



2019-1-17 Addendum 1 Arch Staffing Group, Inc Supplier Response

Event Information

Number: 2019-1-17 Addendum 1
Title: TEMPORARY STAFFING FOR FOOD AND BEVERAGE
Type: Request for Proposal
Issue Date: 2/14/2019
Deadline: 3/5/2019 03:00 PM (CT)
Notes:

DOWNLOAD THE ATTACMENT FROM 'RESPONSE ATTACHMENTS'. ELECTRONIC SUBMISSIONS ARE ENCOURAGED. NO E-MAIL OR FAX SUBMISSIONS ARE ACCEPTED. NO LATE PROPOSALS WILL BE ACCEPTED.

FOR ADDITIONAL INFORMATION, CONTACT ELLEN ATAIE, SR. BUYER. 214-509-4632 OR EATAIE@CITYOFALLEN.ORG

THIS REQUEST FOR PROPOSAL CONTAINES TWO CONTRACT OPPORTUNTIES FOR DIFFERENT LOCATIONS. INDICATE IN YOUR SUBMITTAL WHICH LOCAITON YOU ARE SUBMITTING FOR. YOU CAN SUBMIT FOR JUST ONE OR BOTH.

Contact Information

Contact: Ellen Ataie Buyer
Address: 305 Century Parkway
Purchasing
Allen, TX 75013

Phone: (214) 509-4632
Email: eataie@cityofallen.org

Arch Staffing Group, Inc Information

Contact: Jon Lark
Address: 1420 W. Mockingbird Ln., Suite 400
Dallas, TX 75247
Phone: (214) 617-2300
Email: jon.lark@archstaffing.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Jonathan Lark

Signature

Submitted at 3/5/2019 12:28:24 PM

jon.lark@archstaffing.com

Email

Response Attachments

COI - City of Allen.pdf

Certificate of Insurance

Form 1295.PDF

Form 1295

Bid Endorsement.PDF

Bid Endorsement

Affidavit.PDF

Affidavit of No Prohibited Interest

Addendum 1.PDF

Addendum 1

Certificate of Interested Parties.PDF

Certificate of Interested Parties

Conflict of Interest.PDF

Form CIQ

Resume - Amy.PDF

Resume - Amy Loveland (formerly Dickerson)

Jon Lark - Resume.pdf

Resume - Jon Lark

Resume - Luana.PDF

Resume - Luana Sullivan

Section V Pricing and Questions.PDF

Section V - Pricing and Questions
Bid Endorsement

Bidders Qualification.pdf

Bidders Qualifications

Bid Attributes

1 Instructions

Required forms can be downloaded from the 'attachments' tab of the eBid solicitation. Documents are to be uploaded as part of the bid submittal or offer in the 'response attachments' section. Call the Purchasing Office with any questions or assistance regarding the eBid system. Pricing can be entered in the line item section. Responses to questions asked in the proposal must be submitted (open-ended format of your choosing) and uploaded in the response attachments section.

If submitting a paper offer, no CDs can be submitted. Jump Drives maybe submitted, but the City is not responsible for the compatibility of the files with the City's computers.

2 Cooperative Purchasing

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

Yes

3 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.

COMPLETE

4 Bid Endorsement Form

COMPLETE

5 Affidavit of No Prohibited Interest Form

COMPLETE

6 Conflict of Interest Questionnaire Form

COMPLETE

7 Number of Years in Business as a Contractor on Related Types of Work

5

8 Has your organization ever failed to complete any work awarded to it? If Yes, please add details.

No

9 Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your organization or its officers? If yes, please add details.

No

1 0	Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? If Yes, Please add details.
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
1 1	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? If yes, please add details.
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
1 2	Refereces & Project History List your most current agreements/contracts, similar to the type of work bid. Include the following: Project Description of Work Owner/Agency Contract Price Contact Person Contact phone or e-mail
1 3	Reference 1: Project, Description, Date, Owner/Agency, Price, Contact Name, Contact phone/e-mail <div style="border: 1px solid black; padding: 5px;"> Legends @ AT&T Stadium Provide staff for all events in seven different departments including; concessions, culinary, suites, banquets, stewarding, pastry and cash bars. Service dates: August 2014 to present Rates vary from \$16.00-\$20.00/hour 2018 client usage: 37000 hours, \$590000 spend Contact:Jaclyn Daringo HR Manager Jaclyn.Darigo@legends.net 817.892.4515 </div>
1 4	Reference 2: Project, Description, Date, Owner/Agency, Price, Contact Name, Contact phone/e-mail <div style="border: 1px solid black; padding: 5px;"> Aramark Sports and Entertainment Provide staff for all events at several facilities (NRG Stadium, Minute Maid Park, Amphitheaters) in the following positions: concession cooks, cashiers, prep cooks, culinary cooks, stewards, suites attendants, banquet servers, and bartenders. Service dates: August 2014 to present Rates vary from \$16.50-\$23.00/hour 2018 client usage: 39000 hours, \$685000 spend Contacts: Chris Devore GM of NRG Stadium devore-chris@aramark.com 832.594.8824 Mark Cornish Executive Chef Cornish-mark@aramark.com 832.790.4483 Ken Linehan Director of Operations of Minute Maid Linehan-ken@aramark.com 713.259.8468 </div>
1 5	Reference 3: Project, Description, Date, Owner/Agency, Price, Contact Name, Contact phone/e-mail <div style="border: 1px solid black; padding: 5px;"> Centerplate @ Dallas Convention Center Provide staff for all events and conventions in the following positions: concession cooks, cashiers, prep cooks, culinary cooks, stewards, banquet servers, and bartenders. Service dates: April 2014 to present Rates vary from \$14.80-\$19.60/hour 2018 client usage: 20000 hours, \$310000 spend Contact:Doug Keller Douglas.Keller@centerplate.com 214.743.2403 </div>
1 6	Bank References (List Institution, Address, Contact Person, and Phone): <div style="border: 1px solid black; padding: 5px;"> PlainsCapital Bank 18111 Preston Rd, Suite 110 Chris DeFrancisco cdefran@plainscapital.com 214.407.4370 </div>

Bid Lines

1	Package Header
----------	-----------------------

Category A. Allen Eventer CenterTotal:

Item Notes: If not submitting for the Allen Event Center, enter 'no bid'. Additional positions and services offered can be included in the item notes section. Include additional Comments, Charges, or Available Service/Value add in the notes section of this line item. Any additional information can be included in your response attachments.

Package Items**1.1 Food Expeditor - Per Hour**Price: Total: **1.2 Dishwasher - per hour**Price: Total: **1.3 Prep Cook - per hour**Price: Total: **1.4 Experienced Cook/Cook A - per hour**Price: Total: **1.5 Concession Cashier - per hour**Price: Total: **1.6 Concession Lead - per hour**Price: Total: **1.7 Premium Level Suite Attendant- per hour**Price: Total: **1.8 Bartender - per hour**Price: Total: **1.9 Banquet Worker - per hour**Price: Total: **2 Package Header****Category B. The Courses at Watters Creek**Total:

Item Notes: If not submitting for the Allen Event Center, enter 'no bid'. Additional positions and services offered can be included in the item notes section. Include additional Comments, Charges, or Available Service/Value add in the notes section of this line item. Any additional information can be included in your response attachments.

Package Items**2.1 Prep Cook- per hour**Price: Total: **2.2 Beverage Cart Attendant - per hour**Price: Total: **Response Total: \$190.85**



CITY OF ALLEN ADDENDUM 1

REQUEST FOR PROPOSAL 2019-1-17

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.

Question: When will the contract start?

Answer: The term of our current contract is in a term through 5/31/2019. The contract is anticipated to begin after that date.

Question: Does the TABC permit have to be include in the proposal?

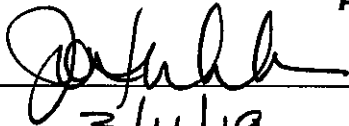
Answer: The temporary employee assigned to work will need to have a TABC certification, where required. A list of the employees first/last names is not required with the proposal.

Attachments:

Pre-Proposal Conference Agenda

Pre-Proposal Conference Sign-In Sheet

**PLEASE RETURN 1 SIGNED COPY OF THIS ADDENDUM WITH YOUR
PROPOSAL**



3/4/19

Signature of Officer

Date

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.

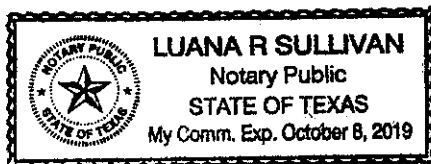
Arch Staffing Group, Inc.
Name of Contractor
By: [Signature]
Signature
Jonathan Lark
(Print Name)
President
(Title)

STATE OF TEXAS
COUNTY OF Dallas

§
§

SUBSCRIBED AND SWORN TO before me this 4th day of March 2019.

[Signature]
Notary Public, State of Texas



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:

Arch Staffing Group, Inc.
(OFFICIAL Firm Name)

By: [Signature]
(Original Signature) Must be signed to be considered responsive

Jonathan Lark
(Typed or Printed Name)

President 3/4/19
(Title) (Date)

Remittance
Address: 1420 W. Mockingbird Ln S-400
Dallas, TX 75247
(Zip Code)

Phone #: 214 617-2300

Fax #: 214 396-1176

E-Mail Address: jon.lark@archstaffing.com

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

ADDENDUMS/AMENDMENTS:

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

EXHIBIT 4
BIDDERS QUALIFICATION STATEMENT

Project: Bid No. #2019-1-17 Temporary Staffing for Food and Beverage

Contractor: Arch Staffing Group, Inc.

Name: Jonathan Lark

Title: President

Address: 1420 W. Mockingbird Ln., Suite 400

City: Dallas

State & Zip: TX, 75247

Phone: 214-617-2300

State and Date of Incorporation, Partnership, Ownership, Etc.: Texas 1/1/2014 C-Corporation 100% owned by Jon Lark

Liability Insurance Provider and Limits of Coverage: Zurich America \$5,000,000 umbrella, \$2,000,000 general aggregate

Workers compensation Insurance Provider: Texas Mutual

Address: Frost Insurance Agency – 2950 Harwood Rd., Suite 1200 Dallas, TX 75201

Contact and Phone: Nicole Pelchat 214-515-4182 or Mark Moyle 214-515-4154

Number of Years in Business as a Contractor on Above Types of Work: 5 years

Claims and Suits (If the answer to any of the questions is yes, please attach details):

Has your organization ever failed to complete any work awarded to it? No

Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your organization or its officers? No

Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? No

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? No

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

Legends @ AT&T Stadium

Provide staff for all events in seven different departments including; concessions, culinary, suites, banquets, stewarding, pastry and cash bars.

Service dates: August 2014 to present

Rates vary from \$16.00-\$20.00/hour

2018 client usage: 37000 hours, \$590000 spend

Contact:Jaclyn Daringo HR Manager Jaclyn.Darigo@legends.net 817.892.4515

Aramark Sports and Entertainment

Provide staff for all events at several facilities (NRG Stadium, Minute Maid Park, Amphitheaters) in the following positions: concession cooks, cashiers, prep cooks, culinary cooks, stewards, suites attendants, banquet servers, and bartenders.

Service dates: August 2014 to present

Rates vary from \$16.50-\$23.00/hour

2018 client usage: 39000 hours, \$685000 spend

Contacts: Chris Devore GM of NRG Stadium devore-chris@aramark.com 832.594.8824

Mark Cornish Executive Chef Cornish-mark@aramark.com 832.790.4483

Ken Linehan Director of Operations of Minute Maid Linehan-ken@aramark.com 713.259.8468

Centerplate @ Dallas Convention Center

Provide staff for all events and conventions in the following positions: concession cooks, cashiers, prep cooks, culinary cooks, stewards, banquet servers, and bartenders.

Service dates: April 2014 to present

Rates vary from \$14.80-\$19.60/hour

2018 client usage: 20000 hours, \$310000 spend

Contact:Doug Keller Douglas.Keller@centerplate.com 214.743.2403

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

PlainsCapital Bank

18111 Preston Rd, Suite 110

Chris DeFrancisco

cdefran@plainscapital.com

214.407.4370

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2019-459627

Date Filed:
03/04/2019

Date Acknowledged:

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

Arch Staffing Group, Inc.
Dallas, TX United States

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

City of Allen

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.

2019-1-17 Addendum 1
Temporary Staffing for Food and Beverage

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.



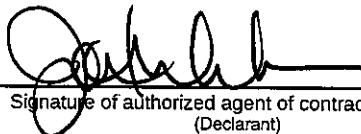
6 UNSWORN DECLARATION

My name is Jonathan P. Lark, and my date of birth is 9/10/69.

My address is 1420 W. Mockingbird Ln S400 Dallas TX 75247 US.
(street) (city) (state) (zip code) (country)

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

Executed in Dallas County, State of TX, on the 4th day of March 20 19.
(month) (year)


Signature of authorized agent of contracting business entity
(Declarant)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/4/2019

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 Frost Insurance Agency, Inc. PO Box 225749 Dallas TX 75222		CONTACT NAME: Nicole Pelchat PHONE (A/C, No, Ext): 214-515-4182 E-MAIL ADDRESS: nicole.pelchat@frostinsurance.com FAX (A/C, No): 214-515-4199	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Texas Mutual Insurance Co.	
		INSURER B: Zurich American Insurance Co	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 439336297 **REVISION NUMBER:**

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: \$5M Combined Agg			PRA9314614-04	3/10/2018	3/10/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PRA9314614-04	3/10/2018	3/10/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			UMB6513228-04	3/10/2018	3/10/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A			0001266164	3/11/2018	3/11/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Professional Liability			PRA9314614-04	3/10/2018	3/10/2019	Each Claim \$1,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Crime: PRA9314614-04 - 03/10/2018-03/10/2019 - Limit: \$1,000,0000 Employee Dishonest Acts; Deductible: \$1,000
Employment Practices Liability: PRA9314614-04 - 03/10/2018-03/10/2019 - Each Claim Limit: \$2,000,000 - Deductible: \$25,000

CERTIFICATE HOLDER**CANCELLATION**

City of Allen
305 Century Pkwy.
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

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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

1. Name of person who has a business relationship with local governmental entity. None

2. Are filing an update to a previously filed questionnaire. YES _____ NO ✓

3. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.) Name of local government officer with whom filer has employment or business relationship.

N/A
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 _____

N/A

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 _____

N/A

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 _____ N/A

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

N/A 3/4/19
4. Signature of person doing business with the governmental entity Date

1 of 1

Version V1.1.28ab6150

Jonathan P. Lark

7109 Eudora Dr. ♦ Dallas, TX 75230 ♦ (214) 563-6510 ♦ jon@larkhome.com

Profile

Results oriented business leader with 20 years of extensive experience building and managing teams in the functional fields of business operations, business development, talent acquisition, talent management, employee development, strategic planning, and organizational development.

Key Competencies

Recruitment and Retention
Business Development
Talent Management

Training and Development
Cost Containment
Budget Administration

Policy Design and Administration
Employee and Client Relations
Employment and Labor Law

Career Summary

EMPLOYBRIDGE

2012 - Present

National staffing company with eight niche companies in 32 states.

Area Vice President

Complete administrative, operational and sales responsibility for three divisions consisting of 12 business units throughout North Texas. Responsible for the management of over 1000 employees through two area managers, four sales managers, twelve unit managers, and support staff.

Key Accomplishments:

- Turned around underperforming area within four months and increased sales and profit by 25% over prior year with 100% SOP adherence
- Successfully executed expansion into high margin skilled trades segment
- Created career track for managers resulting in five promotions

RANDSTAD, N.A.

2010 – 2012

Second largest global HR services company with six operating divisions.

Regional Vice President

Managed a regional division specializing in large account business throughout Texas, New Mexico, Oklahoma and Missouri. Responsible for the management of over 1200 employees including hourly associates, unit managers, district managers, business development managers and operational enhancement consultants with an annual operating budget of \$40 million.

Key Accomplishments:

- Successfully sold over \$8 million in new business within first 18 months
- Implemented regional cost savings initiatives in the areas of workers compensation and state unemployment resulting in an annual cost savings of over \$1.3 million
- Developed a regional mentoring program which resulted in four managers obtaining promotions

ALL TEAM FRANCHISE CORPORATION, INC.

1995 – 2010

Nationwide, multi-segment staffing company with system-wide revenue over \$60 million through four operating divisions with primary emphasis on food service and hospitality.

Corporate Advisor and Franchise Consultant 2008 – 2010

Member of executive staff focused on building strategic growth plan for 33 branch offices, 120 managers and over 10,000 employees across four divisions. Utilize expertise in all areas of human capital management to evaluate recruiting, staffing, operational and training processes and recommend improvements to company CEO in order to maximize cost effectiveness without sacrificing service levels.

Jonathan P. Lark

7109 Eudora Dr. ♦ Dallas, TX 75230 ♦ (214) 563-6510 ♦ jon@larkhome.com

Key Accomplishments:

- Implemented a comprehensive human capital management system which resulted in a 30% decrease in turn-over and 20% increase in management effectiveness
- Instrumental in identifying the need for expansion into the medical staffing market through market analysis and needs assessment resulting in a 15% increase in sales

Regional Franchisee 1995 – 2008

Developed and directed a three division staffing and recruiting company consisting of five locations, 22 managers and over 2000 employees in Texas, Oklahoma and Louisiana. Provided strategic direction to unit managers in all aspects of recruiting, hiring, training, employee development, event management, payroll, employee relations, client relations, and business development. Negotiated and implemented all regional contracts with customers and vendors.

Key Accomplishments:

- Designed, developed and implemented a comprehensive human capital management system including people planning, recruiting, on-boarding, training and development, performance management, and succession management which resulted in the most productive region in the country with the lowest management turn-over
- Developed and consistently maintained three of the top five offices in the nation
- Designed an assessment panel used to identify managers with strong leadership potential resulting in a career development map
- Successfully maintained minimal state unemployment rates between .4-1.2% and workers compensation rates between .34-1.7%
- Authored unit training and operations manuals and co-authored new unit opening manual
- Implemented a customer quality assurance program leading to a 25% increase in client satisfaction
- Created multiple HR and operational policies and procedures leading to standard practices within the operations manual

METROMEDIA RESTAURANT GROUP

1989-1995

General Manager – Steak & Ale

Managed a \$2.5 million steak house with five managers and 80 hourly employees

Achievements and Activities

Dallas HR – Treasurer two years, Programs Committee Chairman one year

Dallas 100 – Two time recipient of prestigious company growth award

All Team Franchise Corporation – Four time Franchisee of the Year

All Team Franchise Corporation – Commitment to Excellence recipient

All Team Franchise Corporation – Advisory board for six years

St. Rita Catholic Community – Volunteer serving in multiple philanthropic activities

Cub Scout Pack 838 – Advancement Chairman two years

Brookhaven Country Club – Board Member for three years

Accomplished golfer who enjoys skiing, boating, camping and coaching kids sports

Education

Missouri State University, Springfield, MO

Bachelor of Science, HRM – December 1992

Continuing education in various human resources and strategic management courses

Amy Dickerson

Amydickerson1124@gmail.com

4141 W Northgate Dr #1913, Irving, TX 75062

214-418-5016

PROFESSIONAL SUMMARY

15 years Hospitality Industry Experience
Management – Sales – Customer Service

EDUCATION

Associate of Applied Science – Collin College – Plano, TX

Hotel/Restaurant Management

- Dean's List 2000-2006

EXPERIENCE

- | | | |
|---|--------------|-------------------------------|
| <u>Champps</u>
Server | Irving, TX | September 2013 to Current |
| <ul style="list-style-type: none">• Increased average check by approximately 35% through various sales and customer service techniques.• Won multiple sales contests through suggestive selling.• Provide excellent customer service to an average of 75 guests per shift. | | |
| <u>Coal Vines</u>
Bartender | Plano, TX | August 2012 to September 2013 |
| <ul style="list-style-type: none">• Maintained knowledge of current menu items, garnishes, ingredients and preparation methods.• Handled customer concerns and complaints in a professional manner resulting in satisfied guests.• Assisted guests with pairing wine selections with their meals. | | |
| <u>Splitsville</u>
Server | Fairview, TX | February 2011 to August 2012 |
| <ul style="list-style-type: none">• Coordinated new hire training materials to streamline training process.• Maintained knowledge of current menu items, garnishes, ingredients and preparation methods.• Utilized sales techniques to increase check average by 27% resulting in increased profit for restaurant. | | |
| <u>BJ's Brewhouse</u>
Server | Plano, TX | October 2007 to July 2011 |
| <ul style="list-style-type: none">• Awarded "Outstanding Employee of the Year" in 2008 and 2009 with BJ's Brewhouse• Coordinated new hire food presentation by working as a liaison between the kitchen and management.• Increased average check sales through thoughtful direction of guests as they navigated BJ's large menu. | | |
| <u>On The Border</u>
Manager | Plano, TX | February 1999 to October 2007 |
| <ul style="list-style-type: none">• Awarded Employee of the Year 8 out of 8 years of employment• Mentored and trained new employees• Participated in 3 training videos• Organized and conducted trainer meetings and employee outings• Created bar and service staff weekly schedule• Implemented inventory system that increased accountability and reduced shrinkage. | | |

OFFICE MANAGER/EXECUTIVE ADMINISTRATIVE ASSISTANT

Value Offered:

Accounting (AP/AR): Experience in a variety of industries facilitating and performing a variety of complex clerical accounting functions.

Detail Oriented and Results Driven: Able to accomplish company priorities and goals.

Executive Administrative Assistant: Experience in a variety of industries providing administrative support to senior executives.

Human Resources/Payroll: Experience in a variety of industries providing human resource support to various departments and contributing to team efforts.

Office Management: Experience in organizing and coordinating office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

Payroll: Provides exceptional service by ensuring accuracy of employee time thereby allowing for accurate processing of company payroll.

Areas of Expertise:

Adaptability • Internet Research • Leadership

MS Office Programs (Word, Excel, Outlook, PowerPoint) • Oral & Written Communication

Personnel Management • Project Management • Proven Multitasking Skills

Report Development • Strong Interpersonal Skills • Time Management Skills

Skills:

Administrative Assistant: personal administrative support and assistance to executive staff in a variety of industries.

AP/AR: preparing bank reconciliations, accurately recording and updating financial information, performing administrative activities, interacting with banks and vendors to resolve reconciliation problems, and performing all other responsibilities as directed.

Excel Spreadsheet: creation of complex spreadsheets for management use.

High Values: believes in honesty and integrity, and demonstrates the highest degree of confidentiality in all areas.

Human Resources: experience in a variety of industries providing support to various departments. Provides policy interpretation and ensures accurate and consistent application of all policies and procedures in accordance with federal and state laws.

Skills Continued:

Multitasking: demonstrates ability to prioritize and handle multiple projects in fast-paced environments.

Office Management: organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

Payroll: provides exceptional service by ensuring accuracy in payroll reporting and processing. Employee file maintenance.

Project/Time Management: achieves project goals and objectives while remaining within project constraints.

Word Documents: creation of complex word documents and reports.

Professional Experience

Cyalume Technologies, Fort Hood, TX
(Combat Training Solutions)

3/2011 - present

Alternate Project Manager/Human Resources Generalist. Responsible for all human resource functions – recruiting, new hire paperwork, new hire orientation, payroll management. Supervision of 40 or more employees. Liaison between company and US Army Contracting office. Responsible for correspondence and reports for the contract.

TechWise, Fort Hood, TX

2/2010 - 2/2011

Human Resources Generalist. Responsible for all human resource functions – recruiting, new hire paperwork, new hire orientation, payroll management. Responsible for correspondence and reports for the contract. Assisted Operations Manager as needed to ensure successful outcome for every exercise conducted.

LoneStar Storage Trailer, Nolanville, TX

9/2007- 2/2010

Bookkeeping Specialist. Monthly invoicing, accounts receivable; accounts payable; assisted with monthly/quarterly sales tax filing and quarterly employment taxes; personnel, payroll, vendor and customer file maintenance.

Sedona Staffing, Killeen, Texas

7/2007 - 9/2007

Bookkeeping Specialist @ Lone Star Storage Trailer. Monthly invoicing, accounts receivable; accounts payable; assisted with monthly/quarterly sales tax filing and quarterly employment taxes; personnel, payroll, vendor and customer file maintenance

Professional Experience, Continued

Aerotek Commercial Staffing, Temple, TX
On-Site @ Pactiv Corporation

3/2006 - 3/2007

Office Administrator, Recruiter. Responsible for payroll for 250 on-site contract employees to include setting up new hires into two different payroll systems (People Soft & SAP); responsible for hiring qualified candidates for positions at client company (Pactiv Corporation). Place job openings on Internet, newspaper ads, etc. conduct and attended job fairs. Interview candidates; conduct pre-employment screening & testing. Conduct new hire orientation. Liaison on-site during meetings with client company's supervisors and managers. Workers Compensation case management, unemployment filings, etc.

Aramark, Temple, TX
On-Site @ Scott & White Hospital

1/2004 - 3/2006

Senior Administrative Assistant, Payroll Administrator, Human Resources Assistant. Part of management team for the Support Services departments within the hospital. Handling general office duties; typing, filing, data entry in personnel system, composes reports in Excel and Word. Compose correspondence, handle travel arrangements, meeting planning, expense report processing, prepare presentations. Manage executive calendars. Review applications; initial interview; assist with new hire processes, and new hire orientation. Order office supplies for nine departments. Process payroll through ADP systems to ensure prompt, correct payment to employees. This process includes adding new employees, editing personnel information and other such payroll functions. Assisted with benefit administration.

McLane Company, Inc., Temple, Texas

9/1992 - 7/2003

Executive Level Administrative Assistant, Divisional Executive Secretary, Human Resource Department Secretary. General office duties; typing, filing, data entry, composed reports and correspondence, handled travel arrangements for several executives, meeting planning, expense report processing, prepared presentations using PowerPoint, calendar management for top executives. Office supply management. Human resource functions.

Education

Kaplan University

4/2009

AAS - Business Management

SECTION V

PRICING AND QUESTIONS

Check the box indicating which section(s) you are submitting a proposal. You may submit for one or both locations. Each location will have separate contracts:

A. Allen Event Center

☒

200 E Stacy Rd #1350, Allen, TX 75002

Estimated annual contract value \$250,000.00 per year

B. The Courses at Watters Creek

☒

7201 Chase Oaks Blvd, Plano, TX 75025

Estimated annual contract value \$25,000.00 per year

Proposals will be also evaluated against the questions below:

1. Does your organization hold enough capital at all times to cover a 30-60 day payroll? To avoid from "Non-Sufficient Fund" or "Bounced" checks made out to firm's employees?

Yes – including a \$400,000 line of credit with a zero balance for the past 15 months

2. What is the pay structure for the organization? Weekly

3. Will your firm's policy and procedures manual be available and provided to the City's facility management staff upon request? Yes

4. If you were not awarded the "primary" contract and if the City of Allen decided on awarding a "secondary" contract, would your firm accept? Yes, provided we would not be mixed with other agency employees nor under the supervision of other agency employees.

5. Employee background checks must be conducted by the firm before contractor start date with the City of Allen? Describe the firm's procedures and document maintenance of employee background checks and include how often a background check is conducted on existing employees.

During orientation – sanctions, NSOP and E-verify

Post orientation provided employee is hired – TrueScreen utilized for comprehensive background checks including county searches. After the initial background check, our employees are checked each year on or around their anniversary date if still employed.

6. Explain why you think that your firm is the best candidate to be selected for award of this contract. Our firm's leadership are industry experts who have been in the hospitality staffing industry for an average of 20 years. Our staffing managers come from the hospitality industry and have proven track records of success with hiring and leading experienced staff.

7. How does your firm handle staffing in the event of no-shows, staff calling in sick, or staff that leaves their assignment early? How does your firm ensure that the City's needs for staff are met? We have established ratios of overbooking that ensure we are not going to be short on an order for employees. Additionally, we have an on-call list the managers compile and maintain in the event we have a larger number of call-outs. When we overbook and have extras, we pay the employees for show-up time and do not bill the client unless it is pre-arranged to have extras on hand.

A. ALLEN EVENT CENTER, PRICING

The prices submitted below shall be the prices you will charge the City of Allen for those positions.

POSITION HOURLY RATE

Food Expeditor \$16.40

Dishwasher \$15.80

Prep Cook \$16.40

Experienced Cook/Cook A \$18.60

Concession Cashier \$16.40

Concession Lead \$18.60

Premium Level Suite Attendant \$18.60

Bartender \$19.75

Banquet Worker \$17.50

Other: Bartender (Tipped Cash Bar) \$14.40

Other: Banquet Captain \$21.50

Other: Barista \$17.50

PLEASE ATTACHED/SUBMIT A LIST IF YOUR FIRM HAS MORE POSITIONS AVAILABLE!

Additional Comments, Charges, or Available Service/Value Added

Proposals must contain responses to the following questions for Section A:

1. Working with a familiar team is beneficial to the process at Allen Event Center. Can the firm consistently provide the *same* employees for pre-event, event and post event?

Yes – we will establish a large pool of employee specifically to work at this facility and constantly recruit to take care of any attrition. Our goal would be to have the same core employees every event and flex up for larger events with employees who have limited availability.

2. Describe the firm's relevant experience with the planning, organization and implementation of similar "Arena" sized staffing needs.

We currently staff several similar facilities with large contingent labor needs including;

DFW: AT&T Stadium (Arlington), Arlington Convention Center, Irving Convention Center, Dallas

Convention Center, Toyota Music Factory,

Houston: NRG Stadium, George R. Brown Convention Center, Minute Maid Park, Cynthia Woods Pavilion

San Antonio: AT&T Center, Alamo Dome

Other events staffed each year since 2014: Byron Nelson Golf Tournament, Colonial Golf Tournament, Valero Texas Open, Houston Open

3. Provide years of experience in staffing within "Arenas" similar in size of the Allen Event Center. If experienced, provide what size, name and geographical location of the Arena.

Leadership has an average of 20 years experience in hospitality staffing. Arch was established 5 years ago by three industry veterans under the direction of Jon Lark (former regional franchisee for a large national hospitality staffing company) <https://www.linkedin.com/in/jplark/>

Largest three clients in similar field:

Aramark Sports and Entertainment (Houston): 2018 billing - 39,000 hours and \$685,000

Legends at AT&T Stadium (Arlington): 2018 billing – 37,000 hours and \$590,000

Centerplate at Dallas Convention Center: 2018 billing – 20,000 hours and \$310,000

4. Provide a detailed Plan of Execution. This plan shall include a minimum of the following items:

a. Firm's management program which describes how your standard operating procedures will be consistently implemented managed and audited;

Currently we employ 15 managers in the DFW area at all levels including an internal HR department responsible for compliance and payroll. We would designate a lead account manager and an additional account manager to substitute in case of vacation or larger events. These individuals will be supported by a team of staffing coordinators and recruiters responsible for maintaining adequate staff levels including the list of on-call employees.

Our onboarding team conducts training and testing specifically for the skills needed for each position.

Our HR department is responsible for conducting background checks and maintaining all employee records in our system. Additional responsibilities include payroll, DOL compliance, Worker's Compensation Claims, Unemployment claims, etc.

b. Reporting structure for communication with the City of Allen Event Center staff;

Primary point of contact: Designated account manager

Secondary point of contact: Secondary account manager

Contract performance manager: Amy Loveland - DFW Operations Manager

Billing & Payroll: Luana Sullivan – Administrative Manager

Contracts and overall performance of operations: Jon Lark – President

c. Training program which will include frequency and type of training on customer service and safety; Testing takes place during interview, including safety training. Additional training is typically done at a client site with a senior member of our team who is a designated trainer.
We adopt many of our client's programs which include frequency and additional safety training.
Designated and secondary account managers will give on-the-job feedback and coaching to employees

d. Include a list of key administrative and supervisory personnel you plan to assign to this project along with their resumes and certifications;

Jon Lark: Provides leadership to all managers within Arch Staffing Group. Successfully grown Arch Staffing Group from a start-up to four corporate branches producing over \$150,000/week in revenue.
Luana Sullivan: 4 ½ years with Arch Staffing in the capacity of Administrative Manager and HR Director. Previous work history on attached resume.

Amy Loveland (formerly Dickerson): 5 years with Arch Staffing. Began as a recruiter and has been promoted several times to her current position of Operations Manager. Amy is in charge of the supervision of all Arch staffing supervisors and recruiters in the DFW area. Previous work history on attached resume.

e. Discuss why you feel these individuals are the best personnel for the City of Allen Event Center's requirements.

Our capacity to handle a client billing 30,000 hours per year has been built over the past five years by these three individuals. We are currently billing roughly 10,000 hour per week with a support staff of 25 managers throughout Texas. DFW is currently billing over 5,000 hours per week. Our standards of service are of the first and foremost importance which is why over the past five years our client retention rate has been 98%.

B. THE COURSES AT WATTERS CREEK, PRICING

The prices submitted below shall be the prices you will charge the City of Allen for those positions.

POSITION HOURLY RATE

Prep Cook \$16.40

Beverage Cart Attendant \$16.40

Other: _____ \$ _____

Other: _____ \$ _____

PLEASE ATTACHED/SUBMIT A LIST IF YOUR FIRM HAS MORE POSITIONS AVAILABLE!

Additional Comments, Charges, or Available Service/Value Added

We will honor rates of Allen Event Center for any similar position at Watters Creek.

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:

Arch Staffing Group, Inc.

By: _____

(Original Signature)

Must be signed to be considered responsive

Jonathan Lark

President

3/5/2019

Remittance

Address:

1420 W. Mockingbird Ln., Suite 400

Dallas, TX 75247

Phone #:

214-617-2300

Fax #:

214-396-1176

E-Mail Address:

jon.lark@archstaffing.com

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

ADDENDUMS/AMENDMENTS: 1) 3/4/19 date acknowledged

2) _____ date acknowledged

3) _____ date acknowledged