



CONTRACT/GRANT INFORMATION SHEET

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|--|--|
| Date: 8/6/2015 | |
| Staff's Name: Rachael Goodwin | Department: Comm Services |
| Vendor's Name: Race Place Events | |
| Address: PO Box 27043 Scottsdale, AZ 85255 | |
| Phone: 602-320-8883 | |
| 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: | PREVENT | 6402 | | 5000 |
| Accounting Code: | | | | |

CONTRACT SUMMARY

| | | | |
|---------------------------------|---|-----------------------------|--|
| Contract Number Assigned: | C2016-137 | | |
| Contract Total: | > \$5000 | | |
| Brief Description of Service: | Timing Services for Turkey Trot | | |
| Contract Beginning Date: | 8/6/2015 | | |
| 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: | 8/17/2015 | | |
| Estimate Completion Date: | 2/1/2016 | | |

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
www.fh.az.gov

REQUEST FOR QUOTATION
For
Turkey Trot Timing Services and Online Registration

C2016-137

All quotes due by Wednesday, July 28, 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 for a period of one year, with two renewable one-year options.

Section I – Project Information

This solicitation is for race timing services and data management for the annual Turkey Trot 5K and 5 Miler races. A one mile fitness walk will also be held in conjunction with the event, but will not require timing. The event will be held on Thursday, November 26, 2015, with a 7:30 a.m. start time. The course has been pre-determined and will be provided to the vendor upon award. Timing must be done by an automated "chip" system or equivalent.

Quotes should include the following:

1. Outline of all pre/post-race data processing.
2. Course preparation provisions, if any.
3. List of hardware or supplies to be provided, if any.
4. Additional fees or services.

Section II Instructions and Conditions

1. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
2. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
3. 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 at 480-816-5135 or by email rgoodwin@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: 7.28.15
Printed Name: CHRIS GILES Title: PRESIDENT
Company Name: RACEPACE EVENTS
Address: PO BOX 27043
City: SCOTTSDALE State: AZ Zip: 85255
Email Address: CHRIS@RACEPACEEVENTS.COM Telephone No. 6023208883

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: 8/4/2015
[Name, Title]
m.c.w.
Town Attorney Approval: 731518270



TO: Town of Fountain Hills
FROM: Raceplace Events
DATE: 7-28-2015
RE: Ftn Hills Turkey Trot Quote

INVOICE

For services provided by Raceplace Events in the timing of the "Fountain Hills Turkey Trot".

| | |
|--------------------------------------|------------------------------|
| Data processing cost per participant | \$3:50 |
| Start/finish line inflatable | no charge |
| Start line PA | no charge |
| Bibs | .17 cents each plus shipping |
| Safety Pins | \$8 per box of 1440 pins |

**Raceplace Events
PO Box 27043
Scottsdale
AZ 85255**

Thank you!



TO: Town of Fountain Hills
FROM: Raceplace Events
DATE: 12-1-2013
RE: Ftn Hills Turkey Trot 5K Pre-Race Invoice

INVOICE

For services provided by Raceplace Events in the timing of the "Fountain Hills Turkey Trot 5K".

| | |
|-------------------------------|-----------|
| 1259 @ \$3.50 per participant | \$4,406.5 |
| Inflatable | no charge |
| Start line PA | no charge |
| Bibs | \$ 270.56 |
| Safety Pins (6 Boxes) | \$ 48 |

Total due: \$4,725.06

PLEASE MAKE CHECK PAYABLE AND MAIL TO:

**Raceplace Events
PO Box 71121
Phoenix
AZ 85050**

Thank you!

**TOWN OF FOUNTAIN HILLS
COMMUNITY SERVICES DEPARTMENT
MEMO**

| | |
|--|---|
| TO: Mark Mayer, <i>M.C.M.</i> Community Services Director Grady Miller, Town Manager | DATE: August 3, 2015 |
| FR: Rachael Goodwin, Recreation Supervisor | RE: Racing Timing Services for Turkey Trot |

This memo is to serve as explanation for the choice of timing service vendors for the 2015 Turkey Trot 5K. Staff has followed the procurement procedure and acquired three bids for services and Race Place Events has placed as the median bid. Race Place has served as the timing agency for this race for the last three years and has provided quality services with minimal issue. Prior to contracting with Race Place Events, the Town had multiple issues with contracted timing companies including technical issues, inconsistent results, etc. In effort to maintain the high quality race our participants have come to enjoy, the Community Services Department recommends continuing our timing services with Race Place Events.

Rachael Goodwin

