



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**

Volunteer Reception Catering

(2019-072)

All quotes due by March 14, 2019, 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

Annual Volunteer Reception held at the Fountain Hills Community Center on April 3, 2019 in recognition and celebration of all Town volunteers with a catered meal. Vendor will provide 200 catered meals at the rates set forth in the Vendor's proposal, attached hereto as Exhibit A. Meals will be served at Annual Volunteer Reception in the Community Center of Fountain Hills, April 3, 2019. Caterer will provide hot meal that includes chicken, pasta, salad, rolls, and cupcakes. Iced tea and coffee will be provided by Town of Fountain Hills, along with paper products- plates, napkins and eating utensils. Caterer provides preparation of food, serving and clean-up of kitchen upon completion.

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. Vendors must state the manufacturer of each product quoted on in conformity with the specifications.
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 Heather Ware by email hware@fh.az.gov.

Section III – Pricing

The Quotation shall be attached hereto as Exhibit A.

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/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.

X Signature: Sandra P. Gonzalez Date: 3-22-2019 X
X Printed Name: Sandra P. Gonzalez Title: Chef/owner X
X Company Name: Whisk Chop
X Address: 3033 N. 52 Place.
X City: Phx State: AZ Zip: 85018 X
X Email Address: whiskchop@gmail.com Telephone No. 602-616-0458 X

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

Grady E. Miller
Grady E. Miller, Town Manager

Date: 3-27-2019

Town Attorney Approval: 4823-1224-0269

ESTIMATE

Whisk & Chop

Sandra Gonzales - Chef
3033 N 52nd Place
Phoenix, AZ 85018

602-616-0458

DATE: FEBRUARY 26, 2019

BILL Heather Ware
TO Town of Fountain Hills
480-816-5108

Customer ID: Town of FH

ORDER DATE	EVENT	JOB
2/11/19	Under the Sea -Reception Dinner 4/3/19 From 5:30-7:30 PM	Dinner for 200 persons

ITEM #	DESCRIPTION	QUOTE
	Under the Sea - Menu	
1	Chicken in Parchment Paper with Roasted Vegetables	
2	Pesto Sea Shell Pasta	
3	Spring Salad	
4	Hawaiian Buns with Butter	
5	Mermaid Cupcakes with Chocolate Seashell	
	200 guests at \$20 per person	\$4,000
	Plus 18% catering fee which offsets labor and administration costs	\$720
	Plus tax of 8.9% on food only	\$356
	TOTAL estimated price	\$5,076
	1/3 Deposit due to book the event	

Thank you for your business!

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR

[Vendor's Quotation]