

**CITY CLERK
ORIGINAL**

C-9467
09/26/2013

CITY OF GLENDALE, ARIZONA

**INVITATION FOR BID
IFB 14-09 EVENT STAFFING**

(T.E.A.M. Staffing)

(PLEASE DO NOT REMOVE ~ THIS IS PART OF THE OFFICIAL DOCUMENT)

original



T.E.A.M. Security response to



Invitation For Bid IFB 14-09
Event Staffing

	Solicitation Number: IFB 14-09 EVENT STAFFING	CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301
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1.0 INTRODUCTION

The City of Glendale is issuing this IFB to establish a term contract for special event staffing on an "as required" basis. The intent and purpose of this Invitation for Bid is to include all management, organization, training, operation, supervision, labor, equipment, materials, transportation and supplies necessary to meet the scope of services.

The events shall take place at the following, but not limited to, locations: Glendale Community College and downtown Glendale including Murphy Park. The City anticipates requiring event-staffing services for approximately six (6) events per year. 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. The average duration for an event is anticipated to be between 5-12 hours per event day and may have overnight needs. Crowd sizes range from approximately 25,000 to 100,000 attendees.

The Contractor shall check the YES or NO boxes for each specification on each page of section 1. If the Contractor checks the NO box for any specification, the Contractor must provide an explanation and alternate information as an attachment to section 3. Failure to comply with the following specifications may result in the rejection of bid

Item No.	SPECIFICATIONS	Comply
1.1	The Contractor shall have the resources and capability to provide the services described herein. Contractor acknowledges and agrees that it meets, and shall maintain for the duration of this contract, the following minimum conditions and requirements:	
1.1.1	The Contractor shall provide all supplies (i.e. two-way radios, cell phones, water, umbrellas etc...) 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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.1.2	The Contractor shall be capable of providing services Monday through Sunday during day and evening hours and holidays.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.1.3	Overnight hours may be required for some events and the hours for these assignments will vary.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.1.4	The equipment shall meet or exceed all applicable health and safety standards as well as meet all requirements of the City of Glendale Fire Code.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.1.5	The Contractor shall provide event services as required in order to accommodate late evening start and finish times.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.1.6	The Contractor shall send order confirmation to the contract or his designee within 24 hours of the initial request. Requests for equipment rentals may be made by telephone, fax or email.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

	Solicitation Number: IFB 14-09 EVENT STAFFING	CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301
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Item No.	SPECIFICATIONS	Comply
1.1.7	The Contractor shall brief event staff prior to contracted arrival time and staff must be at assigned positions at assignment time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.2	EVENT SERVICES PERSONNEL DUTIES The City Event Program Manager shall assign each individual to a particular area of the event	
1.2.1	<u>Event Security (Unarmed)</u> Event security duties shall include, but not be limited to: <ul style="list-style-type: none"> ▪ 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. 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.2.2	<u>Overnight Security (Unarmed)</u> Event security duties shall include, but not be limited to: <ul style="list-style-type: none"> ▪ 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 <p><i>Note: If an individual or activity appears questionable, the overnight security (unarmed) personnel shall immediately notify the Glendale Police Department.</i></p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.2.3	<u>Supervisor</u> Event service duties shall include, but not be limited to: <ul style="list-style-type: none"> ▪ 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 ▪ Coordinating between all of Contractor's events services personnel to ensure that the services are performed as specified ▪ 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) ▪ Managing a sign-in sheet for event services personnel with name, time in and out and assignment. 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



Solicitation Number: IFB 14-09

EVENT STAFFING

CITY OF GLENDALE
 Materials Management
 5850 West Glendale
 Avenue, Suite 317
 Glendale, Arizona 85301

Item No.	SPECIFICATIONS	Comply
1.2.4	<p><u>Event Staff</u> The City Event Program Manager shall assign each individual to a particular area of the event. Event-staffing duties shall include, but not be limited to:</p> <ul style="list-style-type: none"> ▪ 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 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.3	EVENT SERVICES PERSONNEL REQUIREMENTS	
1.3.1	The Contractor shall provide event services personnel who are well trained and experienced in performing the applicable event services duties.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.3.2	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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.3.3	The Contractor shall be solely responsible for obtaining all criminal background checks.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.3.4	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: <ul style="list-style-type: none"> ▪ Any felony ▪ Any crime involving moral turpitude 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.3.5	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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.3.6	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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.3.7	The City Event Program Manager shall decide upon the number of required event services personnel per event.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



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EVENT STAFFING

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Materials Management
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Item No.	SPECIFICATIONS	Comply
1.4	UNIFORM REQUIREMENTS	
1.4.1	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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.5	EVENT PRICING	
1.5.1	Fees for all services shall be in accordance with the Unit Hourly Rate prices identified on the Price Page.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.5.2	The Unit Hourly Rate prices are based upon a regular hourly rate. Overtime and or differential rates shall <u>not</u> be applicable regardless of when services are performed (e.g. day, evening, weekend, overnight, holiday, etc.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.5.3	Include <u>all</u> 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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.5.4	Extra charges will not be allowed, without written approval from the City Representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.6	EVENT QUOTE	
1.6.1	Upon request from the City for event services, the Contractor shall submit a written quote that identifies the: <ul style="list-style-type: none"> ▪ 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 ▪ Total number of hours per event personnel per job classification ▪ Total fixed quote not-to-exceed price for providing the event services 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.6.2	The Contractor shall not exceed the total fixed not-to-exceed price without written approval from the City Event Coordinator.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.7	INVOICING	
1.7.1	The Contractor shall invoice the City only for productive hours at the job site. (Productive hours = active productive labor, pre-event briefings and reconciliation at the beginning/end of shift. Does not include travel time to and from event site).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.7.2	The Contractor shall submit one consolidated invoice that includes all charges for the event-staffing services provided for each event.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

	<p>Solicitation Number: IFB 14-09</p> <p>EVENT STAFFING</p>	<p>CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301</p>
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Item No.	SPECIFICATIONS	Comply
1.7.3	<p>Each invoice shall contain the following itemized information:</p> <ul style="list-style-type: none"> ▪ 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) 	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

	Solicitation Number: IFB 14-09 EVENT STAFFING	CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301
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3.0 ADDITIONAL SUBMISSION REQUIREMENTS

The Contractor shall check the YES or NO boxes for each specification on each page of Section 3. If the Contractor checks the NO box for any specification, the Contractor must provide an explanation and alternate information as an attachment to this section.

Item No.	SUPPLEMENTAL SPECIFICATION	Comply
3.1.1	<u>REFERENCES</u> Contractor will provide with the offer, three (3) letters of reference from companies for whom Contractor has provided similar services in the last twelve (12) 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 IFB.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

*See Attachment A for Details

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4.0 BIDDER SHEET The 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.

 Authorized Signature	President / Owner Title
Total Events and More LLC dba T.E.A.M. Security Company's Legal Name	www.teamsecurity.net Company Email Address
1826 West 4th Street Address	Tempe, Arizona 85281 City, State & Zip code
480-829-8326 Telephone Number	480-736-8252 Fax Number
mick@teamsecurity.net Authorized Signer's Email Address	

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

Elizabeth Gill (Director of Operations)	480-829-8326	480-736-8252
Contact Name	Phone Number	Fax Number
elizabeth@teamsecurity.net Contact Email Address		

FEDERAL TAXPAYER ID NUMBER: [REDACTED]

Arizona Sales Tax No. [REDACTED] Tax Rate _____

Bidder certifies it is a: Proprietorship Partnership Corporation

Minority or woman-owned business: Yes No



Solicitation Number: IFB 14-09
EVENT STAFFING

CITY OF GLENDALE
 Materials Management
 5850 West Glendale
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5.0 PRICING PAGE

The quantities referenced in this solicitation are an annual estimate ONLY and are to be used for evaluation purposes only. No commitment of any quantity is made during this contract; purchases are on an as-needed, if needed basis.

The not-to-exceed amount shall include all fees and costs associated with the purchase and shipment of the equipment. Tax shall not be included.

5.1 PRICING

Before completing this section, refer to Section 1.2

Event Staff	\$ <u>15.88</u> per hour
Event Security	\$ <u>15.88</u> per hour
Supervisor	\$ <u>18.18</u> per hour
Overnight Security	\$ 17.18 per hour

5.2 TAX AMOUNT Do not include any use tax or federal tax in your bid. The City is exempt from the payment of federal excise tax and will add use tax as applicable.

Tax % 0

5.3 DELIVERY Contractor states that all items will be delivered 1 calendar days after receipt of order.

5.4 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.

5.5 DISCOUNT/PAYMENT TERMS: The City standard is 2% 20 days.

Comply: YES NO

If your answer is NO, please state terms offered: 2% 10 days

5.6 ADDITIONAL DISCOUNTS OFFERED: Percent (%) discount offered for additional related services also provided by your company. _____%

COMPANY NAME: Total Events and Management LLC dba T.E.A.M. Security

Attachment A

Additional Submission Requirements:

3.1.1 References

Barrett-Jackson Collector Car Auction (Scottsdale)

- 7400 E Monte Cristo Ave, Scottsdale, AZ 85260
- (480) 421-6694
- Casey McDonald or Lieutenant Brian France
- C|(480) 216-3967 and (602) 881-0991
- Performs security, perimeter and alcohol control for the Auction
- Staffing approximately 100 guards per day/ 21 days

City of Tempe (4th of July/New Year's Eve Block Party)

- 120 E 5th St, Tempe, Arizona 85281
- (480) 350-8569
- Cdr. Kim Hale
- O|(480) 350-8322
- C|(602) 469-5656
- Performs security and alcohol control for the Special Events.
- Staffing approximately 300 guards

Downtown Tempe Communities

- 310 S. Mill Avenue, Suite A-201 Tempe, AZ 85281
- (480) 355-6060
- Kate Hastings
- O| (602) 997-2581
- C| (303) Like 588-4555
- Performs security and alcohol control for Special Events
- Varies from 20 staff to 75 staff based on event and client needs.

Schneider, Yates and Associates

- 4071 W. Linda Lane
- (480) 940-8666
- Judi Yates
- C|(602) 904-8666
- Performs security for concerts and events
- Varies from 15 staff to 175 staff based on event and client needs.

Schneider-Yates & Associates Event Staffing & Security

Dear Ms. Patnode,

September 24, 2013

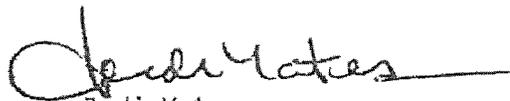
I am writing you to recommend the services of Total Event and More, LLC dba T.E.A.M. Security. I have been using T.E.A.M. Security to provide Security and Event Staffing services for numerous special events for the past 12 years, and have always been completely satisfied with their services. T.E.A.M personnel and supervisors do an excellent job, are always punctual, and offer some of the most competitive rates in town.

Elizabeth Gill T.E.A.M. Security's Director of Operations is awesome to work with, her people skills and ability to react to any situation is key for my team and the clientele we work with.

I work with my partner vendors over and over again as the ongoing relationship we have with each other is instrumental in successful events, I find that is the case each and every time I work with Elizabeth and her team.

T.E.A.M members are always willing to listen to my needs as a customer, and accommodate as necessary, while still ensuring my events remain safe and secure.

I am pleased to recommend the services of T.E.A.M. Security. If you have any questions, please contact me.



Judi Yates
Owner/President
Schneider-Yates and Associates
480-940-8666 office / 602-908-4448 cell
judi@eventsbysya.com

State of Arizona
Private Security Guard Agency License

T.E.A.M. Security
1826 W. 4th Street
Tempe, Arizona 85281

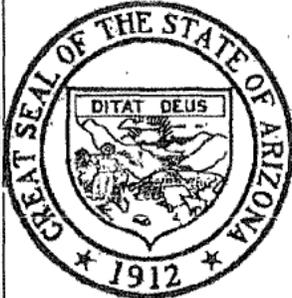
Pursuant to the provisions of Title 32, Chapter 26, A. R. S.,

Mickey Peter Hirko / Qualifying Party

is licensed to conduct a Private Security Guard Agency in the State of Arizona

in witness Whereof, The Director of the Arizona Department of Public Safety

has caused this certificate to be issued.

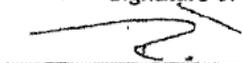


License No. 1003644

Expires 11/12/2014

NON TRANSFERABLE



Signature of


Director

**Request for Taxpayer
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Truly Every Assignment Matters, LLC

Business name, if different from above
T.E.A.M. Security

Check appropriate box Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ **D.....** Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
24 West 5th Street MAILING: 1826 West 4th Street

City, state, and ZIP code
Tempe, AZ 85281 Tempe, AZ 85281

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

OR

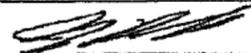
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



SOLICITATION ADDENDUM

CITY OF GLENDALE
Materials Management
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2866

Solicitation Number: IFB 14-09 Addendum # 1 Page 1 of 2

Solicitation Due Date: September 26, 2013 2:00 P.M. (Local Time)

RFP # 14-09
EVENT STAFFING

QUESTIONS:

Question: How are these services currently handled?

Answer: Current contractor is Truly Assignments Maters, LLC

Question: At the time of most recent award how much money was paid to get the job done?

Answer: See current pricing structure Exhibit A

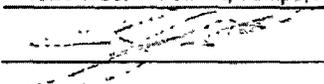
Question: Who provides for trash cans, liners, etc. at any event we would be working?

Answer: Sanitation Dept. provides most cans/liners and we also get cardboard cans from APS as a sponsor. The event staff for this contract have no responsibilities when it comes to sanitation.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the bid or proposal submittal.

Name of Company: Total Events and More LLC dba T.E.A.M. Security

Address: 1826 West 4th Street, Tempe, Arizona 85281

Authorized Signature: 

Print Name and Title: President / Owner



SOLICITATION ADDENDUM

CITY OF GLENDALE
Materials Management
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2866

Solicitation Number: IFB 14-09 Addendum # 1 Page 2 of 2

Solicitation Due Date: September 26, 2013 2:00 P.M. (Local Time)

Exhibit A

**CITY CLERK
ORIGINAL**



RFQ # 07-51

**C-8000
10/23/2007**

This Addendum for Quotation was issued on October 23, 2007, between Bid # Every day from 11:45 a.m. to 4:00 p.m. at the City of Glendale is made pursuant to the terms, conditions and specifications in Part 1 of the Invitation to Bid and the Addendum with the City of Glendale Procurement Code.

The term of this Agreement shall be for an 18-month period with the option to extend it by 12 months between the City and Contractor, for four more 12-month periods thereafter in increments of 12 months and one half year.

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

The unit prices shall be as follows:

1. 20' <u>Suburb</u> Pipe	06.00 per 10' length
2. 24' <u>Suburb</u> Pipe	06.50 per 10' length
3. 30' <u>Suburb</u> Pipe	07.00 per 10' length
4. 36' <u>Suburb</u> Pipe	07.50 per 10' length
5. 42' <u>Suburb</u> Pipe	08.00 per 10' length

The Agreement, including any exhibits and attachments, documents, drawings, specifications, and other information shall be the property of the City of Glendale and shall remain the property of the City of Glendale.

The Contractor warrants that the bid price is the lowest price for the work to be performed. It is recommended that you follow the instructions of the City of Glendale to ensure compliance with the City's requirements.

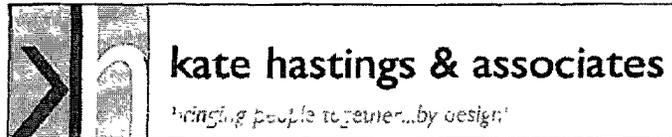
The Contractor's Agreement shall be deemed waived, amended or modified by any party if it is not in writing and signed by the authorized representatives of the City of Glendale.

The City of Glendale hereby certifies that the undersigned is an authorized representative of the City of Glendale.

CITY OF GLENDALE Contractor City of Glendale, Arizona

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Signature: _____
Name: _____
Title: _____
Date: _____



25 September 2013

City of Glendale
Materials Management
Lillian Patnode, Contract Analyst
5850 West Glendale Avenue, Suite 317
Glendale, AZ 85301

Dear Ms. Patnode:

It is my pleasure to recommend the services of Total Event and More, LLC (T.E.A.M. Security) to the City of Glendale. I have worked with them at close range for the last ten years to provide security and event staffing services at the Tempe Festival of the Arts, the Fantasy of Lights Opening Night Parade, and the Fantasy of Lights Boat Parade. I own the event consulting company which produces these events turnkey, dealing with all aspects of production including security. In total, those ten years with T.E.A.M. has encompassed more than 40 events that draw between 40,000 and 225,000 spectators annually.

In a nutshell, I trust T.E.A.M. to do the job right. It is our experience that they are exceptional in their professionalism. They are always eager to recommend solutions to problems and are effective in results on-site. We appreciate their leadership in the field of security and their responsiveness to our needs and requests. For many years, Elizabeth Gill has been the senior manager on site with us. Her knowledge of our events is sometimes even better than our own. Her ability to work with us over changing times, to be flexible, to take charge effectively, her easy-going demeanor and complete professionalism make her a valuable member of our team.

We trust T.E.A.M. to get the job done, adjust quickly to situations on-site, and to be responsive to our ever-changing company needs, all the while keeping our events safe and secure.

It is with great pleasure that I recommend the services of T.E.A.M. Security. Please feel free to contact me directly with any comments or questions.

Kate Hastings

Owner & Principal
Kate Hastings & Associates
7032 North Barbados Place
Phoenix, AZ 85021
kate_hastings@q.com
p: 602-943-1497
c: 303-588-4555

Managing Director
TEMPE FESTIVAL OF THE ARTS & FANTASY OF LIGHTS
310 South Mill Avenue, Suite A-201
Tempe, AZ 85281
kate@tempefestivalofthearts.com
p: 602-997-2581



STATE OF ARIZONA
DEPARTMENT OF LIQUOR LICENSES AND CONTROL

JANICE K. BREWER
GOVERNOR

ALAN EVERETT
DIRECTOR

Mr. Brandon Sirochman
Ashley Furniture Pavilion
2121 N. 83rd Ave.
Phoenix, AZ. 85035

June 20, 2013

Dear Mr. Sirochman,

I want to congratulate you and all staff members at Ashley Pavilion with the outstanding efforts made in controlling liquor sales and compliance enforcement during recent events. I would like to also take this opportunity to acknowledge the outstanding efforts of Mick Hirko and his staff at T.E.A.M. We are pleased to report our investigators observed no areas of concern during several recent events and have noted very positive strides taken by Mr. Hirko and his staff to improve control and regulation of alcohol related incidents.

Understandably, this type of event obviously create huge challenges and clearly you and your staff have proven your commitment towards efforts in properly training and controlling alcohol sales during these large scale events. Your continual improvement throughout the entire facility in recent years is very apparent and you should be proud of your accomplishments. Again, congratulations to you, your staff and everyone at T.E.A.M. Total Events & Management for outstanding success.

Sincerely,


Alan Everett,
Director

800 WEST WASHINGTON, FIFTH FLOOR • PHOENIX, ARIZONA 85007 • (602) 542-5141 • FAX (602) 542-5707

www.azliquor.gov

INDIVIDUALS REQUIRING ADA ACCOMMODATIONS, CALL (602) 542-9027



SOLICITATION ADDENDUM

CITY OF GLENDALE
Materials Management
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2866

Solicitation Number: IFB 14-09 Addendum # 1 Page 2 of 2

Solicitation Due Date: September 26, 2013 2.00 P.M. (Local Time)

Exhibit A

**CITY CLERK
ORIGINAL**

**C-8000
10/23/2007**



RFQ # 07-51

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

Contact Analyst
Title

October 23, 2007
Date

By: _____
Signature

Mick Hyke
Print

President
Title

10/31/07
Date

	SOLICITATION ADDENDUM	CITY OF GLENDALE Materials Management 5850 W. Glendale Avenue Suite 317 Glendale, AZ 85301 Phone: (623) 930-2866
	Solicitation Number: IFB 14-09 Addendum # 1 Page 1 of 2 Solicitation Due Date: September 26, 2013 2:00 P.M. (Local Time)	

RFP # 14-09
EVENT STAFFING

QUESTIONS:

Question: How are these services currently handled?

Answer: Current contractor is Truly Assignments Maters, LLC

Question: At the time of most recent award how much money was paid to get the job done?

Answer: See current pricing structure Exhibit A

Question: Who provides for trash cans, liners, etc. at any event we would be working?

Answer: Sanitation Dept. provides most cans/liners and we also get cardboard cans from APS as a sponsor. The event staff for this contract have no responsibilities when it comes to sanitation.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____