

EXHIBIT A



GENERAL INFORMATION

CITY OF ALLEN, TEXAS
BIDS WILL BE ACCEPTED IN THE OFFICE OF THE PURCHASING MANAGER

**REQUEST FOR PROPOSAL
2020-5-96
BUILDING OPERATIONS AND CONVERSION**

PROPOSALS ARE DUE TO THE
PURCHASING DIVISION PRIOR TO:

JUNE 04, 2020 @ 2:00 P.M.

**ELECTRONIC RESPONSES SUBMITTED THROUGH
IONWAVE E-BID SYSTEM ARE RECOMMENDED**
<http://allentx.ionwave.net>

NO LATE BIDS WILL BE ACCEPTED
FACSIMILE OR E-MAILED BIDS WILL NOT BE ACCEPTED

PROPOSAL PACKAGES
MAY BE DELIVERED OR MAILED TO:

**CITY OF ALLEN PURCHASING DIVISION
305 CENTURY PARKWAY
ALLEN, TX 75013**

FOR ADDITIONAL INFORMATION CONCERNING THIS PROPOSAL PLEASE CONTACT:

Eva Badali, Sr. Buyer 214-509-4631

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SECTION I NOTICE TO OFFERORS

1.1 INTRODUCTION

Section I provides general information to potential proposers on subjects such as where to submit proposals, number of copies, amendments, proprietary information designation, and other similar administrative elements.

1.2 SUBMISSION OF PROPOSAL

Electronic responses submitted via our online bidding system (<http://allentx.ionwave.net>) are the preferred method of receiving responses for this solicitation. All proposals will be sealed and received by the City of Allen Purchasing Office. Proposals shall be in one envelope clearly marked: Bid Number, Title, and Opening Date on the outside of the envelope containing the bid.

REQUEST FOR PROPOSAL

2020-5-96

BUILDING OPERATIONS AND CONVERSION

Sealed offers are to be submitted to:
City of Allen
Purchasing Department
305 Century Parkway
Allen, TX 75013

NO LATE OFFERS WILL BE ACCEPTED FACSIMILE / EMAIL PROPOSALS WILL NOT BE ACCEPTED

Proposals are due by: June 04, 2020 @ 2:00 P.M. Central Time

There will not be a public opening for this solicitation, as this is a request for proposal.
A list of submitting vendors will be available after the due date.

The City of Allen strongly encourages bidders to submit their response to this bid electronically.

1.3 PRE-PROPOSAL MEETING

A pre-proposal meeting will not be held, all questions must be received in writing through eBid or e-mailed directly to ebadali@cityofallen.org

1.4 NUMBER OF COPIES

Proposer shall submit one original set and **three (3)** copies of proposal documents and one (1) electronic copy on a flash drive. This will greatly facilitate the evaluation process. The proposal shall remain the property of the City of Allen. The original copy shall be unbound and clearly marked **"Original"**.

1.5 PROPOSAL INFORMATION

All questions regarding proposal preparation, the selection process, specifications and interpretations of the terms and conditions of the bid shall be submitted in writing. Any addenda will be issued no later than three (3) calendar days prior to the deadline for submission of offers.

Costs for developing/producing proposal response and possible subsequent interview or presentation are entirely the obligation of the proposer and shall not be chargeable in any manner to the City of Allen.

All proposals will be reviewed and evaluated by City staff. The City reserves the right to evaluate each proposal on a separate and individual basis, to invite selected firms to make personal presentations to staff. The City further reserves the right to reject any and all proposals submitted, or accept a proposal deemed most advantageous to the City.

If an emergency or unanticipated event interrupts normal City processes so as to cause postponement of the scheduled bid opening, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal City processes resume or to such other date and time as may be provided by the Procurement Services Office in a written notice to bidders."

1.6 DISCLOSURE OF RESPONSE

All information submitted in an accepted response must be retained by the City of Allen for the period specified in the City of Allen's record retention schedule created under Government Code Section 441.180, et sequitur. The information will not be returned to the respondent. The Public Information Act (PIA), Government Code Chapter 552, allows the public to have access to information in the possession of a governmental body through an open records request. Therefore, the respondent shall clearly identify in the response any confidential or proprietary information. Proprietary information identified by the respondent in the response, will be kept confidential by the City of Allen to the extent permitted by state law. The City of Allen merely raises the exception on behalf of the vendor. The City of Allen takes no legal position on disclosure. The City of Allen will use best efforts to give the respondent or the awarded vendor an opportunity to present to the Office of the Attorney General its arguments for non-disclosure of its identified confidential or proprietary information.

1.7 CERTIFICATE OF INTERESTED PARTIES

Government Code § 2252.908 Disclosure of Interested Parties (Form 1295)

The statute applies to all city contracts entered into after December 31, 2015 that have a value of \$50,000 or greater. The statute requires business entities entering into such contracts to disclose the interested parties to the contract. A "business entity" is any entity recognized by law through which business is conducted, including a partnership, corporation, or sole proprietorship. "Interested parties" include a person who has a controlling interest in the business entity or who actively participates in facilitating the contract or negotiating the terms of the contract (including a broker, intermediary, advisor, or attorney for the business entity). The business entity disclosure must be on a 1295 form prescribed by the Texas Ethics Commission (see Exhibits attached to this solicitation). The rules and form have been adopted by the Texas Ethics Commission and has been posted on its Internet web site Texas Ethics Commission. https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The disclosure must be submitted to the city at the time the business entity submits the signed contract to the city (as opposed to some point prior to award and selection of the contractor/vendor). Not later than 30 days after the date the city receives the disclosure, the city shall submit a copy of the disclosure to the Texas Ethics Commission.

1.8 ADDENDUMS/AMENDMENTS

Any interpretations, corrections and/or changes to a bid solicitation or extensions to the opening date will be made by addenda to the respective document when necessary. An

addendum will be published and distributed by email to all that are known to have received a copy of the bid and related specifications. However, it shall be the sole responsibility of the bidder to verify issuance/non-issuance of addenda and to check all avenues of document availability prior to opening date and time to ensure bidder's receipt of any addenda issued. No addenda will be issued 3 days prior to bid opening. Any addenda issued within 3 working days of the bid opening will automatically delay the bid opening by one week. Bidders will be notified of the new bid opening time and date as determined by the City of Allen Purchasing Department.

The offeror is required to acknowledge receipt of any amendments by submitting a signed copy of each amendment issued. Signed copies must be submitted as part of the signed proposal submittal.

1.9 ACCEPTANCE

Any offer received shall be considered an offer, which may be accepted by the City of Allen based on initial submission without discussions or negotiations. By submitting an offer in response to this solicitation the proposer agrees that any offer it submits may be accepted by the City of Allen at any time within 90 days from the close date.

The City of Allen reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received, and/or to accept any portion of the offer if deemed in the best interest of the City of Allen. Failure of the proposer to provide in its offer any information requested in the bid may result in rejection for non-responsiveness.

Responsive Bidder/Proposer

A bid or proposal that fully conforms in all material respect to the Invitation for Bids (IFB)/Request for Proposals (RFP) and all its requirements, including all form and substance.

Responsible Bidder/Proposer

A business entity or individual who has the capability and financial and technical capacity to perform the requirements of the solicitation and subsequent contract. Responsible bidders/proposers shall not have been convicted of, or pled guilty to, crimes involving procurement fraud or damage to the environment during the previous five years and shall not currently be included on any list of debarred or suspended business entities or individuals.

1.10 AWARD

The City of Allen intends to make an award using the evaluation criteria and other factors as indicated in this solicitation.

LIQUIDATED DAMAGES

Bidders should be aware that the city of Allen expects timely completion of the contract within the timeframe indicated by the bidder in their bid. Consequently, bidders should be aware that the following schedule will be applied by the City as liquidated damages for each day the project is delayed in completion:

Amount of Contract (\$)

Value of a Calendar Day (\$)

Less than 25,000	100 per day
25,000 to 99,999.99	160 per day
100,000 to 999,999.99	240 per day
More than 1,000,000	500 per day

Note: The sum of money thus deducted for such delay, failure, or noncompletion is not to be considered as a penalty, but shall be deemed, taken and treated as reasonable liquidated damages, per day that the contractor shall be in default after the time stipulated in the contract for completing the work.

1.11 CONTRACT ADMINISTRATION

The City of Allen – Allen Event Center together with the Purchasing Division shall be responsible for administration of this purchase for compliance with the interpretation of scope, schedule, billings, requirements, and budget.

1.12 SUBSTANTIVE PROPOSALS

The respondent shall certify (a) that the bid submittal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) that has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) that has not solicited or induced any other person, firm, or corporation from proposing; and (d) that has not sought by collusion to obtain for himself any advantage over any other respondents or over the City of Allen.

The City of Allen may make such investigations as it deems necessary to determine the ability of the bidder to provide satisfactory performance in accordance with bid requirements, and the respondent shall furnish to the City all such information and data for this purpose.

Minimum standard for responsible prospective bidders is as follows:

- Have adequate financial resources, or the ability to obtain such resources
- Be able to comply with the required or proposed schedules and project requirements
- Competitive pricing
- Have a satisfactory record of performance for contracts of similar scope (complete attached reference sheet)
- Have a satisfactory record of integrity and ethics
- Completeness and thoroughness of bid submittal

REQUIRED FORMS TO BE RETURNED WITH BID SUBMITTAL

- Certificate of Insurance or Insurance Requirement Affidavit
- Affidavit of No Prohibited Interest
- Bidders Qualification Statement
- Supplemental Information
- Bid Form (Pricing stated in both script and figures).
- Bid Endorsement Page

1.13 DEFINITIONS

- Bidder refers to submitter.

- Vendor refers to Successful Bidder or Contractor.
- Submittal refers to those documents required to be submitted to the City of Allen, by a bidder.

1.14 INQUIRIES

Questions about this bid shall be in writing and directed to Eva Badali at the following address. Questions resulting in changes to this solicitation will be provided in the form of an amendment to the solicitation.

Eva Badali
Sr. Buyer
305 Century Parkway
Allen, Texas 75013
214-509-4631
Ebadali@cityofallen.org

1.15 SCHEDULE OF EVENTS

The upcoming schedule of events is tentative scheduled as follows:

Advertise Requirement	May 14, 2020 May 21, 2020
Issue Request for Proposal	May 14, 2020
Pre-proposal Conference	N/A
Council Approval	July 14, 2020

SECTION II

GENERAL TERMS & CONDITIONS

The City of Allen bid packets contain various sections requiring completion. The bid form section of the bid packet must be completed prior to the date and time set for bid opening and included with the bid packet or the vendor will be found non-responsive.

2.1 These instructions apply to all quotations or bid submittals and become a part of terms and conditions of any bid packet submitted.

2.2 The City shall have the authority to disapprove or reject unsatisfactory work, services or equipment. If required by the City, the vendor shall promptly, as directed, correct all unsatisfactory work and replace all defective equipment, and shall bear all direct, indirect and consequential costs of such correction.

2.3 The City reserves the right to waive any minor defect, irregularity, or informality in any bid, quotation, or proposal. The City may also reject any or all bids, quotations, or proposals without cause prior to award.

2.4 The City reserves the right to enforce the performance of this contract in any manner prescribed by law and deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the vendor fails to meet schedules or otherwise perform in accordance with these specifications. Breaches of contract or default authorize the City to purchase the services from the next low bidder or re-bid and charge the difference in cost to the defaulting vendor.

2.5 The contract shall remain in effect until contract expires, except for breach of contract, or is terminated by either party with a thirty (30) day written notice prior to any cancellation. The vendor shall state therein the reasons for such cancellation. Notice of termination must be transmitted via certified mail to the other party's designated representative.

2.6 The vendor shall be held responsible for and shall make good, without expense to the City, any and all damage, injury or loss due to the execution of his work. The vendor shall protect all finished building surfaces from damage and shall repair any damage to the building or property caused by delivery or installation of product.

2.7 The vendor agrees to indemnify and hold harmless the City against all claims or alleged claims or demands for damages, including all expenses incurred, arising from accidents to employees of either party hereto or to the public, or from claims or alleged claims of damages to the property of the City or to adjoining property caused directly or indirectly by said vendor, by any of his subcontractors, or by anyone directly or indirectly employed by either of them in connection with the performance of this contract.

2.8 The vendor agrees to indemnify and hold the City harmless from any claim involving patent right infringement or copyrights on goods supplied.

2.9 In its sole discretion, the City shall have the right to select or to approve defense counsel to be retained by Contractor in fulfilling its obligation hereunder to defend and indemnify City, unless such right is expressly waived by City in writing. City reserves the

right to provide a portion of its own entire defense; however, City is under no obligation to do so, any such action by City is not to be construed as a waiver of Contractor's obligation to defend City or as a waiver of contractor's obligation to indemnify City pursuant to this contract. Contractor shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this contract. If Contractor fails to retain counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and contractor shall be liable for all costs incurred by City.

2.10 The vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the City.

2.11 This bid, when properly accepted by the City, shall constitute a contract equally binding between the vendor and the City. No different or additional terms shall become a part of this contract with the exception of a change order processed through the Purchasing Department.

2.12 This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Collin County, Texas.

2.13 The successful bidder and the City of Allen agree that each party have rights, duties, and remedies available as stated in the Uniform Commercial Code and any other available remedy, whether in law or equity.

2.14 Bidder acknowledges and represents that they are aware of laws, City Charter and City Code of Conduct regarding Conflicts of Interest. The City Charter states that "no officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, nor shall be financially interested, directly or indirectly, in the sale to the City of any land or rights or interest in any land, materials, supplies or service..."

2.15 Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a Local Government entity, disclose in the questionnaire form CIQ, the vendor or person's affiliation or business relationship that might cause a Conflict of Interest. This form must be filed with the Records Administrator no later than 7 business days after the date the person becomes aware of facts that require the statement to be filed. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

2.16 All equipment, supplies and work furnished under this contract shall comply with applicable laws, ordinances and regulations. The Vendor shall obtain and pay for such permits and inspections as are required for the legal performance of this work.

2.17 The City reserves the right to audit the records and performance of vendor during the term of the contract and for three years thereafter.

2.18 Unless otherwise notified, all invoices must be sent to the Accounts Payable, Finance Department at the address listed on page one (1). Invoices must show the item(s) shipped/work performed and the purchase order number applicable to the transaction in order to insure prompt payment.

2.19 Payment will be made in accordance with Texas statutes. Term of Payment is net 30 days after the date the City receives the goods in accordance with the contract, the date the performance of service in accordance with the contract is completed, or the date the agency receives an invoice for the goods or services, whichever occurs the latest. If your company provides a discount for early payment, please indicate in this solicitation. This will not be considered an evaluation factor in the award of the bid(s).

2.20 Funds for payment have been approved. The State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved; therefore, anticipated obligations that may arise past the end of the current City fiscal year shall be subject to budget approval. The City of Allen is a Home-Rule Municipal Corporation operated and funded October 1 to September 30.

2.21 The City of Allen is by statute tax-exempt therefore pricing shall not include taxes. Tax exemption certificates will be executed by the City and furnished upon request.

2.22 Vendors shall state a firm completion time. The City reserves the right to cancel orders and/or assess financial penalties if the vendor fails to complete project as promised. Work shall be scheduled between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays, unless otherwise approved by the City.

2.23 When offering products other than those bid, the City reserves the right to request a sample/demo of the product for evaluation. In such cases, the bidder must provide a sample/demo of the product at no charge to the City within three days of the request and must pick up the product after the evaluation. Failure to provide an evaluation product within the three-day period will disqualify the bidder from further consideration. If the bidder offers a product other than that specified, specifications must be included in the bid package. Bid responses not listing manufacturer or part numbers in the Mfg./Pt No. section of the bid form will be considered as bidding according to specification, and if awarded, will be required to provide exactly what was specified. Samples should not be enclosed with bid unless requested.

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

2.25 Testing may be performed at the request of the City or any participating entity, by an agent so designated, without expense to the City.

2.26 When unit price differs from extended price, the unit price prevails.

2.27 In case of a discrepancy between the product number and description, the description takes precedence.

2.28 When manufacturers are named in the specification, they are not meant to limit competition, but to define the minimum standard, quality, and performance of the item specified. All materials supplied will be new, first quality industrial-grade products.

2.29 Response to specification is primary in determining the lowest responsible bid.

2.30 The City of Allen reserves the right to award a vendor bid as an “alternate award”. The alternate vendor’s bid shall remain in effect for the term of the awarded contract, should the primary vendor become unable or unwilling to complete the contract term. The alternate vendor will be notified in writing of their official contract and start date. All terms and conditions of the original bid will remain in effect.

2.31 The City of Allen reserves the right to award a separate contract to separate vendors for each item/group or to award one contract for the entire bid.

2.32 Bid prices cannot be altered or amended after submission deadline. Any interlineations, alteration, or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

2.33 A bid price may not be withdrawn or canceled by the bidder for a period of 90 days following the date designated for the receipt of bids without written approval of the Purchasing Manager, and bidder so agrees upon submittal of bid.

2.34 No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the resulting contract. All change orders must be made in writing.

2.35 Any interpretations, corrections or changes to this bid packet will be made by addenda. Sole issuing authority shall be vested in the City of Allen Purchasing Department. Addenda will be sent to all who are known to have received a copy of this bid packet. If the Addenda contain changes to the specification or bid form, bidders shall acknowledge receipt of all addenda or they will be declared non-responsive.

2.36 Bid tabulations can be accessed in the City of Allen electronic bidding system <https://allentx.ionwave.net/Login.aspx>. Please allow at least one week after opening date for bids to be tabulated.

2.37 All work, materials, equipment, and supplies, furnished under this contract shall comply with applicable laws, ordinances and regulations.

2.38 Unless otherwise indicated, items will be new, unused, and in first rate condition in containers suitable for damage-free shipment and storage.

2.39 Quotations must show the number of calendar days required to place the materials in the possession of the City. Do not quote shipping dates. When delivery delay can be foreseen, the bidder shall give prior notice to the Purchasing Division, who shall have the right to extend the delivery date if reasons for delay appear acceptable. Default in promised delivery, without acceptable reasons of failure to meet specifications, authorizes the Purchasing Division to purchase goods elsewhere and charge any increase in cost and handling to the defaulting bidder.

2.40 F.O.B. will be Destination/Inside Delivery/Installed at the location stated on the City’s purchase order, acceptable only during normal working hours. The price will be firm lump sum all-inclusive cost for all materials, work, transportation, and all other costs of whatsoever nature for each item listed. Vendor will be responsible for all claims against the carrier for all freight and/or drayage damage. The City assumes no liability for goods delivered in damaged or unacceptable condition. Vendor shall handle all claims with carriers, and in case of damaged goods, shall ship replacement goods immediately upon notification by District of damage. Shipments will be made to the

specific locations described in the bid specifications. If the vendor must deliver to the specified room, the vendor must remove all packing and debris, which results from set-up and installation. Owner dumpsters cannot be used.

2.41 At the time of the opening of bids each bidder shall be presumed to have inspected the sites and to have read and shall be thoroughly familiar with the contract requirements. The failure or omission of any bidder to examine any form, instrument, document or site shall in no way relieve any bidder from any obligation in respect to this bid.

2.42 The City shall have the right to do other work, or to let other contracts for work to be done, on the same sites as specified for the work to be done under this contract, and the City's arrangements as to precedence of work and the relationship between the Vendor and the City shall be decisive.

2.43 It is the policy of the City of Allen that whenever practical, products should be purchased which contain the highest percentage of post-consumer recovered material available in the marketplace and/or the highest percentage of pre-consumer recovered material available in the marketplace.

2.44 Texas Government Code, Chapter 2252, non-resident bidders; Texas Law prohibits Cities and Governmental units from awarding contracts to a non-resident unless the amount of such bid is lower than the lowest bid by a Texas resident by the amount a Texas resident would be required to underbid in the non-resident bidders state.

2.45 The vendor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the City before the commencement of any work:

2.46 Workers' Compensation Coverage – **Statutory See Insurance Requirements in Exhibit**

2.47 Attention is called to the fact that the inclusion of a minimum scale of wages to be paid to employees engaged in the work under this Contract does not release the Contractor from compliance with any State Wage Law that may be applicable. The Contractor shall abide by the Wage and Hour Laws of the State and must not pay less than the wages legally prescribed as set forth herein.

2.47.1 Except for work on legal holidays, the "general prevailing rate of per diem wage" for the various crafts or types of workmen or mechanics is the product of (a) the number of hours worked per day, except for overtime hours, times (b) the respective Rate Per Hour.

2.47.2 For legal holidays, the "general prevailing rate of per diem wage" for the various crafts or type of workmen or mechanics is the product of (a) one and one-half times the respective Rate per Hour, times (b) the number of hours worked on a legal holiday.

2.47.3 The "general prevailing rate for overtime work" for the crafts or type of workmen or mechanics is one and one-half times the above respective Rate per Hour.

2.47.4 Under the provisions of Article 5159a Vernon's Annotated Texas Statutes, the Contractor shall forfeit as a penalty to the entity on whose behalf the Contract is made or awarded, Ten Dollars (\$10.00) for each laborer, workman, or mechanic employed, for each calendar day or portion thereof that such laborer, workman or mechanic is paid less than the said stipulated rates for any work under the Contract, by him or by any sub-contractor under him.

2.50 Provide the names and locations of at least three (3) references at which the offeror has conducted similar services and requirements along with specific individuals whom we may contact for references.

2.51 All protests regarding the bid solicitation process must be submitted in writing to the Purchasing Manager within five (5) working days following the opening of bids. This includes all protests relating to advertising of bid notices, deadlines, bid opening, and all other related procedures under the Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications. The limitation does not include protests relating to staff recommendations as to award of this bid. Protests relating to staff recommendations may be directed to the City Secretary.

2.52 EVALUATION CRITERIA: PLEASE NOTE THAT THIS BID WILL BE AWARDED ON THE BASIS OF "BEST VALUE". The award to the successful bidder will be determined by best value to the City of Allen as allowed by Chapter 252 of the Local Government Code. The following criteria will be considered when selecting a contractor:

- the purchase prices
- the reputation of the bidder and the bidder's services.
- the quality of the bidder's service.
- the extent to which the bidder's services meet the City's needs.
- the bidder's past business relationship with the City.
- the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities.
- the total long-term cost to the City to acquire the bidder's goods or services; and
- any relevant criteria specifically listed in the request for bids or proposals.

2.53 PROHIBITION OF BOYCOTT ISRAEL: Vendor verifies that it does not Boycott Israel and agrees that during the term of this Contract will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended. Effective September 1, 2019, this section does not apply if the Vendor is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) the Vendor has ten (10) or more fulltime employees and (ii) this Contract has a value of \$100,000.00 or more to be paid under the terms of this Contract.

2.54 STORM WATER MANAGEMENT

Under the Authority of the Clean Water Act, the Environmental Protection Agency (EPA), the City of Allen has endeavored to reduce / improve storm water quality per direction of the Texas Commission of Environmental Quality (TCEQ). The City of Allen has developed standard operating procedures (SOP's) for our Storm Water Management Program (SWMP). By signing this contract all vendors accept to follow

our SOP's of our SWMP. Follow the link for our SOP's
<http://www.cityofallen.org/933/Storm-Water-Management>

2.55 COOPERATIVE PURCHASING: As permitted under Interlocal Cooperation Act C Texas Government Code, Chapter 791, other governmental entities may wish to also participate under the same terms and conditions contained in this contract. If this bid is not specifically for the Collin County Governmental Purchaser's Forum, each entity wishing to participate must have prior authorization from the City of Allen and the vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. The City of Allen shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by the entities. Bidder is to state their willingness to allow other governmental entities to participate in this contract, if awarded. Vendors bidding products other than those specified should submit technical specification literature with bids.

IS YOUR FIRM WILLING TO ALLOW OTHER GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS?

_____YES _____NO

SECTION III

SPECIFICATIONS AND REQUIREMENTS REQUEST FOR PROPOSAL 2020-5-96 ALLEN EVENT CENTER

BUILDING OPERATIONS AND CONVERSION Allen Event Center located at 200 E. Stacy Rd, Allen, TX 75002

It is the intention of the City of Allen to enter into a one-year contract for Building Operations and Conversion Services as needed by the City of Allen - Allen Event Center. The Allen Event Center Building Operations and Conversion has an estimated annual expenditure of \$275,000.00.

This procurement is expected to result in a one-year contract with two one-year renewal options. The contract period shall commence upon execution/receipt of a valid City of Allen Contract/Purchase Order and continue for a period of one year. The City reserves the right to extend the contract period for two additional one-year periods, with said options to be exercised solely at the City's discretion.

PLEASE NOTE THAT THIS BID WILL BE AWARDED ON THE BASIS OF "BEST VALUE". The award to the successful bidder will be determined by best value to the City of Allen as allowed by Chapter 252 of the Local Government Code. The following criteria will be considered when selecting a contractor:

- the purchase prices
- the reputation of the Proposer and the Proposer's services.
- the quality of the Proposer's service.
- the extent to which the Proposer's services meet the City's needs.
- the Proposer's past business relationship with the City.
- the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities.
- the total long-term cost to the City to acquire the bidder's goods or services; and any relevant criteria specifically

Successful contractor shall pay or cause to be paid, without cost or expense to the City of Allen all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State Law.

SCOPE OF WORK

The ultimate responsibility for the successful contractor is to provide Building Operations and Conversion services. The City of Allen - Allen Event Center is an arena and ice rink complex. Such service shall encompass the adequate labor and supervision for the performance of the projected work assigned. The equipment supplies and material will be furnished by the City of Allen - Allen Event Center. The Allen Event Center Building Operations and Conversion has an *estimated* annual expenditure of \$350,000.00

Every effort will be made to get all jobs completed within a reasonable time and schedule. The contractor is to provide the facility with services at a high standard which will reflect favorably upon the City of Allen - Allen Event Center and the contractor. Variances in event schedules,

booking, building renovation work, weather conditions and other uncontrollable and unpredictable factors will determine the actual frequency of work at the Allen Event Center.

The City of Allen reserves the right to add similar services or delete services as well the number of staff specified as requirements change during the course of the contract. Prices for services to be added to/deleted from the contract will be mutually agreed to by the City of Allen and the contractor. Number of staff will vary from day to day depending on the project.

1. The purpose and intention of this bid is for the City of Allen to receive quotations for an hourly rate for Building Operations and Conversion services.
2. Contractor shall comply with all State, Federal, and local laws (including the Americans with disabilities Act, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, and Civil Rights of 991) as to treatment and compensation of its employees. City of Allen shall make no payments to individual workers.
3. Contractor shall be responsible to maintain insurance coverage for all temporary employees to include general liability and auto liability in the amount of not less than \$1,000,000 per occurrence, naming the City of Allen as additional insured and providing a waiver of subrogation. The contractor shall maintain Workers Compensation 1,000,000 per occurrence and a waiver of subrogation shall apply. Contractor shall be responsible for any injury, damage or loss arising out of any acts or omissions of the temporary employee while performing their duties for the City of Allen. All insurance companies and coverage's must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Allen. A certificate evidencing the coverages with a 30-day notice of cancellation shall be provided before the contractor can begin any contractual obligation with the City.
4. The City has the right to control the details of the temporary employee's work while assigned to the City.
5. In the event that the temporary will be assigned driving duties, the City reserves the right to conduct a motor vehicle register check and a drug test before placing the temporary in the work environment. The City of Allen will cover all costs associated with this.
6. Below is a listing of position specifications for the different types of personnel possibly needed by the City. Please use attached price sheet for quoting for each description.
7. The City of Allen reserves the right to add additional job duties/descriptions if the need arises, during the term of this contract. Therefore, please provide a complete listing and hourly rate of additional services that your firm can provide that are not listed herein.
8. Hourly rates quoted shall be firm for one (1) year from award date and shall be binding if agency is selected for primary or alternate provider.
9. Please list at least three (3) references, preferably governmental agencies that you are currently doing business with.
10. Proposal submission services to include:
 - a. description of agency and services provided.

- b. applicant/employee testing conducted by agency.
 - c. employee training conducted by agency.
 - d. statement about worker's compensation and liability insurance coverage.
 - e. *employee criminal background screening conducted by agency – Specific screening requirement: SS Trace to determine counties the individual has resided in to know which Criminal County checks to conduct (record of past 7 yrs.); Statewide Criminal record check and Statewide Sex Offender Registry. If applicant has resided in another state in the past 7 years, we ask that those state records are checked in addition to Texas.
11. The Contractor shall use reasonable care to employ and retain employees who are qualified, competent and trustworthy. As a minimum, the Contractor shall, prior to hiring an applicant, determine the following: compatibility of the applicant working in a customer service environment; test each applicant for the presence of illegal drugs and/or the presence of legal drugs in excess of medically-approved standards; and examine the applicant's conviction record to determine instances of prior criminal convictions which would disqualify the applicant for a position of public trust. All Contractor employees shall be a minimum of 18 years of age. No Contractor employee shall have been convicted of felony or theft related misdemeanor. Contractor will conduct employment background checks on all newly hired employees. Contractor shall employ experienced, knowledgeable personnel to perform duties to which they are assigned.
12. Contractor (s) will receive written notice of the bid award, which will include the agreed upon rate for each job description, a copy of the Building Operations and Conversion Specifications and a copy of the Building Operations and Conversion Operating Procedures.
13. The City of Allen is an Equal Opportunity Employer. All job vacancies are advertised through the media and posted for public view. The City of Allen will not reject any application for employment by temporary employees assigned in the workplace. It is the policy of the City of Allen not to pay any release fees in the event a temporary is selected from the applicants.

The awarded contractor will perform Building Operations/Conversion Services for the City of Allen - Allen Event Center, a 24/7 facility, including but not limited to:

- General Building Operations
 - Repair and upkeep of arena's retractable seating system
 - Set and strike of tables, chairs, and various equipment for building needs
 - Maintenance of arena dasher system and glass
 - Use of various warehouse equipment including forklifts, personnel lifts, pallet jacks, etc.
 - Administrative tasks including documenting work, providing feedback and notes, and assisting in updating work plans
 - Furniture assembly, holiday decorating, and other various labor tasks
 - Special projects

- Conversions
 - Sporting Events
 - Hockey
 - Indoor Soccer
 - Indoor Football
 - Basketball
 - Rodeo
 - Gymnastics / Cheerleading Competitions
 - Stage Shows
 - Concerts
 - Musicals
 - Spectacle shows
 - Pageants
 - Awards Ceremonies
 - Trade Shows
 - Miscellaneous Events
 - Corporate Meetings
 - Luncheons and Banquets
 - Other various events

STRUCTURE:

The following represents the desired structure and staffing needs for the Building Operations and Conversion Crew. The same personnel can be used for each crew type if appropriate and do not have to be exclusive to one crew.

1. **Building Operations Day Crews** will consist of the following:
 - a. 1 – 4 workers
 - b. Day Crew should be capable of working alongside and in the presence of City of Allen – Allen Event Center staff
2. **Building Operations Event Crews** will consist of the following:
 - a. 1– 6 workers
 - b. Event Crew should be capable of working alongside of City of Allen – Allen Event Center staff and in the presence of Allen Event Center event attendees.
3. **Building Operations Conversion Crew** will consist of the following:
 - a. 4 – 40 workers
 - b. Conversion crew should be capable of working alongside City of Allen – Allen Event Center staff on day, evening, night, and overnight shifts.

ALL CREW REQUIREMENTS AND PROCEDURES

Contractor is required to provide a verifiable clock in / clock out system to guarantee proper recording of time worked. Biometric and / or location-based systems are preferred. Contractor's staff shall sign in at the beginning of each shift, on meal breaks, and the end of shift. It is the responsibility of every employee to fulfill this requirement. A copy of the sign in report will be given to Allen Event Center staff at the conclusion of each shift for record keeping.

UNIFORM REQUIREMENTS

Uniform requirements will differ depending on position held and the frame of work being done. All uniforms and non-uniformed contractors and employees are to dress in a neat and clean manner. Ripped, torn, stained, or exceptionally dirty clothing will not be permitted. All uniforms must be agreed upon by contractor and Allen Event Center staff.

- Day and Event shifts
 - Black collared shirt with contractor's logo
 - Black work pants and belt with standard sized belt buckle
 - Black work boots or work shoes
 - Coats, jackets, and / or protective clothing are permitted when conditions require
- Conversion shifts
 - Black t-shirt with contractor's logo
 - Black work pants and belt with standard sized belt buckle
 - Black work boots or work shoes
 - Coats, jackets, and / or protective clothing are permitted when conditions require

DESIGNATED WORKSPACE

The contractor will be provided a designated workspace within the Allen Event Center for posting informational signage, performing administrative duties, and record keeping. While a designated workspace will be provided, a walled office or cubicle is not guaranteed.

INVOICING AND BILLING

The City of Allen pays invoices on a Net 30 structure. Invoicing is preferred on a weekly basis. On some occasion's invoices will be needed on the same day as services rendered for specific events. All invoices should be submitted with sufficient documentation supporting the charges including but not limited to timesheets, employee rates, overtime charges, etc.

UNAUTHORIZED PERSONNEL

At no time shall contractor or employees allow any unauthorized personnel into the Event Center facilities. Contractor and employee personnel shall not allow family members, friends, etc. to be on the grounds or parking lot of the building during working hours, other than pick-up or drop-off employee.

EMERGENCY CONTACTS

The contractor shall provide an emergency telephone number where he or she can be reached during regular and after operating hours.

NO SMOKING POLICY

Smoking or use of tobacco products are NOT allowed in the City of Allen - Allen Event Center at any time.

KEYS AND UNIFORMS

The contractor shall be responsible for any lost keys, card keys, or uniforms issued by the City of Allen – Allen Event Center and any inherent damages (i.e. re-keying of whole facility). This cost shall be withheld from payment(s). The decision to re-key the whole facility is solely that of the City of Allen. Upon completion of contract, final payment shall be withheld until all issued keys and uniforms are returned to the City's authorized representative.

ENERGY CONSERVATION

The contractor shall practice energy conservation and turn off lights in unoccupied areas, except where centrally controlled, and shall keep windows and doors closed.

SAFETY AND HEALTH

All work shall comply with applicable Federal, State, and City safety, health and OSHA requirements.

SECURITY

At no time is the contractor to de-activate or activate any alarm systems upon entering the City of Allen - Allen Event Center. The contractor shall report any alarms that are set-off to Allen Event Center staff. Upon completion of shift, the contractor shall unlock or re-lock doors per scheduled instruction given by Event Center staff. For some events and work shifts, contractor staff may be required to be screened through metal detectors, bomb sniffing dogs, and have bags searched upon entry. Failure to comply with Allen Event Center standard security operating procedures will be considered a breach of the contract terms and conditions.

EMPLOYEE IDENTIFICATION AND BUILDING ACCESS

In accordance to the uniform requirements, all employees shall wear uniforms that bear company name/logo when designated in the uniform requirements. Identification badges shall be furnished by the contractor and worn by all contractors' employees while on the City of Allen - Allen Event Center premises. The badge shall clearly display the employee's picture, name and signature.

Access within the building shall be directed by Allen Event Center staff. For any reason a contractor needs to leave the premises during his/her assigned work hours, they shall notify the appropriate Allen Event Center staff before departure. Contractor and employees are only permitted access to the premises for scheduled business reasons unless attending an event as a ticketed guest.

Contractor will be supplied with a list containing point of contacts and corresponding phone numbers to contact in case of an emergency. Access to designated restricted areas is forbidden to contractor's employees. Areas to be restricted will be designated by the authorized City of Allen - Allen Event Center representative.

EQUIPMENT AND SUPPLIES

Adequate equipment and supplies shall be stored in locked designated closets, cages, and storage areas and shall be returned to the source in clean and in orderly fashion. Designated Allen Event Center staff will have keys to these closets in the event supplies become short during the day or during an Event and need replenishment.

BUILDING OPERATIONS AND CONVERSION SERVICES ACTIVITY SPECIFICATIONS

These specifications are given as a general guideline to establish a minimum quality of service for each Building Operations and Conversion activity. The activities are defined in the designated Crew Frequency Schedule which outlines the level of service required for each type of area.

GENERAL BUILDING OPERATIONS

General Building Operations entails the day to day work at the Allen Event Center and is often referred to as the "day crew."

- a Repair and upkeep of the arena's retractable seating system is a daily assignment. The Allen Event Center currently owns a retractable seating system manufactured by Irwin Telescopic Seating. Seats must be adjusted between each game to

compensate for normal wear and tear. In the event that a seat or seat bracket is beyond repair, the seat or seat bracket must be replaced with an identical seat or seat bracket from the spare part inventory. This process involves removing the bolts anchoring the seat to the floor, removing the seat bracket, replacing it, and re-bolting it to the retractable system. Locking mechanisms on the seating system should be checked daily and any adjustments should be made immediately.

- b The arena dasher system and glass should be inspected after each event. Any damages should be reported to a designated Allen Event Center staff member and addressed immediately. Spare screws, bolts, and parts are stored in the Allen Event Center's inventory and should be used when needed. Damaged section of glass should be changed immediately with a spare sheet of the same size.
- c Tables, chairs, pipe and drape, and other various equipment owned by the Allen Event Center are used throughout the week for various functions. All equipment should be inspected as it is set up to ensure it is in safe, working order. Equipment should be broken down in a timely manner after its. Unused equipment is to be stored and secured in a designated location inside one of the Allen Event Center's storage areas.
- d Inventory of all building equipment, soft goods, tools, furniture, etc. should be checked weekly. A master inventory list of all equipment should be maintained and updated with all changes. Furniture on the concourse and premium level should be positioned as directed for each event.
- e The Building Operations Day Crew can be assigned a variety of projects that include basic carpentry, welding, simple fabrication, painting, holiday decorating, assisting other departments and any other similar tasks as assigned by Allen Event Center staff.

EVENT OPERATIONS

A Building Operations Event Crew must be present as requested for events at the Allen Event Center.

- a. Conduct a pre-event walkthrough of the facility to ensure the building is properly set up and safe for patrons. During the pre-event walkthrough, all retractable seats should be physically tested and inspected, all hand rails should be physically tested and inspected, floors and stairways should be checked for trip hazards, stages, decks, and platforms should be checked for stability, and all unused equipment should be properly stored and secured.
- b. Respond to and resolve any Operations issues that may come up during an event including, but not limited to:
 - o Last minute requests made by the event's staff
 - o Broken retractable seats
 - o Broken glass on the dasher system
 - o Complications with building equipment necessary for the event
- c. Assist the building and event staff with any mid-event changes and setups
- d. Prepare the facility for conversion if a conversion will immediately follow the event by assembling required tools and equipment, staging materials in an accessible location, and obtaining instruction documents for the conversion.

- e. Conduct a post-event walkthrough of the facility to look for any issues or damages that may have occurred during the event. All equipment used during the event should be accounted for, stored and secured, and the facility should be prepared to be turned over to the overnight housekeeping and conversion crews.

CONVERSIONS

Conversions at the Allen Event Center typically occur overnight or on days with no scheduled events taking place. All conversions will be scheduled by a representative of the Allen Event Center.

- a. Hockey Conversions include but are not limited to:
 - o Complete strike of prior event
 - o Uncover the ice surface if covered
 - o Install all dasher boards, glass, and safety nets
 - o Remove roll-away sections and install penalty boxes and team benches
 - o Extend all necessary retractable seating and stairs
 - o Install necessary rails for retractable seating
 - o Install ADA decks and folding chairs in ADA sections
 - o Install glass suites and suite furniture on corners of the ice
 - o Install goal lights and game nets
 - o Place concourse booths, pub tables, and furniture on concourse and premium level
- b. Indoor Soccer Conversions include but are not limited to:
 - o Complete strike of prior event
 - o If dasher boards are not in place, install dasher boards and glass. If dasher boards are in place, remove sections to allow placement of soccer goals
 - o Cover the ice with polar floor decks
 - o Retract necessary seating and stairs to allow placement of soccer goals
 - o Install necessary rails for retractable seating
 - o Install soccer specific dasher advertisements onto dasher boards
 - o Lay out and install soccer turf
 - o Install nets on goals
 - o Install ADA decks and folding chairs in ADA sections
 - o Install glass suites and suite furniture on corners of the ice
 - o Place concourse booths, pub tables, and furniture on concourse and premium level
- c. Rodeo Conversions include but are not limited to:
 - o Complete strike of prior event
 - o Install dasher boards along sides if not already installed.
 - o Retract seating as needed
 - o Install necessary rails for retractable seating
 - o Cover the ice with polar floor decks
 - o Cover the polar floor and dasher boards with plastic sheeting and tape seams
 - o Lay plywood over plastic sheeting over the ice
 - o Install announcer's platform
 - o Assist in the application of rodeo dirt
 - o Place concourse booths, pub tables, and furniture on concourse and premium level

- d Gymnastics / Cheerleading / Karate / Wrestling Competition type Conversions include but are not limited to:
 - o Complete strike of prior event
 - o Install dasher boards if not already installed. Remove down aisles and floor entrances where applicable
 - o Cover dasher boards with black covers
 - o Cover the ice with polar floor decks
 - o Position all retractable seating and stairs as needed
 - o Install necessary rails for retractable seating
 - o Hang truss and curtain where applicable
 - o Install judge's platform and awards platform

- e Concert / Musical / Pageant / Stage Show Conversions include but are not limited to:
 - o Complete strike of prior event
 - o Install dasher boards if not already installed. Remove down aisles, floor entrances where applicable
 - o Cover dasher boards with black covers
 - o Cover the ice with polar floor decks
 - o Extend all retractable seating in seating sections open for event. Retract sections not used if space is required
 - o Install necessary rails for retractable seating
 - o Build stage in designated location and add stairs and rails
 - o Hang truss and curtain behind upstage edge of the stage
 - o Set and align folding chairs on the floor
 - o Place concourse booths, pub tables, and furniture on concourse and premium level

- f Trade Show and Exhibit Conversions include but are not limited to:
 - o Complete strike of prior event
 - o Cover ice with polar floor decks
 - o Remove all dasher boards
 - o Retract all sections of retractable seating and stairs
 - o Install necessary rails for retractable seating
 - o Block access to vomitory stairs with safety barricade
 - o Lay plywood around exterior of ice dam to level floor with ice
 - o Clear concourse of all booths, pub tables, and furniture

EMERGENCY BUILDING OPERATIONS AND CONVERSION SERVICES

Emergency services may include, but are not limited to calling in staff for emergency situations, responding to power outages or mechanical issues that affect the ice surface, etc. Emergency services shall be judged according to the nature of the procedure (i.e. separate standards apply to each function) and on the responsiveness to the situation.

FREQUENCY OF SERVICES

The City shall be the sole judge of said quality and required frequency of the services provided. The facility shall be staffed to maintain optimum conditions of operation. Schedules are determined by events proposed by the City of Allen - Allen Event Center. This may include various shifts, days and hours including holidays. If the level of operation at any time shall be considered to be unacceptable to the City, the Contractor will be required to increase staff or

take whatever measures are required. As needed in all areas, contractual employees shall respond to emergency building operation services, special job assignment and duties described above in compliance with City fire, health and building regulations.

CONTRACTOR PERSONNEL AND PRE-EMPLOYMENT SCREENING

All personnel shall receive close and continuing first-line supervision by the contractor. Contractual employees shall be fully trained and skilled in safe and proper building operations and ice technician techniques. The contractor shall provide sufficient documentation to demonstrate adequate training has been provided. The contractor shall obtain criminal background checks on all contract personnel at the start of this contract or upon employment, and at least once per year thereafter. The contractor shall inform the City of Allen - Allen Event Center by certified mail, of any criminal convictions of any type for contract personnel within five (5) days of obtaining the information.

Contractor shall supply the Allen Event Center with a current list of all employees that will perform work at the facility. Repeated use of employees not on the current list may be grounds for termination of the contract. Each of these employees shall have had criminal background checks before employee begins work. No contractor will be permitted to work if the criminal history reveals as a conviction of a felony or crime of moral turpitude.

The contractor must provide the City of Allen with the full legal name, maiden name if applicable, social security number and legal address of employees working the City facility. In addition to the required background check, the City of Allen requires all new employees' paperwork be approved through City of Allen prior to starting employment with the Allen Event Center. Contractor must have his/her application, background check and dated verification from the government Social Security Administration verifying their legal social security number.

Building Operations Day Crew Standard Operation Procedures **Allen Event Center**

Day Crew

Estimated Staffing Requirement: All staffing numbers are *EVENT AND NEED DRIVEN*
Staffing request schedules will be provided at least two weeks in advance

- *Day Crew (1-4 crew members)*

Day Crew Report Time

Crew usually arrives at 8:00AM on a standard non-event day.

Day Crew Standards

In accordance to the City of Allen - Allen Event Center General Building Operations specifications, the Day Crew will perform Building Operations duties including the following:

- Repair and upkeep of the arena's retractable seating system
- Upkeep, maintenance, and cleaning of the arena's dasher boards and glass
- Set up of tables, chairs, pipe, drape, furniture, etc.
- Maintain an accurate inventory of all Building Operations tools and equipment
- Special projects as assigned
- Event preparations as necessary

Day Crew Reporting and Inspection Requirements

Day Crew is responsible for completing a checklist and staffing reports, inspecting facility to ensure all Building Operations standards have been met and meeting with Allen Event Center staff regularly to discuss any issues.

Job Definition and Responsibility:

Day Crew

In accordance to the Building Operations specifications, the Day Crew will perform the duties listed for the Building Operations Day Crew. The overall goal for the Building Operations Day Crew is to prepare the building for its next function and may perform other related duties as assigned.

Day crew will also assist in the event of inclement weather or emergency situations with tasks related to Building Operations including shoveling snow, applying ice-melt, distributing sandbags to weight down objects in high wind, barricading off hazard areas, etc.

Area of Responsibilities:

The entire Allen Event Center premises including the arena, concourse, offices, back of house areas, Community Ice Rink, premium level loge and suites, parking structures, surface lots, sidewalks, and plazas.

Equipment Use:

Keys, proximity cards, ID badge, radio, sign in sheets, project list, production advances, fork lift, personnel lift, pallet jack, flat bed cart, upright dolly, impact wrench, power drill, various power tools, various hand tools, cleaning products, razor blades, squeegees, latex rubber gloves, dust masks, gaff tape, pipe and drape, tables, chairs

Building Operations Event Crew Standard Operation Procedures **Allen Event Center**

Event Crew

Estimated Staffing Requirement: All staffing numbers are *EVENT DRIVEN*
Staffing request schedules will be provided at least two weeks in advance

- *Event Crew (1-6 crew members)*

Event Crew Report Time

Report times are event driven. Standard report time is one hour before client/tenant staff arrives.

Event Crew Operation Standards

In accordance to the City of Allen - Allen Event Center Building Operations Event Crew specifications, the Event Crew will perform Building Operations duties including the following:

- Conduct pre-event walkthrough of the facility and premises
- Set up, strike, or remove any equipment or furnishings as required
- Respond to and resolve any Operations issues that may come up during an event
- Assist the building and event staff with any mid-event changes and setups
- Prepare the facility for conversion when applicable
- Conduct a post-event walkthrough of the facility and premises
- Special projects as assigned

Event Crew Reporting and Inspection Requirements

Event Crew is responsible for completing a checklist and staffing reports, inspecting facility to ensure all Building Operations standards have been met and meeting with Allen Event Center staff regularly to discuss any issues.

Job Definition and Responsibility:

Event Crew

In accordance to the Building Operations specifications, the Event Crew will perform the duties listed for the Building Operations Event Crew. The overall goal for the Building Operations Event Crew is to prepare facilitate the needs of the building and its clients during events.

Event crew will also assist in the event of inclement weather or emergency situations with tasks related to Building Operations including shoveling snow, applying ice-melt, distributing sandbags to weight down objects in high wind, barricading off hazard areas, etc.

Area of Responsibilities:

The entire Allen Event Center premises including the arena, concourse, offices, back of house areas, adjoining Community Ice Rink, premium level loge and suites, parking structures, surface lots, sidewalks, and plazas.

Equipment Use:

Keys, proximity cards, ID badge, radio, sign in sheets, project list, production advances, fork lift, personnel lift, pallet jack, flat bed cart, upright dolly, impact wrench, power drill, various power tools, various hand tools, cleaning products, razor blades, squeegees, latex rubber gloves, dust masks, gaff tape, pipe and drape, tables, chairs

Building Operations Conversion Crew Standard Operation Procedures Allen Event Center

Conversion Crew –

Estimated Staff Requirement (based on building history and industry standards): All staffing number will be *EVENT DRIVEN*

Staffing request schedules will be provided at least two weeks in advance

- *Conversion Crew (4 - 40 crew members)*

Conversion Crew Report Time

Report times are event driven. Standard report time is roughly 30 minutes before the scheduled end time of the event preceding the conversion. The Conversion Crew often works late hours, overnight, and into early morning.

Conversion Crew Operation Standards

In accordance to the City of Allen - Allen Event Center Conversions specifications, the Conversion Crew will perform conversion and changeover services including the following and not limited to:

- Covering and uncovering the ice surface
- Installing and uninstalling the dasher board and glass systems
- Installing roll-a-way seating sections and stairs
- Retracting and extending telescopic seating systems
- Installing safety rails and handrails
- Installing and uninstalling turf surfaces
- Building and striking prefabricated staging
- Setting up and striking booths consisting of tables, chairs, and pipe and drape
- Hanging curtains and seat covers
- Building and hanging truss from pre-hung points

Conversion Crew Reporting and Inspection Requirements

Conversion Crew is responsible for completing a checklist and staffing reports, inspecting facility to ensure all Building Operations standards have been met and meeting with Allen Event Center staff regularly to discuss any issues.

Job Definition and Responsibility:

Conversion Crew

The role of the Conversion Crew is to perform the labor functions of the conversion as listed in the Conversion Crew Standard Operations Procedures. Conversion Technicians are to take direction from the Allen Event Center staff overseeing their work group. Conversion Technicians will be responsible for covering and uncovering the ice surface, installing and uninstalling the dasher board and glass systems, installing roll-a-way seating sections and stairs, retracting and extending telescopic seating systems, installing safety rails and hand rails on the retractable system, installing and uninstalling turf surfaces, building and striking prefabricated staging, setting up and striking booths consisting of tables, chairs, and pipe and drape, hanging curtains and seat covers, building and hanging truss from pre-hung points and any other necessary labor intensive duties required to complete the conversion.

Equipment Use:

Keys, proximity cards, ID badge, radio, sign in sheets, project list, production advances, fork lift, personnel lift, pallet jack, flat bed cart, upright dolly, impact wrench, power drill, various power tools, various hand tools, cleaning products, razor blades, squeegees, latex rubber gloves, dust masks, gaff tape, pipe and drape, tables, chairs

SECTION IV PROPOSAL CONTENT & EVALUATION CRITERIA

EVALUATION PROCESS

The objective of this evaluation process is to identify and select the proposer with the best satisfies the requirements of the City of Allen. All proposals received by the submission deadline will be evaluated by the City of Allen evaluation committee. The evaluation committee will review, rate, and rank each proposer's proposal in accordance with the weighted criteria contained in this document.

EVALUATION CRITERIA: PLEASE NOTE THAT THIS BID WILL BE AWARDED ON THE BASIS OF "BEST VALUE". The award to the successful bidder will be determined by best value to the City of Allen as allowed by Chapter 252 of the Local Government Code. The following criteria will be considered when selecting a contractor:

- the purchase prices
- the reputation of the bidder and the bidder's services.
- the quality of the bidder's service.
- the extent to which the bidder's services meet the City's needs.
- the bidder's past business relationship with the City.

PROPOSAL RESPONSE DOCUMENTS

In order to be considered responsive, the Proposer shall submit with their Proposal, such documentation as is necessary or required to attest to the company's capabilities and qualifications to perform the work as specified and all aspects of this contract in a competent and expeditious manner.

**QUALIFICATIONS
REQUEST FOR PROPOSAL 2020-3-82
BUILDING OPERATIONS AND CONVERSION**

BIDDER QUALIFICATIONS

Each respondent to this proposal shall be capable of meeting the following minimum requirements

1. Proposers must demonstrate that they can furnish all labor, materials, tools and equipment as specified herein; including components and accessories required for a complete installation.
2. Proposers must demonstrate that they are financially stable and that they have been a commercial provider for at least the past three years.
3. Proposers must be capable of and are required to submit criminal background checks on all employees performing this contract **prior to any work being performed.**
4. Proposers bid price shall be sufficient to pay all applicable Federal, State withholding, workmen's compensation, insurance and to comply with the current minimum wage.
5. Proposers must submit with their bid proof of insurance. The awarded contractor must provide the city with their certificate of insurance, meeting all of the city's insurance requirements within five (5) working days of award notification. Failure to provide the city with a certificate of insurance, meeting all of the city's insurance requirements within five (5) working days of award notification may result in the city awarding the contract to another contractor.

COMPANY OVERVIEW

Respondent shall provide the following information with their submission, including a brief company overview, history, and financial status:

1. Firm name, address, phone number, and date established.
2. Address and location of the local responsible office.
3. Name of office principals, their experience and professional qualifications.
4. Describe your firm's experience in providing like services including the number of years your firm has actively provided such services
5. Provide a complete and current listing of all industry certifications, accreditations and affiliations your firm holds.
6. Describe whether your firm) has ever undergone an investigation by an outside agency pursuant to the filing of claims and describe the outcome of the investigation including ramifications to your firm or your firm's client cities.

REFERENCES

1. Vendor shall have a minimum of FIVE (5) years of experience

Does your firm meet this requirement? ____Yes ____No

2. Proposers must submit with their proposal a list of at least five (5) current references.

References should include a contact name, email address and telephone number for jobs/contracts in the Public and/or Private Sectors that are equal to the size and complexity of the City of Allen's requirements, provided herein.

PROPOSAL RESPONSE DOCUMENTS/ PROPOSAL FORMAT AND CONTENT

The City of Allen discourages lengthy and costly proposals, however, in order for the City to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide the information requested.

In order to be considered as responsive, the Proposer shall submit with their Proposal, such documentation as is necessary or required to attest to the company's capabilities and qualifications to perform the work as specified and all aspects of this contract in a competent manner. RFP responses shall be submitted professionally to include clearly identifiable sections, in the same order for each section as required. Also, include the RFP Pricing.

EVALUATION PROCESS AND SELECTION CRITERIA

The objective of this evaluation process is to identify and select the proposer that best satisfies the requirements of the City of Allen. The City of Allen's staff that will be responsible for these services will evaluate all proposals received by the submission deadline. The evaluation committee will review, rate and rank each proposer's proposal in accordance with the weighted ranking criteria contained in this document. RFP responses shall remain confidential until the contract has successfully been awarded.

If deemed necessary to the evaluation process, the City reserves the right to conduct presentations/interviews with proposers at no cost to the city.

There are 100 possible points for this proposal evaluation, as follows:

PRICE	30 points
PROPOSER QUALIFICATIONS AND EXPERIENCES	30 points
REFERENCES	10 points
STAFFING STRUCTURE AND PLAN	30 points

SECTION V PRICING

Important Please provide pricing on electronic excel spreadsheet attached to this solicitation in the City of Allen's E-bid (lonwave) system labeled "Price Sheet for Building Operations and Conversion" Submittal Form Electronic response submitted is highly preferred.

		RFP #2020-5-96 PRICE SHEET FOR		
		BUILDING OPERATIONS AND CONVERSIONS		
	Est. # of Staff	EST. HOURS (ANNUAL LD)	Price Per Hour	Extended Annual Pricing
HOURLY RATES:				
Building Operations Day Crew		5000		
Please list position titles and structure	-	-	-	-
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Building Operations Event Crew		5000		
Please list position titles and structure	-	-	-	-
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Building Operations Conversion Crew		7500		
Please list position titles and structure	-	-	-	-
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
ANNUAL TOTAL				\$ -

BID ENDORSEMENT

The undersigned, in submitting this bid proposal and their endorsement of same, represents that they are authorized to obligate their firm, that they have read this entire bid proposal package, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if entire Bid Package plus any/all attachments is returned with all blanks filled in.

SUBMITTED BY:

(OFFICIAL Firm Name)

By: _____
(Original Signature) **Must be signed to be considered responsive**

(Typed or Printed Name)

(Title)

(Date)

Remittance

Address: _____

(Zip Code)

Phone #: (____) _____

Fax #: (____) _____

E-Mail Address: _____

If an addendum is issued for this bid, please acknowledge receipt.

ADDENDUMS/AMENDMENTS:

- 1) _____ date acknowledged
- 2) _____ date acknowledged
- 3) _____ date acknowledged

SECTION VI – EXHIBITS

EXHIBIT 1

CONTRACTOR INSURANCE REQUIREMENTS & AGREEMENT

- (a) Vendor on City property or public right-of-way for the City of Allen shall provide the City a certificate of insurance evidencing the coverage's and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage's as required herein or that the subcontractors are included under the contractor's policy.
- (b) All insurance and certificate(s) of insurance shall contain the following provisions: (1) name the City, its officers, agents and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance; (2) provide for at least thirty (30) days prior written notice to the City for cancellation, non-renewal, or material change of the insurance; (3) provide for a waiver of subrogation against the City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.
- (c) All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service.

User shall during the term hereof maintain in full force and effect the following insurance: The City reserves the right to amend or require addition all types depending on the nature of the work.

Contracts in the Amount of \$0-\$100,000

Type of Insurance	Amount of Insurance	Provisions
1. Commercial General (Public) Liability to include coverage for: a) Premises/Operations b) Products/Completed Operations c) Independent Contractors d) Personal Liability e) Contractual Liability	\$500,000 each occurrence, \$1,000,000 general aggregate. or \$1,000,000 combined single limits	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. City prefers that insurer be rated A or higher by A.M. Best or equivalent. Waiver of Subrogation to apply
2. Business Auto Liability	\$500,000 combined single limit	Owned, non-owned, and hired vehicles
3. Workers' Comp & Employers' Liability	Statutory Limits \$1,000,000 each accident	Waiver of subrogation
4. a) Professional Liability b) E & O coverage	1,000,000 per occurrence	City to be named as an additional insured

Continued Next Page
Contracts in the Amount of \$100,000-\$1,000,000

Type of Insurance	Amount of Insurance	Provisions
1. Commercial General (Public) Liability to include coverage for: f) Premises/Operations g) Products/Completed Operations h) Independent Contractors i) Personal Liability j) Contractual Liability	\$1,000,000 each occurrence \$2,000,000 general aggregate \$2,000,000 Umbrella/ Excess Liability	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. City requires that insurer be rated A or higher by A.M. Best or equivalent. Waiver of subrogation
2. Business Auto Liability	<ul style="list-style-type: none"> • \$1,000,000 per occurrence • \$1,000,000 aggregate or; • \$1,000,000 combined single limits 	City to be named as a additional insured
3. Workers' Comp & Employers' Liability	Statutory Limits \$1,000,000 each accident	Waiver of subrogation
4. Builders Risk Policy	100% of construction total	If Applicable
5.a) Professional Liability b) E & O coverage	1,000,000 per occurrence	City to be named as an additional insured

Contracts in the Amount of \$1,000,000-\$8,000,000

Type of Insurance	Amount of Insurance	Provisions
1. Broad Form Commercial General Liability to include coverage for: k) Premises/Operations l) Products/Completed Operations m) Independent Contractors n) Personal Liability o) Contractual Liability	\$2,000,000 each occurrence, \$4,000,000 general aggregate; \$4,000,000 umbrella	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. City requires that insurer be rated A or higher by A.M. Best or equivalent. Waiver of Subrogation
2. Business Auto Liability	<ul style="list-style-type: none"> • \$1,000,000 per occurrence • \$2,000,000 aggregate or; • \$2,000,000 combined single limits 	City to be named as additional insured
3. Workers' Comp & Employers' Liability	Statutory Limits \$1,000,000 each accident	City to be provided a waiver of subrogation
4. Builders Risk Policy	100% of construction total	If Applicable
5. a) Professional Liability b) E & O coverage	1,000,000 per occurrence	If Applicable

All Contracts over \$8,000,000 must contact Risk Management for insurance specifications

All Certificates of Insurance need to reference job or contract number in comments section.

Questions regarding insurance should be directed to the City of Allen Purchasing Division (214)509-4630 or the City of Allen Risk Administrator at (214) 509-4685.

Indemnification

COMPANY DOES HEREBY COVENANT AND CONTRACT TO WAIVE ANY AND ALL CLAIMS, RELEASE, INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS CITY COUNCIL, OFFICERS, EMPLOYEES, AND AGENTS, FROM AND AGAINST ALL LIABILITY, CAUSES OF ACTION, CITATIONS, CLAIMS, COSTS, DAMAGES, DEMANDS, EXPENSES, FINES, JUDGMENTS, LOSSES, PENALTIES OR SUITS, CAUSED BY OR RESULTING FROM THE NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY THE COMPANY, ITS AGENT, ITS CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE COMPANY EXERCISES CONTROL SUBJECT TO THE LIMITATIONS IN TEXAS LOCAL GOVERNMENT CODE § 271.904 AND TEXAS CIVIL PRACTICE AND REMEDIES CODE, § 130.002 (B).

INDEMNIFIED ITEMS SHALL INCLUDE REASONABLE ATTORNEYS' FEES AND COSTS, COURT COSTS, AND SETTLEMENT COSTS IN PROPORTION TO THE PROFESSIONAL'S LIABILITY.

THE COMPANY'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY COMPANY UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

WORKERS COMPENSATION INSURANCE COVERAGE DEFINITIONS

A. Definitions:

Certificate of coverage ("certificate") – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entities' employees providing services on a project, for the duration of the project.

Duration of the project – includes the time from the beginning of the work on the project until the contractor's/person's work on the project had been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in § 406.096) – includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes person to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

- B. The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meet the statutory requirements of Texas Labor Code, Section 401.011 (44) for all employees of the contractor providing services on the project, for the duration of the project.
- C. The contractor must provide a certificate of coverage to the governmental entity with bid submittal.
- D. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.
- E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- (1) a certificate of coverage, prior to that person beginning work on the project, the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
 - (2) no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
- F. The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.
- G. The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have

known, of any change that materially affects the provision of coverage of any person providing services on the project.

- H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers Compensation Commission, informing all person providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- I. The contractor shall contractually require each person with whom it contracts to provide services on a project to:
 - (1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all its employees providing service on the project, for the duration of the project.
 - (2) provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing the services on the project, for the duration of the project.
 - (3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
 - (4) obtain from each other person with whom it contracts and provide to the contractor.
 - (A). a certificate of coverage, prior to the other person beginning work on the project; and
 - (B). a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
 - (5) retain all required certificates of coverage on file for the duration of the project and for one year thereafter.
 - (6) notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
 - (7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) – (7), with the certificates of coverage to be provided to the person for whom they are providing services.
- J. By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or , in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or

misleading information may subject the contractor to administrative penalties, criminal, penalties, civil penalties, or other civil actions.

- K. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

AFFIDAVIT OF NO PROHIBITED INTEREST

I further understand and acknowledge that the existence of a prohibited interest at any time during the term of this contract will render the contract voidable.

(Title)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2020.

Notary Public, State of Texas

EXHIBIT 3

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

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

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

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

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

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

- (2) the vendor:

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

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

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

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

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

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

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

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

- (1) the date that the vendor:

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

- (2) the date the vendor becomes aware:

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

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

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

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

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

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

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

- (2) the vendor:

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

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

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

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

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

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

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

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

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES
FORM1295
**OFFICE USE
ONLY**

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete
Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1 Name of business entity filing form, and the city, state and country of the
business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for
which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or
identify the contract, and provide a description of the services, goods, or other property to be
provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 ☐ Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my ☐ date of birth is _____.

My address is _____
(street) (city) (state) (zip code)
(country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity (Declarant)

BIDDERS QUALIFICATION STATEMENT

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

List your most current agreements/contracts, with information, similar to the type of work bid.
(Use Additional Sheets if Necessary)

Project: _____

Project Description: _____

Owner/Agency: _____

Contact Person: _____ Contract Price: _____

Phone: _____ Email _____

Project: _____

Project Description: _____

Owner/Agency: _____

Contact Person: _____ Contract Price: _____

Phone: _____ Email _____

Project: _____

Project Description: _____

Owner/Agency: _____

Contact Person: _____ Contract Price: _____

Phone: _____ Email _____

Bank References (List Institution, Address, Contact Person, and Phone):

EXHIBIT 5
SUPPLEMENTAL INFORMATION

Please provide the following information for contract development:

Is the company a	1.	Sole Proprietorship	_____Yes _____No?
	2.	General Partnership	_____Yes _____No
	3.	Limited Partnership	_____Yes _____No
	4.	Corporation	_____Yes _____No
	5.	Other	_____Yes _____No

If the company is a **sole proprietorship**, please list the owner's full legal name, the name under which business is conducted (i.e. d/b/a), the address for the company, including the state and county in which your business is located:

If the company is a **general partnership**, please list the exact name of the partnership, whether it is a partnership formed under the laws of the State of Texas or another state, the business address for the partnership, including the state and county, and list of the names of all of the partners for the partnership:

If the company is a **limited partnership**, please list the exact name of the limited partnership, whether it is a limited partnership formed under the laws of the State of Texas or another state, the business address for the limited partnership, including the state and county, and list the names of all the general partners for the partnership:

If the company is a **corporation**, please list the exact name of the corporation, whether it is a corporation formed under the laws of the State of Texas or another state, the business address for the corporation, including the state and county, and list the names of all of the officers for the corporation:

If the company is **another entity** not listed above, please list the exact name and type of company, the state under which it is formed, the business address for the company, including the state and county, and list the names of all of the persons authorized to act on the company's behalf:

Is the company a minority, or woman owned business enterprise?
_____No _____Yes if yes, specify _____MBE _____WBE

Has the company been certified as a minority/woman owned business by any governmental agency?
_____No _____Yes

If yes, specify the governmental agency: _____

Date of certification: _____



RFP #2020-5-96
PRICE SHEET FOR

BUILDING OPERATIONS AND CONVERSIONS

	Est. # of Staff	EST. HOURS (ANNUALLY)	Price Per Hour	Extended Annual Pricing
HOURLY RATES:				
Building Operations Day Crew		5000		
Please list position titles and structure	-	-	-	-
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Building Operations Event Crew		5000		
Please list position titles and structure	-	-	-	-
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Building Operations Conversion Crew		7500		
Please list position titles and structure	-	-	-	-
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
ANNUAL TOTAL				\$ -



Date: 5/26/2020

ADDENDUM 1

2020-5-96

Building Operations and Conversion

The following items take precedence over the initial bid specifications, where supplemented here. The original requirements, not affected by this addendum, shall remain in effect.

Action

- Specification - RFP 2020-5-96 Building Operations and Conversion
 - Remove *“The Allen Event Center Building Operations and Conversion has an estimated annual expenditure of \$350,000.00”* under Scope of Work

Questions and Answers

1. What is the budget?

Answer: The estimate annual expenditure of \$275,000.00 was listed under Section III.

****There will not be a public opening for this solicitation, as this is a request for proposal. A list of submitting vendors will be available after the due date.*

PLEASE RETURN 1 SIGNED COPY OF THIS ADDENDUM WITH YOUR PROPOSAL

Signature of Officer

Date



Date: 5/27/2020

ADDENDUM 2

2020-5-96

Building Operations and Conversion

The following items take precedence over the initial bid specifications, where supplemented here. The original requirements, not affected by this addendum, shall remain in effect.

Action

SUBMISSION OF BIDS/PROPOSALS

Electronic responses submitted via our online bidding system (<http://allentx.ionwave.net>) are the preferred method of receiving responses for all solicitations. However, all methods detailed in this solicitation are acceptable. **All bids/proposals will be sealed** and received by the City of Allen Purchasing Office. If proposer submits a hard copy, bids/proposals shall be in one envelope clearly marked: Bid Number, Title, and Opening Date on the outside of the envelope containing the bid/proposal. Vendor shall call Eva Badali at 214-509-4631 when deliver this proposal package to the second floor at City of Allen. If the purchasing contact cannot be in the office, then arrangements should be made with another purchasing staff to collect the bids.

The City of Allen strongly encourages bidders to submit their response to all bids electronically.

****There will not be a public opening for this solicitation, as this is a request for proposal. A list of submitting vendors will be available after the due date.*

PLEASE RETURN 1 SIGNED COPY OF THIS ADDENDUM WITH YOUR PROPOSAL





Signature of Officer

Date

November 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 AA Game 7 AM - 11:59 PM Chalk Walk 12 - 3 PM Cowboys- away 3:25 PM	30 Martinson PE 7:30 - 8:30 AM ACIR Programming- Aren... 5:45 - 9:15 PM	31 Halloween	1 AA Game 7 AM - 11:59 PM	2 Martinson PE 4:30 - 5:30 PM ACIR Programming- Aren... 7:30 - 9:45 PM	3 Martinson PE 7:30 - 8:30 AM Ringo Starr at Music Factory Allen HS football home	4 AA Game 7 AM - 11:59 PM
5 End of daylight saving time AA Game 7 AM - 11:59 PM 90's Pop Tour at VT Cowboys- home 3:25 PM	6 Martinson PE 7:30 - 8:30 AM Holiday Show Rehearsal 5 - 6:45 PM ACIR Programming- Aren... 7 - 9:45 PM	7 Venue Maintenance- Pai... 7 AM - 11:59 PM Signage install 11 AM - 1 PM ACIR Programming- Aren... 6:15 - 11 PM Jay-Z at AAC	8 Conversion to Job Fair (C... 7 - 11 AM Red, White and YOU Job ... 7 AM - 11:59 PM Venue Maintenance- Pai... 7 AM - 11:59 PM ACIR Programming- Aren... 5:45 - 9:15 PM So You Think You Can Dance at ... Fall Out Boy at AAC	9 Conversion to Hockey (C... 9 - 11:59 PM Red, White and YOU Job ... 12 AM - 11:59 PM Venue Maintenance- Pai... 7 AM - 11:59 PM Martinson PE 5 - 6 PM ACIR Programming- Aren... 5 - 8:30 PM Chris Rock at Music Factory	10 Conversion to Hockey (C... 12 - 1 AM AA Game 7 AM - 11:59 PM Martinson PE 7:30 - 8:30 AM Allen HS football away	11 Remembrance Day, Veteran's Day AA Game 7 AM - 11:59 PM Propel Women at VT Trevor Noah at Music Factory
12 AA Game 7 AM - 11:59 PM Latino Mix Live at AAC Skillet at VT Cowboys- away 3:25 PM	13 Martinson PE 7:30 - 8:30 AM ACIR Programming- Aren... 7 - 9:45 PM Imagine Dragons at AAC	14 AEDC Lunch 12 - 1:30 PM ACIR Programming- Aren... 6:15 - 11 PM Alt-J at Music Factory	15 ACIR Programming- Aren... 5:45 - 10:30 PM	16 Martinson PE 7 AM - 11:59 PM Tori Amos at Music Factory	17 Conversion to DOI 8 - 11:59 PM Paw Patrol at VT Bill & Hillary Clinton at Music ...	18 Conversion to DOI 12 - 6 AM Paw Patrol at VT
19 DOI Ice Prep 7 AM - 11:59 PM Dallas Figure Skating Club 5 - 11:30 AM Paw Patrol at VT Cowboys- home 7:30 PM	20 DOI Ice Prep All Day	21 DOI Ice Prep 12 - 10 AM Disney on Ice 7 AM - 11:59 PM	22 Disney on Ice 12 AM - 11:59 PM Peppa Pig at VT	23 Thanksgiving Disney on Ice 12 AM - 11:59 PM Cowboys- home 3:30 PM	24 Disney on Ice 12 AM - 11:59 PM	25 Disney on Ice 12 AM - 11:59 PM ACIR- Turkey Skate 12 - 4 PM

November 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
Disney on Ice 12 AM - 11:59 PM	Conversion to Hockey 8 - 11:59 PM	Conversion to Hockey 12 - 6 AM	ACIR Programming- Aren... 7 AM - 11:59 PM	Venue maintenance 9 AM - 1 PM	Sign install 9 AM - 4 PM	AA Game 7 AM - 11:59 PM
	APD Training in Garage 8 AM - 5 PM	Sign install 9 AM - 4 PM	ACIR Christmas Show- RE... 7 AM - 11:59 PM	Martinson PE 4:30 - 5:30 PM	Martinson PE 7 - 8 AM	
		ACIR request 7 - 8 PM		Cowboys- home 7:25 PM	AA Game 7 AM - 11:59 PM	
					Dead & Company at AAC Lindsey Sterling at VT Anderson Cooper/ Andy Cohen ...	Dream Theater at Music Factory Amy Grant & MWSmith at VT

December 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Disney on Ice 12 AM - 11:59 PM	27 Conversion to Hockey 8 - 11:59 PM APD Training in Garage 8 AM - 5 PM	28 Conversion to Hockey 12 - 6 AM Sign install 9 AM - 4 PM ACIR request 7 - 8 PM	29 ACIR Programming-Aren... 7 AM - 11:59 PM ACIR Christmas Show- RE... 7 AM - 11:59 PM	30 Venue maintenance 9 AM - 1 PM Martinson PE 4:30 - 5:30 PM Cowboys- home 7:25 PM	1 Sign install 9 AM - 4 PM Martinson PE 7 - 8 AM AA Game 7 AM - 11:59 PM Dead & Company at AAC Lindsey Sterling at VT Anderson Cooper/ Andy Cohen ...	2 AA Game 7 AM - 11:59 PM Dream Theater at Music Factory Amy Grant & MWSmith at VT
3 ACIR Christmas Show 7 AM - 11:59 PM	4 Martinson PE 7:30 - 8:30 AM	5	6 WFAA Live shoot- outside 9 - 10 AM AA Usage 5 - 5:45 PM	7 Toys for Tots 5 - 10:30 PM Open Skate on Arena Ice 5:30 - 9:30 PM Jewel at Music Factory	8 Martinson PE 7:30 - 8:30 AM Chris Young at VT Lady Gaga at AAC	9 AA Usage 10 - 11:30 AM ACIR Bday Party 11 AM - 2:30 PM Trailer Park Boys at VT
10 Conversion to half house... 8 - 11:59 PM Dallas Figure Skating Club 10 AM - 1 PM Cowboys-away 3:25 PM	11 Conversion to half house... 12 - 6 AM	12 Conversion to party 8 - 11:59 PM Brian Setzer Orchestra 7 AM - 11:59 PM	13 Chanukah Begins Conversion to party 12 - 6 AM Xscape at VT	14 Convert to Hockey 10 - 11:59 PM KONE Christmas Party 6 - 10 PM	15 Convert to Hockey 12 - 6 AM Martinson PE 7:30 - 8:30 AM Sign Install per Randell 10 AM - 3 PM Wendy Ellis photo shoot-... 2 - 3 PM Cirque Dreams at VT	16 ACIR 12:30 - 3 PM ACIR- Holiday Skate 3:15 - 6:15 PM Cirque Dreams at VT
17 ACIR 7:45 AM - 1:30 PM ACIR 3 - 6 PM Cowboys-away 7:30 PM	18 Martinson PE 7:30 - 8:30 AM AA Staff luncheon--Club 11:30 AM - 1:30 PM AA usage 12 - 1 PM ACIR programming 7 - 9:45 PM	19 AA Game 7 AM - 11:59 PM	20 Chanukah Ends AA Game 7 AM - 11:59 PM Cirque @ DPA	21 Martinson PE 4:30 - 5:30 PM Cirque @ DPA	22 AA Game 7 AM - 11:59 PM Martinson PE 7:30 - 8:30 AM Cirque @ DPA TSO at AAC	23 AA Game & POST GAME S... 7 AM - 11:59 PM Cirque @ DPA

December 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 Dark 7 AM - 11:59 PM  Cowboys-home 3:25 PM	25 Christmas Day Dark 7 AM - 11:59 PM	26 Boxing Day ACIR Private Rental 7:15 - 8:45 PM	27 Convert to Quarter House 9:30 - 11:59 PM AA Game 7 AM - 11:59 PM	28 Convert to Quarter House 12 - 4 AM SSL 6 AM - 11:59 PM  Mannheim Steamroller at Musi...	29 SSL 12 AM - 11:59 PM	30 Conversion to Ice 9 - 11:59 PM SSL 12 AM - 11:59 PM
31 Conversion to Ice 12 - 6 AM AA Game 7 AM - 11:59 PM  Gary Owen @ VT  Cowboys-away 12:00 PM	1 New Year's Day	2 35+ League 7 - 11:45 PM	3	4 Conversion to Film Shoot 12 - 4 PM Martinson PE 4:30 - 5:30 PM	5 Conversion to Film Shoot 8 - 11:59 PM Martinson PE 7:30 - 8:30 AM	6 Conversion to Film Shoot 12 - 6 AM Film shoot 7 AM - 11:59 PM ACIR meeting 2 - 3:30 PM

January 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 <div>Conversion to Ice</div> <div>12 - 6 AM</div> <div>AA Game</div> <div>7 AM - 11:59 PM</div> <div></div> <div> Gary Owen @ VT</div> <div> Cowboys-away 12:00 PM</div>	1 New Year's Day	2 <div>35+ League</div> <div>7 - 11:45 PM</div>	3	4 <div>Conversion to Film Shoot</div> <div>12 - 4 PM</div> <div>Martinson PE</div> <div>4:30 - 5:30 PM</div>	5 <div>Conversion to Film Shoot</div> <div>8 - 11:59 PM</div> <div>Martinson PE</div> <div>7:30 - 8:30 AM</div>	6 <div>Conversion to Film Shoot</div> <div>12 - 6 AM</div> <div>Film shoot</div> <div>7 AM - 11:59 PM</div> <div>ACIR meeting</div> <div>2 - 3:30 PM</div>
7 <div>Film shoot</div> <div>All Day</div>	8 <div>Film shoot</div> <div>All Day</div>	9 <div>Conversion to Hockey</div> <div>10 - 11:59 PM</div> <div>Film shoot</div> <div>All Day</div>	10 <div>Conversion to Hockey</div> <div>12 - 6 AM</div> <div>Conversion from Film Sh...</div> <div>12 - 4 PM</div> <div>Martinson PE</div> <div>7 - 8 AM</div> <div>AA Game</div> <div>7 AM - 11:59 PM</div>	11 <div>Conversion to Cheer</div> <div>8 - 11:59 PM</div> <div>Martinson PE</div> <div>4:30 - 5:30 PM</div>	12 <div>Conversion to Cheer</div> <div>12 - 6 AM</div>	13 <div>Conversion to Hockey</div> <div>9 - 11:59 PM</div> <div>Cheer America</div> <div>5 AM - 11:59 PM</div> <div>ACIR- Star Wars Skate</div> <div>11:45 AM - 1:45 PM</div>
14 <div>Conversion to Hockey</div> <div>12 - 6 AM</div> <div>ACIR Private Rental</div> <div>2 - 4 PM</div> <div>ACIR Programming</div> <div>4 - 6:15 PM</div> <div> Katy Perry at AAC</div>	15 Martin Luther King Jr. Day <div>AA Game- DAY GAME</div> <div>7 AM - 11:59 PM</div>	16 <div>Conversion to Dallas Cup</div> <div>8 - 11:59 PM</div> <div>DFSC Pre-bid meeting</div> <div>2 - 3 PM</div> <div>Business on Ice</div> <div>5:30 - 9 PM</div> <div>35+ League</div> <div>7 - 11:45 PM</div>	17 <div>Conversion to Dallas Cup</div> <div>12 - 6 AM</div>	18 <div>Dallas Cup</div> <div>7 AM - 11:59 PM</div>	19 <div>Dallas Cup</div> <div>12 AM - 11:59 PM</div> <div> 2Cellos at Music Factory</div>	20 <div>Dallas Cup</div> <div>12 AM - 11:59 PM</div> <div> Joe @ VT</div>

January 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21 <div>Conversion to Hockey</div> <div>8 - 11:59 PM</div> <div>Dallas Cup</div> <div>12 AM - 11:59 PM</div>	22 <div>Conversion to Hockey</div> <div>12 - 6 AM</div> <div>Arena Maintenance</div> <div>8 AM - 6 PM</div> <div>Martinson PE</div> <div>7:30 - 8:30 AM</div> <div>Potential Client Meetings</div> <div>8 AM - 6 PM</div> <div>35+ League</div> <div>7 - 11:45 PM</div> <div>Moody Blues at Music Factory</div>	23 <div>Potential Client Meetings</div> <div>8 AM - 6 PM</div>	24 <div>AA Game</div> <div>7 AM - 11:59 PM</div>	25 <div>AA Visiting Team Practice</div> <div>1:30 - 2:30 PM</div> <div>Martinson PE</div> <div>4:30 - 5:30 PM</div>	26 <div>AA Game</div> <div>7 AM - 11:59 PM</div> <div>Martinson PE</div> <div>7:30 - 8:30 AM</div> <div>Dennis DeYoung/ Night Ranger ...</div> <div>Joe Satruani at Music Factory</div>	27 <div>AA Game</div> <div>7 AM - 11:59 PM</div> <div>The Killers @ Music Factory</div> <div>Harlem Globetrotters at AAC</div> <div>Wild Kratts Live at VT</div>
28 <div>ACIR Programming</div> <div>1:30 - 5 PM</div> <div>Matrix Cycling Club Party</div> <div>6 - 11:59 PM</div> <div>Globetrotters @ DPA</div> <div>Shakira at AAC</div>	29 <div>Martinson PE</div> <div>4:30 - 5:30 PM</div> <div>35+ League</div> <div>7 - 11:45 PM</div>	30	31	1 <div>AA Game</div> <div>7 AM - 11:59 PM</div> <div>ACIR</div> <div>11 AM - 12 PM</div> <div>Martinson PE</div> <div>4:30 - 5:30 PM</div> <div>Barry Manilow @ Music Factory</div>	2 <div>AA Game</div> <div>7 AM - 11:59 PM</div> <div>Martinson PE</div> <div>7:30 - 8:30 AM</div>	3 <div>Conversion to H & G</div> <div>7 AM - 11:59 PM</div> <div>ACIR- Great to Skate</div> <div>3 - 6 PM</div> <div>ACIR- Great To Skate</div> <div>3:30 - 5:30 PM</div>

February 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 ACIR Programming 1:30 - 5 PM Matrix Cycling Club Party 6 - 11:59 PM Globetrotters @ DPA Shakira at AAC	29 Martinson PE 4:30 - 5:30 PM 35+ League 7 - 11:45 PM	30	31	1 AA Game 7 AM - 11:59 PM ACIR 11 AM - 12 PM Martinson PE 4:30 - 5:30 PM Barry Manilow @ Music Factory	2 AA Game 7 AM - 11:59 PM Martinson PE 7:30 - 8:30 AM	3 Conversion to H & G 7 AM - 11:59 PM ACIR- Great to Skate 3 - 6 PM ACIR- Great To Skate 3:30 - 5:30 PM
4 Super Bowl Sunday 7 AM - 11:59 PM ACIR Event 10 AM - 12 PM	5 Conversion 6 - 11:59 PM	6 Conversion All Day	7 Conversion 12 - 6 AM Home & Garden Show 7 AM - 11:59 PM	8 Home & Garden Show 12 AM - 11:59 PM Lana Del Rey @ AAC	9 Home & Garden Show 12 AM - 11:59 PM Adam Trent @ VT	10 Home & Garden Show 12 AM - 11:59 PM Little Big Town at VT
11 Home & Garden Show 12 AM - 11:59 PM Banda...Lizarraga @ VT	12 Conversion to Hockey 6 - 11:59 PM Home & Garden Show 12 AM - 11:59 PM	13 Conversion to Hockey All Day	14 St. Valentine's Day Conversion to Hockey 12 - 6 AM ACIR Programming 4:30 - 9 PM	15 ACIR Programming 4:30 - 10 PM	16 AA Game 7 AM - 11:59 PM Sign install 10 AM - 2 PM Alan Jackson @ VT Abba Mania at Music Factory	17 Convert to Rhea Lana 11 - 11:59 PM AA Game & POST GAME S... 7 AM - 11:59 PM G-Eazy @ Music Factory Sommore et al @ VT
18 Convert to Rhea Lana 12 - 6 AM Rhea Lana 7 AM - 11:59 PM LA Azules @ VT Los Angeles Azules @ VT	19 Family Day, President's Day Rhea Lana All Day	20 Rhea Lana All Day	21 Rhea Lana All Day	22 Rhea Lana All Day	23 Rhea Lana All Day Jo Koy @ VT Above and Beyond at Music Fac...	24 Rhea Lana All Day ACIR Skate School exerci... 10 - 11 AM ACIR- Olympic Skate 11:45 AM - 1:45 PM Mercy Me @ VT
25 Rhea Lana All Day	26 Rhea Lana All Day	27 Rhea Lana All Day	28 Rhea Lana All Day	1 Purim Convert to Hockey 9 - 11:59 PM Rhea Lana All Day	2 Convert to Hockey 12 - 6 AM AA Game 7 AM - 11:59 PM Concourse sign install 9 AM - 5 PM Turnpike Troubadours @ VT Blake Shelton @ AAC	3 AA Game/ Police v Fire ho... 7 AM - 11:59 PM Magic Men @ VT AWOLNATION at Music Factory

March 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Rhea Lana All Day	26 Rhea Lana All Day	27 Rhea Lana All Day	28 Rhea Lana All Day	1 Purim Convert to Hockey 9 - 11:59 PM Rhea Lana All Day	2 Convert to Hockey 12 - 6 AM AA Game 7 AM - 11:59 PM Concourse sign install 9 AM - 5 PM Turnpike Troubadours @ VT Blake Shelton @ AAC	3 AA Game/ Police v Fire ho... 7 AM - 11:59 PM Magic Men @ VT AWOLNATION at Music Factory
4 Maintenance 7 AM - 11:59 PM Bubble Guppies @ VT	5 Maintenance All Day Concourse sign install 9 AM - 5 PM	6 Maintenance All Day ACIR Meeting 7 - 9 PM	7 NCWA 7 AM - 11:59 PM Demi Lovato/ DJ Khaled at AAC	8 NCWA 12 AM - 7 PM	9 NCWA 12 AM - 7 PM	10 Convert to Concert 10 - 11:59 PM NCWA 12 AM - 7 PM
11 Start of daylight saving time Convert to Concert 12 - 6 AM Ilayaraja Concert 7 AM - 11:59 PM	12	13	14	15 NCAA Basketball Champ at AAC	16 Primerica 7 AM - 11:59 PM NCAA Basketball Champ at AAC	17 Convert to Hockey 8 - 11:59 PM Primerica 12 AM - 11:59 PM Lil Uzi Vert @ Music Factory Blues fest @ VT NCAA Basketball Champ at AAC
18 Convert to Hockey 12 - 6 AM Lorde @ AAC	19 ACIR Programming 7 AM - 11:59 PM Martinson PE 7:30 - 8:30 AM 35+ League 7 - 11:45 PM WWE @ AAC	20 ACIR Programming 5 - 7:15 PM WWE @ AAC	21 AA Game 7 AM - 11:59 PM Romeo Santos @ AAC	22 AA Visiting Team Practice 12 - 1:30 PM Martinson PE 4:30 - 5:30 PM ACIR Programming 5 - 9 PM	23 AA Game 7 AM - 11:59 PM Martinson PE 7:30 - 8:30 AM Beck @ Music Factory Alabama @ VT	24 AA Game 7 AM - 11:59 PM ACIR- Easter skate 11:45 AM - 1:45 PM Katt Williams @ VT

March 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26 <div>ACIR Programming 7 - 10 PM</div> <div>35+ League 7 - 11:45 PM</div> <div>Bon Jovi @ AAC</div>	27 <div>Martinson PE 7:30 - 8:30 AM</div> <div>ACIR Programming 5 - 9 PM</div>	28 <div>AA Game 7 AM - 11:59 PM</div>	29 <div>ACIR Programming 7 AM - 11:59 PM</div> <div>AA Commercial Filming ... 2 - 3:30 PM</div> <div>Martinson PE 4:30 - 5:30 PM</div>	30 Good Friday <div>AA Game 7 AM - 11:59 PM</div> <div>Martinson PE 7:30 - 8:30 AM</div>	31 Pesach Begins <div>AA Game 7 AM - 11:59 PM</div> <div>Mo'Nique @ VT</div>

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Easter	2 Easter Monday <div>Martinson PE 7:30 - 8:30 AM</div> <div>35+ League 7 - 11:45 PM</div>	3 <div>MPI Commitee Lunch 11:30 AM - 12:30 PM</div> <div>John Cleese/ Monty Python @ ...</div>	4 <div>DOI @ AAC</div>	5 <div>ACIR Usage 11:30 AM - 12:30 PM</div> <div>AA Visiting Team Skate 12:30 - 1:30 PM</div> <div>Martinson PE 4:30 - 5:30 PM</div> <div>ACIR Programming 5:30 - 9 PM</div> <div>DOI @ AAC</div>	6 <div>AA Game 7 AM - 11:59 PM</div> <div>ACIR Coaches Meeting 2 - 3 PM</div> <div>35+ League 7 - 11:45 PM</div> <div>DOI @ AAC</div> <div>Rain at Music Factory</div>	7 Pesach Ends <div>AA Game & POST GAME S... 7 AM - 11:59 PM</div> <div>Hillsong @ VT</div> <div>DOI @ AAC</div>
8 <div>ACIR Event 6 - 11:30 AM</div> <div>DOI @ AAC</div> <div>END OF HOCKEY</div>	9 <div>35+ League 7 - 11:45 PM</div> <div>Jean-Michel Jarre @ VT</div>	10 <div>Convert to Concert 10 - 11:59 PM</div> <div>ACIR Programming 5:30 - 9 PM</div>	11 <div>Convert to Concert 12 - 6 AM</div>	12	13 <div>Convert to Hockey 11 - 11:59 PM</div> <div>Pritam Concert 7 AM - 11:59 PM</div> <div>AA Playoff Game 1 in Idaho</div> <div>Coachella</div> <div>Brad Paisley @ Music Factory</div>	14 <div>Convert to Hockey 12 - 6 AM</div> <div>AA Playoff Game 2 in Idaho</div> <div>Coachella</div> <div>Keith Sweat @ Music Factory</div> <div>Scott Bradlee's PMJ @ VT</div>
15 <div>Coachella</div>	16 <div>ACIR programming 4:30 - 6:45 PM</div> <div>35+ League 7 - 11:45 PM</div>	17 <div>AA Visiting Team Practice 1:30 - 2:30 PM</div> <div>ACIR Programming 5 - 9 PM</div>	18 <div>Randell Signage Install 9 AM - 1 PM</div> <div>AA Playoff Game 3 7 AM - 11:59 PM</div>	19 <div>CVB Signage Install 10 AM - 1 PM</div> <div>AA Visiting Team Practice 11:30 AM - 12:30 PM</div> <div>ACIR REAL Training 5 - 8 PM</div> <div>ACIR Programming 5:30 - 9 PM</div>	20 <div>Convert to Prom 10 - 11:59 PM</div> <div>AA Playoff Game 4 7 AM - 11:59 PM</div> <div>Coachella</div> <div>Big Sean @ Music Factory</div>	21 <div>Convert to Prom 12 - 6 AM</div> <div>Convert to Hockey 11 - 11:59 PM</div> <div>Allen HS Prom 7 AM - 11:59 PM</div> <div>Coachella</div> <div>Yuri & Pandora @ Music Factory</div> <div>Foo Fighters at Starplex</div>
22 <div>Convert to Hockey 12 - 6 AM</div> <div>AA Playoff Game 5 (if nee... 7 AM - 11:59 PM</div> <div>Coachella</div>	23 <div>35+ League 4:30 - 8 PM</div>	24 <div>ACIR Programming 5 - 9 PM</div> <div>AA Playoff Game 6 in Idaho (if n...</div>	25 <div>AA Playoff Game 7 in Idaho (if n...</div> <div>Queens of the Stone Age at Mus...</div>	26 <div>Convert to concert 11 - 11:59 PM</div> <div>ACIR Programming 5:30 - 9 PM</div>	27 <div>Convert to concert 12 - 6 AM</div> <div>Stagecoach</div> <div>Jack Johnson @ Music Factory</div>	28 <div>MAA Silver Jubilee Celeb... 7 AM - 11:59 PM</div> <div>Stagecoach</div> <div>Los Tres Tristes Tigres @ Music...</div> <div>Maks, Val, & Peta Live @ VT</div>

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Stagecoach Maluma @ VT	30 <div>APD Garage training</div> 7 AM - 4 PM	1 Pink at AAC	2 Pink at AAC	3 Vance Joy @ VT Juanes @ Music Factory	4 <div>Newsboys</div> 7 AM - 11:59 PM Gaither @ VT	5 <div>Ice Dump</div> 6 AM - 11:59 PM <div>ACIR- Cinco de Mayo skate</div> 11:45 AM - 1:45 PM Mike Epps @ VT Gaither @ VT

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Stagecoach Maluma @ VT	30 APD Garage training 7 AM - 4 PM	1 Pink at AAC	2 Pink at AAC	3 Vance Joy @ VT Juanes @ Music Factory	4 Newsboys 7 AM - 11:59 PM Gaither @ VT	5 Ice Dump 6 AM - 11:59 PM ACIR- Cinco de Mayo skate 11:45 AM - 1:45 PM Mike Epps @ VT Gaither @ VT
6 Ice Dump All Day	7 Ice Dump All Day	8 Ice Dump All Day	9 Convert to Collin College 6 - 11:59 PM	10 Monkey Sports 7 - 9 PM Todrick Hall American @ VT	11 Collin College Graduation 7 AM - 11:59 PM Lynyrd Skynyrd @ Starplex Celtic Woman at VT	12 Disney Jr Dance Party @ VT
13 Mother's Day Buddy Guy/ Jonny Lang @ VT	14 Convert to Khalid 6 - 11:59 PM	15	16 Khalid 7 AM - 11:59 PM	17 Kendrick Lamar @ Starplex	18 Taste of Addison Wildflower Festival ESL League @ VT	19 Taste of Addison Wildflower Festival ESL League @ VT Dave Matthews Band @ Starplex Kenny Chesney @ ATT Stadium
20 Shavuot Begins ACIR Event 9 AM - 6 PM Wildflower Festival ESL League @ VT	21 Shavuot Ends, Victoria Day 35+ Hockey League 7 - 11:30 PM Tom Jones at Music Factory	22 Convert to Graduations 6 - 11:59 PM	23	24	25 Princeton Graduation 7 AM - 11:59 PM Steely Dan/ Doobie Bros @ Mus...	26 Wylie East Graduations 10 AM - 12 PM Wylie High Graduations 2 - 4 PM A Perfect Circle @ Starplex Kirk Franklin @ Music Factory
27 John Paul II Graduation 7 AM - 11:59 PM Martin Lawrence @ VT Justin Timberlake @ AAC	28 Memorial Day Justin Timberlake @ AAC	29	30	31 Meeting room blackout f... 7 AM - 11:59 PM Bethel Music at VT	1 Christian Nodal @ Music Factory Paul Simon @ AAC Bethel Music at VT	2 Lovejoy Graduation 7 AM - 12 PM Melissa ISD Graduation 12:01 - 5 PM Poison/ Cheap Trick at Music F... Bethel Music at VT

June 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 John Paul II Graduation 7 AM - 11:59 PM Martin Lawrence @ VT Justin Timberlake @ AAC	28 Memorial Day Justin Timberlake @ AAC	29	30	31 Meeting room blackout f... 7 AM - 11:59 PM Bethel Music at VT	1 Christian Nodal @ Music Factory Paul Simon @ AAC Bethel Music at VT	2 Lovejoy Graduation 7 AM - 12 PM Melissa ISD Graduation 12:01 - 5 PM Poison/ Cheap Trick at Music F... Bethel Music at VT
3 Third Day @ VT	4 35+ League 7 - 11:30 PM	5 The Illusionists @ Music Factor... Harry Styles at AAC	6 DLC Mgmt 1:30 AM - 3 PM Shania Twain at AAC	7	8 McKinney ISD Graduations 7 AM - 11:59 PM Ray Lamontagne @ Music Fact...	9 ACIR- School's Out skate 11:45 AM - 1:45 PM Leon Bridges @ Music Factory Brenton Wood @ VT Maroon 5 at AAC
10 MHOA meeting 1 - 2:30 PM Timberiche @ VT Styx/ Joan Jett @ Music Factory	11 Convert to Spa 6 - 11:59 PM Archtics Training 7 AM - 11:59 PM 35+ League 7 - 11:15 PM	12 Archtics Training All Day	13 Archtics Training All Day	14 Flag Day (USA) Archtics Training All Day Spa Show 7 AM - 11:59 PM Post Malone @ Music Factory	15 Archtics Training All Day Spa Show 12 AM - 11:59 PM Cedric/ GLO @ VT	16 Spa Show 12 AM - 11:59 PM Huevos Revueltos @ Music Fac...
17 Father's Day Spa Show 12 AM - 11:59 PM ACIR June Bug Skating C... 6 AM - 4 PM Yanni @ VT	18 Convert to NTX 6 - 11:59 PM Spa Show 12 AM - 11:59 PM 35+ League 7 - 11:30 PM	19 Lone Star Blood Drive- C... 7 AM - 7 PM NTX Campmeeting 7 AM - 11:59 PM Diana Krall @ VT	20 NTX Campmeeting 12 AM - 11:59 PM Kesha/ Macklemore @ Starplex	21 NTX Campmeeting 12 AM - 11:59 PM	22 Tish'a B'Av NTX Campmeeting 12 AM - 11:59 PM	23 Facility Maintenance/ Ch... 7 AM - 11:59 PM Brit Floyd @ VT Eagles/ Chris Stapleton @ ATT ...

June 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 St. Jean Baptiste Day <div>Facility Maintenance/ Ch... All Day</div>	25 <div>Facility Maintenance/ Ch... All Day</div>	26 <div>Facility Maintenance/ Ch... All Day</div>	27 <div>Facility Maintenance/ Ch... All Day</div> <div>CPR Class 9 AM - 3 PM</div> <div>AA Networking 5 - 7:30 PM</div> <div>Weezer/ Pixies @ Starplex</div>	28 <div>Facility Maintenance/ Ch... All Day</div>	29 <div>Facility Maintenance/ Ch... All Day</div> <div>Chicago/ REO @ Starplex Bollywood @ AAC</div>	30 <div>Facility Maintenance/ Ch... All Day</div> <div>City Hold - Allen USA 7 AM - 11:59 PM</div> <div>Eddie B @ VT Outlaw Music Fest @ Starplex</div>

July 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Canada Day Facility Maintenance/ Ch... All Day 📁 Chris Brown @ Starlpex 📁 Dan and Phil @ VT	2 Facility Maintenance/ Ch... All Day	3 Facility Maintenance/ Ch... All Day	4 Independence Day Facility Maintenance/ Ch... All Day	5 Facility Maintenance/ Ch... All Day 📁 Donnie & Marie @ VT	6 Facility Maintenance/ Ch... All Day 📁 Vans Warped Tour @ Starplex	7 Facility Maintenance/ Ch... All Day
8 Facility Maintenance/ Ch... All Day	9 Facility Maintenance/ Ch... All Day Convert to Car Show 6 - 11:59 PM MHOA Meeting 5 - 6 PM 35+ League 7 - 11 PM	10 Facility Maintenance/ Ch... All Day	11 Car Show and Auction 7 AM - 11:59 PM 📁 Boy George @ VT 📁 30 Seconds to Mars @ Starplex	12 Car Show and Auction All Day	13 Car Show and Auction All Day	14 Car Show and Auction All Day 📁 Lavell Crawford @ VT 📁 Paramore @ Music Factory
15 Car Show and Auction All Day 📁 Violent Femmes @ Music Facto...	16 Car Show and Auction All Day 35+ League 7 - 11 PM	17 📁 Three Doors Down/ Collective ...	18 Convert to Gun Show 6 - 11:59 PM 📁 Smashing Pumpkins @ AAC	19 📁 American Idol Live @ VT	20 Premier Gun Show 7 AM - 11:59 PM ACIR Private Rental 5 - 6:15 PM 📁 Sugarland @ VT 📁 Niall Horan at Starplex 📁 Sam Smith at AAC	21 Premier Gun Show 12 AM - 11:59 PM 📁 Bronco @ VT 📁 Foreigner @ Music Factory
22 Premier Gun Show 12 AM - 11:59 PM MHOA meeting 10:15 AM - 12 PM 📁 Michael McDonald @ VT	23 35+ League 7 - 11 PM	24 US Ice Rink Assoc 7 AM - 11:59 PM Guns & Hoses tasting 5:30 - 8 PM 📁 Counting Crows @ Music Factory 📁 Hall & Oats @ AAC	25 Convert to SMB 6 - 11:59 PM US Ice Rink Assoc 7 AM - 11:59 PM AA Networking 5 - 7:30 PM 📁 Jeff Beck @ Music Factory	26 US Ice Rink Assoc 7 AM - 11:59 PM 📁 Babyface/ Brandy @ VT 📁 Pentatonix @ Starplex	27 Steve Miller Band/ Peter ... 7 AM - 11:59 PM 📁 O.A.R. @ Music Factory 📁 Monsta X @ VT	28 Private Cultural Event 7 AM - 11:59 PM 📁 Bill Burr @ Music Factory 📁 Jason Aldean @ Starplex 📁 Kingdom Hearts Orchestra @ VT

July 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
<div>Convert to PBR</div> <div>6 - 11:59 PM</div> <div>MHOA meeting</div> <div>10:15 AM - 12 PM</div> <div>Logic @ Starplex</div>	<div>35+ League</div> <div>7 - 11 PM</div>	<div>Convert to PBR</div> <div>9 AM - 5 PM</div>	<div>PBR</div> <div>7 AM - 11:59 PM</div>	<div>PBR</div> <div>All Day</div>	<div>PBR</div> <div>All Day</div> <div>Delbert McClinton @VT</div> <div>Erasue @ Music Factory</div>	<div>PBR</div> <div>All Day</div> <div>Panic! at the Disco @ AAC</div> <div>Five Finger Death Punch @ Sta...</div> <div>Coheed & Cambria @ Music Fa...</div>

August 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Convert to PBR 6 - 11:59 PM MHOA meeting 10:15 AM - 12 PM Logic @ Starplex	30 35+ League 7 - 11 PM	31 Convert to PBR 9 AM - 5 PM	1 PBR 7 AM - 11:59 PM	2 PBR All Day	3 PBR All Day Delbert McClinton @ VT Erasue @ Music Factory	4 PBR All Day Panic! at the Disco @ AAC Five Finger Death Punch @ Sta... Coheed & Cambria @ Music Fa...
5 PBR All Day	6 Civic Day Convert to convocation 12 - 6 PM Fill the Bus 7 AM - 11:59 PM 35+ League 7 - 11 PM	7	8 Convert to Karate 8 - 11:59 PM AISD Convocation 10 - 11:30 AM Networking social 5 - 7:30 PM Gladys Knight/ The O'Jays @ M...	9 Convert to Karate 12 - 2 AM Marvel Universe @ AAC Cowboys PS Away 9:00	10 Karate for Kids 7 AM - 11:59 PM G-Eazy @ Starlpex Marvel Universe @ AAC Dispatch Summer Tour @ Musi...	11 Karate for Kids 12 AM - 11:59 PM Miranda Lambert/ Little Big To... Marvel Universe @ AAC
12 MHOA Meeting 10:15 AM - 12 PM Charlie Wilson @ VT Marvel Universe @ AAC Godsmack @ Starplex	13 35+ League 7 - 11 PM Jeff Lynne @ AAC	14 Audio System work 7 AM - 11:59 PM Bush/ The Cult/ STP @ Music F... Toto @ VT	15 Ben Shapiro @ Music Factory	16 Rob Zombie/ Marilyn Manson ...	17 APD training in garage 8:30 AM - 4:30 PM Latino Mix Live @ Starplex	18 ACIR Meeting 4 - 6 PM Ice Cube @ Music Factory J Cole @ AAC Cowboys PS Home 6:00
19 MHOA meeting 10:15 AM - 12 PM Rhea Lana marketing pic... 1:45 - 5 PM Ice Angels Orientation--N... 2 - 5 PM	20 35+ League 7 - 11 PM	21 Convert to Turf 2 - 10 PM Shakira @ AAC	22 MHOA 6:30 - 9:30 PM	23 Charlie Puth @ Music Factory	24 Buckcherry/ POD @ Music Fac... Allen HS Football Away Evanescence/ Lindsey Stirling ... Lost 80's @ VT	25 Randy Rogers @ Music Factory Rascal Flats @ Starplex
26 Wiz Khalifa & Rae Sremmurd @... Cowboys PS Home 7:00	27 35+ League 7 - 11 PM	28	29 Convert to Open Floor 7 AM - 11:59 PM Boz Scaggs @ VT Journey/ Def Leppard @ AAC	30 Safety net replacement 7 AM - 11:59 PM Cowboys PS Away 7:00	31 Safety net replacement All Day Gerard Ortiz @ Music Factory Allen HS Football Home	1 Avenged Sevenfold @ Starplex

September 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Wiz Khalifa & Rae Sremmurd @ Music Factory Cowboys PS Home 7:00	27 35+ League 7 - 11 PM	28	29 Convert to Open Floor 7 AM - 11:59 PM Boz Scaggs @ VT Journey/ Def Leppard @ AAC	30 Safety net replacement 7 AM - 11:59 PM Cowboys PS Away 7:00	31 Safety net replacement All Day Gerard Ortiz @ Music Factory Allen HS Football Home	1 Averged Sevenfold @ Starplex
2 Seat repairs 7 AM - 11:59 PM	3 Labor Day, Labour Day Seat repairs All Day	4 Seat repairs All Day ACIR Meeting 7 - 8:30 PM	5 Seat repairs All Day Sign Install- Concourse 9 AM - 3 PM MHOA Meeting 6 - 9:30 PM ACIR Meeting 7 - 8:30 PM	6 Sign Install- Concourse 9 AM - 3 PM ACIR Meeting 7 - 8:30 PM	7 Guns & Hoses Boxing 7 AM - 11:59 PM Zion y Lennox @ VT Allen HS Football Home	8 Guns & Hoses Boxing 12 AM - 11:59 PM Alice in Chains @ Music Factory Luke Bryan @ Starplex
9 Guns & Hoses Boxing 12 AM - 11:59 PM Scorpions @ Music Factory Cowboys Away 3:25	10 Rosh Hashana Begins Conversion to H & G 7 AM - 11:59 PM G & H Production load-out 8 AM - 12 PM 35+ League 7 - 11 PM	11 Rosh Hashana Ends Conversion to H & G All Day ACIR Meeting 7 - 8 PM Jay-Z & Beyonce @ ATT Stadium	12 Home & Garden 6 AM - 11:59 PM ACIR Off Ice Class 5:40 - 6:40 PM MHOA Meeting 6 - 9:30 PM	13 Home & Garden All Day Rise Against @ Music Factory	14 Home & Garden All Day Allen HS Football Away	15 Home & Garden All Day Reba @ Music Factory
16 Home & Garden All Day Cowboys Home 7:20 GoT Live at AAC	17 Conversion from H & G 9 AM - 11:59 PM Home & Garden 12 AM - 2 PM MHOA Meeting 6 - 9:30 PM	18 Conversion from H & G 12 - 6 AM Rhea Lana 7 AM - 11:59 PM	19 Yom Kippur Rhea Lana 12 AM - 11:59 PM	20 Rhea Lana 12 AM - 11:59 PM	21 Rhea Lana 12 AM - 11:59 PM Troye Sivan @ Music Factory Allen HS Football Home Cheyanne @ TGP	22 Rhea Lana 12 AM - 11:59 PM Kidz Bop @ Music Factory Maze ftg. Frankie Beverly @ TGP Dierks Bentley @ Starplex

September 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 Rhea Lana 12 AM - 11:59 PM Wild 'N Out @ TGP Australian Pink Floyd @ Music ... Cowboys Away 3:25 Childish Gambino @ AAC	24 Sukkot Begins Rhea Lana 12 AM - 11:59 PM	25 Rhea Lana 12 AM - 11:59 PM EMT on-ice training 12 - 3 PM Robert Plant @ Music Factory	26 Rhea Lana 12 AM - 11:59 PM EMT on-ice training 12 - 3 PM Drake @ AAC Ozzy @ Starplex	27 Rhea Lana 12 AM - 11:59 PM EMT on-ice training 12 - 3 PM Drake @ AAC 5 Seconds of Summer @ Music ...	28 Convert to Bridal 9 - 11:59 PM Rhea Lana 12 AM - 11:59 PM Post Malone @ Starplex Alejandro Fernandez @ AAC #IMOMSOHARD @ TGP NEEDTOBREATHE @ Music Fact... Allen HS Football Away	29 Convert to Bridal 12 - 6 AM Bridal Show Inc 6 AM - 11:59 PM Americans Select-a-seat 11 AM - 3 PM Florence + the Machine @ Musi... Air1 Positive Hits Tour @ TGP
30 Sukkot Ends Convert to Ice 9 - 11:59 PM Bridal Show Inc 12 AM - 11:59 PM Lauryn Hill @ Music Factory Cowboys Home 12:00	1 Shmini Atzeret Convert to Ice 12 - 6 AM Sign Install on the conco... 9 AM - 12 PM	2 Simchat Torah Ice Building 7 AM - 11:59 PM David Jeremiah @ AAC	3 Ice Building All Day	4 Ice Building All Day	5 Ice Building All Day AA Game (Preseason) 7 - 9:30 PM ACIR- AA Preseason Game 7 - 10 PM John Crist @ TGP J Balvin @ Music Factory Allen HS Football Away ACL Festival Taylor Swift @ ATT Stadium	6 Ice Building All Day AA Select a Seat 12 - 3 PM AA Game (Preseason) 4:30 - 7 PM ACIR- AA Preseason Game 4:30 - 7:30 PM Odesza @ Music Factory ACL Festival David Byrne @ TGP Taylor Swift @ ATT Stadium

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Sukkot Ends Convert to Ice 9 - 11:59 PM Bridal Show Inc 12 AM - 11:59 PM Lauryn Hill @ Music Factory Cowboys Home 12:00	1 Shmini Atzeret Convert to Ice 12 - 6 AM Sign Install on the conco... 9 AM - 12 PM	2 Sim chat Torah Ice Building 7 AM - 11:59 PM David Jeremiah @ AAC	3 Ice Building All Day	4 Ice Building All Day	5 Ice Building All Day AA Game (Preseason) 7 - 9:30 PM ACIR- AA Preseason Game 7 - 10 PM John Crist @ TGP J Balvin @ Music Factory Allen HS Football Away ACL Festival Taylor Swift @ ATT Stadium	6 Ice Building All Day AA Select a Seat 12 - 3 PM AA Game (Preseason) 4:30 - 7 PM ACIR- AA Preseason Game 4:30 - 7:30 PM Odesza @ Music Factory ACL Festival David Byrne @ TGP Taylor Swift @ ATT Stadium
7 Ice Building All Day Cowboys Away 7:20 ACL Festival	8 Columbus Day, Thanksgiving Sign Install on concourse 9 AM - 3 PM AA Training Camp 7 AM - 11:59 PM	9 Ice- Pink work 7 AM - 11:59 PM Sign Install on concourse 9 AM - 3 PM AA Media Luncheon 11 AM - 1 PM AA Training Camp All Day	10 Ice- Pink work All Day Sign Install on concourse 9 AM - 3 PM AA Training Camp All Day Bob Dylan @ Music Factory	11 Ice- Pink work All Day Networking Event 4:30 - 7 PM AA Training Camp All Day Dr. Jordan B Peterson @ Music... Lauren Daigle @ TGP	12 Convert to TPAD 6 - 11:59 PM Diner en Blanc attendees ... 5 - 11 PM AA Training Camp All Day Los Temerarios y Baruch @ Mu... Allen HS Football Home ACL Festival	13 Convert to TPAD 12 - 2 AM TPAD 7 AM - 11:59 PM Soy Luna En Vivo @ TGP Village at Allen 10th anniv. cel... ACL Festival
14 Sidekicks in Meeting Room 4 - 6 PM Cowboys Home 3:25 ACL Festival Bruno Mars @ AAC	15 Convert to half house co... 6 - 10 PM Bruno Mars @ AAC	16 Staff Training 7 - 9 PM Jamey Johnson @ TGP Alice Cooper @ Music Factory	17 ACIR Off Ice Class Conco... 5:40 - 6:40 PM 4U: A symphonic celebration of ...	18 Convert to Ice 11 - 11:59 PM Ladies of the 80's 7 AM - 11:59 PM Cole Swindell @ TGP	19 Convert to Ice 12 - 4 AM Bowl maintenance 7 AM - 11:59 PM RBRM @ TGP Los Temerarios y Baruch @ Mu... Allen HS Football Away	20 ACIR Programming 6:30 - 7:30 AM AA College game (pre-ga... 2:30 - 4:30 PM AA vs. Wichita 6 - 11 PM Karol G & Piso 21 @ TGP Blue October @ Music Factory Imagine Dragons @ Toyota Sta...

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21 ACIR Programming 10 AM - 4 PM Alan Parsons @ TGP Romeo Santos @ AAC 88Rising @ Music Factory Cowboys Away 3:25	22 Convert to Health Hustle 6 - 11:59 PM ACIR Programming 4:30 - 5:30 PM	23 Health Hustle 8 AM - 11:59 PM World of Dance @ TGP	24 Convert to Spa 10 - 11:59 PM Health Hustle 12 AM - 10:30 PM ACIR Off Ice Class Lounge 5:40 - 6:40 PM Roy Orbison Hologram @ TGP Josh Grobin @ AAC	25 Convert to Spa 12 - 2 AM Spa Show 8 AM - 11:59 PM Freaker's Ball @ TGP	26 Spa Show 12 AM - 9 PM Franco Escamilla @ TGP Allen HS Football Home Kevin Hart @ AAC	27 Spa Show 12 AM - 9 PM ACIR Halloween Open Sk... 11:45 AM - 1:45 PM Kevin Hart @ AAC Maxwell @ Music Factory Ed Sheeran at ATT Stadium
28 Spa Show 12 AM - 8 PM	29 Convert to Concert 6 - 11:59 PM Spa Show 12 AM - 3 PM Networking Meeting 10 AM - 12 PM	30 Convert to Concert 12 - 2 AM LN-Russ 7 AM - 11:59 PM	31 Halloween	1 Convert to Ice 6 - 11:59 PM	2 Convert to Ice 12 - 2 AM AA vs. South Carolina 7 - 10 PM Legends of Hip Hop @ TGP Allen HS Football Homecoming	3 ACIR Programming 6:30 - 7:30 AM AA vs. South Carolina & ... 7 - 11 PM Simple Minds @ Music Factory Rick Springfield @ TGP Keith Urban @ AAC

November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 Spa Show 12 AM - 8 PM	29 Convert to Concert 6 - 11:59 PM Spa Show 12 AM - 3 PM Networking Meeting 10 AM - 12 PM	30 Convert to Concert 12 - 2 AM LN-Russ 7 AM - 11:59 PM	31 Halloween	1 Convert to Ice 6 - 11:59 PM	2 Convert to Ice 12 - 2 AM AA vs. South Carolina 7 - 10 PM Legends of Hip Hop @ TGP Allen HS Football Homecoming	3 ACIR Programming 6:30 - 7:30 AM AA vs. South Carolina & ... 7 - 11 PM Simple Minds @ Music Factory Rick Springfield @ TGP Keith Urban @ AAC
4 End of daylight saving time ACIR Programming 10 AM - 6 PM Stephen Stills & Judy Collins @...	5 Networking Meeting 10 AM - 12 PM ACIR Programming 4 - 10:30 PM Over 35 League 7 - 10 PM Cowboys Home 7:15	6 Convert to Job Fair 8 - 11:59 PM ACIR Programming 4:30 - 5:45 PM	7 Red, White and You Job F... 9 AM - 5 PM Twenty One Pilots @ AAC	8 Convert to Ice 6 - 11:59 PM Red, White and You Job F... 12 AM - 9 PM Allen HS Football Home	9 Convert to Ice 12 - 2 AM AA vs. Kansas City 7 - 10 PM Aziz Ansari @ TGP	10 ACIR Programming 6:30 - 7:30 AM AA vs. Kansas City 7 - 10 PM Jose Maria Napoleon @ TGP
11 Remembrance Day, Veteran's Day Convert to Soccer 6 - 11:59 PM Holiday Show Exhibitions 12 AM - 3 PM	12 Convert to Soccer 12 - 2 AM Soccer setup work 7 AM - 11:59 PM Networking Meeting 10 AM - 12 PM Fun Show w. Cat & Nat @ TGP	13 Soccer setup work All Day	14 Conversion to Ice 8 - 11:59 PM Soccer setup work All Day	15 Conversion to Ice 12 - 2 AM ACIR Programming 4 - 8:30 PM Travis Scott @ AAC	16 Convert to Soccer 11 - 11:59 PM AA vs. Tulsa 7 - 10 PM Enparejados @ Music Factory	17 Convert to Soccer 12 - 6 AM Convert to Ice 10 - 11:59 PM DSK Open House/Exhibiti... 7 AM - 11:59 PM Ben Rector @ Music Factory Joe Bonamassa @ TGP
18 Convert to Ice 12 - 4 AM Conversion 7 AM - 11:59 PM Dallas Figure Skating Club 6 AM - 12 PM Cowboys Away 12:00 Pepe Aguilar @ AAC	19 Conversion All Day Networking Meeting 10 AM - 12 PM ACIR Meeting 7 - 8 PM	20 Disney on Ice: Frozen 7 AM - 11:59 PM SYTYCD @ TGP	21 Disney on Ice: Frozen 12 AM - 11:59 PM	22 Thanksgiving Disney on Ice: Frozen 12 AM - 11:59 PM Cowboys Home 3:30	23 Disney on Ice: Frozen 12 AM - 11:59 PM Rock of Ages @ TGP	24 Disney on Ice: Frozen 12 AM - 11:59 PM ACIR The Great Turkey Sk... 12 - 4 PM Yiruma @ Music Factory Harlem Globetrotters @ AAC Rock of Ages @ TGP

November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
Disney on Ice: Frozen 12 AM - 11:59 PM	Conversion 7 AM - 11:59 PM	Conversion All Day	AEC Holiday on Ice Show... 7 AM - 11:59 PM	ACIR Programming 4:30 - 9 PM	AA vs. Wichita 7 - 10 PM	ACIR Programming 6:30 - 7:30 AM
		Christmas Decorations All Day	Christmas Decorations All Day	Christmas Decorations All Day		AA vs. Wichita & Post Ga... 7 - 11 PM
			AA Practice 12 - 1:30 PM			
Pentatonix @ TGP Harlem Globetrotters @ AAC		Jingle Ball @ AAC Nine Inch Nails @ Music Factory	Nine Inch Nails @ Music Factory	Cirque Christmas @ TGP Cowboys Home e 7:20	City Hall Christmas Tree Lighti... Celtic Thunder @ TGP	Rudolph Run Funny & Famous @ TGP

December 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Disney on Ice: Frozen 12 AM - 11:59 PM Pentatonix @TGP Harlem Globetrotters @ AAC	26 Conversion 7 AM - 11:59 PM	27 Conversion All Day Christmas Decorations All Day Jingle Ball @ AAC Nine Inch Nails @ Music Factory	28 AEC Holiday on Ice Show... 7 AM - 11:59 PM Christmas Decorations All Day AA Practice 12 - 1:30 PM Nine Inch Nails @ Music Factory	29 ACIR Programming 4:30 - 9 PM Christmas Decorations All Day Cirque Christmas @ TGP Cowboys Home 7:20	30 AA vs. Wichita 7 - 10 PM City Hall Christmas Tree Lighti... Celtic Thunder @ TGP	1 ACIR Programming 6:30 - 7:30 AM AA vs. Wichita & Post Ga... 7 - 11 PM Rudolph Run Funny & Famous @ TGP
2 AEC Holiday on Ice Show 4 - 6 PM Holiday Parade Darci Lynne @ VT	3 Chanukah Begins ACIR Programming 4:30 - 10 PM Over 35 League 7 - 10 PM	4 AA vs. Rapid City- DAY GA... 10:30 AM - 1:30 PM ACIR Programming 5 - 7:45 PM	5 AA vs. Rapid City 7 - 10 PM Andrea Bocelli @ AAC	6 Convert to Gun Show 6 - 11:59 PM Toys For Tots 7 AM - 11:59 PM Chad Prather @ VT	7 Convert to Gun Show 12 - 2 AM Premier Gun Show 7 AM - 11:59 PM Price is Right @ VT	8 Premier Gun Show 12 AM - 11:59 PM Matthew Kelly @ VT Brian Regan @ Music Factory
9 Premier Gun Show 12 AM - 11:59 PM ACIR programming 8 - 11 AM Cowboys Home 3:25	10 Chanukah Ends Sidekicks turf in garage All Day Over 35 League 7 - 10 PM BSO @ VT	11 Sidekicks turf in garage All Day	12 Convert to Graduation 9 AM - 6 PM Sidekicks turf in garage All Day Police Training--South G... 12 AM - 5 PM PD Holiday Luncheon 11 AM - 1 PM Ozuna @ TGP	13 Ozuna @TGP	14 Convert to Soccer 10 - 11:59 PM Collin College Graduation 9 AM - 11 PM George Lopez @ TGP Elton John @ AAC	15 Convert to Soccer 12 - 2 AM Convert to Ice 10 - 11:59 PM DSK vs El Paso 7 - 10 PM Music of Led Zeppelin @ VT Elton John @ AAC
16 Convert to Ice 12 - 3 AM ACIR Programming 3 - 10 PM Cowboys Away 12:00	17 Over 35 League 7 - 10 PM Hold for City of Allen An... 12 AM - 7 PM Michelle Obama @ AAC	18 Hold for City of Allen An... All Day Americans Staff Skate 5 - 6 PM	19 AA vs. Cincinnati 7 - 10 PM COA New Emp. Orientation	20 AA Luncheon 12 - 2 PM	21 AA vs. Cincinnati 7 - 10 PM	22 Convert to Soccer 11 - 11:59 PM ACIR Holiday Drop & Sho... 3 - 6 PM AA vs. Cincinnati & Post ... 7 - 10 PM TSO @ AAC

December 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 <div>Convert to Soccer</div> 12 - 3 AM <div>Cowboys Home 12:00</div>	24 <div>Holiday</div> 7 AM - 11:59 PM	25 Christmas Day <div>Holiday</div> All Day	26 Boxing Day <div>Convert to SSL</div> 11 - 11:59 PM <div>DSK vs. San Diego</div> 6:30 - 9 PM	27 <div>Convert to SSL</div> All Day	28 <div>Sesame Street Live</div> 12 AM - 11:59 PM	29 <div>Sesame Street Live</div> 12 AM - 11:59 PM
30 <div>Convert to Ice</div> 10 - 11:59 PM <div>Sesame Street Live</div> 12 AM - 11:59 PM <div>Cowboys Away 12:00</div>	31 <div>Convert to Ice</div> 12 - 3 AM <div>AA vs. Tulsa</div> 6 - 9 PM <div>Gary Owen @ TGP</div>	1 New Year's Day	2 <div>AA vs KC</div> 7 - 10 PM	3	4 <div>Convert to Soccer</div> 9 - 11:59 PM	5 <div>Convert to Soccer</div> 12 - 1 AM <div>Convert to Ice</div> 10 - 11:59 PM <div>DSK vs El Paso</div> 7 - 10 PM

January 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 <div>Convert to Ice 10 - 11:59 PM</div> <div>Sesame Street Live 12 AM - 11:59 PM</div> <div>Cowboys Away 12:00</div>	31 <div>Convert to Ice 12 - 3 AM</div> <div>AA vs. Tulsa 6 - 9 PM</div> <div>Gary Owen @ TGP</div>	1 New Year's Day	2 <div>AA vs KC 7 - 10 PM</div>	3	4 <div>Convert to Soccer 9 - 11:59 PM</div>	5 <div>Convert to Soccer 12 - 1 AM</div> <div>Convert to Ice 10 - 11:59 PM</div> <div>DSK vs El Paso 7 - 10 PM</div>
6 <div>Convert to Ice 12 - 3 AM</div>	7 <div>ACIR Programming & 35+... 5:30 - 10:30 PM</div>	8 <div>ACIR intro meeting 6:30 - 7:30 PM</div> <div>ACIR Programming 5:30 - 9:30 PM</div>	9 <div>ACIR Programming 5:30 - 8:30 PM</div>	10 <div>ACIR Programming 12 AM - 8:30 PM</div>	11 <div>Convert to Cheer 11 - 11:59 PM</div> <div>AA vs WIC 7 - 10 PM</div>	12 <div>Convert to Cheer 12 - 5 AM</div> <div>Convert to Soccer 9:30 - 11:59 PM</div> <div>Cheer America 5 AM - 9:30 PM</div> <div>ACIR Star Wars Skate 11:45 AM - 1:45 PM</div>
13 <div>Convert to Soccer 12 - 6 AM</div> <div>DSK vs Monterrey 3 - 6 PM</div>	14 <div>Convert to Dallas Cup 6 - 11:59 PM</div> <div>35+ League 7:30 - 10:30 PM</div>	15 <div>Convert to Dallas Cup 12 - 2 AM</div>	16	17 <div>Dallas Cup 8 AM - 11:59 PM</div> <div>COA New Emp. Orientation</div>	18 <div>Dallas Cup 12 AM - 10:30 PM</div>	19 <div>Dallas Cup 12 AM - 10:15 PM</div>
20 <div>Convert to Ice 9 - 11:59 PM</div> <div>Dallas Cup 12 AM - 8:30 PM</div>	21 Martin Luther King Jr. Day <div>Ceiling Repair All Day</div> <div>Convert to Ice 12 - 6 AM</div> <div>Seating Repairs All Day</div> <div>35+ League 12 AM - 10:30 PM</div> <div>ACIR Programming 4:30 - 5:30 PM</div>	22 <div>Ceiling Repair All Day</div> <div>Seating Repairs All Day</div> <div>ACIR Programming 5:30 - 9:30 PM</div>	23 <div>Ceiling Repair All Day</div> <div>Seating Repairs All Day</div> <div>ACIR Programming 5:30 - 8 PM</div>	24 <div>Ceiling Repair All Day</div> <div>Seating Repairs All Day</div> <div>ACIR Programming 5:30 - 8 PM</div> <div>Justin Timberlake @ AAC</div>	25 <div>Ceiling Repair All Day</div> <div>Convert to Soccer 9 - 11:59 PM</div> <div>Seating Repairs All Day</div>	26 <div>Convert to Soccer 12 - 6 AM</div> <div>Convert to Ice 10 - 11:59 PM</div> <div>DSK vs Rio Grande Valley 7 - 10 PM</div> <div>Disturbed @ AAC</div>

January 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
<div>Convert to Ice</div> <div>12 - 3 AM</div>	<div>ACIR Programming</div> <div>4:30 - 5:30 PM</div> <div>35+ League</div> <div>7:30 - 10:30 PM</div>	<div>ACIR Programming</div> <div>5:30 - 9:30 PM</div>	<div>AA vs IDH</div> <div>7 - 10 PM</div> <div>Disney's Dcappella @ TGP</div>	<div>Curtis Middle School Atr...</div> <div>9:15 - 9:30 AM</div> <div>ACIR Programming</div> <div>5:30 - 8 PM</div>	<div>AA vs IDH</div> <div>7 - 10 PM</div>	<div>AA Game & Post Game Sk...</div> <div>7 - 11 PM</div>

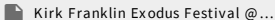
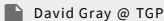
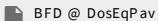







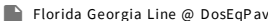




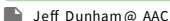

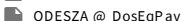

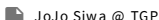

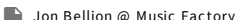


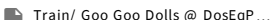


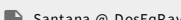
February 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 Convert to Ice 12 - 3 AM	28 ACIR Programming 4:30 - 5:30 PM 35+ League 7:30 - 10:30 PM	29 ACIR Programming 5:30 - 9:30 PM	30 AA vs IDH 7 - 10 PM Disney's Dcappella @ TGP	31 Curtis Middle School Atr... 9:15 - 9:30 AM ACIR Programming 5:30 - 8 PM	1 AA vs IDH 7 - 10 PM	2 AA Game & Post Game Sk... 7 - 11 PM
3 Conversion 7 AM - 11:59 PM	4 Conversion 7 AM - 11:59 PM 35+ League 7:30 - 10:30 PM	5 Conversion 7 AM - 11:59 PM	6 Home & Garden Show 7 AM - 11:59 PM	7 Home & Garden Show 12 AM - 11 PM Foxworth Galbraith Lum... 5:30 - 8 PM DWTS @ TGP Fleetwood Mac @ AAC	8 Home & Garden Show 12 AM - 7 PM	9 Home & Garden Show 12 AM - 8 PM
10 ACIR Valentine Skate All Day Home & Garden Show 12 AM - 11:59 PM	11 Home & Garden Show 12 AM - 12 PM 35+ League 7:30 - 10:30 PM	12 Conversion 7 AM - 11:59 PM	13 Conversion 7 AM - 11:59 PM COA New Emp. Orientation	14 St. Valentine's Day DSK vs Monterrey 7:30 - 10:30 PM Conversion 10:30 - 11:59 PM Marc Anthony @ AAC	15 ACIR SOTX FS 7 AM - 2 PM AA vs WOR 7 - 10 PM Banda MS De Sergio Lizarraga ...	16 US Figure Skating Dance ... 6 AM - 2 PM AA Alumni game (pre-ga... 4 - 6 PM AA vs REA & Post Game S... 7 - 11 PM 2Cellos @ Music Factory Festival of Laughs @ TGP
17 AA vs. REA 4 - 7 PM	18 Family Day, President's Day Seating Repairs All Day 35+ League 7:30 - 10:30 PM	19 Seating Repairs All Day	20 Seating Repairs All Day Kiss at AAC	21 Seating Repairs All Day	22 AA vs UTA 7 - 10 PM	23 Military game (pre-game) 4 - 6 PM AA vs UTA & Post Game S... 7 - 10 PM Super R & B Jam @ TGP
24 AA vs UTA 4 - 7 PM Muse at AAC	25 35+ League 7:30 - 10:30 PM	26 Forklift Training 9 - 11 AM Concourse Sign Install 10 AM - 4 PM	27 Mariah Carey @ Music Factory	28 Kelly Clarkson @ AAC Temptations and Four Tops @ ...	1 AA vs TUL 7 - 10 PM Convert to Soccer 10:30 - 11:59 PM Paw Patrol @ TGP	2 Convert to Soccer (cont) 12 - 6 AM DSK vs Rio Grande Valley 7 - 10 PM Convert to Hockey 10:30 - 11:59 PM Paw Patrol @ TGP Julio Iglesias @ Music Factory

March 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 AA vs UTA 4 - 7 PM Muse at AAC	25 35+ League 7:30 - 10:30 PM	26 Forklift Training 9 - 11 AM Concourse Sign Install 10 AM - 4 PM	27 Mariah Carey @ Music Factory	28 Kelly Clarkson @ AAC Temptations and Four Tops @ ...	1 AA vs TUL 7 - 10 PM Convert to Soccer 10:30 - 11:59 PM Paw Patrol @ TGP	2 Convert to Soccer (cont) 12 - 6 AM DSK vs Rio Grande Valley 7 - 10 PM Convert to Hockey 10:30 - 11:59 PM Paw Patrol @ TGP Julio Iglesias @ Music Factory
3 Convert to Hockey (cont) 12 - 6 AM AA vs RPD 4 - 7 PM Paw Patrol @ TGP	4	5	6 Convert to Concert 10:01 - 11:59 PM AA vs KC 7 - 10 PM	7 Convert to concert (cont) 12 - 6:59 AM LN- Kane Brown 7 AM - 11:59 PM	8 Convert to hockey 12 - 6 AM AA vs KC 7 - 10 PM	9 Convert to Soccer 10:01 - 11:59 PM ACIR Spring Break Skate All Day AA vs TUL & Post Game S... 7 - 10 PM Bob Seger @ the Star Dallas Blues Festival @ TGP
10 Start of daylight saving time Convert to Soccer (cont) 12 - 6 AM Convert to hockey 7 - 11:59 PM DSK vs Monterrey 3 - 6 PM	11 Convert to Hockey (cont) 12 - 6 AM	12 Convert to NCWA 10:01 - 11:59 PM AA vs TUL 7 - 10 PM	13 Convert to NCWA (cont) 12 - 6:59 AM NCWA 8 AM - 9 PM COA New Emp. Orientation	14 NCWA 6:30 AM - 11 PM	15 NCWA 6:30 AM - 10 PM Toby Mac @ TGP	16 Convert to Hockey 11:01 - 11:59 PM NCWA 6:30 AM - 11 PM Toby Mac @ TGP Bill Maher @ Music Factory
17 Convert to Hockey (cont) 12 - 10 AM AA vs WIC 4 - 7 PM Roberto Tapia @ TGP	18 35+ League 7:30 - 10:30 PM	19 ACIR Programming 5:45 - 9:15 PM	20 ACIR Programming 5:45 - 8 PM Boston Pops @ VT	21 Purim ACIR Programming 5:45 - 8 PM	22 Yom Kippur AA vs UTA 7 - 10 PM Camila & Sin Bandera @ TGP	23 Convert to Soccer 10:01 - 11:59 PM Police vs Fire game (pre-g... 4 - 6 PM AA vs UTA 7 - 10 PM Excision @ Music Factory

March 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 <div>Convert to Soccer (cont)</div> <div>12 - 6 AM</div> <div>Convert to Hockey</div> <div>7 - 11:59 PM</div> <div>DSK vs San Diego</div> <div>3 - 6 PM</div> <div>Pink @ AAC</div> <div>Mick Mason @ Music Factory</div>	25 <div>Convert to hockey (cont)</div> <div>12 - 6 AM</div> <div>ACIR Programming</div> <div>5:45 - 6:45 PM</div> <div>35+ League</div> <div>7:30 - 10:30 PM</div> <div>Michael Buble @ AAC</div>	26 <div>ACIR Programming</div> <div>5:45 - 8:30 PM</div> <div>Roberto Carlos @ Music Facotry</div>	27 <div>ACIR Programming</div> <div>5:45 - 8 PM</div>	28 <div>ACIR Programming</div> <div>5:45 - 8 PM</div> <div>DOI @ AAC</div>	29 <div>AA vs UTA</div> <div>7 - 10 PM</div> <div>April Fools Comedy Jam @ TGP</div>	30 <div>Convert to Soccer</div> <div>11:01 - 11:59 PM</div> <div>AA vs WIC & Post Game S...</div> <div>7 - 11 PM</div> <div>Why Don't We @ TGP</div> <div>Impractical Jokers @ Music Fa...</div>
31 <div>Convert to Soccer (cont)</div> <div>12 - 6 AM</div> <div>DSK vs El Paso</div> <div>3 - 6 PM</div>	1 <div>35+ League</div> <div>7:30 - 10:30 PM</div>	2 <div>Ali Wong @ Music Factory</div>	3 <div>ACIR Programming - lock...</div> <div>6 - 10 PM</div>	4 <div>Bad Bunny @ AAC</div> <div>Tyler Perry @ TGP</div>	5 <div>Tyler Perry @ TGP</div>	6 <div>Convert to Concert</div> <div>10:01 - 11:59 PM</div> <div>DSK vs Tacoma</div> <div>7 - 10 PM</div> <div>Tyler Perry @ TGP</div>

April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Convert to Soccer (cont) 12 - 6 AM DSK vs El Paso 3 - 6 PM	1 35+ League 7:30 - 10:30 PM	2 Ali Wong @ Music Factory	3 ACIR Programming - lock... 6 - 10 PM	4 Bad Bunny @ AAC Tyler Perry @ TGP	5 Tyler Perry @ TGP	6 Convert to Concert 10:01 - 11:59 PM DSK vs Tacoma 7 - 10 PM Tyler Perry @ TGP
7 Convert to Concert 12 - 6:59 AM Sonu Nigam & Naha Kakk... 7 AM - 11:59 PM Tyler Perry @ TGP	8 Conversion All Day 35+ League 7:30 - 10:30 PM	9	10 Rotunda Art Project Pub... 4 - 9 PM	11 Chris Tomlin @ TGP	12 Eric Church @ AAC La Adictiva Banda @ Music Fac... Chris Tomlin @ TGP	13 DSK vs. Rio Grande Valley 7 - 10 PM Eric Church @ AAC Smooth Spring Groove @ Music...
14 Ice Dump All Day	15 Ice Dump All Day 35+ League 7:30 - 10:30 PM	16 Ice Dump All Day	17 Convert to E-Sports All Day COA New Emp. Orientation	18	19 Good Friday Trevor Noah @ Music Factory B2K @ TGP	20 Pesach Begins Trevor Noah @ Music Factory
21 Easter	22 Easter Monday 35+ League 7:30 - 10:30 PM	23 Postmodern Jukebox @ TGP	24 Team Envy E-Sports Load... All Day Melissa Etheridge @ Music Fact...	25 Team Envy E Sports All Day Celtic Woman @ TGP	26 Team Envy E Sports All Day Al Green @ Music Factory Nicky Jam @ TGP	27 Pesach Ends Team Envy E Sports All Day Los Angeles Azules @ Music Fac... The Piano Guys @ TGP
28 Team Envy E Sports All Day Rain @ TGP	29 Team Envy E Sports (load... All Day 35+ League 7:30 - 10:30 PM Hillsong United @ Music Factory	30 Hillsong United @ Music Factory	1	2 The 1975 @ Music Factory	3 Gaither Homecoming @ TGP KAABOO Festival & ATT Stadium	4 ACIR Star Wars Skate 11 AM - 2:30 PM Gaither Homecoming @ TGP KAABOO Festival & ATT Stadium My Favorite Murder @ Music F... Mike Epps @ TGP















May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 Team Envy E Sports All Day Rain @ TGP	29 Team Envy E Sports (load... All Day 35+ League 7:30 - 10:30 PM Hillsong United @ Music Factory	30 Hillsong United @ Music Factory	1 	2 The 1975 @ Music Factory	3 Gaither Homecoming @ TGP KAABOO Festival & ATT Stadium	4 ACIR Star Wars Skate 11 AM - 2:30 PM Gaither Homecoming @ TGP KAABOO Festival & ATT Stadium My Favorite Murder @ Music F... Mike Epps @ TGP
5 KAABOO Festival & ATT Stadium My Favorite Murder @ Music F...	6 Basketball court work All Day 35+ League 7 - 10:30 PM	7 Basketball court work All Day	8 Basketball court work All Day Slayer @ Music Factory	9 Basketball court work All Day	10 Basketball court work All Day	11 Kali Uchis & Jorja Smith @ Mus...
12 Mother's Day	13 35+ League 7 - 10:30 PM	14	15 Convert to Graduations 7 AM - 6 PM COA New Emp. Orientation	16	17 Collin College Grad 7 - 10 PM NKOTB @ AAC Jim Gaffigan @ Music Factory ZZ Top @ DosEqPav	18 Terry Fator @ TGP Dave Matthews Band @ DosEq...
19 Ben Platt @ Music Factory India.Arie @ TGP	20 Victoria Day 35+ League 7 - 10:30 PM	21 Ariana Grande @ AAC	22	23 Allen Citizen Police Acad... 6:30 - 8:30 PM	24	25 Wylie Graduations 8 AM - 5 PM
26 John Paul II Graduation 12 - 5:30 PM Kirk Franklin Exodus Festival @... David Gray @ TGP BFD @ DosEqPav	27 Memorial Day	28	29	30 Princeton Graduation 1 - 10 PM Wisn y Yandel @ Music Factory	31 McKinney Graduations 7 AM - 11:59 PM	1 Lovejoy Graduation 7 AM - 12 PM Melissa Graduation 1 - 6 PM Anjelah Johnson @ Music Factory

June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 John Paul II Graduation 12 - 5:30 PM  Kirk Franklin Exodus Festival @ ...  David Gray @ TGP  BFD @ DosEqPav	27 Memorial Day	28	29	30 Princeton Graduation 1 - 10 PM  Wisn y Yandel @ Music Factory	31 McKinney Graduations 7 AM - 11:59 PM	1 Lovejoy Graduation 7 AM - 12 PM Melissa Graduation 1 - 6 PM  Anjelah Johnson @ Music Factory
2	3 Seibo Auto Demonstration All Day	4 Seibo Auto Demonstration All Day	5 Seibo Auto Demonstration All Day	6 Seibo Auto Demonstration All Day	7 Seibo Auto Demonstration All Day  Derek Hough @ VT	8  Kidz Bop @ Music Factory  Travis Tritt & CDB @ TGP  Jimmy Buffett @ DosEqPav
9 Shavuot Begins	10 Shavuot Ends 35+ League 7 - 10:30 PM	11	12	13 Spa Show 7 AM - 11:59 PM	14 Flag Day (USA) Spa Show 12 AM - 11:59 PM  Weird Al @ Music Factory  Florida Georgia Line @ DosEqPav  Paul McCartney @ Globe Life P...	15 Spa Show 12 AM - 11:59 PM  Hootie & The Blowfish @ DosEq...
16 Father's Day Spa Show 12 AM - 11:59 PM ACIR Programming 6 AM - 3 PM	17 Spa Show 12 AM - 11:59 PM 35+ League 7 - 10:30 PM	18 Blood Drive 6 AM - 7 PM NTXD Campmeeting 7 AM - 11:59 PM	19 NTXD Campmeeting 12 AM - 11:59 PM  COA New Emp. Orientation  Hugh Jackman @ AAC	20 NTXD Campmeeting 12 AM - 11:59 PM	21 NTXD Campmeeting 12 AM - 11:59 PM  Jeff Dunham @ AAC	22  Jeff Dunham @ AAC  ODESZA @ DosEqPav
23  Brit Floyd @ TGP	24 St. Jean Baptiste Day 35+ League 7 - 10:30 PM	25  JoJo Siwa @ TGP	26	27  Jason Isbell @ Music Factory	28  Jon Bellion @ Music Factory	29  Allen USA  Roberto Tapia @ TGP  Train/ Goo Goo Dolls @ DosEqP...
30	1 Canada Day	2  Dead & Co @ DosEqPav	3  Coheed & Cambria @ Music Fa...	4 Independence Day Holiday All Day	5	6  Santana @ DosEqPav

July 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Canada Day	2 Dead & Co @ DosEqPav	3 Coheed & Cambria @ Music Fa...	4 Independence Day Holiday All Day	5	6 Santana @ DosEqPav
7	8 35+ League 7 - 10:30 PM	9	10	11	12	13 Michael McDonald & Chaka Kh...
14 Conversion to Gun Show All Day	15 Lighting control replace... 7 AM - 11:59 PM 35+ League 7 - 10:30 PM	16 Lighting control replace... All Day	17 Lighting control replace... All Day COA New Emp. Orientation	18 Lighting control replace... All Day	19 Premier Gun Show 12 AM - 11:59 PM Lighting control replace... All Day	20 Premier Gun Show All Day
21 Premier Gun Show All Day	22 Lighting control replace... 7 AM - 11:59 PM Conversion to PBR All Day 35+ League 7 - 10:30 PM Shawn Mendes @ AAC	23 Lighting control replace... All Day Queen @ AAC	24 Lighting control replace... All Day Guns & Hoses tasting All Day	25 Lighting control replace... All Day	26 Lighting control replace... All Day Third Eye Blind & Jimmy Eat W...	27 Beck/ Cage the Elephant @ Do...
28	29 35+ League 7 - 10:30 PM	30	31 PBR 12 AM - 11:59 PM	1 PBR All Day	2 PBR All Day	3 PBR All Day Ladies Night Out @ TGP

August 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 35+ League 7 - 10:30 PM	30	31 PBR 12 AM - 11:59 PM	1 PBR All Day	2 PBR All Day	3 PBR All Day 📄 Ladies Night Out @ TGP
4 PBR All Day 📄 Sublime w/ Rome @ Music Fac...	5 Civic Day Conversion from PBR All Day 35+ League 7 - 10:30 PM	6 AA Prospect Lunch 11:30 AM - 1 PM	7 AISD Convocation All Day ACIR MHOA Meeting 5:30 - 10 PM	8	9 Karate4Kids/Texas Twister 12 AM - 11:59 PM	10 Karate4Kids/Texas Twister All Day 📄 Cowboys PS away 8:00
11 Tish'a B'Av Dude Perfect All Day	12 Dude Perfect 2nd show All Day	13 Security Camera replace... All Day	14 Security Camera replace... All Day ACIR MHOA Meeting 5:30 - 10 PM 📄 COA New Emp. Orientation	15 Security Camera replace... All Day	16 Security Camera replace... All Day	17 Futsal League Event All Day 📄 Pancho Barraza @ Music Factory 📄 Cowboys PS Away 9:00
18 📄 Vampire Weekend @ Music Fac...	19 Security Camera replace... All Day 35+ League 7 - 10:30 PM	20 PD training--S. Garage L3 All Day Security Camera replace... All Day	21 Security Camera replace... All Day	22 Spa Show 12 AM - 11:59 PM	23 Spa Show All Day 📄 O.A.R. @ Music Factory 📄 Heart @ DosEqPav	24 Spa Show All Day 📄 Lost 80's @ TGP 📄 Cowboys PS Home 9:00 PM
25 Spa Show All Day ACIR DFSC Event 6 AM - 12 PM	26 Spa Show All Day 35+ League 7 - 10:30 PM	27 Security Camera replace... All Day	28 Security Camera replace... All Day	29 Security Camera replace... All Day 📄 Bethel Music @ TGP 📄 Cowboys PS Home 7:00 PM	30 📄 Bethel Music @ TGP	31 📄 Bethel Music @ TGP






September 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Backstreet Boys @ AAC	2 Labor Day, Labour Day	3 Security Camera replace... All Day	4 Security Camera replace... All Day	5 Security Camera replace... All Day John Mayer @ AAC	6 Guns & Hoses Boxing 12 AM - 11:59 PM	7 Guns & Hoses Boxing All Day
8 Guns & Hoses Boxing All Day Mark Knopfler @ TGP Cowboys v Giants HOME 3:30	9 Conversion to H & G 7 AM - 11:59 PM 35+ League 7 - 10:30 PM	10 Conversion to H & G All Day	11 Home & Garden Show 12 AM - 11:59 PM	12 Home & Garden Show All Day	13 Home & Garden Show All Day	14 Home & Garden Show All Day
15 Home & Garden Show All Day Cowboys @ Wash AWAY 12:00	16 Home & Garden Show All Day Rhea Lana Unload 7 - 10 PM 35+ League 7 - 10:30 PM	17 Rhea Lana 12 AM - 11:59 PM	18 Rhea Lana All Day COA New Emp. Orientation	19 Rhea Lana All Day	20 Rhea Lana All Day	21 Rhea Lana All Day Irion Maiden @ DosEqPav
22 Rhea Lana All Day Cowboys v Miami HOME 12:00	23 Rhea Lana All Day 35+ League 7 - 10:30 PM	24 Rhea Lana All Day Carrie Underwood @ AAC	25 Rhea Lana All Day	26 Rhea Lana All Day	27 Rhea Lana All Day The Who @ AAC	28 Bridal Show Inc 12 AM - 11:59 PM
29 Bridal Show Inc All Day Cowboys @ NO AWAY 7:20	30 Rosh Hashana Begins Ice Build All Day 35+ League 7 - 10:30 PM	1 Rosh Hashana Ends Ice Build All Day AA Faceoff Luncheon--Lo... 11:30 AM - 1 PM	2 Ice Build All Day Allen American's Golf Classic	3 Ice Build All Day Hiring Fair All Day	4 Ice Build All Day Conversion - TPAD All Day	5 TPAD 7 AM - 11:59 PM AA- PS Game (ACIR) All Day Christian Nodal @ Music Factory

October 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Bridal Show Inc All Day  Cowboys @ NO AWAY 7:20	30 Rosh Hashana Begins Ice Build All Day 35+ League 7 - 10:30 PM	1 Rosh Hashana Ends Ice Build All Day AA Faceoff Luncheon--Lo... 11:30 AM - 1 PM	2 Ice Build All Day  Allen American's Golf Classic	3 Ice Build All Day Hiring Fair All Day	4 Ice Build All Day Conversion - TPAD All Day	5 TPAD 7 AM - 11:59 PM AA- PS Game (ACIR) All Day  Christian Nodal @ Music Factory
6 Ice Build All Day Conversion - Hockey All Day  Cowboys vs Green Bay HOME 3...	7 Ice Build All Day 35+ League 7 - 10:30 PM	8 Ice Build All Day	9 Yom Kippur Ice Build All Day	10 Ice Build All Day Americans Media Lunche... 11 AM - 2 PM	11 AA Game- Tulsa 7 AM - 11:59 PM	12 ACIR Use- Regional Exhib... All Day  Billy Joel @ Globe Life Park  TX-OU GAME
13 ACIR Programming on AE... 7 - 10:30 PM  Marco Antonio Solis @ AAC  Cowboys @ NY AWAY 3:25	14 Columbus Day, Sukkot Begins, Thanksgiving 35+ League 7 - 10:30 PM ACIR Programming on AE... 7 - 10:30 PM	15 ACIR Programming on AE... 7 - 10:30 PM	16 ACIR Programming on AE... 7 - 10:30 PM  COA New Emp. Orientation	17 ACIR Programming on AE... 7 - 10:30 PM	18 AA Game- UTA 7 AM - 11:59 PM	19 AA Game- UTA 7 AM - 11:59 PM Down Home/Chalk TW 12 - 4 PM
20 Sukkot Ends ACIR Programming on AE... 7 - 10:30 PM  Cowboys vs Phi HOME 7:20	21 Shmini Atzeret 35+ League 7 - 10:30 PM ACIR Programming on AE... 7 - 10:30 PM	22 Simchat Torah ACIR Programming on AE... 7 - 10:30 PM	23 ACIR Programming on AE... 7 - 10:30 PM	24 ACIR Programming on AE... 7 - 10:30 PM	25 ACIR Programming on AE... 7 - 10:30 PM	26 College Club Hockey Pre... 12 AM - 5 PM AA Game- IDH 12 AM - 11:59 PM  Dane Cook @ Music Factory  Kingdom Hearts Orchestra @ T...  Zac Brown Band @ DosEqPav
27 AA Game- IDH 12 AM - 11:59 PM Allen American's Post-Ga... 9:30 - 10:30 PM	28 PD/FD Training All Day ACIR Tennant Meeting 6:30 - 7:30 PM 35+ League 7 - 10:30 PM ACIR Programming on AE... 7 - 10:30 PM	29 PD/FD Training All Day ACIR Programming on AE... 7 - 10:30 PM	30 PD/FD Training All Day ACIR Programming on AE... 7 - 10:30 PM	31 Halloween PD/FD Training All Day ACIR Programming on AE... 7 - 10:30 PM  The Chainsmokers @ AAC	1 AA Game- RC 7 AM - 11:59 PM	2 AA Game- RC 12 AM - 11:59 PM Jr. Hockey Pre-Game 2 - 5 PM

Confirmed

-  No contract
-  Pending contract
-  Signed contract
-  Blackout
-  Internal

Hold

-  No contract
-  Pending contract
-  Signed contract
-  Blackout
-  Internal

Prospect

-  No proposal sent
-  Proposal sent
-  Internal



P.O. Box 2146
HOUSTON, TEXAS 77252
(713) 529-0202 PHONE
(713) 524-4454 FAX

June 3, 2020

City of Allen
Purchasing
305 Century Parkway
Allen, TX 75013

Thank you for the opportunity to submit our response to RFP No. 2020-5-96 (Building Operations and Conversion). As you are aware FW Services, Inc. DBA Pacesetter Personnel Services (Pacesetter) has been providing service to the City of Allen Golf Course since June 2004 and we are excited about the prospects of again partnering with the City of Allen.

Pacesetter has been providing temporary workers to companies and municipalities in Texas since 1992. In those 23 years, we have provided employment for thousands of Texans who have helped build Texas. As an industry leader, Pacesetter Personnel Services has developed a time tested and proven method to serving our client's.

After we enter into a contract with the City of Allen, one of our Safety Specialist will work with the City of Allen Risk Management Department to insure that our employees have a safe working environment.

Once you have reviewed our response to RFP No. 2020-5-96, should you need further information, or have any questions please feel free to contact me.

We look forward to continuing our long relationship.

Mark Birenbaum
Manager
Pacesetter Personnel Services

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- Requirements
 - o Project Objective
 - o Proposal Requirements
 - o Immediate action that FW Services, Inc. DBA Pacesetter Personnel Services will take to replace workers that do not meet job specifications.
 - o Options that could be used by the District that might be advantageous to both parties.
 - o Capabilities of FW Services, Inc. DBA Pacesetter Personnel Services to perform the work and provide the items involved in a competent and expeditious manner.
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Emergency Medical Procedures

Statement of Understanding Description

Testing

Training

Workers Compensation and General Liability policies

Screening

ORGANIZATION AND STAFF QUALIFICATIONS

1. Ongoing recruitment and selection process used to maintain an ample an ample Pool of qualified temporary staff positions.

A. FW Services, Inc. DBA Pacesetter Personnel Services recruits our workers as follows:

- a. We maintain six offices in the Dallas Area that are for the recruiting all types of positions.
- b. We use a large variety of job boards including but not limited to InDeed, Career Builder, Simply Hired, Craigslist.
- c. We work with Veterans Organizations, Trade Schools; Community Colleges;
- d. Texas Workforce Commission, and Newspapers.
- e. When we are looking for qualified employees we will utilize any method we
- f. can until we locate the employees we need and that is why we say YOUR
LABOR IS OUR BUSINESS.

2. Description of the process that FW Services, Inc. DBA Pacesetter Personnel

Services uses to access the workplace readiness of temporary staff:

A. FW Services, Inc. DBA Pacesetter Personnel Services we strive to attract and retain employees who are not just qualified, but enjoy their work and are willing to adapt into the framework of each job assigned. We make every effort to provide a quality work force to assist our clients in any and every facet of their project.

B. Fundamentals of our assessment process include:

- a. We start with quality employees, our emphasis on recruitment and orientation.
- b. Regular monitoring and evaluation, employee performance is kept at a high standard.
- b. Performance at all levels is recognized as outstanding, acceptable, and unacceptable.

- c. Each level of performance warrants feedback and provides a roadmap toward our goal of preventing issues that cause unsatisfactory performance.
- d. Necessary levels of corrective action are taken for unacceptable evaluations.
- e. Verification that corrective action has resolved the issue at hand is required.
- £ Correspondence and evaluations are kept in appropriate files.
- g. Employees who fail to report to job assignment are removed from our available list.

3. Description of the process that FW Services, Inc. DBA Pacesetter Personnel Services uses to access the job specific skill levels of temporary staff.

- A. The process used by FW Services, Inc. DBA Pacesetter Personnel Services process that FW Services, Inc. DBA Pacesetter Personnel Services starts with a meeting with the appropriate person/ persons at the City of Allen to determine the job specific skills they are expecting.
- B. The next step is to meet with our recruiting staff to insure they understand they job skills that the City of Allen is looking for.
- C. The recruiters then interview each applicant for those skills and verify past employment history.
- D. This will insure that the City of Allen is only sent temporary employees with the skills they are expecting.

4. Requirements within Section C and Attachment A.

A. Project Objective

- a. The Project objective for FW Services, Inc. DBA Pacesetter Personnel Service is to provide the City of Allen with the number of qualified workers they order each day.

- b. They assigned City of Allen official will be provided with a head count upon delivery.
- c. Should the head count be less than the number requested the City of Allen official will be advised when the additional workers will be delivered.
- d. Any worker dismiss by the District due to unsatisfactory service will not return to any district location.

B. Proposal Requirements

- a. Performance Plan outlining the method to be used that the City needs are met.
 - 1. Our Performance Plan is a combination of the sections concerning:
 - Ongoing recruitment and selection process used to maintain an ample an
ample pool of qualified temporary staff positions.
 - Description of the process that FW Services, Inc. DBA Pacesetter Personnel
Services uses to access the workplace readiness of temporary staff.
 - Description of the process that FW Services, Inc. DBA Pacesetter Personnel
Services uses to access the job specific skill levels of temporary staff.

C. Detail Description of vehicles used to transport laborers to and from the various work sites.

2 - 2011 Ford E 350 Vans

1 - 2012 Ford E350 Van

2 - 2013 Ford E 350 Vans

All vans are 15passenger.

D. Immediate action that FW Services, Inc. DBA Pacesetter Personnel Services will take to replace workers that do not meet job specifications.

- 1. If you are unsatisfied for any reason with the performance of a worker provided by FW

Services, Inc. DBA Pacesetter Personnel Services, contact us within the first two hours of service and you will not be charged for that worker.

We will replace that worker immediately.

E. Options that could be used by the District that might be advantageous to both parties.

1. FW Services, Inc. DBA Pacesetter Personnel Services can repeat workers that are Satisfactory with the City, if the City official will so indicate on the workers time ticket each day.

F. Capabilities of FW Services, Inc. DBA Pacesetter Personnel Services to perform the work and provide the items involved in a competent and expeditious manner.

1. FW Services, Inc. DBA Pacesetter Personnel Services has been providing governmental entities and clients in Texas with qualified temporary since 1992. In the Dallas/ Fort Worth area we have 6 offices and dispatch approximately 400 workers each day.

2. Additionally, we have been providing workers to the City of Allen for the last 11 years.

3. See Attachment I for Professional Profile of key personnel for FW Services, Inc. DBA Pacesetter Personnel.

G. Points of Contact

1. Primary Contact

David Quatrino, General Manager

2300 Valley View Lane, Suite 635

Irving, Texas 75062

Office: (972)926-0202

Cell: (214)641-5430

E-Mail: dguatrino@pps.com

2. Secondary Contact

Jack Holley, Account Manager

2300 Valley View Lane, Suite 635

Irving, Texas 75062

Office: (972)926-0202

Cell: (214)213-6451

E-Mail: jholley@pps.com

3. Corporate Contact

Mark Birenbaum

Manager

PO Box 2146

Houston, TX 77252

Office: (713) 529-0202 ext 280

Cell: (713) 444-5768

E-Mail markb@pps.com

H. Cancellation and Show up Notices

1. There is a minimum of 2 hours advanced notice in the event of a cancellation of service.

2. There is the minimum number of 2 hours charge in the event the required advance notice is not met.

I. Attachment A

1. FW Services, Inc. DBA Pacesetter Personnel Services can provide workers that meet the specifications of Attachment A

EXAMPLE OF RECORD OF HOURS WORKED

A. See Attachment II & Attachment III



Customer:
Attention:
Address:

Invoice:
Week Ending:
Office:
Phone:
Territory:

Account#:

Remit to:

Billing Inquiries:

P.O.Box 2324, Houston, TX 77252-2324

rebill@pps.com or 1-888-529-0202 ext. 121

Billing Detail For: 11465 MAXWELL ROAD

EMPLOYEE	TICKET#	TICKETDATE	HOURS	SILL RATE	BILL TOTAL
----------	---------	------------	-------	-----------	------------

Regular Hours:

Overtime Hours,

Total Hours,

Pay This Amount:

SAMPLE



P.O. Box 2146
Houston, TX 77252-2146

Office:
Phone:

TIN:
Territory:
Account#:

Invoice# 69164ATL
For Week Ending 4/5/2015

Total Due: \$

Payment Due Upon Receipt

This invoice includes wages and taxes already paid.

SAMPLE

BILLING SUMMARY: 11465 MAXWELL ROAD

Regular Hours	Overtime Hours	Total Hours	Amount Due
			\$

Need workers elsewhere? Check Us Out At:

PPS . COM

Or Contact Us At: 713-47LABOR

To insure proper credit, please detach and submit along with your payment.

Due upon receipt. This invoice includes wages and taxes already paid.



Account#	Week Ending Date	Invoice #	Please Pay this Amount
			\$

Remit to:

Pacesetter Personnel Services
P.O. Box 2324
Houston, TX 77252-2324

Amount Enclosed \$

Check#

WASTE MANAGEMENT
11465 MAXWELL RD
ALPHARETTA GA 30004

It is prohibited for anyone working on rooftops, ladders and scaffolding on any structure 6 feet above ground level.

J. No.

WEEKLY TIME TICKET

CUSTOMER:

ACCOUNT NO.:

SPECIAL INSTRUCTIONS:

REPORT TO:

JOB SITE:

NAME:

SOCIAL SECURITY #:

TO THE CUSTOMER

Date | Shift | Finish | Wicket | Hours | TOTAL

There is a four hour minimum charge per employee per day.

MON

There is a four hour minimum charge per employee per day.

TUES.

Please fill in the hours worked by 1M employee in the nearest quarter hour and sign below.

WED.

Return one copy. Do not deduct money or pay employee less than 10. Hours rendered as you will be billed.

THURS.

THIS IS A TRUE AND CORRECT STATEMENT OF THE WORK DONE BY THE EMPLOYEE ON THE DATE OF THE ASSIGNMENT.

flank 11 For Client's Use

FRI

EMPLOYEE
REPEAT TIME:

EMPLOYEE
REPEAT DATE:

CUSTOMER
SIGNATURE

SAT.

SUN

me

TOTAL HOURS TO NEAREST QUARTER

FOR OFFICE USE ONLY
BEGINNING
ADVANCE

RECEIVED BV

☐ GRINDING WHEELS
☐ WELDING MASK
☐ SAFETY GLASSES
☐ SAFETY GOGGLES

☐ JUMPSUIT (COST \$12.00)
☐ HAZARDOUS
☐ RAIN COAT
☐ BOOTS

☐ CLOTHES
☐ SHOES
☐ TOOL BELT

JOHN
BEGINNING
ADVANCE
ON SALARY

RECEIVED BV

- BY ACCEPTING THIS JOB, I CERTIFY THAT THE ABOVE EMPLOYEE NAME IS MY TRUE AND ONLY NAME AND THAT I HAVE NO PREVIOUS HEAD, NECK OR BACK INJURY.
- MY SIGNATURE ATTESTS THAT I HAVE BEEN PAID IN FULL AND THAT NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THIS ASSIGNMENT.
- WHERE MY SIGNATURE IS COMPLETED, THE NEXT REPORTS TO THE COMPANY NEXT BUSINESS DAY TO THE COMPANY, NY.

IF I AM REASSIGNED TO ANOTHER PROJECT, THE COMPANY WILL BE RESPONSIBLE FOR THE COST OF THE ASSIGNED EQUIPMENT.

SHOULD I FAIL TO
RETURN THE EQUIPMENT
BY THE DUE DATE,
I WILL BE RESPONSIBLE
FOR THE COST OF THE
EQUIPMENT.
THE COMPANY WILL
NOT BE RESPONSIBLE
FOR THE COST OF THE
EQUIPMENT.

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ATTACHMENT!

PROFESSIONAL PROFILE OF KEY PERSONNEL

For

r---.. FWSREVICES, INC. DBA PACESETTER PERSONNEL SERVICES

KENNETH JOEKEL

Chairman of the Board
President/ CEO/ Sectary
Director
30 Years in Personnel
Industry

DAVID BOWERS

Chief Financial
Officer
30 Years in Personnel
Industry

MARC PLOTKIN

Executive Vice President
/Chief Operating Officer
19 Years in Personnel
Industry

BRAD BOWERS

Corporate Credit
Manager
15 Years in Personnel
Industry

MARK BIRENBAUM

Vice President
Payroll Division
28 Years in Personnel
Industry

DAVE STEVENS

Director of Operations
23 Years in Personnel
Industry

DAVID QUATRINO

General Manager
17 Years in Personnel
Industry

JACK HOLLEY

Account Manager
32 Years in Personnel
Industry

Statement of Understanding

Pacesetter Personnel works with arenas throughout the country, and is very familiar with event conversions, having provided those services for several decades for municipalities, stadiums, counties, and other entities.

ATTACHMENT II

... the ... ra - sirterti-n'pohl.btt r rs'fro;;, working' on rooftop. ladders and scaffolding more th'an 6 feet above ground level ,

No.

CUSTOMER:

ACCOUNT NO.:

SPEC1AI INSTRUCT'IONS:

WEEKLY TIME TICKET

HEPORTTO:

JOB SITE:

NAME:

SOCIALSECIRTYY #

Ootn	Star	Finish	Lur>:ii	Hours	TOTAL
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TO THE CUSTOMER

There is a four hour minimum charge per employee per day.
There is a four hour minimum charge per employee per day.
Please note: The four hour minimum charge applies to all employees working on a job for less than 100 hours and is not applicable to employees working on a job for 100 hours or more.
Revised: 11/1/81. Do not deduct money or pay employees for services rendered as you will be billed.
THIS TIME TICKET IS THE PROPERTY OF THE COMPANY. IT IS TO BE USED ONLY FOR THE PURPOSES OF THE COMPANY.
Thank You For calling 9

EMPLOYEE REPEAT NAME: _____
EMPLOYEE REPEAT DATE: _____
CUSTOMER SIGNATURE: **X** _____
me

FOR EMPLOYEE USE ONLY

TOTAL HOURS TO NEAREST QUARTER: _____

0 CIRINOING SHIELDS
0 WELDING T.OOD
0 IFETV GLOSSES
0 SIFETYGOOGLES

0 JUMP SUIT (OOST\$12.1):J)
0 HARDAAT
0 FWNC0af
0 Ooors

0 WORK-CLOTHES
0 GIVE-S
0 WEIGHT BELT

RECEIVING ADVANCE ON SALARY: _____
RECEIVING ADVANCE ON SALARY: _____

1. BY ACCEPTING THIS JOB I CERTIFY THAT THE ABOVE EMPLOYEE NAME IS MY TRUE AND ONLY NAME AND THAT I HAVE NO PREVIOUS HEAD, NECK OR BACK INJURY.
2. MY SIGNATURE ATTESTS THAT I HAVE BEEN PAID IN FULL AND THAT NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THIS ASSIGNMENT.
3. I HAVE MY ASSIGNMENT TIME REPORTED TO THE COMPANY BY THE NEXT BUSINESS DAY TO THE COMPANY FOR ALL ASSIGNMENTS. IF I FAIL TO REPORT MY ASSIGNMENT BY THE NEXT BUSINESS DAY, I WILL BE PENALIZED.

SHOULD THE COMPANY EQUIPMENT LISTED BELOW BE USED BY THE COMPANY, THE COMPANY WILL BE RESPONSIBLE FOR THE EQUIPMENT FROM MY PAY.

EMPLOYEE SIGNATURE

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ATTACHMENT III

FAX TIMESHEETS TO (866) 896-7527.

Weekly Time Sheet

Weekly time sheets must be filled out and signed by employee and approved with management's signature. All notations should be made in ink. Employee and supervisor must initial any corrections.

Oliver time sheets are due by **NOON** on Monday. All other hourly employee's time sheets are due by **NOON** on Tuesday. **NO EXCEPTIONS. ONLY APPROVED TIMESHEETS FILLED OUT PROPERLY AND WITH SIGNATURES WILL BE ACCEPTED,**

Employee Name:		SS				Location:		
Work Date	Start Time	Break (1) Out	Break (1) In	Break (2) Out	Break (2) In	Finish Time	Total Hours	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
		Regular Hours		OT Hours		Vacation Hours		
		Total Hours						

What this time sheet is for: Regular Hours OT Hours Vacation Hours

Signature: _____ Date: _____

Signature: _____ Date: _____

Week Ending: _____

Employee's Signature: _____

Date: _____

Manager's Signature: _____

Date: _____

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EMERGENCY MEDICAL PROCEDURES

► IN THE EVENT THE EMPLOYEES INJURY IS SERIOUS OR LIFE THREATENING:

- **CALL MEDSTAR AT 911 AND GET THE INJURED WORKER MEDICAL ATTENTION.**
- Then contact one of the points of contact listed on the next page.

► If the employees injury is not serious or not life threatening:

- Contact one of the points of contact listed on the next page.
- If the injured employee is working at Fort Worth Operations he should be taken to
Concentra at 2500 West Freeway (BO), Suite 100; Ft. Worth, Texas; (817)882-8700.
- If the injured employee is working at Eagle Mountain Operations he should be taken to either:
 - Concentra at 2500 West Freeway (B O), Suite 100; Ft. Worth, Texas; (817)882-8700.
 - Concentra at 4200 Sandshell Drive; Ft. Worth, Texas; (817)306-9777

POINTS OF CONTACT IN THE EVENT OF A MEDICAL EMERGENCY

Dallas/ Fort Worth

David Quatrino, General Manager
2300 Valley View Lane, Suite 635
Irving, Texas 75062
Office: (972)926-0202
Cell: (214)641-5430
E-Mail: dguatrino@pps.com

Jack Holley, Account Manager
2300 Valley View Lane, Suite 635
Irving, Texas 75062
Office: (972)926-0202
Cell: (214)213-6451
E-Mail: jholley@pps.co

Corporate

Kathy Falk, Director of Insurance 3203
West Alabama
Houston, Texas 77098
Office: (713)529-0202 ext. 109
Cell: 281)642-6198
kfalk@ppsc.com



INTERNAL PROCEDURES CONFIDENTIAL ACCIDENT REPORTING PROCEDURES

- I. Send employee to clinic, hospital, if needed. Make sure the injury is **verified** with the customer **PRIOR** to authorizing medical treatment. (Unless the injury is life threatening)
2. **Immediately** phone the injury in to Kathy in Houston at (713) 529-0202, ext. 109, or Carolina ext. 238, regardless of time. Email injured employees name with as much information concerning the extent of the injury to **injurv(@).pps.com**.
3. In-house post accident drug test **MUST** be performed the **day of the injury**. If the employee is hospitalized, call corporate office to get instructions.
4. Fax the following forms to Kathy or Carolina at (713) 418-3290 or email to **kfalk@pps.com** or **ccuellar(a).pps.com**: (overnight originals to Corporate-Ins Dept)
 - _____ a. 1st report of injury
 - _____ b. Injury verification
 - _____ c. Supervisor and/or witness statements
 - _____ d. Qmy of employment application and work ticket
 - _____ e. Chain of custody and/or results
 - _____ f. Employee understanding acknowledgement
 - _____ g. Employee statement of injury
 - _____ h. Medical authorization release
 - _____ i. Employee Acknowledgement of Workers' Compensation Network
 - _____ j. Notice of light duty availability policy
 - _____ k. Notice of availability of light duty
 - _____ l. Light or full duty release from doctor
 - _____ m. Medical refusal (if applicable) Post accident drug screen **MUST** be performed the same day even if employee refuses medical
5. Notify Kathy or Carolina **immediately** of **any** change in work status, IE light duty, and/or not reporting for light duty, off work, etc. Make sure you fax or overnight paperwork to Houston within 24 hours.
6. Inform all medical providers to mail all medical bills to:

Pacesetter Personnel Services

P.O. Box 108

Houston, Texas 77001

MAKE ABSOLUTELY CERTAIN THAT ALL LIFE-THREATENING INJURIES INCLUDING DEATH OR CRITICAL INJURIES ARE PHONED IN IMMEDIATELY UPON YOUR KNOWLEDGE OF SUCH AN OCCURRENCE.

Life Threatening or Serious Injuries call:

Kathy Falk (713) 642-6198 • Carolina Cuellar (713) 385-3818

Testing, Training, Screening

Pacesetter Personnel Services tests all

applicants for job suitability,

and offer a guarantee for all

employees dispatched.

Training is provided by our OSHA certified

safety specialists, based on

client needs.

All workers are screened per the City of

Allen's requirements, as

listed.

Workers Compensation and General Liability

Pacesetter Personnel Services maintains

high limit insurance insurance

for the comfort of our clients.

We work with an A rated carrier, and a full

service safety program to

ensure worker safety.



Date: 5/26/2020

ADDENDUM 1

2020-5-96

Building Operations and Conversion

The following items take precedence over the initial bid specifications, where supplemented here. The original requirements, not affected by this addendum, shall remain in effect.

Action

- Specification - RFP 2020-5-96 Building Operations and Conversion
 - Remove *"The Allen Event Center Building Operations and Conversion has an estimated annual expenditure of \$350,000.00"* under Scope of Work

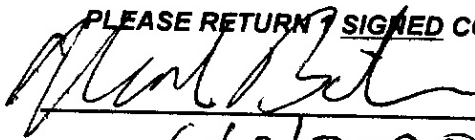
Questions and Answers

1. What is the budget?

Answer: The estimate annual expenditure of \$275,000 00 was listed under Section III.

*****There will not be a public opening for this solicitation, as this is a request for proposal. A list of submitting vendors will be available after the due date.**

PLEASE RETURN SIGNED COPY OF THIS ADDENDUM WITH YOUR PROPOSAL



6/3/2020

Signature of Officer

Date



Date: 5/27/2020
ADDENDUM 2
2020-5-96

Building Operations and Conversion

The following items take precedence over the initial bid specifications, where supplemented here. The original requirements, not affected by this addendum, shall remain in effect.


Action

SUBMISSION OF BIDS/PROPOSALS

Electronic responses submitted via our online bidding system (<http://allentx.ionwave.net>) are the preferred method of receiving responses for all solicitations. However, all methods detailed in this solicitation are acceptable. **All bids/proposals will be sealed** and received by the City of Allen Purchasing Office. If proposer submits a hard copy, bids/proposals shall be in one envelope clearly marked: Bid Number, Title, and Opening Date on the outside of the envelope containing the bid/proposal. Vendor shall call Eva Badali at 214-509-4631 when deliver this proposal package to the second floor at City of Allen. If the purchasing contact cannot be in the office, then arrangements should be made with another purchasing staff to collect the bids.

The City of Allen strongly encourages bidders to submit their response to all bids electronically.

****There will not be a public opening for this solicitation, as this is a request for proposal. A list of submitting vendors will be available after the due date.*

PLEASE RETURN 1 SIGNED COPY OF THIS ADDENDUM WITH YOUR PROPOSAL

4/3/2020

Signature of Officer

Date

our SOP's of our SWMP. Follow the link for our SOP's
<http://www.cityofallen.org/933/Storm-Water-Management>

2.55 COOPERATIVE PURCHASING: As permitted under Interlocal Cooperation Act C Texas Government Code, Chapter 791, other governmental entities may wish to also participate under the same terms and conditions contained in this contract. If this bid is not specifically for the Collin County Governmental Purchaser's Forum, each entity wishing to participate must have prior authorization from the City of Allen and the vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. The City of Allen shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by the entities. Bidder is to state their willingness to allow other governmental entities to participate in this contract, if awarded. Vendors bidding products other than those specified should submit technical specification literature with bids.

IS YOUR FIRM WILLING TO ALLOW OTHER GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS?

_____YES ☒ NO

REFERENCES

1. Vendor shall have a minimum of FIVE (5) years of experience

Does your firm meet this requirement? ☒ Yes ☐ No

2. Proposers must submit with their proposal a list of at least five (5) current references.

References should include a contact name, email address and telephone number for jobs/contracts in the Public and/or Private Sectors that are equal to the size and complexity of the City of Allen's requirements, provided herein.

PROPOSAL RESPONSE DOCUMENTS/ PROPOSAL FORMAT AND CONTENT

The City of Allen discourages lengthy and costly proposals, however, in order for the City to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide the information requested.

In order to be considered as responsive, the Proposer shall submit with their Proposal, such documentation as is necessary or required to attest to the company's capabilities and qualifications to perform the work as specified and all aspects of this contract in a competent manner. RFP responses shall be submitted professionally to include clearly identifiable sections, in the same order for each section as required. Also, include the RFP Pricing.

EVALUATION PROCESS AND SELECTION CRITERIA

The objective of this evaluation process is to identify and select the proposer that best satisfies the requirements of the City of Allen. The City of Allen's staff that will be responsible for these services will evaluate all proposals received by the submission deadline. The evaluation committee will review, rate and rank each proposer's proposal in accordance with the weighted ranking criteria contained in this document. RFP responses shall remain confidential until the contract has successfully been awarded.

If deemed necessary to the evaluation process, the City reserves the right to conduct presentations/interviews with proposers at no cost to the city.

There are 100 possible points for this proposal evaluation, as follows:

PRICE	30 points
PROPOSER QUALIFICATIONS AND EXPERIENCES	30 points
REFERENCES	10 points
STAFFING STRUCTURE AND PLAN	30 points

BID ENDORSEMENT

The undersigned, in submitting this bid proposal and their endorsement of same, represents that they are authorized to obligate their firm, that they have read this entire bid proposal package, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if entire Bid Package plus any/all attachments is returned with all blanks filled in.

SUBMITTED BY:

Pacesetter Personnel Services
(OFFICIAL Firm Name)

By: [Signature]

(Original Signature) **Must be signed to be considered responsive**

Mark Birenbaum
(Typed or Printed Name)

Manager 6/3/2020
(Title) (Date)

Remittance Address: PO Box 2146

Houston TX 77252

Phone #: 713 529-0202 (Zip Code)

Fax #: 713 418-3233

E-Mail Address: Mark@pps.com

If an addendum is issued for this bid, please acknowledge receipt.

ADDENDUMS/AMENDMENTS:

- 1) 6/3/2020 date acknowledged
- 2) 6/3/2020 date acknowledged
- 3) _____ date acknowledged

Bid Attributes

1	Proof of Insurance Submit proof of insurance that meets the City's minimum insurance requirements. An insurance certificate naming the City as additional insured is to be furnished upon award by the successful bidder or offerer. A waiver of subrogation must apply to all lines. The Certificate Holder box will read as follows: City of Allen, 305 Century Pkwy, Allen, TX 75013. <input checked="" type="checkbox"/> COMPLETE <i>(Required: Check if applicable)</i>
2	Bid Endorsement Form <input checked="" type="checkbox"/> COMPLETE <i>(Required: Check if applicable)</i>
3	Workforce Composition Form <input checked="" type="checkbox"/> COMPLETE <i>(Required: Check if applicable)</i>
4	Affidavit of No Prohibited Interest Form <input checked="" type="checkbox"/> COMPLETE <i>(Required: Check if applicable)</i>
5	Conflict of Interest Questionnaire Form <input checked="" type="checkbox"/> COMPLETE <i>(Required: Check if applicable)</i>
6	1295 Form Form must be completed online, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm <input checked="" type="checkbox"/> COMPLETE <i>(Required: Check if applicable)</i>
7	Bidders Qualification Statement <input checked="" type="checkbox"/> Bidders Qualification Statement <i>(Required: Check if applicable)</i>
8	Supplemental Information <input checked="" type="checkbox"/> Supplemental Information <i>(Required: Check if applicable)</i>
9	Addendum The offeror is required to acknowledge receipt of any amendments by submitting a signed copy of each amendment issued. Signed copies must be submitted as part of the signed proposal submittal. <input checked="" type="checkbox"/> Addendum <i>(Required: Check if applicable)</i>
10	Bid Sheet (Pricing) <input checked="" type="checkbox"/> Bid Sheet (Pricing) <i>(Required: Check if applicable)</i>

EXHIBIT 3

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

N/A
No relationship

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

2. Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? Yes____ No____

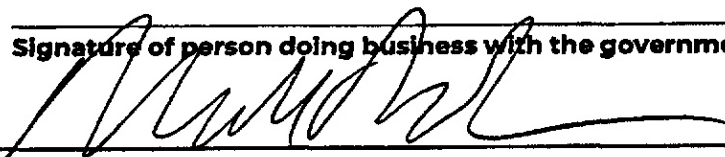
B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity Yes____ No____

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes____ No____

D. Describe each employment or business relationship with the local government officer named in this section.

3. Signature of person doing business with the governmental entity

Date



6/13/2020

**EXHIBIT 5
SUPPLEMENTAL INFORMATION**

Please provide the following information for contract development:

Is the company a	1	Sole Proprietorship	_____ Yes _____ No?
	2	General Partnership	_____ Yes _____ No
	3	Limited Partnership	_____ Yes _____ No
	4	Corporation	<input checked="" type="checkbox"/> Yes _____ No
	5	Other	_____ Yes _____ No

If the company is a **sole proprietorship**, please list the owner's full legal name, the name under which business is conducted (i.e. d/b/a), the address for the company, including the state and county in which your business is located:

If the company is a **general partnership**, please list the exact name of the partnership, whether it is a partnership formed under the laws of the State of Texas or another state, the business address for the partnership, including the state and county, and list of the names of all of the partners for the partnership:

If the company is a **limited partnership**, please list the exact name of the limited partnership, whether it is a limited partnership formed under the laws of the State of Texas or another state, the business address for the limited partnership, including the state and county, and list the names of all the general partners for the partnership:

If the company is a **corporation**, please list the exact name of the corporation, whether it is a corporation formed under the laws of the State of Texas or another state, the business address for the corporation, including the state and county, and list the names of all of the officers for the corporation:

F.W. Services, Inc. DBA Pace Setter Personnel
Services PO Box 2324, Austin, TX 78752 Kantoctok's product

If the company is **another entity** not listed above, please list the exact name and type of company, the state under which it is formed, the business address for the company, including the state and county, and list the names of all of the persons authorized to act on the company's behalf:

Is the company a minority, or woman owned business enterprise?

☒ No _____ Yes if yes, specify _____ MBE _____ WBE

Has the company been certified as a minority/woman owned business by any governmental agency?

☒ No _____ Yes

If yes, specify the governmental agency: _____

Date of certification: _____

our SOP's of our SWMP. Follow the link for our SOP's
<http://www.cityofallen.org/933/Storm-Water-Management>

2.55 COOPERATIVE PURCHASING: As permitted under Interlocal Cooperation Act C Texas Government Code, Chapter 791, other governmental entities may wish to also participate under the same terms and conditions contained in this contract. If this bid is not specifically for the Collin County Governmental Purchaser's Forum, each entity wishing to participate must have prior authorization from the City of Allen and the vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. The City of Allen shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by the entities. Bidder is to state their willingness to allow other governmental entities to participate in this contract, if awarded. Vendors bidding products other than those specified should submit technical specification literature with bids.

IS YOUR FIRM WILLING TO ALLOW OTHER GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS?

_____ YES ☒ NO

EXHIBIT 2

AFFIDAVIT OF NO PROHIBITED INTEREST

I, the undersigned, declare and affirm that no person or officer in this sole proprietorship, partnership, corporation, or board has or will have during the term of this contract a prohibited interest as that is defined in City Charter Section 10.05.

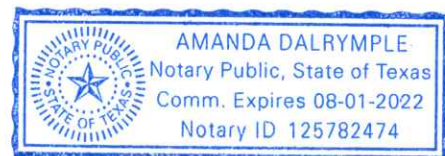
I further understand and acknowledge that the existence of a prohibited interest at any time during the term of this contract will render the contract voidable.

Pacesetter Program Services
Name of Contractor
By: [Signature]
Signature
Mark Sirabann
(Print Name)
Manager
(Title)

STATE OF TEXAS §
COUNTY OF Harris §

SUBSCRIBED AND SWORN TO before me this 4 day of June 2020.

[Signature]
Notary Public, State of Texas





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/31/2020 2/25/2020

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

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

PRODUCER	LOCKTON COMPANIES 3657 BRIARPARK DRIVE, SUITE 700 HOUSTON TX 77042 866-260-3538	CONTACT NAME PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Republic-Vanguard Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED	Pacesetter Personnel Services 1440549 P.O. Box 108 Houston TX 77001	NAIC # 40479

COVERAGES CERTIFICATE NUMBER: 16606162 REVISION NUMBER: XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR LWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMP/OP AGG \$ XXXXXXXX
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> X HIRED AUTOS ONLY <input checked="" type="checkbox"/>	Y	Y	CNO555051305 (HNO)	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION See Attachments

16606162

City of Allen
its officers, agents and employees
Purchasing Division
305 Century Parkway
Allen TX 75013

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

Policy number CNO555051305 (HNO) includes a blanket notice of cancellation to certificate holders endorsement, providing for 30 days' advance notice if the policy is cancelled by the company other than for nonpayment of premium, 10 days' notice after the policy is canceled for nonpayment of premium. Notice is sent to certificate holders with mailing addresses on file with the agent or the company. The endorsement does not provide for notice of cancellation if the named insured requests cancellation.

Policy number CNO555051305 (HNO) includes a blanket automatic additional insured endorsement that confers additional insured status to the certificate holder only if there is a written contract between the named insured and the certificate holder that requires the named insured to name the certificate holder as an additional insured. In the absence of such a contractual obligation on the part of the named insured, the certificate holder is not an additional insured under the policy.

Policy number CNO555051305 (HNO) includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. In the absence of such a contractual obligation on the part of the named insured, the waiver of subrogation feature does not apply.



RFP #2020-5-96
PRICE SHEET FOR

BUILDING OPERATIONS AND CONVERSIONS

	Est. # of Staff	EST. HOURS (ANNUALLY)	Price Per Hour	Extended Annual Pricing
HOURLY RATES:				
Building Operations Day Crew		5000		
Please list position titles and structure	-	-	-	-
				\$ -
Supervisor	1	1250	\$ 18.20	\$ 22,750.00
Lead 2	1	1250	\$ 21.00	\$ 26,250.00
Conversion Tech 1	2	2500	\$ 14.00	\$ 35,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Building Operations Event Crew		5000		
Please list position titles and structure	-	-	-	-
Supervisor	1	1250	\$ 18.20	\$ 22,750.00
Lead 2	1	1250	\$ 21.00	\$ 26,250.00
Conversion Tech 1	3	2142	\$ 14.00	\$ 29,988.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Building Operations Conversion Crew		7500		
Please list position titles and structure	-	-	-	-
				\$ -
Supervisor	2	375	\$ 18.30	\$ 6,862.50
Lead 2	4	750	\$ 21.00	\$ 15,750.00
Conversion Technician 1	34	6375	\$ 14.00	\$ 89,250.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
ANNUAL TOTAL				\$ 274,850.50

From: [Mark Birenbaum](#)
To: [Eva Badali](#)
Cc: [David Quatring](#); [Jack Holley \(jholley@pacesetterpersonnel.com\)](#)
Subject: Re: [External] Fwd: [External] City of Allen - Best and Final Offer* - RFP #2020-5-96 Building Operations and Conversion
Date: Monday, June 29, 2020 1:23:00 PM

Eva,

Yes ma'am, the figure of \$309,850.50 is our BAFO.

We understand that total price accounts for 20% of the weighed bid criteria.

Should we be awarded the contract, we will work closely with the city staff to reduce hours, where able.

The reality is that in the current pandemic several upcoming events may not occur.

Should this be the case, the total needed man hours will decrease as well, reducing our total cost.

Sincerely,

Mark Birenbaum
 Pacesetter Personnel Services

On Jun 29, 2020, at 12:46 PM, Eva Badali <ebadali@cityofallen.org> wrote:

Thank you. Please confirm the BAFO total in below.

Pacesetter Personnel Services (FW Services, Inc.)	Est. # of Staff	EST. HOURS (ANNUALLY)	Price Per Hour	Extended Annual Pricing
HOURLY RATES:				
Building Operations Day Crew		5000		
Supervisor	1	1250	\$ 18.20	\$ 22,750.00
Lead 2	1	1250	\$ 21.00	\$ 26,250.00
Conversion Tech 1	2	2500	\$ 14.00	\$ 35,000.00
Building Operations Event Crew		5000		
Supervisor	1	1250	\$ 18.20	\$ 22,750.00
Lead 2	1	1250	\$ 21.00	\$ 26,250.00
Conversion Tech 1	3	2142	\$ 14.00	\$ 29,988.00
New	3	2500	\$ 14.00	\$ 35,000.00
Building Operations Conversion Crew		7500		
Supervisor	2	375	\$ 18.30	\$ 6,862.50
Lead 2	4	750	\$ 21.00	\$ 15,750.00
Conversion Tech 1	34	6375	\$ 14.00	\$ 89,250.00
ANNUAL TOTAL				\$ 309,850.50

Thank you

Eva Badali, Sr. Buyer

Purchasing Division
City of Allen | 305 Century Parkway | Allen, TX 75013
O: 214.509.4631 | F: 214.509.4675 | ebadali@cityofallen.org

CityofAllen.org | Visit [Purchasing Department](#) | Sign up for [AllenNews.org Weekly Updates](#)

From: Mark Birenbaum <markb@pacesetterpersonnel.com>
Sent: Monday, June 29, 2020 10:50 AM
To: Eva Badali <ebadali@cityofallen.org>
Cc: David Quatrino <dquatrino@pacesetterpersonnel.com>
Subject: [External] Fwd: [External] City of Allen - Best and Final Offer* - RFP #2020-5-96 Building Operations and Conversion

Eva,

I hope you are doing well and staying safe.

Dave reviewed the numbers and made the following adjustments to correct the total hours.

Thank you again for your help and assistance.

Sincerely,

Mark Birenbaum
PPS

Begin forwarded message:

From: David Quatrino <dquatrino@pacesetterpersonnel.com>
Subject: Re: [External] City of Allen - Best and Final Offer* - RFP #2020-5-96 Building Operations and Conversion
Date: June 29, 2020 at 10:19:44 AM CDT
To: Mark Birenbaum <markb@pacesetterpersonnel.com>

Building Operations Event Crew		5000		
Supervisor	1	1250	\$ 18.20	\$ 22,750.00
Lead 2	1	1250	\$ 21.00	\$ 26,250.00
Conversion Tech 1	3	2142	\$ 14.00	\$ 29,988.00
NEW	3	2500	14.00	\$ 35,000

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