



2019-1-17 Addendum 1 SMB STAFFING LLC 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 ATTACHMENT 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 OPPORTUNITIES 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

SMB STAFFING LLC Information

Contact: Suanka Bocos
Address: 212 S Main St
Irving, TX 75060
Phone: (972) 259-4000
Fax: (972) 259-4005
Email: suanka.bocos@smbstaffingllc.com

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

Suanka Bocos

Signature

suanka.bocos@smbstaffingllc.com

Email

Submitted at 3/5/2019 2:31:24 PM

Response Attachments

City of Allen bid.pdf

Questions

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 <div style="border: 1px solid black; padding: 2px; width: fit-content;">COMPLETE</div>
5	Affidavit of No Prohibited Interest Form <div style="border: 1px solid black; padding: 2px; width: fit-content;">COMPLETE</div>
6	Conflict of Interest Questionnaire Form <div style="border: 1px solid black; padding: 2px; width: fit-content;">COMPLETE</div>
7	Number of Years in Business as a Contractor on Related Types of Work <div style="border: 1px solid black; padding: 2px; width: fit-content;">16</div>
8	Has your organization ever failed to complete any work awarded to it? If Yes, please add details. <div style="border: 1px solid black; padding: 2px; width: fit-content;">NO</div>
9	Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your organization or its officers? If yes, please add details. <div style="border: 1px solid black; padding: 2px; width: fit-content;">NO</div>
10	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; padding: 2px; width: fit-content;">NO</div>
11	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; padding: 2px; width: fit-content;">NO</div>
12	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
13	Reference 1: Project, Description, Date, Owner/Agency, Price, Contact Name, Contact phone/e-mail <div style="border: 1px solid black; padding: 2px;"> Waiters,Bartender,Captain,Prep Cook, Plano Center from \$14.95-\$17.50 Kim Roberts 972-941-5855 kimr@plano.gov </div>
14	Reference 2: Project, Description, Date, Owner/Agency, Price, Contact Name, Contact phone/e-mail <div style="border: 1px solid black; padding: 2px;"> Waiters,Bartender,Captain,Prep Cook,Cocktail Waiter,Cashier Dallas Sheraton Hotel From \$14.75-\$22 Ellwyn Mathews 214-251-3309 ellwyn.mathews@sheratonhotels.com </div>
15	Reference 3: Project, Description, Date, Owner/Agency, Price, Contact Name, Contact phone/e-mail <div style="border: 1px solid black; padding: 2px;"> Waiters,Bartender,Captain,Cashier,Line Server,Runner,Barback,Steward Centerplate at Dallas Convetion Center Douglas Keller 214-743-2403 douglas.keller@centerplate.com </div>
16	Bank References (List Institution, Address, Contact Person, and Phone): <div style="border: 1px solid black; padding: 2px;"> J.P Morgan Chase Bank 8585 N. MacArthur Blv Irving,TX 75063 Belinda M Mccarthy 972-409-7374 belinda.m.mccarthy@chase.com </div>

Bid Lines

1 Package Header

Category A. Allen Eventer Center

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

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: \$182.50

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:

SMB Staffing LLC
(OFFICIAL Firm Name)

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

Swanka Bocos
(Typed or Printed Name)

President
(Title)

3/2/2019
(Date)

Remittance
Address: 212 S. Main St.
Irving TX 75060
(Zip Code)

Phone #: 972 877-8832

Fax #: 972 259-4005

E-Mail Address: Swanka.bocos@smbstaffingllc.com

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

ADDENDUMS/AMENDMENTS:

- 1) 3/2/2019 date acknowledged
- 2) _____ date acknowledged
- 3) _____ date acknowledged



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



3/2/2019

Signature of Officer

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/11/2018

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 RDA MARTIN & SONS INS AGENCY 1414 W Wheatland Ste 200 Duncanville, TX 75116		CONTACT NAME: PHONE (A/C, No. Ext): (972) 298-4923 FAX (A/C, No.): (972) 298-4939 E-MAIL: lbritton@ardamartinltd.com ADDRESS: lbritton@ardamartinltd.com		
INSURED SMB Staffing LLC 212 S Main St. Irving, TX 75060 972-259-4000		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : ATLANTIC CAS (SPECIALTY RISK)		
		INSURER B : HARTFORD		
		INSURER C : EVANSTON (SPECIALTY RISK)		
		INSURER D : TEXAS MUTUAL		
		INSURER E : TRAVELERS		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			L11100330-6	07/11/2018	07/11/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ EXCLUDED GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ EXCLUDED
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			46UECAP7083	11/21/2018	11/21/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$			XOMS436914	07/11/2018	07/11/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	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 checked="" type="checkbox"/> Y	N/A	0001142787	05/18/2018	05/18/2019	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	CRIME			106050144	07/11/2018	07/11/2019	EMPLOYEE THEFT 500,000 EMPLOYEE THEFT OF CLIENT PROPERTY 500,000

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

CERTIFICATE HOLDER

CANCELLATION

Sheraton Hotel
4000 North Olive St.
Dallas, Texas 75201

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

James D. Martin Mu

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.

SMB Staffing LLC
Name of Contractor

By: [Signature]
Signature
Suanka Bocos
(Print Name)

President
(Title)

STATE OF TEXAS
COUNTY OF Dallas §
 §

SUBSCRIBED AND SWORN TO before me this 2 day of March, 2019.

[Signature]
Notary Public, State of Texas

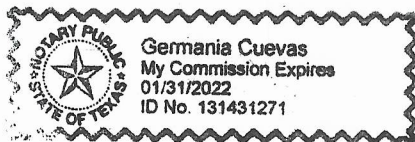


EXHIBIT 3

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.**

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.**

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.

4. _____
Signature of person doing business with the governmental entity Date



Section IV

6. Define the measures you have taken to retain employees, Describe your firm's annual employee attrition rate for the past three (3) years.

- Provide employees financial incentives such as raises.
- We have a human-resources for employee relations
- Making sure employees know what's expected of them and how they can grow within the company. Employees are crucial to our success and we reward results achieved through commitment to our values.

7. Describe the organization, management philosophy and provide a brief history of the firm.

- SMB Staffing LLC was founded in August 2003 by Suanka Bocos, with a background of 15 years of experience in the foodservice industry.
- We are in Business to service customers and earn a fair profit
- Our integrity is not negotiable, and we honor our commitments
- We treat everyone with dignity and respect

11.

a. Description of agency and services provides

SMB Staffing LLC is a company dedicated to providing experienced and reliable staffing, Background check for all prospects and prep-employment drug screening are offered free of charge to our customers. Our skilled candidates, Captain, Waiters, Bartenders, Stewards, Cashiers, Barbacks, Food Runners, Housemens, Preps Cooks, Cooks, Housekeeping.

c. Employee Training and testing conducted by agency

SMB Staffing LLC has an in-house training facility. When SMB Staffing LLC has new hires, we conduct skill testing and test their knowledge of any positions that they are seeking to work. We also work with an independent consultant that offers certifications for Texas Alcohol and Beverage Commission to our staff. If our client feels that any employee is not skilled enough to work their facility, we will work with our client to make sure this employee receives the proper training or replace the employee with the qualified member.

e. Employee Drug Screening & Criminal background screening conducted by agency

SMB Staffing LLC conducts drug testing of 10 panel plus and Criminal background check, 7year Past Address Search, Sexual Offender Registry Check.



Section V

- 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**
- 2. What is the pay structure for the organization? Bi- weekly**
- 3. Will your firm's policy and procedures manually 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**
- 5. Describe the firm's procedures and document maintenance of the employee background checks and include how often a background check is conducted and existing employees.**

SMB Staffing LLC individually fields each employee with their background checks and E-Verify documentation, and we run the employee background checks every 2 years and these files are kept locked for employee information safety.

- 6. Explain why you think that your firm is the best candidate to be selected for award of this contract.**

SMB Staffing LLC is a very stablished firm, We have been in business since 2003, with a very high reputation in the staffing industry, and we take pride in our work. We have served clients of High standards, such President Bush and his family.

- 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 you firm ensure that the City's needs for staff are met?**

SMB Staffing LLC guarantees that it will be able to provide short notice staffing needs with no blackout dates to the City of Allen. Employees will arrive on time and dressed according to the City of Allen specifications and policies. All employees will perform in an efficient and professional matter. If at any time an employee of SMB Staffing LLC does not follow the guidelines set forth in this guarantee, they are to immediately call SMB Staffing LLC and this employee will be replaced immediately.

We schedule the 10% over for every order received and give 30 minutes prior to the report time to ensure any no shows, in case that every employee shows up the manager on site will let the client know in case they need extra help on the event.



Section A

- 1. Working with a familiar team is beneficial to the process at Allen Center. Can the firm consistently provide the same employees for prep-event, event and post event? YES**
- 2. Describe the firm's relevant experience with the planning, organization and implementation of similar "arena" sized staffing needs.**

SMB Staffing LLC provide staff for the Dallas Convention Center in a event we have provided over 80 employees for different position on the same day.

- 3. Provide a detailed Plan of Execution. This plant shall include a minimum of the following items:**

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

- We really listen to you, and we know how to find the right candidates who fit what you need.
- We screen and interview candidates for character, competence, and chemistry based on your requirements to deliver the best match.
- After you interview and select final candidates, we ensure that they're checked and ready to become part of your team.

Whether you've got a short-term project or a long-term position, our expert recruiters are ready to help you find just the right candidate and manpower professionals for your open jobs.

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

Our Management staff we be on site for the City of Allen Event Center and they can be reach 24/7 on their mobile and email

- c. Training program which will include frequency and type of training on customer service and safety.**

We focus our manager training on Customers' Needs and Expectations determine the customers ultimate Objective and train staff in real-life situations and active listening skills that's why SMB Staffing LLC has a good rate on customer service and safety of our customers and team.

We provide training of Food Handler and TABC Class, and safety programs for our employee and Management team.



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

Germania Cuevas Kitchen and Concepcion Manager, she as over 10years with our firm, Claudia Castillo Banquet Manager she has 2years with our firm and has over 10years of experience on this industry.

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

SMB Staffing Personnel have a team-personnel that exceeds customer expectations,

- Work Ethics and Business conduct
- Reliable
- Customer services
- Experience