

CITY CLERK ORIGINAL



RFQ # 07-51

C-8000
10/23/2007

This Request for Quotation awarded on October 23, 2007, between Truly Every Assignment Matters, LLC and the City of Glendale is made pursuant to the terms, conditions and specifications in Request for Quotation # 07-51, and in conformance with the City of Glendale Procurement Code.

The term of this Agreement shall be for an 18-month initial period with the option to extend, by agreement between the City and Contractor, for four more one-year periods thereafter for a maximum term of five and one-half years.

This Agreement does not constitute a commitment to purchase on the part of the City of Glendale.

Pricing structure to be as follows:

Regular Hours Rate

Event Staff @ \$15.72 per hour
Event Security @ \$16.26 per hour
Supervisor @ \$18.22 per hour
Overnight @ \$17.32 per hour

Holiday Hours Rate

Event Staff @ \$23.58 per hour
Event Security @ \$24.39 per hour
Supervisor @ \$27.33 per hour
Overnight @ \$25.98 per hour

This Agreement, including any exhibits and subordinate documents attached to or referenced in this Agreement, shall constitute the entire Agreement between the City of Glendale and Contractor with respect to the subject matter.

Industrial Certificates, if applicable, shall be returned with this signed Agreement. Please refer to pages 9-10 for insurance requirements. It is recommended that you forward those pages to your insurance company to ensure compliance with the City's requirements.

No provision of this Agreement shall be deemed waived, amended or modified by any party hereto, unless such waiver, amendment or modification is in writing and signed by an authorized representative of each of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized representatives.

CITY OF GLENDALE

Contractor: Truly Every Assignment Matters LLC

By: _____

Signature

Raymond Nader

Print

Contract Analyst

Title

October 23, 2007

Date

By: _____

Signature

Mick Hyko

Print

President

Title

10/31/07

Date

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/25/2007

PRODUCER (713) 521-9251 FAX: (713) 521-0125
El Dorado Insurance Agency
2515 North Blvd.
P O BOX 66571
Houston TX 77266

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Truly Every Assignment Matters, LLC
24 West 5th St., Suite 101
Tempe AZ 85281

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: First Mercury Insurance
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

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

INSR ADD'L LTR INSSD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Errors & Omissions GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	FMMI010582-2	5/16/2007	5/16/2008	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 3,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
The Certificate Holder is named as Additional Insured on the General Liability policy only as required by Written Contract.

CERTIFICATE HOLDER

() -
City of Glendale
Materials Management
6829 North 58th Drive, Suite 2
Glendale, AZ 85301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
R.L. Ring, Jr./ED335

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



Certificate of Insurance

Certificate Mailed To:

CITY OF GLENDALE
ATTN: MATERIALS MANAGEMENT
6829 N 58TH DR STE 202
GLENDALE, AZ 85301

Name of Insured:

TRULY EVERY ASSIGNMENT MATTERS
1826 W 4TH ST
TEMPE, AZ 85281

Date Issued:	10/31/2007
Certificate Number:	22
Policy Number:	338875
Origin Date:	06/27/2003
Expiration Date:	10/01/2008
Liability Limits:	1000/1000/1000 (000 Omitted)

Proof of Coverage**Description of Operations**

Security Services @ Various AZ Locations

Job Number:

Should the above policy be canceled by the State Compensation Fund before the expiration date thereof, the State Compensation Fund will endeavor to mail 30 days written notice to the above named Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the State Compensation Fund.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed hereon. This is to certify a workers' compensation policy has been issued to the insured listed hereon and is in force for the period referenced.

Certificate Issued To:

CITY OF GLENDALE
ATTN: MATERIALS MANAGEMENT
6829 N 58TH DR STE 202
GLENDALE, AZ 85301

Authorized Signature

ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 10/26/2007
PRODUCER (480) 775-1811 FAX (480) 668-1936 GBP Risk Solutions www.GBPrs.com 1201 S. Alma School Rd #10550 Mesa AZ 85210		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED TRULY EVERY ASSIGNMENT MATTERS LLC 1826 W. 4TH ST TEMPE, AZ 85281		INSURERS AFFORDING COVERAGE INSURER A: Hartford Fire Ins Co NAIC # 19682 INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES

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

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
					MED EXP (Any one person)	\$
					PERSONAL & ADV INJURY	\$
					GENERAL AGGREGATE	\$
					PRODUCTS - COMP/OP AGG	\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	59UECUN4174	04/12/2007	04/12/2008	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN EA ACC AGG	\$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS	OTH-ER
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Proof of auto liability coverage for the above named insured.

CERTIFICATE HOLDER

City of Glendale
 Materials Management
 6829 North 58th Drive
 Suite 202
 Glendale, AZ 85301-2599

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
 Teresa Flower/TERESA



IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

ACORD 25 (2001/08)



Solicitation Addendum One (1)
RFP 07-51
EVENT STAFFING SERVICES

CITY OF GLENDALE
Materials Management
6829 North 58th Drive, Suite 202
Glendale, Arizona 85301-2599

A signed copy of this Addendum must be received by Materials Management on or before the Offer due date and time.

This solicitation is amended as follows:

For any one event, the City may utilize as many as 50 event staff positions per day, up to 12 positions may be event security. Each position may be as many as 15 hours. It would up to the awarded Contractor, with approval from the Contract Administrator, to determine how many people would fill a position (e.g. 2-3 people at 5-8 hours each to fill one position.)

All other provisions of the solicitation shall remain the same.

The above referenced Solicitation Addendum is hereby executed this September 12, 2007, by Ray Nader, CPPB, 623-930-2866.

_____	_____
Authorized Signature	Date

Printed Name and Title	

Company Name	

Address	

City, State and Zip Code	

Company Email	



CITY OF GLENDALE

MATERIALS MANAGEMENT

REQUEST FOR QUOTATION

QUOTATION NUMBER: 07-51

DESCRIPTION: EVENT STAFFING SERVICES

DUE DATE: SEPTEMBER 27, 2007 AT 2:00 P.M. LOCAL TIME

Offers for the materials or services specified will be received by the City of Glendale, Materials Management until the time and date cited.

Offers shall be submitted to the email address for the individual indicated below as the contact for questions regarding General Terms and Conditions. FAX offers are not acceptable.

OFFERORS ARE STRONGLY ENCOURAGED TO READ CAREFULLY THE ENTIRE QUOTATION.

For questions regarding
General Terms and Conditions contact:
Ray Nader, CPPB
Contract Analyst
(623) 930-2866
rnader@glendaleaz.com

For questions regarding
Scope or Specifications contact:
Martin Dickey
Special Events Division Manager
(623) 930-2959

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management
Solicitation Number: 07-51
EVENT STAFFING

1.1 INTRODUCTION

- 1.1.1 The City of Glendale invites sealed quotations for the purchase of event services personnel for the City-sponsored events and programs on an “as required” basis.
- 1.1.2 The intent and purpose of this Request for Quotation is to include all management, organization, training, operation, supervision, labor, equipment, materials, transportation and supplies necessary to meet the scope of services.

1.2 BACKGROUND

- 1.2.1 The events shall take place at the following, but not limited to, locations: Glendale Community College and downtown Glendale including Murphy Park.
- 1.2.2 The City anticipates requiring event-staffing services for approximately nine events per year.
- 1.2.3 The City produces outdoor festivals that are free to the public. Many of the festivals have beer gardens, food and merchandise sales, and entertainment performing on multiple stages.
- 1.2.4 The average duration for an event is anticipated to be between 5–12 hours per event and may have overnight needs.
- 1.2.5 Crowd sizes range from approximately 25,000 to 105,000 attendees.

1.3 EVENT SERVICE REQUIREMENTS

- 1.3.1 The Contractor shall provide all goods and perform all services necessary to perform event services, to include, but not limited to labor, materials, supplies, supervision, tools (as applicable), training, travel/transportation to and from job site, and uniforms.
- 1.3.2 The Contractor shall be capable of providing services Monday through Sunday during day and evening hours and holidays.
- 1.3.3 Overnight hours may be required for some events and the hours for these assignments will vary.
- 1.3.4 The Contractor shall provide event services as required in order to accommodate late evening start and finish times.

**SECTION ONE
SPECIFICATIONS**

CITY OF GLENDALE
Materials Management

**Solicitation Number: 07-51
EVENT STAFFING**

1.3.5 The Contractor shall brief event staff prior to contracted arrival time and staff must be at assigned positions at assignment time.

1.4 EVENT SERVICES PERSONNEL DUTIES

1.4.1 Event Security (Unarmed)

1.4.1.1 The City Event Coordinator shall assign each individual to a particular area of the event.

1.4.1.2 Event security duties shall include, but not be limited to:

- Allowing access or restricting access within the Event Security (Unarmed) individual's assigned area of the event
- Ensure overall good conduct of event attendees within the Event Security (Unarmed) individual's assigned area of the event
- Protecting and safeguarding both Contractor-owned and City-owned equipment, supplies and materials, etc.

1.4.2 Overnight Security (Unarmed)

1.4.2.1 Event security duties shall include, but not be limited to:

- Protecting and safeguarding both Contractor-owned and City-owned equipment, supplies and materials, etc.
- Performing hourly rounds of the event location, verifying that all is secure
- Identifying and questioning anyone who gains access to the event location or restricted area

1.4.2.2 Note: If an individual or activity appears questionable, the overnight security (unarmed) personnel shall immediately notify the Glendale Police Department.

1.4.3 Supervisor

1.4.3.1 Event service duties shall include, but not be limited to:

- Supervising all of the Contractor's event services personnel
- Serving as the City's primary contact for the event, during the event dates and times

**SECTION ONE
SPECIFICATIONS**

CITY OF GLENDALE
Materials Management

**Solicitation Number: 07-51
EVENT STAFFING**

- 1.4.3.2 Coordinating between all of the Contractor's event services personnel to ensure that the services are performed as specified
- 1.4.3.3 Supplying event services personnel with equipment required for the duties assigned (i.e. two-way radios, cellular phones, water, umbrellas, contact information and duty description)
- 1.4.3.4 Managing a sign-in sheet for event services personnel with name, time in and out and assignment.

1.4.4 Event Staff

- 1.4.4.1 The City Event Coordinator shall assign each individual to a particular area of the event.
- 1.4.4.2 Event-staffing duties shall include, but not be limited to:
 - Taking, verifying or punching a hole in tickets from event attendees within the ticket-taker's assigned area of the event
 - Ushering and directing event attendees
 - Ensure overall good conduct of event attendees within the staffed area of the event

1.5 EVENT SERVICES PERSONNEL REQUIREMENTS

- 1.5.1 The Contractor shall provide event services personnel who are well trained and experienced in performing the applicable event services duties.
- 1.5.2 The Contractor shall have obtained a criminal background check on ALL currently employed Contractor personnel who shall be performing services under this contract, within the past 12 months prior to initiating services. In the event that the Contractor intends to hire new personnel to perform the required services, the background checks should be initiated at the time of hire. The Contractor may hire personnel contingent upon receiving an acceptable background check, only if an acceptable local background check is obtained and on file prior to the Contractor's employee performing the required services for the City.
- 1.5.3 The Contractor shall be solely responsible for obtaining all criminal background checks.

**SECTION ONE
SPECIFICATIONS**

CITY OF GLENDALE
Materials Management

**Solicitation Number: 07-51
EVENT STAFFING**

- 1.5.4 The Contractor shall not assign persons to perform services for the City if the criminal background check indicates conviction for the following, regardless of when the conviction occurred:
- Any felony
 - Any crime involving moral turpitude
- 1.5.5 The City reserves the right to approve or disapprove whether contract employees perform the services for the City. Disapproval would apply solely to this contract and shall have no bearing on the Contractor's employment of an individual outside of this contract.
- 1.5.6 If, in the sole opinion of the City, an employee of the Contractor is determined not to be qualified, competent, or acceptable for any other reason, the Contractor shall not assign that individual for further service at the City.
- 1.5.7 The City Event Coordinator shall decide upon the number of required event services personnel per event.
- 1.5.8 All non-supervisory event services personnel shall report to the Contractor's assigned event-staffing "Supervisor."
- 1.6 UNIFORM REQUIREMENTS**
- 1.6.1 The Contractor shall provide event personnel with a clean shirt, sweatshirt or jacket that can easily identify the staff as security. Pants and shorts shall be appropriate for the event personnel (no baggie pants or shorts). All personnel shall be required to wear closed-toe shoes.
- 1.7 EVENT PRICING**
- 1.7.1 Fees for all services shall be in accordance with the Unit Hourly Rate prices identified on the Price Page, Section 4.1.
- 1.7.2 The Unit Hourly Rate prices are based upon a regular hourly rate. Overtime and or differential rates shall not be applicable regardless of when services are performed (e.g. day, evening, weekend, overnight, holiday, etc.)

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

1.7.3 Include all costs associated with providing the event services specified in this solicitation, to include, but not limited to, labor, materials, supplies, supervision, tools (as applicable), training, travel/transportation to and from job site, and uniforms.

1.7.4 **Extra charges will not be allowed, without written approval from the City Representative.**

1.8 EVENT QUOTE

1.8.1 Upon request from the City for event services, the Contractor shall submit a written quote that identifies the:

- Specific event for which event services will be provided
- Specific event personnel classifications to be utilized
- Name(s) of the Contractor's Supervisor to be assigned to the event
- Applicable contract pricing per the Pricing Page, Section 4.1
- Total number of hours per event personnel per job classification
- Total fixed quote not-to-exceed price for providing the event services

1.8.2 The Contractor shall not exceed the total fixed not-to-exceed price without written approval from the City Event Coordinator.

1.9 INVOICING

1.9.1 The Contractor shall invoice the City only for **productive** hours at the job site.

1.9.2 The Contractor shall submit **one** consolidated invoice that includes all charges for the event-staffing services provided for each event.

1.9.3 Each invoice shall contain the following itemized information:

- Name of the event for which event services were provided
- Date(s) of the event for which event services were provided
- Name(s) of the event personnel classification(s)
- Hourly rate per event personnel classification
- Times and total hours per event personnel classification
- Copy of the sign-in sheet for event services personnel with name, time in and out and assignment
- Line items of any approved supplies that will be charged back to the City at cost. (Proof of Contractor's cost shall be satisfied with a copy of the vendor invoice)

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

2.1 INCORPORATION BY REFERENCE All responses shall incorporate by reference the Scope/Specifications, terms and conditions, general instructions and conditions, and any attachments. The Standard Terms and Conditions applicable to this solicitation are posted on the Internet. They are available for review and download at the City of Glendale Materials Management Internet home page, www.glendaleaz.com/purchasing. Offerors are advised to review all provisions of the General Instructions and Conditions for this solicitation.

2.2 RETURN OF OFFER Email responses only. No paper or fax documents will be accepted. Response to the solicitation shall be in MS Word, Excel, PowerPoint and/or PDF format. Offers submitted in a format (paper or electronic) different from specified herein, may be rejected at the discretion of the City. If the offeror does not have this capability, companies such as Kinkos or Alphagraphics can provide this service at a nominal charge.

The offeror shall complete all sections of the solicitation in the format given (i.e. Offer Sheet, Price Sheet, and Questionnaires) in the space provided. If additional space is needed than what is provided, enter "See Attachment for detail".

Submittal of the offeror, via email, in response to this solicitation shall be construed as the offeror's intent to be bound by any resultant contract.

2.3 PREPARATION OF OFFER PACKAGE Only the following items shall be completed and returned. Failure to include all the items may result in a offer being rejected. Offer packages shall be submitted in the following order:

- 2.3.1 OFFER SHEET**, Section Three
- 2.3.2 PRICE SHEET**, Section Four
- 2.3.4 QUESTIONNAIRE**, Section Five
- 2.3.3 ADDENDUM**, Return all addenda

2.4 ALTERNATE OFFERS/EXCEPTIONS Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the bid. If no exceptions are taken, City will expect and require complete compliance with the specifications and all Conditions of Purchase.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

- 2.5 EVALUATION CRITERIA** The criteria is listed in order of relative importance.
- 2.5.1 COST – 50%**
(Reference Section Four)
- 2.5.2 CAPABILITIES OF FIRM AND STAFF – 35%**
(Reference Section Five)
- 2.5.3 REFERENCES – 15%**
(Reference Section 2.15)
- 2.6 EVALUATION PANEL** Submittals will be evaluated by an evaluation panel. Award shall be made to the responsive, responsible offeror whose proposal is determined to be the most advantageous to the City.
- 2.7 PANEL CONTACT** Proposer shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.
- 2.8 TERM OF AGREEMENT** The term of agreement for this Bid shall be for an 18-month initial period.
- 2.9 OPTION TO EXTEND** The City may, at its option and with the approval of the contractor, extend the term of this agreement an additional four (4) year(s), renewable on an annual basis. Contractor shall be notified in writing by the City Materials Manager of the City's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period. Price adjustments will only be reviewed during contract renewal.
- 2.10 PRICE** All prices quoted shall be firm and fixed for the specified contract period.
- 2.11 FOB POINT** Prices quoted shall be FOB destination to: City of Glendale, AZ.
- 2.12 AWARD** Award will be made on an “all or none” basis. Prices must be shown for each item listed. Quotes submitted without individual item prices listed will be considered as non-responsive and rejected.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

2.13 INSURANCE Contractor, performing as an independent contractor hereunder, shall be fully responsible for providing Works' Compensation, or other applicable insurance coverage for itself and its employees and the City shall have no responsibility of liability for such insurance coverage.

Contractor shall provide to the City of Glendale a copy of the policy or a certification by the insurance carrier, showing the contractor to have in effect during the term of this contract, a General Liability Insurance policy, which shall be the primary coverage for Contractor activities under this contract. The coverage limits of such insurance shall not be less than those listed below.

The insurance company issuing the policy required above shall have a "BB" financial rating, or better, in the current edition of Standard & Poors Insurance Guide and be authorized by the State of Arizona, Department of Insurance to transact business within the State. **The certificate and policy shall name the City of Glendale as an additional insured and shall be primary coverage for the activity of the contractor.**

The City reserves the right to terminate any contractor agreement if the contractor fails to maintain such insurance coverage.

Contractor must provide certification of insurance compliance within 10 calendar days after notification of award. Certification must include: name and address of insurance company; policy number; liability coverage amounts; a statement the policy will not be canceled or failed to be renewed without thirty (30) days written notice to the City.

Certification to be submitted to: Materials Management, 6829 North 58th Drive, Suite 202, Glendale, Arizona 85301-2599.

<u>Type of Insurance</u> <u>(Minimum)</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Contractor(s) Protective Bodily Injury	\$1,000,000 each occurrence
Contractor(s) Protective Property damage	\$500,000 each accident
Contractual Bodily Injury	\$500,000 aggregate
Contractual property damage	\$1,000,000 each occurrence
Contractual property damage	\$500,000 each accident
Contractual property damage	\$500,000 aggregate
Automobile bodily injury & property damage	\$1,000,000 each occurrence

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

2.14 WORKER'S COMPENSATION Contractor shall be in full compliance with the provisions of the Arizona Worker's Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all rules and regulations of the Industrial Commission of Arizona made in pursuance thereof. Contractor shall secure payment of compensation to employees by insuring the payment of such compensation with the State Compensation Fund or any insurance company authorized by the Insurance Department of Arizona to transact business in the State of Arizona.

Contractor further agrees that he shall require any and all sub-contractors performing work under the agreement to comply with said Worker's Compensation Law. It is expressly understood and agreed that all persons employed directly or indirectly by the Contractor, or any of his sub-contractors, shall be considered the employees of such Contractor, or his sub-contractor(s), and not the employees of the City of Glendale.

2.15 REFERENCES Provide with the quote, three letters of reference from companies for whom contractor has provided similar products/services in the last twelve months. Also include company name, address, phone number, contract person, a description of the products/services provided with a description of any major variation to the requirements of this QUOTE.

2.16 PROCUREMENT CARD ORDERING CAPABILITY It is the intent of the City of Glendale to utilize the City's Procurement Card (i.e. MasterCard/Visa/American Express), to place and make payment for orders under this Contract. Proposers without this capability may be considered non-responsive and not eligible for award consideration.

**SECTION THREE
OFFER SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

3.1 OFFER Bidder certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Bidder also certifies that the prices offered were independently developed without consultation with any of the other bidders or potential bidders.

Printed Name of Authorized Signature

Title

Company's Legal Name

Company Email Address

Address

City, State & Zip code

Telephone Number

Fax Number

Authorized Signature Email Address

For questions regarding this offer: (If different from above)

Contact Name

Phone Number

Fax Number

Contact Email Address

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____

Tax Rate _____

Bidder certifies it is a: Proprietorship

Partnership

Corporation

Minority or woman-owned business:

Yes

No

**SECTION FOUR
PRICE SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

FIRM NAME: _____

4.1 PRICE

Before completing this section, refer to Section 1.7

Event Staff \$ _____ per hour

Event Security \$ _____ per hour

Supervisor \$ _____ per hour

4.2 PROCUREMENT CARD ORDERING CAPABILITY See Section 2. Please check appropriate box.

YES, I will accept payment under this contract with the Procurement Card.

NO, I will not accept payment under this contract with the Procurement Card.

4.4 DISCOUNT/PAYMENT TERMS _____

SECTION FIVE
QUESTIONNAIRE

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

FIRM NAME: _____

5.1 CAPABILITIES OF FIRM AND STAFF

Total number of full-time employees: _____

Total number of event staff as described
in this RFQ: _____

Total number of event security as
described in this RFQ: _____

Total number of supervisors as described
in this RFQ: _____

Describe items within your inventory that you anticipate supplying to the event personnel
(as described in Section 1.4.3.3.)

Total number of current clients _____

Number of years in business _____

Describe other outdoor festivals/events that you have worked with: _____

**SECTION SIX
REFERENCES**

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

FIRM NAME: _____

In addition to the Reference Letters requested in Section 2.15, please provide three additional contact references below.

Customer Name 1:
Contact Name:
Telephone #:

Customer Name 2:
Contact Name:
Telephone #:

Customer Name 3:
Contact Name:
Telephone #:

**SECTION THREE
OFFER SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-51
EVENT STAFFING

3.1 **OFFER** Bidder certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Bidder also certifies that the prices offered were independently developed without consultation with any of the other bidders or potential bidders.

<u>Mick P Hirko</u> Printed Name of Authorized Signature	<u>President</u> Title
<u>Truly Every Assignment Matters, LLC</u> Company's Legal Name	<u>mick@teamsecurity.net</u> Company Email Address
<u>24 West 5th Street, Suite 101</u> Address	<u>Tempe, AZ 85281</u> City, State & Zip code
<u>480-829-8326</u> Telephone Number	<u>480-736-8252</u> Fax Number
<u>mick@temasecurity.net</u> Authorized Signature Email Address	

For questions regarding this offer: (If different from above)

<u>Richard Zahn</u> Contact Name	<u>480-829-8326</u> Phone Number	<u>480-736-8252</u> Fax Number
<u>richard@teamsecurity.net</u> Contact Email Address		

FEDERAL TAXPAYER ID NUMBER: [REDACTED]

Arizona Sales Tax No. n/a service company Tax Rate n/a

Bidder certifies it is a: Proprietorship Partnership Corporation

Minority or woman-owned business: Yes No

**SECTION FOUR
PRICE SHEET**

CITY OF GLENDALE
Materials Management

**Solicitation Number: 07-51
EVENT STAFFING**

FIRM NAME: Truly Every Assignment Matters, LLC - T.E.A.M. Security

4.1 PRICE

Before completing this section, refer to Section 1.7

Event Staff \$ 15.72 per hour * *

Event Security \$ 16.26 per hour * *

Supervisor \$ 18.22 per hour * *

* Please see additional rates / Addendum / Attachment

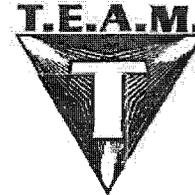
4.2 PROCUREMENT CARD ORDERING CAPABILITY See Section 2. Please check appropriate box.

YES, I will accept payment under this contract with the Procurement Card.

NO, I will not accept payment under this contract with the Procurement Card.

4.4 DISCOUNT/PAYMENT TERMS Cash or Check discount 2% net 15 days

* All prices based on a 4 hour minimum shift / position.



Additional Rates / Addendum / Attachment

City of Glendale - Section 4 - Price Sheet

Solicitation Number 07-51

Event Staffing

4.1 **ADDITIONAL PRICES**

Overnight Rate -- overnight shifts ending 4:00am or after - \$17.32 * per hour

Holiday Rate -- Shifts that fall on Christmas Day, New Years Eve Day, New Years Eve -- 1.5 times the price rate per hour

Event Staff	\$23.58 per hour *
Event Security	\$24.39 per hour *
Supervisor	\$27.33 per hour *
Overnight	\$25.98 per hour *

*All prices based on a 4 hour minimum shift / position.