



**Town of Addison, TX**

**Parking Services for Addison Special Events Bid #: 22-83**

**Presented to:**

**Will Newcomer & Diana Munoz  
Town of Addison Finance Department**

**March 1, 2022**

**Presented by:  
Michael S. Brown  
Jim Glowenke**



## 1. Organizational Overview

Our History, Story, Mission & Values, Make-up  
Leadership Character / Servant Leadership  
Executive Team  
Meeting Your Needs  
Qualifications

## 2. Organizational Experience

Our Experience & Relevance to Town of Addison  
Similar Experience Past 5 years

## 3. Fee Structure

Fee Chart as provided by Town of Addison

## 4. References

## 5. Staffing

Uniform Photos  
Parking Equipment Photos

## 6. The Cornerstone Difference

## 7. EXHIBITS

- a. Insurance Requirement Agreement
- b. Indemnification Agreement
- c. Copy of Form 1295 w/Certificate Number
- d. Information & Instruction Form.





March 1, 2022

Mr. Wil Newcomer & Ms. Diana Munoz  
Town of Addison-Finance Department  
5350 Belt Line Road  
Dallas, TX 75254

Dear Mr. Newcomer & Ms. Munoz:

Thank you very much for the opportunity to submit a proposal for your “Parking Services for Addison Special Events” Solicitation Bid 22-83. The entire Cornerstone team is excited about presenting a plan that ensures positive first and last impressions at all your events.

Our core business is planning, designing, and operating large, complex event parking platforms. Our team has designed and executed some of the largest events imaginable, including but not limited to:

Post/MAA Addison Events	AT&T Byron Nelson	ClubCorp Classic
Ryder Cups / PGA Championships	2002 Winter Olympic Games	2010 Winter Olympic Games
1996 Summer Olympic Games	Pan Am Games	3M Open
	MN United	

Out of our success with Dallas’ own AT&T Byron Nelson, Cornerstone was recently awarded the inaugural April 2022 ClubCorp Classic in Irving, TX hosted by the Las Colinas Country Club. Interestingly enough, we also provide Addison Event parking services to MAA Addison Circle for all Town Addison events.

The primary differentiator from our competition is the executive leadership planning, guidance and execution that is provided for each event. We understand that your operation is not static. Our executives will be on site and available to help our operations team navigate through any operational challenges while providing quality assurance guidance every step of the way. This expertise comes to you at no additional cost.

Will & Diana, thanks again for the opportunity to submit this proposal. We are all excited about building a relationship with Town of Addison and look forward to discussing this proposal with you.

Respectfully,

*Michael S. Brown*

Michael S. Brown  
President



**CORNERSTONE**  
— parking group —

SECTION 1  
Organizational Overview



### Our Story

Cornerstone is a privately owned & operated, full-service, “boutique” style parking management firm formed in 2006, specifically created to serve the unique challenges that mixed-use asset owners face. We came together because we saw a better way to serve complex operations with practical, tailored, adjustable solutions that eliminate service inconsistencies.

We focus on three primary types of parking applications:

1. Event Parking Platforms: large multi-day events requiring collaborative efforts
2. Mixed-Use Parking Platforms: live/work/dine/play environments
3. Healthcare Parking Platforms: hospital, medical office campuses

These three platforms may seem very different, but in our eyes, they are very similar. Each application requires a strategic parking plan for multiple “user” groups in order to ensure an effective operation. Managing these platforms takes planning, collaboration with you, an appreciation for an ever-changing, evolving environment and most importantly, leadership support.

Our leadership team has worked for some of the largest parking companies in the United States and have designed and operated some of the most complicated mixed-use, medical and event parking applications in the country. We have the experience to plan, organize, direct and control any mixed-use platform.

### Our Mission & Values

Cornerstone’s mission is to be the trusted extension of your organization. Our core values help you understand the heartbeat of Cornerstone and how our mission comes to life. Cornerstone promises to provide service with the utmost integrity, passion, teamwork, and excellence.



These are more than just words on paper. Our core values (“CORE 4”) drive us to optimize your stakeholder experience. By living out our values each day, we can become a “trusted extension” of your organization.

We believe our servant leadership model, strategic operating plan and collaborative nature will help build a mutually beneficial working partnership that results in:

- ✓ An operating platform that can be adjusted to meet the needs of varying mixed-use environments.
- ✓ Delivery of positive first and last impressions for all visitors and stakeholders.
- ✓ Executives engaged in providing strategic planning and execution through every step of the operation.
- ✓ An on-site servant leadership team that leads & role-models desired behaviors to the parking team.

*Parking is what we do...our values are who we are.*

## 1.0 Our Makeup



**Owner & CEO:** Jay P. Micholic  
**President:** Michael S. Brown

**Firm Founded:** 2006

**Parking Experience:** Jay Micholic: 31 years Michael Brown: 32 Years

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**Full-time Employees:** 345

**Part-time Employees:** 84

**Executive Team:** 15

**Total Staff:** **444\***

\*Event staff/employees (750+) not included due to seasonal, short-term nature of the event.

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**Company Debt:** \$0

**Long-Term Line of Credit:** \$1.5M Currently at zero balance

**Long-Term Capital:** > \$10M+ Available

**Short-Term Credit:** \$2,000,000 Available

**COVID-19:**

- + Remained current on all Accounts Payable obligations
- + Maintained staffing with minimal impact to employees
- + Executive team voluntarily accepted compensation reductions & intermittent furlough assignments in successful effort to maintain hourly & salaried team
- + Maintained all existing locations, renegotiating 5 locations at request of client resulting in a mutually beneficial financial platform
- + Acquired 8 new locations during COVID shutdown



## Leadership Character:

*“The parking operation is only as good as the leadership team servicing our hospital”,* stated Texas Children’s Hospital CEO Mark Wallace to Michael Brown in 2010. This statement had a career trajectory impact on Mike. Now the President of Cornerstone, the foundation of every operation we design is the leadership platform and the depth of “leadership character” that our team possesses. Our platform is constructed with three primary goals in mind:

- 1. Build an on-site leadership team that is focused on intentionally building high performance teams that deliver quality service to your parking operation.*
- 2. Build executive support that systematically collaborates with you and the on-site team to develop strategic planning opportunities that will address the evolving needs of your event.*
- 3. Ensure that we are recruiting, growing and retaining leaders that possess high leadership character.*

Cornerstone understands that the service we deliver day-in and day-out is only as strong as our on-site leadership team. We are a servant leadership focused organization. All Cornerstone leaders’ practice **MBWA** (*Management by Walking Around*) and **Servant Leadership** techniques. These core principles help provide an environment where our team members feel valued resulting in sincere interest in serving you and your stakeholders.

### ✓ *Servant Leadership*

Management expert, Robert Greenleaf, coined the phrase “Servant Leadership” in 1970. He states that, “the most effective leaders strive to serve customers, employees and the community, rather than accrue power or take control.” At Cornerstone, our executive leadership team practices this philosophy. By serving alongside our team members we are looking for ways to serve them and make their jobs easier. If leadership isn’t serving our employees, how can we expect them to serve our customers!

Servant Leadership is the only  
#leadership that ultimately  
works.

Dave Ramsey

### ✓ *MBWA*

This refers to an approach our leadership team uses to collect qualitative data from our front-line team. By making regular visits to our service points, we can listen to the concerns and ideas of our employees. By serving alongside them while this is going on our leadership team is role modeling and reinforcing desired behaviors. This technique not only opens the lines of communication but is an effective quality assurance mechanism.

Manage  
by  
Walking  
Around

The commitment to this philosophical DNA does not work unless it comes directly from the top. At Cornerstone, our CEO and owner, Jay Micholic; President, Michael Brown; and our C.O.O., Richard Graham walk the talk and set that standard.



### **Executive Leadership Team:**

As your partner in parking operations, Cornerstone provides you with executive oversight at no additional cost. Other firms promise this, Cornerstone delivers. Our executive team will work with the on-site leadership team to provide you with two important products:

*1. Regular Operating Reviews-* These reviews are key and critical to ensuring that we are consistently analyzing and improving your operation. We need to make sure it is relevant and what all your stakeholders need. Recommendations and service enhancements are made in this process, but you remain the command voice in all operating strategies.

*2. Strategic Planning-* Our executive team will work with you to formulate a strategic parking plan for your operation that takes into account the existing event master plan, technological opportunities, and the future needs of all your stakeholders. Once again, these plans are subject to your approval.

**SPECIAL NOTE:** *Your executive team will consist of a Vice President, that resides locally, and the President of Cornerstone. Backgrounds and bio's are listed below. This leadership commitment ensures that your operation will always be "moving forward".*

**Michael Brown, President,** brings to Cornerstone's team over 25 years of precise operational planning, staff development, and a critical client-focused attitude. Mike is constantly reminding staff, "How will this look from the client's perspective? How will this make our customer feel?" Mike has been fortunate to represent some of the most well-known and respected events across the country.

Mike credits much of his "client/customer" focus to his experience as a Human Resources executive with the Six Flags Corporation. There, he learned that delivering quality service is not just a daily exercise but must be deeply embedded in the leadership, training, and culture of the organization. His clients' financial and operational success came from Mike's ability to listen to their needs and then build a customized parking management platform that made service and financial sense for them.



Mike was instrumental in the development of many major parking projects including Texas Medical Center, Texas Children's Hospital, The AT&T Byron Nelson, Parkland Hospital, multiple Ryder Cups, the 2002 Winter Olympic Games in Salt Lake, PGA championships across the United States, as well as many large mixed-use facilities. His primary focus was parking platform development in the event and healthcare arena where positive first and last impressions for all is a primary goal for client leadership.





**Jim Glowenke, VP of Texas Operations** joined Cornerstone after a long tenure with a national parking provider where he developed significant relationships with clients in the event and mixed-use arena. His ability to build high performing teams, collaborate with clients and develop operating processes that result in the delivery of quality service to the end user make Jim a valuable asset to Cornerstone and you. His never-ending pursuit of excellence reminds him of a Jim Collins quote, “Good enough is the enemy of great”.

There are no traffic jams  
along the extra mile

A graphic with a dark background and white text. The quote is centered and has a horizontal line below it.

Roger Sridubach

Jim has led significant operations, mentored leaders and potential leaders at some of the most high-profile organizations in the country including but not limited to:

AT&T Byron Nelson  
Post/MAA Addison Events  
Parkland Hospital  
Post Properties  
Verizon Wireless Amphitheatre  
The Mayo Clinic  
PGA of America

Frisco, TX  
Addison, TX  
Dallas, TX  
Atlanta, Dallas, Houston, Austin, Orlando, Tampa  
Alpharetta, GA  
Rochester, MN  
Nationwide multiple sites



Cornerstone's ability to meet your needs revolves around 4 fundamental deliverables that are crucial to the success of your event(s).

## **1. Collaboration**

Cornerstone is a collaborative company, internally and externally, by nature. Our Addison Event team will collaborate with Cornerstone executives to develop a parking plan that is not just efficient from a cost perspective but will deliver positive first and last impressions of your event. Our collaborative nature is an opportunity for our executives to train our operating teams in an environment that encourages input, new ideas and improved service delivery.

When this collaborative environment is embraced by our clients, your goals become clearer. The event operation moves from static to fluid. The open communication allows you the opportunity to connect to the operating team in real-time who can make immediate adjustments that are needed to address traffic, weather, access changes, or a myriad of other factors that present themselves on event day.

## **2. Strategic Planning**

As mentioned in multiple segments of this proposal, Cornerstone provides, at no cost to you, active executive oversight. From the collaborative environment mentioned above comes the ability to strategically plan for future events. When our executives are actively engaged, expectations are set and surpassed, operational challenges are experienced first-hand, and strategies are formulated that will help future events more efficient and customer friendly. Our executives have already compiled a "parking grid" that will be available to our team illustrating inventory available. Please see EXHIBIT E for a draft of this document.

## **3. Operational Execution & Leadership**

Event day is when the rubber hits the road. All the collaboration and strategic planning have set up the operation for success. However, in our experience, the success of an operation is directly linked to the participation of leadership in the daily operation.

We create a leadership platform that embeds leaders in each lot that work with and alongside the operating team. When our leaders work with the operating team, they are role modeling desired behaviors. Quality assurance happens continuously. Service expectations are surpassed. Operational challenges not foreseen are addressed immediately. On site communication is improved. And most importantly, a sense of "team" is created.

## **4. After Action**

Following the event, Cornerstone will create an "After-Action Report". This is an internal quality assurance document, shared with our clients, that Cornerstone has developed reviewing four operational components:

1. Documents and summarizes data collected on each lot for easy client review
2. Facets of the operation that went well
3. Takes a critical look at areas where Cornerstone needs to improve
4. Makes suggestions on strategic improvements

This report can be customized to your needs for more relevance.



Referring to page 7 of the RFP, in order to qualify as a “responsible vendor”, we must meet the following 3 criteria.

### **1. Verifiable experience in providing same or similar scope of work with crowds of 10,000 or more.**

This experience is listed specifically in Section 2 & 4 of this proposal. Please note that Cornerstone is currently providing this service to POST/MAA properties in Addison. We staff all POST/MAA parking lots for all Addison events. We monitor parking inventory throughout the event, opening and closing lots multiple times as inventory dictates. We ensure space is saved for POST/MAA VIP’s, residents, resident visitors and vendors.

If awarded the Parking Services for Addison events, Cornerstone would be able to execute an operating plan that works in concert with POST/MAA. This relationship will result in smoother traffic flow and additional space availability for Town of Addison should they have any capacity issues.

### **2. The necessary experience, staffing and organization to ensure satisfactory performance.**

Cornerstone has developed an event division that is self-sustaining. “Back-of-House” we have a dedicated fulltime recruiting coordinator that develops a multi-faceted plan to staff each event from a myriad of recruiting sources. In addition, Cornerstone maintains a part-time event team in the Dallas metroplex that delivers parking service for the AT&T Byron Nelson Golf Tournament in Frisco, the inaugural 2022 ClubCorp Classic in Las Colinas and MAA Addison Circle (providing parking services for your Town of Addison events.)

Cornerstone “on-boards” each event team member ensuring they receive an orientation specifically designed for Addison Events. This allows us to communicate the operating plan and expectations specific to Addison Events.

Our event leadership is full-time and resides in the Dallas area. This team and the executives assigned will be available at no cost for planning meetings prior to and following each of your events.

### **3. Must have the equipment and personnel to properly conduct parking services in a safe manner.**

Cornerstone owns all the parking equipment necessary to deliver a first-class operation for each event. From parking cones & traffic delineators to radios, traffic vests, safety wands, and flags, all these items are cleaned following each event. Any item that shows wear and tear is removed from inventory and new product is purchased.

The appearance and functionality of this equipment not only creates a positive first and last impression for your event goers but sends a positive message to our event team. If we don’t provide our team with quality products, how can we expect them to provide quality service to the customer?

For a visual representation of our equipment, please see the pictures we posted in SECTION 5- Staffing.



**CORNERSTONE**  
— parking group —

SECTION 2  
Organizational Experience

Working TOGETHER . Moving you FORWARD .

## 2.0 Parking Management Experience



On the following pages you will find a small sample of the projects we have completed and are currently providing service. Each of the events described are similar or exceed scope and size of Town of Addison events.



**Client:** Salesmanship Club of Dallas  
**Event Name:** AT&T Byron Nelson  
**Location:** Frisco, TX  
**Attendance:** 10,000-35,000 per day  
**Tenure:** 2018-Present  
**Next Event:** May 9-15, 2022

- ✓ Consultation with Tour Ops Director on all parking lot selection/acquisition
- ✓ Development and execution of all operating and contingency plans
- ✓ Recruiting, on-boarding, and training of 150+ local staff
- ✓ Ensure ADA compliance and access
- ✓ Automated valet platform for Players & Corporate VIP's
- ✓ Source and utilize targeted minority and disadvantaged employees for a positive economic influence
- ✓ Provide guidance and ensure operating synergy with the transportation team
- ✓ Plan and effectively manage an growing/evolving ride-share platform
- ✓ Create ingress, egress and operating plans for each parking lot
- ✓ After-action reporting documenting data and improvement needs



**Client:** MAA Addison Circle  
**Event Name:** Town of Addison Events  
**Location:** Addison, TX  
**Attendance:** 10,000-43,000  
**Tenure:** 2018-Present  
**Next Event:** May 28-29, 2022

- ✓ Collaboration with MAA VP on all parking lot user guidelines & VIP access
- ✓ Development and execution of all operating and contingency plans
- ✓ Recruiting, on-boarding, and training of 30+ local staff
- ✓ Ensure ADA compliance and access
- ✓ Provide PCI Compliant credit card platform for use in all cash lots
- ✓ Develop lot opening/closing protocols that ensures access for residents/visitors
- ✓ Ensure communication between each lot
- ✓ After-action reporting documenting data and improvement needs

## 2.0 Parking Management Experience



**Client:** ClubCorp, Inc.  
**Event Name:** ClubCorp Classic  
**Location:** Irving, TX  
**Attendance:** 10,000-25,000 per day  
**Tenure:** Inaugural Season  
**Next Event:** April 19-24, 2022

- ✓ Consultation with Tour Ops Director on all parking lot selection/acquisition
- ✓ Development and execution of all operating and contingency plans
- ✓ Recruiting, on-boarding, and training of 150+ local staff
- ✓ Ensure ADA compliance and access
- ✓ Automated valet platform for Players & Corporate VIP's
- ✓ Manage transportation network for all VIP's, Players & Corporate Clients
- ✓ Plan and effectively manage a ride-share platform
- ✓ Create ingress, egress and operating plans for each parking lot
- ✓ After-action reporting documenting data and improvement needs



**Client:** PGA of America  
**Event Name:** Ryder Cup  
**Location:** Kohler WI Chaska, MN Chicago, IL Long Island NY  
**Attendance:** 45,000-65,000 per day  
**Tenure:** 2008-Present  
**Next Event:** May 2026

- ✓ Consultation with Ops Director on all parking lot selection/acquisition
- ✓ Development and execution of all operating and contingency plans
- ✓ Recruiting, on-boarding, and training of 250+ local staff
- ✓ Ensure ADA compliance and access
- ✓ Automated valet platform for Players
- ✓ Premium parking payment platform
- ✓ Source and utilize targeted minority and disadvantaged employees for a positive economic influence
- ✓ Provide guidance and ensure operating synergy with the transportation team
- ✓ Plan and effectively manage an growing/evolving ride-share platform
- ✓ Create ingress, egress and operating plans for each parking lot
- ✓ After-action reporting documenting data and improvement needs

## 2.0 Parking Management Experience



**Client:** PGA of America  
**Event Name:** PGA Championship  
**Location:** Tulsa, OK    Kiawah, SC    Charlotte, NC    St. Louis, MO  
**Attendance:** 25,000-60,000 per day  
**Tenure:** 2002-Present  
**Next Event:** May 16-22, 2022

- ✓ Consultation with Ops Director on all parking lot selection/acquisition
- ✓ Development and execution of all operating and contingency plans
- ✓ Recruiting, on-boarding, and training of 250+ local staff
- ✓ Ensure ADA compliance and access
- ✓ Automated valet platform for Players
- ✓ Premium parking payment platform
- ✓ Source and utilize targeted minority and disadvantaged employees for a positive economic influence
- ✓ Provide guidance and ensure operating synergy with the transportation team
- ✓ Plan and effectively manage an growing/evolving ride-share platform
- ✓ Create ingress, egress and operating plans for each parking lot
- ✓ After-action reporting documenting data and improvement needs



**Client:** PGA of America  
**Event Name:** Senior & Women's PGA Championship    2 Events  
**Location:** Benton Harbor, MI & Washington DC  
**Attendance:** 6,000-15,000 per day  
**Tenure:** 2015-Present  
**Next Event:** May 24-29, 2022

- ✓ Consultation with Ops Director on all parking lot selection/acquisition
- ✓ Development and execution of all operating and contingency plans
- ✓ Recruiting, on-boarding, and training of 125+ local staff each event
- ✓ Ensure ADA compliance and access
- ✓ Automated valet platform for Players
- ✓ Premium parking payment platform
- ✓ Source and utilize targeted minority and disadvantaged employees for a positive economic influence
- ✓ Provide guidance and ensure operating synergy with the transportation team
- ✓ Plan and effectively manage an growing/evolving ride-share platform
- ✓ Create ingress, egress and operating plans for each parking lot
- ✓ After-action reporting documenting data and improvement needs



**Client:** City of Eagan & Simon Properties  
**Event Name:** Black Friday, Back to School, etc.  
**Attendance:** 20,000 per day  
**Tenure:** 2015-Present  
**Next Event:** July 4, 2022

- ✓ Collaborate with stakeholders on parking plan for each event
- ✓ Provide parking and traffic support for all major events on site
- ✓ Create ingress, egress and operating plans for each parking lot & deck
- ✓ Develop traffic ingress support plans for all internal intersections & pedestrian crosswalks
- ✓ Recruit, on-board and train 30 local part-time event team members
- ✓ Deliver data on all parking lots for each event
- ✓ After-action reporting documenting data and improvement needs



**Client:** Minnesota United FC  
**Event Name:** MinnUnited Soccer  
**Attendance:** 21,000 per day  
**Tenure:** 2019-Present  
**Next Event:** March-October

- ✓ Collaborate with MN United leadership on all parking planning & acquisition
- ✓ Secure off-site parking areas to augment parking needs on behalf of MN United
- ✓ Create ingress, egress and operating plans for each parking lot
- ✓ Assist with permit parking process and prepaid parking platforms
- ✓ Provide PCI Compliant credit card platform for use in all cash lots
- ✓ Recruit, on-board and train 50 local part-time event team members
- ✓ Deliver data on all parking lots for each event
- ✓ Manage additional events, i.e. concerts, exhibitions as they are scheduled
- ✓ After-action reporting documenting data and improvement needs

**SPECIAL NOTE:** As you have noticed, Cornerstone currently operates and manages a robust event platform in the Dallas metroplex (i.e., AT&T Byron Nelson, ClubCorp Classic, MAA Addison Events, etc.). Our local leadership team and event staff are already on board and available for each Town of Addison event. The synergy created with our current MAA Addison event operation will result in improved service delivery for all.



## 2.0 Parking Management Experience



**Client:** City of Marietta Georgia  
**Event Name:** Multiple  
(Taste of Marietta, 4<sup>th</sup> of July, Chalktoberfest, etc. )  
**Attendance:** 5,000-50,000 per day  
**Tenure:** 2018-Present  
**Next Event:** Sunday, April 24, 2022

- ✓ Collaborate with city when appropriate on parking plans
- ✓ Make recommendations on parking plans for events when appropriate
- ✓ Create parking plans that follow city guidelines and traffic planning
- ✓ Provide parking and traffic support for all major events on site
- ✓ Develop traffic ingress support plans for all internal intersections & pedestrian crosswalks
- ✓ Direct customers to nearest available parking area when lot is full
- ✓ Recruit, on-board and train 50 local part-time event team members for each event

**SPECIAL NOTE:** *City of Marietta organizes and hosts major events around their town square. Cornerstone does not directly work with City of Marietta but operates 90% of the parking lots surrounding each event. Although not directly associated with the City it is imperative that we have on-going open communication to ensure any City event operates flawlessly.*



**Client:** Heritage Classic Foundation  
**Event Name:** RBC Heritage Golf Classic  
**Location:** Hilton Head Island, SC  
**Attendance:** 10,000-20,000 per day  
**Tenure:** 2018-Present  
**Next Event:** April 12-17, 2022

- ✓ Consultation with Tour Ops Director on all parking lot selection/acquisition
- ✓ Development and execution of all operating and contingency plans
- ✓ Recruiting, on-boarding, and training of 150+ local staff
- ✓ Ensure ADA compliance and access
- ✓ Source and utilize targeted minority and disadvantaged employees for a positive economic influence
- ✓ Provide guidance and ensure operating synergy with the transportation team
- ✓ Plan and effectively manage a bike/golf cart parking plan
- ✓ Create ingress, egress and operating plans for each parking lot
- ✓ After-action reporting documenting data and improvement needs



**CORNERSTONE**  
— parking group —

SECTION 3  
Fee Structure

## 3.0 Fee Structure



Please find your completed fee structure table on the following page. Should Town of Addison select Cornerstone as your event parking provider, we feel strongly that we should operate in an environment of “full disclosure” until we have had the opportunity to build trust with you.

To create a “full disclosure” environment, Cornerstone proposes a “phased approach” to your event parking operations.

**PHASE 1:** Cost plus basis.  
This creates a full-disclosure reporting structure. Cornerstone will charge only for costs directly attributable to the operation plus a management fee as illustrated below.

1. Hourly rate for each hour of labor worked inclusive of payroll burden
2. Hydration, meals, fuel for carts and any contingency needs
3. Cost for golf cart rental. Cornerstone to provide one cart at no cost
4. General liability
5. Management fee per event based on size & effort

Time sheets will be provided as backup for the billable hours. Please note that we used your projected hours for our calculations. If selected, we will collaborate with you on the nuances of each lot. Once these are realized, staffing adjustments can be made that decrease expenses.

We propose to operate in this manner for the first year. In year two we move to Phase 2 only if Town of Addison agrees and approves.

**PHASE 2:** Flat fee per event.  
Once we have established a history of service with each event, Cornerstone believes we can package the event into one flat cost to make budgeting and reconciliation simpler for Town of Addison while reducing overall costs. Service thresholds and expectations will be met or exceeded in this scenario.

All pricing is a snapshot in time. If awarded your business, Cornerstone will collaborate with Town of Addison in an effort to reduce staffing and costs.

**FEE STRUCTURE (p1 of 2)**

**Parking Services for Addison Special Events**

**SOLICITATION 22-83**

<b>TASTE ADDISON NEEDS</b>					
<b>Description</b>	<b>Estimated Qty</b>	<b>Estimated Hours</b>	<b>Price Per Hour</b>	<b>Flat Fee</b>	<b>Date</b>
Set Up	1	2	\$22.49		6/3/2022
Traffic Manager	1	11	\$22.49		6/3/2022
Attendants	27	9	\$17.99		6/3/2022
Traffic Manager	1	16	\$22.49		6/4/2022
Attendants	37	11	\$17.99		6/4/2022
FICA/WC/Insurance Fee*				\$225.00	
Vehicle Rental**	3			\$600.00	
Supplies***	1			\$700.00	
On-boarding****				\$250.00	
Management Fee	1			\$1,000.00	
<b>TOTAL</b>		49			

<b>KABOOM NEEDS</b>					
<b>Description</b>	<b>Estimated Qty</b>	<b>Estimated Hours</b>	<b>Price Per Hour</b>	<b>Flat Fee</b>	<b>Date</b>
Set Up	1	2	\$22.49		7/1/2022
Traffic Manager	1	20	\$22.49		7/3/2022
Attendants	30	12	\$17.99		7/3/2022
FICA/WC/Insurance Fee*				\$225.00	
Vehicle Rental**				\$600.00	
Supplies***				\$400.00	
On-boarding****				\$175.00	
Management Fee				\$750.00	
<b>TOTAL</b>	32	34			

<b>OKTOBERFEST NEEDS</b>					
<b>Description</b>	<b>Estimated Qty</b>	<b>Estimated Hours</b>	<b>Price Per Hour</b>	<b>Flat Fee</b>	<b>Date</b>
Set Up	1	10	\$22.49		9/15/2022
Traffic Manager	1	10	\$22.49		9/15/2022
Attendants	22	10	\$17.99		9/15/2022
Traffic Manager	1	11	\$22.49		9/16/2022
Attendants	25	10	\$17.99		9/16/2022
Traffic Manager	1	17	\$22.49		9/17/2022
Attendants	25	13	\$17.99		9/17/2022
Traffic Manager	1	12	\$22.49		9/18/2022
Attendants	16	9	\$17.99		9/18/2022
FICA/WC/Insurance Fee*				\$225.00	
Vehicle Rental**				\$600.00	
Supplies***				\$800.00	
On-boarding****				\$225.00	
Management Fee				\$1,500.00	
<b>TOTAL</b>	68	61			

**FEE STRUCTURE (p2 of 2)**

**Parking Services for Addison Special Events**

**SOLICITATION 22-83**

<b>AFTER DARK (AS NEEDED) 3rd Saturday's April-November</b>					
<b>(excluding September)</b>					
<b>Description</b>	<b>Estimated Qty</b>	<b>Estimated Hours</b>	<b>Price Per Hour</b>	<b>Flat Fee</b>	<b>Date</b>
Set Up	1	2	\$22.49		
Traffic Manager	1	4	\$22.49		
Attendants	4	4	\$17.99		
FICA/WC/Insurance Fee*				\$225.00	
Vehicle Rental**				\$0.00	
Supplies***				\$250.00	
On-boarding****				\$50.00	
Management Fee				\$375.00	
<b>TOTAL</b>	<b>6</b>	<b>10</b>			

**Assumptions:**

\*FICA/WC Insurance Fee = FICA/WC included inclusive of price per hour.

\*\* Vehicle Rental= Cost for golf cart rental multi day. Cornerstone to provide 1 cart at no cost.

\*\*\*Supplies = Hydration, meals, fuel, contingency needs.

\*\*\*\*On-boarding = Cost of Onboarding, orientations, background checks for any new event personnel

Cornerstone to supply up to 100 cones, 25 flashlights/batteries/wands, vests & uniforms at no cost.

Should Town of Addison have access to golf cart rental, vehicle rental cost can be eliminated.

Cornerstone to provide golf cart for any After Dark events at no cost to Town of Addison.

Cornerstone Director of operations embedded into each event team at no cost to Town of Addison.

**SPECIAL NOTE:** Without a bid meeting it was difficult to ascertain specificTown of Addison staffing needs when factoring in shift start and end times for each parking area. If selected, Cornerstone is extremely confident that the hours per day indicated per employee can be reduced with savings going directly to Town



**CORNERSTONE**  
— parking group —

SECTION 4  
References

## 4.0 Parking Management Experience



Below are references from current clients that have similar scopes to the Town of Addison Events you have illustrated in the RFP.



**Client:** Salesmanship Club of Dallas  
**Event Name:** AT&T Byron Nelson  
**Address:** 106 East 10<sup>th</sup> Street Dallas, TX 75203  
**Attendance:** 10,000-35,000 per day  
**Tenure:** 2018-Present  
**Next Event:** May 9-15, 2022

Contact	Title	Phone	Email
Brad Howland	Director of Ops	214-944-5727	bhowland@salesmanshipclub.org

Scope specifics were previously provided in SECTION 2- Organizational Experience.



**Client:** MAA Addison Circle  
**Event Name:** Town of Addison Events  
**Address:** 5040 Addison Circle Suite 200, Addison, TX 75001  
**Attendance:** 10,000-43,000  
**Tenure:** 2018-Present  
**Next Event:** May 28-29, 2022

Contact	Title	Phone	Email
Stacey Griggs	V.P. - Commercial	972-851-3298	stacey.griggs@maac.com

Scope specifics were previously provided in SECTION 2- Organizational Experience.



**Client:** PGA of America  
**Event Name:** Ryder Cup, PGA Champ., Senior Champ., Women's Champ.  
**Address:** 100 Avenue of the Champions Palm Beach Gardens, FL 33418  
**Attendance:** 45,000-65,000 per day  
**Tenure:** 2008-Present  
**Next Event:** May 2026

Contact	Title	Phone	Email
Ben Rubin	Director-Champ Ops	561-624-8572	brubin@pgahq.com

Scope specifics were previously provided in SECTION 2- Organizational Experience.

## 4.0 Parking Management Experience



**Client:** City of Eagan & Simon Properties  
**Event Name:** Various  
**Address:** 3830 Pilot Knob Road, Eagan, MN 55122  
**Attendance:** 20,000 per day  
**Tenure:** 2015-Present  
**Next Event:** July 4, 2022

Contact	Title	Phone	Email
John Gorder	City Engineer	651-675-5645	jgorder@cityofeagan.com

Scope specifics were previously provided in SECTION 2- Organizational Experience.

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**Client:** Minnesota United FC  
**Event Name:** MinnUnited Soccer  
**Address:** 400 Snelling Avenue North, St. Paul, MN 55104  
**Attendance:** 21,000 per day  
**Tenure:** 2019-Present  
**Next Event:** March-October

Contact	Title	Phone	Email
Justin Borrell	GM- Allianz Field	612-928-6402	Justin.b@mnufc.com

Scope specifics were previously provided in SECTION 2- Organizational Experience.

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**Client:** City of Marietta Georgia  
**Event Name:** Multiple  
(Taste of Marietta, 4<sup>th</sup> of July, Chalktoberfest, etc. )  
**Attendance:** 5,000-50,000 per day  
**Tenure:** 2015-Present  
**Next Event:** Sunday, April 24, 2022

Contact	Title	Phone	Email
Rachel Langaloti	Economic Devp Mgr	770-794-5716	rlangelotti@mariettaga.gov

Scope specifics & relationship dynamics were previously provided in SECTION 2.

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## 4.0 Parking Management Experience



**Client:** Heritage Classic Foundation  
**Event Name:** RBC Heritage Golf Classic  
**Address:** 71 Lighthouse Rd. Ste 4200, Hilton Head Island, SC 29928  
**Attendance:** 10,000-25,000 per day  
**Tenure:** 2018-Present  
**Next Event:** April 12-17, 2022

Contact	Title	Phone	Email
Andy McMillan	Event Director	843-671-2448	andy@heritageclassicfoundation.com

Scope specifics were previously provided in SECTION 2- Organizational Experience.



**CORNERSTONE**  
— parking group —

SECTION 5  
Staffing



Below and on the next few pages you will find photo's, as requested, of our equipment and uniforms.

### 1. Vests & Traffic Wands

Each team member must wear the following traffic vest for safety & operational visibility.

In pre-dawn or after dusk, each team member is issued an LED flashlight with multiple flashing capabilities.



### 2. Cones & Delineators

The reflective cones are used at vehicular entrances for maximum driver visibility. The non-reflective cones are used inside the lot to block off areas or help direct vehicles to available parking.

Delineators are used, when appropriate, to create visible driving corridors.

All cones & delineators pictured are 3 years old and are cleaned after each event.

For Town of Addison, we will purchase new equipment and isolate that use for Town of Addison events only.



### 3. First-Aid Kits & Coolers

Each parking lot receives a small first aid kit and cooler. The first-aid kit contains bandages, sanitizers, sun block, masks, sanitary gloves and wipes.

The cooler contains water and light snacks for the team.





### 4. Flags

The flag on the left is issued to each parking team member. It is used to attract driver attention when parking cars

The “marking flags”, (100x), on the right side of picture are used by the set-up crew on grass or dirt lots. These flags mark the parking rows so the parking team has a visual on where to park cars. This results in straight parking rows which improve the parking capacity of non-asphalt lots.



All marking flags are removed and disposed of following the event. The picture below gives you an illustration on the effectiveness of the flags on grass/dirt parking areas.



Upper Left: 2019 PGA Championship St.  
Surface: Dirt  
Quantity: 9,500 cars

Upper Right: 2021 Ryder Cup Kohler, WI  
Surface: Grass  
Quantity: 8,500 cars

Lower Right: 2021 Ryder Cup Kohler, WI  
Surface: Grass  
Quantity: 5,000 cars





### 5. Radios / Communication

All team members possess a radio for inter and intra lot communication.

In addition to Cornerstone radios, the event leader normally wears an event radio for communication with the client event director. This provides immediate communication and ability to adjust operations when necessary.



### 6. Uniforms

All team members are in a golf style polo or event T-shirt. Client preference is honored.

Most events we manage opt to use the T-shirt illustrated below-right since a traffic vest is worn on top of the shirt.

Black pants/shorts and black tennis or hiking shoes.

Leaders wear polo style golf shirts to help maintain a professional image and confidence when communicating with customers.



**SPECIAL NOTE:** Each lot supervisor is issued a "Go Bag" that contains first aid kit, flags, flashlights, batteries, masks, gloves, trash bags, two extra traffic vests, sunscreen & bug spray. Extra cones, supplies and other equipment are available in our storage area on the MAA Addison campus located just minutes away.



### 7. Signage

Although not part of the RFP, Cornerstone keep an inventory of A-frame sign frames & panel sign frames for any signage needs you may have.

Panel signs are 8" wide and provide a thinner profile for vehicles when the message is short.

We do have the ability to design, produce and deliver signage inside 72 hours if needed.





**CORNERSTONE**  
— parking group —

**SECTION 6**  
**The Cornerstone Difference**

**Working TOGETHER . Moving you FORWARD .**



We would like to thank you for the opportunity to submit a bid for Town of Addison Special Event Parking. All of us at Cornerstone are excited and look forward to earning your business through this process.

The Cornerstone Commitment is focused on taking complex parking platforms and coming up with solutions to meet financial, operating, and service delivery goals. This opportunity inspires our creativity to build upon the parking and transportation plans from our past experiences.

We will strive to be a valuable resource tool for you.

### **The Cornerstone Commitment**

- ✓ Executive leadership that is present, engaged, and available during every facet of event planning & execution providing an additional safety net for unforeseen operating or weather events.
- ✓ An event team that is currently operating on MAA Addison Circle for all Town of Addison events.
- ✓ Data collection and reporting that aids in the strategic planning process.
- ✓ Ability to use our tactical experience to your advantage.
- ✓ A transparent/flexible budgeting, expense, and billing process that makes financial sense.
- ✓ The capability and desire to develop relationships & planning with Rideshare leadership that can lead to reduced parking costs.
- ✓ Expertise in traffic flow and ingress/egress design that creates labor efficiencies and decreased time in vehicles for spectators.
- ✓ Space utilization and lot design techniques that result in improved service to the customer and reduced labor expenses for your event.
- ✓ Ability to create Premium Parking inventories that can significantly reduce your operating costs for event parking.
- ✓ Sign design and installation that creates a professional look and message for event goers.
- ✓ A full-service vendor that can add services such as valet, off-site shuttle, courtesy carts, premium parking, and a host of other components as your events evolve.





**CORNERSTONE**  
— parking group —

SECTION 7  
Exhibits

**EXHIBIT A**

**TOWN OF ADDISON, TEXAS**  
**CONTRACTOR INSURANCE REQUIREMENTS & AGREEMENT**

**REQUIREMENTS**

Contractors performing work on TOWN OF ADDISON property or public right-of-way shall provide the TOWN 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 TOWN OF ADDISON. Contractors shall provide TOWN 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 TOWN 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. TOWN 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. <b>Workers' Compensation Employers' Liability</b> 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	<b><u>TOWN OF ADDISON to be provided a WAIVER OF SUBROGATION AND 30 DAY NOTICE OF CANCELLATION or material change in coverage. Insurance company must be A-:VII rated or above.</u></b>
2. <b>Commercial General (Public) Liability</b> 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	<b><u>TOWN OF ADDISON to be listed as ADDITIONAL INSURED and provided 30 DAY NOTICE OF CANCELLATION or material change in coverage. Insurance company must be A-:VII rated or above.</u></b>
3. <b>Business Auto Liability</b> to include coverage for: a) Owned/Leased vehicles b) Non-owned vehicles c) Hired vehicles	Combined Single Limit \$1,000,000	<b><u>TOWN OF ADDISON to be listed as ADDITIONAL INSURED and provided 30 DAY NOTICE OF CANCELLATION or material change in coverage. Insurance company must be A:VII-rated or above.</u></b>

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](mailto:purchasing@addisontx.gov)**. Questions regarding required insurance should be directed to the Purchasing Manager.

With respect to the foregoing insurance,

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

- 2. All insurance policies shall be endorsed to require the insurer to immediately notify the Town of Addison, Texas of any material change in the insurance coverage.
- 3. All insurance policies shall be endorsed to the effect that the Town 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 Town 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 Town 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 Town 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 TOWN OF ADDISON, will provide the certificates of insurance (and endorsements) with the above requirements to TOWN 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 TOWN 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 TOWN accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

**Project/Bid#** Solicitation 22-83 Parking Services for Addison Special Events

**Company:** Cornerstone Parking Group, Inc.

**Printed Name:** Michael S. Brown

**Signature:**  **Date:** 2.19.22

## 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#: Parking Services for Addison Special Events / 22-83

Company Name: Cornerstone Parking Group, Inc.

Signature: 

Date: February 19, 2022

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Cornerstone Parking Group, Inc.  
Marietta, GA United States

**Certificate Number:**  
2022-852582

**Date Filed:**  
02/19/2022

**Date Acknowledged:**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Town of Addison, TX

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

22-83  
Parking Services for Addison Special Events

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Micholic, Jerry	Eden Prairie, MN United States	X	
	Brown, Michael	Atlanta, GA United States	X	

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is MICHAEL S. BROWN, and my date of birth is 08-17-61.

My address is 1077 Cherrybark Trace, Marietta, GA, 30064, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Cobb County, State of Georgia, on the 19 day of FEB, 2022.  
(month) (year)

Michael S. Brown  
Signature of authorized agent of contracting business entity  
(Declarant)

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Information and Instruction Form

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

Section I Company Profile

Name of Business: Cornerstone Parking Group, Inc.

Business Address: 6474 City West Parkway  
Eden Prairie, MN 55344

Contact Name: Michael S. Brown

Phone#: 678-773-9520

Fax#: 952-500-8708

Email: mike@cornerstoneparking.com

Name(s) Title of Authorized Company Officers: Jay Micholic CEO  
Michael S. Brown President

Federal ID #: 20-5195370 W-9 Form: A W-9 form will be required from the successful bidder.

DUN #: N/A

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](http://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: NO ADDENDA RECEIVED PRIOR TO PRINTING OF PROPOSAL ON 2.24.22

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

Town of Addison

5350 Beltline Road

Dallas, TX 75254

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 45 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 N/A and expire date N/A.



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

Bid Bond: Is Bid Bond attached if applicable? N/A

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: 2.19.22

Title: President

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

10/17/17





**Working TOGETHER. Moving you FORWARD.**