



**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 Services**

**2020-024**

**All quotes due by August 30, 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**

Contract holder will provide professional printing services to include maps, pamphlets, booklets, and other printing services in various departments as needed.

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. 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 Rachael Goodwin by email [rgoodwin@fh.az.gov](mailto:rgoodwin@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. [If Departments need a separate price sheet, they may use the sample price sheet or develop and submit their own.]

**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: 8/23/19  
Printed Name: Andrew Dickerson Title: \_\_\_\_\_  
Company Name: Print Partners AZ  
Address: 4730 E Sands Dr  
City: Phoenix State: AZ Zip: 85050  
Email Address: andrew@ASEAZ.com Telephone No. 480-216-1038

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

  
8.26.19

 Date: 8-27-2019  
Grady E. Miller, Town Manager

Town Attorney Approval: 4811-5608-7970



EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
FOR  
PROFESSIONAL PRINTING SERVICES

[Vendor's Quotation]

**From:** [Andrew Dickerson](#)  
**To:** [Jamie Salentine](#)  
**Subject:** scope of work  
**Date:** Thursday, August 15, 2019 2:07:55 PM

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**WARNING:** This email originated from outside of the organization. Do not click links or open attachments unless you have verified the sender and know the content is safe.

Hi Jamie,

Below is a brief overview of the services and products we provide

typesetting/design/layout  
business cards  
brochures  
booklets  
envelopes  
postcards  
magazines  
newsletters  
newsprint mailings  
NCR,2,3 and 4 part forms  
banners/sign  
apparel  
promotional items  
mailing services

Please let me know if this is what you are looking for or if more is needed OK.

Regards,

Andrew Dickerson

Print Partners AZ L.L.C.  
4730 E Sands Dr  
Phoenix,AZ 85050  
[Andy@ASEA2.com](mailto:Andy@ASEA2.com)

**From:** Andrew Dickerson  
**To:** Jamie Salentine  
**Subject:** Re: Quote - Maps  
**Date:** Wednesday, July 3, 2019 7:44:49 AM

**WARNING:** This email originated from outside of the organization. Do not click links or open attachments unless you have verified the sender and know the content is safe.

Good morning Jamie,

I just noticed that this email didn't send the other day. The cost for 500 each of 2, (1000 total) printed, folded and delivered including tax is \$282.36. Please let me know if you want me to proceed and get into the works and send over a proof while we wait on the the P O okay.

Andrew Dickerson

Print Partners AZ L.L.C.  
4730 E Sands Dr  
Phoenix, AZ 85050  
[Andy@ASEA2.com](mailto:Andy@ASEA2.com)

On Jul 1, 2019, at 10:41 AM, Jamie Salentine <[jsalentine@fh.az.gov](mailto:jsalentine@fh.az.gov)> wrote:

Andy,

Please provide a quote on the attached maps. Ordering the same amount of 500 each.

The McDowell Mountain Preserve Trails Map is a tri-fold and the Connecting map is just folded in a quarter (not sure I am saying that correctly)

Any questions/clarifications please let me know.

Thank you,

**Jamie Salentine**

*Executive Assistant*

*Community Services*

Town of Fountain Hills

<image006.png>

p: (480) 816-5148

a: 16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268

w: [www.fh.az.gov](http://www.fh.az.gov) e: [jsalentine@fh.az.gov](mailto:jsalentine@fh.az.gov)

Hours: 7 AM - 6 PM, Mon.-Thurs., Closed Fri.

Follow us on:

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