



## CONTRACT/GRANT INFORMATION SHEET

Date: 9/9/2015	
Staff's Name: Nancy Walter	Department: Administration
Vendor's Name: Paul Wenbert/PW Consulting Services	
Address: 7828 E. Red Hawk Circle, Mesa, AZ 85207	
Phone: 480.664.2676	
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:	CAD	6404		
Accounting Code:				

### CONTRACT SUMMARY

Contract Number Assigned:	C2016-172		
Contract Total:	Not to exceed \$2000.		
Brief Description of Service:	Mediation		
Contract Beginning Date:	8/27/2015		
Contract Expiration Date:	6/30/2016		
Budgeted Expenditure:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Budget Page #:			
Approved by Council:	<input type="checkbox"/> Yes; Date: <a href="#">Click here to enter a date.</a>	<input checked="" type="checkbox"/> No	
Insurance Certificate provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Estimate Start Date:	8/27/2015		
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  
MEDIATION SERVICES**

**C2016-172**

**All quotes due by September 10, 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**

Vendor will provide mediation services for the fiscal year ending June 30, 2016, for a not-to-exceed amount of \$1,500 with reimbursement expenses not-to-exceed \$500.

**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. 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 Grady Miller by email [gmliller@fh.az.gov](mailto:gmliller@fh.az.gov).

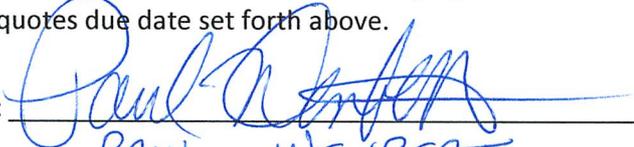
**Section III – Pricing**

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 (<http://www.fh.az.gov/164/PO-Terms-Conditions>), 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.

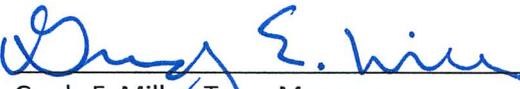
Signature:  Date: 9/4/2015  
Printed Name: PAUL WENBERT Title: PRESIDENT  
Company Name: PW CONSULTING SERVICES  
Address: 7828 E. RED HAWK CR.  
City: MEJA State: AZ Zip: 85207  
Email Address: pwconsulting@cox.net Telephone No. 480-664-2676

**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: 9/9/2015  
Grady E. Miller, Town Manager

Town Attorney Approval: 2710190