



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**

C2020-026

All quotes due by September 17, 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

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

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 Grace Rodman-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

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: 9/17/19

Printed Name: Andrew Dickerson Title: _____

Company Name: Print Partners AZ

Address: 4730 E SANDS DR

City: Phoenix State: AZ Zip: 85050

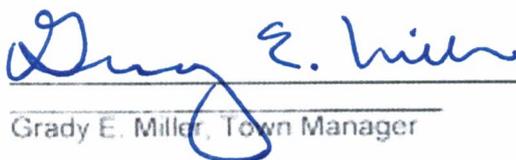
Email Address: andy@ASEAZ.com Telephone No. 480-216-1038

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

 Date: 9/19/2019

Grady E. Miller, Town Manager

Town Attorney Approval: 4821-9555-7798



Print Partners AZ LLC
4730 E Sands dr
Phoenix, AZ 85050 US
andy@asea2.com

Estimate

ADDRESS

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

SHIP TO

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

ESTIMATE # 1004

DATE 09/30/2019

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Services	2019 Fall newsletter print 27,000 22x17 4/4 newsletters, fold and nest into an 8 page 11x17 newsletter on 50# white offset, double fold then refold to 8.5x11 for saturation mailing. Count bundle, tag, mail, 13.250 estimated pieces, deliver to USPS postage not included			3,295.00T
			SUBTOTAL	3,295.00
			TAX	283.37
			TOTAL	\$3,578.37

Accepted By

Accepted Date