



**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**

**C2017-024** 

**All quotes due by August 15, 2016, 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.

**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. The Agreement is for a period of one year, with the option for two one-year renewals. The total aggregate amount for this Agreement, including all renewals, shall not exceed \$29,000.00.
2. 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.
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 Grace Guetter by email [gguetter@fh.az.gov](mailto: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 April 14, 2016, 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 April 14, 2016. 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: August 26, 2016  
Printed Name: Adam Mitchell Title: Creative Director  
Company Name: J. Vero & Associates, Inc., dba HUB  
Address: 612 Gravier Street  
City: New Orleans State: LA Zip: 70130  
Email Address: adam@gowithhub.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 Vendor Offer is hereby accepted. Vendor shall not commence any billable work or provide any materials or service under this Agreement prior to the date this Agreement is executed.

Town of Fountain Hills, an Arizona municipal corporation

 Date: 8/30/2016  
Grady E. Miller, Town Manager

Town Attorney Approval: 4205180