



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
Photography Services**

C2020-002

All quotes due by July 1, 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

The Town is seeking a vendor to provide photography services at various events and programs throughout the fiscal year July 1, 2019-June 30, 2020. Services include photography and editing. The Town will retain rights to all photos.

1. The Town has five community events throughout the year: Fourth at the Fountain, Turkey Trot 5K and Family Run, Irish Fountain Festival, Eggstravaganza, and Music Fest. Photography services will be required for all five events.
2. The Town offers a variety of other programs and services throughout the year that may require photography services.

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 Linda Ayres by email layres@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/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: June 26, 2019
Printed Name: Mark Ahn Title: Owner/Operator
Company Name: Mark Ahn Creative Services
Address: 5355 South Mingus Pl
City: Chandler State: AZ Zip: 85249
Email Address: mahn11@gmail.com or create@markahn.com Telephone No. 602-538-9498

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

 _____ Date: 7/9/2019
Grady E. Miller, Town Manager

Town Attorney Approval:

