

ACT EVENT SERVICES

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**RFP# 23-32 Town of Addison
Trash and Cleaning Services for Addison Special Events**

RFP# 23-32

Title Page

Table of Contents

Company Background

Work Methodology

Pricing

References

Required Forms

List of Clients

ACT Event Services

WE EXCEL IN EVENT SERVICES!

COMPANY HISTORY

ACT Event Services, was formed in 1986. Our goal then, as it is now, is to be the premier service provider for event, athletic planning, cleaning office buildings, catering and special services. Our service objective is to provide “complete event, office buildings and athletic services” as a support to our customers. These services are provided to a wide variety of events, including corporate outings, sporting events, private parties, marathons, convention centers, hospitals, buildings, foundations, concerts, cities and towns.

In the beginning, ACT Services was focused primarily on pre, during and after event cleaning for special events, athletic events, stadiums, arenas, theaters, conventions and concerts. However, upon requests from clients, ACT expanded its service offerings to include:

- Day to day Cleaning for Office Buildings
- Cleaning Carpets, all Types of Flooring, Restrooms, Offices, Meeting Rooms and Classrooms
- Providing Tents, Street Sweepers, and Barricades
- Construction Maintenance and Final Cleaning
- Construction Site Labor (Temporary)
- Supplying temporary Barricades, Fencing, Stages, Port-o-lets and Bleachers
- Portable Heating, Cooling, Power Units and Lighting Units
- Set up of 200 complete Volleyball courts for tournaments at Convention Centers
- Logo and Field Painting, Roof Top and Field Logos and Field Stencils
- Set up, cleaning and tear down for Events, Catering, Weddings, Bars, Marathons, Sporting Events
- Roll off Dumpsters for Special Events, Buildings and Final Cleans
- Parking Lots Sweeping and Stripping
- Stadium Painting and Field set up for all Sporting Activities
- Set up and Staffing for Private Parties and Corporate Events
- Set up Staging, Floor Covering and Terra – Plast Grass Field Covering
- Recycling Programs
- ACT can provide Tables, Chairs, Pipe & Drape and any other Rentals you might need
- Power Washing for all types of flooring, parking lots, buildings, equipment and sidewalks
- We have come to be known as the leader for cleaning services for Entertainment and Athletic venues in Dallas/Fort Worth, Austin and San Antonio

COMPANY EXPERIENCE

During the 34 years that we have been in business, we have had the privilege to serve numerous customers, among which are some of the following:

- 9 Years Klyde Warren Park
- 20 Years working with SMU, including work at Gerald Ford Stadium (previously Ownby Stadium), Moody Coliseum, McFarlin Auditorium, all Special Events and all Summer Events
- 30 Years working with GEXA Energy Pavilion (formerly Starlpex)
- 30 Years working with the Cotton Bowl
- 30 Years working with State Fair of Texas
- 29 Years of working with the University of North Texas
- 10 Years cleaning with Texas Instruments and American Airlines on special projects
- 11 Years Providing cleaning services for Hurricane Harbor and Six Flags of Texas
- 21 Years Town of Addison
- 23 Years City of Richardson
- 21 Years Byron Nelson Championship Golf Tournaments
- 19 Years Greenville Commerce Association "St. Patty's Parade & Block Party"
- 27 Years Dallas Cowboys Stadium Corporation Special Events, Cleaning and Chair Set Up
- 10 Years Live Nation World Wide at Cowboy Stadium floor changes
- 20 Years DALLAS children's health HOLIDAY PARADE provides Pre, During & Post Cleaning, Fencing, Bleachers, Barricades and Street Cleaning
- 29 Years at City of Dallas Fair Park at thousands of functions and events of all types
- 4 Years City of Dallas Office of Cultural Affairs Venues (Majestic Theater, Moody Hall)
- 4 Years Live Nation Toyota Music Factory Venue

BIOGRAPHIES OF KEY MANAGEMENT

John Miller, President and CEO

John began his career in the Navy after attending the University of North Texas. After completing 6 years in the service, he returned to his home in Dallas to join Sunny Isles, his family-owned business, as its VP of Operations and Sales. During the 9 years that he worked at Sunny Isles, he helped establish a military exchange program and oversaw construction of five more manufacturing plants.

After selling the family-owned business, John then co-founded a Dallas-based Holding Company Business which included industries such as miscellaneous steel fabrication, retail automotive service, air-charter services and aircraft maintenance and repair. He later sold his interest to his partner in order to establish ACT Event Services.

ACT Event Services was started in 1986, based on his numerous contacts in the related service fields, John recognized the need for a diversified cleaning company with the ability to handle unique cleaning requirements in the Dallas/Fort Worth area.

David E. Chisum, CFO

David completed his BBA degree in accounting in 1977 at Baylor University. He was awarded his CPA from the State of Texas in 1978. He spent his first four years out of college working for a national CPA firm.

Since that time, he has served as the senior financial officer of a variety of service and manufacturing companies, including several that were listed on the NASDAQ stock market. With over 20 years of experience, David provides an extensive resource to ACT Event Services to manage its financial and IT systems operations as it continues its rapid expansion.

Chris Golightly, SVP of Operations

Chris, who is a Dallas native, has over 35 years of experience in building maintenance, Event services, management and operations.

He served as a DFW Operations Manager for 7 years with Jani-King the largest International Building Maintenance Franchiser in the World. Was responsible for over 480 buildings and 25 million sq.ft., before incorporating his own company in this field. Platinum Enterprises, Inc. produced annual company revenue of over 3 million dollars. Chris has been trained in all aspects of janitorial sanitization and cleaning. With certificates in bloodborne pathogen, team cleaning, OSHA building safety protocols, mold remediation and trained in the GBAC Facility Accreditation program

Since joining ACT in June of 2006, Chris manages ACT's Event Division and has helped with all aspects of management with the Construction Division as well. He has had project management responsibilities with the Cotton Bowl, Six Flags Over Texas, The State Fair of Texas, University of North Texas, Dallas Cowboys, City of Dallas, Town of Addison and Dos Equis Pavilion.

Bradley Golightly VP of Operations

Brad Golightly started as Vice President of Operations with ACT a decade ago and he is the person that makes the “rubber meet the road” so to speak. He managed day to day operations for Hilton Hotels for many years so he was a logical choice as VP of Operations here at ACT.

Brad turns all of the customer bids and requests into actionable information. With a unique system of managing, Brad is customer focused and ready to handle the most complicated situations with poise and calm. Being able to think outside the box is a must in the work environment of ACT and Brad does so with poise and adroitness. Some events require management of hundreds of employees and Brad is equipped with the tools necessary to get the job done competently and promptly. He is a necessary part of what makes ACT simply one of the best in the business.

ACT Event Services

WE EXCEL IN EVENT SERVICES!

WORK METHODOLOGY

ACT Services, since inception has always maintained a professional work ethic and methodology in all its endeavors. The system of Team Cleaning, breaking projects down to Quadrants primarily on pre, during and after event cleaning for special events, athletic events, stadiums, arenas, theaters, conventions and concerts has constantly been a winner for both the Client & their guests.

- Using only seasoned professionals in Management & Supervisor ranks
- Mapping each venue into quadrants with a specific group of restroom specialist
- ACT has a proven track record as a premier service provider for event planning, cleaning, catering, fencing, event rentals and ACT is known for delivering high-end service to its clients and patrons. ACT can provide the professional level of customer service that Rough Riders requires from all of its contractors.
- Proprietary Biometric Punch-in system is used for accuracy of payroll & billing. Since ACT invoices on actual time devoted to project/Client and NOT in all inclusive pricing, that does not allow for economies of scale and opportunities to reduce costs for client
- ACT Event Services, Inc. meets and exceeds all qualifications as outlined in this RFB. This written presentation will demonstrate this statement throughout its entirety. ACT has 26 years of extensive expertise in today's arenas and stadiums seating anywhere from 15,000-92,100 people and cleaning up after a concert or major sports event is no small matter. ACT, believes that using teams of cleaning specialists is the best way to optimize labor while ensuring cleaning quality and value for its clients. The 26 years of exceptional service to our clients further exemplifies our qualifications as requested.
- The real core of our business is teamwork! You have our commitment that ACT (John, Frank Chris Tim, Chris B. & Jack) and our staff will work together with Rough Rider Management personnel to create a team that will successfully handle any event.
- Act Services always has been able to recruit and maintain local employees up to 600 during State Fair of Texas instead of temporary workers that don't have any reasonable expectations of job security. Our Supervisors are carefully screened, based on performance, longevity with our Company and with strong bilingual abilities for customer interaction & meeting their expectations and providing that "Familiar Face".
- Your service concerns are addressed by our on-site managers who are empowered to resolve the situation expeditious, and solutions are applied to potential problems instead of having to find someone to fix problems



ADDISON

INVITATION TO BID

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

Bid No: 23-32

Bid Name: Trash and Cleaning 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 trash and cleaning services at Taste Addison, Addison Kaboom Town!®, Addison Oktoberfest and Addison After Dark including but not limited to all personnel, equipment, cleaning and sanitation supplies.

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 beer.
 - 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 trash and cleaning services for Taste Addison, Addison Kaboom Town!®, Addison Oktoberfest and Addison After Dark including but not limited to all personnel, equipment, cleaning and sanitation supplies. The Town has outlined its requirements below.

General Setup Provisions: Cleaning equipment, cleaning supplies, toiletries, trash cans, etc. shall be in good working condition with a clean appearance, free from safety hazards. Damaged, malfunctioning, or unsafe equipment and products shall not be accepted.

General Personnel Provisions: Vendor shall provide trained personnel in uniform to remain onsite for the duration of the event. Vendor will be responsible for providing personnel meals and water for set up, the duration of the event and event tear down. Attendants shall keep the entire event site clean during all hours of the event and shall remain onsite after the event closes to ensure the event and parking areas are clean for the next day.

Vendor will be responsible for trash management including but not limited to:

- Attendants shall pick up trash on the entire event site, including all tents, restrooms both permanent and portables, surrounding parks, on/off site parking garages and parking lots, streets, sidewalks, etc. Vendor is responsible for transporting attendants to all offsite locations.
- Attendants shall pick up trash on the event site which includes but is not limited to food, debris, pet waste, human waste, broken glass, etc.
- Attendants shall pick up food and/or any debris and discard it into a cardboard or plastic trash receptacles then transport full, tied bags to the dumpsters.
- Attendants shall empty permanent trash receptacles within the park and replace with a clean liner.
- Attendants shall empty indoor trash receptacles for buildings included in the event site.
- At no time shall full trash bags be left lying on the ground visible to event patrons.
- Full trash bags shall not be stockpiled for pickup later.
- Attendants shall fill and compact liner bags at least three quarters full to avoid wasting bags.
- Attendants shall restock and have full access to the trash container liners during the event.
- Attendants shall empty recycling receptacles and place in labeled recycle dumpster. Recycling liners will be giving to vendor on the first day of the event.

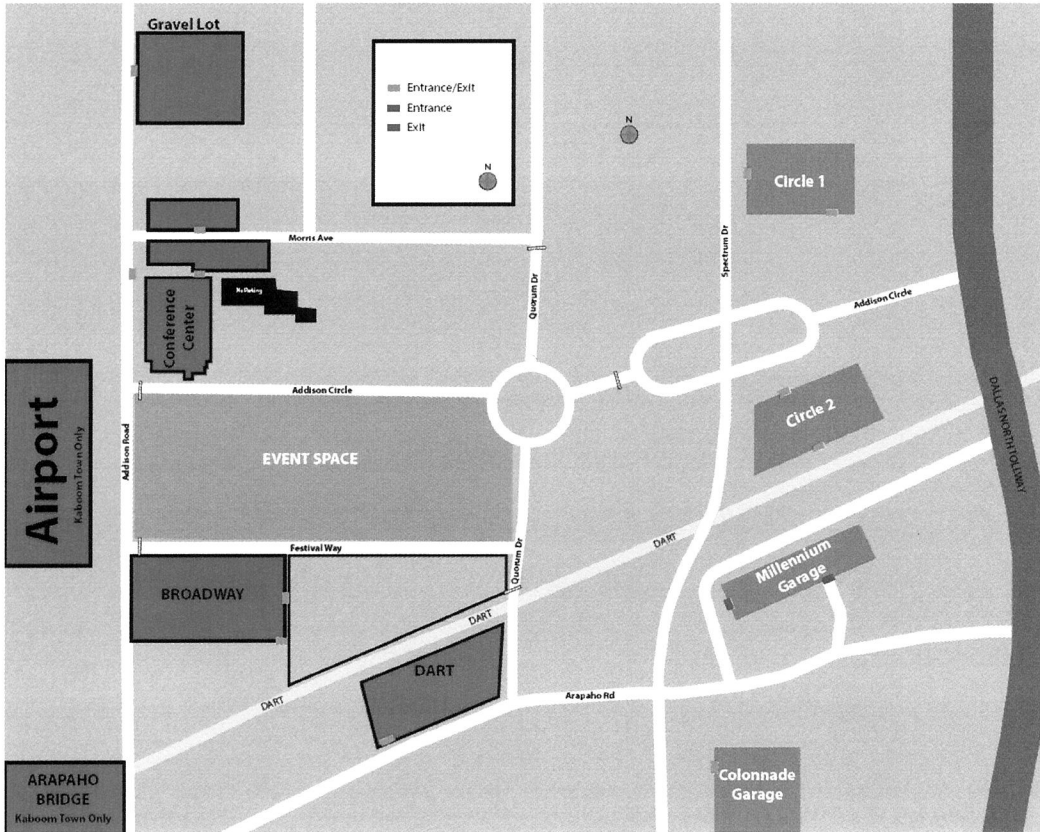
Vendor will be responsible for cleaning management including but not limited to:

- Attendants are responsible for the cleanliness of restrooms, including those inside the Addison Conference and Theatre Centre, pavilion, and portables.
- Attendants are responsible for the replenishment of restrooms supplies including but not limited to toilet paper, hand soap, hand sanitizer, paper towels, etc.
- Attendants are responsible for cleaning and sanitizing the event site, including but not limited to tables, chairs, restrooms, indoor facilities, etc.
- Attendants are responsible for mopping restrooms, dance floors, etc.
- Attendants are responsible for supplying towels to dry off tables and chairs after inclement weather.
- Attendants are responsible for vacuuming indoor areas. Vendor to supply vacuum cleaner.

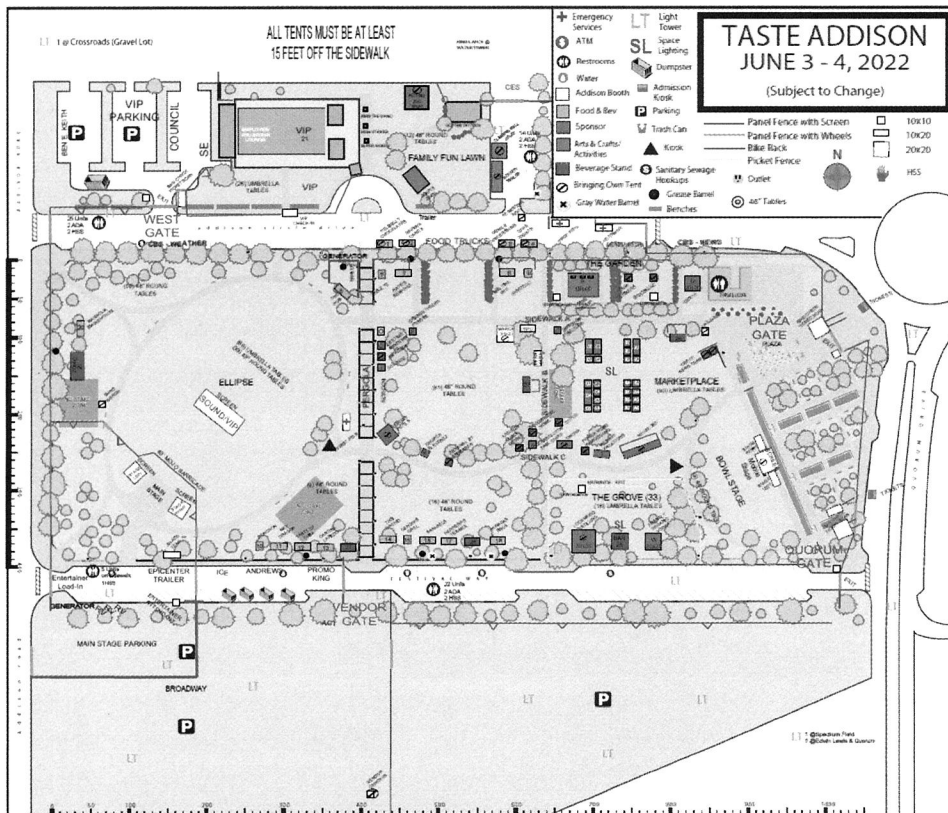
General Operating Provisions:

All services provided shall be done in a courteous and orderly manner with a minimum of inconvenience to the event producers and attendees. All personnel shall be appropriately and neatly dressed, in clearly identifiable uniforms that are the same color and bearing the company logo, at all times while on the property. Shirts must be worn at all times. Gym shorts and tank tops are not appropriate dress. Sturdy, safe footwear must also be worn along with safety vests when required. No music will be allowed to be played by personnel while on property. The Town of Addison will pay for actual hours worked. A copy of the timesheets for attendants shall be sent with the invoice. Vendor must obtain written permission from the Town of Addison event site coordinator to exceed the actual number of hours worked that are stated in this bid. Addison reserves the right to require more or less personnel, hours and/or sanitation supplies than listed in each section.

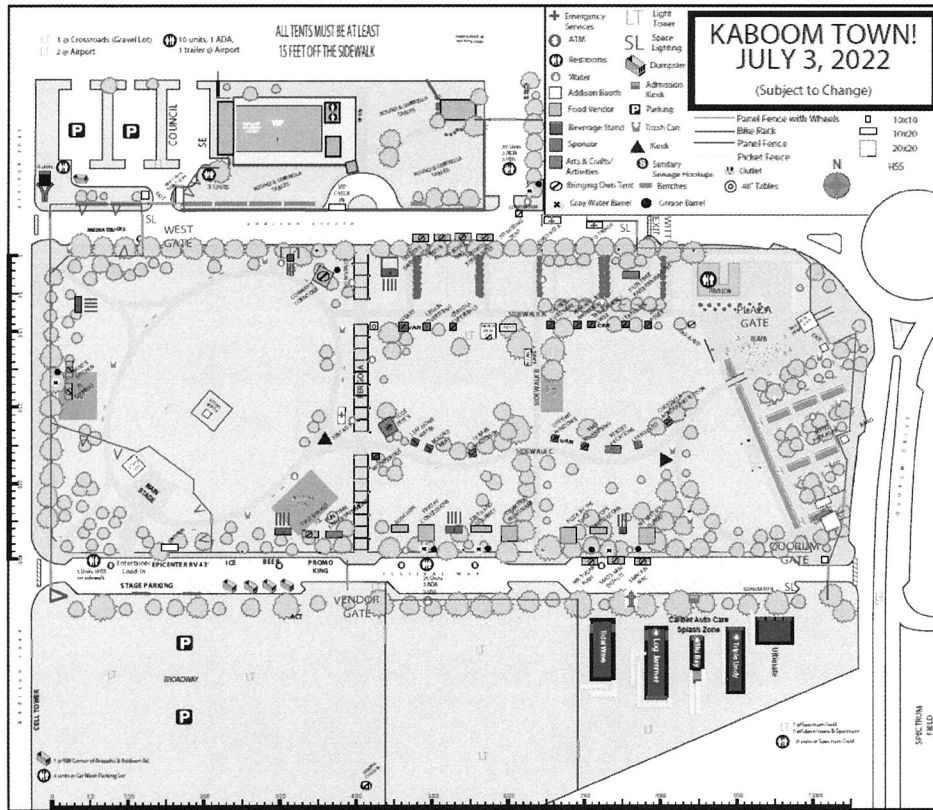
Parking Garages:



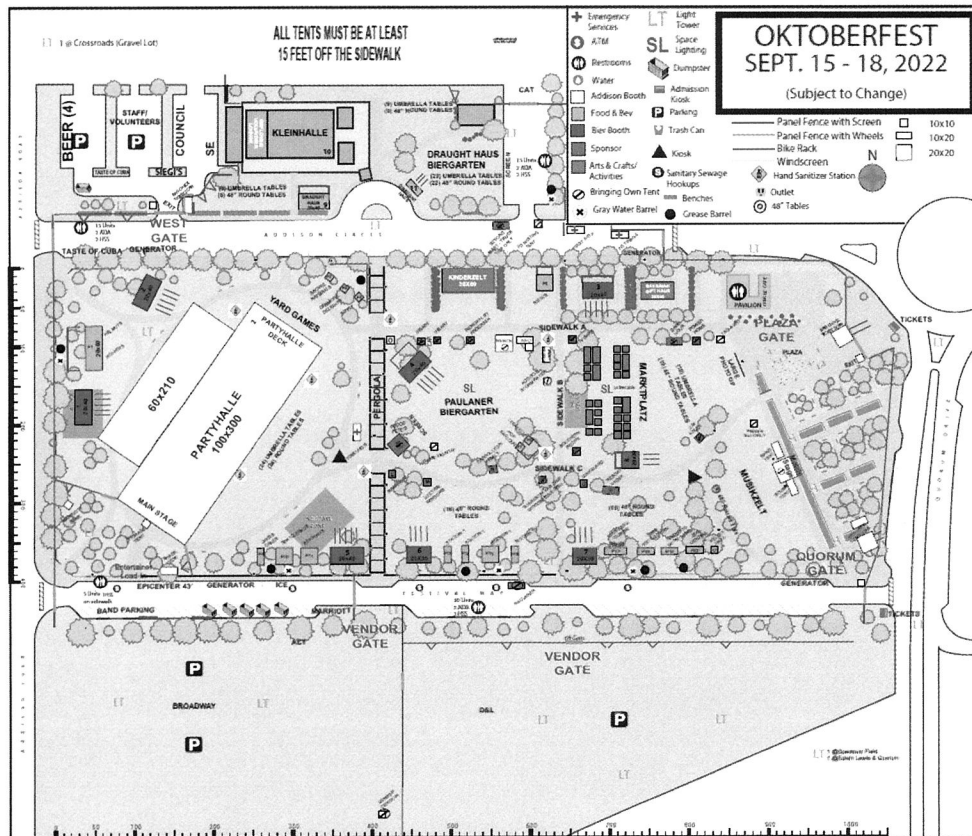
Taste Addison:



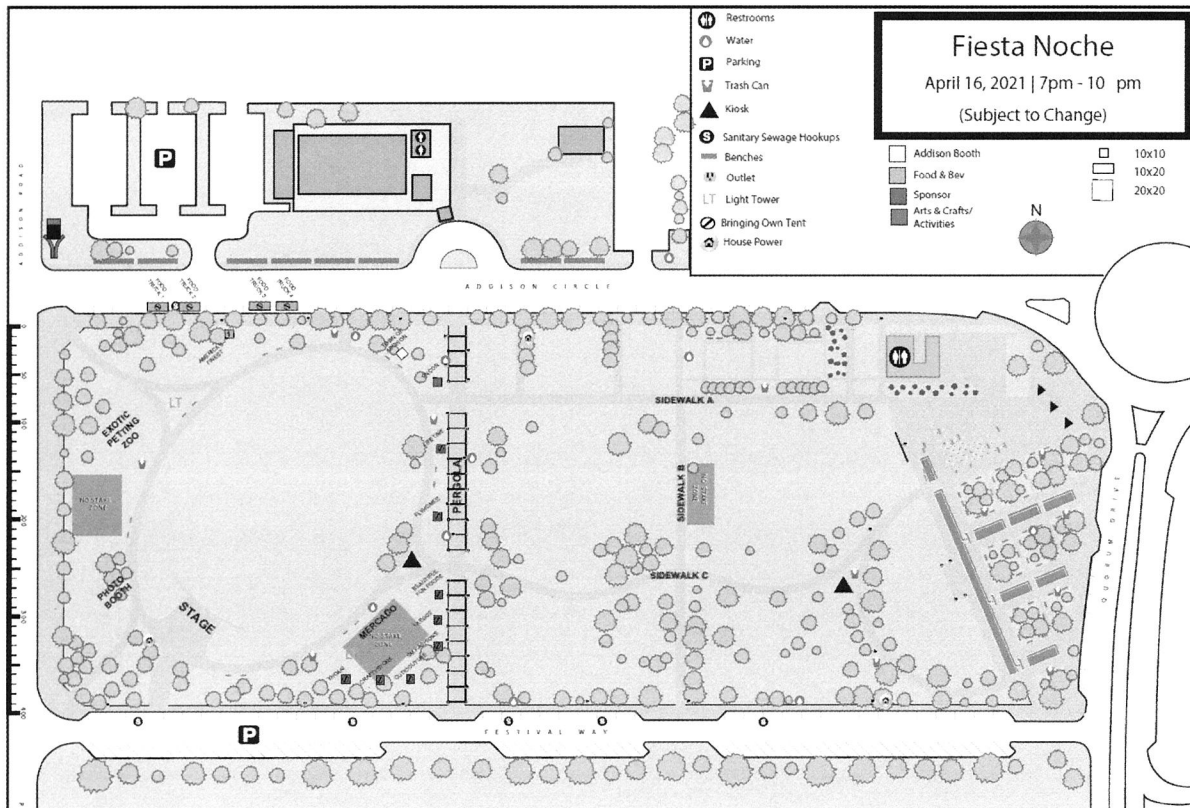
Addison Kaboom Town:



Addison Oktoberfest:



Addison After Dark:



Fee Structure:

TASTE ADDISON NEEDS							
Description	Notes	Qty	Hourly Price	Flat Fee	Date	Estimated Hours	Total Hours
Friday							
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	34	17.50	5950.	6/3/2023	4PM-2AM	10
Working Supervisor		4	25.50	1020.	6/3/2023	4PM-2AM	10
Manager		1	32.50	325.	6/3/2023	4PM-2AM	10
Maids & Porters	Male and Female specific restroom attendants.	4	17.50	700.	6/3/2023	4PM-2AM	10
Recycling Attendants		2	17.50	315.	6/3/2023	5PM-2AM	9
Saturday							
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	15	17.50	2104	6/4/2023	12PM-8PM	8
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	40	17.50	5600	6/4/2023	7PM-3AM	8
Working Supervisor		5	25.50	1920	6/4/2023	12PM-3AM	15

Manager		1	32.50	488.	6/4/2023	12PM-3AM	15
Maids & Porters	Male and Female specific restroom attendants.	4	17.50	980.	6/4/2023	12PM-2AM	14
Recycling Crew		6	17.50	1470.	6/4/2023	10AM-2AM	14
Sunday							
Attendants	Trash pickup for Grounds	10	17.50	788.	6/5/2023	9:30AM-2PM	4.5
Working Supervisor		2	25.50	230.	6/5/2023	9:30AM-2PM	4.5
Manager		1	32.50	146.	6/5/2023	9:30AM-2PM	4.5
Supplies							
Towels	Dry off tables and chairs after inclement weather.		75.00				
Hand Soap	Supply commercial hand soap refills or retail sized hand soap dispensers for restrooms in buildings.		16.50gl				
Hand Sanitizer	Supply hand sanitizer refills or retail sized hand sanitizer dispensers for buildings.		26.50ea				
Sanitation Supplies	Cleaning products and supplies for restrooms, floors, and other hard surfaces.		included				
Case of Toilet Paper	Cored (pavilion) and non-cored (ACTC & portables), regular sized, 2-ply toilet paper.		74.25				
Cases of Trash Bags	43x48 extra heavy weight 1.7 mil trash can liner	55	58.25	3204.			
Trash Boxes			9.50ea				
Rentals							
Vacuum Rental	Supply vacuum to clean interior buildings and hallways.		75				
Plastic Trash Cans	Spread throughout event grounds.	270	10.00	2700.			
Delivery/Pick Up Fees							
Miscellaneous Fee	Fuel surcharge and any additional fees.		100. trip	Staff			

KABOOM NEEDS

Description	Location	Qty	Hourly Price	Flat Fee	Date	Estimated Hours	Total Hours
Event Site July 3rd							
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	15	17.50	3156	7/3/2023	3PM-3AM	12
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	31	17.50	5973.	7/3/2023	4PM-3AM	11
Working Supervisor		5	25.50	1536.	7/3/2023	3PM-3AM	12
Manager		1	32.50	423.	7/3/2023	3PM-4AM	13
Maids & Porters	Male and Female specific restroom attendants.	4	17.50	770.	7/3/2023	4PM-3AM	11
Recycling Crew	Recycle dumpster	2	17.50	385.	7/3/2023	4PM-3AM	11
Airport July 3rd							
Attendants	Trash pickup for Airport Runway	23	17.50	3627	7/3/2023	7PM-4AM	9
Working Supervisor		2	25.50	459.	7/3/2023	7PM-4AM	9
Off Site July 3rd							
Attendants	Trash pickup for Spectrum Field, Edwin Lewis, Arapaho, Parking Garages	8	17.50	1680	7/3/2023	4PM-4AM	12
July 4th							
Attendants	Trash pickup for Grounds	10	17.50	875.	7/4/2023	8AM-1PM	5
Working Supervisor		1	25.50	128.	7/4/2023	8AM-1PM	5
Manager		1	32.50	163.	7/4/2023	8AM-1PM	5
Supplies							
Towels	Used to dry off tables and chairs after inclement weather.		75.00				
Hand Soap	Supply commercial hand soap refills or retail sized hand soap dispensers for restrooms in buildings.		16.20gl				
Hand Sanitizer	Supply hand sanitizer refills or retail sized hand sanitizer dispensers for buildings.		26.50				
Sanitation Supplies	Cleaning products and supplies for restrooms, floors, and other hard surfaces.		included				

Case of Toilet Paper	Cored (pavilion) and non-cored (ACTC & portables), regular sized, 2-ply toilet paper.		74.25				
Cases of Trash Bags	43x48 extra heavy weight 1.7 mil trash can liner	40	58.25	2330			
Trash Boxes		70	10.00	700.			
Rentals							
Vacuum Rental	Supply vacuum to clean interior buildings and hallways.		75				
Plastic Trash Cans	Spread throughout event grounds.	250	10.00	2500			
Delivery/Pick Up Fees			275.00				
Miscellaneous Fee	Fuel surcharge and any additional fees.		100.ea	trip			

OKTOBERFEST NEEDS							
Description	Location	Qty	Hourly Price	Flat Fee	Date	Estimated Hours	Total Hours
Thursday							
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	32	17.50	5040.	9/14/2023	4PM-1AM	9
Working Supervisor		4	25.50	918.	9/14/2023	4PM-1AM	9
Manager		1	32.50	293.	9/14/2023	4PM-1AM	9
Maids & Porters	Male and Female specific restroom attendants.	4	17.50	630.	9/14/2023	4PM-1AM	9
Recycling Crew	Recycle dumpster	5	17.50	792.	9/14/2023	4PM-1AM	9
Friday							
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	35	17.50	6130.	9/15/2023	4PM-2AM	10
Working Supervisor		4	25.50	1020.	9/15/2023	4PM-2AM	10
Manager		1	32.50	325.	9/15/2023	4PM-2AM	10
Maids & Porters	Male and Female specific restroom attendants.	4	17.50	700.	9/15/2023	4PM-2AM	10
Recycling Crew	Recycle dumpster	5	17.50	880.	9/15/2023	4PM-2AM	10
Saturday							
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	29	17.50	4064.	9/16/2023	10AM-6PM	8

Attendants	Trash pickup/sanitizing for event grounds and parking garages.	42	17.50	5880.	9/16/2023	6PM-2AM	8
Working Supervisor		4	25.50	1632.	9/16/2023	10AM-2AM	16
Manager		1	32.50	520.	9/16/2023	10AM-2AM	16
Maids & Porters	Male and Female specific restroom attendants.	4	17.50	1050.	9/16/2023	10AM-1AM	15
Recycling Crew	Recycle dumpster	5	17.50	1408.	9/16/2023	10AM-2AM	16
Sunday							
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	32	17.50	6720.	9/17/2023	10AM-10PM	12
Working Supervisor		3	25.50	1176.	9/17/2023	10AM-10PM	12
Manager		1	32.50	390.	9/17/2023	10AM-10PM	12
Maids & Porters	Male and Female specific restroom attendants.	4	17.50	840.	9/17/2023	10AM-10PM	12
Recycling Crew	Recycle dumpster	5	17.50	1056	9/17/2023	10AM-10PM	12
Supplies							
Towels	Used to dry off tables and chairs after inclement weather.		75.00				
Hand Soap	Supply commercial hand soap refills or retail sized hand soap dispensers for restrooms in buildings.		16.20gl				
Hand Sanitizer	Supply hand sanitizer refills or retail sized hand sanitizer dispensers for buildings.		26.50				
Sanitation Supplies	Cleaning products and supplies for restrooms, floors, and other hard surfaces.		Included				
Case of Toilet Paper	Cored (pavilion) and non-cored (ACTC & portables), regular sized, 2-ply toilet paper.		74.25				
Cases of Trash Bags	43x48 extra heavy weight 1.7 mil trash can liner	48	58.25	2796.			
Trash Boxes							
Rentals							

Vacuum Rental	Supply vacuum to clean interior buildings and hallways.		75.00				
Plastic Trash Cans	Spread throughout event grounds.	270	10.00	2700			
Delivery/Pick Up Fees			275. ea				
Miscellaneous Fee	Fuel surcharge and any additional fees.		100. ea	trip			

ADDISON AFTER DARK NEEDS

Description	Location	Qty	Hourly Price	Flat Fee	Date	Estimated Hours	Total Hours
Attendants	Trash pickup/sanitizing for event grounds and parking garages.	4	17.50	420.	4/15/2023 8/19/2023 10/21/2023	5PM-11PM	6
Working Supervisor		1	25.50	153.	4/15/2023 8/19/2023 10/21/2023	5PM-11PM	6
Maids & Porters	Male and Female specific restroom attendants.	2	17.50	210.	4/15/2023 8/19/2023 10/21/2023	5PM-11PM	6
Supplies							
Towels	Used to dry off tables and chairs after inclement weather.		75.00				
Hand Soap	Supply commercial hand soap refills or retail sized hand soap dispensers for restrooms in buildings.		16.20gl				
Hand Sanitizer	Supply hand sanitizer refills or retail sized hand sanitizer dispensers for buildings.		26.50				
Sanitation Supplies	Cleaning products and supplies for restrooms, floors, and other hard surfaces.		included				
Case of Toilet Paper	Cored (pavilion) and non-cored (ACTC & portables), regular sized, 2-ply toilet paper.		74.25				

Cases of Trash Bags	43x48 extra heavy weight 1.7 mil trash can liner	1	58.25	58.25			
Trash Boxes		10	9.50	950.			
Rentals							
Vacuum Rental	Supply vacuum to clean interior buildings and hallways.		75.00				
Plastic Trash Cans	Spread throughout event grounds.		10.00				
Delivery/Pick Up Fees			275.00				
Miscellaneous Fee	Fuel surcharge and any additional fees.		100 trip				



Reference's

Dos Equis Pavilion

Mike Tabor 210-846-2598

miketabor@livenation.com

City of Dallas

Office of Cultural Affairs

Russel Dyer

214-671-1451

russel.dyer@dallas.gov

City of Frisco

James Emory

972-8806363

jemory@friscotexas.gov

QUESTIONS

Questions concerning this RFP shall be posted through BidSync. Questions will be answered in a timely manner on BidSync. All interested vendors will be able to see all answers.

RIGHT TO MODIFY OR WITHDRAW

The Town of Addison reserves the right to change, amend, supplement or withdraw this RFP. The Town of Addison may also decide to reject all submitted responses and either reissue the RFP or discontinue the search for Trash and Cleaning Services for Addison Special Events.

SUBMISSION OF PROPOSALS

The vendor shall submit, at no cost to the Town of Addison one (1) original hard copy and one (1) electronic PDF copy on a memory stick. Both shall be enclosed in a sealed envelope and be mailed, or hand delivered to the attention of:

Town of Addison
Purchasing
5350 Belt Line Road
Dallas, TX 75254

Proposals should be labeled: "RFP# 23-32 Trash and Cleaning Services for Addison Special Events"

Proposals will be accepted until 2pm on Thursday, January 26, 2023.

Late proposal submissions will be returned unopened, and unsigned or incomplete proposals will be rejected as non-responsive.

OBJECTIVE OF RFP

The purpose of the RFP is to select a vendor for Trash and Cleaning Services for Taste Addison, Addison Kaboom Town!®, Addison Oktoberfest and Addison After Dark including but not limited to all personnel, equipment, and sanitation supplies. It is the Town's intent to engage one vendor to perform these functions.

CRITERIA FOR EVALUATION OF RESPONSES

Responses will be evaluated with respect to criteria specifically developed to examine the technical competence and suitability of prospective proposals.

The Town will only award the contract to a responsible vendor. In order to qualify as responsible, a vendor must meet the following criteria as they relate to this RFP:

- The successful vendor shall have verifiable experience in providing same or similar scope of work and performance for other businesses or events.
- The successful vendor shall have experience working with a municipality.
- The successful vendor must have the necessary equipment, personnel, cleaning and sanitation supplies to properly conduct trash and cleaning services in an organized and safe manner.

RFP EVALUATION PROCESS

Responses will be evaluated using the following weighted criteria:

- 1) References
A minimum of three (3) organizational references to which the vendor has provided similar levels of service must be provided. At least two (2) of the references must be from separate municipal/government entities. Each reference will be evaluated and assigned up to five (5) points, for a maximum of up to **fifteen (15) points**. Special attention will be given to the scope and quality of services provided to each reference.
- 2) Qualifications and Experience

The vendor's ability to produce the services requested as indicated in the scope of work, including staffing, and equipment will be evaluated and assigned up to **forty (40) points**.

3) Staffing

Provide photos of staff uniform and equipment used onsite i.e., shirts, cleaning equipment, etc. Photos will be awarded up to **ten (10) points**.

4) Pricing and Discount

The lowest fee will be awarded **thirty-five (35) points**. All other proposals will receive points based on their ratio to the lowest proposal.

VENDOR PROPOSAL EVALUATION MEETINGS

Discussion may be conducted with vendors to clarify the Town's requirements and the vendors' proposals. In addition, vendor finalists may be invited to give formal, in-person presentations to the Town panel prior to award.

AWARD

Award shall be made to the responsible vendor whose qualifications are determined to be the most advantageous to the Town, taking into consideration the criteria for proposal acceptance and the evaluation composite score.

CONTRACT TERM

This contract award would be a two (2) year contract with an option for up to three (3) subsequent one (1) year renewals. Price increases will be annually at a rate of 2%.

The contents of the proposal by the successful agency shall become contractual obligations if a contract ensues. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

QUALIFICATIONS

To assure consistency, proposals must conform to the following format:

1. Table of Contents
2. Cover Letter
3. Organization Overview: Provide an overview of the organization's history, qualifications, and how it is equipped to meet the Town's needs with regard to the scope of work.
4. Organization Experience: Discuss your organization's experience with providing the services required in the scope of work, including similar events/projects completed by your organization within the past five years.
5. Fee Structure: Provide the "hourly price and flat fee" (as applicable) for your services based on the chart in the scope of work section. The Town of Addison is tax exempt.
6. References: A list of at least three (3) organizations to which the vendor has provided similar levels of service must be provided. At least two (2) references must be from a municipal/government entity. Include organization name, address, contact person with telephone and email, name and date of the event, and brief overview of services provided.
7. Staffing: Provide a photo of staff uniform and cleaning equipment used onsite.

APPROXIMATE TIMELINE OF RFP PROCESS

(All dates are approximate and are subject to change without notice.)

- Release of RFP – Thursday, January 5, 2023
- All submissions due by – 2pm Thursday, January 26, 2023
- Interviews with finalists (if necessary) – TBD
- Signed agreement by vendor needed – February 8, 2023
- Selected vendor will be taken to the City Council Tuesday, February 14, 2023 for consideration and approval.

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</u> or material change in coverage. 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</u> or material change in coverage. Insurance company must be A-:VII rated or above.
3. Business Auto Liability to include coverage for: a) Owned/Leased vehicles b) Non-owned vehicles c) Hired vehicles	Combined Single Limit \$1,000,000	<u>TOWN OF ADDISON to be listed as ADDITIONAL INSURED and provided 30 DAY NOTICE OF CANCELLATION</u> or material change in coverage. Insurance company must be A-:VII-rated or above.

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

With respect to the foregoing insurance,

1. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions applicable to the claims of the 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# 23-32

Company: Act Event Services, Inc.

Printed Name: Chris Golightly

Signature: *chris golightly* Date: 1/9/2023

Information and Instruction Form

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

Section I Company Profile

Name of Business: Act Event Services, Inc.

Business Address: 3419 Royalty Row Irving, Texas 75062

Contact Name: Chris Golightly

Phone#: 469-951-9159

Fax#: None

Email: cgolightly@acteventservices.com

Name(s) Title of Authorized Company Officers: Vice President

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

DUN #:

Remit Address: If different than your physical address: PO Box 463 Addison, Texas 75001

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 _____ 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/cmb1/cmb1hub.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 _____.

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

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

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

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

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

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

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

Signature: Date: 1/9/2023

Title: Vice President

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

10/17/17

chris golightly

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#: 23-32

Company Name: Act Event Services, Inc.

Signature: *Chris Golightly*

Date: 1/9/2023

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

ACT Event Services, Inc.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 N/A

1/9/2023

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Town of Addison

REQUEST FOR PROPOSAL TERMS AND CONDITIONS

1. APPLICABILITY: These standard Terms and Conditions and the Terms and Conditions, Specifications, Drawings and other requirements included in the Town of Addison's Request for Proposal (collectively, "Terms and Conditions") are applicable to Contracts/Purchase Orders issued by the Town of Addison (hereinafter referred to as the "Town" or "Buyer") and the Seller (herein after referred to as the "Seller," "Proposer," "Contractor," or "Supplier"). Any deviations must be in writing and signed by a representative of the Town's Purchasing Department and the Supplier. No Terms and Conditions contained in the Seller's Proposal, Invoice or Statement shall serve to modify the terms set forth herein. If there is a conflict between the Terms and Conditions and the provisions on the face of the Contract/Purchase Order, the Terms and Conditions will take precedence and control.
2. OFFICIAL PROPOSAL NOTIFICATION: The Town utilizes the following for official notifications of proposal opportunities: www.bidsync.com and the Dallas Morning News of Dallas County. These are the only forms of notification authorized by the Town. The Town is not responsible for receipt of notifications or information from any source other than those listed. It shall be the Supplier's responsibility to verify the validity of all Request for Proposal information received from any source other than the Town. There will be NO COST to the Seller for using BidSync for its Bids/Proposals.
3. PRIOR OR PENDING LITIGATION OR LAW SUITS: Each Proposer must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or in which the Proposer has been judged guilty or liable.
4. COST OF RESPONSE: Any cost incurred by the Supplier in responding to the Request for Proposal is the responsibility of the supplier and cannot be charged to the Town.
5. PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS: No Town of Addison 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.
6. COMPETITIVE PRICING: It is the intent of the Town to consider Interlocal Cooperative Agreements and State/Federal contracts in determining the best value for the Town.
7. INTERLOCAL AGREEMENT: The successful Proposer agrees to extend prices to all entities that have entered into or will enter into joint purchasing interlocal cooperation agreements with the Town. The Town is a participating member of several interlocal cooperative purchasing agreements. As such, the Town has executed interlocal agreements, as permitted under Chapter 791 of the Texas Government Code, with certain other political subdivisions, authorizing participation in a cooperative purchasing program. The successful Supplier may be asked to provide products/services based upon terms and conditions of award, to any other participant in a cooperative purchasing program.
8. CORRESPONDENCE: The proposal number must appear on all correspondence and inquiries pertaining to the Request for Proposal. The Purchase Order number must appear on all invoices or other correspondence relating to the contract.
9. INDEMNITY/INSURANCE: See attached Town of Addison minimum requirements.
10. ERROR-QUANTITY: Proposals must be submitted in units of quantity specified, extended, and totaled. In the event of discrepancies in extension, the unit prices shall govern.
11. ACCEPTANCE: The right is reserved to accept or reject all or part of the proposal or offer, and to accept the proposal or offer considered most advantageous to the Town by line item or total offer or proposal.
12. PROPOSAL LIST REMOVAL: The Town reserves the right to remove a Supplier from any Proposal list for: (1) continued failure to be responsive to the Town, (2) failure to deliver merchandise within promised time, (3) delivery of substandard merchandise, or (4) failure to comply with the Contract/Purchase Order requirements.
13. CONTRACT RENEWAL OPTIONS: In the event a clause for option to renew for an additional period is included in the Request for Proposal, all renewals will be based solely upon the option and agreement between the Town and the Supplier. Either party dissenting will terminate the contract in accordance with its initial specified term.
14. TAXES-EXEMPTION: All quotations are required to be submitted LESS Federal Excise and State Sales Taxes. Tax Exemption Certificate will be executed for the successful Supplier.
15. ASSIGNMENT AND SUCCESSORS: The successful Supplier shall not assign, transfer, pledge, subcontract, or otherwise convey, in any manner whatsoever, any contract resulting from this proposal, in whole or in part, without the prior written consent of the Town of Addison.
16. INVOICING: Send ORIGINAL INVOICE to address indicated on the contract/purchase order. If invoice is subject to cash discounts the discount period will begin on the day invoices are received. So that proper cash discount may be computed, invoice should show amount of freight as a separate item, if applicable; otherwise, cash discount will be computed on total amount of invoice.

17. ELECTRONIC SIGNATURE – UNIFORM ELECTRONIC TRANSACTION ACT: The Town adopts Texas Business and Commerce Code Chapter 322, Uniform Electronic Transactions Act, allowing individuals, companies, and governmental entities to lawfully use and rely on electronic signatures.

18. FUNDING OUT CLAUSE: This agreement or contract may be terminated by the Town without notice and without penalty or liability in the event that (1) the Town lacks sufficient funds for this agreement or contract; (2) funds for this agreement or contract are not appropriated by the Town Council of the Town; and (3) funds for this agreement or contract that are or were to be provided by grant or through an outside service are withheld, denied or are otherwise not available to the Town.

19. DISPUTE RESOLUTION: Pursuant to subchapter I, Chapter 271, TEXAS LOCAL GOVERNMENT CODE, Contractor agrees that, prior to instituting any lawsuit or other proceeding arising from any dispute or claim of breach under this Agreement (a "Claim"), the parties will first attempt to resolve the Claim by taking the following steps: (i) A written notice substantially describing the factual and legal basis of the Claim shall be delivered by the Contractor to the Town within one-hundred eighty (180) days after the date of the event giving rise to the Claim, which notice shall request a written response to be delivered to the Contractor not less than fourteen (14) business days after receipt of the notice of Claim; (ii) if the response does not resolve the Claim, in the opinion of the Contractor, the Contractor shall give notice to that effect to the Town whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in an effort to resolve the Claim; (iii) if those persons cannot or do not resolve the Claim, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the Claim.

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

By submitting a response to this request, Supplier represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

21. PATENTS: Seller agrees to **indemnify and hold harmless** the Buyer against all costs and expenses, including but not limited to attorneys fees, and undertakes and **agrees to defend** at seller's own expense, all suits, actions or proceedings in which Buyer or the users of Buyer's products are claimed to have conducted in, or are made defendants of, actual or alleged infringement of any U.S. or foreign patent or other intellectual property right resulting from the use or sale of the items purchased hereunder and further agrees to pay and discharge any and all judgments or decrees which may be rendered in any such suit, action or proceeding.

22. APPLICABLE LAW: This agreement shall be governed by the laws of the State of Texas, including but not limited to the Uniform Commercial Code as adopted by the State of Texas, as effective and in force on the date of this agreement, without regard to its conflict of laws rules or the conflict of law rules of any other jurisdiction.

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

24. TERMINATION FOR CAUSE OR CONVENIENCE: The Town at any time after issuance of this agreement, by 30 days written notice to the Supplier, has the absolute write to terminate this agreement for cause or for convenience (that is, for any reason or no reason whatsoever). "Cause" shall be the 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.

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

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

27. PROTECTION OF TRADE SECRETS OR PROPRIETARY INFORMATION: Proposals will be received and publicly acknowledged at the location, date, and time stated. Sellers, their representatives and interested persons may be present. The proposals shall be received and acknowledged only so as to avoid disclosure of the contents to competing sellers and kept secret

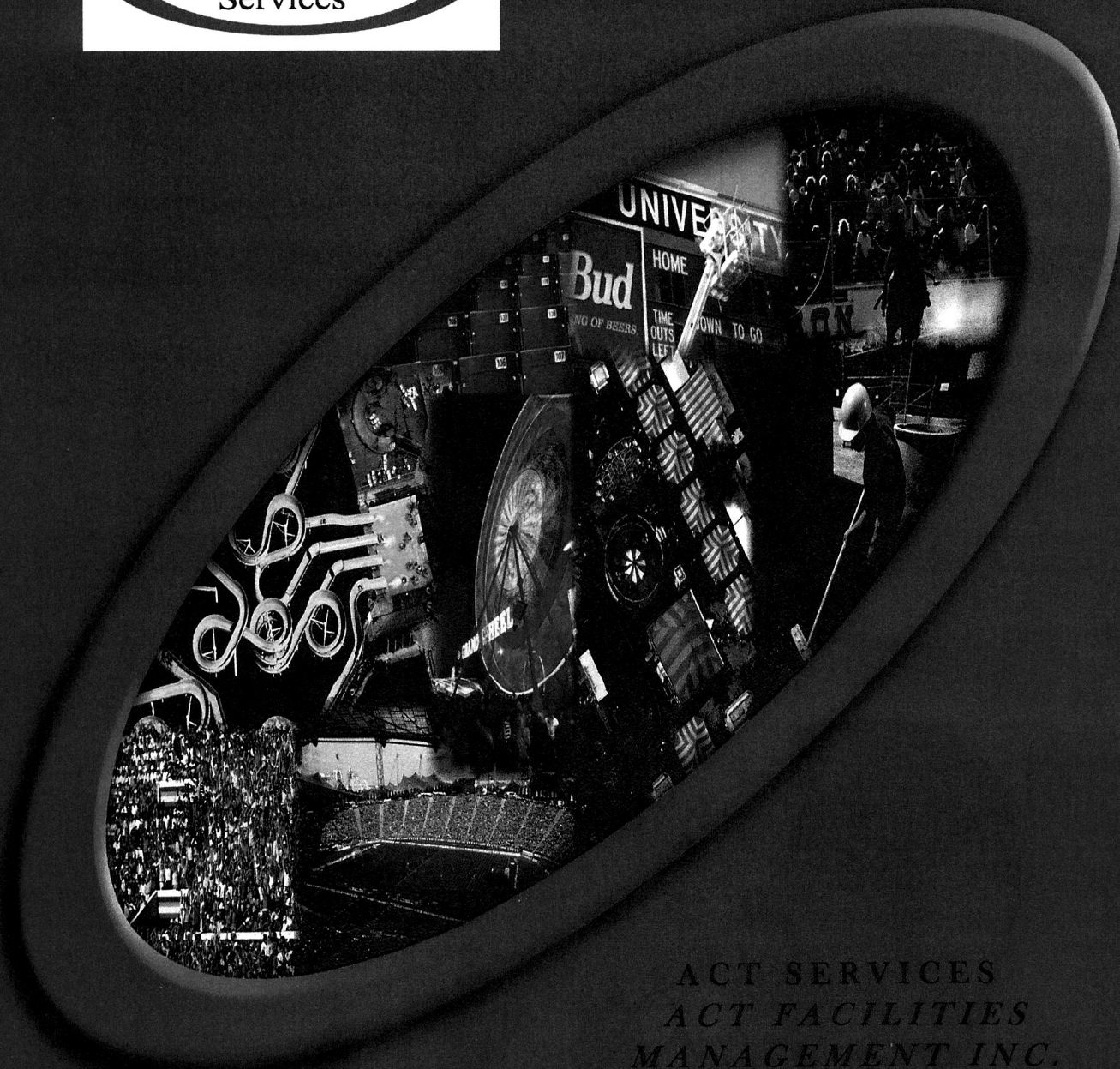
during negotiation. However, all proposals shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the proposal and identified by Seller in writing as such will be treated as confidential by the Town to the extent allowable in the Texas Public Information Act and other law.

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

29. PROPOSAL RESPONSE CONTRACTUAL OBLIGATION: This proposal, submitted documents, and any negotiations, when properly accepted by the Town, shall constitute a contract equally binding between the successful Proposer and the Town. No different or additional terms will become part of this contract except as properly executed in an addendum or change order.

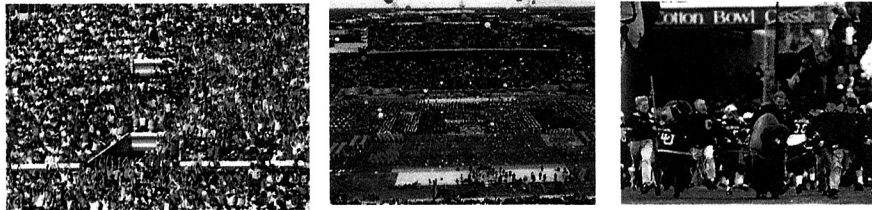
30. NO BOYCOTTING ISRAEL. The entity contract with the Town of Addison does not boycott Israel and will not boycott Israel during the term of the contract. Reference HB 89 as it relates to Chapter 2270 of the Texas Government Code. Boycott Israel means refusing to deal with, terminating business activities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

31. NO INDUSTRY DISCRIMINATION. The entity contracting with the Town of Addison does not discriminate against firearm and ammunition industries during the term of the contract. Reference SB 19 as it relates to Chapter 2251 of the Texas Government Code. Discriminating means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with the firearm or ammunition industry or with a person or entity doing business in the firearm or ammunition industry, but does not include an action made for ordinary business purposes.



ACT SERVICES
ACT FACILITIES
MANAGEMENT INC.
P. O. BOX 463
ADDISON, TEXAS 75001
OFFICE: 214-373-9863

Stadiums & Arena Management



Cotton Bowl

Contact: Roland Rainey Office 214-939-2222 Cell 214-632-4020

During our 20 years of working with the Cotton Bowl, we have provided the following services in the stadium which holds 93,000 patrons, and its surrounding areas:

- Pre, during, and after event cleaning for special events, concerts, and athletic events.
 - These events include a concerts for U2, Dixie Chicks & Los Tigres, Eric Clapton Crossroads Concert & The Call
 - Dallas Burn Soccer games, Cotton Bowl Classic football games, Texas/OU games; US Women's World Cup, US vs. Mexico
 - Grambling vs Prairie View , Texas vs Ou , Texas A&M Commerce, Army vs LA Tech Football Games during State Fair of Texas
- Special request , back stage, Media Center and press box porters
- Special projects, which include power washing, numbering seats, painting, concrete repair, dressing room painting and repair, restroom repair, and field painting
- Provide and set up tents, tables and chairs & numbering stadium
- Hydrations Station Management
- Placement of Terra-Plast Flooring for Concerts

CBAA hosted their annual New Years Game at the Cotton Bowl of which we worked 18 years at, handling the entire Stadium operations, outside buildings, Pep Rallies and Parade.
Contact: Marty McInnis Office 214-634-7525 Cell 214-531-3633



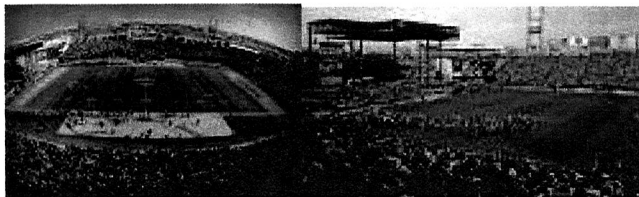
University of North Texas

Contact: Nick Nagel Office 940-369-7644 Cell 940-369-7643

During our 17 year of working with UNT at Fouts Field and Super Pit and now Apogee Stadium, we have provided the following services in their stadium which holds in excess of 22,000 patrons, and its surrounding areas:

Football Games, Track Meets, special events

- Pre, during, and after event cleaning for special events and athletic events inclusive of Concourses, Press box, Stadium Bleachers, McCain room, Tailgate Village, Weight room, locker rooms, Athletic Administrative Offices and all Parking Lots
- Field painting and stadium painting (including stands, concessions stands, goal posts, score boards and towers)
- Special projects, which include scoreboard repair and painting, portable fence, set up and tear down, and restroom repair.



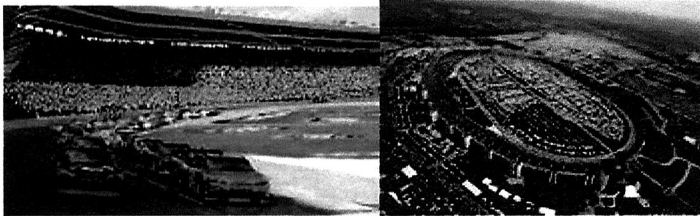
Toyota Stadium

Contact: Tom Jones 972-672-8326

Opened on August 6, 2005, **Toyota Stadium and Toyota Soccer Center** is a 145-acre multipurpose sports and entertainment facility and is the home stadium for FC Dallas. The combination of a world-class stadium and a sports park make Toyota Stadium one of the best and most unique soccer facilities in the world. Included in the facility is the 20,500 state-of-the-art pro soccer stadium and 17

tournament-sized fields. During our 5 years working with Pizza Hut Park, Frisco stadium & Toyota stadium we have:

- Set TerraFlor & TerraPlast and chairs for all concerts at stadium
- Cleaning of stadium , consisting of pre, during and Post Clean

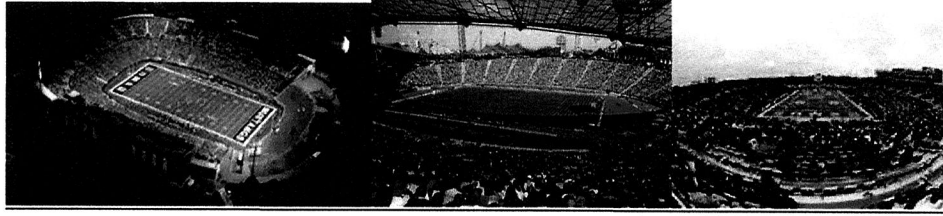


Texas Motor Speedway

Contact: Ron Underwood 214-287-9393

The track measures 1.5 miles (2.4 km) around and is banked 24 degrees in the turns, and is of the oval design, where the front straightaway juts outward slightly. With the ability to seat over 190,000, Texas Motor Speedway has the largest capacity for any NASCAR track after Indianapolis Motor Speedway

- During the 4 years ACT Event Services performed cleaning of seating , concourses, suites and special events.
- Painting of all logos including retouching



Southern Methodist University

Contact: Alison Tweedy Office 214-768-2617 Cell 214-592-2025

During our 14 years of working with SMU, we have provided the following services, in venues holding from 1,000 to in excess of 40,000 patrons:

Owensby Stadium (23,000 seating) Later Gerald Ford Stadium (45,000 seating)

- Pre, during, and event cleaning
- Event set up
- Special request projects
- Field painting, preparation, and set up
- Porters and maintenance for private suites
- Cleaning and maintenance of all event parking areas

Moody Coliseum, McFarlin Auditorium

- Pre, during, and event cleaning
- Basketball nets, scoreboards, tables and chairs
- Special request projects
- Mud room organization and disbursement of drapes and equipment

Fairs, Expos, Amusement & Family Parks

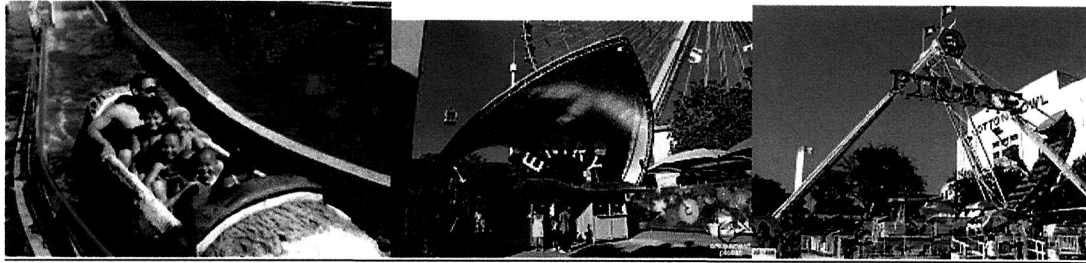


State Fair of Texas

Contact: Bob Hilbun Office 214-421-8764 Cell 214-542-0003

During our 17 years of working with the State Fair of Texas in Midway area and 19 years of full responsibility of entire fair grounds and buildings, we have provided the following services in their fair grounds, which average about 150,000 visitors a day and 3.3 million in the 24 day Fair:

- A 315 acre park with 370,000 sq ft in 6 major Buildings, State Fair Auto Show, 75 amusement rides, Fair Park Music Hall and 8 museums, 10 entertainment stages, discovery Gardens, Starlight Parade, The Cotton Bowl Games plus a top rated livestock area with Pan Am Livestock Exposition, Youth Livestock Show with Cattle barns, horse Barns, Swine Barn Show Pavilion and Auction Pavilion. Wild West Pet Palooza, Red River MusicFest at Chevy Stage, Canstruction Exhibit, Mundo Latino, Creative Arts Competition & Chef Celebrity Kitchen, Kids Boardwalk & The state Fair Midway with over 70 rides
- Pre fair cleaning and preparation; Post fair Cleaning to return Fair grounds to City
- Cleaning of buildings and grounds during fair operating hours
- Late night cleaning and staging after hours of operations
- Helped develop & implement at Fair wide Recycling Program
- Staff the Starlight Parade with marching flag bearers for three years
- At the Cotton Bowl we supply Back stage porters for concerts; Press box personnel for Football/Soccer Games, all personnel to get make ready crews, during game and post clean up personnel. With Tx/Ou Football Game, Grambling Prairie View Game, several International Soccer Games, Concerts, Tours, Media Press Conferences and Board Meetings in Media Center, all cleaning and staging needs are covered.
- Special projects, which include painting, portable fence set up and tear down, restroom repair, field painting, bleacher project; Picnic Table Painting

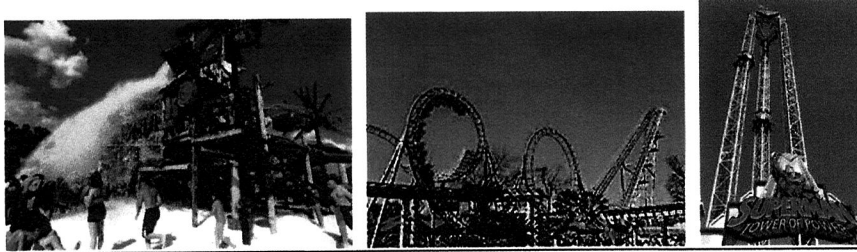


Summer Adventures at Fair Park

Contact: Richard Mankel 214-565-9931

The State Fair of Texas debut its Summer Adventures in Fair Park in May 2013. Rides, attractions, museums, a Flow Rider and more fun for your summer entertainment. The focal point of the new park is the Top o' Texas Tower ride, currently under construction on the grounds and completed in early March, 2013.

- ACT provided Maids & Porters for Restrooms
- Wash Down crews for the entire park
- Manned special events such as Fourth of July Festivities
- Maintained grounds



Six Flags Over Texas – Hurricane Harbor – Fiesta Texas San Antonio

Contact:

Hurricane Harbor Megan Fulbright Office 817-265-3356 ext 4804 Cell 817-266-3254

Six Flags Mike Apple Office 817-607-6260

Fiesta Texas Chris Thomas 210-410-0585

During our 7 year of working with Six Flags, Hurricane Harbor & Fiesta Texas, we have provided the following services in their facilities which have held with in excess of 36,000,

12,000 and 38,000 daily patrons respectively, that's an averaging 500,000 to 900,000 per season in each park:

- Maid and Porter services for all restrooms at Six Flags of Texas, Hurricane Harbor and Fiesta Texas
- Wash down Crews including Pool Cleaning and all side walk wash-down in Water Park
- Special projects, which include park rehabilitation at preseason time which includes painting, strip and wax all buildings in Park, minor construction, pool restoration and general park maintenance



Mesquite Championship Rodeo at Resistol Arena

Contact: Mark Miller Cell 214-7703619

During our 7 years of working with Mesquite Championship Rodeo, we have provided the following services in the Arena which holds 5,500 seats for regular rodeo and 9,000 patrons for Mexican Rodeo. The Rodeos annual attendance is over 200,000 during the 54 event rodeo season. Mesquite Convention Center and Exhibit Hall with 21,000sq ft of meeting space, 17,500sq ft Ballroom and 35,000 sq ft of exhibit space.

- Pre, during, and after Rodeo or Special Event cleaning
- Detailing 70 Luxury Suites before each show
- Backstage and special request porters during Shows, Boxing, Martial Arts
- Parking lot clean up
- Special projects, which include painting, power washing, concrete repair, chair repair dressing room painting and repair, and restroom repair and sealing
- Preparing and staffing for private parties
- Provide and set up tents, drapes, tables and chairs

Concerts



**SMIRNOFF
MUSIC
CENTRE**

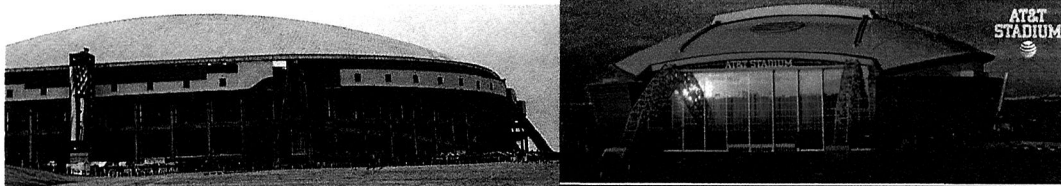


Smirnoff Music Centre – Super pages.com Center – Gexa Energy Pavillion

Contact: Mike Tabor Office 214-421-6615 Cell 210-846-2598

During our 25 years of working with the Smirnoff Music Center. We have provided the following services in the amphitheater which holds 22,000 patrons

- Pre, during, and after event cleaning
- Backstage and special request porters
- Parking lot clean up
- Seating manifest – setting, confirming audits, and quick changes to format
- Special projects, which include painting, power washing, concrete repair, chair repair, dressing room painting and repair, and restroom repair and sealing
- Preparing and staffing for private parties
- Provide and set up tents, drapes, tables and chairs
- With season concert attendance between 300,000 to 500,000 per season
- Street and Parking Lot sweepers



Dallas Cowboys at Texas Stadium and AT&T Cowboy Stadium

Contact: Paul Turner 214-918-9221

Brian Bethea 940-367-6281

Old and New Home of the Dallas Cowboys with seating of 83,000

- Cleaning of 400 private suites at Texas stadium
- Special Events and Parties
- VIP Parking Management
- Stadium Maids and Porters
- Kenny Chesney, George Strait , Taylor Swift, Tim McGraw, U2, Jonas Brothers Concerts as well as Glenn Beck, Star Wars and NCAA Final Four, we set all Chairs per manifest, numbered, zip tied and labeled Sections
- Placement and painting of Soccer Field for International Game
- Chair placement and removal for all Concerts
- Approved staffing agency for all in-house needs



Contact: Todd Stewart 704-904-2647

We were contracted to handle seating manifest for major concerts



ONE NATION UNDER MUSIC

Contact: Steve Lawler 713-829-1894

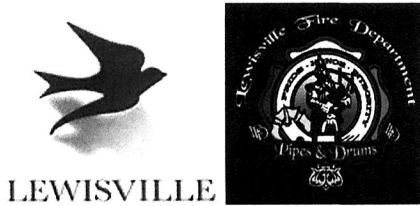
We were contracted to handle seating manifest , cleaning and Rentals for major concerts



City of Frisco

Contact: Jeff Walls 214-542-5949

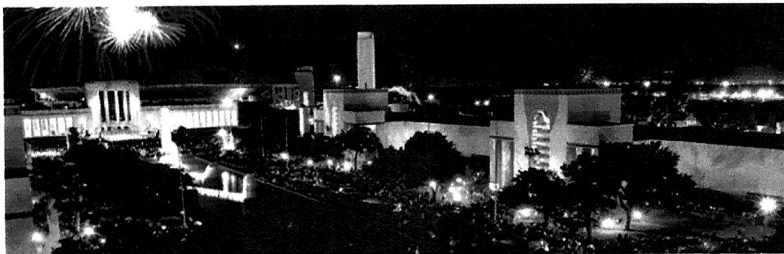
Cleaning contract at NCAA division One Championship at Toyota Stadium



City of Lewisville

Contact: Melinda Stephens 972-219-3712

Fencing & barricade at Pipe & Drum keeping the tradition alive



City of Dallas at Fair Park

Contact: Steven Flores 214-232-5877

For the last 25 years we have performed services for 65% of the major events at Fair Park

- Total event cleaning
- Recycling
- Painting Logos
- Rentals of fence, barricade, tents, tables, chairs trash cans, recycling cans, pipe n drape, staging, lighting, mobile offices, street sweeper, portable heating, cooling and power units, Portolets, shower units, luxury Comfort stations, etc



KLYDE WARREN
PARK



Klyde Warren Park

Contact: Michael Gaffney 214-716-4503

Klyde Warren Park serves as a central gathering space for Dallas and its visitors. The 5.2-acre deck park, designed by The Office of James Burnett, is an urban green space built over the recessed Woodall Rodgers Freeway between Pearl and St. Paul streets in downtown Dallas. Klyde Warren Park will be a highly active space, providing daily free programming for the public ranging from yoga to book signings to outdoor concerts and films. The park is privately operated and managed by the Woodall Rodgers Park Foundation.

Since inception ACT Event Services has exclusively:

- Total Park cleaning & recycling program for park services & Special Events
- Rentals of Tents, table, chairs, bike rack barricade & fencing
- Park maintenance & repair
- Special Event rentals & cleaning
- VIP Party rentals & cleaning

Special Event Services



Childrens Medical Center Holiday Parade

Cassie Collins 214-532-5463

The Adolphus and Children's Medical Center of Dallas produced what known as "Miracle on Commerce Street" draws more than 350,000 attendees and televised on 350 television stations in 159 markets. 7th year

- As a Sponsor and Vendor for the Parade, ACT Event Services managed:
- All temporary Fencing
- Portable restrooms
- Street Sweepers
- Portable Bleachers
- Tents
- Signage
- Final Clean
- Logo Painting and removal



Lower Greenville St. Patty's Day Block Party and Parade

Contact Steve Betzelberger Cell 214-827-3262

During our 5 years of working with Greenville Commerce Association to produce the biggest St Patty's Day Block Party in Dallas with over 80,000 attendees

- Grounds keeping of Block Party area: Greenville Avenue between Vanderbilt and Vickery
- Grounds maintenance and trash pick up in 10 mile perimeter: Mockingbird Avenue to I 75 to Skillman to Belmont
- Special 1500 cardboard boxes for entire neighborhood
- Recycling Programs for Paper, Cardboard and Plastic
- Distributed 1500 yard signs through out neighborhood
- Provide Roll off Dumpsters and Portable Rest Rooms
- Fencing & Barricade



35 Denton

Contact Wallace Campbell Cell 940-231-8210

During the past 4 years we have partnered with 35 Denton in multiple Festivals



S.M. WRIGHT
foundation

S.M. Wright Foundation

Contact Shanon Browning 214-952-3740

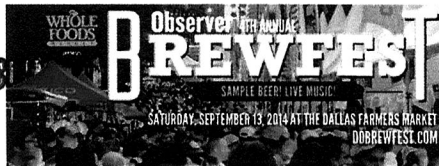
For the last 5 years at Fair Park ACT has maintained a cleaning & tent – barricade contract for SM Wright Foundation



MARDI GRAS



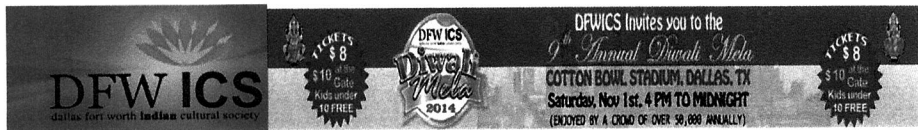
TEXAS STYLE



B-Weiss Entertainment Group

Contact Brad Weiss 214-565-1511

In the last 4 years we have provided Fencing & barricade at PBR @ WinStar, Texas Style Mardi Gras & Real Texas Brewfest



DFW Indian Cultural Society

Contact UK Gupta 972-490-7661

Since 2010, ACT has handled: tents, table, chairs, cleaning, drivers, rentals in a full turn-key effort for this fabulous event, with attendance of 70,000.



Earthday Texas

Contact Susan Brosin 214-521-0237

Earth Day Texas (formerly, Earth Day Dallas) is an annual, outdoor festival seeking to elevate environmental awareness and influence the way Texans think, live and work. In partnership with Earthday Texas, ACT has handled rentals, cleaning, move-in & move-out



Steve Harvey Mentoring Camp

Contact Brandi Harvey 404-578-4277

ACT has maintained the cleaning contract for 5 years in Texas



Acquire the Fire – Teen Mania Ministries

Contact Danielle Tramontozzi 903-324-8105

For 4 years at Gexa Energy Pavilion, ACT has provided Tents, table, chairs, generators & cleaning



State Fair Creative Arts Food Competitions and Starlight Parade

Contact Kathy Bennett 214-421-8743

On a separate contract ACT has handled cleaning ,set-up, change-over, tear-down of the Creative Arts Building and has actually staffed the Starlight Parade with Marching costumed characters.

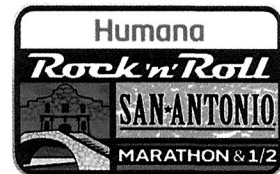
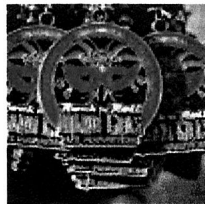


Assassination City Roller Derby Dallas

Contact Adele Allen 214-280-3863

At the Coliseum at Fair Park, ACT maintained the cleaning of team rooms, restrooms and seating.

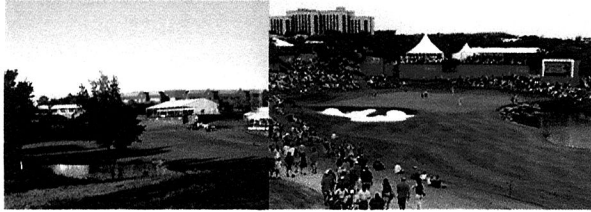
Marathons, 5K, Fun Runs



Since 2010 ACT Event Services has provided Cleaning, recycling, stages, fencing, barricades, heavy equipment rentals, power, Street barricades, start line truss, and Course management for the following:

Austin Marathon	Rock n roll Marathon Dallas	Alzheimer Walk	Color in Motion
Color Run	Electric Run	Cinco De Miler	Fire Fly Run
Jingle Bell Run	The Most Good 5K	Hot Chocolate	The Trot YMCA
PCS Dallas Marathon	Too Hot to Handle 5K	Katy Trail 5K	Events Southwest
Competitors Group	Lukes Locker	Run On	Ram Racing
Racing Systems	Tomato Battle	Rock n roll Marathon New Orleans	
Rock n roll Marathon San Antonio		Friends of Trinity Strand	
Friends of Katy Trail	White rock Marathon	Heart Walk	Race for the Cure

PGA Golf Tournaments



HP Byron Nelson Championship Golf Tournament

Contact: Jon Drago Office 214-719-6428 Cell 817-691-6648

During our 2 years with EDS Byron Nelson and Six years with HP Byron Nelson ACT Services handled:

- Two golf courses TPC and Cotton Wood Valley Golf Course
- All grounds keeping at Set up, Pro Am, Practice, during Byron Nelson Championship and post Tournament
- Maintain the Pavilion for After Dark entertainment and the Kids Zone
- Backstage and special request porters at Sky boxes, Chairman's Guest, Platinum Club, Corporate Grand Stands, Signature Suite, and Corporate Villas
- Parking lot clean up
- Recycling Program
- Special projects, which include painting, power washing, Carpet Cleaning

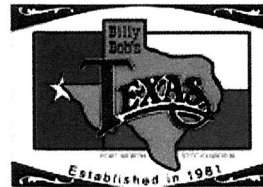
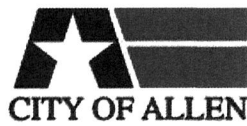
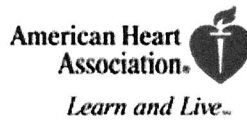


Web.com Tour Golf Tournament



North Texas LPGA Shootout

LIST OF CLIENTS





DALLAS WIND SYMPHONY



DALLAS PARTY TENT & EVENT



DALLAS YMCA
TURKEY 43
TROT



NEWMAN MARCUS
ADOLPHUS
Children's Parade



at&t
COTTON
BOWL
CLASSIC



City of Dallas



competitor group



COWBOYS STADIUM



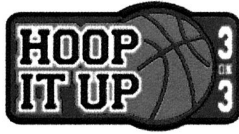
EARTH DAY
DALLAS



CONSTRUCTION



ERWIN
PENLAND

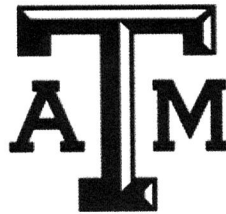




Dallas' Most Complete Group Picnic Location



FULL FLOORING FOR FOOD & FUN!





PARTIAL LIST OF CLIENTS

KLYDE Warren Park	Texas Cheerleading Assoc.
State Fair of Texas	Six Flags over Texas
RoughRiders Frisco	Dallas Marathon
Fair Park Dallas	Univision Radio Dallas
City of Frisco	Parkland Hospital Dallas
City of Grapevine	ABCO Builders, Inc
American Airlines	Ratcliff Constructors
Cotton Bowl	Idea Construction
Dallas ISD	Julian P. Berry Construction
SMU Campus	Sneaky Pete's
Dallas YMCA	Austin Commercial, Inc.
David Weekley Homes	Dallas/Ft. Worth Sports Com.
City of Dallas	Sterling & Reid Circus
Town of Addison	University of North Texas
Irving Convention Center	Texas Motor Speedway
Ballpark in Arlington	CBS Radio Station
Dallas Arboretum	Texas Cheerleading Assoc.
Dallas Wind Symphony	The Texas Call
KATY Trail 5k	Gilleys Dallas
Dallas Cowboys	PI KAPPA ALPHA
Big 12 Conference	Baylor Hospital Dallas
Grapevine Convention Center	Mesquite Exhibit Hall
City of Allen	Fiesta Texas
City of Richardson	Soccer United Marketing
President George W. Bush Library	Southlake Carroll ISD
Public Storage Dallas & Ft. Worth	Mill Sport Event

LIST OF SERVICES

Maintenance & Up-Keep of Facilities and Buildings	Staffing: Managers, Supervisors & Laborers
Interior, Exterior, Rooftop & Field Painting	Building Service Management
Turn-Key Cleaning for any Area	Sustainability
Pre, During & Final Event Cleaning	Tent, Tables, Chairs and Stages
Power Washing & Window Cleaning	Golf Carts & Event Transportation
Waste Removal and Recycling	Fencing, Bleachers & Barricades
Maids, Porters and Day to Day Cleaning Services	Custom Stencils and Logos
Set-Up & Break-Down of Events	Park Lot Cleaning & Sweeping
Concierge & Backstage Services	Portable Restrooms & Comforter Stations
Event and Athletic Management	Pipe and Drapery Rentals
Carpet Cleaning & Hard Floor Cleaning & Sealing	Lighting, Cooling, Heating & Power Units
Dumpsters & Roll-Off Dumpsters	Scaffolding & Boom Lifts
All Types of Trash & Recycling Receptacles	Hand Washing/Sanitizing Stations
Terra-Plast Floors for Grass Playing Fields	Bright Work Cleaning
City Permit Acquisitions	Security Guards, Police and EMT's
Ushers and Ticket Takers	Special Needs: Radios, Stanchions & Wheel Chairs
Food & Beverage Equipment	Heavy Equipment Needs
Audio & Video Equipment	

INSURANCE

ACT Event Services has the following insurance coverage at no incremental cost to be included in you proposal:

- Workman's Compensation and Employer's Liability Insurance with limits of \$ 1,000,000.00.
- Comprehensive General Liability with limits of \$1,000,000.00, per occurrence and \$2,000,000.00 aggregate.
- Auto Insurance with limits of \$250,000.00.

TRAINING

ACT Event Services has a comprehensive training program for all its laborers. This training is specifically designed to improve efficiencies. The techniques included in these training programs have been developed based on the 35 years of Business Experience and with our Managers and Supervisors which have 190 years of combined experience achieved by their years in the event service business as well.

Our management personnel are chosen on the basis of experience, dedication and prior experience. Each person must undergo a background check and must satisfy a quality controlled probationary period. All of our supervisors have had sixty hours of training, completing OSHA Safety Training and Health Class along with Bloodborne pathogen course and GBAC Star Service Accreditation.

To ensure that we maintain the long-established quality and consistent practices, we have developed a training process whereby we prepare a training program based on the precise venue requirements.

Our lower-level staff will be suited to clean in any area for all of our customers. Our supervisory staff will be cross-trained in order for them to supervise any area of the complex or venue at any time.

ACT is bonded, and we carry Commercial Automobile, Liability and Workers Compensation Insurance. Remember when You use ACT, you will only have to make one phone call to one person for all of your event needs!