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RFP# 23-33 Décor Services for Addison Special Events

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Shag Carpet W9



Town of Addison
Purchasing
5350 Belt Line Rd.
Dallas TX. 75254

Monday January 23, 2023

To whom it may concern,

Shag Carpet Productions is pleased to submit the enclosed for RFP# 23-33, décor services for Addison Special Events. We feel we are uniquely qualified to supply the Town of Addison with outstanding equipment, custom design capabilities and excellent customer service. We look forward to the opportunity to continue our partnership into the 2023 event season and beyond.

Respectfully,
Barbara McAfee
Sales Account Manager



ABOUT US

Shag Carpet started in 2001 creating memorable '70s themed parties. Since then, we have added props and decor for virtually any theme imaginable! In addition to our off-the-shelf props and decor, we can create virtually any prop you need in our custom fabrication shop. The Shag Sign Shop adds another level of artistry and branding possibilities to our items.

Shag's customers range from event planners to area businesses to individuals planning events. We invite you to visit our 91,000 square foot warehouse located near the Dallas Design District to see our high quality props and production facilities.

From event design and prop fabrication to delivery, set up and installation, our team of experts is committed to the success of your event.

We strive for every customer to be a [Raving Fan!](#)



INVITATION TO BID

The Town of Addison is accepting bids from all interested parties for

Bid No: 23-33
Bid Name: Décor Services for Addison Special Events
Bid Closing: January 26, 2023 @ 2:00pm
Finance Department
Town of Addison
5350 Belt Line
Dallas, Texas 75254
Questions open until 1/23/23 – 8 am

OVERVIEW

The Town of Addison is accepting proposals from qualified vendors for decor services at Taste Addison, Addison Kaboom Town!®, Addison Oktoberfest and Addison After Dark including but not limited to all personnel, equipment, decor elements, installation/setup and tear down.

BACKGROUND

The Town of Addison is a 4.4 square mile city located on the northern edge of Dallas, Texas. Addison is truly unique in the amenities and customer service it provides to Dallas-area residents and visitors. Addison offers abundant opportunities for lodging, dining, and shopping with more than 180 restaurants, 23 hotels, and 12 million square feet of office space. Addison perfectly blends the diversity of a big city with the ambiance of a small town. For more information on the Town of Addison, please visit the Town of Addison website at www.addisontexas.net.

EVENTS

- Taste Addison- TasteAddisonTexas.com
 - Taste Addison features national music artists, top restaurants, family-friendly activities, wine sampling, shopping and more.
 - Occurs the Friday and Saturday following Memorial Day each year.
 - Expected attendance: 15,000
- Addison Kaboom Town!® - AddisonKaboomTown.com
 - Rated one of the Top 10 Independence Day fireworks displays by USA Today, Wall Street Journal, CNN and more, the aerial entertainment also features the Addison Airport Airshow. Approximately 500,000 head to Addison each year to enjoy the show, including thousands who celebrate at the official watch party in Addison Circle Park.
 - Occurs July 3rd each year.
 - Expected park attendance: 15,000
- Addison Oktoberfest – AddisonOktoberfest.com
 - This authentic recreation of Munich Oktoberfest celebrates German food, music and culture with multiple music stages, interactive games, family-friendly activities, the classic Dachshund Dash, delicious food, and great German bier.
 - Occurs the third Thursday – Sunday of September each year.
 - Expected attendance: 43,000
- Addison After Dark – AddisonAfterDark.com
 - This popular entertainment series features free admission with a different theme, offering a variety of activities, live music, food trucks, and unique experiences.
 - Occurs the third Saturday of April, August, and October each year.
 - Expected attendance: 7,500 (2,500/event)

SCOPE OF WORK

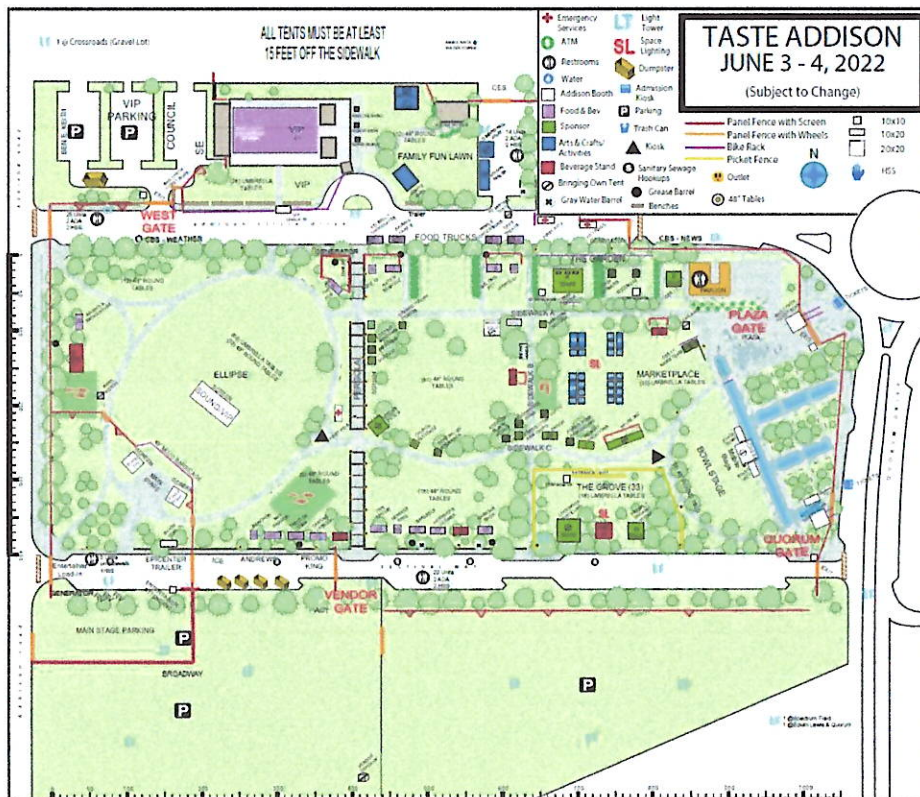
The Town of Addison wishes to contract with one company to provide décor services for Taste Addison, Addison Kaboom Town!®, Addison Oktoberfest, and Addison After Dark including but not limited to all personnel, equipment, and décor elements. The Town has outlined its requirements below.

General Equipment Provisions: Decor shall be in good condition with professional appearance, free from safety hazards. Damaged, malfunctioning, or unsafe décor will not be accepted. No golf cars or forklifts will be provided by Addison, proposal should include any equipment to move items within the park. Vendor shall use plywood when loading into the event venue and not drive directly on grassy areas; plywood to be provided by vendor. Refer to Exhibit A for examples of past event décor.

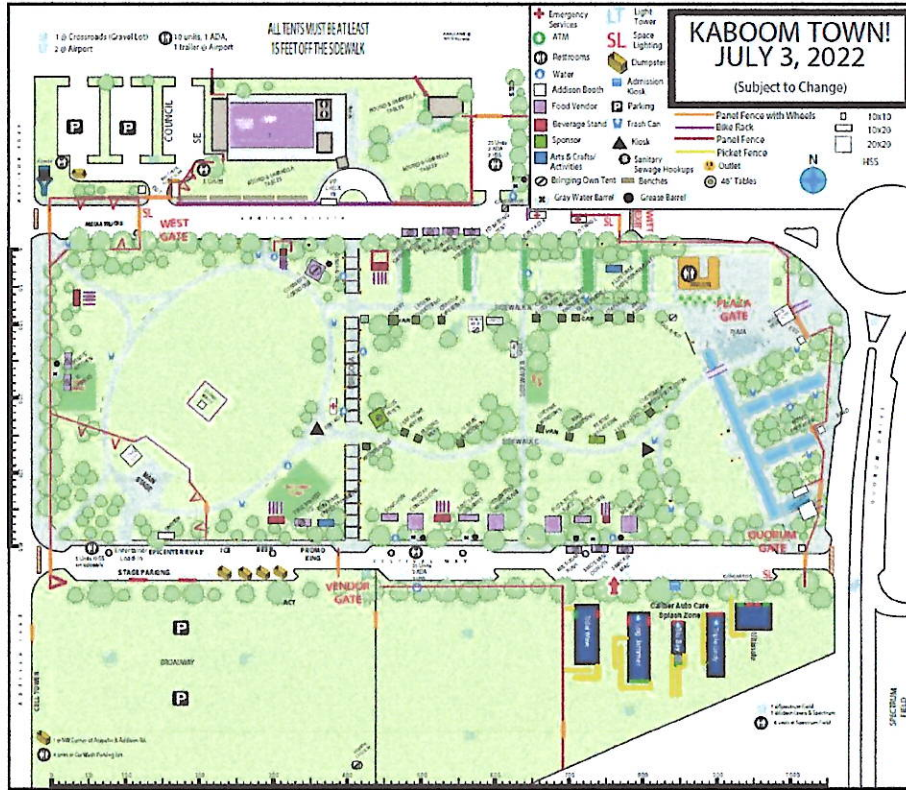
General Personnel Provisions: Vendor shall provide trained personnel in uniform to install and remove all décor.

General Operating Provisions: Vendor shall provide décor services as well as an extensive onsite décor rental inventory. Vendor shall be able to create new and unique props and banners as needed for Addison events. Vendor shall store and maintain all Addison provided banners & signage. Taste Addison, Addison Oktoberfest and Addison After Dark are rain or shine events. Addison Kaboom Town!® rain date is July 5th. Most items will be outdoors and will need to withstand inclement weather. The Town of Addison does provide overnight security, as outlined in the operations schedule, but is not responsible for damaged or stolen property. Vendor will have a maximum of four days to set up for the event and three days to tear down unless approval has been granted by the site coordinator. All décor should be securely set within adequate time prior to the opening of the event. The final schedule for set up and tear down for each event will be included in the operations schedule given to the vendor prior to the event. The operations schedule will note if décor elements are required to be set up by a particular day and time. Addison reserves the right to require more or less décor elements than the specified quantities listed in each section. The vendor will provide a line-item invoice to Addison for the actual amount used per event.

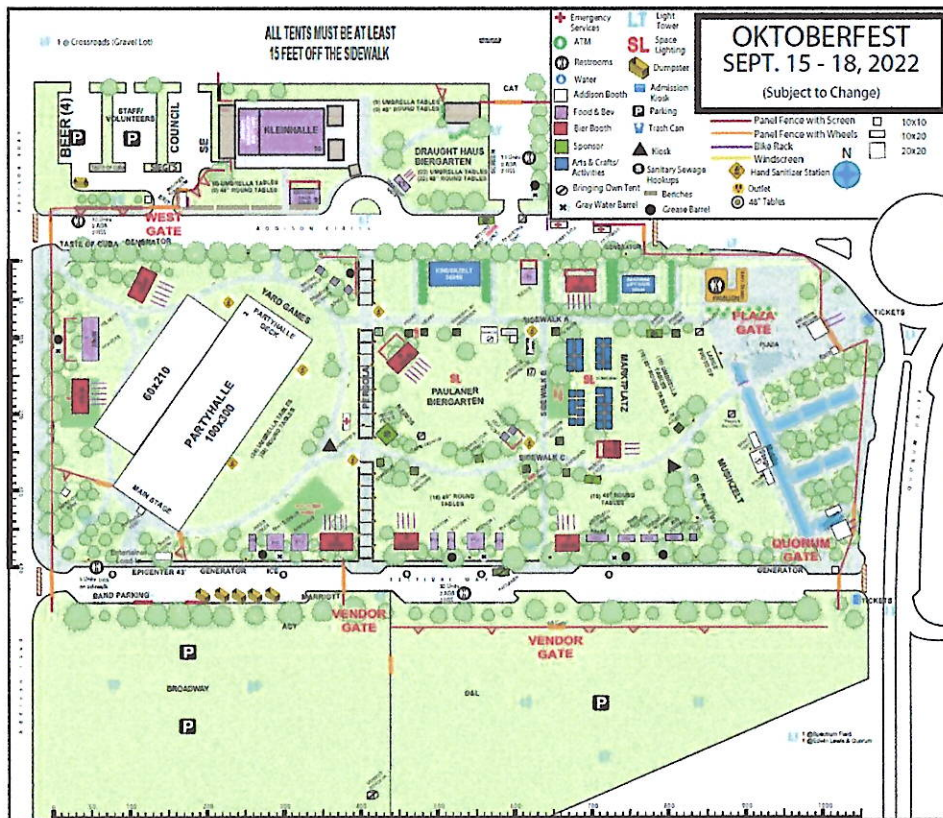
Taste Addison:



Addison Kaboom Town:



Addison Oktoberfest:



Addison After Dark:



Fee Structure:

TASTE ADDISON NEEDS		
Description	Qty	Price
Banners		
Hang Addison provided 2'x10' Banner w/ conduit	12	918.00
Hang Addison provided 2'x20' Banner w/ conduit	11	932.00
Hang Addison provided 2'x30' Banner w/ conduit	1	93.00
Hang Addison provided 2'x40' Banner w/ conduit		
Hang Addison provided 5'x20' Banner w/ conduit	3	254.25
Hang Addison provided 5'x60' Banner w/ conduit		
Hang Addison provided flags on light poles	8	480.00
Hang Addison provided banners of various sizes	20	1200.00
Entry		
Entrance Truss (3) 9.84' truss, (3) 36" steel truss base, (3) custom branded truss covers, (3) custom printed graphic, (3) custom bulb and socket, (3) white truss plate.	3	778.00
Bowl Stage		
White fence panel	37	1665.00
water barrels with covers	6	168.00.

Picnic table	8	680.00
The Grove		
Lighted entrance	1	795.00
Custom printed graphics	1	995.00
String light pole	6	1410.00
String lights	6	750.00
Adirondack chair	12	540.00
The Garden		
Rustic highboy table	8	760.00
Garden statue	3	675.00
String light pole	3	705.00
String lights	3	235.00
Infant Care Lounge		
White rocking chairs	2	130.00
Main Stage		
Outdoor sofa	1	375.00
Outdoor loveseat	1	250.00
VIP		
Bar	1	250.00
Back bar	1	250.00
Crystal chandelier	6	570.00
Photo op wall	1	550.00
Graphic design fee	1	255.00
Family Fun Lawn		
Western entrance	1	1095.00
Crawfish statue	1	225.00
Taste Addison face cut out photo op	1	595.0
Feather flags (multiple colors) w/ sandbags	6	528.00
Equipment		
Boom lifts	2	4035.00
Golf cars	2	1815.00
Delivery Fees	1	6240.00
Damage Protection Plan	1	1746.93

KABOOM NEEDS		
Description	Qty	Price
Banners		
Hang Addison provided 2'x10' Banner w/ conduit	17	1300.05
Hang Addison provided 2'x20' Banner w/ conduit	10	847.72
Hang Addison provided 2'x30' Banner w/ conduit		
Hang Addison provided 2'x40' Banner w/ conduit		
Hang Addison provided 5'x20' Banner w/ conduit	3	254.25
Hang Addison provided 5'x60' Banner w/ conduit		
Hang Addison provided flags on light poles		

Hang Addison provided banners of various sizes	20	1200.00
Entry		
Entrance Truss (3) 9.84' truss, (3) 36" steel truss base, (3) custom branded truss covers, (3) custom printed graphic, (3) custom bulb and socket, (3) white truss plate.	3	778.50
water barrels with covers	7	196.00
Bowl Stage		
White fence panel	37	1665.00
water barrels with covers	6	168.00
Main Stage		
12" American flag on stick 8"x12" on 24" stick	50	127.50
American flag bunting	12	420.00
Infant Care Lounge		
White rocking chairs	2	130.00
VIP		
American flag bunting	20	700.00
Red, white and blue ceiling treatment (1 velon roll of each color)	1	995.00
American flag 10'x15' hung on wall	1	85.00
8'x8' patriotic photo op	1	680.00
Stature of Liberty	1	225.00
American flag with stand	1	55.00
Equipment		
Boom lifts	2	4035.50
Golf cars	2	1815.00
Delivery Fees	1	3920.00
Damage Protection Plan	1	1097.40

OKTOBERFEST NEEDS		
Description	Qty	Price
Banners		
Hang Addison provided 2'x10' Banner w/ conduit	6	459.00
Hang Addison provided 2'x20' Banner w/ conduit	4	339.00
Hang Addison provided 2'x30' Banner w/ conduit		
Hang Addison provided 2'x40' Banner w/ conduit	1	101.25
Hang Addison provided 5'x20' Banner w/ conduit	3	254.25
Hang Addison provided 5'x60' Banner w/ conduit	1	117.75
Hang Addison provided flags on light poles	25	1500.00
Hang Addison provided banners of various sizes	20	1200.00
Entry		
Entrance Truss (3) 9.84' truss, (3) 36" steel truss base, (3) custom branded truss covers, (3) custom printed graphic, (3) custom bulb and socket, (3) white truss plate.	3	778.50
Muzikzelt		
White fence panel	40	1600.00

water barrels with covers	6	168.00
Partyhalle		
New yearly banner 36"x124.75" graphic design provided by Addison	1	350.00
Labor to hang 32+ yearly banners in tent	1	985.00
Labor to hang sponsor provided flags in tent	1	985.00
Royal blue ceiling treatment (5) 50lb rolls of blue velon	1	1905.00
Hang sponsor provided ceiling treatment	1	695.00
Hang backdrop	1	325.00
Rustic sign holder	2	110.00
Rustic sign holder printed graphic with design fee	2	240.00
Texas flag 3'x5'	1	35.00
German flag 3'x5'	1	35.00
American flag 4'x6'	1	35.00
Rustic bench	12	300.00
Kleinhalle		
Wooden Kleinhalle entrance	2	1990.00
Graphic design fee and sign for entrance	1	300.00
Hang small yearly banners	32	1920.00
Print new small yearly banner	1	225.00
Blue vinyl ceiling treatment	1	995.00
LED up lights battery powered	8	360.00
Rustic highboy tables	15	1125.00
Rustic bar stool	42	504.00
Industrial bar stool	20	600.00
8' rustic table	8	1000.00
Rustic bench	16	480.00
Oversized howdy Texas postcard	1	650.00
Antler chandelier	7	1015.00
Rustic bar	1	311.00
Photo Op Scenic View		
Wooden Oktoberfest entrance columns	1	250.00
Backdrop	1	795.00
Split rail fence 6'	6	330.00
Split rail fence 4'	2	70.00
Pumpkins	12	180.00
Mums	8	96.00
Faux hay bale	4	120.00
Addison Oktoberfest shield	1	50.00
Photo Op Face Cut Out		
Oktoberfest adult cut out photo op	1	195.00
Oktoberfest child cut out photo op	1	195.00
Stage platform step	2	30.00
Large whiskey barrel	3	135.00
Medium whiskey barrel	2	50.00

Small whiskey barrel	2	40.00
Photo Op Cut Outs		
7' armadillo	1	595.00
7' longhorn	1	595.00
7' boot	1	595.00
7' cowboy hat	1	595.00
7' stein	1	595.00
Wooden Oktoberfest entrance	1	1595.00
Dachshund Dog Races (install Sunday morning)		
2'x8' white lattice panels	24	1320.00
Custom Dachshund entrance	1	1395.00
Infant Care Lounge		
White rocking chairs	2	130.00
Equipment		
Boom lifts	2	4035.00
Golf cars	2	1815.00
Delivery Fees	1	9950.00
Damage Protection Plan	1	2785.56

ADDISON AFTER DARK NEEDS		
Description	Qty	Price
Hang Addison provided 2'x10' Banner w/ conduit	1	68.25
Hang Addison provided 2'x20' Banner w/ conduit	1	84.75
Hang Addison provided banners of various sizes	2	120.00
Photo ops vary by event		
Rentals vary by event		
Delivery Fees Varies – based on order total	1	varies
Damage Protection Plan 7% of the rental total	1	varies



References

Town of Addison

Shag Carpet has provided rental support for Taste of Addison, Kaboomtown, Oktoberfest and Addison After Dark programs for the past several years.

Town of Addison

PO Box 9010

Addison TX. 75001

Monica Marsh mmarsh@addisontx.gov

972-450-6281

City of Highland Village

Annual Christmas at Doubletree Ranch Park. Shag Carpet has provided themed décor and printed backdrops for photo activations and visits with Santa.

City of Highland Village

1000 Highland Village Road

Highland Village TX. 75077

Andra Foreman eforeman@highlandvillage.org

972-317-7430

Coppell ISD

Shag Carpet has supplied various themed décor for Homecomings and Proms held in various locations for the past 4 years.

Coppell High School

185 West Parkway Blvd

Coppell TX. 75019

Benjamin Stroud Bstroud@Coppellisd.com

972-746-6223

Downtown Dallas Inc.

Series of themed special events throughout the year held various locations in downtown Dallas. Shag Carpet has provided themed décor for various holiday events.

Downtown Dallas Inc.

901 Main Street

Ste. 7100

Dallas TX 75202

Juan Galvan galvan@downtowndallas.com



Chefs For Farmers – Annual Food and Wine Festival held at Dallas Heritage Village held the first weekend in November. Shag Carpet has provided themed décor, chef stations and custom signage.

Chefs For Farmers

3225 Turtle Creek Blvd

Dallas TX. 75219

Kristin Ramos kristin@teama21.com

305.984.2460



Town of Addison

Designed Personally For You By
Barbara McAfee

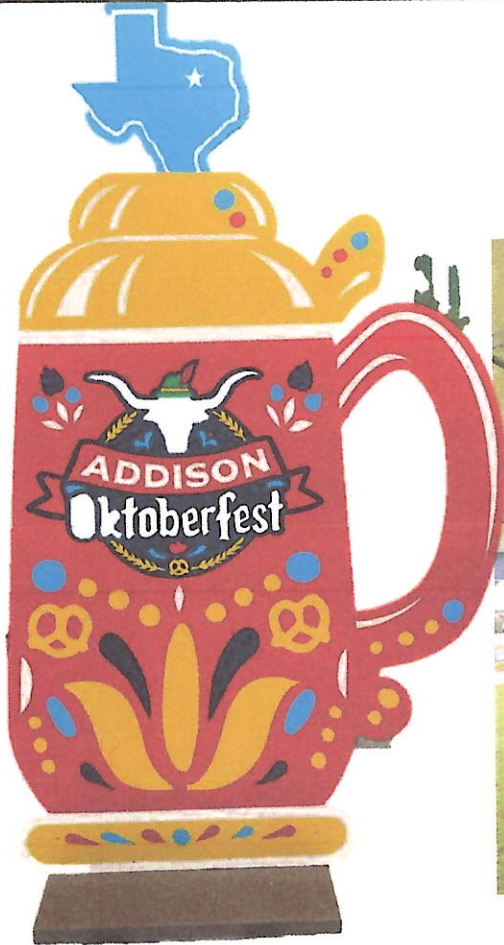
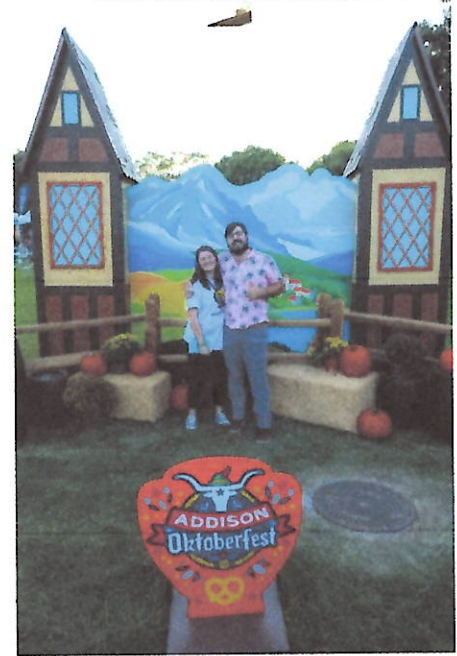
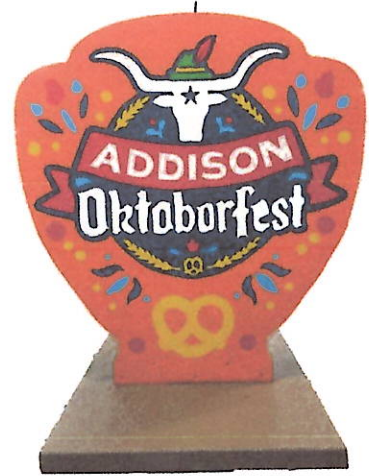
214.367.6362 | Barbara@shagcarpet.com

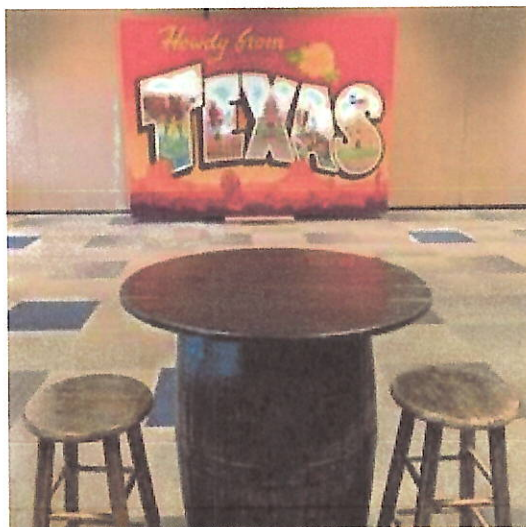
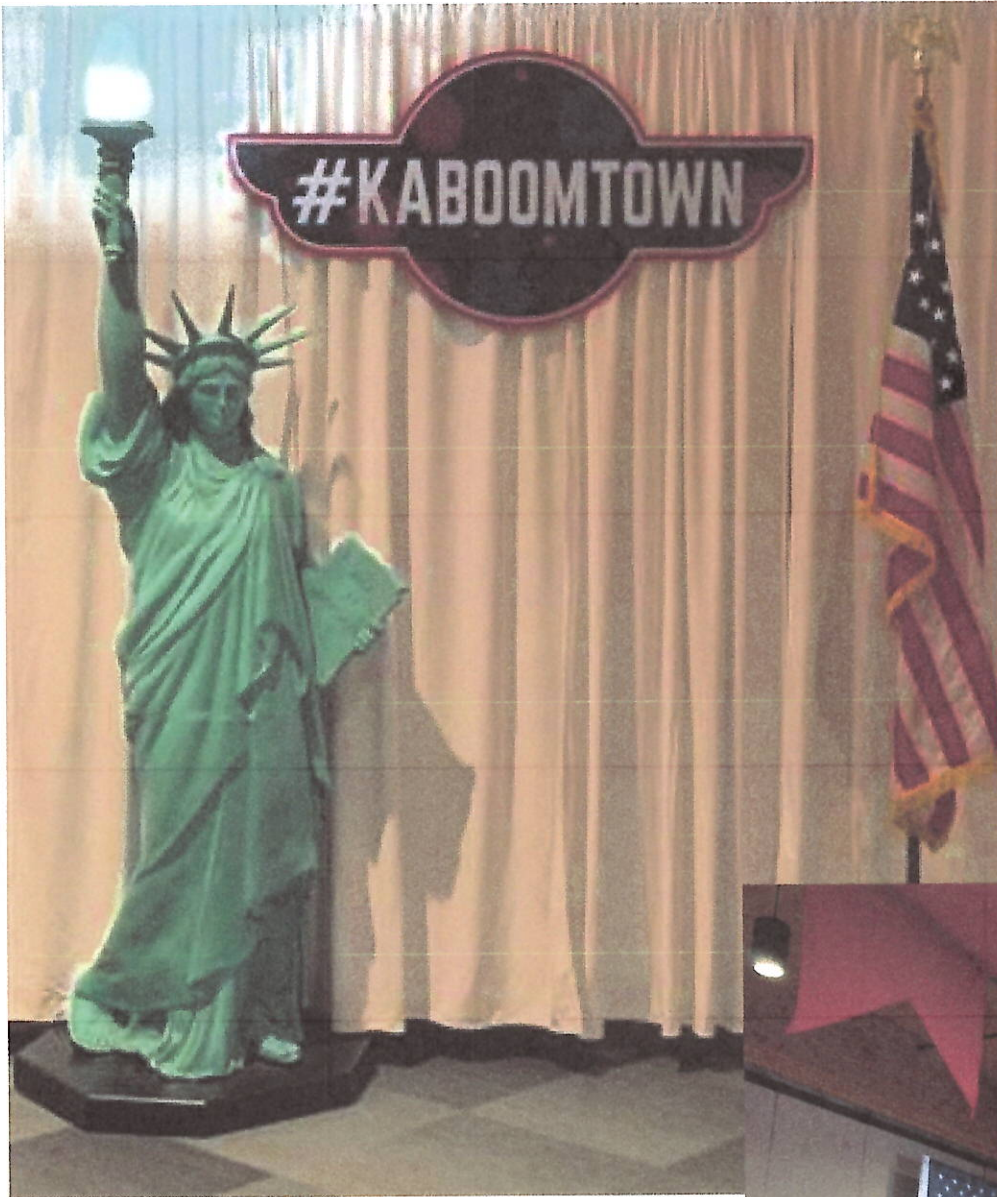
View our full line of inventory at:

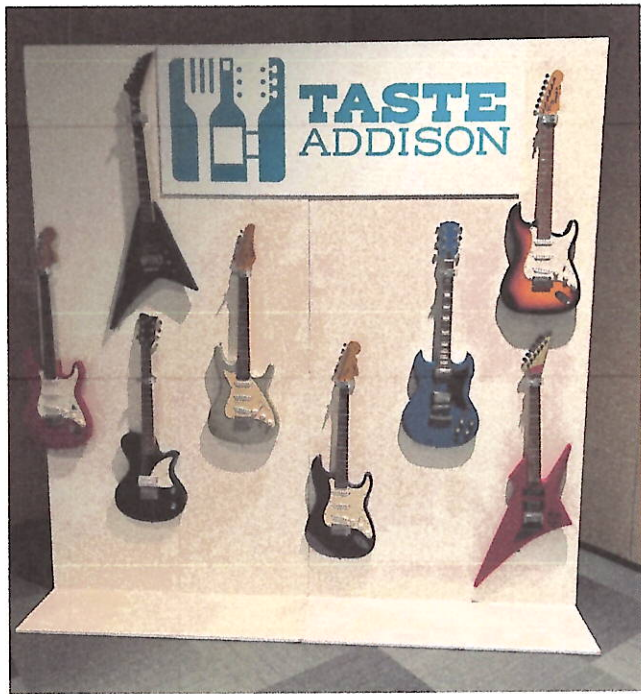
www.shagcarpetprops.com













THANK YOU

SHAG
CARPET

PROP RENTALS



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#: RFP# 23-33 Décor Services for Addison Special Events

Company Name: Shag Carpet Productions

Signature: 

Date: 1/23/2023

Information and Instruction Form

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

Section I Company Profile

Name of Business: Shag Carpet Prop Rentals

Business Address:

3184 Quebec Street

Dallas, TX 75247

Contact Name: Barbara McAfee

Phone#: 214.367.6362

Fax#: 214.742.5249

Email: Barbara@shagcarpet.com

Name(s) Title of Authorized Company Officers: Gary Peto

Federal ID #:75-2894670

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

DUN #:027643001

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

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 342 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: *Barbara McFee* Date: *1/23/2023*

Title: Sales Account Manager

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

10/17/17

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. 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>TOWN OF ADDISON to be provided a WAIVER OF SUBROGATION AND 30 DAY NOTICE OF CANCELLATION or material change in coverage.</u> Insurance company must be A-:VII rated or above.
2. Commercial General (Public) 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>TOWN OF ADDISON to be listed as ADDITIONAL INSURED and provided 30 DAY NOTICE OF CANCELLATION or material change in coverage.</u> 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>TOWN OF ADDISON to be listed as ADDITIONAL INSURED and provided 30 DAY NOTICE OF CANCELLATION or material change in coverage.</u> 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 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 RFP# 23-33 Décor Services for Addison Special Events

Company Shag Carpet Productions

Printed Name: Barbara McAfee

Signature: Barbara McAfee **Date:** 1/23/2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency, Inc. 500 W. 13TH Fort Worth TX 76102	CONTACT NAME: David Jensen PHONE (A/C, No., Ext): 817-349-2417 E-MAIL ADDRESS: djensen@higginbotham.net	FAX (A/C, No.): 817-347-6981													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Employers Mutual Casualty Company</td> <td>21415</td> </tr> <tr> <td>INSURER B : Markel American Insurance Company</td> <td>28932</td> </tr> <tr> <td>INSURER C : Acuity A Mutual Insurance Company</td> <td>14184</td> </tr> <tr> <td>INSURER D : Texas Mutual Insurance Company</td> <td>22945</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Employers Mutual Casualty Company	21415	INSURER B : Markel American Insurance Company	28932	INSURER C : Acuity A Mutual Insurance Company	14184	INSURER D : Texas Mutual Insurance Company	22945	INSURER E :		INSURER F :
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INSURED SHAGC
 Shag Carpet Productions, Inc.
 Corporate Gaming Inc. dba Game On!
 502 S 2nd Avenue
 Dallas TX 75226

COVERAGES **CERTIFICATE NUMBER:** 526812253 **REVISION NUMBER:**

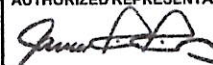
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		5D72685	7/20/2022	7/20/2023	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
							\$
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		ZG3066	7/20/2022	7/20/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		MKLM4UL100901	7/20/2022	7/20/2023	EACH OCCURRENCE	\$ 5,000,000
						AGGREGATE	\$ 5,000,000
							\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	2051351	7/20/2022	7/20/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ 1,000,000 \$ 1,000,000 \$ 1,000,000
A	Rented/Leased Equipment		5C72685	7/20/2022	7/20/2023	Limit Max Per Item	2,000,000 \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The General Liability and Automobile Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status and the General Liability, Automobile Liability and Workers' Compensation policy includes a blanket waiver of subrogation endorsement to the certificate holder that requires such status.

The General Liability and Automobile Liability policies have a blanket Primary & Non Contributory endorsement that affords that coverage to certificate holders only where there is a written contract between the Named Insured and the certificate holder that requires such status

The Umbrella policy is follow form.
 See Attached...

CERTIFICATE HOLDER Town of Addison 16801 Westgrove Drive P.O. Box 9010 Addison TX 75001	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ADDITIONAL REMARKS SCHEDULE

AGENCY Higginbotham Insurance Agency, Inc.		NAMED INSURED Shag Carpet Productions, Inc. Corporate Gaming Inc. dba Game On! 502 S 2nd Avenue Dallas TX 75226	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The General Liability, Automobile Liability and Workers Comp policies includes an endorsement providing that 30 days notice of cancellation will be furnished to the certificate holder.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Shag Carpet Productions Inc	
2 Business name/disregarded entity name, if different from above Shag Carpet	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 3184 Quebec Street	Requester's name and address (optional)
6 City, state, and ZIP code Dallas TX 75247	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																																																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																																			
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 25px; height: 25px; text-align: center;">7</td> <td style="width: 25px; height: 25px; text-align: center;">5</td> <td style="width: 25px; height: 25px; text-align: center;">-</td> <td style="width: 25px; height: 25px; text-align: center;">2</td> <td style="width: 25px; height: 25px; text-align: center;">8</td> <td style="width: 25px; height: 25px; text-align: center;">9</td> <td style="width: 25px; height: 25px; text-align: center;">4</td> <td style="width: 25px; height: 25px; text-align: center;">6</td> <td style="width: 25px; height: 25px; text-align: center;">7</td> <td style="width: 25px; height: 25px; text-align: center;">0</td> </tr> </table>	Social security number																				or										Employer identification number										7	5	-	2	8	9	4	6	7	0
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or																																																			
Employer identification number																																																			
7	5	-	2	8	9	4	6	7	0																																										

Part II Certification	
Under penalties of perjury, I certify that:	
<ol style="list-style-type: none"> 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. 	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶	Date ▶ 1-3-23
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.