



CITY OF SAN ANTONIO
FINANCE DEPARTMENT - PURCHASING DIVISION

REQUEST FOR COMPETITIVE SEALED PROPOSAL (“RFCSP”)
RFx NO.: **6100015362; 22-045**

ANNUAL CONTRACT FOR EVENT ATTENDANT AND SECURITY SERVICES AT
THE ALAMODOME

Date Issued: **May 2, 2022**

BIDS MUST BE RECEIVED NO LATER THAN:
2:00 P.M., CENTRAL TIME, June 24, 2022

Proposals shall be submitted by the following means:
Electronic submission through the SAePS portal

Response submissions will only be accepted electronically through the SAePS portal

Proposal Due Date: 2:00 p.m., Central Time, June 24, 2022

RFCS No.: 6100015362; 22-045

Respondent’s Name and Address

Proposal Bond: YES Performance Bond: YES Payment Bond: NO Other: NO

See Supplemental Terms & Conditions for information on these requirements.

Affirmative Procurement Initiative: YES DBE / ACDBE Requirements: NO

See Instructions for Respondents and Attachments sections for more information on these requirements.

Pre-Submittal Conference * YES

*** Pre-Submittal Conference:** Pre-Submittal Conference is scheduled for **Friday, May 13, 2022, at 3:00 p.m. Central Time.** Bidders shall meet at the **Alamodome Guard Booth at LOT A parking lot on 100 Montana Street, San Antonio, Texas.** Potential bidders will be escorted at all times by Alamodome personnel. The Agenda is available through the SAePS Portal. Attendance is optional, but highly encouraged. Prospective Respondents may also join the WebEx using the following instructions:

WebEx Call-in: 1-415-655-0001 US TOLL
Meeting number (access code): 2461 972 9306
Meeting password: pEgyBVHS687

Staff Contact Person: Alexis Sendejo, Procurement Specialist II Email: alexis.sendejo@sanantonio.gov

SBEDA Contact Information: (210) 207-3922 or by e-mail at SBEDAdocs@sanantonio.gov

This solicitation has been identified as High-Profile.

PROHIBITED CAMPAIGN CONTRIBUTIONS

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections beginning on the *10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council (“blackout” period):

- (1) Any individual seeking a high-profile contract;
- (2) Any owner, officer, officer of board, and executive committee member of an entity seeking a high-profile contract, excluding board officers and executive committee members of 501(c)(3), 501(c)(4) and 501(c)(6) non-profit organizations not created or controlled by the City whose board service is done strictly as a volunteer with no financial compensation and no economic gain from the non-profit entity;
- (3) The legal signatory of the high-profile contract;
- (4) Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
- (5) Subcontractors hired or retained to provide services under the high-profile contract; and
- (6) Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution was made by any of these individuals during this period.

****For this solicitation, the first-day contributions are prohibited is **MONDAY, MAY 16, 2022.**
The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session.***

RESTRICTIONS ON COMMUNICATIONS

In accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an “A” session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session.

Restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFCSP and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

For additional information, see the section of this RFCSP entitled “Restrictions on Communication”.

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PART A

Submission of Proposals:

Respondent **MUST** submit proposals electronically.

Submission of Electronic Proposals: Submit one (1) **COMPLETE** proposal electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected.

Proposals sent to the City by facsimile or email will NOT be accepted.

Modified Proposals: Proposals may be modified provided such modifications are received prior to the time and date set for submission of proposals. All proposals must be submitted electronically and a modified proposal will automatically replace a prior proposal submission.

The City shall not be responsible for lost or misdirected proposals or modifications.

Forms Requiring Signatures:

Signature Page: For electronic proposals, Respondent's electronic submission constitutes a binding signature for all purposes.

All Other Documents: All other forms in this solicitation which require a signature must have a signature affixed thereto by manually signing the document. When submitting, electronically, sign the document prior to scanning it and uploading it with your submission.

Respondents are cautioned that they are responsible for the security of their log-on ID and password, since unauthorized use could result in Respondent's being held liable for the submission.

Vendor Registration: Respondent is required to register as a vendor with the City prior to the due date for submission of proposals. Respondent may register at the following site: <http://www.sanantonio.gov/purchasing/saeps>. Respondents must identify the correct name of the entity that will be providing the goods and/or services under the contract. No nicknames, abbreviations (unless part of the legal title), shortened or short-hand names will be accepted in place of the full, true and correct legal name of the entity.

Alternate Proposals: Alternate proposals may be allowed at the sole discretion of City.

Electronic Alternate Proposals Submitted Through the Portal: All alternate proposals submitted electronically are recorded with original proposals when submitted electronically.

Catalog Pricing: (This section applies to proposals using catalog pricing.)

The proposal will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price.

Respondents shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which a proposal is submitted. Respondent shall provide said catalog at the time of submission of its proposal. Manufacturers' catalogs may be submitted in any of the following formats: paper copy, flash drive, or CD ROM, Catalogs shall be mailed to the Finance Department, Purchasing Division, P.O. Box 839966, San Antonio, Texas 78283-3966 prior to bid opening. Respondent shall submit a PDF file for proposals submitted electronically.

Respondents may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date. These price lists are subject to approval of City's Finance Department.

Specified items identified herein, if any, are for overall proposal evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered.

Restrictions on Communication:

Respondents are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an "A" session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council "A" session. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFCSP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the restrictions on communication with City employees include:

Respondents may ask verbal questions concerning this RFCSP at the Pre-Submittal Conference.

Respondents may submit written questions, or objections to specifications, concerning this RFCSP to the Staff Contact Person listed below **by MAY 24, 2022, at 2:00 pm, Central Time**. Questions received after the stated deadline will not be answered. Questions submitted and City's responses will be posted with this solicitation. All questions shall be sent by e-mail to:

Alexis Sendejo, Procurement Specialist II
City of San Antonio, Finance Department – Purchasing Division
alexis.sendejo@sanantonio.gov

Questions submitted and the City's responses to questions will be posted with this solicitation.

Respondents may provide responses to questions asked of them by the Staff Contact Person after proposals are received and opened. The Staff Contact Person may request clarification to assist in evaluating Respondent's proposal. Such additional information must be provided within two business days from City's request. Respondents may also respond to requests by the Staff Contact Person for best and final offers, which do allow respondents to change their proposals. Requests for best and final offers will be clearly designated as such. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests.

Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact may be reached by telephone at (210) 207-3922 or by e-mail at SBEDAdocs@sanantonio.gov. *This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.*

Respondents may contact the Vendor Support staff at (210) 207-0118 or by email at vendors@sanantonio.gov for assistance with vendor registration and submitting electronic bids.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council Agenda date, and a review of the solicitation process.

Pre-Submittal Conference:

If a Pre-Submittal Conference is scheduled, it will be held at the time noted on the Cover Page. Respondents are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Pre-Submittal conference participation is optional, but highly encouraged.

This meeting is accessible to disabled persons. Call the Staff Contact Person for information to request an interpreter for the deaf. Interpreters for the deaf must be requested at least 48 hours prior to the meeting. For other assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

Changes to RFCSP:

Changes to this RFCSP made prior to the due date for proposals shall be made directly to the original RFCSP. Changes are captured by creating a replacement version each time the RFCSP is changed. It is Respondent's responsibility to check for new versions until the proposal due date. City will assume that all proposals received are based on the final version of the RFCSP as it exists on the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFCSP.

Preparation of Proposals:

All information required by the RFCSP must be furnished or the proposal may be deemed non-responsive and rejected. Any ambiguity in the proposal as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of City.

Proposal Format: Each proposal shall be typewritten, single-spaced and submitted on 8 ½" x 11" page layouts. Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper, or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 12-point type. All pages shall be numbered. Margins shall be no less than 1" around the perimeter of each page. Websites or URLs shall not be submitted in lieu of the electronic submission through City's portal. **ELECTRONIC** proposals must include **ALL** the sections and attachments in the sequence listed in the RFCSP, Part B, Submission Requirements, and **each section and attachment must be indexed as in the Table of Contents page.** For electronic submissions, each separate section should be attached as a separate file.

Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Correct Legal Name. If Respondent is found to have incorrectly or incompletely stated the name of the entity that will provide goods and/or services, the proposal may be rejected.

Line Item Proposals: Any proposal that is considered for award by each unit or line item must include a price for each unit or line item for which Respondent wishes to be considered. All proposals are awarded on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" proposal in the Supplemental Terms & Conditions.

All or None Bid: Any proposal that is considered for award on an "all or none" basis must include a price for all units or line items. In an "All or None" bid, a unit price left blank shall result in the proposal being deemed nonresponsive and disqualified from consideration. An "All or None" bid is one in which City will award the entire contract to one respondent only.

Delivery Dates: Proposed delivery dates must be shown in the proposal where required and shall include weekends and holidays, unless specified otherwise in this RFCSP. Proposed delivery times must be specific. Phrases such as "as required", "as soon as possible" or "prompt" may result in disqualification of the proposal. Special delivery instructions, if any, may be found in the Specifications / Scope of Services section of this document, or in the Purchase Order.

Tax Exemption: The City of San Antonio is exempt from payment of federal taxes, and State of Texas limited sales excise and use taxes. Respondents must not include such taxes in proposal prices. An exemption certificate will be signed by City where applicable upon request by Respondent after contract award.

Description of Supplies:

Any brand names, catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Proposals submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with proposal response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item's suitability and compliance with proposal specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City.

Samples, Demonstrations and Pre-award Testing: If requested by City, Respondent shall provide product samples, demonstrations, and/or testing of items proposed to ensure compliance with specifications prior to award of the contract. Samples, demonstrations and/or testing must be provided within 7 calendar days of City's request. Failure to comply with City's request may result in rejection of a proposal. All samples (including return thereof), demonstrations, and/or testing shall be at Respondent's expense. Samples will be returned upon written request. Requests for return of samples must be made in writing at the time the samples are provided. Otherwise, samples will become property of City at no cost to City. Samples that are consumed or destroyed during demonstrations or testing will not be returned.

Estimated Quantities for Annual Contracts:

Designation as an “annual” contract is found in the contract’s title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied.

Respondent’s Due Diligence.

Respondents shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.

Respondents shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, or conditions and sites/locations for providing goods and services as required by this RFCSP. No plea of ignorance by Respondent will be accepted as a basis for varying the requirements of City or the compensation to Respondent.

Confidential or Proprietary Information: All proposals become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Interlocal Participation:

City may engage in cooperative purchasing with other governmental entities or governmental cooperatives (“Entity” or “Entities”) to enhance City’s purchasing power. At City’s sole discretion and option, City may inform other Entities that they may acquire items listed in this RFCSP. If this contract will be subject to cooperative purchasing, such fact will be indicated in the Supplemental Terms and Conditions portion of this RFCSP. Such acquisition(s) shall be at the prices stated in the proposal and shall be subject to Respondent’s acceptance. Entities desiring to acquire items listed in this RFCSP shall be listed on a rider attached hereto, if known at the time of issuance of the RFCSP. City may issue subsequent riders after contract award setting forth additional Entities desiring to utilize this proposal.

Respondent must sign and submit the rider, if attached to this RFCSP, with its proposal, indicating whether Respondent wishes to allow other Entities to use its proposal. Respondent shall sign and return any subsequently issued riders within ten calendar days of receipt. Respondent’s decision on whether to allow other Entities to use the proposal shall not be a factor in awarding this RFCSP.

Costs of Proposing: Respondent shall bear any and all costs that are associated with the preparation of the Proposal, attendance at the Pre-Submittal conference, if any, or during any phase of the selection process.

Rejection of Proposals:

City may reject any and all proposals, in whole or in part, cancel the RFCSP and reissue the solicitation. City may reject a proposal if:

Respondent misstates or conceals any material fact in the proposal; or

The proposal does not strictly conform to law or the requirements of the solicitation;

The proposal is conditional; or

Any other reason that would lead City to believe that the proposal is non-responsive or Respondent is not responsible.

City, in its sole discretion, may also waive any minor informalities or irregularities in any proposal, such as failure to submit sufficient proposal copies, failure to submit literature or similar attachments, or business affiliation information.

Variances and Exceptions to Proposal Terms: In order to comply with State law, respondents must submit proposals on the same material terms and conditions. Proposals that contain material variances or exceptions to the terms and conditions, including additional terms and conditions, will be rejected.

Changes to Proposal Form: Proposals must be submitted on the forms furnished, where forms are provided. Proposals that change the format or content of City’s RFCSP will be rejected.

Withdrawal of Proposals: Proposals may be withdrawn prior to the due date for submission. Proposals submitted electronically may be withdrawn electronically.

Proposal Opening: Proposals will be opened publicly by reading the names of the Respondents aloud online through WebEx at 2:30 p.m. Central Time on the day the proposals are due. However, in accordance with state law, the contents will not be revealed until after the contract is awarded.

Join by phone:

- 415-655-0001 US Toll
- Meeting number (access code): 177 587 8554
- Meeting password: COSA

Evaluation and Award of Contract:

Per Section §252.043 of the Texas Local Government Code, the contract will be awarded to the responsible offeror whose proposal is determined to be the most advantageous to City, considering the relative importance of price and the other evaluation factors included in this RFCSP.

City reserves the right to make an award on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an “all or none” proposal in the Supplemental Terms & Conditions.

A written award of acceptance (manifested by a City Ordinance) and Purchase Order furnished to Respondent results in a binding contract without further action by either party. Vendor must have the Purchase Order before making any delivery.

City reserves the right to utilize historical usage data as a basis for evaluation of proposals when future usages are unable to be determined.

City reserves the right to delete items prior to the awarding of the contract, and purchase said items by other means.

Inspection of Facilities/Equipment:

Depending on the nature of the RFCSP, Respondent's facilities and equipment may be a determining factor in making the proposal award. All respondents may be subject to inspection of their facilities and equipment.

Prospective respondents must prove beyond any doubt to the City Purchasing Administrator that they are qualified and capable of performing the contract's requirements.

Prompt Payment Discount:

Provided Respondent meets the requirements stated herein, City shall take Respondent's offered prompt payment discount into consideration. The evaluation will not be based on the discount percentage alone, but rather the net price as determined by applying the discount to the proposal price, either per line item or total proposal amount. However, City reserves the right to reject a discount if the percentage is too low to be of value to City, all things considered. City may also reject a discount if the percentage is so high as to create an overly large disparity between the price City would pay if it is able to take advantage of the discount and the price City would pay if it were unable to pay within the discount period. City may always reject the discount and pay within the 30-day period, at City's sole option.

City will not consider discounts that provide fewer than 10 days to pay in order to receive the discount.

For example, payment terms of 2% 5, Net 30 will NOT be considered in proposal evaluations or in the payment of invoices. However, payment terms of 2% 10, Net 30 will result in a two percent reduction in the proposal price during proposal evaluation, and City will take the 2% discount if the invoice is paid within the 10-day time period.

Prohibited Financial Interest:

The Charter of the City of San Antonio and the City of San Antonio Code of Ethics prohibit a City officer or employee, as those terms are defined in Sections 2-42 and 2-52 of the Code of Ethics, from having a direct or indirect financial interest in any contract with the City. An officer or employee has a “prohibited financial interest” in a contract with the City or in the sale to the City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- a City officer or employee; his or her spouse, sibling, parent, child or other family member within the first degree of consanguinity or affinity;
- an entity in which the officer or employee, or his or her parent, child or spouse directly or indirectly owns (i) 10 percent or more of the voting stock or shares of the entity, or (ii) 10 percent or more of the fair market value of the entity; or
- an entity in which any individual or entity listed above is (i) a subcontractor on a City contract, (ii) a partner or (iii) a parent or subsidiary entity.

Pursuant to the subsection above, Respondent warrants and certifies, and a contract awarded pursuant to this RFCSP is made in reliance thereon, that it, its officers, employees, and agents are neither officers nor employees of the City.

Unfair Advancement of Private Interests: Pricing and discounts contained in this contract are for use by City departments conducting City business. City employees may not use their positions to obtain special treatment or prices that are not available to the general public.

State of Texas Conflict of Interest:

Questionnaire (Form CIQ): Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed Form CIQ with the Office of the City Clerk if those persons meet the requirements under §176.006(a) of the statute.

By law this questionnaire must be filed with the Office of the City Clerk 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), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

<https://www.ethics.state.tx.us/forms/conflict/>

In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together, by mail to the Office of the City Clerk. Please mail to:

Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966.

Do not include these forms with your sealed bid. The Purchasing Division will not deliver the forms to the Office of the City Clerk for you.

PART B

SUBMISSION REQUIREMENTS:

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture. Each separate section should be attached as a separate file.

TABLE OF CONTENTS:

EXECUTIVE SUMMARY: The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

GENERAL INFORMATION FORM: Use the Form found in this RFCSP as Attachment A, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS: Use the Form found in this RFCSP as Attachment A, Part Two.

PROPOSED PLAN: Use the Form found in this RFCSP as Attachment A, Part Three.

PRICE SCHEDULE: Use the Price Schedule that is found in this RFCSP as Attachment B.

CONTRACTS DISCLOSURE FORM: Use the Form in RFCSP as Attachment C which is posted separately or Respondent may download a copy at:

- Link to complete form electronically: <https://webapp1.sanantonio.gov/ContractsDisclosure/>
- Link to access PDF form to print and handwritten information: <https://www.sanantonio.gov/portals/0/files/clerk/ethics/ContractsDisclosure.pdf>

Instructions for completing the Contracts Disclosure Form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.

2. All respondents must include the following information in the required Contracts Disclosure Form at the time the original proposal is submitted:
 - a. names of the agency board members,
 - b. list of positions they hold as board members, and
 - c. Names and titles of officers of the organization.
3. Click on the "Print" button and place the copy in proposal response as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM: Complete and submit the Litigation Disclosure Form, found in this RFCSP as Attachment D. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM FORM(S): Complete, sign and submit any and all SBEDA form(s), found in this RFCSP as Attachment F.

VETERAN-OWNED SMALL BUSINESS (VOSB) PROGRAM TRACKING FORM. Pursuant to Ordinance No. 2013-12-05-0864, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation. For more information on the program, refer to the Veteran-Owned Small Business Program Tracking Form attached to this solicitation. Respondent must complete and return the attached Veteran-Owned Small Business Program Tracking Form with the proposal submitted, as RFCSP Attachment G.

CERTIFICATE OF INTERESTED PARTIES HB FORM 1295: Respondent must complete, sign, and submit HB Form 1295 as RFCSP Attachment H.

Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address: <https://www.ethics.state.tx.us/filinginfo/1295>

Print and sign your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert "City of San Antonio". Where requested to provide the contract number, provide the RFCSP number shown on the cover page of this solicitation (e.g. IFB 6100012553, or RFCSP 6100012553).

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

"Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the "Business entity".)

"Controlling interest" means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

"Interested party" means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

"Intermediary," for purposes of this rule, means, a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person's participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

PROPOSAL BOND. Submit proposal bond in the amount of \$1,000.00. For electronic submissions, Respondent must provide the original Proposal Bond to the **City of San Antonio Finance Department, Purchasing Division, Annual Contract for EVENT ATTENDANT AND SECURITY SERVICES AT THE ALAMODOME RFCSP 22-045 RFx 6100015362, P.O. Box 839966, San Antonio, Texas 78283-3966 OR City of San Antonio - Finance Department, Purchasing Division, Annual Contract for EVENT ATTENDANT AND SECURITY SERVICES AT THE ALAMODOME RFCSP 22-045, RFx 6100015362, 100 West Houston St., Print & Mail Center, San Antonio, Texas 78205** prior to bid opening. Respondent shall include a copy of the Proposal Bond with the Respondent's electronic submission through the SAePS Portal.

PROOF OF INSURABILITY: Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverages and at the levels specified in this RFCSP if awarded a contract in response to this RFCSP. Respondent shall also submit a copy of their current insurance certificate.

FINANCIAL INFORMATION: Submit a recent copy of a Dun and Bradstreet financial report, or other credit report, on Respondent and its partners, affiliates, and subcontractors, if any.

SIGNATURE PAGE: Respondent must complete, sign, and submit the Signature Page found in this RFCSP Section 007. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

PROPOSAL CHECKLIST: Complete and submit the Proposal Checklist found in this RFCSP as Attachment J.

ADDENDA: Sign and submit addenda, if any.

Respondent is expected to examine this RFCSP carefully, understand the terms and conditions for providing the services listed herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

EVALUATION CRITERIA:

The City will conduct a comprehensive, fair and impartial evaluation of all submissions received in response to this RFCSP. City may appoint a selection committee to perform the evaluation. Each submission will be analyzed to determine overall responsiveness and qualifications under this RFCSP. Criteria to be evaluated will include the items listed below. The selection committee may select respondents who are judged to be reasonably qualified for interviews, depending on whether further information is needed. Interviews are not an opportunity to change a submission. If the City elects to conduct interviews, respondents may be interviewed and re-scored based upon the same criteria. City may also request information from respondents at any time prior to final approval of a selected respondent or seek best and final offers from respondents deemed reasonably qualified for award. Final approval of a selected respondent is subject to the action of the San Antonio City Council.

Evaluation Criteria Points:

- A. Experience, Background, Qualifications (25 points)**
- B. Proposed Plan (35 points)**
- C. Price (20 points)**
- D. Small Business Economic Development Advocacy Program (SBEDA) (20 points)**

SBE Prime Contract Program – 10 points

Certified SBE firms (see *Small Business Enterprise* definition) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime CONTRACTORS proposing at least 51% SBE participation (Prime and/or Subcontractor) will receive ten **10** evaluation criteria points, **and**

M/WBE Prime Contract Program – 10 points

Certified M/WBE firms (see *Minority/Women Business Enterprise* definition) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime CONTRACTORS proposing at least 51% M/WBE participation (Prime and/or Subcontractor) will receive ten **10** evaluation criteria points.

No evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime CONTRACTORS through subcontracting to certified SBE or M/WBE firms.

004 - SPECIFICATIONS / SCOPE OF SERVICES

4.0 SCOPE:

- 4.01 The City of San Antonio's Convention and Sports Facilities Department is soliciting proposals for a Contractor (hereafter "Contractor"), to supply Event Attendant Staff for Guest Services and to supply unarmed, non-commissioned event Public Safety Staff (hereafter "Service or Services") during ALL events held at the Alamodome (hereafter "Facility") on an as needed basis for events held at the Facility, located at 100 Montana Street, San Antonio, Texas 78203, in accordance with the specifications listed herein. In addition to the Alamodome, services under the contract may also be extended to the outside grounds and parking lot of the facility and utilized at the Henry B. Gonzalez Convention Center for various events on an as needed basis, or at the Carver Cultural Community Center if needed. **Due to the nature of the events held at this facility, such as concerts with national and international stars as well as professional sporting event, Contractor must be able to provide as many as 300 or more Event Staff and as many as 300 or more Public Safety staff at a single event, on a consistent and as-needed basis. Periodically, the Alamodome will be part of a major event, such as NCAA Final Four, and may require staffing upwards of 1,000. Contractor must be willing and able to partner with additional agencies outside of their subcontractors to meet the required number of staff, which the Facility will provide in advance.**

Additionally, on a limited and as needed basis as determined by the San Antonio Police Department (SAPD) and City, City may require the services of Texas Commission on Law Enforcement (TCOLE) Licensed Supplemental Peace Officers when SAPD Off-Duty resources are not available. Supplemental Peace Officers are TCOLE licensed enforcement officers that provide Supplemental Security support on an as needed basis to the Facility. The SAPD Collective Bargaining Agreement maintains priority and first right to providing Off-Duty Peace Officer Security for City Facilities, to include the Alamodome, Convention Center, and the Lila Cockrell Theater locations through the SAPD Off Duty Employment Unit. Contractor shall provide a Supplemental Peace Officer Supervisor for the Peace Officer Staff and will direct the Supplemental Peace Officer Supervisor to report directly to the SAPD Event Commander and SAPD Supervisors in charge. The Supplemental Peace Officer staff duties include, but are not limited to, staff support during tense situations, conducting ejection/escorts, detainment, facilitating arrests, report writing, escorting, protection of private controlled areas/access control, crime deterrence, theft prevention, violence concerns, and disaster response.

- 4.0.2 Contractor will perform and manage these Services to ensure the highest standards of quality and efficiency consistent with overall best value for City. Contractor's core business, professional qualifications, technical competence, and specialized skill and experience should demonstrate its commitment and dedication, as well as ability and willingness, to provide the Services as specified herein and competently manage and supervise its staff and other resources to provide quality Services in a consistent, efficient, safe, and accountable manner. Contractor shall perform its obligations hereunder, including the management and operation of the Services with integrity and good faith and consistent with the terms of this Agreement at all times. The scope of such duty specifically includes, without limitation, the duty to maintain the quality of Contractor's Services at a level commensurate with the highest standards in the industry. Quality, professionalism, customer service and safety are of paramount importance regarding the provision of all Services under this Agreement. All Services must be delivered consistently in a timely, effective, and efficient manner. Contractor is required to submit an Operational, Management and Quality Assurance Plan as detailed in Attachment A, Part Three. This plan shall be used to ensure that Contractor always meets or exceeds its obligations under this Agreement. Deviations from the plan may be considered a material breach of this Agreement and may result in termination of the Agreement. Contractor shall amend the plan as directed by City during the term of the Agreement and any renewals thereof, if City finds the plan inadequate to meet the scope of services described herein.
- 4.0.3 The 65,000 seat multi-purpose Facility is one of the most versatile venues in the world with diverse programming that includes conventions, trade and consumer shows, family and entertainment shows, community and civic events, concerts, and sporting events.
- 4.0.4 The Facility is entering its 30th year of operation and has established a stellar reputation for hosting events of all types and sizes. The Facility has hosted large events such as the 2025 NCAA Men's Final Four, Liga MX soccer, major boxing events, the annual Valero Alamo Bowl and All-American Bowl, Disney on Ice, Monster Jam, and various large concerts. The Facility is also the home stadium for the University of Texas at San Antonio football program.
- 4.0.5 The Public Safety of patrons, employees, and business partners, as well as guest experience, are our top priorities. To accomplish this objective, the Facility enlists event Guest Services and Public Safety services as needed.

The Guest Services Staff is comprised of event attendants, supervisors, area supervisors, and managers who are uniformed personnel that aid patrons with the following services, but are not limited to, greeting guests courteously upon arrival and departure, providing directional guidance, receiving tickets from guests, verifying correct event date at entrance, responding to guest inquiries and requests for assistance, attending the information booth, wheelchair escorting, operating elevators, facilitating ushering in seating areas, maintaining assigned areas for cleanliness, performing related duties, and fulfilling other responsibilities as required. Event Guest Services Staff will also assist during emergency situations and assist guests with customer service issues, such as duplicate ticketing problems, patron concerns, crowd conduct, and general questions regarding facility services and directions. Guest Services Staff also includes the logistics personnel that check-in/out staff, distribute uniforms, and provides equipment.

The Public Safety services staff is comprised of Public Safety Guards, Advance Response/Roam Teams, Supervisors, Area Supervisors, and Managers. The duties of the Public Safety Staff include, but are not limited to, screening patrons entering the Facility, performing bag checks by use of metal/explosive detection devices, securing restricted areas, checking and enforcing credentials, maintaining access control, escorting, and providing a visible Public Safety presence during events and specified non-event days or times and responding to various types of incidents. The Public Safety staff will also interact with and assist guests seeking information and direction while displaying superior customer service. The Public Safety staff are responsible for providing assistance during emergency situations, and may also fulfill roles in the parking lots, as needed, to include vehicle access control, directing guests, locker attendants, and assisting the parking operations with ingress and processing parking transactions. All staff assisting with parking operation processing must first complete applicable training, such as the City's Cash Handling Course. City may procure Public Safety Services for non-event days, to assist the internal 24/7 Public Safety team's shifts, in periods of high Public Safety needs, periodic times of increased activity, etc. The Public Safety Staff also includes Advanced Response/Roam Team Guards that receive enhanced training in addressing crowd concerns, intoxication, and occurrences that require address and/or ejection.

Contractor must also provide Dispatchers for both Guest Services and Public Safety, as well as assisting the Alamodome with internal channel dispatching, to man posts in the Event Command Center, where they will operate and monitor the event and facilitate needs, utilizing radios, phone, surveillance cameras, and incident management software.

Contractor should be able to provide services for shifts to include all hours, any day of the week, to include overnights, weekends, and holidays. Staff may be required to work in exterior positions, such as the loading dock, at Public Safety checkpoints, and parking lots, and similar locations. They may also be required to be at fixed posts in specific areas and may be exposed to working in unheated and or non-air-conditioned areas. Event personnel are generally required to stand at all times when on post and in view of the client and public.

4.0.6 The successful partnership with Contractor and their management of services is of utmost importance.

Contractor shall designate a **Venue Services Manager** to serve as a liaison between Contractor and City. The Venue Services Manager will ultimately assume the responsibility of being the in-house liaison between Contractor and the Facility. This position is required to supervise all Event Staff, to include Guest Services and Public Safety Team Members. The Venue Services Manager is required to attend all pre-event planning meetings, post event reviews, staff training, and informational meetings. The Venue Services Manager develops staffing plans, will ensure all Event Staff are fully briefed and trained for the function they are performing on any post, and conducts on-site event monitoring and management. The Venue Services Manager will participate in Guest Services and Public Safety staff training specific to the Facility and event related activity, as required. The Venue Services Manager will be responsible for ensuring that the provisions of this agreement are fulfilled, and all Facility and City of San Antonio policies and procedures are enforced. This position reports directly to and works with the Facility Representative.

Contractor shall also designate an **Assistant Venue Services Manager** to serve as a management and leadership assistant to the Venue Services Manager, to ensure completion of all provisions of this agreement. Both the Venue Services Manager and Assistant Venue Services Manager will supervise all Event Staff, to include Guest Service and Public Safety Team Members. The Assistant Venue Services Manager is required to attend all pre-event planning meetings, post event reviews, staff training, and informational meetings. The Assistant Venue Services Manager will participate in Guest Services and Public Safety staff training specific to the Facility and event related activity, as required. In the event that the Venue Services Manager is unable to attend a meeting or event, the Assistant Venue Services Manager must be prepared and equipped to manage and monitor the contract requirements and event needs.

Full-Time Position Examples	Estimated Total Annual Hours
Venue Services Manager	2,080
Assistant Venue Services Manager	2,080

EVENT ATTENDANT

4.1 CONTRACTOR REQUIREMENTS FOR EVENT GUEST SERVICES STAFF

4.1.1 Contractor must have provided similar services at like-type facilities (stadium, arena, or convention center) for a period of not less than five (5) years, immediately preceding the bid date. Contractor shall hire, train, and make available Event Staff who are knowledgeable and skilled in event guest services. Contractor’s staff working at the facility, to include subcontractors, shall attend a minimum of two (2) all-staff training sessions per year provided by Contractor. Estimated annual staffing hours are as follows:

Event- Based Position Examples	Estimated Total Annual Hours
Guest Services Event Manager	1,500
Guest Services Area Supervisors	4,500
Guest Services Supervisors	8,000
Guest Services Attendants	60,000
Event Command Dispatcher: Guest Services	2,500
Logistics/ Personnel	3,000

4.1.2 Contractor, in accordance with the terms, provisions, and requirements of this Agreement shall manage, perform, and provide all activities and Services outlined in this RFCSP and Contractor’s proposal. Modifications or alterations to the Scope of Services may be made only pursuant to a written change order issued by City in accordance with Section 006 - GENERAL TERMS & CONDITIONS of this RFCSP.

4.1.3 It is understood and agreed by the parties hereto that changes in local, state, and federal rules, regulations, or laws applicable hereto may occur during the term of this Agreement and that any such changes shall be automatically incorporated into this Agreement without written amendment hereto and shall become a part hereof as of the effective date of this rule, regulation, or law.

4.1.4 City shall designate a Facility Representative to serve as a liaison between City and Contractor. In the event that the Facility Representative is unavailable, the identity of an alternate liaison for any Service Request or event shall be disclosed to Contractor prior to the start of such Service Request or event. The Facility Representative or alternate liaison shall be responsible, to the extent possible, in assisting Contractor with any problems which may arise with the Facility that may impair or impede Contractor’s ability to perform its Services.

4.1.5 City will provide a City radio each for the Venue Services Manager and Assistant Venue Services Manager. Contractor shall be responsible for supplying Venue Services Manager, Assistant Venue Services Manager, and all its Area Supervisors and Supervisors, as well as high needs positions, posts that are out of view and that need communication, and other posts requiring communication, a communications device determined by City for communication with their staff in a number sufficient for event staffing needs. Contractor shall procure a system that functions in the Facility and if requested by Facility Representative, provide to Facility staff separate devices to communicate with Contractor staff. The number of devices provided to Facility staff shall be determined by City. Contractor is responsible for the provision and maintenance of all devices. If Contractor damages or loses any City-owned devices, it will reimburse City for the entire replacement cost. Contractor’s staff shall not utilize the same device frequency as Facility staff when communicating amongst themselves.

4.1.6 Contractor staff shall practice energy and environmental conservation to the greatest extent feasible for the performance of the Services herein. This includes, but is not limited to, turning off lights in unused areas, except those which are centrally controlled, and complying with recycling programs.

- 4.1.7 Contractor shall ensure that all logs, incident, and daily reports shall be submitted to City no later than the end of the event day. Contractor shall notify City of hazards, safety violations or other conditions that pose an unsafe condition.
- 4.1.8 Contractor will establish and maintain for the duration of the contract, basic and annual training programs. An annual training plan and report must be submitted to the Facility Representative. Event Staff must be trained in avoiding sexual harassment, workplace violence awareness, and guest services. Contractor shall ensure Event Staff participates in City's facility drills and exercises as requested by City.
- 4.1.9 City will keep Contractor informed of all scheduled events. The Facility conversion calendar may be used for this purpose.
- 4.1.10 Contractors submitting proposals must be presently in the business of supplying event staff services in a contractual capacity.
- 4.1.11 Event Staff includes the number of supervisors necessary to adequately monitor and assist non-supervisory event personnel. contractor will provide the supervisor per employee ratio in its Proposed Plan.
- 4.1.12 Contractor shall ensure Event Staff wears a distinct uniform as approved by the Facility. The uniform must reflect a professional image. The uniforms of the Event Staff and Supervisors must be different to differentiate job responsibilities, chain of command and for easy identification purposes. The cost of the uniforms will be the responsibility of Contractor.
- 4.1.13 Contractor will submit invoices for actual time worked. Supporting documentation for verification of actual time worked must be made available to City immediately upon request. Invoices for payment must be submitted to City within three business days of service being provided. All invoices shall include all documentation necessary to substantiate amount invoiced, including but not limited to, copies of approved Service Requests, time sheets/timerecards for each employee for each event, and any other documentation required by City. Contractor's invoice and timesheets/timerecards must clearly state the name of the event and the date of the event. City will utilize Contractor's timesheets/timerecards to reconcile Contractor's invoice. Contractor's invoice shall be in accordance with Section 006 - General Terms and Conditions, Invoicing and Payment, and Payment by City. Transportation and parking expenses are not billable to City. Off-site parking will need to be arranged by Contractor, to include shuttling staff to and from planned location.
- 4.1.14 Contractor shall maintain all required reports in a detailed, neat, and legible manner and submit reports at the end of the event day to the Facility Representative.
- 4.1.15 At minimum, Contractor shall conduct random, monthly drug screening of at least 5% of staff assigned to the Facility at no cost to City and provide overall results of random drug screening tests to City monthly. Contractor shall remove any employee from service on this contract who tests positive for controlled substances.
- 4.1.16 Contractor shall maintain an employee file for each staff assigned to the Alamodome, and files shall contain, at a minimum, health certification, training certifications, drug screening results, background check, an up-to-date photo, and copy of driver's license or ID card.
- 4.1.17 Contractor shall comply with Facility Management that seeks to do the following:
 - (a) Determine the locations and times requiring staff services.
 - (b) Approve developed written orders for each position requiring staff that outlines specific responsibilities for each position.
 - (c) Address any concerns in performance of the contract.
 - (d) Address all feedback in relation to services provided.
 - (e) Conduct monitoring activities to ensure quality services are being provided and assure accountability.

4.2 EVENT GUEST SERVICES STAFF REQUIREMENTS

- 4.2.1 Contractor shall constantly endeavor to provide service of the highest quality attainable in accordance with the specifications herein, and to conduct all work in a professional manner, in accordance with all Federal, State, and City ordinances, rules and regulations.

- 4.2.2 The number of Event Staff required for each event will be determined based upon the projected attendance numbers, duration, and type of event as well as any other special considerations associated with the event. The Facility Representative will review all staff proposals and will determine the number, placement, and duties of event staff and supervisory personnel. A Service Request Form will be forwarded to Contractor for each event requiring services in order for Contractor to plan adequate coverage.
- 4.2.3 Contractor personnel may be required from time to time to operate electric carts, elevators, escalators, electrical overhead doors, and other equipment located within the Facility and assisting patrons with disabilities to include wheelchair guidance and golf cart transport in the parking lot. Contractor shall ensure any staff operating electrical carts must first complete applicable training such as the City's Defensive Driving Course. Careless operation of this equipment could result in the person's immediate removal from the Facility by City until an investigation has been conducted. All Contractor personnel must receive training provided by Contractor prior to being permitted to operate such equipment.
- 4.2.4 Contractor shall reimburse City for any and all damage to the facility caused by careless operation of equipment by Contractor's personnel, as deemed solely by the Facility Representative. Contractor shall be liable for, and be required to repair or replace, at an acceptable level to the Facility Representative, any and all damage to property, plants, equipment, etc., either accidental or deliberate, caused by Contractor's employees, agents, representatives, associates, volunteers, contractors, or subcontractors. This shall include, but is not limited to, permanent stains or damage to carpets, walls, or floors, broken or damaged equipment, fixtures, furnishings, etc. Contractor shall notify City immediately of any damage. City may require reimbursement in place of allowing Contractor to repair or replace.
- 4.2.5 Unless otherwise provided in the contract, Contractor shall supply, at its expense, any and all equipment identified as being required to fulfill all tasks under this contract, to include flashlights, radios, radio earpieces, microphones, uniforms, etc. Contractor must ensure that personnel are supplied with any and all devices for provision of event attendant services. All employees must receive training in any additional technology utilized at the Facility prior to being permitted to work.
- 4.2.6 Contractor shall ensure all of Contractor's personnel shall wear identification cards prominently displaying the company name as well as that of the person for the purpose of identification at all times while on the premises. Accurate records must be kept of the names and addresses of those to whom such badges are issued. Persons reporting to work in the Facility with an expired or invalid identification card will not be permitted to provide services under this contract.
- 4.2.7 Contractor shall ensure Contractor's personnel at all times meets high standards of appearance and demeanor and is polite and courteous in their dealings with the patrons and staff of the Facility. Personnel cannot engage in loud or boisterous behavior. The Facility Representative or designee reserves the right to have any offending person removed from the premises because of improper behavior. The Facility Representative shall be the sole judge of whether behavior is improper or violates the Facility rules.
- 4.2.8 Pre-assignment Site Orientation – Event Staff will not be allowed to perform in a regularly scheduled position without a minimum of 4-6 hours of direct supervision and instruction on any post. A supervisor or the Venue Services Manager must evaluate the performance of any Event Staff to certify suitability for assignment prior to the event attendant staff commencing regular, scheduled work.
- 4.2.9 Contractor shall ensure that all its employees present themselves in a clean and professional manner. Supervisors will monitor the cleanliness and serviceability of Event Staff uniforms.
- 4.2.10 Depending on event changeover, load-in, and load-out emergency needs, Contractor may be requested by City to perform additional services, occasionally. Labor and specifications shall be established between Contractor and City and evidenced by a Service Request completed prior to the start of any service.
- 4.2.11 Contractor shall be responsible for supplying at least 2 golf carts for the services it must provide, to include but not limited to the ADA Assist program picking up patrons in the parking lot and bringing them to the ADA ramp, Parking Lot Roving, and for staff mobility to conduct rounds. Contractor will be responsible for the maintenance, upkeep, charge/gas, etc. for this equipment. (These golf carts may also be used by Contractor's Public Safety Staff). Please keep in mind that gas cans cannot be stored inside the facility, and vendor will need to work with the Operations Division on an appropriate storage location. Respondent may be required to provide a small storage unit or area

PUBLIC SAFETY SERVICES

4.3 CONTRACTOR REQUIREMENTS FOR PUBLIC SAFETY SERVICES

4.3.1 Contractor must have provided similar services at like facilities (stadium, arena, or convention center) for a period of not less than five (5) years, immediately preceding the bid closing date. Contractor shall hire, train, and make available event Public Safety staff who are knowledgeable and skilled in event Public Safety services. Contractor’s staff working at the facility, to include subcontractors, shall attend a minimum of two (2) all-staff training sessions per year provided by Contractor. Estimated annual staffing hours are as follows:

Event- Based Position Examples	Estimated Total Annual Hours
Overall Event Manager	1,750
Public Safety Event Manager	1,750
Public Safety Area Supervisors	5,800
Public Safety Supervisors	10,000
Advance Response/ Roam Team	5,800
Public Safety Guards	60,000
Event Command Dispatcher: Public Safety	2,500

4.3.2 On a limited, as needed basis, if Contractor has ability to provide Supplemental Peace Officers, City may utilize this service to obtain Supplemental Peace Officers which are TCOLE licensed enforcement officers to provide Supplemental Security support on an as needed basis to the Facility. The SAPD Collective Bargaining Agreement maintains priority and first right to providing Off-Duty Peace Officer Security for City Facilities, to include the Alamodome, Convention Center, and the Lila Cockrell Theater locations through the SAPD Off Duty Employment Unit (ODEU). Contractor shall provide a Supplemental Peace Officer Supervisor for the Peace Officer Staff, and will direct the Supplemental Peace Officer Supervisor to report directly to the SAPD Event Commander and SAPD Supervisors in charge. The Supplemental Peace Officer staff duties include, but are not limited to, staff support during tense situations, conducting ejection/escorts, detainment, facilitating arrests, report writing, escorting, protection of private controlled areas/access control, crime deterrence, theft prevention, violence concerns, and disaster response.

Limited Use: Event- Based TCOLE Position Examples	Estimated Total Annual Hours
*Supplemental Peace Officer Supervisor	150
*Supplemental Peace Officer	1,500

**With regard to Peace Officer pricing, the costs for SAPD Off Duty Officers is provided within the SAPD Collective Bargaining Agreement. The Supplemental Peace Officer rate shall not be more than the SAPD ODEU officers’ rate to work Off-Duty shifts at these venues.*

All law enforcement officers that provide Supplemental Security support under this contract must be in their regulation uniform and badged, so they are readily and easily identified as a Texas Peace officer.

4.3.3 Contractor, in accordance with the terms, provisions, and requirements of this Agreement shall manage, perform, and provide all activities and Services outlined in this RFCSP and Contractor’s proposal. Modifications or alterations to the Scope of Services may be made only pursuant to a written change order issued by City in accordance with the section 006 General Terms and Conditions of this RFCSP.

4.3.4 It is understood and agreed by the parties hereto that changes in local, state, and federal rules, regulations, or laws applicable hereto may occur during the term of this Agreement and that any such changes shall be automatically incorporated into this Agreement without written amendment hereto and shall become a part hereof as of the effective date of this rule, regulation, or law.

- 4.3.5 City shall designate a Facility Representative to serve as a liaison between City and Contractor. In the event that the Facility Representative is unavailable, the identity of an alternate liaison for any Service Request or event shall be disclosed to Contractor prior to the start of such Service Request or event. The Facility Representative or alternate liaison shall be responsible, to the extent possible, in assisting Contractor with any problems which may arise with the Facility that may impair or impede Contractor's ability to perform its Services.
- 4.3.6 Contractor shall perform all Services in a superior workman like manner, satisfactory to City.
- 4.3.7 City will provide a City radio each for the Venue Services Manager and Assistant Venue Services Manager. Contractor shall be responsible for supplying Venue Services Manager, Assistant Venue Services Manager, and all its Area Supervisors and Supervisors, as well as high needs positions, posts that are out of view and that need communication, and other posts requiring communication, a communications device determined by City for communication with their staff in a number sufficient for event staffing needs. Contractor shall procure a system that functions in the Facility and if requested by Facility Representative, provide to Facility staff separate devices to communicate with Contractor staff. The number of devices provided to Facility staff shall be determined by City. Contractor is responsible for the provision and maintenance of all devices. If Contractor damages or loses any City-owned devices, it will reimburse City for the entire replacement cost. Contractor's staff shall not utilize the same device frequency as Facility staff when communicating amongst themselves.
- 4.3.8 Contractor staff shall practice energy and environmental conservation to the greatest extent feasible for the performance of the Services herein. This includes, but is not limited to, turning off lights in unused areas except those which are centrally controlled and complying with recycling programs.
- 4.3.9 Contractor shall ensure that all logs, incident, and daily reports shall be submitted to City no later than the end of the event day. Contractor will maintain all required reports in a detailed, neat, and legible manner. Contractor shall notify City of hazards, safety violations or other conditions that pose an unsafe condition. In addition to performing screening and other duties identified in this document, the Event Public Safety staff may be required to respond to incidents and prepare written reports.
- 4.3.10 City will keep Contractor informed of all scheduled events.
- 4.3.11 Contractors submitting proposals must be presently in the business of supplying event Public Safety staff services in a contractual capacity.
- 4.3.12 Contractor shall practice stadium Public Safety "Best Practices" which mandate that screeners be deployed at all entry doors and utilize metal detectors and wands to screen patrons for prohibited items during all major events. The Facility utilizes event Public Safety staff to conduct screenings for each event in accordance with established standards. Event Public Safety staff may perform bag checks when necessary. Event Public Safety staff will perform screening duties outside of the Facility doors and may be exposed to inclement weather.
- 4.3.13 Event Public Safety staff may be required to work a post in locations such as loading dock areas, interior doors and similar locations during event move ins and outs. They may also be required to be at fixed posts in specific areas, roving posts to monitor crowd dynamics, protect Facility and event contractor and participant assets, and as required during event hours to assist the public attending the event. Event Public Safety staff enforces building regulations and specific Public Safety plans designed for each event. Event Public Safety staff assigned to these positions may be exposed to working in unheated and or non-air-conditioned areas. **All event Public Safety officers are required to stand at all times when on post and in view of the client and public.**
- 4.3.14 Event Public Safety staffing includes providing the number of supervisors necessary to adequately monitor and assist non-supervisory event Public Safety personnel.
- 4.3.15 Contractor shall ensure Event Public Safety staff wears a distinct uniform as approved by the Facility. The uniform must reflect a professional image. Event Public Safety staff must wear a service cap at all times. The uniforms of the Venue Services Manager, Event Public Safety Supervisors, and Event Public Safety Officers must be different to differentiate job responsibilities, chain of command and for easy identification purposes. The cost of the uniforms will be the responsibility of Contractor.

Supplemental Peace Officer (Uniformed)

- 4.3.16 Contractor must be licensed by the State of Texas Department of Public Safety Private Security Bureau as a Guard Company. Each Non-Commissioned employee must have a level two (2) certification with the state.
- 4.3.17 Contractor must submit invoices for actual time worked by its staff. Contractor shall provide supporting documentation for verification of actual time worked upon City's request. Invoices for payment must be submitted to City within three business days of service being provided. Transportation and parking expenses are not billable to City. Off-site parking will need to be arranged by Contractor, to include shuttling staff to and from planned location. Transportation and parking expenses are not billable to City.
- 4.3.18 All invoices shall include all documentation necessary to substantiate amount invoiced, including but not limited to, copies of approved Service Requests, time sheets/timecards for each employee for each event, and any other documentation required by City. Contractor's invoice and timesheets/timecards must clearly state the name of the event and the date of the event. City will utilize Contractor's timesheets/timecards to reconcile Contractor's invoice. Contractor's invoice shall be in accordance with Section 006 - General Terms and Conditions, Invoicing and Payment, and Payment by City.
- 4.3.19 At minimum, Contractor shall conduct random, monthly drug screening of 5% of event Public Safety officers assigned to the Facility at no cost to City and provide overall results of random drug screening tests to City monthly. Contractor shall obtain approval from all staff providing services hereunder, as may be required, to release screening test results and background checks to City. Contractor shall remove any employee from service on this contract who fails a drug screening.
- 4.3.20 Contractor shall maintain an employee file for each employee assigned to the Convention and Sports Facilities, and files shall contain, at a minimum, training certifications, copy of Private Security Board ID card, drug screening results, background check, up-to-date photo, copy of driver's license or ID card, and all other documentation required to be maintained in the company files by the State of Texas Department of Public Safety Private Security Board.
- 4.3.21 Contractor shall:
- (f) Determine the locations and times requiring Event Public Safety staff services.
 - (g) Approve developed written orders for each position requiring Event Public Safety staff that outline specific responsibilities for each position.
 - (h) Address any concerns in performance of the contract.
 - (i) Address all feedback in relation to services provided.
 - (j) Conduct monitoring activities to ensure quality services are being provided and assure accountability.

4.4 EVENT PUBLIC SAFETY STAFF REQUIREMENTS

- 4.4.1 Contractor shall constantly endeavor to provide service of the highest quality attainable in accordance with the specifications herein, and to conduct all work in a professional manner, in accordance with all Federal, State, and City ordinances, rules and regulations.
- 4.4.2 The number of Event Public Safety staff required for each event will be determined based upon the projected attendance numbers, duration and type of event as well as any other special considerations associated with the event. The Facility Representative will review all staff proposals and will determine the number, placement, and duties, of Public Safety and supervisory personnel. A Service Request Form will be forwarded to Contractor for each event requiring services in order for Contractor to plan adequate coverage.
- 4.4.3 Contractor personnel may be required from time to time to operate electric carts, Segway's, elevators, escalators, electrical overhead doors, and other equipment located within the Facility. Careless operation of this equipment could result in the person's immediate removal from the Facility by City until an investigation has been conducted. Contractor shall ensure all Contractor personnel receives training provided by Contractor prior to being permitted to operate such equipment.

- 4.4.4 Contractor shall reimburse City for any and all damage to the facility caused by careless operation of equipment by Contractor's personnel, as determined solely by the Facility Representative. Contractor shall be liable and be required to repair or replace at an acceptable level to the Facility Representative any and all damages to property, plants, equipment, etc., either accidental or deliberate, caused by Contractor's employees, agents, representatives, associates, volunteers, contractors or subcontractors. This shall include, but is not limited to, permanent stains or damage to carpets, walls or floors, broken or damaged equipment, fixtures, furnishings, etc. Contractor shall notify City immediately of any damage. City may require reimbursement in place of allowing Contractor to repair or replace.
- 4.4.5 Unless otherwise provided in this contract, Contractor will supply, at its expense, all equipment identified as being required to fulfill all tasks under this contract, to include hand-held metal and explosives detectors, flashlights, radios, radio earpieces, microphones, uniforms, etc. Contractor will ensure that personnel are supplied with all devices for provision of Public Safety and customer service requirements. Contractor shall be responsible for supplying at least 2 golf carts for the services it must provide, to include, but not limited to, the ADA Assist program picking up patrons in the parking lot and bringing them to the ADA ramp, Parking Lot Roving, and for staff mobility to conduct rounds. Contractor will be responsible for the maintenance, upkeep, charge/gas, etc. for this equipment. Maintenance costs are the responsibility of the respondent and are not billable to the facility. The estimated expenses should be factored in proposed rates. (City plans to provide access to and use of 1 ADA transportation golf cart, for use by Contractor during events.) Electric golf carts are preferred. Respondent will be responsible for the units, maintenance, etc. With electric carts, the units can be stored inside and the overnight building security team can assist in checking the charge. The carts will be able to be stored inside the facility on Field Level.
- 4.4.6 Contractor shall ensure all personnel of Contractor wear identification cards prominently displaying the company name as well as that of the person for the purpose of identification at all times while on City premises. Contractor must keep accurate records of the names and addresses of those to whom such badges are issued. Persons reporting to work in the Facility with an expired or invalid identification card will not be permitted to provide services under this contract.
- 4.4.7 Contractor shall ensure Contractor's personnel at all times meet high standards of appearance and demeanor and be polite and courteous in their dealings with the patrons and staff of the Facility. The Facility Representative or designee reserves the right to have any person removed from the premises for any reason whatsoever.
- 4.4.8 Contractor shall ensure that all its employees present themselves in a clean and professional manner. Supervisors will monitor the cleanliness and serviceability of Event Public Safety staff uniforms.
- 4.4.9 Depending on event changeover, load-in, and load-out emergency needs, Contractor may be requested by City to perform additional services, occasionally. Labor and specifications shall be established between Contractor and City and evidenced by a Service Request completed prior to the start of any service.

4.5 BACKGROUND CHECKS

- 4.5.1 Contractor is responsible for assessing risk and maintaining effective background check policy and procedures for all employees, staff and subcontractors responsible for performing services under this contract.
- 4.5.2 Contractor shall remove a person from service under this contract should Contractor become aware that the person has been convicted of a crime or fails a drug screening.
- 4.5.3 Contractor shall retain all employee records, including criminal background checks, for the retention period stated in section 006- General Terms and Conditions, and make them available to City as stated in that section. In order to conduct periodic contract compliance reviews, and to the extent permitted by law, City may request or review I-9s, drug test results and background check results. Contractor shall provide copies of the requested information, or access thereto in San Antonio, Texas, and shall obtain authorization for the disclosure from the employee at time of hire, to the extent required.
- 4.5.4 At minimum, Contractor shall ensure personnel has no history of drug use of any kind, satisfactory driving record, valid Texas driver's license, and in general has a good work record. Any expense necessary to investigate the background of event guest services staff, event Public Safety staff, supervisory personnel, and applicants, shall be borne by Contractor and Contractor agrees to indemnify, defend, and keep the Facility free from any liability that may arise from such investigation.
- 4.5.5 All individuals in contracted **Event Attendant staff positions** must meet the following employment requirements:

- a. Meet all state and federal laws regarding the right to work within the United States.
- b. Acceptable comprehensive background check relative to criminal history, driving record and verification of experience, including drug screening.
- c. Ability to read, write, speak, and understand the English language fluently.
- d. Pre- Employment 5 panel drug screening.
- e. Minimum age requirement of 18 years of age.
- f. Valid First Aid, CPR and AED certifications for Venue Services Manager, Assistant Venue Services Manager, Overall Event Manager, Guest Services Event Manager, Area Supervisors, and Supervisors.

4.5.6 All individuals in contracted **Event Public Safety staff positions** must meet the following employment requirements:

- a. Meet all state and federal laws regarding the right to work within the United States.
- b. Possess a valid guard registration issued by the State of Texas in accordance with the Texas Department of Public Safety.
- c. Acceptable comprehensive background check relative to criminal history, driving record and verification of experience.
- d. Valid First Aid, CPR and AED certifications for Venue Services Manager, Assistant Venue Services Manager, Overall Event Manager, Public Safety Event Manager, Area Supervisors, and Supervisors.
- e. Minimum age requirement of 19 years of age.
- f. High School Diploma or GED.
- g. Ability to read, write, speak and understand the English language fluently.
- h. One (1) year experience as a Public Safety guard or Public Safety related experience.
- i. Pre- Employment 5 panel drug screening.
- j. Supplemental Peace Officer Staff & Supervisors: TCOLE License

4.6 CONTRACT TERMINATION PROVISIONS

4.6.1 In addition to any other termination rights, City may, at its option, terminate this contract for cause at any time during the contract term for omissions and acts listed below.

4.6.1.1 Failure to supply the quantity of event guest services staff, Public Safety staff, supervisory and Manager personnel as requested by the Facility.

4.6.1.2 Failure to maintain complete and accurate work or personnel records of all event guest services staff, Public Safety staff, supervisory and Manager personnel as requested by the Facility.

4.6.1.3 Failure to provide adequate training of Public Safety personnel in basic Public Safety functions, fully investigate the background of personnel before assignment to the Facility, and inadequate supervision of personnel.

4.6.1.4 Failure to remove from service under this contract event guest services staff, Public Safety staff, supervisory and Manager personnel found to be in violation of Facility's administrative rules, policies, or procedures or this contract.

4.6.1.5 Failure to fully investigate any alleged impropriety involving any event guest services staff, Public Safety staff, supervisory and Manager personnel that would compromise operations and the reputation of the Facility.

4.7 MISCELLANEOUS

4.7.1 Compensation Schedule

City shall pay the hourly billing rate as indicated on Attachment B, Price Schedule, for any hour of the day on any given day of the week, including nights, holidays, and weekends. All overtime costs shall be the responsibility of Contractor. Rates shall be listed individually by position on RFCSP Attachment B, Price Schedule.

4.7.2 City reserves the right to survey or collect information from tenants, clients, other contractors, guests, patrons, or any other users of the Facility regarding all aspects, including quality, of Services. Contractor shall provide a response to Facility regarding any negative or adverse responses or complaints, as determined by City, within 48 hours of Contractor's receipt of such notice. Contractor's response must address the specific response or complaint and provide both immediate and permanent, if any, changes to Contractor's Operational, Management and Quality Assurance Plan, to address the response or complaint. A pattern or history of negative survey ratings, as determined solely by City, will constitute a material breach of this Agreement.

4.7.3 Contractor shall provide Services in a first-class manner which are efficient and of a level of quality equal to or greater than

industry standards. All service equipment and materials, if any, provided by Contractor shall be of high quality and provided in a professional manner, equal to or greater than industry standards. City reserves the right to prohibit the provision of certain Services by Contractor if City concludes that the quality of those Services do not meet or exceed industry standards.

- 4.7.4 Contractor must conform to all rules and regulations at any time promulgated by City with respect to the Facility and cause its officers, employees, agents, independent contractors, and invitees at all times to abide by and conform to those rules and regulations which City may at any time establish for the conduct of Contractor's employees. At a minimum, Contractor shall comply with the Alamodome's Contractor Site Rules which are included as Attachment O.
- 4.7.5 City shall have the sole right in its discretion, to cancel or reschedule any event during the term hereof or to dismiss the audience for any event. Contractor shall have no action or claim against City in such circumstance, other than for hours actually performed.
- 4.7.6 Contractor shall participate and add recommendations for Event and Facility needs.
- 4.7.7 Contractor shall propose industry related best practices for the further development and improvements of the Alamodome Event Guest Services and Public Safety Operations.

4.8 ASSIGNED AREA / PERMITTED USE

- 4.8.1 Contractor shall be required to maintain an on-site office for the Venue Services Manager and Assistant Venue Services Manager. The following area (hereafter "Assigned Area") will be provided within the Facility: approximately 240 sq. ft. of office space for the Venue Services Manager. Contractor's Assigned Areas are included and incorporated herein as Attachment K. Contractor shall occupy and use the Assigned Area solely for the purpose of providing Services under this contract.
- 4.8.2 Contractor accepts the Assigned Area as-is, where-is, with all faults. City disclaims all warranties regarding the Assigned Area and its suitability for any purpose, including but not limited to the purpose of providing services under this contract. Contractor agrees and specifically understands that the privilege to use the premises set forth herein and that the permission herein given does not grant Contractor any interest or estate in the premises but is a mere personal privilege to do certain acts of a temporary character upon the Assigned Area, and that City retains dominion, possession, and control of said premises, including access thereto, at all times. City reserves the right to enforce all necessary and proper rules for the management and operation of the Assigned Area and may eject from the premises any person or persons it deems objectionable. Contractor is responsible for maintaining its Assigned Area in a continuous state of cleanliness and order that exemplifies Contractor's overall commitment to and delivery of quality Services.
- 4.8.3 Contractor is in non-exclusive possession of the Assigned Area. Upon termination of this Agreement, without regard to how such termination may be brought about (including default by any party), Contractor shall surrender and deliver peacefully the Assigned Area, and any City-provided supplies or equipment utilized to provide Services to City in the same condition as same were delivered to Contractor, reasonable wear and tear, alterations and improvements approved by City, and damages from fire and other casualty excepted, unless caused by Contractor. All improvements and alterations to Contractor's Assigned Area made by Contractor, and all permanently-affixed equipment installed by City or Contractor, shall be the property of City.
- 4.8.4 All keys issued to Contractor shall be maintained according to policies approved by City. Liability for lost keys and re-keying costs reasonably necessary for the security of the premises and other related expenses shall be the responsibility of Contractor in the event that Contractor's staff is responsible for such lost or damaged keys.
- 4.8.5 City, its designated officers, employees and agents shall at all times have the right to enter into the Assigned Area of the Facility to inspect same and the conduct of business by Contractor in the Facility. City shall not exercise such rights in a manner which would unreasonably interfere with the operation by Contractor of its business in the Facility. If Contractor fails to maintain the Assigned Area, as provided in this Agreement, and such failure continues beyond any applicable cure period expressly provided herein, City shall have the right to remedy such failure and any such maintenance, or custodial needs under such circumstances shall be performed by others at Contractor's cost and expense. Contractor shall promptly reimburse City fully for any such expense upon demand.
- 4.8.6 City reserves the unrestricted right, at its expense, to relocate the Assigned Area if such relocation is, in the City's sole discretion, desirable for the convenient operation of the Facility or any part thereof so long as such relocation provides Contractor with a reasonably comparable area and access within the Facility.

- 4.8.7 City shall furnish required utilities to Contractor at existing outlets. Any modification to existing outlets for Contractor's convenience shall be solely at Contractor's expense. Prior written approval for any alteration shall be obtained from City, who will arrange for the work to be performed and all associated costs will be borne by Contractor.
- 4.8.8 Contractor shall be provided one telephone line and one data line in its assigned office area at City cost to conduct local business via phone and computer related to the Agreement. City computer and telephone policy limits the use of City phone and data lines to City business. Contractor shall ensure that its employees observe this policy. Any and all costs associated with unauthorized telephone usage, which can be directly attributed to an employee of Contractor, shall be deducted from Contractor's payments. Contractor shall be billed by City on a monthly basis for long distance and/or any other charges incurred which are non-standard for typical local service. Contractor has ten (10) business days from the receipt of said billing to remit payment to City.
- 4.8.9 City may assign up to six (6) parking spaces, for Contractor to utilize for Management and Staff, based upon availability. Large events may require the movement or elimination of these 6 spaces.

005 - SUPPLEMENTAL TERMS & CONDITIONS

Original Contract Term:

This contract shall begin upon the effective date of the ordinance awarding the contract, or OCTOBER 1, 2022, whichever is later. This contract shall begin upon the date specified in the award letter, if it does not exceed \$50,000. This contract shall terminate on SEPTEMBER 31, 2025.

Renewals:

At City's option, this Contract may be renewed annually under the same terms and conditions for up to two (2), one (1) year period(s). Renewals shall be in writing and signed by Director, without further action by the San Antonio City Council, subject to and contingent upon appropriation of funding therefore.

Temporary Short-Term Extensions.

City shall have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month-to-month basis, not to exceed three months. Said month to month extensions shall be in writing, signed by Director, and shall not require City Council approval, subject to and contingent upon appropriation of funding, therefore,

Temporary Contract Pending Award of Contract by City Council:

Occasionally, the City has a need for goods or services prior to the date set for the San Antonio City Council to consider a contract for award. If such a situation arises with regard to this solicitation, and if City intends to recommend Vendor's bid to the City Council for award of a contract, City may require Vendor to provide goods or services prior to the date set for City Council to consider the bid for award of a contract. City shall provide Vendor advance written notice if such occasion arises.

In such event, City's written notice shall constitute acceptance of Vendor's bid and shall result in a temporary contract to provide goods and/or services until City Council considers and awards the contract contemplated in this solicitation. The total expenditure under the temporary contract shall not exceed \$50,000. The temporary contract shall begin on the date set forth in City's written notice and shall terminate when the total expenditure reaches \$50,000, or upon subsequent written notice from City, whichever shall occur sooner. Should City Council authorize award of a contract to Vendor pursuant to this solicitation, said award shall automatically terminate the temporary contract upon the effective date of the newly awarded contract.

During the term of the temporary contract, all goods or services shall be provided in accordance with the terms and conditions contained in this solicitation, with the exception of the Original Contract Term, which is modified as indicated above for the temporary contract.

Acceptance of Vendor's bid for the purposes of award of a temporary contract does not constitute award of the full contract with the Original Contract Term. Such a contract may only be awarded by the San Antonio City Council by passage of an ordinance. Neither does award of a temporary contract obligate City to recommend Vendor's bid for award to the City Council, or guarantee that the City Council will award the contract to Vendor.

Internal / External Catalog.

San Antonio e-Procurement. The City is using an "e-Procurement" system (SAePS) based on SAP's Supplier Relationship Management (SRM) software. SAePS is a secure, web browser-based system that gives City employees the ability to shop for items from online catalogs and brings the items back automatically into SAePS. Online catalogs include both a SAePS internal catalog and externally hosted catalogs on supplier websites.

SAePS Electronic Catalog Options. Vendor shall furnish an electronic catalog that contains only the items awarded by City and displays pricing proposed under this contract. Vendor may choose either Option 1 or Option 2 below as the method for furnishing the catalog.

Option 1. Vendor shall host an online catalog (Punch Out Catalog) with Open Catalog Interface (OCI) compliant integration to the SAePS system. This Punch Out Catalog shall have e-commerce functions, including, but not limited to, cataloging, searching and shopping cart functionality. Integration includes linking to the online catalog from SAePS, shopping, and electronically returning the data back to SAePS.

Option 2. Internal Catalog. Vendor shall provide a list of products and services awarded under this contract for uploading into the COSA e-Procurement system in an electronic format as specified by City. The electronic submission may be through email, unless it exceeds City's maximum allowable file size limit. In such case, Vendor shall provide the submission on a CD or other means approved by City.

Paper Catalog. If a Punch Out Catalog is not available and Vendor elects to provide an Internal Catalog, City, at its sole option, may require Vendor to provide its Internal Catalog in paper form in addition to the electronic form.

Catalog Content. All catalogs, regardless of the form in which they are provided, must include these elements, at a minimum.

- Your part number
- Short and long descriptions
- Units of measure
- Pricing, contract pricing, tiered pricing
- Classification of parts
- Manufacturer and Manufacturer part number
- Keywords, tags

Time to Provide Catalog. Catalogs required under this provision must be provided within 10 business days of request by City, and no later than 5 business days from the date of contract award.

Catalog Updates.

If this contract allows for increases in price, Vendor must provide timely updates to the City. For Punch Out catalogs, Vendor must update pricing on their website and provide City a notification and detailed explanation of the price updates. For Internal Catalogs, Vendor must provide an updated pricing file with details of the pricing updates. If paper catalogs have been requested, updated paper catalogs must be provided concurrently with Internal Catalog files, or as soon thereafter as printed catalogs become available.

Insurance:

- A. Prior to the commencement of any work under this Agreement, Contractor shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the Finance Department, which shall be clearly labeled "**ANNUAL CONTRACT FOR EVENT ATTENDANT AND SECURITY SERVICES AT THE ALAMODOME**" in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must be signed by the Authorized Representative of the carrier, and list the agent's signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the Finance Department. No officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement.
- B. The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City's Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.
- C. A Contractor's financial integrity is of interest to the City; therefore, subject to Contractor's right to maintain reasonable deductibles in such amounts as are approved by the City, Contractor shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Contractor's sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<u>TYPE</u>	<u>AMOUNTS</u>
1. Workers' Compensation 2. Employers' Liability	Statutory \$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury d. Contractual Liability e. Independent Contractors f. Damage to property rented to you* g. Sexual Abuse/Molestation*	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage must be on a per project aggregate.
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence
*5. Professional Liability	\$1,000,000 per claim damages by reason of any act, malpractice, error, or omission in the professional service.
*If Applicable	

- D. Contractor agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Contractor herein, and provide a certificate of insurance and endorsement that names the Contractor and the CITY as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Contractor. Contractor shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.
- E. Contractor shall be required to comply with any such requests and shall submit requested documents to City at the address provided below within 10 days. Contractor shall pay any costs incurred resulting from provision of said documents.

City of San Antonio
Attn: Convention and Sports Facilities Department
P.O. Box 839966
San Antonio, Texas 78283-3966

- F. Contractor agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:
- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
 - Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
 - Workers' compensation, employers' liability, general liability, and automobile liability policies will provide a waiver of subrogation in favor of the City.
 - Provide advance written notice directly to City of any suspension or non-renewal in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.
- G. Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Contractor shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

- H. In addition to any other remedies the City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.
- I. Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractors' performance of the work covered under this Agreement.
- J. It is agreed that Contractor's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.
- K. It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided.
- L. Contractor and any Subcontractors are responsible for all damage to their own equipment and/or property.

Proposal (Bid) Bonds:

Contractor must submit a proposal bond, in a form acceptable to City, made payable to the City of San Antonio, executed by a corporate surety acceptable to City who is licensed pursuant to the Texas Insurance Code and listed on the United States Department of the Treasury's Listing of Approved Sureties (Dept. Circular 570) in the amount of **\$1,000.00**. The Proposal Bond shall be valid for 180 days following the deadline for submission of bids. The Proposal Bond must be accompanied by an original signed and notarized Power-of-Authority bearing the seal of the issuing surety company and reflecting that the signatory to the bond is a designated Attorney-in-Fact. If Respondent is not selected, City will not collect on the bond, but will keep the original document pursuant to the Local Government Records Act and applicable retention schedule. Any proposals received without a Proposal Bond will be disqualified.

For electronic submissions, Respondent must provide the original Proposal Bond to the **City of San Antonio Finance Department, Purchasing Division, Annual Contract for EVENT ATTENDANT AND SECURITY SERVICES AT THE ALAMODOME RFCSP 22-045, RFX6100015362, P.O. Box 839966, San Antonio, Texas 78283-3966** or **City of San Antonio Finance Department, Purchasing Division, Annual Contract for EVENT ATTENDANT AND SECURITY SERVICES AT THE ALAMODOME, RFCSP 22-045, RFX 6100015362, 100 West Houston St., Print & Mail Center, San Antonio, Texas 78205** prior to bid opening. Respondent shall include a copy of the Proposal Bond with the Respondent's electronic submission through the SAePS Portal.

Performance Bond:

Contractor shall provide a performance bond made payable to the City of San Antonio, executed by a corporate surety acceptable to City who is licensed pursuant to the Texas Insurance Code and listed on the United State Department of Treasury's Listing of Approved Sureties (Dept. Circular 570) in the full amount of the contract price. If this is an annual contract with estimated quantities, the bond shall be in the amount of the estimated contract price for a one-year period. Said bond must be in a form acceptable to City. Said bond shall further provide that the surety shall indemnify the obligee for all damages or losses resulting from the principal's default. Said bond shall further guarantee the principal's performance of all terms and obligations under this contract. Said bond must have attached thereto a Power of Attorney as evidence of the authority of the person executing the bond to bind the surety. This bond must be furnished in compliance with the statutory requirements of the Texas Government Code, chapter 2253. This bond must be executed and delivered to City prior to commencement of work under this contract.

Incorporation of Attachments:

Each of the attachments listed below is an essential part of this contract, which governs the rights and duties of the parties, incorporated herein by reference, and shall be interpreted in the order of priority as appears below, with this document taking priority over all attachments:

Attachment A – Part One – General Information

Attachment A – Part Two – Experience, Background, Qualifications

Attachment A – Part Three – Proposed Plan

Attachment B – Price Schedule

Attachment C – Contracts Disclosure Form

Attachment D – Litigation Disclosure Form

Attachment E – Small Business Economic Development Advocacy (SBEDA) Program

Attachment F – SBEDA Utilization Plan Commitment Form

Attachment G – Veteran-Owned Small Business (VOSB) Preference Program Tracking Form

Attachment H – Certificate of Interested Parties (Form 1295)

Attachment I – Working with COSA – Keys to Faster Payments

Attachment J – Proposal Checklist

Attachment K – Assigned Areas Layout

Attachment L – Small Business Economic Development Advocacy (SBEDA) Program Presentation

Attachment M – Pre-Submittal Agenda

Attachment N – Alamodome Contractor Site Rules

006 - GENERAL TERMS & CONDITIONS

Electronic Proposal Equals Original: If Vendor is submitting an electronic proposal, City and Vendor each agree that this transaction may be conducted by electronic means, as authorized by Chapter 322, Texas Business & Commerce Code, known as the Electronic Transactions Act.

Delivery of Goods/Services:

Destination Contract: Vendor shall deliver all goods and materials F.O.B., City of San Antonio's designated facility, inside delivery, freight prepaid, to the address provided in this RFCSP or, if different, in the Purchase Order. Vendor shall bear the risk of loss until delivery. Freight charges will be paid only when expedited delivery is requested and approved in writing by the City. Vendor shall be responsible for furnishing necessary personnel or equipment and/or making necessary arrangements to off load at City of San Antonio facility, unless otherwise noted herein.

Failure to Deliver: When delivery is not met as provided for in the contract, the City may make the purchase on the open market, with any cost in excess of the contract price paid by Vendor, in addition to any other direct, indirect, consequential or incidental damages incurred by the City as a result thereof. In addition, Vendor may be removed from the City's list of eligible bidders.

Purchase Orders: Each time a City department wishes to place an order against this contract, it will issue Vendor a purchase order. Vendor must have the purchase order before making any delivery.

Acceptance by City: City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by Vendor. City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If the City elects to accept nonconforming goods and services, the City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate the City for the nonconformity. Any acceptance by the City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

Testing: After award of contract, City may, at its sole option, test the product delivered to ensure it meets specifications. Initial testing shall be at City's expense. However, if the product does not to meet specifications, Vendor shall reimburse City for the costs of testing. City may withhold the cost of testing from any amounts owed to Vendor under this or any other contract, or invoice Vendor for same. If invoiced, Vendor shall pay City within 30 calendar days' of the invoice.

Warranty: A minimum of 90-days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products and/or services purchased under this RFCSP, unless otherwise specified in the Specifications/Scope of Services section of this RFCSP. This warranty shall provide for replacement of defective merchandise, parts, and labor, and shall include pick-up of the defective merchandise from City and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise, or completion of the service, as applicable.

REJECTION OF DISCLAIMERS OF WARRANTIES & LIMITATIONS OF LIABILITY: ANY TERM OR CONDITION IN ANY DOCUMENT FURNISHED BY VENDOR, DISCLAIMING THE IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR ATTEMPTING TO LIMIT VENDOR'S LIABILITY SHALL BE OF NO FORCE OR EFFECT, AND SHALL BE STRICKEN FROM THE CONTRACT DOCUMENTS AS IF NEVER CONTAINED THEREIN.

Invoicing and Payment:

Invoice Submissions. City requires all original first time invoices to be submitted directly to the Accounts Payable section of the Finance Department. The preferred method of delivery is electronically to the following e-mail address:

accounts.payable@sanantonio.gov

Invoices submitted electronically to the e-mail address above must be in separate .pdf format file. Multiple invoices cannot be submitted in a single .pdf file; however, Vendor may submit multiple, separate invoice files in a single e-mail. Any required documentation in support of the invoice should be compiled directly behind the invoice in the same .pdf file. Each electronically submitted file must have a unique identifying name that is not the same as any other file name.

Invoices submitted by electronic submission are only considered "original" when the submission comes directly from the Vendor to Accounts Payable using this e-mail address. Vendor may courtesy copy the ordering City department personnel on the e-mail.

Vendors not able to submit invoices with the required file formatting above may mail original invoices, on white paper only, to: City of San Antonio, Attn: Accounts Payable, P.O. Box 839976, San Antonio, Texas 78283-3976.

Information Required On Invoice:

All invoices must be in a form and content approved by the City. City may require modification of invoices if necessary in order to satisfy City that all billing is proper and pursuant to the terms of the contract. Invoices are required to show each City Purchase Order Number. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any). All invoices must show unit prices for each item being billed, the quantity of items being billed and the total for each item, as well as the total for all items on the invoice. If prices are based on list prices basis, then the list prices, the percentage discount or percentage surcharge, net unit prices, extensions and net total prices must be shown. Prompt payment discounts offered shall be shown separately on the invoice.

Payment by City:

In accordance with the Texas Prompt Payment Act, City shall have not less than 30 days to pay for goods or services. Time for payment, including payment under discount terms, will be computed from the later of: (1) the date the City receives conforming goods under the contract; (2) the date performance of the service under the contract is completed; or (3) the date the City receives a correct and valid invoice for the goods or services. Payment is deemed to be made on the date of mailing of the check. Payment is made in US dollars only.

This provision shall not apply where there is a bona fide dispute between the City and Vendor about the goods delivered or the service performed that causes the payment to be late, or where the invoice is not mailed to the address provided herein.

The payment amount due on invoices may not be manually altered by City personnel. Once disputed items are reconciled, Vendor must submit a corrected invoice or a credit memorandum for the disputed amount.

NECESSITY OF TIMELY INVOICE / WAIVER OF PAYMENT: NOTWITHSTANDING THE FORGOING, THE CITY CANNOT PAY FOR ANY GOODS OR SERVICES WITHOUT AN INVOICE. VENDOR MUST INVOICE CITY NO LATER THAN 90 CALENDAR DAYS FROM THE DATE GOODS ARE DELIVERED OR SERVICES RENDERED. FAILURE TO SUBMIT AN INVOICE WITHIN SAID 90 DAY SHALL NEGATE ANY LIABILITY ON THE PART OF CITY AND CONSTITUTE A **WAIVER** BY VENDOR OF ANY AND ALL RIGHT OR CLAIMS TO COLLECT MONEYS THAT VENDOR MAY RIGHTFULLY BE OTHERWISE ENTITLED TO FOR GOODS OR SERVICES PERFORMED.

The total price for all goods and/or services is shown on the Price Schedule. No additional fees or expenses of Vendor shall be charged by Vendor nor be payable by City. The parties hereby agree that all compensable expenses of Vendor are shown on the Price Schedule. If there is a discrepancy on the Price Schedule between the unit price for an item, and the extended price, the unit price shall govern.

Change Orders: In order to comply with Texas law governing purchases made by municipalities, the following rules shall govern all change orders made under this contract.

Any change orders that become necessary during the term of this contract as a result of changes in plans, specifications, quantity of work to be performed, materials, equipment or supplies to be furnished must be in writing and conform to the requirements of City Ordinance 2011-12-08-1014, as hereafter amended.

Any other change will require approval of the City Council, City of San Antonio.

Changes that do not involve an increase in contract price may be made by the Director.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated herein.

Termination:

Termination-Breach: Should Vendor fail to fulfill in a timely and proper manner, as determined solely by the Director, its material obligations under this contract, or violate any of the material terms of this contract, the City shall have the right to immediately terminate the contract in whole or in part. Notice of termination shall be provided in writing to Vendor, effective upon the date set forth in the notice. City may, in City's sole discretion, provide an opportunity for Vendor to cure the default. If City elects to offer an opportunity to cure, City shall provide notice to Vendor specifying the matters in default and the cure period. If Vendor fails to cure the default within the cure period, City shall have the right, without further notice, to terminate the contract in whole or in part. Such termination shall not relieve Vendor of any liability to the City for damages sustained by virtue of any breach by Vendor.

Termination-Notice: City may terminate this contract, in whole or in part, without cause. City shall be required to give Vendor notice ten days prior to the date of termination of the contract without cause.

Termination-Funding: City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

Termination by City may be effected by Director, without further action by the San Antonio City Council.

Independent Contractor: Vendor covenants and agrees that it is an independent contractor and not an officer, agent, servant or employee of City. City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by Vendor under this contract and that Vendor has no authority to bind City. The doctrine of respondeat superior shall not apply as between City and Vendor.

INDEMNIFICATION:

VENDOR covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, CITY and the elected officials, employees, officers, directors, volunteers and representatives of CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to VENDOR'S activities under this Agreement, including any acts or omissions of VENDOR, any agent, officer, director, representative, employee, consultant or subcontractor of VENDOR, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT VENDOR AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. In addition, Vendor agrees to indemnify, defend, and hold the City harmless from any claim involving patent infringement, trademarks, trade secrets, and copyrights on goods supplied.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. VENDOR shall advise CITY in writing within 24 hours of any claim or demand against CITY or VENDOR known to VENDOR related to or arising out of VENDOR's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at VENDOR's cost. CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving VENDOR of any of its obligations under this paragraph.

Assignment: Except as otherwise stated herein, Vendor may not sell, assign, pledge, transfer or convey any interest in this contract, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of Director. As a condition of such consent, if such consent is granted, Vendor shall remain liable for completion of the services and provision of goods outlined in this contract in the event of default by the successor vendor, assignee, transferee or subcontractor. Any attempt to transfer, pledge or otherwise assign this Contract without said written approval, shall be void ab initio and shall confer no rights upon any third person.

Ownership of Documents: Pursuant to Texas Local Government Code Chapter 201, any and all Records produced by Vendor pursuant to the provisions of this contract are the exclusive property of City; and no such Record shall be the subject of any copyright or proprietary claim by Vendor. The term "Record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic.

Vendor understands and acknowledges that as the exclusive owner of any and all such Records, City has the right to use all such Records as City desires, without restriction.

Records Retention.

Vendor and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder ("Documents"), and shall make such Documents available to the City at their respective offices, at all reasonable times and as often as City may deem necessary during the contract period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

Vendor shall retain any and all Documents produced as a result of services provided hereunder for a period of four years (“Retention Period”) from the date of termination of the contract. If, at the end of the Retention Period, there is litigation or other questions arising from, involving or concerning these Documents or the services provided hereunder, Vendor shall retain the records until the resolution of such litigation or other such questions. Vendor acknowledges and agrees that City shall have access to any and all such Documents at any and all times, as deemed necessary by City, during said Retention Period. City may, at its election, require Vendor to return the documents to City at Vendor’s expense prior to or at the conclusion of the Retention Period. In such event, Vendor may retain a copy of the documents.

Vendor shall notify City, immediately, in the event Vendor receives any requests for information from a third party, which pertain to the Documents referenced herein. Vendor understands and agrees that City will process and handle all such requests.

S.B. 943 – Disclosure Requirements for Certain Government Contracts. For contracts (1) with a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City, or (2) that result in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a given fiscal year, Vendor acknowledges that the requirements of the Texas Public Information Act, Government Code, Chapter 552, Subchapter J, pertaining to the preservation and disclosure of Contracting Information maintained by the City or sent between the City and a vendor, contractor, potential vendor, or potential contractor, may apply to this bid and any resulting contract. Vendor agrees that the contract can be terminated if Vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

By submitting a bid, Bidder warrants and certifies, and a contract awarded pursuant to this RFCSP is made in reliance thereon, that it, has not knowingly or intentionally failed to comply with this subchapter in a previous bid or contract. City hereby relies on Vendor’s certification, and if found to be false, City may reject the bid or terminate the Contract for material breach.

Severability: If any clause or provision of this contract is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this contract shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein. It is also the intention of the parties hereto that in lieu of each clause or provision of this contract that is invalid, illegal, or unenforceable, there be added as a part of the contract a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

Compliance with Law: Vendor shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

Certifications: Vendor warrants and certifies that Vendor and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

Non-waiver of Performance: Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

Venue: Venue of any court action brought directly or indirectly by reason of this contract shall be in Bexar County, Texas. This contract is made and is to be performed in Bexar County, Texas, and is governed by the laws of the State of Texas.

Non-discrimination: As a condition of entering into this agreement, Vendor represents and warrants that it will comply with the City’s Commercial Nondiscrimination Policy, as described under Section III.C.1 of the SBEDA Ordinance. As part of such compliance, Vendor shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Vendor retaliate against any person for reporting instances of such discrimination. Vendor shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply

opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. Vendor understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of Vendor from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Vendor shall include this nondiscrimination clause in all subcontracts for the performance of this contract.

As a party to this contract, Vendor understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.

Delinquent Taxes: In the event that Vendor is or subsequently becomes delinquent in the payment of taxes owed to the City of San Antonio, the City reserves the right to deduct any delinquent taxes from payments that the City may owe to the delinquent Vendor as a result of this contract.

State Prohibitions on Contracts:

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

Prohibition on Contracts with Companies Boycotting Israel.

Texas Government Code §2271.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

"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.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Prohibition on Contracts with Companies Boycotting Certain Energy Companies.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

"Boycott energy company" means, without an ordinary business purpose, 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 with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described in (A).

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott energy companies and will not boycott energy companies during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Contracts with Companies Engaged in Business with Iran, Sudan, or Foreign Terrorist Organization Prohibited. Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §§2270.0201 or 2252.153. Vendor hereby certifies that it is not identified on such a list and that it will notify City should it be placed on such a list while under contract with City. City hereby relies on Vendor's certification. If found to be false, or if Vendor is identified on such list during the course of its contract with City, City may terminate the Contract for material breach.

Attorney's Fees: Unless otherwise provided in this RFCSP, the Parties hereto expressly agree that, in the event of litigation, each party hereby waives its right to payment of attorneys' fees

Binding Contract: This contract shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

Entire Agreement: This contract, including City's final electronically posted online version together with its authorizing ordinance and its price schedule(s), attachments, addendums, purchase orders, and exhibits, if any, and Respondent's proposal, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. City's solicitation documents shall control over Respondent's proposal in the event of a conflict. No other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereof, and be duly executed by the parties, in accordance with the Change Order provision herein. **Parties agree that City's final electronically posted online version of this solicitation contains the agreed upon specifications, scope of services, and terms and conditions of this contract, and shall control in the event of a conflict with any printed version signed and submitted by Vendor.**

007 - SIGNATURE PAGE

By submitting a proposal, Respondent represents that:

(s) he is authorized to bind Respondent to fully comply with the terms and conditions of City's Request for Competitive Sealed Proposals for the prices stated therein;

(s) he has read the entire document, including the final version issued by City, and agreed to the terms therein;

Respondent is in good standing with the Texas State Comptroller's Office; and

to the best of his/her knowledge, all information is true and correct.

Complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

Respondent Information
Please Print or Type

Vendor ID No. _____

Signer's Name _____

Name of Business _____

Street Address _____

City, State, Zip Code _____

Email Address _____

Telephone No. _____

Fax No. _____

City's Solicitation No. _____

Signature of Person Authorized to Sign Proposal

008 - STANDARD DEFINITIONS

Whenever a term defined by the Uniform Commercial Code (“UCC”), as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

All-or-None Proposal – a request for competitive sealed proposal in which the City will award the entire contract to one respondent only.

Alternate Proposal - two or more proposals with substantive variations in the item or service offered from the same respondent in response to a solicitation.

Assignment - a transfer of claims, rights or interests in goods, services or property.

Change Order - a change to the plans or specifications of the contract, or an increase or decrease in the quantity of work to be performed or of materials, equipment, or supplies to be furnished, issued by the Director after the proposal has been accepted by the City.

City - the City of San Antonio, a Texas home-rule municipal corporation.

City Designated Departmental Representative (CDDR) – the facilities maintenance manager or coordinator for the respective City department.

Contract - the binding legal agreement between the City and Vendor.

Respondent - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Director – the Director of City’s Finance Department, or Director’s designee.

Equal or Equivalent - terms to indicate that similar products or other brands may be acceptable for purchase if specifications and functional requirements are met.

Line Item - a listing of items in a proposal for which a respondent is expected to provide separate pricing.

Non-Responsive Proposal - a proposal or offer that does not comply with the terms and conditions, or specifications and/or requirements of the RFCSP.

Offer - a complete, signed response to an RFCSP that, if accepted, would bind Respondent to perform the resultant contract. The term “offer” is synonymous with the terms “bid” and “proposal”.

Payment Bond - a particular form of security provided by the Respondent to protect the City against loss due to the Respondent’s failure to pay suppliers and subcontractors.

Performance Bond - a particular form of security provided by the Respondent to protect the City against loss due to the Respondent’s inability or unwillingness to complete the contract as agreed.

Performance Deposit - security provided by the Respondent to protect City against loss due to the Respondent’s inability or unwillingness to complete the contract as agreed.

Pre-Submittal Conference - a meeting conducted by the City, held in order to allow respondents to ask questions about the proposed contract and particularly, the contract specifications.

Proposal - a complete, signed response to a solicitation. The term “proposal” is synonymous with the terms “offer” and “bid”.

Proposal Bond or Proposal Guarantee - security to ensure that Respondent (a) will not withdraw the proposal within the period specified for acceptance, and (b) will furnish any required bonds or performance guarantees, and any necessary insurance within the time specified in the solicitation.

Proposal Opening - a public meeting during which proposal responses are opened and the names of respondents are read aloud.

Purchase Order - a validly issued order placed by an authorized City department for the purchase of goods or services, written on the City's standard purchase order form, and which is Vendor's authority to deliver to and invoice the City for the goods or services specified in a RFCSP for the price stated in Vendor's proposal.

Request for Competitive sealed Proposal (RFCSP) – a solicitation for a specified good or a service, evaluated on the basis of price and other factors.

Respondent - a person, firm or entity that submits a proposal in response to a solicitation. The respondent whose proposal is accepted by City may also be referred to herein as Respondent, Vendor or Supplier. The term "respondent" is synonymous with the term "bidder".

Responsible Offeror - a respondent who is known to have the necessary competence and qualifications to perform and provide all requirements of an intended contract.

Responsive Offeror - a respondent who tenders a proposal which meets all requirements of the RFCSP and is a responsible offeror.

Sealed Proposal - a proposal submitted as a sealed document, whether hard copy or electronic, by a prescribed time to the location indicated in the RFCSP. The contents of the proposal will not be made public prior to the award of the contract.

Specifications - a description of what the City requires and what the respondent must offer; a description of the physical or functional characteristics of a product or material, or the nature of a service or construction item.

Subcontractor - a person, firm or entity providing goods or services to a vendor to be used in the performance of the Vendor's obligations under the contract with City.

Supplier - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Vendor - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Waiver of Irregularity - noting, but disregarding an immaterial variance within a proposal.

**009 - ATTACHMENTS
ATTACHMENT A, PART ONE**

GENERAL INFORMATION

1. Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Email address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller's Taxpayer Number, if applicable: _____

(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____

Partnership

Corporation If checked, check one: For-Profit Nonprofit

Also, check one: Domestic Foreign

Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____

(NOTE: This RFCSP solicits proposals to provide services under a contract which has been identified as "High Profile." Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: _____

Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes ___ No ___

4. Is Respondent registered with the Texas Secretary of State?

Yes ___ No ___ If "Yes", provide your registered filing number associated with your registration. The filing number is the unique 10-digit number assigned by the Secretary of State (SOS) to each business organization, name, registration, or name reservation filed with the SOS.

5. Where is the Respondent's corporate headquarters located (City, State, and Physical Address)?

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes ___ No ___ If "Yes", respond to a and b below:

- a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

- b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes ___ No ___ If "Yes", respond to c and d below:

- c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

- d. State the number of full-time employees at the Bexar County office. _____

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ___ No ___ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ___ No ___ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ___ No ___ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? Yes ___ No ___ If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes ___ No ___ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

12. Financial Review: Is your firm publicly traded? Yes ___ No ___ If "Yes", provide your firm's SEC filing number.

REFERENCES

Provide three (3) reference letters from three (3) separate organizations/companies/firms, that the Respondent has provided services to, similar to those contained within the Scope of this RFCSP, within the past three (3) years.

The contact person named on the reference letter should be familiar with the day-to-day management of the contract and would be able to provide type, level, and quality of services performed. In addition, please provide the contact information below for the references you have submitted.

Reference No. 1			
Firm/Company Name			
Contact Name:		Title:	
Address:			
City:	State:	Zip Code:	
Telephone No:		Fax No:	
Date and Description of Service(s) Provided:			
Email Address:			
Reference No. 2			
Firm/Company Name			
Contact Name:		Title:	
Address:			
City:	State:	Zip Code:	
Telephone No:		Fax No:	
Date and Description of Service(s) Provided:			
Email Address:			
Reference No. 3			
Firm/Company Name			
Contact Name:		Title:	
Address:			
City:	State:	Zip Code:	
Telephone No:		Fax No:	
Date and Description of Service(s) Provided:			
Email Address:			

ATTACHMENT A, PART TWO

EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Length of time in business performing these types of services:
2. Length of time in business performing these types of services for major sports and/or entertainment facilities, if any:
3. Fully describe your company and experience as it relates to the following:
 - a. History of successful and stable company operation for a period of at least three (3) years.
 - b. History of past relations or agreements with City.
 - c. History of past relations or agreements with other governmental entities.
4. Describe Contactor's experience relevant to the Scope of Services in this RFCSP, to include the following:
 - a. Indicate the number of years Contractor has provided similar services as defined in this RFCSP.
 - b. List and describe relevant contracts of similar size and scope performed over the past five (5) years.
 - c. List any account in which Contractor is a majority provider, but does not have a contract.
 - d. Indicate the number of labor disputes within the past five (5) years in which Contractor's involvement resulted in a work stoppage or reduction in service level. Provide explanation detailing the circumstances for each dispute, location, and outcome.
 - e. Indicate the type of services previously provided (i.e. Public Safety services and event attendant).
5. Describe Contractor's affiliations with other sports facilities and sports entities. Include name of organization, extent of association as well as type of services provided by affiliate.
6. List other resources, including total number of staff, number and location of offices available to support this project.
7. If Contractor is bidding as a team or joint venture or has included sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint venture, and/or sub-contractors have worked together in the past.
 - a. Indicate whether Contractor's proposed subcontractors or joint venture team members have ever been terminated from a contract prior to project completion within the past ten (10) years. If yes, provide the firm name and a brief explanation.
 - b. Indicate whether Contractor's proposed subcontractors or joint venture team members have ever failed to receive a contract extension or award for eligible phase work within the past ten (10) years. If yes, provide the firm name and a brief explanation.
8. Provide a copy of Contractor's security license. Contractor shall be licensed by the Texas Commission on Private Security under the Department of Public Safety as a Security Guard Company. Identify the number, type (i.e. professional, technician, para-professional, administrative), title, residency, professional qualifications (including education, experience, licenses, certifications, registrations, associations), duties/responsibilities, and amount of time of key staff to be devoted and/or assigned to this contract, and relevant experience on contracts of similar size and scope. Contractor will include resumes and current telephone numbers for all personnel who will be performing work under this contract in a management capacity. Include the following:
 - a. Principal(s) in Charge
 - b. Team Supervisor(s)
 - c. Team Members
9. List other resources available including number and types of equipment available to support this project.
10. Include with proposal response a complete organizational chart for services to be performed in association with this RFCSP. Contractor shall include all sub-contractors, unions, and staffing agencies as well.

11. Identify any additional skills, experiences, qualifications, and/or other relevant information about Contractor's qualifications.
12. Indicate Contractor's availability. Include any present commitments that may conflict with Contractor's ability to begin immediately.
13. Provide a detailed listing of all the services provided by Contractor.

ATTACHMENT A, PART THREE

PROPOSED PLAN

Prepare and submit the following items. Contractor shall provide at time of proposal submission, an Operational, Management and Quality Assurance Plan detailing all operating, management and quality assurance procedures to successfully perform the Scope of Services for Annual Contract **FOR EVENT ATTENDANT AND SECURITY SERVICES AT THE ALAMODOME**. This plan shall include, but is not limited to, the following:

1. Days and Hours of Operation – Indicate the regular days and hours of operation in which Contractor shall provide Services within the Facility. Also, indicate the plan to provide Services outside regular days and hours of operation. Provide a detailed comprehensive plan for how Contractor will provide the required Public Safety staff for events where as many as 400 or more Public Safety staff is required at a single event.

2. Operational and Management Plan – Provide detailed and comprehensive Service plan, including staffing levels, staff assignments, and supervisor and staff task statements and responsibilities. Specific plans should include, but are not limited to the following, and should include standard staffing specifications by Service Request or event where feasible

Public Safety:

- a. Pre-Event Public Safety
- b. Event Public Safety
- c. Post-Event Public Safety
- d. Public Safety for Major Events
- e. Public Safety for Unscheduled Events
- e. Supervisor per employee ratio.

Guest Services:

- a. Pre-Event Guest Services
- b. Event Guest Services
- c. Post-Guest Services
- d. Guest Services for Major Events
- e. Guest Services for Unscheduled Events
- f. Supervisor per employee ratio.

3. Management Plan – Provide detailed plan for managing the Services, including:

- a. Maintenance of Assigned Areas.
- b. Protocols involving accounting, documentation and report systems and processes, including time sheets
- c. Procedures for regular inspections, performance evaluations, and corrective actions, as well as contingency plans to meet production and staffing challenges.
- d. Plans for regular meetings between City and Contractor.
- e. Assurances that service will be provided consistently per Operating, Management and Quality Assurance Plan.

4. Quality Assurance/Quality Control Plan – Describe in detail plan for quality control, problem resolution, self-assessment, and interaction with City inspectors. Describe what type of equipment/reporting system will be utilized.

5. Contingency Plan – Describe plan to provide Services during power outages, labor shortages, etc.

6. Subcontractor Plan – Describe in detail plan for utilizing and managing subcontractor(s) to include:

- a. Identifying, selecting, managing and assisting subcontractors regarding projects.
- b. Contingency plan for unsatisfactory Services provided by a subcontractor.

7. Staffing Plan – Describe in detail Contractor's human resources plan and operations including job descriptions, personnel policies, qualifications, hiring, termination, management, scheduling, training, licensing/certification, criminal activity including theft and drug use, disciplinary action, and personal identification and uniforms.

- a. Plan to expand your capacity to meet the required staffing levels of this contract
- b. Plan to provide consistent level of service for all the various types of services on this contract.
- c. How are staff members chosen for a specific post?
- d. What is the longevity of your staff in regard to turnover rate?

8. Training Programs – Provide a copy of basic and annual training programs for sexual harassment, workplace violence awareness, Facility emergency and evacuation procedures, active shooter/assailant preparedness, fire extinguisher training, basic hazardous material awareness, screening patrons, performing bag checks, and securing restricted areas. Ongoing training on all Alamodome related equipment pertaining to Public Safety and Guest Services operations, to include but not limited to walk-through metal detectors/magnetometers, hand wands, handheld ticket scanners, contactless ticket scanners, iPads, etc. City requires at least 2 full-staff on-site trainings, to include subcontractor staff, to cover public safety, guest services, emergency procedures, tours, hands-on equipment use, etc.

9. Staff Retention and Employee Appreciation – Provide a description of company program/initiative to honor staff dedication, show employee appreciation, and maintain staff retention, i.e. above and beyond certificates, attendance awards, raffles, events, bonuses, etc.

10. Safety Plan – Describe in detail Contractor’s plan for safety and risk management controls, policies and procedures for protection of Contractor and City staff, other staff in the Facility, visitors, and patrons at all times, including hazard identification, Service Equipment inspection and maintenance, first-aid training, emergency operations, environmental protection, chemical use and material handling guidelines including the maintenance of material safety data sheets (MSDS), safety incentive rewards, provision and use of personal protective equipment, and compliance with OSHA, local codes, applicable UL standards, industry standards, and other applicable local, state and federal health and safety rules and regulations.

Contractor is responsible for providing and maintaining all Service Equipment, except as noted herein, necessary for the provision of Services under this Agreement.

1. A name or short description of each type of Service Equipment.
2. Contractor inventory identification of each piece of Service Equipment. If contractor does not currently have service equipment provide in detail how contractor will obtain the equipment to perform contract and the quantity of service equipment to be obtained.
3. A brief description of what Services the Service Equipment performs.
4. Quantity of each type of Service Equipment.
5. Age of Equipment
6. Brand and model of each type of Service Equipment.
6. Value of each type of Service Equipment and a total value of all Contractor Service Equipment.

11. Uniforms – Provide a photocopy of uniforms and caps. The uniforms of the Event Public Safety Manager, Event Public Safety Supervisors, and Event Public Safety Officers must be different to differentiate job responsibilities, chain of command and for easy identification purposes.

12. Equipment - Describe the condition and age of your equipment proposed for use during this contact, such as radios, wand equipment, etc. What technology will you provide with regard to incident response, reporting, etc.? How many of each item do you currently own?

13. Venue Services Manager & Assistant Venue Services Manager - Identify the individuals who will be serving as the Venue Services Manager & Assistant Venue Services Manager and provide detailed resumes. Describe how you will ensure that these individuals will be dedicated solely to the Convention and Sports Facilities during this contract.

14. Additional Information – Provide any additional plans and/or relevant information about Respondent’s approach to providing the required services.

15a. WAGES: Indicate the range of wages that Respondent has established for each position title listed on the Price Schedule. Provide range of wages, minimum qualifications and information regarding what factors determines starting wages and subsequent increases. Use a chart to make this information clear.

15b BENEFITS: Provide list of benefits (e.g., retirement, medical, dental, vision, life insurance, disability insurance, wellness, leave and holidays, skills pay, tuition assistance, employee assistance program, etc.) that will be provided to each position title listed on the Price Schedule. For each job classification, provide a cost per employee related to these benefits. Indicate what amount and percent of the costs are paid by the Respondent and what amount and percent are

paid by the employee for each individual benefit. Identify minimum hours to be performed to qualify for benefits. Use a chart to make this information clear.

ATTACHMENT B
PRICE SCHEDULE

In each of the following tables, enter Contractor’s rates (dollars and cents) in the designated cells for each year of the Agreement. **EACH REQUESTED RATE MUST BE FILLED-IN, OR CONTRACTOR’S PROPOSAL SHALL BE DEEMED NON-RESPONSIVE.** Contractor shall be bound by these rates during the term of the Agreement. Contractor’s only payment or compensation from City under this Agreement shall be pre-approved and billed hours at the applicable rate indicated for the specific Agreement year, or as specified elsewhere herein. These rates shall not be adjusted for any reason during the term of the Agreement, therefore Contractor should calculate and include within each rate any and all costs (i.e. overhead, Service Equipment) Contractor seeks to recoup for the provision of these Services, as well as Contractor’s profit.

The Estimated Number of Annual Staffing Hours below is based on the FY 2018-2019 Event List. These hours should be used in Contractor’s calculations of rates during the term of the Agreement; however, City does not guarantee a minimum number of staffing hours as these can fluctuate based on the number and type of events booked or cancelled.

Contractor’s score for the Price Schedule portion of the evaluation criteria shall be determined largely on the total estimated cost of the Agreement, as calculated by City multiplying the Estimated Number of Annual Staffing Hours by Contractor’s rates for each year of the Agreement.

Contractor should contemplate and incorporate into its rates all future increases in the federal minimum wage and other costs of doing business.

The hourly billing rate shall be the rate paid for any particular hour of the day on any given day of the week, including nights, holidays and weekends. All overtime costs shall be the responsibility of Contractor and City will not pay any rate higher than the hourly rates indicated below.

All contractors must use the Price Schedule in the exact format as shown below. Any deviations or exceptions, such as the inclusion of contingent price increases OR failure to provide pricing for entire contract term, will result in the rejection of the proposal from consideration.

EVENT ATTENDANT STAFF

Event- Based Position STAFFING (indicate hourly rate)	Estimated Number of Annual Staffing Hours	10/2022 - 9/30/2023	10/1/2023 – 9/30/2024	10/1/2024– 9/30/2025	10/1/2025 – 9/30/2026	10/1/2026 – 9/30/2027
Guest Services Event Manager	1,500	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Guest Services Area Supervisors	4,500	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Guest Services Supervisors	8,000	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Guest Services Attendants	60,000	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Event Command Dispatcher: Guest Services	2,500	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Logistics/ Personnel	3,000	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.

Full-Time Position STAFFING (indicate hourly rate)	Estimated Number of Annual Staffing Hours	10/2022 - 9/30/2023	10/1/2023 – 9/30/2024	10/1/2024– 9/30/2025	10/1/2025 – 9/30/2026	10/1/2026 – 9/30/2027
Venue Services Manager	2,080	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Assistant Venue Services Manager	2,080	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.

EVENT PUBLIC SAFETY STAFF

Event- Based Position STAFFING (indicate hourly rate)	Estimated Number of Annual Staffing Hours	10/1/2022 - 9/30/2023	10/1/2023 – 9/30/2024	10/1/2024– 9/30/2025	10/1/2025 – 9/30/2026	10/1/2026 – 9/30/2027
Overall Event Manager	1,750	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Public Safety Event Manager	1,750	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Public Safety Area Supervisors	5,800	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Public Safety Supervisors	10,000	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Advance Response/ Roam Team	5,800	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Public Safety Guards	60,000	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.
Event Command Dispatcher: Public Safety	2,500	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.	\$____./hr.

SUPPLEMENTAL PEACE OFFICER STAFF

Limited Use: Event- Based TCOLE Position STAFFING (indicate % markup)	Estimated Number of Annual Staffing Hours	** % Markup from SAPD ODEU officers' rate to work Off-Duty shifts at these venues
*Supplemental Peace Officer Supervisor	150	_____ %
*Supplemental Peace Officer	1,500	_____ %

**With regard to Peace Officer pricing, the costs for SAPD Off Duty is provided within the SAPD Collective Bargaining Agreement. The Supplemental Peace Officer rate shall not be more than the SAPD ODEU officers' rate to work Off-Duty shifts at these venues.*

*** SAPD ODEU officers' rate to be disclosed at time of award and whenever updated.*

Payment Terms: Prompt payment discount _____ % _____ days (if no discount is offered, net 30 will apply)

ATTACHMENT C

CONTRACTS DISCLOSURE FORM

Complete and submit a Contracts Disclosure Form with the proposal. The Contracts Disclosure Form may be downloaded at:

- Link to complete form electronically: <https://webapp1.sanantonio.gov/ContractsDisclosure/>
- Link to access PDF form to print and handwrite information: <https://www.sanantonio.gov/portals/0/files/clerk/ethics/ContractsDisclosure.pdf>

1. Download form and complete all fields. All fields must be completed prior to submitting the form.
2. All Respondents must include the following information in the required Contracts Disclosure Form at the time the original proposal is submitted:
 - a. names of the agency board members and executive committee members,
 - b. list of positions they hold as an individual or entity seeking action on any matter listed:
 - (1) The identity of any individual who would be a party to the transaction;
 - (2) The identity of any entity that would be a party to the transaction and the name of:
 - a. Any individual or entity that would be a subcontractor to the transaction;
 - b. Any individual or entity that is known to be a partner or a parent entity of any individual or entity who would be a party to the transaction, or any subsidiary entity that is anticipated to be involved in the execution of the transaction; and
 - c. The board members, executive committee members, and officers of entities listed above; and
 - (3) The identity of any lobbyist, attorney or consultant employed for purposes relating to the transaction being sought by any individual or entity who would be a party to the transaction.
 - c. names and titles of officers of the organization.
3. Click on the "Print" button and place the copy in your proposal response as indicated in the Proposal Checklist.

ATTACHMENT D

LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes

No

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes

No

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes

No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

ATTACHMENT E

SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM

Event Attendant and Supplemental Event Security for CSF Exhibit 1

A. SBEDA Program

The CITY has adopted a Small Business Economic Development Advocacy Ordinance (Ordinance No. 2016-05-19-0367 and as amended, also referred to as “SBEDA” or “the SBEDA Program”), which is posted on the City’s Economic Development Department (EDD) website page and is also available in hard copy format upon request to the CITY. The SBEDA Ordinance Compliance Provisions contained in this section of the Agreement are governed by the terms of the SBEDA Ordinance, as well as by the terms of the SBEDA Ordinance Policy & Procedure Manual established by the CITY pursuant to this Ordinance, and any subsequent amendments to this referenced SBEDA Ordinance and SBEDA Policy & Procedure Manual that are effective as of the date of the execution of this Agreement. Unless defined in a contrary manner herein, terms used in this section of the Agreement shall be subject to the same expanded definitions and meanings as given those terms in the SBEDA Ordinance and as further interpreted in the SBEDA Policy & Procedure Manual.

B. SBEDA Program Compliance – Affirmative Procurement Initiatives

The CITY has applied the following contract-specific Affirmative Procurement Initiatives (API) to this contract. CONTRACTOR hereby acknowledges and agrees that the selected API requirement shall also be extended to any change order or subsequent contract modification and, absent SBO’s granting of a waiver, that its full compliance with the following API terms and conditions are necessary to attain satisfactory performance under this Agreement:

Please note that failure to meet the subcontracting API requirements (when applicable) will deem the response non-responsive. To be SBEDA eligible a Prime or Subcontractor must be certified as a Small Business Enterprise (SBE) through the South Central Texas Regional Certification Agency AND must be headquartered or have a significant business presence in the San Antonio Metropolitan Statistical Area. The guidelines and steps to be certified by SCTRCA are available at: <https://sctrca.org/get-certified/>.

SBE Prime Contract Program. In accordance with the SBEDA Ordinance, Section III. D. 1. (a), this contract is being awarded pursuant to the SBE Prime Contract Program, and as such, RESPONDENT affirms that if it is presently certified as an SBE (see *Small Business Enterprise* definition), RESPONDENT agrees not to subcontract more than 49% of the contract value to a non-SBE firm.

M/WBE Prime Contract Program. In accordance with the SBEDA Ordinance, Section III. D. 2. (b), this contract is being awarded pursuant to the M/WBE Prime Contract Program and as such, RESPONDENT affirms that if it is presently certified as an M/WBE (see *Minority/Women Business Enterprise* definition), RESPONDENT agrees not to subcontract more than 49% of the contract value to a non-M/WBE firm.

M/WBE Subcontracting Program. In accordance with SBEDA Ordinance Section III. D. 2. (d), this contract is being awarded pursuant to the M/WBE Subcontracting Program. CONTRACTOR agrees to subcontract or self-perform at least **fifteen (15%)** of its prime contract value to certified M/WBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA). If the Prime CONTRACTOR is a certified M/WBE firm, then the CONTRACTOR is allowed to self-perform up to the entire M/WBE subcontracting goal amount with its own forces. To the extent that the certified M/WBE Prime CONTRACTOR does not self-perform a portion of the M/WBE subcontracting goal, it shall be responsible for complying with all other requirements of this API for that portion of work that is subcontracted.

Segmented M/WBE Goal. In accordance with SBEDA Ordinance Section III. D. 2. (e), this contract is being awarded pursuant to Segmented M/WBE Goals. CONTRACTOR agrees to subcontract or self-perform at least **three (3%)** of the contract value to a certified African American Business Enterprise (AABE) firm headquartered or having a significant business presence within the San Antonio Metropolitan Statistical Area (SAMSA). This **three percent (3%)** subcontracting goal will also count toward the aforementioned **fifteen (15%)** M/WBE subcontracting goal.

The **Subcontractor/Supplier Utilization Plan** which CONTRACTOR submitted to City with its response for this contract and that contains the names of the certified SBE, M/WBE and AABE Subcontractors to be used by CONTRACTOR on this

contract, the respective percentages of the total prime contract dollar value to be awarded and performed by each SBE, M/WBE and AABE Subcontractor, and documentation including a description of each SBE, M/WBE and AABE Subcontractor's scope of work and confirmation of each SBE, M/WBE and AABE Subcontractor's commitment to perform such scope of work for an agreed upon dollar amount is hereby attached and incorporated by reference into the material terms of this Agreement.

In the absence of a waiver granted by the SBO, failure of a Prime CONTRACTOR to attain this SBE, M/WBE and AABE subcontracting goal as required in the solicitation shall render its response non-Responsive. Also, in the absence of a waiver granted by the SBO, failure of a Prime CONTRACTOR to attain a subcontracting goal for SBE, M/WBE and AABE participation in the performance of its contract or otherwise comply with the provisions of this API shall be considered a material breach of contract, grounds for termination of that contract with the City and shall be subject to any penalties and sanctions available under the terms of the SBEDA Ordinance, its contract with the City or by law.

Subcontractor Diversity: The City of San Antonio strongly encourages each bidder to be as inclusive as possible and to reach out to all segments of the M/WBE community. While the relative availability of ready, willing, and able firms within various ethnic and gender categories will vary significantly from contract to contract based upon the particular trades that are involved, overall in the San Antonio **Other Services** industry, as reflected in the City's Centralized Vendor Registration system for the month of February 2022, African-American owned firms represent approximately 4.10% of available subcontractors, Hispanic-American firms represent approximately 10.80%, Asian-American firms represent approximately 0.71%, Native American firms represent approximately 0.12%, and Women-owned firms represent approximately 3.79% of available **Other Services** subcontractors

C. Solicitation Response and Contract Requirements and Commitment

Respondent understands and agrees that the following provisions shall be requirements of this solicitation and the resulting contract, if awarded, and by submitting its Response, Respondent commits to comply with these requirements.

Waiver Request - A Respondent may request, for good cause, a full or partial Waiver of a **specified subcontracting goal** included in this solicitation by submitting the *Subcontracting Goal- Waiver Request* form (available at <http://www.sanantonio.gov/SBO/Forms.aspx>) with its solicitation response. The Respondent's Waiver request must fully document Subcontractor unavailability despite the Respondent's good faith efforts to comply with the goal. Such documentation shall include all good faith efforts made by Respondent including, but not limited to, which Subcontractors were contacted (with phone numbers, e-mail addresses and mailing addresses, as applicable) and the method of contact. **Late Waiver requests will not be considered.** More information on the good faith effort criteria is available within the Subcontracting Goal – Waiver Request Evaluation Criteria at <http://www.sanantonio.gov/SBO/Forms.aspx>.

Exception Request - A Respondent may, for good cause, request an Exception to the application of the SBEDA Program if the Respondent submits the *Exception to SBEDA Program Requirements Request* form (available at <http://www.sanantonio.gov/SBO/Forms.aspx>) with its solicitation response. The Respondent's Exception request must fully document why: (1) the value of the contract is below the \$50,000 threshold for application of the SBEDA Program; or (2) no commercially-useful subcontracting opportunities exist within the contract scope of work; or (3) the type of contract is outside of the scope of the SBEDA Ordinance. **Late Exception Requests will not be considered.**

D. SBEDA Program Compliance – General Provisions

As CONTRACTOR acknowledges that the terms of the CITY's SBEDA Ordinance, as amended, together with all requirements, guidelines, and procedures set forth in the CITY's SBEDA Policy & Procedure Manual are in furtherance of the CITY's efforts at economic inclusion and, moreover, that such terms are part of CONTRACTOR's scope of work as referenced in the CITY's formal solicitation that formed the basis for contract award and subsequent execution of this Agreement, these SBEDA Ordinance requirements, guidelines and procedures are hereby incorporated by reference into this Agreement, and are considered by the Parties to this Agreement to be material terms. CONTRACTOR voluntarily agrees to fully comply with these SBEDA program terms as a condition for being awarded this contract by the CITY. Without limitation, CONTRACTOR further agrees to the following terms as part of its contract compliance responsibilities under the SBEDA Program:

1. CONTRACTOR shall cooperate fully with the Small Business Office and other CITY departments in their data collection and monitoring efforts regarding CONTRACTOR's utilization and payment of Subcontractors, S/M/WBE firms, and HUBZone firms, as applicable, for their performance of Commercially Useful Functions on this contract including, but not limited to, the timely submission of completed forms and/or documentation promulgated by SBO, through the Originating Department, pursuant to the SBEDA Policy & Procedure Manual, timely entry of data into monitoring

systems, and ensuring the timely compliance of its subcontractors with this term;

2. CONTRACTOR shall cooperate fully with any CITY or SBO investigation (and shall also respond truthfully and promptly to any CITY or SBO inquiry) regarding possible non-compliance with SBEDA requirements on the part of CONTRACTOR or its subcontractors or suppliers;
3. CONTRACTOR shall permit the SBO, upon reasonable notice, to undertake inspections as necessary including, but not limited to, contract-related correspondence, records, documents, payroll records, daily logs, invoices, bills, cancelled checks, and work product, and to interview Subcontractors and workers to determine whether there has been a violation of the terms of this Agreement;
4. CONTRACTOR shall notify the SBO, in writing on the Change to Utilization Plan form, through the Originating Department, of any proposed changes to CONTRACTOR's Subcontractor / Supplier Utilization Plan for this contract, with an explanation of the necessity for such proposed changes, including documentation of Good Faith Efforts made by CONTRACTOR to replace the Subcontractor / Supplier in accordance with the applicable Affirmative Procurement Initiative. All proposed changes to the Subcontractor / Supplier Utilization Plan including, but not limited to, proposed self-performance of work by CONTRACTOR of work previously designated for performance by Subcontractor or supplier, substitutions of new Subcontractors, terminations of previously designated Subcontractors, or reductions in the scope of work and value of work awarded to Subcontractors or suppliers, shall be subject to advanced written approval by the Originating Department and the SBO.
5. CONTRACTOR shall immediately notify the Originating Department and SBO of any transfer or assignment of its contract with the CITY, as well as any transfer or change in its ownership or business structure.
6. CONTRACTOR shall retain all records of its Subcontractor payments for this contract for a minimum of four years or as required by state law, following the conclusion of this contract or, in the event of litigation concerning this contract, for a minimum of four years or as required by state law following the final determination of litigation, whichever is later.
7. In instances wherein the SBO determines that a Commercially Useful Function is not actually being performed by the applicable S/M/WBE or HUBZone firms listed in a CONTRACTOR's Subcontractor / Supplier Utilization Plan, the CONTRACTOR shall not be given credit for the participation of its S/M/WBE or HUBZone Subcontractor(s) or joint venture partner(s) toward attainment of S/M/WBE or HUBZone firm utilization goals, and the CONTRACTOR and its listed S/M/WBE firms or HUBZone firms may be subject to sanctions and penalties in accordance with the SBEDA Ordinance.
8. CONTRACTOR acknowledges that the CITY will not execute a contract or issue a Notice to proceed for this project until the CONTRACTOR for this project have registered and/or maintained active status in the CITY's Centralized Vendor Registration System (CVR), and CONTRACTOR has represented to CITY which primary commodity codes each Subcontractor will be performing under for this contract. CITY recommends all Subcontractors to be registered in the CVR.

For more information please see link: <http://www.sanantonio.gov/SBO/Compliance>

E. Violations, Sanctions and Penalties

In addition to the above terms, CONTRACTOR acknowledges and agrees that it is a violation of the SBEDA Ordinance and a material breach of this Agreement to:

1. Fraudulently obtain, retain, or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain or retain Certification status as an SBE, MBE, WBE, M/WBE, HUBZone firm, Emerging M/WBE, or ESBE for purposes of benefitting from the SBEDA Ordinance;
2. Willfully falsify, conceal or cover up by a trick, scheme or device, a material fact or make any false, fictitious or fraudulent statements or representations, or make use of any false writing or document, knowing the same to contain any false, fictitious or fraudulent statement or entry pursuant to the terms of the SBEDA Ordinance;
3. Willfully obstruct, impede or attempt to obstruct or impede any authorized official or employee who is investigating the qualifications of a business entity which has requested Certification as an S/M/WBE or HUBZone firm;
4. Fraudulently obtain, attempt to obtain or aid another person fraudulently obtaining or attempting to obtain public monies to which the person is not entitled under the terms of the SBEDA Ordinance; and

5. Make false statements to any entity that any other entity is, or is not, certified as an S/M/WBE for purposes of the SBEDA Ordinance.

Any person who violates the provisions of this section shall be subject to the provisions of Section III. E. 13. of the SBEDA Ordinance and any other penalties, sanctions and remedies available under law including, but not limited to:

1. Suspension of contract;
2. Withholding of funds;
3. Rescission of contract based upon a material breach of contract pertaining to S/M/WBE Program compliance;
4. Refusal to accept a response or proposal; and
5. Disqualification of CONTRACTOR or other business firm from eligibility for providing goods or services to the City for a period not to exceed two years (upon City Council approval).

F. Commercial Nondiscrimination Policy Compliance

As a condition of entering into this Agreement, the CONTRACTOR represents and warrants that it has complied with throughout the course of this solicitation and contract award process, and will continue to comply with, the CITY's Commercial Nondiscrimination Policy, as described under Section III. C. 1. of the SBEDA Ordinance. As part of such compliance, CONTRACTOR shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or, on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of Subcontractors, vendors, suppliers, or commercial customers, nor shall the company retaliate against any person for reporting instances of such discrimination. The company shall provide equal opportunity for Subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the CITY's Relevant Marketplace. The company understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in CITY contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. CONTRACTOR's certification of its compliance with this Commercial Nondiscrimination Policy as submitted to the CITY pursuant to the solicitation for this contract is hereby incorporated into the material terms of this Agreement. CONTRACTOR shall incorporate this clause into each of its Subcontractor and supplier agreements entered into pursuant to CITY contracts.

G. Prompt Payment

Upon execution of this contract by CONTRACTOR, CONTRACTOR shall be required to submit to CITY accurate progress payment information with each invoice regarding each of its Subcontractors, including HUBZone Subcontractors, to ensure that the CONTRACTOR's reported subcontract participation is accurate. CONTRACTOR shall pay its Subcontractors in compliance with Chapter 2251, Texas Government Code (the "Prompt Payment Act") within ten days of receipt of payment from CITY. In the event of CONTRACTOR's noncompliance with these prompt payment provisions, no final retainage on the Prime Contract shall be released to CONTRACTOR, and no new CITY contracts shall be issued to the CONTRACTOR until the CITY's audit of previous subcontract payments is complete and payments are verified to be in accordance with the specifications of the contract.

H. Definitions

Affirmative Procurement Initiatives (API) – Refers to various S/M/WBE Program tools and Solicitation Incentives that are used to encourage greater prime and subcontract participation by S/M/WBE firms, including bonding assistance, evaluation preferences, subcontracting goals and joint venture incentives. (For full descriptions of these and other S/M/WBE Program tools, see Section III.D of Attachment A to the SBEDA Ordinance). To be eligible for the benefits of race- and gender-conscious APIs as provided in the SBEDA Ordinance, M/WBE firms must also satisfy the size standards for being a Small Business Enterprise or SBE as defined herein.

Annual Aspirational Goal – a non-mandatory annual aspirational percentage goal for overall M/WBE Prime and subcontract participation in City of San Antonio contracts is established each year for Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies contract Industry Categories. This Annual Aspirational Goal is to be set (and thereafter adjusted) by the Goal Setting Committee (GSC) based upon the M/WBE

availability by industry in accordance with the City's 2015 Disparity Study findings, along with relative M/WBE availability data to be collected by the City through its CVR system, and the utilization of M/WBEs. Any adjusted Annual Aspirational Goals for a given industry should not exceed the Expected Availability for award dollar weights as found in the 2015 Disparity Study. Annual Aspirational Goals are not to be routinely applied to individual contracts, but are intended to serve as a benchmark against which to measure the overall effectiveness of the S/M/WBE Program on an annual basis, and to gauge the need for future adjustments to the degree of aggressiveness of remedies being applied under the Program. Percentage Goals for S/M/WBE participation may be established by the GSC on a contract-by-contract basis based upon similar data and analysis for the particular goods and services being purchased in a given contract.

Award – the final selection of a Respondent for a specified Prime Contract or subcontract dollar amount. Contract awards are made by the City to Prime Contractors or vendors and by Prime Contractors or vendors to Subcontractor or sub-vendors, usually pursuant to a solicitation process. (Contract awards are distinguished from contract payments, the first, only reflect the anticipated dollar amounts the second, reflect actual dollar amounts that are paid to a contractor under an awarded contract).

Best Value Contracting – a purchasing solicitation process through which the Originating Department may evaluate factors other than price. Evaluation criteria for selection may include a Respondent's previous experience and quality of product or services procured, and other factors identified in the applicable statute.

Centralized Vendor Registration System (CVR) – a mandatory electronic system of hardware and software programs by which the City recommends all prospective Respondents and Subcontractors that are ready, willing and able to sell goods or services to the City to register. All businesses awarded a City contract shall be required to register in the CVR. The CVR system assigns a unique identifier to each registrant that is then required for the purpose of submitting solicitation responses and invoices, and for receiving payments from the City. The CVR-assigned identifiers are also used by the Goal Setting Committee for measuring relative availability and tracking utilization of SBE and M/WBE firms by Industry or commodity codes, and for establishing Annual Aspirational Goals and Contract-by-Contract Subcontracting Goals.

Certification – the process by which the Small Business Office (SBO) staff determines a firm to be a bona-fide small, minority-, women-owned, or emerging small business enterprise. Emerging Small Business Enterprises (ESBEs) are automatically eligible for Certification as SBEs. Any firm may apply for multiple Certifications that cover each and every status category (e.g., SBE, ESBE, MBE, or WBE) for which it is able to satisfy eligibility standards. The SBO staff may contract these certification services to a regional Certification agency or other entity. For purposes of Certification, the City may accept any firm that is certified by local government entities and other organizations identified herein that have adopted Certification standards and procedures similar to those followed by the SBO, provided the prospective firm satisfies the eligibility requirements set forth in the Ordinance No. 2016-05-19-0367 Section III.E.6.

City – refers to the City of San Antonio, Texas.

Commercially Useful Function – an S/M/WBE firm performs a Commercially Useful Function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, staffing, managing and supervising the work involved. To perform a Commercially Useful Function, the S/M/WBE firm must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether an S/M/WBE firm is performing a Commercially Useful Function, an evaluation must be performed of the amount of work subcontracted, normal industry practices, whether the amount the S/M/WBE firm is to be paid under the contract is commensurate with the work it is actually performing and the S/M/WBE credit claimed for its performance of the work, and other relevant factors. Specifically, an S/M/WBE firm does not perform a Commercially Useful Function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of meaningful and useful S/M/WBE participation, when in similar transactions in which S/M/WBE firms do not participate, there is no such role performed.

Control – the authority of a person or business owner to sign responses to solicitations and contracts, make price negotiation decisions, sell or liquidate the business and have the primary authority to direct the day-to-day management and operation of a business enterprise without interference from others.

Economic Inclusion – efforts to promote and maximize commercial transactions within, between and among all segments of the business population, regardless of race or gender, within the Relevant Marketplace.

Emerging SBE (ESBE) – a certified SBE corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is independently owned and operated by Individuals legally residing in, or that are citizens of, the United States or its territories whose annual revenues and number of employees are no greater than 25% of the small

business size standards for its industry as established by the U.S. Small Business Administration, and meets the Significant Business Presence requirements as defined herein.

Emerging M/WBE – a certified M/WBE firm whose annual revenues and number of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration, and meets the Significant Business Presence requirements as defined herein.

Evaluation Preference – an API that may be applied by the Goal Setting Committee to Construction, Architectural & Engineering, Professional Services, Other Services, and Goods and Supplies contracts that are to be awarded on a basis that includes factors other than lowest price, and wherein responses that are submitted to the City by S/M/WBE firms may be awarded additional Points in the evaluation process in the scoring and ranking of their proposals against those submitted by other prime Respondents.

Formal Solicitation – an invitation for bids, request for proposals, request for qualifications or other solicitation document issued by a City department for a contract that requires City Council approval, in accordance with the procurement rules adopted by the City Manager or designee through a memorandum issued by the City Manager or designee, an Administrative Directive or a procurement manual issued under the authority of the City Manager or designee, and/or pursuant to statutory requirements.

Goal Setting Committee (GSC) – a committee, or series of committees, appointed and chaired by the City Manager or designee from the Executive Team that includes, at a minimum, the EDD Director or designee, and the Director of Finance or Director of Transportation and Capital Improvements (TCI) or their designees, the Director or designee of the Originating Department (if the Originating Department is neither Finance nor TCI,) all without duplication of designees and two citizens appointed by City Council who are eligible to vote during the goal setting committee on contracts valued at \$3,000,000 and above. The City Manager or designee may also appoint two ex-officio members of the Small Business Advocacy Committee to serve on any GSC purely in an advisory and non-voting capacity. The GSC establishes S/M/WBE Program Goals for the City of San Antonio (e.g., Annual Aspirational Goals, Contract-by-Contract Subcontracting Goals, and determining which M/WBE segments are eligible for Segmented Subcontracting Goals annually) based upon Industry Categories, vendor availability, project-specific characteristics, and M/WBE utilization. The GSC also makes determinations about which Affirmative Procurement Initiatives (APIs) are to be applied to specific contracts based upon various criteria.

Good Faith Efforts – documentation of the Respondent's intent to comply with S/M/WBE Program Goals and procedures including, but not limited to, the following: (1) documentation as stated in the solicitation reflecting the Respondent's commitment to comply with SBE or M/WBE Program Goals as established by the GSC for a particular contract; or (2) documentation of efforts made toward achieving the SBE or M/WBE Program Goals (e.g., solicitations of bids/proposals/qualification statements from all qualified SBE or M/WBE firms listed in the Small Business Office's directory of certified SBE or M/WBE firms; correspondence from qualified SBE or M/WBE firms documenting their unavailability to perform SBE or M/WBE contracts; documentation of efforts to subdivide work into smaller quantities for subcontracting purposes to enhance opportunities for SBE or M/WBE firms; documentation of a Prime Contractor's posting of a bond covering the work of SBE or M/WBE Subcontractors; documentation of efforts to assist SBE or M/WBE firms with obtaining financing, bonding or insurance required by the Respondent; and documentation of consultations with trade associations and CONTRACTORS that represent the interests of SBE and/or M/WBEs in order to identify qualified and available SBE or M/WBE Subcontractors.)

HUBZone Firm – a business that has been certified by U.S. Small Business Administration for participation in the federal HUBZone Program, as established under the 1997 Small Business Reauthorization Act. To qualify as a HUBZone firm, a small business must meet the following criteria: (1) it must be owned and Controlled by U.S. citizens; (2) at least 35 percent of its employees must reside in a HUBZone; and (3) its Principal Place of Business must be located in a HUBZone within the San Antonio Metropolitan Statistical Area. [See 13 C.F.R. 126.200 (1999).]

Independently Owned and Operated – ownership of an SBE firm must be direct, independent and by Individuals only. Ownership of an M/WBE firm may be by Individuals and/or by other businesses provided the ownership interests in the M/WBE firm can satisfy the M/WBE eligibility requirements for ownership and Control as specified herein in Section III.E.6. The M/WBE firm must also be Independently Owned and Operated in the sense that it cannot be the subsidiary of another firm that does not itself (and in combination with the certified M/WBE firm) satisfy the eligibility requirements for M/WBE Certification.

Individual – an adult person that is of legal majority age.

Industry Categories – procurement groupings for the City of San Antonio inclusive of Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies (i.e., manufacturing, wholesale and retail distribution of commodities). This term may sometimes be referred to as “business categories.”

Joint Venture Incentives – an API that provides inducements for non-SBE and non-M/WBE firms to collaborate with SBE or M/WBE partners in responses to solicitations and performing a Prime Contract to supply goods to, or to perform on behalf of, the City. Joint ventures are manifested by written agreements between two or more Independently Owned and Controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture. Incentives under this API may include Evaluation Preferences that are tied to the percentage of SBE or M/WBE participation in the joint venture, expedited issuance of building permits and extra contract option years in certain Other Services and Goods & Supplies contracts.

Minority/Women Business Enterprise (M/WBE) – firm that is certified as either a Minority Business Enterprise or as a Women Business Enterprise, and which is at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members and/or women, and that is ready, willing and able to sell goods or services that are purchased by the City of San Antonio.

M/WBE Directory – a listing of M/WBEs that have been certified for participation in the City’s M/WBE Program APIs.

M/WBE Subcontracting Program – an API in which Prime Contractors or vendors are required to make Good Faith Efforts to subcontract a specified percentage of the value of prime contract dollars to certified M/WBE firms. Such subcontracting goals may be set and applied by the GSC on a contract-by-contract basis to those types of contracts that provide subcontract opportunities for performing Commercially Useful Functions wherein:

- (1) There have been ongoing disparities in the utilization of available M/WBE Subcontractors; or
- (2) Race-Neutral efforts have failed to eliminate persistent and significant disparities in the award of prime contracts to M/WBEs in a particular Industry Category or industry segment (e.g., Construction contracts, Professional Services contracts, and Architectural and Engineering contracts), and subcontract opportunities are limited outside of City contracts.

When specified by the GSC, the M/WBE Subcontracting Program may also be required to reflect Good Faith Efforts that a Prime Contractor or vendor has taken (or commits to taking in the case of solicitations that do not include a detailed scope of work or those in which price cannot be considered a factor in evaluation), toward attainment of subcontracting goals for M/WBE firms.

M/WBE Evaluation Preference – an API that the City may apply to requests for proposals or qualifications (RFPs or RFQs) on City Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies contracts that are issued pursuant to a Best Value Contracting method or other methods of procurement wherein criteria other than lowest price are factored into the selection process. M/WBEs that submit responses for these kinds of solicitations are awarded additional Points in the scoring of their responses when evaluating and ranking their responses against those submitted by non-minority firms. Where specified in contract specifications as approved by the Goal Setting Committee, the M/WBE Evaluation Preference may be limited to Emerging M/WBE firms.

Minority Business Enterprise (MBE) – any legal entity, except a joint venture, that is organized to engage in for-profit transactions, which is certified as being at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members, and that is ready, willing and able to sell goods or services that are purchased by the City. To qualify as an MBE, the enterprise shall meet the Significant Business Presence requirement as defined herein. Unless otherwise stated, the term “MBE” as used in the SBEDA Ordinance is not inclusive of women-owned business enterprises (WBEs).

Minority Group Members – African-Americans, Hispanic Americans, Asian Americans and Native Americans legally residing in, or that are citizens of, the United States or its territories, as defined below:

African-Americans: Persons with origins in any of the black racial groups of Africa.

Hispanic-Americans: Persons of Mexican, Puerto Rican, Cuban, Spanish or Central and South American origin.

Asian-Americans: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

Native Americans: Persons having no less than 1/16th percentage origin in any of the Native American Tribes, as recognized by the U.S. Department of the Interior, Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

Originating Department – the City department or authorized representative of the City which issues solicitations or for which a solicitation is issued.

Payment – dollars actually paid to Prime Contractors and/or Subcontractors and vendors for City contracted goods and/or services.

Points – the quantitative assignment of value for specific evaluation criteria in the vendor selection process used in some Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies contracts (e.g., up to 20 points out of a total of 100 points assigned for S/M/WBE participation as stated in response to a Request for Proposals).

Prime Contractor – the vendor or contractor to whom a purchase order or contract is issued by the City of San Antonio for purposes of providing goods or services for the City.

Race-Conscious – any business classification or API wherein the race or gender of business owners is taken into consideration (e.g., references to M/WBE programs and APIs that are listed herein under the heading of “Race-Conscious”). To be eligible for the benefits of race- and gender-conscious APIs as provided in this Ordinance, M/WBE firms must also satisfy the size standards for being a Small Business Enterprise or SBE as defined herein.

Race-Neutral – any business classification or API wherein the race or gender of business owners is not taken into consideration (e.g., references to SBE programs and APIs that are listed herein under the heading of “Race-Neutral”).

Relevant Marketplace – the geographic market area affecting the S/M/WBE Program as determined for purposes of collecting data for the 2015 Disparity Study, and for determining eligibility for participation under various programs established by the SBEDA Ordinance, is defined as the San Antonio Metropolitan Statistical Area (SAMSA), currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.

Respondent – a vendor submitting a bid, statement of qualifications, or proposal in response to a solicitation issued by the City.

Responsible – a firm which is capable in all respects to fully perform the contract requirements and has the integrity and reliability which will assure good faith performance of contract specifications.

Responsive – a firm’s submittal (bid, response or proposal) conforms in all material respects to the solicitation (Invitation for Bid, Request for Qualifications, or Request for Proposal) and shall include compliance with S/M/WBE Program requirements.

San Antonio Metropolitan Statistical Area (SAMSA) – also known as the Relevant Marketplace, the geographic market area from which the City’s 2015 Disparity Study analyzed contract utilization and availability data for disparity (currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson).

Segmented M/WBE Goals – the application of multiple goals for M/WBE participation within Annual Aspirational Goals or for M/WBE Subcontracting Goals on an individual City contract wherein an overall combined M/WBE goal is accompanied by subsets of one or more smaller goals. Such segmented goals specifically target the participation of a particular segment of business enterprises owned and Controlled by WBEs or certain Minority Group Members (e.g., African-Americans or Hispanic-Americans) based upon relative availability and significantly greater patterns of underutilization and disparity within an industry as compared to other gender and Minority Group Member categories of M/WBEs. The application of Segmented M/WBE Goals is intended to ensure that those segments of M/WBEs that have been most significantly and persistently underutilized receive a fair measure of remedial assistance.

SBE Directory – a listing of small businesses that have been certified for participation in the City’s SBE Program APIs.

Significant Business Presence – to qualify for this Program, a S/M/WBE must be headquartered or have a *significant business presence* for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based, and from which a substantial role in the S/M/WBE’s performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop or

telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.

Small Business Enterprise (SBE) – a corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is Independently Owned and Operated by Individuals legally residing in, or that are citizens of, the United States or its territories, and which meets the U.S. Small Business Administration (SBA) size standard for a small business in its particular industry(ies) and meets the Significant Business Presence requirements as defined herein.

Small Business Office (SBO) – the office within the Economic Development Department (EDD) of the City that is primarily responsible for general oversight and administration of the SBEDA Program.

Small Minority Women Business Enterprise Program (S/M/WBE Program) – the combination of SBE Program and M/WBE Program features contained in this Ordinance.

Solicitation Incentives – additional inducements or enhancements in the solicitation process that are designed to increase the chances for the selection of S/M/WBE firms in competition with other firms. Such inducements and enhancements may include such terms as additional contract option years, increased quantities in supply contracts, and evaluation preferences, where not prohibited by law. These solicitation incentives may be applied as appropriate to solicitations, contracts, and letter agreements for Construction, Architecture and Engineering services, Professional Services, Other Services, and Goods & Supplies contracts, including change orders and amendments.

Subcontractor – any vendor or contractor that is providing goods or services to a Prime Contractor in furtherance of the Prime Contractor's performance under a contract or purchase order with the City. A copy of the binding agreement between the Prime Contractor and the Subcontractor shall be submitted prior to the City's issuance of a notice to proceed.

Suspension – the temporary stoppage of an SBE or M/WBE firm's beneficial participation in the City's S/M/WBE Program for a finite period of time due to cumulative contract payments the S/M/WBE firm received during a fiscal year that exceed a certain dollar threshold as set forth in Section III.E.7, or pursuant to the Penalties and Sanctions set forth in Section III.E.13.

Subcontractor/Supplier Utilization Plan – a binding part of this contract agreement which states the CONTRACTOR's commitment for the use of Joint Venture Partners and / or Subcontractors/Suppliers in the performance of this contract agreement, and states the name, scope of work, and dollar value of work to be performed by each of CONTRACTOR's Joint Venture partners and Subcontractors/Suppliers in the course of the performance of this contract, specifying the S/M/WBE Certification category for each Joint Venture partner and Subcontractor/Supplier, as approved by the SBO Manager. Additions, deletions or modifications of the Joint Venture partner or Subcontractor/Supplier names, scopes of work, of dollar values of work to be performed requires an amendment to this agreement to be approved by the EDD Director or designee.

Women Business Enterprises (WBEs) - any legal entity, except a joint venture, that is organized to engage in for-profit transactions, that is certified for purposes of the SBEDA Ordinance as being at least fifty-one percent (51%) owned, managed and Controlled by one or more non-minority women Individuals that are lawfully residing in, or are citizens of, the United States or its territories, that is ready, willing and able to sell goods or services that are purchased by the City and that meets the Significant Business Presence requirements as defined herein. Unless otherwise stated, the term "WBE" as used in this Ordinance is not inclusive of MBEs.

ATTACHMENT F

SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM UP COMMITMENT FORM

(Posted as a separate document)

ATTACHMENT G

VETERAN-OWNED SMALL BUSINESS (VOSB) PREFERENCE PROGRAM

Pursuant to Ordinance No. 2013-12-05-0864, effective for solicitations issued after January 15, 2014, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Program Tracking Form attached separately from this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Program Tracking Form.

VETERAN-OWNED SMALL BUSINESS (VOSB) PREFERENCE PROGRAM TRACKING FORM

(Posted as separate document)

ATTACHMENT H

Certificate of Interested Parties (Form 1295)

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

Print and sign your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert "City of San Antonio". Where requested to provide the contract number, provide the solicitation number shown on the cover page of this solicitation (e.g. RFX 6100012553, or RFCSP 6100012553).

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

"Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the "Business entity".)

"Controlling interest" means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

"Interested party" means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

"Intermediary," for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person's participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

ATTACHMENT I

WORKING WITH COSA – KEYS TO FASTER PAYMENT



CITY OF SAN ANTONIO

Working with COSA ---- Keys to faster payments

Welcome to doing business with the City of San Antonio (COSA)! We appreciate our suppliers and vendors and offer the following guidelines to ensure we are in the best position to process your payments quickly and timely:

- ❖ COSA works on a Purchase Order (PO) system. It is the vendor's responsibility to obtain a valid Purchase Order from the ordering department each time an order is placed.
 - The PO number is required to be included on all invoices and should be included on shipping documents where possible.
 - City PO numbers begin with "45" or "80" and are 10 digits in length.
 - Invoices received without a valid PO number are subject to return for correct billing.
 - Payment date is determined from the later of: date of receipt of goods/service or the date of receipt of a valid invoice by the City plus the number of days/ payment terms agreed to in the contract.
 - PO's are issued for a specific quantity and/or dollar value. Vendors should fill orders up to that amount and have a method of tracking when the PO value has been met. When the PO is complete, the vendor should contact the ordering City Department for a new PO number before further goods or services are provided.
 - Please ensure your invoice billing is in the same quantity and net price values as the bid. The PO will be set up per the contract and the invoicing must match the detail on the PO.
- ❖ It is our policy to not make manual corrections to invoices. Most City contracts do not allow miscellaneous charges, delivery charges and other surcharges.
 - Credit memos will be accepted to offset pricing issues.
 - Other erroneous items included may result in rejection of the invoice and will require a new, correct invoice.
- ❖ Original invoices and monthly statements should be submitted directly to Accounts Payable: Please ensure you have rules in place in your system that will prevent unauthorized requests to change the billing address.

By Mail:

City of San Antonio
Finance Department / Accounts Payable
P.O. Box 839976
San Antonio, TX 78283-3976

By Delivery service:

City of San Antonio
Finance Department / Accounts Payable
111 Soledad, 4th Floor
San Antonio, TX 78205

By Electronic submission: .pdf format is required. Please ensure each invoice is submitted as a separate file and each file name is a unique identifier (no file should have the same name as another file being submitted). Multiple files may be sent on one e-mail.

Accounts.Payable@sanantonio.gov

Original, first time submission invoices only

apteam@sanantonio.gov

Statements & status inquiries

Please note: Invoices submitted by electronic submission are only considered “original” when the submission comes directly from the vendor to Accounts Payable using this e-mail address. You may courtesy copy departmental personnel on the e-mail if requested.

❖ At a minimum, all invoices should include the following fields and information:

- Vendor name, address and phone number
- dba name (if applicable)
- Remit address for payments (if applicable)
- Ship to name and address
- Invoice number – ensure it is a unique number for each invoice
- Invoice date
- Purchase Order number
- Payment terms including discounts or retainage terms
- Line item detail for each item ordered including quantity, unit price, total
- Total invoice amount.

❖ Please ensure COSA receives a legible invoice, the original white or top copy, no colored paper please.

❖ The City is sales tax exempt. Please ensure your system is properly maintained to ensure sales tax is not included on your invoices. If you need a State of Texas Sales Tax exemption form, contact the ordering Department.

❖ Change of address or change of remittance address notifications should be submitted in writing to vendors@sanantonio.gov or fax to (210) 207-7270 along with appropriate documentation. An updated W-9 showing the new address is required.

❖ Each COSA vendor is assigned to a specific AP Specialist, ready to answer your inquiries. For the contact name, please call the Accounts Payable section’s main phone number and ask to be directed.

Main phone: 210-207-2064

We thank you for taking the time to review this information and look forward to working with you.

**Finance Department
City of San Antonio**

ATTACHMENT J

PROPOSAL CHECKLIST

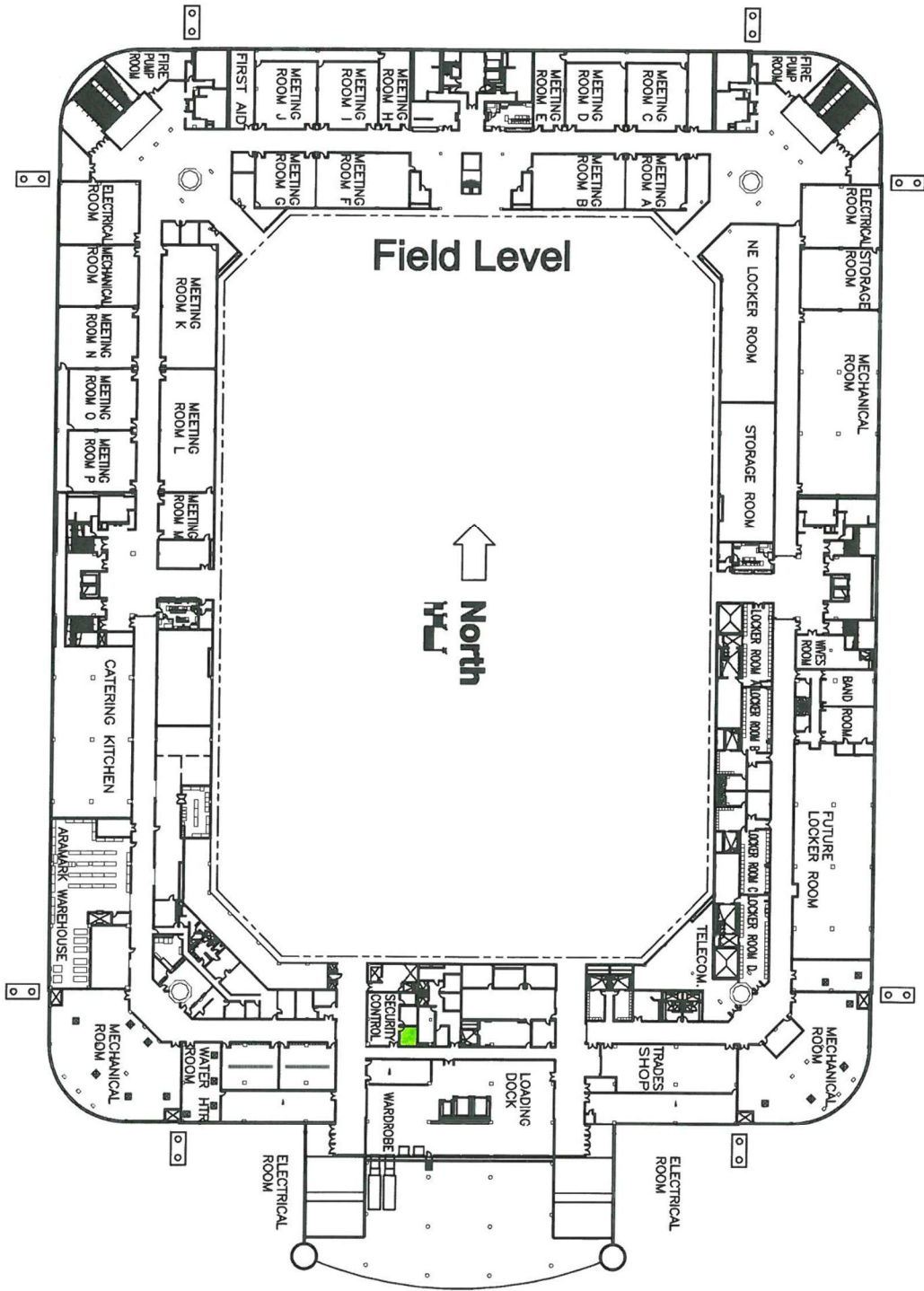
Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order. **Respondent shall limit information regarding the Small Business Economic Development Advocacy Program (and associated certifications for any joint venturers or sub-contractors), the Veteran-Owned Small Business Preference Program participation and any reference to the Respondent's proposed price or revenue to the respective section designated for this information. PLACING PROGRAM PARTICIPATION OR PRICE/REVENUE INFORMATION IN OTHER SECTIONS OF A RESPONSE TO THIS RFCSP MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
Executive Summary	
General Information and References RFCSP Attachment A, Part One	
Experience, Background & Qualifications RFCSP Attachment A, Part Two	
Proposed Plan RFCSP Attachment A, Part Three	
Price Schedule, Attachment B	
* Contracts Disclosure Form, RFCSP Attachment C	
Litigation Disclosure Form, RFCSP Attachment D	
* Small Business Economic Development Advocacy (SBEDA) Utilization Plan Commitment Form, RFCSP Attachment F; and Associated Certificates, if applicable	
* Veteran Owned Small Business Preference Program (VOSBPP) Tracking Form, RFCSP Attachment G	
* Certificate of Interested Parties (HB 1295), RFCSP Attachment H	
* Proposal Bond	
Financial Information: Dun and Bradstreet report, or Credit report	
Proof of Insurability Insurance Provider's Letter, Copy of Current Certificate of Insurance	
* Signature Page RFCSP Section 007.	
Proposal Checklist, RFCSP Attachment J	
* Addenda, if any	
One (1) <u>COMPLETE ELECTRONIC COPY.</u>	

*Documents marked with an asterisk on this checklist require a signature.

Be sure that all forms that require a signature are done so prior to submittal of proposal.

ATTACHMENT K
ASSIGNED AREAS LAYOUT



ATTACHMENT L

SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM PRESENTATION

(Posted as a separate document)

ATTACHMENT M

PRE-SUBMITTAL AGENDA

(Posted as a separate document)

ATTACHMENT N

ALAMODOME CONTRACTOR SITE RULES

(Posted as a separate document)