



FILE
7/23/15

CONTRACT/GRANT INFORMATION SHEET

Date: 7/23/2015	
Staff's Name: Grace Guetter	Department: Community Services
Vendor's Name: Adam Mitchell DBA Fat Tater LLC. # 148 1493	
Address: 2026 1/2 Saint Claude Ave New Orleans LA 70116	
Phone: 504-655-1623	
Received W9 (if applicable):	<input checked="" 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:	TOURAD	6402		
Accounting Code:				

CONTRACT SUMMARY

Contract Number Assigned:	C2016-116 D		
Contract Total:	Not to exceed \$15,000.00		
Brief Description of Service:	Graphic Design Services		
Contract Beginning Date:	7/23/2015		
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:	7/23/2015		
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:		



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
Graphic Design Services

C2016-116

All quotes due by July 8, 2015, 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.

Section I – Project Information

Graphic design services for (i) online and print advertisements and advertisement placements, (ii) digital and print marketing materials, (iii) logos and (iv) posters.

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 estimates the amount will not exceed \$15,000.00, but does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
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 Grace Guetter by email gguetter@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 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. 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: July 4, 2015
Printed Name: Adam Mitchell Title: Creative Director
Company Name: _____
Address: 2026 1/2 Saint Claude Ave
City: New Orleans State: LA Zip: 70116
Email Address: adamdmitchell@icloud.com Telephone No. 504.655.1623

Quotations for \$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 Use Only)

The Contractor Offer is hereby accepted. The Contractor 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: 7/22/2015
[Name, Title]

Town Attorney Approval: 61178

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
GRAPHIC DESIGN SERVICES

[Vendor's Quotation]

GRAPHIC DESIGN SERVICES

Rate: \$75.00 hourly

Inclusive of:

Graphic illustration
Photo manipulation
Web graphics design and creation
Print media design and layout
Social media graphics design and creation
Web graphics design and creation
Large format design and creation

Note: All services inclusive of three rounds each of revisions, plus file setup and transfer