



CONTRACT/GRANT INFORMATION SHEET

Date: 8/26/2015	
Staff's Name: Raymond Rees	Department: Development Services
Vendor's Name: Stapley Action Garage Door, LLC	
Address: 4613 E. Ivy St, STE 102 Mesa, AZ 85205	
Phone: 480-655-1255	
Received W9 (if applicable): <input type="checkbox"/> Y <input type="checkbox"/> N	
Business License # (if applicable): 922 Exp. Date: 4/30/2016	

ACCOUNTING SUMMARY	Org	Object	Project/#	\$
Accounting Code:	FACF1	6260		
Accounting Code:	FACF2	6260		
Accounting Code:	FACCC	6260		
Accounting Code:	FACTH	6260		
Accounting Code:	STAD	6260		

CONTRACT SUMMARY

Contract Number Assigned:	C2016-158		
Contract Total:	Not to exceed \$30,000		
Brief Description of Service:	ROLL GATE AND DOOR REPAIRS AND MAINTENANCE		
Contract Beginning Date:	8/26/2015		
Contract Expiration Date:	8/25/2020		
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:	Click here to enter a date.		
Estimate Completion Date:	Click here to enter a date.		

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

STAPLEY

**REQUEST FOR QUOTATION
FOR
ROLL DOOR AND GATE MAINTENANCE AND REPAIR
C2016-158**

All quotes due by August 14, 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

1. Provide annual and periodic maintenance and repairs to roll-up doors at:
 - A. Fire Station #1, located at 16426 East Palisades Boulevard
 - B. Fire Station #2, located at 16821 East Saguaro Boulevard
2. Provide annual and periodic maintenance and repairs to roll gates at:
 - A. Community Center, located at 13001 North La Montana Drive
 - B. Town Hall, located at 16705 East Avenue of the Fountains.

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 Raymond Rees by email rrees@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: 8-26-15
Printed Name: James M Hogle Title: Managing Partner
Company Name: Stapley Action Garage Doors
Address: 4613 E Ivy Street # 102
City: Mesa State: AZ Zip: 85205
Email Address: _____ Telephone No. 480-655-1255

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: 8/27/2015
[Town Manager]

Town Attorney Approval: 8514180

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
ROLL DOOR AND GATE MAINTENANCE AND REPAIR

[Vendor's Quotation]

(See attached page.)

Raymond Rees

From: Laura Pasquale [laura@stapleygaragedoor.com]
Sent: Monday, August 10, 2015 4:23 PM
To: Raymond Rees
Subject: Pricing Information

Commercial Service Call is \$99 per door for 1 technician with up to one hour of labor. There after \$99 per hour.

Commercial Service Call is \$165 per door for 2 technicians with up to one hour of labor. Thereafter \$165 per hour.

Our Markup is 30%.

We use:

Holmes Spring Manufacturing
Miller Edge Safety Systems
Clipay Door Products
Micanan Commercial Door Opening Products

Discounts are applied when we service more than one door at one location, in the same visit.

Hope this helps.

Laura Pasquale
Stapley Action Garage Door LLC
4613 E Ivy St Ste 102
Mesa, AZ 85205
(480) 655-1255 Office
(480) 396-7938 Fax
Follow us on Twitter @SAGD
laura@stapleygaragedoor.com
www.StapleyGarageDoor.com

BL # 922
EXP. ~~5/13~~ 4/30/16