by October 19, 2017, 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 for a period of one year not to exceed \$20,000.00.

Section I – Project Information

Professional Printing and Mailing Services for Town Fountain Hills First Publication to be designed on a quarterly basis.

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 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.

Section III – Pricing

The Quotation shall be attached hereto as Exhibit A and shall contain pricing unless a separate price sheet is required, in which case the Price Sheet shall be submitted in the form attached hereto as Exhibit B and incorporated herein by reference.

Note: Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

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/po-terms>), 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:  Date: 10/26/17
Printed Name: Andrew Dickerson Title: Partner
Company Name: ASEA 2
Address: 10105 E VIOLINDA 103-158
City: Scottsdale State: AZ Zip: 85258
Email Address: andy@ASEA2.COM Telephone 480-216-1038 No.

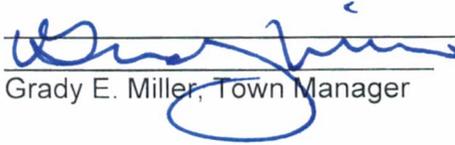
The total contract amount, including all renewal terms, may not exceed \$49,999.99. Contracts for \$50,000 or more will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For Town of Fountain Hills Use Only)

The Vendor's 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

CR
11/1/17

 Date: 11/2/17
Grady E. Miller, Town Manager

Town Attorney Approval: 9101060



Grace Rodman-Guetter

From: Andrew Dickerson [andy@asea2.com]
Sent: Tuesday, August 29, 2017 10:13 AM
To: Grace Rodman-Guetter
Subject: Re: Cost Estimate

That cost is to print and deliver to USPS, postage would be additional but based upon history, the postage is around \$2000.

Andy Dickerson

Complete Print Shop
3433 West Earll Dr.
Phoenix, AZ 85017
o: 602.437.0207 x225
c: 480.216.1038
andy@completeprintshop.com

Andrew Dickerson

ASEA2
10105 E Via Linda 103-158
Scottsdale, AZ 85258
480-216-1038
andy@asea2.com

On Aug 28, 2017, at 2:57 PM, Grace Rodman-Guetter <gguetter@fh.az.gov> wrote:

Andy,

Does that cost include shipping?

From: Andy Dickerson [<mailto:andy@completeprintshop.com>]
Sent: Monday, August 28, 2017 2:55 PM
To: Grace Rodman-Guetter
Subject: Re: Cost Estimate

Grace,

We quoted this piece on a 70# gloss text which is comparable to the 28# stock. That cost was \$4685 for 13,000 units, which 12,500 estimated were mailed and the remainder returned to you. Remember we need to discuss the back page mailing requirements so it will pass USPS. Please let me know if you have any additional questions or comments

Andy Dickerson