

Solicitation 18-40

Tent Rental - Addison Special Events

Bid Designation: Public



Town of Addison

Bid 18-40 Tent Rental - Addison Special Events

Bid Number 18-40
 Bid Title Tent Rental - Addison Special Events
 Bid Start Date Dec 15, 2017 12:46:27 PM CST
 Bid End Date Jan 18, 2018 2:00:00 PM CST
 Question & Answer End Date Jan 11, 2018 10:00:00 AM CST

Bid Contact Wil Newcomer
 Purchasing Manager

Bid Contact Michele Womack
 Accounting Specialist
 Finance

Contract Duration 365 days
 Contract Renewal 4 annual renewals
 Prices Good for 150 days

Bid Comments ***NO FAX OR EMAIL SUBMITTALS ACCEPTED.**

Addendum # 1

| | | | |
|-------------------------|------------------------------|--------------------|------------------------------|
| New Documents | 18-40_Tent_Rental.docx | | |
| Removed Documents | 18-40_Tent_Rental.docx | | |
| Previous End Date | Jan 4, 2018 2:00:00 PM CST | New End Date | Jan 18, 2018 2:00:00 PM CST |
| Previous Q & A End Date | Dec 28, 2017 12:00:00 PM CST | New Q & A End Date | Jan 11, 2018 10:00:00 AM CST |

Item Response Form

Item 18-40--01-01 - TASTE ADDISON: 10 x 10 Frame Tent only
 Lot Description Town of Addison Special Event
 Quantity 7 each
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001

Qty 7

Description
per specifications

Item **18-40--01-02 - TASTE ADDISON: 10 x 10 Frame Tent w/ Sidewall**

Lot Description Town of Addison Special Event

Quantity **30 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 30

Description
per specifications

Item **18-40--01-03 - TASTE ADDISON: 10 x 10 Frame Tent w/Counters & Skirting**

Lot Description Town of Addison Special Event

Quantity **20 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 20

Description
per specification

Item **18-40--01-04 - TASTE ADDISON: 10 x 10 Frame Tent w/Sidewall, Counters & Skirting**

Lot Description Town of Addison Special Event

Quantity **8 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 8

Description
per specifications

Item **18-40--01-05 - TASTE ADDISON: 10 x 20 Frame Tent Only**

Lot Description Town of Addison Special Event

Quantity **2 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 2

Description
 per specifications

Item **18-40--01-06 - TASTE ADDISON: 10 x 20 Frame Tent w/ Sidewall**
Lot Description Town of Addison Special Event
Quantity **8 each**
Unit Price
Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 8

Description
 per specifications

Item **18-40--01-07 - TASTE ADDISON: 10 x 20 Frame Tent w/Counters & Skirting & Floor**
Lot Description Town of Addison Special Event
Quantity **1 each**
Unit Price
Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 1

Description
 per specification

Item **18-40--01-08 - TASTE ADDISON: 10 x 20 Frame Tent w/ Sidewall, Counters & Skirting**
Lot Description Town of Addison Special Event
Quantity **16 each**
Unit Price
Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 16

Description
 per specifications

Item **18-40--01-09 - TASTE ADDISON: 10 x 20 Frame Tent w/Counters & Skirting**
Lot Description Town of Addison Special Event
Quantity **15 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 15

Description
per specification

Item **18-40--01-10 - TASTE ADDISON: 20 x 20 Frame Tent w/Counters & Skirting**

Lot Description **Town of Addison Special Event**

Quantity **3 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 3

Description
per specifications

Item **18-40--01-11 - TASTE ADDISON: 20 x 20 Frame Tent w/Counters, Skirting & Floor**

Lot Description **Town of Addison Special Event**

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 1

Description
per specification

Item **18-40--01-12 - TASTE ADDISON: 20 x 30 Frame Tent w/Sidewall**

Lot Description **Town of Addison Special Event**

Quantity **2 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 2

Description
per specifications

Item **18-40--01-13 - TASTE ADDISON: 20 x 20 Frame Tent w/Counters, Skirting Floor & Sidewall**

Lot Description Town of Addison Special Event

Quantity 1 each

Unit Price

Delivery Location **Town of Addison**
Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 1

Description
per specification

Item 18-40--01-14 - TASTE ADDISON: 20 x 40 Frame Tent w/Counters & Skirting

Lot Description Town of Addison Special Event

Quantity 1 each

Unit Price

Delivery Location **Town of Addison**
Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 1

Description
per specification

Item 18-40--01-15 - TASTE ADDISON: 30 x 30 Clear - Span Tent

Lot Description Town of Addison Special Event

Quantity 1 each

Unit Price

Delivery Location **Town of Addison**
Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 1

Description
per specification

Item 18-40--01-16 - TASTE ADDISON: 30 x 50 Clear-Span Tent w/Lighting

Lot Description Town of Addison Special Event

Quantity 1 each

Unit Price

Delivery Location **Town of Addison**
Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 1

Description
per specifications

Item **18-40--01-17 - TASTE ADDISON: 30 x 60 Clear-Span Tent**

Lot Description Town of Addison Special Event

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 1

Description

per specification

Item **18-40--01-18 - TASTE ADDISON: 40 x 40 Clear-Span Tent w/Lighting**

Lot Description Town of Addison Special Event

Quantity **2 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 2

Description

per specifications

Item **18-40--01-19 - TASTE ADDISON: Cooling Fans**

Lot Description Town of Addison Special Event

Quantity **6 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 6

Description

per specification

Item **18-40--01-20 - TASTE ADDISON: Bistro Lighting Strands**

Lot Description Town of Addison Special Event

Quantity **24 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 24

Description
per specification

Item **18-40--02-01 - SUMMER SERIES: 10 x 10 Frame Tent w/ Counters, Skirting & Water Barrels**
 Lot Description Three month rental for Town of Addison Special Event
 Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 1

Description
per specifications; as needed

Item **18-40--02-02 - SUMMER SERIES: 10 x 10 Frame Tent w/ Counters, Skirting & Water Barrels**
 Lot Description Three month rental for Town of Addison Special Event
 Quantity **2 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 2

Description
per specifications; as needed

Item **18-40--02-03 - SUMMER SERIES: 10 x 10 Frame Tent w/ Counters, Skirting & Water Barrels**
 Lot Description Three month rental for Town of Addison Special Event
 Quantity **3 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 3

Description
per specifications; as needed

Item **18-40--03-01 - KABOOM TOWN!: 10 x 10 Frame Tent Only**
 Lot Description Town of Addison Special Event
 Quantity **8 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison

P.O. Box 9010
Addison TX 75001
Qty 8

Description
per specifications

Item **18-40--03-02 - KABOOM TOWN!: 10 x 10 Frame Text w/ Sidewall**
Lot Description **Town of Addison Special Event**
Quantity **8 each**
Unit Price
Delivery Location **Town of Addison**

Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 8

Description
per specifications

Item **18-40--03-03 - KABOOM TOWN!: 10 x 10 Frame Tent w/ Sidewall, Counters & Skirting**
Lot Description **Town of Addison Special Event**
Quantity **16 each**
Unit Price
Delivery Location **Town of Addison**

Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 16

Description
per specifications

Item **18-40--03-04 - KABOOM TOWN!: 10 x 20 Frame Tent Only**
Lot Description **Town of Addison Special Event**
Quantity **1 each**
Unit Price
Delivery Location **Town of Addison**

Town of Addison
P.O. Box 9010
Addison TX 75001
Qty 1

Description
per specifications

Item **18-40--03-05 - KABOOM TOWN!: 10 x 20 Frame Tent w/ Sidewall**
Lot Description **Town of Addison Special Event**
Quantity **4 each**
Unit Price

Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 4

Description
 per specifications

Item **18-40--03-06 - KABOOM TOWN!: 10 x 20 Frame Tent w/ Sidewall, Counters & Skirting**
 Lot Description **Town of Addison Special Event**
 Quantity **12 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 12

Description
 per specifications

Item **18-40--03-07 - KABOOM TOWN!: 10 x 20 Frame Tent w/Counters & Skirting**
 Lot Description **Town of Addison Special Event**
 Quantity **13 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 13

Description
 per specification

Item **18-40--03-08 - KABOOM TOWN!: 20 x 20 Frame Tent w/Counters, Skirting & Floor**
 Lot Description **Town of Addison Special Event**
 Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 1

Description
 per specification

Item **18-40--03-09 - KABOOM TOWN!: 20 x 30 Frame Tent Only**
 Lot Description **Town of Addison Special Event**

Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 1

Description
 per specification

Item **18-40--03-10 - KABOOM TOWN!: 30 x 60 Clear-Span Tent**
 Lot Description **Town of Addison Special Event**
 Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 1

Description
 per specification

Item **18-40--03-11 - KABOOM TOWN!: Cooling Fans**
 Lot Description **Town of Addison Special Event**
 Quantity **10 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 10

Description
 per specification

Item **18-40--04-01 - OKTOBERFEST: 10 x 10 Frame Tent Only**
 Lot Description **Town of Addison Special Event**
 Quantity **14 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 14

Description
 per specifications

Item **18-40--04-02 - OKTOBERFEST: 10 x 10 Frame Tent w/ Sidewall**
 Lot Description Town of Addison Special Event
 Quantity **38 each**
 Unit Price
 Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 38

Description
 per specifications

Item **18-40--04-03 - OKTOBERFEST: 10 x 10 Frame Tent w/ Counters & Skirting**
 Lot Description Town of Addison Special Event
 Quantity **3 each**
 Unit Price
 Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 3

Description
 per specification

Item **18-40--04-04 - OKTOBERFEST: 10 x 10 Frame Tent w/ Sidewall, Counters & Skirting**
 Lot Description Town of Addison Special Event
 Quantity **2 each**
 Unit Price
 Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 2

Description
 per specifications

Item **18-40--04-05 - OKTOBERFEST: 10 x 20 Frame Tent Only**
 Lot Description Town of Addison Special Event
 Quantity **4 each**
 Unit Price
 Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 4

Description

per specifications

Item **18-40--04-06 - OKTOBERFEST: 10 x 20 Frame Tent w/ Sidewall**

Lot Description Town of Addison Special Event

Quantity **9 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 9

Description
 per specifications

Item **18-40--04-07 - OKTOBERFEST: 10 x 20 Frame Tent w/ Sidewall, Counters & Skirting**

Lot Description Town of Addison Special Event

Quantity **8 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 8

Description
 per specifications

Item **18-40--04-08 - OKTOBERFEST: 10 x 20 Frame Tent w/Counters, Skirting & Floor**

Lot Description Town of Addison Special Event

Quantity **2 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 2

Description
 per specifications

Item **18-40--04-09 - OKTOBERFEST: 20 x 20 Frame Tent Only**

Lot Description Town of Addison Special Event

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison
 P.O. Box 9010

Addison TX 75001

Qty 1

Description
per specifications

Item **18-40--04-10 - OKTOBERFEST: 20 x 20 Frame Tent w/Counters & Skirting**

Lot Description **Town of Addison Special Event**

Quantity **9 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 9

Description
per specifications

Item **18-40--04-11 - OKTOBERFEST: 20 x 20 Frame Tent w/Counters, Skirting & Floor**

Lot Description **Town of Addison Special Event**

Quantity **2 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 2

Description
per specifications

Item **18-40--04-12 - OKTOBERFEST: 20 x 30 Frame Tent w/ Counters & Skirting**

Lot Description **Town of Addison Special Event**

Quantity **2 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 2

Description
per specifications

Item **18-40--04-13 - OKTOBERFEST: 20 x 40 Frame Tent w/Counters & Skirting**

Lot Description **Town of Addison Special Event**

Quantity **3 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 3

Description
 per specifications

Item **18-40--04-14 - OKTOBERFEST: 20 x 40 Frame Tent w/sidewall & Floor**

Lot Description **Town of Addison Special Event**

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 1

Description
 per specifications

Item **18-40--04-15 - OKTOBERFEST: 20 x 40 Frame Tent Only**

Lot Description **Town of Addison Special Event**

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 1

Description
 per specifications

Item **18-40--04-16 - OKTOBERFEST: 20 x 60 Frame Tent w/ Sidewall, Counters & Skirting**

Lot Description **Town of Addison Special Event**

Quantity **1 each**

Unit Price

Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 1

Description
 per specifications

Item **18-40--04-17 - OKTOBERFEST: 10 x 60 Frame Tent w/Sidewall, Counters & Skirting**

Lot Description **Town of Addison Special Event**

Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 1

Description
 per specifications

Item **18-40--04-18 - OKTOBERFEST: 30 x 30 Clear Span Tent**
 Lot Description **Town of Addison Special Event**
 Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 1

Description
 per specifications

Item **18-40--04-19 - OKTOBERFEST: 30 x 60 Clear-Span Tent**
 Lot Description **Town of Addison Special Event**
 Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 1

Description
 per specifications

Item **18-40--04-20 - OKTOBERFEST: 40 x 40 Clear-Span Tent w/Lighting & Sidewall**
 Lot Description **Town of Addison Special Event**
 Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
 Qty 1

Description
 per specification

Item **18-40--04-21 - OKTOBERFEST: 60 x 210 Clear-Span Tent w/Sidewall & Doors**
 Lot Description Town of Addison Special Event
 Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 1

Description
 per specification

Item **18-40--04-22 - OKTOBERFEST: 100 x 300 Clear-Span Tent w/sidewall & Doors**
 Lot Description Town of Addison Special Event
 Quantity **1 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 1

Description
 per specification

Item **18-40--04-23 - OKTOBERFEST: Cooling Fans**
 Lot Description Town of Addison Special Event
 Quantity **19 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 19

Description
 per specification

Item **18-40--04-24 - OKTOBERFEST: Bistro Lighting Strands**
 Lot Description Town of Addison Special Event
 Quantity **18 each**
 Unit Price
 Delivery Location **Town of Addison**
Town of Addison
 P.O. Box 9010
 Addison TX 75001
Qty 18

Description

per specification

Item **18-40--04-25 - OKTOBERFEST: Handicap & Equipment Ramps w/Black Turf**

Lot Description Town of Addison Special Event

Quantity **5 each**

Unit Price

Delivery Location **Town of Addison**

Town of Addison

P.O. Box 9010

Addison TX 75001

Qty 5

Description

per specification



INVITATION TO BID

The Town of Addison is accepting competitive sealed proposals from all interested parties for

Bid No: 18-40

Bid Name: Tent Rentals and Services for Addison Special Events

Bid Opening: January 18, 2018 at 2:00 pm
Purchasing Division
Town of Addison Finance Building
5350 Belt Line
Dallas, Texas 75254

SCOPE OF WORK

The Town of Addison shall receive bids for the rental of all equipment for events on an as-needed basis. Please refer to the attached Special Event Calendar for specific events in which equipment will be required. Quantities are listed as estimates and may vary from event to event.

Since Bidsync.com maintains the vendor files for the Town of Addison, bidders do not need to notify the Town if they do not intend to bid on this project.

Please pay particular attention to Receipt and Preparation of the bid.

Questions concerning the bidding process shall be posted through BidSync. Questions will be answered in a timely manner. All participating vendors will be able to see all answers.

TOWN OF ADDISON INSTRUCTIONS TO BIDDERS

1.0 RECEIPT AND PREPARATION OF THE BID

- 1.1 Bids will be received by the Purchasing Manager of the Town of Addison until time specified in the Invitation to Bid, at which time bids will be publicly opened, in the Finance Building of the Town of Addison located at 5350 Belt Line Rd., Dallas, TX 75254. Bids must be received by the specified time in order to be considered, and bids submitted after this closing time will not be considered. No changes may be made to bids after opening.
- 1.2 Bid responses are to be posted using the BidSync system. Hard copy responses shall be enclosed in a sealed envelope, addressed to the Purchasing Manager, Town of Addison, 5350 Belt Line Rd, Dallas, Texas, 75254. Bids should be labeled in the lower left-hand corner with the bid name and number. Bidders should also include their company name and address on the outside of the envelope.
- 1.3 Bidders are responsible for posting responses to BidSync in a timely manner. Bidders responding by hard copy are responsible for making certain bids are delivered to the purchasing department. Mailing of a bid does not ensure that the bid will be delivered on time or at all. If bidder does not hand deliver bid, it is suggested that he/she use some sort of delivery service that provides a receipt.
- 1.4 Bids may be withdrawn prior to the above scheduled time set for closing of the bids. Any bid received after the time and date specified will not be considered.
- 1.5 The Town of Addison reserves the right to postpone the date and time for opening bids through an addendum.
- 1.6 No changes to bid, including pricing structure, time to completion, and references may be made following submission of the bid packet.

2.0 ADDENDA AND EXPLANATIONS

- 2.1 Bidders having any questions regarding the true meaning of the specifications or terms and conditions shall submit these questions through the BidSync system. All addenda will be issued through BidSync and acknowledgement must be returned with your bid.

3.0 TAXES

All bids are required to be submitted without State Sales tax. The Town of Addison is exempt from payment of such taxes and a Tax Exemption Certificate will be executed for the successful bidder.

4.0 EXAMINATION OF CONTRACT DOCUMENTS AND SITES

- 4.1 Before submitting a bid, each bidder must thoroughly examine the contract documents and project site to ensure that the services you are proposing meets the intent of these specifications.
- 4.2 The Town of Addison is not responsible for incomplete bid packets.

5.0 BIDDING

- 5.1 Bidders are instructed to consider the following factors in preparation of your bid:
- a. Exceptions to any specifications, or part thereof, must be clearly stated and included with your response.
 - b. Bidders are instructed to include all necessary charges, related to this solicitation.

6.0 AWARD OF CONTRACT

- 6.1 The Town of Addison reserves the right to reject any or all bids, reject any particular item on a bid, and to waive immaterial formalities. The contract will be awarded to the (lowest responsible) bidder whose bid is most advantageous to the city, price and other factors considered. Award may be by line item or in total, at the sole discretion of the Town of Addison.
- 6.2 Award will be based upon an analysis of the following criteria.

| | |
|---|-----------|
| Bidders overall price | 20 points |
| Ability to produce the goods or services requested | 30 points |
| Performance on similar contracts | 25 points |
| Quality of equipment, labor and administrative operations | 25 points |

- 6.3 To demonstrate bidder's qualifications to perform the work, each bidder must submit with their bid, three (3) to five (5) customer references for similar projects, including name of customer, telephone number, email and individual to contact. See separate document titled Qualifications and Reference Statement.
- 6.3 The anticipated set-up date for each event will be as directed by the Director of Special Events.
- 6.4 **TERM CONTRACTS:** Except as otherwise provided herein, prices must remain firm for the entire contract period, including any periods of extension or renewal. At the time of any renewal or extension of the contract, the city or the supplier may request a price adjustment based upon the economy. All requests for a price adjustment must include detailed documentation and rationale to support the requested adjustment. The party to whom a request for price adjustment is made may, in its sole discretion, accept or reject the request. Any price adjustment must be mutually agreed upon in writing by the parties, and shall be effective for the applicable renewal term.

SPECIFICATIONS: 2018 TOWN OF ADDISON BID INSTRUCTIONS

INTENT

The Town of Addison shall receive bids for the rental of all equipment for events on an as-needed basis. (Please refer to the attached Special Event Calendar for specific events in which equipment will be required.) Some items quantities are listed as totals and vary from event to event.

Rental of Tents

All references, qualifications, insurance and literature should be attached to bid form.

LOCATION

Addison events will take place within the Town of Addison, primarily focusing on Addison Circle Park, 4970 Addison Circle Drive, located in the Addison Arts and Events District, Addison, TX. Parking areas are located in three parking garages at or near the intersection of the Dallas Parkway and Arapaho Road, field and street parking also available.

Addison Circle Park is 10 landscaped acres and was constructed to double as an outdoor event facility and a park in the off-season. It contains a Pavilion with a catering facility and 20 permanent restrooms, an inter-active water fountain, a 60 x 40 permanent cement stage, a 20 x 20 cement permanent stage, 54 duplex electrical outlets, 14 trash receptacles, 5 sanitary sewer hook-ups and path lighting.

INSTALLATION/REMOVAL OF EQUIPMENT

Pending the size of the festival, **contractors will have a maximum of four days to set up for Taste Addison and Kaboom Town and four days to tear down, unless approval has been granted by site coordinator. Due to the size of Oktoberfest, contractor will have a maximum of ten days to setup and ten days to tear down unless approval has been granted by site coordinator.** Please refer to the attached Special Event Calendar for specific date information. All equipment should be ready and set within adequate time prior to the opening of the event. Set-up times will vary depending on the event and a set-up schedule will be communicated at each pre-event Contractor meeting in which the Contractor is required to attend. Penalty if schedule is not adhered to.

Contractors shall be required to coordinate installation and removal with each other (i.e. electrical, stage and sound, fencing, tents and rentals etc.) Due to the nature of Addison Circle Park, driving on the grass with a motorized vehicle will not be permitted unless site coordinator has granted advance permission. If permission is granted, Contractor will be required to lay plywood on grass in order to drive with a motorized vehicle. All proven damage sustained to Addison Circle Park from a Contractor will be invoiced for the amount of repair. This includes landscape and turf areas.

CONTRACT LENGTH

If a contract is entered into as a result of this bid, the contract will remain unchanged for a period of three (3) one year terms to include the 2018, 2019, and 2020 calendar year. The Town may extend the contract for two (2) one year terms to include the 2021 and 2022 calendar year, provided that the contractor and Town agree to the contract extension.

MAINTENANCE

Contractor's representative shall be on-site as scheduled but generally at least two hours prior to the opening time of the event and be available to the site coordinator by cell phone, pager or radio at all times during set-up, during the event and tear down. Contractor shall have supervisory personnel inspect equipment along with site coordinator prior to the opening of each event.

UNIT QUANTITIES

Addison reserves the right to rent more than or less than the specified quantities listed in each section. The Contractor will provide a line item invoice to Addison for the actual amount used per event. If more or fewer tents are needed, the price adjustment shall be at the unit price on the bid form.

SUSTAINABILITY EFFORTS

The Town of Addison supports sustainability efforts. The Contractor may include sustainability options in the bid application.

TENT RENTAL DESCRIPTIONS AND GENERAL INFORMATION

- a. All measurements are approximate; bidders shall bid the closest size available.
- b. All tents sides shall be 8 feet in height for (10' x 10') and (10' x 20') tents and at least 10 feet in height for larger tents.
- c. Wherever two tents abut, a flap or covering shall be attached so as to maintain water and air tightness on top and sides.
- d. Contractor shall furnish exit signs.
- e. If any permits are required, fees will be waived.
- f. Contractor shall have a representative on the event site at all times to supervise subcontractors and to coordinate the tent installation with Town staff. The designated representative shall be accessible to Town staff by pager, radio or cell phone.
- g. All equipment shall be clean and free of defects (i.e.: tears, holes, etc.) The Town of Addison reserves the right to reject a tent that does not meet these standards to be replaced with an acceptable tent.
- h. Contractor shall be responsible for daily litter control in the work areas where tents are erected.
- i. All tent stakes should be covered by a Town approved method. If the Contractor uses an item supplied by the Town, Contractor is responsible for returning the same number of items.
- j. All counters should be 8 feet long by 1 foot.
- k. All tent skirting and sidewalls shall be white and in like new condition.
- l. If used, all water barrels should be white and clean.

FLAME RESISTENCE

Contractor shall provide a certificate or other written affirmation to the Fire Chief prior to recommendation to the City Council attesting to the following:

- a. The date tent fabric was last treated with flame retardant.
- b. Trade name of chemical used to treat fabric.
- c. Name of person or company that treated fabric.
- d. Name, address, and phone number of the owner of the tent.

SAFETY REQUIREMENTS

- a. There shall be at least ten exits in the main tent and restaurant tent, which shall be a minimum of 10 feet wide.
- b. Doors used in exits shall comply with local building codes for fire exits and handicap accessibility. (Oktoberfest Only)
- c. Contractor shall provide and be responsible for fire extinguishers in all tents **to meet all local codes and ordinances. See Requirements for Tents, 2000 I.F.C Chapter 24. Fire extinguishers with a minimum rating of 2A 10BC, shall be on the inside of the tent at each exit.**

PLACEMENT

All tents will be set either on concrete/pavement or grass areas. Tents erected on concrete/pavement shall be secured using clean, white water barrels or another Town approved method. Contractor shall be responsible for coordinating the location of all underground utilities and sprinklers before installing stakes for erecting tents on the grass. Any expenses incurred due to damages to existing utilities, including sprinklers, shall be the responsibility of the Contractor. Canopies should not be left erected over grass for more than four days to avoid damage to the grass. (Exception for Oktoberfest Main Tent and Restaurant Tents) Contractors shall conduct a walk through with the event coordinator to confirm tent placement prior to installation.

ADDISON OKTOBERFEST TENTS ONLY

One (1) 100 feet by 300 feet (100' x 300') white Clear Span tent that will be used for the primary Oktoberfest tent. It shall have removable sidewalls, gutters and a minimum of ten (10) double, self-closing windowpane doors. All doors should be equipped with ramps (elevated for drain lines, covered in Astroturf) so there is wheelchair and stroller access into the tent. Tent shall be entirely enclosed because it will be air-conditioned (provided by another contractor), and it will be erected on grass. Tent Contractor shall be responsible for coordinating with the Electrician and Air-Conditioning Contractors to insure that the air-conditioning ductwork is compatible with the external and internal tent structure to minimize the loss of cool air. Please submit photographs with bid. Additional time outside of the 4 day maximum will be allowed for erection of main tent. Contractor may submit an alternate bid for a tent for the Town's consideration that the contractor feels may better suit our needs.

One (1) 60 feet by 210 feet (60' x 210') white Clear Span tent that will be used as the restaurant tent. It shall have removable sidewalls, gutters and a minimum of six double, self-closing windowpane doors. These doors shall provide the restaurants with easy and immediate access to the service and outdoor cooking areas directly behind the tent. Tent shall be erected on grass. The restaurant tent shall abut the main tent and shall be enclosed on the remaining three sides because it will be air-conditioned (provided by another contractor). The tent shall be able to be sectioned off into two separate restaurant areas. The bays off each tent shall align as much as

possible. Additional time outside of the 4 day maximum will be allowed for erection of main tent. Contractor may submit an alternate bid for a tent for the Town's consideration that the contractor feels may better suit our needs.

A special gutter shall be created and installed to redirect runoff between the Main Tent and the Restaurant Tent. This gutter shall run the entire length of the restaurant tent and drain into an area agreed upon by Contractor and Addison.

QUALIFICATION AND REFERENCE STATEMENT

BIDDER:

COMPANY INFORMATION:

Number of years in business?

Number of years at current location?

Do you maintain a permanent commercial business office?

Have you or any present partners or officers failed to complete a contract: If yes, give name of owner and/or surety?

Can you be reached 24 hours a day (in an emergency)?

Pager# Cell Phone#

Answer Svc# Other#

CUSTOMER REFERENCES

Please provide 3 to 5 users you have provided with this product or service. Use comparable projects and government entities, if any;

| Company Name | Contact Name | Phone | Email |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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Town of Addison
GENERAL TERMS AND CONDITIONS

By submitting an Offer in response to the Solicitation, the Contractor/Seller (hereafter called Seller) agrees the Contract/Purchase Order shall be governed by the following terms and conditions for goods and services.

1. Applicability: These General Terms and Conditions and the Terms and Conditions, Specifications, Drawings and other requirements included in the Town of Addison's Request for Bid (collectively, "Terms and Conditions") are applicable to Contracts/Purchase Orders issued by the Town of Addison (hereinafter referred to as the "Town" or "Buyer") and the Seller (hereinafter referred to as the "Seller"). Any deviations must be in writing and signed by a representative of the Town's Purchasing Department and the Seller. No terms and conditions contained in the Seller's Proposal, Invoice or Statement shall modify the Terms and Conditions. If there is a conflict between the Terms and Conditions and Seller's response to the Town's request for bids or proposals documents (including the provisions of the Seller's form of contract/purchase order), the Terms and Conditions will take precedence and control.
2. Official Solicitation Notification: The Town utilizes the following for official notifications of solicitation opportunities: www.bidsync.com and the Dallas Morning News of Dallas County. These are the only forms of notification authorized by the Town for notifications of solicitation opportunities. The Town is not responsible for receipt of notifications or information from any source other than those listed. It shall be the Seller's responsibility to verify the validity of all solicitation information received from any source other than the Town. There will be NO COST to the Seller for using BidSync to respond to Town of Addison solicitations.
3. Seller to Package Goods: Seller shall package goods in accordance with good commercial practice. Each shipping container, shall be clearly and permanently marked as follows: (a) Seller's name and address; (b) consignee's name, address and purchase order or purchase change order number; (c) container number and total number of containers, e.g., "box 1 of 4 boxes"; and (d) number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided and agreed to in writing by Buyer. Goods shall be suitably packed to secure lowest transportation costs and to conform to requirements of common carriers and any applicable specifications. Town's count or weight shall be final and conclusive on shipments not accompanied by packing list. Unless otherwise stated in the Town's solicitation, all goods will be new, not used, rebuilt, reconditioned or recycled, will be in first class condition, and will be in containers suitable for site.
4. Shipment Under Reservation Prohibited: Seller is not authorized to ship the goods under reservation and no tender of a bill of lading will operate as a tender of goods.
5. Title and Risk of Loss: Title and risk of loss of the goods will not pass to the Town until the Town actually receives, takes possession of, and inspects and accepts the goods at the point or points of delivery.

6. Delivery Terms and Transportation Charges: Goods shall be shipped F.O.B. point of delivery; prices bid and quoted shall be F.O.B. point of delivery, and shall include all freight, delivery and packaging costs. Town shall have the right to designate what method of transportation shall be used to ship the goods. Town assumes and shall have no liability for goods damaged while in transit and or delivered in a damaged condition or that otherwise don't conform to the Terms and Conditions. Seller shall be responsible for and handle all claims with carriers, and in case of damaged or non-conforming goods shall ship replacement goods immediately upon notification by the Town of the same, and the Town may return such damaged or non-conforming goods at Seller's sole cost and expense, including costs and expense for freight, delivery, packaging, and shipping.

7. Right of Inspection and Rejection; Backorders: The Town shall have the right, and expressly reserves all rights under law, including, but not limited to the Uniform Commercial Code, to inspect the goods at delivery before accepting them, and to reject defective or non-conforming goods. Backorders delayed beyond a reasonable period of time, as determined by the Town Purchasing Manager, may be cancelled by the Town without liability of any kind whatsoever, and payment will not be made for such cancellations.

8. Acceptance of Incomplete or Non-Conforming Goods: If, instead of requiring immediate correction or removal and replacement of defective or non-conforming goods, Town prefers to accept such goods, Town may do so. Seller shall pay all claims, costs, losses and damages attributable to Town's evaluation of and determination to accept such defective or non-conforming deliverables. If any such acceptance occurs prior to final payment, Town may deduct such amounts as are necessary to compensate Town for the diminished value of the defective or non-conforming deliverables. If the acceptance occurs after final payment, such amount will be refunded to Town by Seller.

9. Substitution: Every delivery of goods by the Seller must comply with all provisions of this bid including the specifications, delivery schedule, quantity and quality, and the Terms and Conditions. Any delivery which does not conform to the Buyer's requirements shall constitute a breach of contract. Seller does not have authorization to make or tender substitute goods unless it is agreed to in writing by the Buyer and signed by an authorized representative of Buyer.

10. Payment:

(a) All proper invoices received by the Town will be paid within thirty (30) days of the Town's receipt and acceptance of the goods or of the invoice, whichever is later, unless other terms are specified on the face of the purchase order in the original printing. If payment is not timely made, interest shall accrue on the unpaid balance at the lesser of one percent per month or the maximum lawful rate; except, if payment is not timely made for a reason for which the Town may withhold payment hereunder, interest shall not accrue until ten (10) days after the grounds for withholding payment have been resolved.

(b) If partial shipments or deliveries are authorized by the Town, Seller will be paid for the partial shipment or delivery, as stated above, provided that the invoice matches the shipment or delivery.

(c) The Town may withhold or set off the entire payment or part of any payment otherwise due Seller to such extent as may be necessary on account of: (i) delivery of defective or non-conforming goods by Seller, or (ii) failure of the Seller to submit proper invoices with all required attachments and supporting documentation, or (iii) failure of Seller to deliver quantity of goods ordered (payment will be made for actual quantities delivered).

(d) The Town's payment obligations are payable only and solely from funds appropriated, budgeted, and available for the purpose of this purchase. The absence of appropriated and budgeted or other lawfully available funds shall render the Contract/Purchase Order null and void to the extent funds are not appropriated and budgeted or available and any goods delivered but unpaid shall be returned to Seller. The Town shall provide the Seller written notice of the failure of the Town to make an adequate appropriation and budget for any fiscal year to pay the amounts due under the Contract/Purchase Order, or the reduction of any appropriation to an amount insufficient to permit the Town to pay its obligations under the Contract/Purchase Order.

11. Invoicing: Send ORIGINAL INVOICE to address indicated on the purchase order. If invoice is subject to cash discounts the discount period will begin on the day invoices are received. So that proper cash discount may be computed, invoice should show amount of freight as a separate item, if applicable; otherwise, cash discount will be computed on total amount of invoice.

12. Taxes - Exemption: All quotations are required to be submitted LESS Federal Excise and State Sales Taxes. Tax Exemption Certificate will be provided by the Town for the successful Seller

13. Warranty - Price:

(a) Seller warrants the prices quoted in its bid are no higher than Seller's current prices on orders by others for like goods under similar terms of purchase.

(b) Seller certifies that the prices in Seller's bid have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such fees with any other firm or with any competitor.

(c) In the event of any breach of this warranty, the prices of the items will be reduced to Seller's current prices on orders by others, or in the alternative, the Town may cancel this Contract/Purchase Order without liability to Seller of any kind whatsoever. In addition to any other remedy available, the Town may deduct from any amounts owed to Seller, or otherwise recover, any amounts paid for items in excess of Seller's current prices on orders by others for like goods under similar terms of purchase.

14. Warranty – Title: Without limiting any provision of law, Seller warrants that it has good and indefeasible title to all goods furnished hereunder, and that the goods are free and clear of all liens, claims, security interests and encumbrances. **Seller shall indemnify and hold the Town harmless from and against all adverse title claims to the goods.**

15. Warranty (goods): If goods are sold and furnished to Seller in connection with these Terms and Conditions, Seller represents and warrants that the goods sold and furnished to the Town will be (i) free from defects in design, manufacture, materials and workmanship, (ii) be of merchantable quality and fit for ordinary use, (iii) be in full conformance with Buyer's specifications, drawings and data, with Seller's samples or models furnished in connection herewith, with Seller's express warranties, and with the terms and conditions of the Town's solicitation, and (iv) conform to all applicable Federal, State, and local laws, ordinances, rules, regulations, codes, and to all applicable standards and industry codes and standards. These warranties are in addition to all others given to the Buyer by the Seller or by law. Seller shall not limit, disclaim, or exclude these warranties or any implied warranties, and any attempt to do so shall render this Contract/Purchase Order voidable at the option of the Buyer, and any such limitations, disclaim, or exclusions shall be void and without force or effect.

Unless otherwise specified in a Contract/Purchase Order and approved by the Town in writing, the warranty period shall be at least one year from the date of acceptance of the goods or from the date of acceptance of any replacement goods. If during the warranty period, one or more of the above warranties are breached, Seller shall promptly upon receipt of demand either repair the defective or non-conforming goods, or replace the non-conforming or defective goods with fully conforming and non-defective goods, at the Town's option and at no additional cost to the Town. All costs incidental to such repair or replacement, including but not limited to, any packaging and shipping costs, shall be borne exclusively by Seller. The Town shall endeavor to give Seller written notice of the breach of warranty within thirty (30) days of discovery of the breach of warranty, but failure to give timely notice shall not impair the Town's rights hereunder.

If Seller is unable or unwilling to repair or replace defective or non-conforming goods as required by Town, then in addition to any other available remedy, Town may reduce the quantity of goods it may be required to purchase under the Contract/Purchase Order from Seller, and purchase conforming goods from other sources. In such event, Seller shall pay to Town upon demand the increased cost, if any, incurred by the Town to procure such goods from another source.

If Seller is not the manufacturer, and the goods are covered by a separate manufacturer's warranty, Seller shall transfer and assign such manufacturer's warranty to Town. If for any reason the manufacturer's warranty cannot be fully transferred to Town, Seller shall assist and cooperate with Town to the fullest extent to enforce such manufacturer's warranty for the benefit of Town.

16. Warranty (services): If services are provided to Seller in connection with these Terms and Conditions, Seller represents and warrants that all services to be provided to the Town will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of this Contract/Purchase Order, and all applicable Federal, State and local laws, ordinances, rules, regulations and codes. These warranties are in addition to all others given to the Buyer by the Seller or by law. Seller shall not limit, disclaim, or exclude these warranties or any implied warranties, and any attempt to

do so shall render this Contract/Purchase Order voidable at the option of the buyer, and any such limitations, disclaim, or exclusions shall be void and without force or effect.

Unless otherwise specified in the Contract/Purchase Order, the warranty period shall be at least one year from the date of final acceptance of the services by the Town. If during the warranty period, one or more of the above warranties are breached, Seller shall promptly upon receipt of demand perform the services again in accordance with above standard at no additional cost to the Town. All costs incidental to such additional performance shall be borne by the Seller. The Town shall endeavor to give the Seller written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach warranty, but failure to give timely notice shall not impair the Town's rights under this section.

If the Seller is unable or unwilling to perform its services in accordance with the above standard as required by the Town, then in addition to any other available remedy, the Town may reduce the amount of services it may be required to purchase under the Contract/Purchase Order from the Seller, and purchase conforming services from other sources. In such event, the Seller shall pay to the Town upon demand the increased cost, if any, incurred by the City to procure such services from another source.

17. Right to Assurance: Whenever one party to the Contract/Purchase Order in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of this Contract/Purchase Order.

18. Default: Seller shall be in default under this Contract/Purchase Order if Seller (a) fails to fully, timely and faithfully perform any of its material obligations under this Contract/Purchase Order (whether or not an obligation is "material" shall be determined by the Town), (b) fails to provide adequate assurance of performance as provided for herein, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States, or (d) makes a material misrepresentation in Seller's offer or response to Buyer's solicitation, or in any report or deliverable required to be submitted by Seller to the Town.

19. Termination for Cause or Convenience: The Town, at any time, by 30 days written notice to the Seller, has the absolute right to terminate this Contract/Purchase Order, in whole or in part, for cause or for convenience (that is, for any reason or for no reason whatsoever). "Cause" means the Seller's refusal or failure to perform or complete its obligations under this Contract/Purchase Order within the time specified and to the Town's satisfaction, or failure to meet the specifications, quantities, quality and/or other requirements specified in the Contract/Purchase Order. If the Town terminates this Contract/Purchase Order for cause, the Seller shall be liable for any damages suffered by the Town. If the agreement is terminated for convenience, the Seller has no further obligation under this Contract/Purchase Order. Upon receipt of a notice of termination, Seller shall promptly cease all further work pursuant to the Contract/Purchase Order, with such exceptions, if any, specified in the notice of termination. Payment shall be made to cover the cost of goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.

20. Delay: Town may delay scheduled delivery or other due dates by written notice to Seller if the Town deems it is in its best interest. If such delay causes an increase in the cost of the work under the Contract/Purchase Order, the Town and the Seller shall negotiate an equitable adjustment for costs incurred by Seller in the Contract/Purchase Order price and execute an amendment to the Contract/Purchase Order. Seller must assert its right to an adjustment within thirty (30) days from the date of receipt of the notice of delay. Failure to agree on any adjusted price shall be handled under the Dispute Resolution process specified herein. However, nothing in this provision shall excuse Seller from delaying the delivery as notified. For purposes of these Terms and Conditions, "days" means calendar days.

21. **SELLER'S INDEMNITY OBLIGATION; INSURANCE**: See attached Town of Addison minimum requirements.

22. Gratuity: Town may, by written notice to Seller, cancel this Contract/Purchase Order without liability to Town if it is determined by Town that any gratuity, in the form of entertainment, gifts, or otherwise, was offered or given by Seller, or any officer, employee, agent or representative of Seller, to any officer, employee, or representative of Town with a view toward securing a contract or securing favorable treatment with regard to the awarding or amending, or the making or any determinations with respect to the performance of, a contract. In the event this Contract/Purchase Order is canceled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Seller in providing such gratuities.

23. Notices: Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under this Contract/Purchase Order shall be in writing and shall be deemed delivered upon being hand-delivered or upon three (3) business days after postmarked if sent by U.S. Postal Service certified or registered mail, return receipt requested. Notices to Seller shall be sent to the address as specified by Seller. Notices to the Town shall be addressed to Town at 5300 Belt Line Road, Dallas, Texas 75254 and marked to the attention of the Town Finance Director.

24. No Warranty By Town Against Infringement: Seller represents and warrants to the Town that: (i) Seller shall provide the Town good and indefeasible title to all goods being sold and/or supplied to the Town, and (ii) such goods in accordance with the specifications in this Contract/Purchase Order will not infringe, directly or indirectly, any patent, trademark, copyright, trade secret, or any other intellectual property right of any kind of any third party; that no claims have been made by any person or entity with respect to the ownership or operation of such goods and the Seller does not know of any valid basis for any such claims. The Town's specifications regarding the goods shall in no way diminish Seller's warranties or obligations under this paragraph, and the Town makes no warranty that the production, development, or delivery of goods according to the specifications will not give rise to such a claim or will not will not impact such warranties of Seller, and in no event will Town be liable to Seller, its officers, employees, or agents (together, "Seller Parties") for indemnification or otherwise if Seller Parties or any of them is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement or the like will or may result, Seller shall promptly notify Town of that opinion. If Seller in good

faith ascertains, prior to production of the goods, that production of the goods according to the specifications will result in infringement or the like, this Contract/Purchase Order will be null and void, and neither Town nor Seller shall have any liability one to the other.

25. Assignment and Successors: The successful Seller shall not assign, transfer, pledge, subcontract, or otherwise convey (collectively, “assign” or “assignment”), in any manner whatsoever, any rights, duties, obligations, or responsibilities of Seller under or in connection with this Contract/Purchase Order, in whole or in part, without the prior written consent of the Town of Addison (and any such assignment without the prior written consent of the Town shall be null and void). Any person or entity to whom Seller assigns any right, duty or obligation shall, as a condition of such assignment, agree to comply with and abide by all provisions of this Contract/Purchase Order, and Seller shall promptly give the Town a true and correct copy of such agreement.

This Contract/Purchase Order shall be binding upon and inure to the benefit of the City and the Seller and their respective successors and authorized assigns, provided however, that no right or interest in the Contract/Purchase Order shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. This Contract/Purchase Order does not and is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to this Contract/Purchase Order.

26. Waiver; Rights, Remedies: All waivers must be in writing and signed by the waiving party. The rights or remedies under this Agreement are cumulative to any other rights or remedies, which may be granted by law.

27. Modifications: This contract can be modified or amended only by a writing signed by both parties. No pre-printed or similar terms on any Seller invoice, order or other document shall have any force or effect to change the terms, covenants, and conditions of this Contract/Purchase Order.

28. Independent Contractor: Seller shall operate hereunder as an independent contractor and not as an officer, agent, servant or employee of the Town. Seller shall have exclusive control of, and the exclusive right to control, the details of its operations hereunder, and all persons performing same, and shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants.

29. Interpretation: This Contract/Purchase Order is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in this Contract/Purchase Order. Although the Contract/Purchase Order may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in this contract, the UCC definition shall control, unless otherwise defined in this Contract/Purchase Order.

30. Competitive Pricing: It is the intent of the Town to consider Interlocal Cooperative Agreements and State/Federal contracts in determining the best value for the Town.

31. Interlocal Agreement: Successful bidder (Seller) agrees to extend prices for the goods and/or services to be provided by Seller described in this Contract/Purchase Order to all entities that have entered into or will enter into joint purchasing interlocal cooperation agreements with the Town. The Town is a participating member of several interlocal cooperative purchasing agreements. As such, the Town has executed interlocal agreements, as permitted by law, including under Chapter 791 of the Texas Government Code, with certain other political subdivisions, authorizing participation in a cooperative purchasing program. The successful bidder (Seller) may be asked by the Town to provide products/services based upon the bid price to any other participant to a cooperative purchasing agreement, and the Seller agrees to do so (such provision will be pursuant to an agreement between Seller and such other participant, and the Town will have no liability or responsibility in connection therewith).

32. Right to Audit: The city shall have the right to examine and audit after reasonable notice any and all books and records, in any form or format whatsoever (including electronic), of Seller that may relate to this Contract/Purchase Order including, without limitation, the performance of Seller, its employees, agents, and subcontractors. Such books and records will be maintained in accordance with generally accepted accounting principles and shall, upon request and at the Town's request, be made available at a location designated by the Town. Seller shall, except for copying costs, otherwise bear all costs of producing such records for examination and copying by the Town. Unless otherwise agreed by the Town, such books and records must be made available to the Town within five business days after the Seller's receipt of a written notice from the Town requesting the same. The provisions of this paragraph shall survive the termination of this agreement. Seller shall retain all such books and records for a period of three (3) years after final payment on this Contract/Purchase Order or until all audit and litigation matters that the Town has brought to the attention of the Seller are resolved, whichever is longer. The Seller agrees to refund to the Town any overpayments disclosed by any such audit. The Seller shall include a similar audit right on behalf of the Town in all subcontractor agreements entered into in connection with this Contract/Purchase Order.

33. Correspondence: The Bid number must appear on all correspondence and inquiries pertaining to the Request for Bid or to quotes. The Purchase Order number must appear on all invoices or other correspondence relating to the Contract/Purchase Order.

34. Easement Permission: The contractor shall not enter or use private property except as allowed by easements shown on the contract documents or if the contractor obtains specific written permission from the property owner.

35. Alternates - Samples: If bidding on other than the item solicited by the Town, Seller's bid must identify the item's Trade Name, Manufacturer's Name and/or Catalog Number, and certify the item offered is equivalent to the item solicited by the Town. Descriptive literature must be submitted with alternate brands. Samples shall be furnished free of expense to the Town and if requested, may be returned at bidder's expense.

36. Error - Quantity: Bids must be submitted in units of quantity specified, extended, and totaled. In the event of discrepancies in extension, the unit prices shall govern.
37. Acceptance: The right is reserved to the Town to accept or reject all or part of the bid, and to accept the offer considered most advantageous to the Town by line item or total bid.
38. Term Contracts: Except as otherwise provided herein, prices must remain firm for the entire Contract/Purchase Order period, including any periods of extension or renewal. At the time of any renewal or extension of the Contract/Purchase Order, the Town or the Seller may request a price adjustment based upon the economy. All requests for a price adjustment must include detailed documentation and rationale to support the requested adjustment. The party to whom a request for price adjustment is made may, in its sole discretion, accept or reject the request. Any price adjustment must be mutually agreed upon in writing by the parties, and shall be effective for the applicable renewal term.
39. Term Contract Quantities: The quantities (if any) in the request for bid are estimated requirements and the Town reserves the right to increase or decrease the quantities or cancel any item to be furnished. The successful bidder (Seller) shall have no claim against the Town for anticipated profits for quantities diminished or deleted.
40. Term Contract Shipments: The Seller will make shipments under this Contract/Purchase Order only when requested and only in the quantities requested. Seller shall comply with minimum shipments or standard packaging requirements (if any) included in the Contract/Purchase Order.
41. Contract Renewal Options: In the event a clause for option to renew for an additional period is included in the request for bid, all renewals will be based solely upon the option and agreement between the Town and the Seller. Either party dissenting will terminate the Contract/Purchase Order in accordance with its initial specified term.
42. Electronic Signature – Uniform Electronic Transactions Act: The Town adopts Texas Business and Commerce Code Chapter 322, Uniform Electronic Transactions Act, allowing individuals, companies, and governmental entities to lawfully use and rely on electronic signatures.
43. Funding Out Clause: This Contract/Purchase Order may be terminated by the Town without notice and without penalty or liability in the event that (1) the Town lacks sufficient funds for this Contract/Purchase Order; (2) funds for this Contract/Purchase Order are not appropriated and/or budgeted by the City Council of the Town; and (3) funds for this Contract/Purchase Order that are or were to be provided by grant or through a third party are withheld, denied or are otherwise not available to the Town.
44. Dispute Resolution: Pursuant to subchapter I, Chapter 271, Texas Local Government Code, Seller agrees that, prior to instituting any lawsuit or other proceeding arising from any dispute or claim of breach under this Contract/Purchase Order (a “Claim”), the parties will first attempt to resolve the Claim by taking the following steps: (i) A written notice substantially describing the factual and legal basis of the Claim shall be delivered by the Seller to the Town within one-hundred eighty (180) days after the date of the event giving rise to the Claim, which notice shall request a

written response to be delivered to the Seller not less than fourteen (14) business days after receipt of the notice of Claim; (ii) if the response does not resolve the Claim, in the opinion of the Seller, the Seller shall give notice to that effect to the Town whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in a effort to resolve the Claim; (iii) if those persons cannot or do not resolve the Claim, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the Claim.

45. Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any person, as defined in the statute, considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the Records Administrator of the Town not later than the 7th business day after the later of (a) the date the person (i) begins discussions or negotiations to enter into a contract with the local governmental entity, or (b) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity, or (b) the date the person becomes aware (i) of an employment or other business relationship with a local government officer, or a family member of the officer, described by the statute, or (ii) that the person has given one or more gifts described in the statute. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be found at www.ethics.state.tx.us/forms/CIQ.pdf By submitting a response to this request, Seller represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

46. Force Majeure: To the extent either the Town or Seller shall be wholly or partially prevented or delayed from the performance of this Contract/Purchase Order or of any obligation or duty under this Contract/Purchase Order placed on such party, by reason of or through work strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, court judgment, act of God, or other specific cause reasonably beyond the party's control and not attributable to its malfeasance, neglect or nonfeasance, then in such event, such party shall give notice of the same to the other party (specifying the reason for the prevention) and the time for performance of such obligation or duty shall be suspended until such disability to perform is removed.

47. BAFO: During evaluation process Town reserves the right to request a best and final offer upon completion of negotiations.

48. Silence of Specifications: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

49. Applicable Law: This agreement shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted by the State of Texas (excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction), as effective and in force on the date of this Contract/Purchase Order, without regard

to its conflict of laws rules or the conflict of law rules of any other jurisdiction. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive or any other relief from any competent authority as contemplated herein.

50. Venue: This Contract/Purchase Order is performable in Dallas County, Texas, and venue for any suit, action, or legal proceeding under or in connection with this Contract/Purchase Order shall lie exclusively in Dallas County, Texas. Seller submits to the exclusive jurisdiction of the courts in Dallas County, Texas for purposes of any such suit, action, or proceeding hereunder, and waives any claim that any such suit, action, or legal proceeding has been brought in an inconvenient forum or that the venue of that proceeding is improper.

51. Cost of Response: Any cost incurred by the Seller in responding to the Request for Proposal is the responsibility of the Seller and cannot be charged to the Town.

52. Prohibition Against Personal Interest in Contracts: No Town of Addison officer or employee shall have a direct or indirect financial interest in any contract with the Town, or be directly or indirectly financially interested in the sale of land, materials, supplies or services to the Town.

53. Prior or Pending Litigation or Lawsuits: Each Seller must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Seller or in which the Seller has been judged guilty or liable.

54. Severability: The invalidity, illegality, or unenforceability of any provision of this Contract/Purchase Order shall in no way affect the validity or enforceability of any other portion or provision of this Contract/Purchase Order. Any void or invalid provision shall be deemed severed from this Contract/Purchase Order and the balance of the Contract/Purchase Order shall be construed and enforced as if the Contract/Purchase Order did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract/Purchase Order to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract/Purchase Order from being void should a provision which is the essence of the Contract/Purchase Order be determined to be void.

55. Headings; "Includes": The headings of this Contract/Purchase Order are for convenience of reference only and shall not affect in any manner any of the terms and conditions hereof. The words "includes" and "including" are terms of enlargement and not of limitation or exclusive enumeration, and use of the terms does not create a presumption that components not expressed are excluded.

56. Conflict: When there is a conflict between the this purchase order (including, without limitation, these Terms and Conditions) and the Seller's invoice, this purchase order shall prevail.

57. Response Contractual Obligation; Waiver: This response, submitted documents, and any negotiations, when properly accepted by the Town, shall constitute a contract equally binding

between the successful Seller and the Town. No different or additional terms will become part of this Contract/Purchase Order except as properly executed in an addendum or change order. **By submitting a bid, Seller waives any claim it has or may have against the Town, its officials, officers, employees, and agents, arising out of or in connection with the administration, evaluation, or recommendation of any bid, acceptance or rejection of any bid, and the award of a contract.**

58. No Waiver of Immunity. Notwithstanding any other of this Contract/Purchase Order, nothing in this Contract/Purchase Order shall or may be deemed to be, or shall or may be construed to be, a waiver or relinquishment of any immunity, defense, or tort limitation to which the Town, its officials, officers, employees, representatives, and agents are or may be entitled, including, without limitation, any waiver of immunity to suit.

59. No Boycotting Israel. The entity contract with the Town of Addison does not boycott Israel and will not boycott Israel during the term of the contract. Reference HB 89 as it relates to Chapter 2270 of the Texas Government Code. Boycott Israel means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

CITY OF ADDISON, TEXAS
CONTRACTOR INSURANCE REQUIREMENTS & AGREEMENT

REQUIREMENTS

Contractors performing work on CITY OF ADDISON property or public right-of-way shall provide the CITY OF ADDISON a certificate of insurance or a copy of their insurance policy(s) (and including a copy of the endorsements necessary to meet the requirements and instructions contained herein) evidencing the coverages and coverage provisions identified herein within ten (10) days of request from CITY OF ADDISON. Contractors shall provide CITY OF ADDISON evidence that all subcontractors performing work on the project have the same types and amounts of coverages as required herein or that the subcontractors are included under the contractor’s policy. Work shall not commence until insurance has been approved by CITY OF ADDISON.

All insurance companies and coverages must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must have a A.M. Best’s rating A-:VII or greater.

Listed below are the types and minimum amounts of insurances required and which must be maintained during the term of the contract. CITY OF ADDISON reserves the right to amend or require additional types and amounts of coverages or provisions depending on the nature of the work.

| TYPE OF INSURANCE | AMOUNT OF INSURANCE | PROVISIONS |
|--|--|---|
| 1. Workers’ Compensation Employers’ Liability to include: (a) each accident (b) Disease Policy Limits (c) Disease each employee | Statutory Limits per occurrence Each accident \$1,000,000 Disease Policy Limits \$1,000,000 Disease each employee \$1,000,000 | <u>CITY OF ADDISON to be provided a WAIVER OF SUBROGATION AND 30 DAY NOTICE OF CANCELLATION</u> or material change in coverage. Insurance company must be A-:VII rated or above. |
| 2. Commercial (Public) General Liability to include coverage for: a) Bodily Injury b) Property damage c) Independent Contractors d) Personal Injury e) Contractual Liability | Bodily Injury/Property Damage per occurrence \$1,000,000, General Aggregate \$2,000,000 Products/Completed Aggregate \$2,000,000, Personal Advertising Injury per occurrence \$1,000,000, Medical Expense 5,000 | <u>CITY OF ADDISON to be listed as ADDITIONAL INSURED and provided 30 DAY NOTICE OF CANCELLATION</u> or material change in coverage. Insurance company must be A-:VII rated or above. |
| 3. Business Auto Liability to include coverage for: a) Owned/Leased vehicles b) Non-owned vehicles c) Hired vehicles | Combined Single Limit \$1,000,000 | <u>CITY OF ADDISON to be listed as ADDITIONAL INSURED and provided 30 DAY NOTICE OF CANCELLATION</u> or material change in coverage. Insurance company must be A-:VII-rated or above. |

Certificate of Liability Insurance forms (together with the endorsements necessary to meet the requirements and instructions contained herein) may be **faxed** to the Purchasing Department: **972-450-7074** or **emailed to: purchasing@addisontx.gov**. Questions regarding required insurance should be directed to the Purchasing Manager.

With respect to the foregoing insurance,

1. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions applicable to the claims of the City of Addison.

- 2. All insurance policies shall be endorsed to require the insurer to immediately notify the City of Addison, Texas of any material change in the insurance coverage.
- 3. All insurance policies shall be endorsed to the effect that the City of Addison, Texas will receive at least thirty (30) days' notice prior to cancellation or non-renewal of the insurance.
- 4. All insurance policies, which name the City of Addison, Texas as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
- 5. Insurance must be purchased from insurers that are financially acceptable to the City of Addison and licensed to do business in the State of Texas.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Upon request, Contractor shall furnish the City of Addison with complete copies of all insurance policies certified to be true and correct by the insurance carrier.

This form must be signed and returned with your quotation. You are stating that you do have the required insurance and if selected to perform work for CITY OF ADDISON, will provide the certificates of insurance (and endorsements) with the above requirements to CITY OF ADDISON within 10 working days.

A CONTRACT/PURCHASE ORDER WILL NOT BE ISSUED WITHOUT EVIDENCE AND APPROVAL OF INSURANCE.

AGREEMENT

I agree to provide the above described insurance coverages within 10 working days if selected to perform work for CITY OF ADDISON. I also agree to require any subcontractor(s) to maintain insurance coverage equal to that required by the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

Project/Bid# _____

Company: _____

Printed Name: _____

Signature: _____ **Date:** _____

Town of Addison

Indemnification Agreement

Contractor's Indemnity Obligation. Contractor covenants, agrees to, and shall DEFEND (with counsel reasonably acceptable to Owner), INDEMNIFY, AND HOLD HARMLESS Owner, its past, present and future elected and appointed officials, and its past, present and future officers, employees, representatives, and volunteers, individually or collectively, in both their official and private capacities (collectively, the "Owner Persons" and each being an "Owner Person"), from and against any and all claims, liabilities, judgments, lawsuits, demands, harm, losses, damages, proceedings, suits, actions, causes of action, liens, fees (including attorney's fees), fines, penalties, expenses, or costs, of any kind and nature whatsoever, made upon or incurred by Owner and/or Owner Person, whether directly or indirectly, (the "Claims"), that arise out of, result from, or relate to: (i) the services to be provided by Contractor pursuant to this Agreement, (ii) any representations and/or warranties by Contractor under this Agreement, (iii) any personal injuries (including but not limited to death) to any Contractor Persons (as hereinafter defined) and any third persons or parties, and/or (iv) any act or omission under, in performance of, or in connection with this Agreement by Contractor or by any of its owners, directors, officers, managers, partners, employees, agents, contractors, subcontractors, invitees, patrons, guests, customers, licensees, sublicensees, or any other person or entity for whom Contractor is legally responsible, and their respective owners, directors, officers, directors, officers, managers, partners, employees, agents, contractors, subcontractors, invitees, patrons, guests, customers, licensees, sublicensees (collectively, "Contractor Persons"). SUCH DEFENSE, INDEMNITY AND HOLD HARMLESS SHALL AND DOES INCLUDE CLAIMS ALLEGED OR FOUND TO HAVE BEEN CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF OWNER OR ANY OTHER OWNER PERSON, OR CONDUCT BY OWNER OR ANY OTHER OWNER PERSON THAT WOULD GIVE RISE TO STRICT LIABILITY OF ANY KIND.

Contractor shall promptly advise Owner in writing of any claim or demand against any Owner Person related to or arising out of Contractor's activities under this Agreement and shall see to the investigation and defense of such claim or demand at Contractor's sole cost and expense. The Owner Persons shall have the right, at the Owner Persons' option and own expense, to participate in such defense without relieving Contractor of any of its obligations hereunder. This defense, indemnity, and hold harmless provision shall survive the termination or expiration of this Agreement.

The provisions in the foregoing defense, indemnity and hold harmless are severable, and if any portion, sentence, phrase, clause or word included therein shall for any reason be held by a court of competent jurisdiction to be invalid, illegal, void, or unenforceable in any respect, such invalidity, illegality, voidness, or unenforceability shall not affect any other provision thereof, and this defense, indemnity and hold harmless provision shall be considered as if such invalid, illegal, void, or unenforceable provision had never been contained in this Agreement. **In that regard, if the capitalized language included in the foregoing indemnity is so determined to be void or unenforceable, the parties agree that:**

(i) the foregoing defense, indemnity, and hold harmless obligation of Contractor shall be to the extent Claims are caused by, arise out of, or result from, in whole or in part, any act or omission of Contractor or any Contractor Persons; and

(ii) notwithstanding the provisions of the foregoing subparagraph (i), to the fullest extent permitted by law, Contractor shall INDEMNIFY, HOLD HARMLESS, and DEFEND Owner and Owner Persons from and against all Claims arising out of or resulting from bodily injury to, or sickness, disease or death of, any employee, agent or representative of Contractor or any of its subcontractors, regardless of whether such Claims are caused, or are alleged to be caused, in whole or in part, by the negligence, or any act or omission, of Owner or any Owner Persons, it being the expressed intent of Owner and Contractor that IN SUCH EVENT THE CONTRACTOR'S INDEMNITY, HOLD HARMLESS, AND DEFENSE OBLIGATION SHALL AND DOES INCLUDE CLAIMS ALLEGED OR FOUND TO HAVE BEEN CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF OWNER OR ANY OTHER OWNER PERSON, OR CONDUCT BY OWNER OR ANY OTHER OWNER PERSON THAT WOULD GIVE RISE TO STRICT LIABILITY OF ANY KIND. The indemnity obligation under this subparagraph (ii) shall not be limited by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor under workers compensation acts, disability benefit acts, or other employee benefit acts.

I understand that the indemnification provisions are required of all Town of Addison Contracts. I have read the provisions and agree to the terms of these provisions.

Project/Bid#:

Company Name:

Signature:

Date:



Interested Parties

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law.

Filing Process

On January 1, 2016, the commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site by January 1, 2016. https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm, please follow Instructional Video for Business Entities.

Information and Instruction Form

RESPONSES THAT DO NOT CONTAIN THIS COMPLETED FORM MAY NOT BE COMPLIANT

Section I Company Profile

Name of Business:

Business Address:

Contact Name:

Phone#:

Fax#:

Email:

Name(s) Title of Authorized Company Officers:

Federal ID #: W-9 Form: A W-9 form will be required from the successful bidder.

DUN #:

Remit Address: If different than your physical address:

Section II Instructions to Bidders

Electronic Bids: The Town of Addison uses BidSync to distribute and receive bids and proposals. There will be **NO COST** to the Contractor/Supplier for Standard bids or proposals. For **Cooperative Bids and Reverse Auctions ONLY**, the successful contractor/supplier agrees to pay BidSync a transaction fee of one percent (1%) of the total amount of all contracts for goods and/or services. **Cooperative Bids and Reverse Auctions** will be clearly marked on the bid documents. To assure that all contractors/suppliers are treated fairly, the fee will be payable whether the bid/proposal is submitted electronically, or by paper means. Refer to www.bidsync.com for further information.

Contractor/Supplier Responsibility: It is the contractor/suppliers responsibility to check for any addenda or questions and answers that might have been issued before bid closing date and time. Contractors/Suppliers will be

notified of any addenda and Q&A if they are on the invited list, they view the bid, or add themselves to the watch list.

Acknowledgement of Addenda: #1 #2 #3 #4 #5

Delivery of Bids: For delivery of paper bids our physical address is:

Town of Addison

5350 Beltline Road

Addison, TX 75001

Attn: Purchasing Department

Contractor/Supplier Employees: No Contractor/Supplier employee shall have a direct or indirect financial interest in any contract with the town, or be directly or indirectly financially interested in the sale of land, materials, supplies or services to the town.

Deliveries: All deliveries will be F.O.B. Town of Addison. All Transportation Charges paid by the contractor/supplier to Destination.

Payment Terms: A Prompt Payment Discount of % is offered for Payment Made Within Days of Acceptance of Goods or Services. If Prompt Payments are not offered or accepted, payments shall be made 30 days after receipt and acceptance of goods or services or after the date of receipt of the invoice whichever is later.

Delivery Dates: Delivery Dates are to be specified in Calendar Days from the Date of Order.

Bid Prices: Pre-Award bid prices shall remain Firm and Irrevocable for a Period of _____ Days.

Exceptions : Contractor/Supplier does not take Exception to Bid Specifications or Other Requirements of this Solicitation. If neither exceptions box is checked, default shall be "No Exceptions"

Contractor/Supplier take the following Exception(s) to the Bid Specifications or Other Requirements of this Solicitation (Explain in Detail). If box checked but no exceptions are listed, default shall be "No Exceptions"

Historically Underutilized Business (HUB): It is the policy of the Town of Addison to involve HUBs in the procurement of goods, equipment, services and construction projects. Prime Contractors/Suppliers are encouraged to provide HUBs the opportunity to compete for sub-contracting and other procurement opportunities. A listing of HUBs in this area may be accessed at the following State of Texas Website. <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>.

HUB Owned Business Yes No Include a current copy of your HUB certification with your response or insert Certification number _____ and expire date _____.

Other Government Entities: Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded under the same Terms and Conditions? Yes No

Bid Bond: Is Bid Bond attached if applicable? Yes No

Termination: The town at any time after issuance of this agreement, by 30 days written notice, has the absolute right to terminate this agreement for cause or convenience. Cause shall be the contractor/supplier's refusal or failure to satisfactorily perform or complete the work within the time specified, or failure to meet the specifications, quantities, quality and/or other requirements specified in the contract/purchase order. In such case the supplier shall be liable for any damages suffered by the town. If the agreement is terminated for convenience, the supplier has no further obligation under the agreement. Payment shall be made to cover the cost of material and work in process or "consigned" to the town as of the effective date of the termination.

Bidder Compliance: Bidder agrees to comply with all conditions contained in this Information and Instruction Form and the additional terms and conditions and specifications included in this request. The undersigned hereby agrees to furnish and deliver the articles or services as specified at the prices and terms herein stated and in strict accordance with the specifications and conditions, all of which are made a part of your offer. Your offer is not subject to withdrawal after the award is made.

The Town of Addison reserves the right to reject all or part of the offer and to accept the offer considered most advantageous to the town by item or total bid.

The Town of Addison will award to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the Town.

I hereby certify that all of the information provided in sections I and II are true and accurate to the best of my knowledge.

Signature: Date:

Title:

Signature certifies no changes have been made to the content of this solicitation as provided by the Town of Addison.

10/17/17



2018 SPECIAL EVENTS



TASTE ADDISON

May 18-20 • Addison Circle Park
TasteAddisonTexas.com

A celebration of food, music, and fun, this three-day festival features more than 25 Addison restaurants serving generous samplings of their food at reduced prices. Festivities include musical entertainment, carnival rides, wine & beer tastings, children's entertainment and more. Admission is \$20 for ages 12 and older.



SUMMER SERIES

Saturdays, June-August • Beckett Park
AddisonSummerSeries.com

Guests can pack a picnic and enjoy live entertainment Saturday nights in June, July and August. Admission is free.

ADDISON KABOOM TOWN! ®

July 3 • Addison Circle Park
AddisonKaboomTown.com

Addison's most explosive party of the year features dazzling fireworks choreographed to music, food, live music, the Addison Airport Air Show featuring the spectacular Cavanaugh Flight Museum's historic warbird flyover and more. Admission is free.



ADDISON OKTOBERFEST

September 20-23 • Addison Circle Park
AddisonOktoberfest.com

Named one of the country's most authentic Oktoberfest celebrations by *Forbes* and *USA Today*, Addison Oktoberfest features four days of family-oriented entertainment. Serving special "Oktoberfest" beer along with incredible German culinary fare. The festival also includes a Marketplace, music, and kid-friendly options like rides, midway games, and much more. Admission is \$10 for ages 12 and older.



[Facebook.com/VisitAddison](https://www.facebook.com/VisitAddison)
[Twitter.com/VisitAddison](https://twitter.com/VisitAddison)
[Instagram.com/VisitAddison](https://www.instagram.com/VisitAddison)

**SPECIAL
EVENTS**

P.O. Box 9010
Addison, TX 75001

phone: 972.450.2851
fax: 972.450.6225

ADDISONTEXAS.NET

**IT ALL COMES
TOGETHER.**

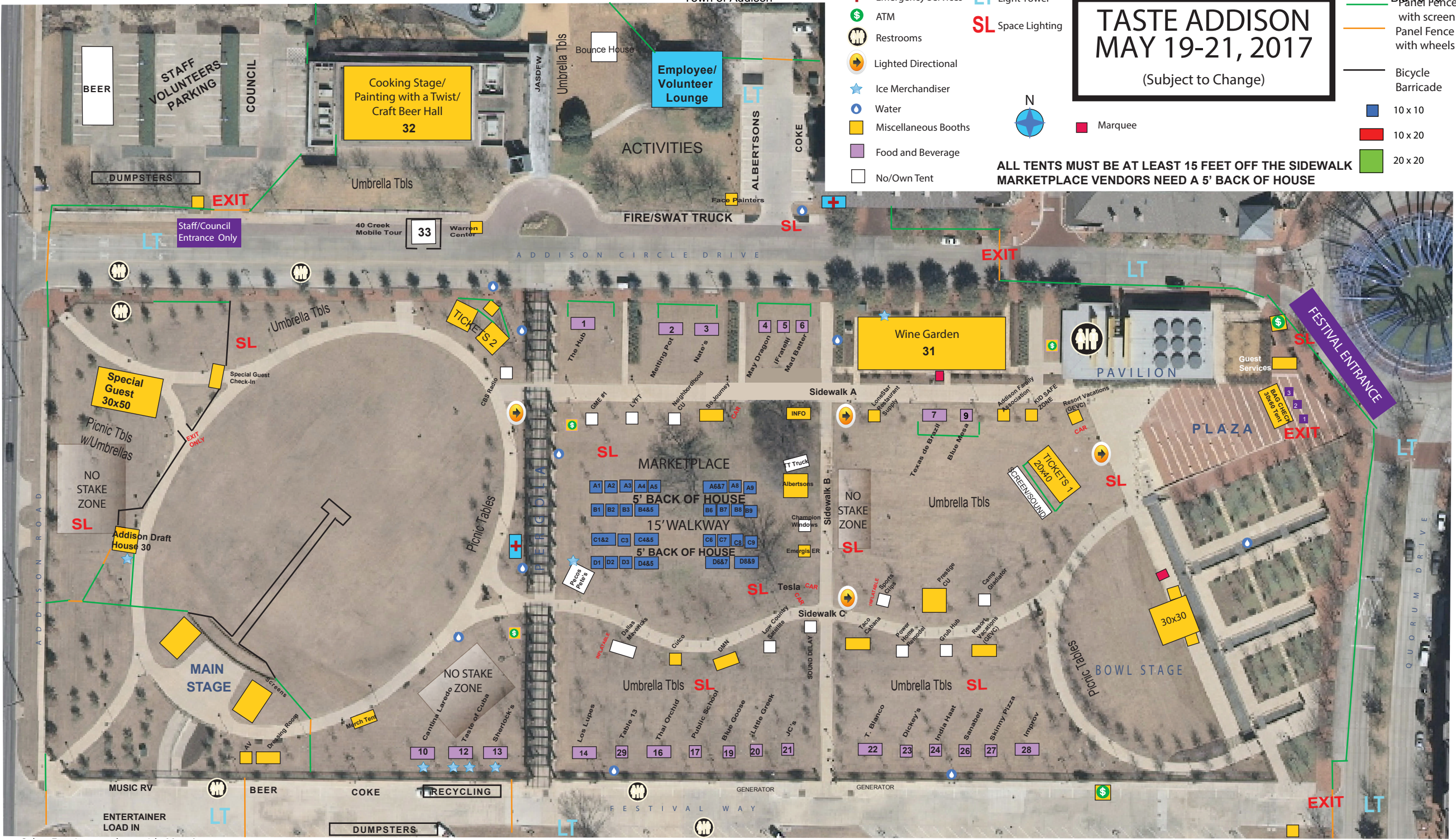
TASTE ADDISON MAY 19-21, 2017

(Subject to Change)

- Emergency Services
- ATM
- Restrooms
- Lighted Directional
- Ice Merchandiser
- Water
- Miscellaneous Booths
- Food and Beverage
- No/Own Tent
- Light Tower
- Space Lighting
- Marquee

- Panel Fence with screen
- Panel Fence with wheels
- Bicycle Barricade
- 10 x 10
- 10 x 20
- 20 x 20

ALL TENTS MUST BE AT LEAST 15 FEET OFF THE SIDEWALK
MARKETPLACE VENDORS NEED A 5' BACK OF HOUSE



Other Fencing needs outside Map Area:
1/12/2018 3:24 PM
Crossroads gate/parking lot - 65' panel with windscreen

LT Gravel Lot
LT 2 @ Air Port

KABOOM TOWN! July 3, 2017 (Subject to Change)

ALL TENTS MUST BE AT
LEAST 15 FEET OFF
THE SIDEWALK



- ATM
- Water
- Restroom
- Gray Water Barrel
- Lighted Directional
- Sponsor/Activities/TOA Tents
- Bringing Own Tent
- Food - Taste of Cuba
- Beverage Sales - Taste of Cuba
- Sidewalk
- LT Light Tower
- SL Space Lighting
- Normal fence
- Bike Rack
- Panel fence with screen
- Panel fence with wheels



4 Units at Car Wash Parking Lot

LT Edwin Lewis @ Spectrum

OKTOBERFEST SEPT 14-17, 2017

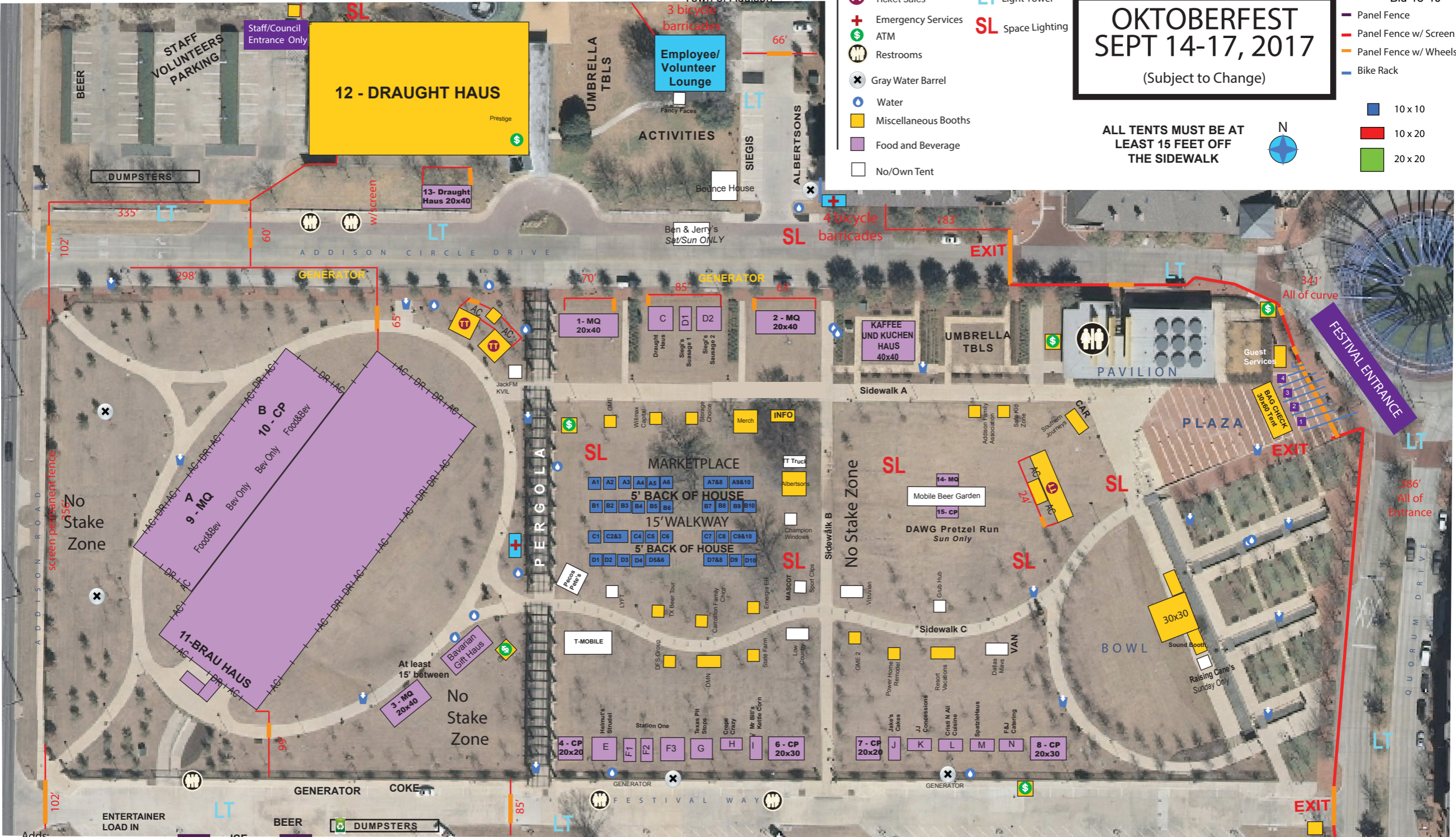
(Subject to Change)

- TT Ticket Sales
- Emergency Services
- ATM
- Restrooms
- Gray Water Barrel
- Water
- Miscellaneous Booths
- Food and Beverage
- No/Own Tent
- LT Light Tower
- SL Space Lighting

ALL TENTS MUST BE AT
LEAST 15 FEET OFF
THE SIDEWALK



- Panel Fence
- Panel Fence w/ Screen
- Panel Fence w/ Wheels
- Bike Rack
- 10 x 10
- 10 x 20
- 20 x 20



Adds: 1) 2016 2) 2014 3) 2014 4) 49'-64'

2) Broadway: 3 panels
3) McIntire: 3 Panels
4) DART: 2 Bicycle Barricades

5) Arapaho/Quorum: 72' Bicycle Barricades

CARNIVAL

5-CP 20x20

LT 2 @ Broadway

LT 2 @ Carnival Field

CARNIVAL

Question and Answers for Bid #18-40 - Tent Rental - Addison Special Events

Overall Bid Questions

There are no questions associated with this bid.