



### CONTRACT/GRANT INFORMATION SHEET

Date: 7/28/2015	
Staff's Name: Rachael Goodwin	Department: Comm Services
Vendor's Name: Sweet Designs	
Address: 16508 E. Laser Dr Suite 201, Fountain Hills AZ 85268	
Phone: 480-837-3688	
Received W9 (if applicable):	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Business License # (if applicable):	Exp. Date: <a href="#">Click here to enter a date.</a>

ACCOUNTING SUMMARY	Org	Object	Project/#	\$
Accounting Code:	Various	6413		<29,999
Accounting Code:				

#### CONTRACT SUMMARY

Contract Number Assigned:	C2016- <del>106</del> 150		
Contract Total:	NOT TO EXCEED \$29,999		
Brief Description of Service:	Graphic Design for "In the Loop"		
Contract Beginning Date:	7/8/2015		
Contract Expiration Date:	6/30/2016		
Budgeted Expenditure:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Budget Page #:			
Approved by Council:	<input checked="" type="checkbox"/> Yes; Date: <a href="#">Click here to enter a date.</a>	<input type="checkbox"/> No	
Insurance Certificate provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Estimate Start Date:	7/28/2015		
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 for "In the Loop" Publication**

**C2016-106 / 50**

**All quotes due by Thursday, June 25, 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 four renewable one-year options.

**Section I – Project Information**

This solicitation is for graphic design services to lay out three, full color, catalog-style publications on an annual basis. Final product shall be provided in print-quality electronic format. Deadlines and benchmarks for deliverables will be mutually determined for each publication. Copy and high resolutions photos will be provided electronically to the vendor. A minimum of two drafts will be required for editing purposes. Final products are expected to range from 16-24 pages total.

The Contract created by this request and the resulting quotation will be effective July 1, 2015 through June 30, 2016, and 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. Interested vendors shall submit the following information with their quotation:

1. Design costs on per page or all-inclusive basis.
2. Additional fees or charges.

**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.
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 at 480-816-5135 or by email [rgoodwin@fh.az.gov](mailto:rgoodwin@fh.az.gov).

**Section III – Pricing**

The Quotation shall be attached hereto as Exhibit A. **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](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 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.

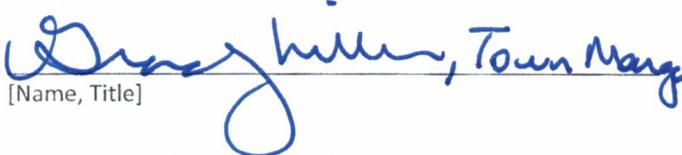
Signature:  Date: 6-24-15  
Printed Name: Stephanie A Sweet Title: owner  
Company Name: Sweet Designs  
Address: 16508 E Laker Dr #201  
City: KH State: AZ Zip: 85268  
Email Address: steph@sweetdesignsaz.com Telephone No. 480-837-3686

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

, Town Manager Date: 7/8/2015  
[Name, Title]

Town Attorney Approval: 60126





16508 E. Laser Dr., Suite 201  
Fountain Hills, AZ 85268  
480-837-3688

EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
FOR  
GRAPHIC DESIGN SERVICES FOR "IN THE LOOP" PUBLICATION

**TOWN OF FOUNTAIN HILLS "IN THE LOOP" PUBLICATION**

<b>Description</b>	<b>Cost</b>
Layout/Setup/ClientChgs*/FilePrep/Upload (16-24 pages)	
Web FlipMag/Links/FilePrep/Upload to issuu.com account	\$76 per page
*Major rework/reflow and/or more than 3 sets of changes	\$50 per hour
Stock image (if needed)	my cost

Need to review cost if 12 pages or less