



General

The City of San Angelo is requesting qualifications from vendors for facility ticketing services. All qualified vendors will be added to a non-exclusive, approved vendor list that promoters will be allowed to select from for ticketed events at City facilities.

Scope of Services

In order for a Qualification to be considered, the vendor must demonstrate a capacity to perform all of the services described below to provide ticket sales and services for public events. The qualified vendors will then be able to provide ticketing services for City events upon request.

When booking a ticketed event, promoters are allowed to pick a ticketing vendor who has the authority to sell tickets for events at our Civic Events Facilities. The ticketing vendor must meet the requirements below to be added to the vendor list.

1. The provider shall not be a third party ticket distributor or affiliate.
2. The provider shall staff events for Box Office sale the day of and during the event at no cost to the City of San Angelo ("City"). Provided staff cannot be a relation/family member of the promoter of the event.
3. The provider shall be able to provide the City with all equipment needed for day-of operations (ie. ticket scanners, etc.) for all public events for which tickets are sold. The City will provide one staff person to take tickets at no charge. Provider shall bear all costs of any additional staff needed to take tickets on the day of the event.
4. The provider shall be able to build the event with the promoter and City Civic Events staff based on the venue and design and print tickets. No tickets shall go on sale until the venue set up is approved in writing by the Civic Events Manager.
5. The provider shall be able to provide detailed reports with information on the amount of tickets sold, event revenue, and customer demographics to Civic Events at the conclusion of every event. The provider shall provide the Civic Events Manager with full access into the backend system to track ticket sales and run reports on the events for revenue and customer demographics.
6. The provider shall be able to provide a "cash advance" on the day of the event for promoters, if requested. "Cash advance" must not be greater than what is owed to the City from the current tickets sold.
7. The provider shall be able to settle with the City Civic Events department after the box office is closed or at a time agreed upon in writing with the Civic Events Manager. The provider shall be able to settle with the City Civic Events department after the event, including facility fees, venue rental fees and any other agreed fees. At settlement the City will be paid by company check by the ticketing provider. If the total outstanding balance to the City is under \$1,000, then the promoter is allowed to write the check.
8. The provider shall provide a phone or online customer ticketing order and information service to answer any ticketing questions.
9. The provider shall provide at minimum one ticket outlet with all equipment necessary to ring up the ticket sales in real time.
10. The provider shall be able to provide refunds within 10 business days to the customers, if the event is cancelled.
11. The provider shall be able to handle all cash sales of public ticketed events. The City will not be involved with any cash dealings or purchasing of tickets.
12. The provider must provide the current insurance requirements to be operational at our facilities.

Commercial General Liability:

Minimum Limits: \$1,000,000 Each Occurrence



CITY OF SAN ANGELO
PURCHASING DIVISION
72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

\$1,000,000	Personal and Advertising Injury
\$2,000,000	General Aggregate
\$1,000,000	Products/Completed Operations Aggregate
\$100,000	Fire Damage

Business Auto Liability for any auto:

Minimum Limits:	\$1,000,000	Combined Single Limits
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Workers Compensation:

Minimum Limits:		WC EL Statutory Limits
Disease	\$500,000	each accident
Disease	\$500,000	each employee
	\$500,000	policy limit



1. QUALIFICATION FORMAT

Each response should be specific and complete in every detail. The vendor should not necessarily limit the response to the performance of the services in accordance with this RFQ but should outline any additional services and their associated costs if the vendor deems them necessary to achieve the City's objectives as outlined.

By submitting a response, the vendor represents that it has thoroughly examined and is familiar with the services required under this RFQ and is capable of providing the services outlined in this RFQ.

1.1. Response Format

To aid in the evaluation of your response, all responses shall follow the format outlined with each element requested and/or form furnished as specified.

1.1.1. Approach to Providing Services

Based on the general requirements listed in this RFQ document, describe your overall approach and methodology for completing the services as requested.

1.1.2. Cost and Fee Schedule

Provide a schedule of proposed fees, paid by ticket purchasers. The City is receptive to seeing creative pricing structures where fees escalate with ticket price and/or straight percentages with a fee cap.

Please note: The City of San Angelo will not pay for any services fees, software fees, staffing fees, ticket stock, customer service, e-ticket printing, or credit card fees for the ticketing company or for the customer. The City will retain all Facility Fees.

1.1.3. Standard Draft Contract for services

1.1.4. Additional Information

Provide any additional information considered useful and applicable to this RFQ.

2. SELECTION PROCESS

The City will evaluate all Qualifications to determine responsive and responsible submissions. After responsiveness and responsibility are determined, a contract will be negotiated and the vendors will be added to a pre-approved list that promoters may choose from.

3. SUBMISSION FORMS

Please submit your response along with all forms in the following order:

- Authorized Signature/Contact Information Form (IRS Form W-9)
- Disclosure of Certain Relationships/Conflict of Interest Form
- Debarment and Suspension Certification
- Verification Relating to Prohibited Contracts – Israel
- Draft Services Agreement (provided by vendor)
- A signed original of the Texas Ethics Commission Interested Parties Disclosure Form 1295 completed online at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm will be required.

In submitting its response to the RFQ, vendor certifies that it has not lobbied the City or its officials, managers, employees, consultants, or contractors in such a manner as to influence or to attempt to influence the bidding process. In the event it reasonably appears that the vendor influenced or attempted to influence the bidding process, the City may, in its discretion, reject the response.

Submit all forms beyond this point.



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Authorized Signature/Contact Information Form

Vendor Name: _____

Authorized Signer: _____

Print Name: _____ Date: _____

Title: _____ Email: _____

Primary Contact: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

Mailing Address: _____

City, State, Zip: _____

Physical Address: _____

(Cannot be a PO Box)

City, State, Zip: _____

Attach IRS W-9

Submissions which are not signed and dated or which do not comply with all of the requirements herein, may be considered non-responsive and may be rejected.

The signee agrees, if this RFQ is accepted, to furnish any and all goods or services upon which prices are offered, at the price and upon the terms and conditions contained in the RFQ and all other items made a part of the accepted contract.

The signee affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this submission in collusion with any other vendor, and that the contents of this submission as to prices and terms or conditions have not been communicated by the signee nor by any employee or agent to any other vendor or to any other person(s) engaged in this type of business prior to the official opening of this submission. And further, that neither the vendor nor their employees nor agents have been for the past six (6) months directly, nor indirectly, concerned in any pool or agreement or combination to control the price of goods or services, nor to influence any person to bid or not to bid thereon.



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Disclosure of Certain Relationships

NOTICE TO VENDORS

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local governmental entity make certain disclosures concerning any affiliation or business relationship that might cause a conflict of interest with the local governmental entity. The provisions of Chapter 176 and the Form CIQ questionnaire that you must complete, if applicable, to comply with this new law, are available and explained in more detail at the Texas Ethics Commission website at https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm.

A current list of City of San Angelo and City of San Angelo Development Corporation officers is available in the office of the City of San Angelo City Clerk, Room 201 of City Hall or on the City's website at <http://cosatx.us>. If you are considering doing business with the City of San Angelo or the City of San Angelo Development Corporation and have an affiliation or business relationship that requires you to submit a completed Form CIQ, it must be filed with the records administrator (City Clerk) of the City of San Angelo not later than the 7th business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

By submitting a response to a City of San Angelo or City of San Angelo Development Corporation Request for Bid proposals, Request for Bids, or Request for Qualifications or by conducting business with either of those two entities, you are representing that you are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.


Purchasing Manager

LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO
As defined by Chapter 176 of the Texas Local Government Code
(Revised 03/20/18)

For purposes of completion of the required Conflict of Interest Questionnaire for the City of San Angelo (required by all buyers who submit bids/proposals), Local Government Officers are:

City of San Angelo City Council:

Mayor: Brenda Gunter, Mayor
Councilmembers: Tommy Hiebert, SMD 1
Tom Thompson, SMD 2
Harry Thomas, SMD 3
Lucy Gonzales, SMD 4
Lane Carter, SMD5 (Mayor Pro Tem)
Billie DeWitt, SMD 6
City Manager: Daniel Valenzuela

Development Corporation officers are:

Edward Carrasco, President
Todd R. Kolls, Second Vice President
David Cummings, Director
John Edward Bariou, Jr., Director
Bill Dendle, Director
Elizabeth Grindstaff, Director
Oscar Casillas, Director

Acting Executive Director: Michael Dane



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

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

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

2 **Check this box if you are filing an update to a previously filed questionnaire.** (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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 _____
 Signature of vendor doing business with the governmental entity

 Date



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.



Debarment and Suspension Certification

- (1) The prospective primary vendor certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary vendor is unable to certify to any of the statements in this certification, such prospective primary vendor shall attach an explanation to this bid proposal.

Business Name _____

Date

By: _____
Name and Title of Authorized Representative

Signature of Authorized Representative



Debarment and Suspension Certification

INSTRUCTIONS

1. By signing and submitting this proposal, the prospective vendor is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective vendor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination whether to enter into this transaction. However, failure of the prospective vendors to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the City of San Angelo determined to enter into this transaction. If it is later determined that the prospective vendor knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Angelo may terminate this transaction for cause.
4. The prospective vendor shall provide immediate written notice to the City of San Angelo to which this proposal is submitted if at any time the prospective vendor learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "vendor," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549(13 CFR Part 145). You may contact the City of San Angelo for assistance in obtaining a copy of these regulations.
6. The prospective vendor agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City of San Angelo.
7. The prospective vendor further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment and Suspension" provided by the City of San Angelo, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A vendor in a covered transaction may rely upon a certification of a prospective vendor in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A vendor may decide the method and frequency by which it determines the ineligibility of its principals. Each vendor may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a vendor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a vendor in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the City of San Angelo, the City of San Angelo may terminate this transaction for cause.



Verification Relating to Prohibited Contracts – Israel

City of San Angelo, Texas, RFB CE-01-18

My name is _____, "Declarant";
(First) (Middle) (Last)

My date of birth is _____; and,

My address is _____, _____, _____
(Street) (City) (State)
_____, and _____.
(Zip Code) (Country)

My position with _____, contracting company, is _____.
(contracting company) (office held)

(1) The foregoing named contracting Company does not now and will not during the term of this contract, have contracts with or provide supplies or services to, an entity or company known to have contracts with or to provide supplies or services to a foreign terroristic organization or with an entity or company identified as providing such on a list prepared and maintained by the Texas Comptroller pursuant to Subchapter "F", Sections 2252.151 et. seq., Chapter 2252 "Contracts with Governmental Entity" of the Texas Government Code; neither is contracting Company identified as an entity providing such supplies or services on said list.

(2) The foregoing named contracting Company does not boycott Israel; and will not boycott Israel during the term of the contract with the City of San Angelo.

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

Executed in _____ County, State of _____, on the _____ day of
(County)
_____, 20 _____.
(Month)

Declarant