



CONTRACT/GRANT INFORMATION SHEET

Date: 7/2/2015	
Staff's Name: Raymond Rees	Department: Development Services
Vendor's Name: Hillyard	
Address: 1755 S. Extension Rd. Mesa, AZ 85210	
Phone: 480-833-5711	
Received W9 (if applicable):	<input type="checkbox"/> Y <input type="checkbox"/> N
Business License # (if applicable):	Exp. Date: Click here to enter a date.

ACCOUNTING SUMMARY	Org	Object	Project/#	\$
Accounting Code:	Various	Various		
Accounting Code:				

CONTRACT SUMMARY

Contract Number Assigned:	C2016-135		
Contract Total:	\$29,999		
Brief Description of Service:	Janitorial Supplies		
Contract Beginning Date:	7/1/2015		
Contract Expiration Date:	6/30/2016		
Budgeted Expenditure:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Budget Page #:			
Approved by Council:	<input type="checkbox"/> Yes; Date: Click here to enter a date.	<input type="checkbox"/> No	
Insurance Certificate provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Estimate Start Date:	7/2/2015		
Estimate Completion Date:	6/30/2016		

GRANT SUMMARY

Paid for by Grant:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of Grantee:			
Grant Number Assigned:			
Date Council Approved:			



**RETURN COMPLETED
QUOTATION TO:**

**Town Of Fountain Hills
16705 E. Avenue of the Fountains
Fountain Hills Arizona 85268**

Attn: Raymond Rees

**Phone: 480-816-5180
Fax: 480-837-3145
www.fh.az.gov**

Company: Hillyard

Address: 1755 S. Extension Rd.

City: Mesa State AZ Zip: 85210

REQUEST FOR QUOTATION

DUE DATE	July 9, 2015
-----------------	--------------

IMPORTANT QUOTING INSTRUCTIONS

1. Submit your quotation on this form. Fill out completely including delivery.
2. Include descriptive literature as necessary for evaluation.
3. Sales tax shall be included in the unit price for each item.
4. Pricing to remain firm for a period of 60 days from receipt in the Procurement Office.
5. If further information is required before quoting, please call contact above.

ITEM	DESCRIPTION	QUANTITY & UNIT	UNIT PRICE	EXTENDED PRICE
	<p>This request is to provide the Town of Fountain Hills with janitorial supplies through the Mohave Contract # 14A-Hill0530 in an amount not to exceed \$29,999</p> <p>Delivery within _____ days</p>			

THIS IS NOT A PURCHASE ORDER

By executing this document and/or submitting a quotation and/or delivering goods to the Town of Fountain Hills, the authorized agent agrees (i) he/she has read the Town's Standard Terms and Conditions, dated December 3, 2014, as set forth on the Town of Fountain Hills website (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 December 3, 2014.

SIGNATURE OF AUTHORIZED AGENT	
STEVE SALK	TITLE
OPERATIONS MGR 7/2/2015	
480-833-5711	DATE
TELEPHONE NO	

INSTRUCTIONS AND CONDITIONS

1. Bid price shall be made F.O.B. Fountain Hills to the designated delivery points within the Town.
2. Vendors must state the manufacturer of each product quoted on in conformity with the specifications.
3. All quotations must be signed with the firm name and by an authorized agent, officer or employee.
4. Award will be made on an individual or overall lowest price basis, whichever is most advantageous to the Town of Fountain Hills.

Quotations resulting in \$30,000 or greater will not be authorized and will require a formal procurement process.

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

The Vendor Quotation Offer is hereby accepted. The Vendor shall not commence any billable work or provide any materials under this Contract prior to the date a purchase order is issued by the Town of Fountain Hills.

Town of Fountain Hills, an Arizona municipal corporation.

Sherry Miller, Town Manager Date: 7/6/2015
[Name, Title]

