



Amendment No. 3
to
Contract No. NA170000110
for
Facility Rentals and Related Services
between
Norris Training Systems, Inc.
dba Norris Conference Centers
and the
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be March 31, 2020 through March 30, 2021. One option will remain.
- 2.0 The total contract amount is increased by \$57,500.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 03/31/2017 – 03/30/2018	\$57,500.00	\$57,500.00
Amendment No. 1: Option 1 – Extension 03/31/2018 – 03/30/2019	\$57,500.00	\$115,000.00
Amendment No. 2: Option 2 – Extension 03/31/2019 – 03/30/2020	\$57,500.00	\$172,500.00
Amendment No. 3: Option 3 – Extension 03/31/2020 – 03/30/2021	\$57,500.00	\$230,000.00

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date: Linda Hampton 2/11/2020

Sign/Date: C. Reyes 3-16-20

Printed Name: Linda Hampton Norris
Authorized Representative

Norris Training Systems, Inc.
dba Norris Conference Centers
2525 West Andersen Lane
Austin, Texas 78757
(512) 451-5011
l.hampton@norriscenters.com
POC: Linda Hampton Norris

Cindy Reyes
Contract Management Specialist III
City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



Amendment No. 2
to
Contract No. NA170000110
for
Facility Rentals and Related Services
between
Norris Training Systems, Inc
dba Norris Conference Centers
and the
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be March 31, 2019 through March 30, 2020. Two options will remain.
- 2.0 The total contract amount is increased by \$57,500.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 03/31/2017 - 03/30/2018	\$57,500.00	\$57,500.00
Amendment No. 1: Option 1 – Extension 03/31/2018 - 03/30/2019	\$57,500.00	\$115,000.00
Amendment No. 2: Option 2 – Extension 03/31/2019 - 03/30/2020	\$57,500.00	\$172,500.00

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment, the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date:

[Signature] 12-13-18

Printed Name:

Authorized Representative

Norris Training Systems, Inc.
dba Norris Conference Centers
2525 West Andersen Lane
Austin, Texas 78757
(512) 451-5011
l.hampton@norriscenters.com
POC: Linda Hampton Norris

Sign/Date:

[Signature]

Sarah Ramos

Procurement Specialist II

City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



Amendment No. 1
to
Contract No. NA170000110
for
Facility Rentals and Related Services
between
Norris Training Systems, Inc.
dba Norris Conference Centers
and the
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be March 31, 2018 through March 30, 2019. Three options will remain.
- 2.0 The total contract amount is increased by \$57,500.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 03/31/2017 – 03/30/2018	\$57,500.00	\$57,500.00
Amendment No. 1: Option 1 – Extension 03/31/2018 – 03/30/2019	\$57,500.00	\$115,000.00

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date: SSS 11-17-17

Printed Name: Linda Hampton Norris
Authorized Representative

Norris Training Systems, Inc.
dba Norris Conference Centers
2525 West Andersen Lane
Austin, Texas 78757
(512) 451-5011
l.hampton@norriscenters.com
POC: Linda Hampton Norris

Sign/Date: Mike Jr 3-6-18

Mike Zambrano, Jr.
Contract Management Specialist III
City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



City of Austin

Purchasing Office, Financial Services Department

P.O. Box 1088, Austin, TX 78767

March 31, 2017

Norris Training Systems, Inc.
Linda Hampton
2525 W. Anderson Lane
Austin, TX 78759
l.hampton@norriscenters.com

Dear Linda Hampton:

The City of Austin has approved the execution of a contract with your company for Facility Rental and Related Services in accordance with the referenced solicitation.

Responsible Department:	Financial Services Department/Purchasing Office
Department Contact Person:	Liz Lock
Department Contact Email:	Liz.Lock@austintexas.gov
Department Contact Telephone:	(512) 974-2034
Project Name:	Facility Rental and Related Services
Contractor Name:	Norris Training Systems, Inc.
Contract Number:	MA 7400 NA170000110
Contract Period:	3/31/2017 to 3/30/2018 for the initial term
Dollar Amount	\$57,500
Extension Options:	Four 12-month extension options
Requisition Number:	RQM 7400 16031400315
Solicitation Type & Number:	RFP 7400 SMB0103
Agenda Item Number:	N/A
Council Approval Date:	N/A

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Sandy Brandt
Procurement Specialist IV
City of Austin
Purchasing Office

cc: Liz Lock, Financial Services Department/Purchasing Office

**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")
AND
Norris Training Systems, Inc. ("Contractor")
for
Facility Rental and Related Services
Contract # MA 7400 NA170000110**

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between Norris Training Systems, Inc. having offices at 2525 W. Anderson Lane, Austin, TX 78759, and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of March 31, 2017 ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number RFP 7400 SMB0103.

1.1 This Contract is composed of the following documents:

- 1.1.1 This document
- 1.1.2 The City's Solicitation, Request for Proposal (RFP) 7400 SMB0103, including all documents incorporated by reference
- 1.1.3 Norris Training Systems, Inc.'s Offer, dated May 10, 2016, including subsequent clarifications

1.2 Order of Precedence. Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

- 1.2.1 This document
- 1.2.2 The City's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference
- 1.2.3 The Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications.

1.3 Term of Contract. The Contract will be in effect for an initial term of 12 months and may be extended thereafter for up to four additional 12-month extension options, subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.

1.4 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$57,500 for the initial Contract term and \$57,500 for each extension option. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.

1.5 Quantity of Work. There is no guaranteed quantity of work for the period of the Contract and there are no minimum order quantities. Work will be on an as needed basis as specified by the City for each Delivery Order

This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.


In witness whereof, the parties have caused a duly authorized representative to execute this Contract on the date set forth below.

Norris Training Systems, Inc.

City of Austin

Linda Hampton Norris
Printed Name of Authorized Person

Sandy Brandt
Printed Name of Authorized Person


Signature


Signature

Exec. V.P.
Title:

Procurement Specialist IV
Title:

March 29, 2017
Date:

3/31/17
Date:

List of Exhibits

Exhibit A	RFP 7400 SMB0103
Exhibit B	Contractor's Offer



CITY OF AUSTIN, TEXAS
Purchasing Office
REQUEST FOR PROPOSAL (RFP)
OFFER SHEET

SOLICITATION NO: RFP SMB0103

DATE ISSUED: April 4, 2016

REQUISITION NO.: RQM 7400 16031400315

COMMODITY CODE: 97165

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

Sandy Brandt
Senior Buyer Specialist

Phone: (512) 974-1783

E-Mail: Sandy.Brandt@austintexas.gov

Georgia Billela
Senior Buyer

Phone: (512) 974-2939

E-Mail: Georgia.Billela@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: Facility Rental and Related Services

PRE-PROPOSAL CONFERENCE TIME AND DATE: April 20, 2016

LOCATION: City of Austin Municipal Building
Purchasing Office Conference Room (3rd Floor)
124 W. 8th Street
Austin, TX 78767

PROPOSAL DUE PRIOR TO: 2pm CST on May 17, 2016

PROPOSAL CLOSING TIME AND DATE: 2:15pm CST on May 17, 2016

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

LIVE SOLICITATION CLOSING ONLINE: For RFPs, only the names of respondents will be read aloud

For information on how to attend the Solicitation Closing online, please select this link:

<http://www.austintexas.gov/department/bid-opening-webinars>

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired, as shown below:

Address for US Mail (Only)	Address for Fedex, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # RFP SMB0103	Purchasing Office-Response Enclosed for Solicitation # RFP SMB0103
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY OF YOUR RESPONSE

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	3
0500	SCOPE OF WORK	2
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	3
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	2
Attachments	Attachments A, B, and C	3

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the * Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

INTERESTED PARTIES DISCLOSURE

In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 “Certificate of Interested Parties” that is signed and notarized for a contract award requiring council authorization. The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: _____

Company Address: _____

City, State, Zip: _____

Federal Tax ID No. _____

Printed Name of Officer or Authorized
Representative: _____

Title: _____

Signature of Officer or Authorized
Representative: _____

Date: _____

Email Address: _____

Phone Number: _____

*** Proposal response must be submitted with this Offer sheet to be considered for award**

**CITY OF AUSTIN PURCHASING OFFICE
SECTION 0400: SUPPLEMENTAL PURCHASE PROVISIONS
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office no later than fifteen (15) calendar days prior to the Solicitation Due Date.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (b) Contractor/Subcontracted Work.
 - (c) Products/Completed Operations Liability for the duration of the warranty period.
 - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
 - (2) The policy shall also include these endorsements in favor of the City of Austin:

**CITY OF AUSTIN PURCHASING OFFICE
SECTION 0400: SUPPLEMENTAL PURCHASE PROVISIONS
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

- (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
 - iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
 - C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.
3. **TERM OF CONTRACT:**
- A. The Contract shall be in effect for an initial term of twelve months and may be extended thereafter for four additional twelve-month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
 - B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
 - C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
 - D. Prices are firm and fixed for the first twelve months. Thereafter, price changes are subject to the Published Price Lists provision of this Contract.
4. **QUANTITIES:** Services will be as needed and specified by the City for each order. There are no minimum order quantities. The City reserves the right to add new facilities as needed.
5. **INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)
- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.
- Invoices shall be mailed to the address as specified for each event.
- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

**CITY OF AUSTIN PURCHASING OFFICE
SECTION 0400: SUPPLEMENTAL PURCHASE PROVISIONS
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

6. PUBLISHED PRICE LISTS:

Offerors may quote one discount from a Published Price List for all offered items to be covered in the Contract.

- A. A copy of the list upon which the discounts or markups are based shall be submitted with the Offer. All price lists identified in the Offer shall clearly include the Offeror's name and address, the solicitation number, prices, title of the discount and number, and the latest effective date of the price list.
- B. The price list may be superseded or replaced during the Contract term only if price revisions are the result of the Contractor's official price list revision. Written notification from the Contractor of price changes, along with a copy of the revised list must be submitted to the Buyer in the Purchasing Office with the effective date of change to be at least 30 calendar days. The City reserves the right to refuse any list revision.
- C. Failure to submit written notification of price list revisions will result in the rejection of new prices being invoiced. The City will only pay invoices according to the last approved price list.

7. NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

8. INTERLOCAL PURCHASING AGREEMENTS: (applicable to competitively procured goods/services contracts).

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

**CITY OF AUSTIN PURCHASING OFFICE
SECTION 0500: SCOPE OF WORK
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

1. PURPOSE

The City of Austin (City) seeks to contract with qualified Contractors who can provide meeting facilities and related services within the City limits.

2. BACKGROUND

The City hosts a wide range of events, including conferences, banquets, symposiums, vendor demonstrations, management retreats, and staff development meetings at various locations throughout the City.

3. MEETING FACILITY DEFINITIONS

- 3.1. **Conventional Meeting Space (Non-Hotel/Motel).** Traditional meeting venues such as conference halls or conference rooms.
- 3.2. **Unconventional Meeting Spaces.** Venues such as lounges, restaurants, decks, art galleries, warehouses, botanical gardens, etc.
- 3.3. **Hotel/Motel Meeting Spaces.** Venues in which the meeting space or banquet room is located within a hotel or motel.
- 3.4. **Small Venue.** Any space 859 square feet or smaller, or for approximately 10-50 individuals.
- 3.5. **Large Venue.** Any space 860 square feet or larger, or for approximately 50 or more individuals.

4. CONTRACTOR RESPONSIBILITIES

Actual fees for the services shall be negotiated with each facility qualified and selected for an award by the City.

4.1. Requirements.

- 4.1.1. Contractor shall be responsible for providing all personnel, equipment, supplies, and other resources to provide services under this contract.
- 4.1.2. Contractor shall maintain compliance with all applicable permits, regulations, certificates, and other requirements.
- 4.1.3. Contractor shall ensure that sufficient bins for collecting recyclables are provided in service areas.
- 4.1.4. Contractor shall use paper made with 100% post-consumer recycled content for menus and signage.

4.2. Preferences.

- 4.2.1. Discounts for lodging in connection with a planned event;
- 4.2.2. Discounts for meals in connection with a planned event;
- 4.2.3. Safe, accessible, and adequate parking;
- 4.2.4. Sustainable practices, such as:
 - 4.2.4.1. Conserving natural resources including water, energy, and raw materials throughout the product lifecycle;
 - 4.2.4.2. Minimizing environmental impacts such as water and air pollution;

**CITY OF AUSTIN PURCHASING OFFICE
SECTION 0500: SCOPE OF WORK
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES**

- 4.2.4.3. Eliminating or reducing toxins that create hazards to workers, citizens, wildlife, and the environment;
 - 4.2.4.4. Supporting up-cycling and recycling efforts; utilizing products with high recycle content;
 - 4.2.4.5. Reducing environmental impacts in your company's production and distribution systems;
 - 4.2.4.6. Supporting worker health, safety, and fair wages;
 - 4.2.4.7. Considering total cost of ownership during the product's useful life, including operation, supplies, maintenance, and disposal cost;
 - 4.2.4.8. Utilizing green certified cleaning products;
 - 4.2.4.9. Composting plan;
 - 4.2.4.10. Distribution of unused prepared food to local community or nonprofit organizations to the extent allowable by local health codes;
 - 4.2.4.11. Sustainability certifications, such as Leadership in Energy and Environmental Design (LEED), Green Key Global, Green Global International, Green Seal, or other certifications.
- 4.2.5. If catering services are offered with the meeting facility, the following preferences apply:
- 4.2.5.1. Sustainable practices, such as:
 - a. Sourcing from local farms/restaurants
 - b. Water stations available instead of individual bottled water (if appropriate)
 - c. Garnishes, centerpieces, and decorations that can be eaten, donated, recycled, reused, planted, or composted.
 - 4.2.5.2. Dietary preferences
 - a. Whole grains
 - b. A limited amount of trans-fat or hydrogenated oils
 - c. Colorful plates, using a variety of fruits and vegetables, and limiting the amount of fried food options
 - d. Fat-free, low-fat, or low-calorie foods and beverages
 - e. Lean-, low-, or reduced-fat protein sources
- 4.2.6. Additional related services, products, features, or amenities, such as internet access; audio visual capabilities; rental furniture and décor; view; kitchen; etc.

5. CITY RESPONSIBILITIES

On an individual event basis, City staff will provide direction to the Contractor on event-specific facility requirements, including seating and table arrangements, room decorations, speaker's podium, A/V equipment, signage, menu, and/or any other requirements necessary for the hosted event.

CITY OF AUSTIN PURCHASING OFFICE
SECTION 0600: PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
RFP SMB0103: FACILITY RENTAL AND RELATED SERVICES

1. PROPOSAL FORMAT

All Proposals should be submitted in the following format:

Submit 1 original and 1 electronic copy of your Proposal on flash drive. The original shall be submitted on 8.5 x 11 inch paper, bound or in a 3-ring binder. The original Proposal shall be clearly labeled as "original" and shall include the original signature of the person authorized to sign on behalf of the Proposer.

Proposals shall be organized in the information sequence described below. Use tabs to divide each part of your Proposal and include a Table of Contents with page numbers linking the content of the Proposal. Proposers should provide all details in the Proposal described below and any additional information you deem necessary to evaluate your Proposal.

Tab A - City of Austin Purchasing Documents

Complete and submit the following documents:

- a. Signed Offer Sheet (pages 1-3)
- b. Signed Addendums (all pages)
- c. Completed and Signed Section 0605 – Local Business Presence Identification Form
- d. Completed and Signed Section 0835 – Non-Resident Bidder Provisions
- e. Completed and Signed Section 0900 – Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form
- f. *If you will be utilizing subcontractors, you must contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and include the completed 0900 No Goals Utilization Plan with your proposal packet. Include the 0900 No Goals Utilization Plan in Tab 1d. You can download the 0900 No Goals Utilization Plan at <http://www.austintexas.gov/department/standard-bid-documents>*

Tab B - Business Organization, Experience & Qualifications (20 points)

Provide the following information:

- a. Full name and address of your company and identify parent company if you are a subsidiary. Indicate whether you operate as a partnership, corporation, or individual. Include the State(s) in which incorporated or licensed to operate. How long has your company been in business?
- b. Describe your company's knowledge, qualifications, and expertise. List all professional organizations for which your company is a member.
- c. Describe your company's relevant experience providing services described in the Scope of Work and providing services to governmental agencies. Letter of Recommendation that your company has received may be included.
- d. Statement on company letterhead that Proposer is in good standing with all relevant licensing and regulatory agencies. If the Proposer is a partnership/joint venture, this information shall be submitted for each partner.

Tab C - Proposed Solutions (20 points)

Review the scenarios in Attachment A of the solicitation and provide the following information for one or more scenarios provided:

- a. Type of meeting space proposed according to the categories described in Paragraph 3 of the Scope of Work (Meeting Facility Definitions).
- b. Description of meeting space. You may include pictures, drawings, diagrams, or brochure of the proposed space
- c. Seating and table arrangements
- d. Sample menu and serving style (e.g. buffet, table service, etc.)

- e. Any other items you offer that may enhance the meeting experience
- f. Indicate whether you are unable to provide any of the requested items or services described in the scenario.

Tab D - Facility Information & Sustainable Practices (30 points)

Provide the following information about your facility:

- a. Overview of facility;
- b. Star rating, diamond rating, shopper scores/ratings, or other quality ratings/scores;
- c. Description of security, cleanliness, and grounds/facility maintenance practices.
- d. List all meeting space types you can offer according to the categories in Section 3 of the Scope of Work (Meeting Facility Definitions). Indicate whether the meeting space is a small or large venue, and if the space is conventional, unconventional, or hotel/motel space. Provide a description for each space, including standing and seating capacity, year facility was built or renovated, etc. Include pictures/brochure for each meeting space.
- e. Sustainable practices as described in the Scope of Work.
- f. Describe how you meet any of the other preferences described in the Scope of Work. The City will view favorably proposals that meet stated preferences.
- g. Provide information on additional related services, products, features, or amenities. You may include brochures or other supporting information with your Proposal.

Tab E - Cost (20 points)

On the Cost Proposal Form (Attachment B), provide peak and off peak pricing for facility rental and include a definition for "Peak" and "Off-Peak". Additionally, itemize related services or products your company is offering and the associated prices offered to the City. Include the cost of labor, materials, supplies, travel, printing, gratuities, and all other fees including administrative overhead costs. Your organization's method of costing may or may not be used but shall be described. Points for "Cost" will be evaluated based on Section 1 of the Cost Proposal Form (Attachment B). You may include additional price lists or other supporting information with your Proposal.

Tab F - Business Exceptions

Detail any business exceptions that you will require on the Business Exceptions Form (Attachment C).

2. **PROPOSAL ACCEPTANCE PERIOD:** All proposals are valid for a period of one hundred and eighty (180) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the Proposal.
3. **PROPRIETARY INFORMATION:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
4. **AUTHORIZED NEGOTIATOR:** Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
5. **PROPOSAL PREPARATION COSTS:** All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

6. **EVALUATION FACTORS AND AWARD**

- A. To accommodate a variety of meeting venue and geographic needs, the City anticipates the award of multiple contracts. The City reserves the right to award by geographic location, facility size, facility type, unique qualifications, service offerings, or any combination deemed most advantageous to the City.
- B. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph C below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Proposers. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

C. **Evaluation Factors**

i. 100 points.

- | | |
|--|-----------|
| (1) Business Organization, Experience & Qualifications | 20 points |
| (2) Proposed Solutions | 20 points |
| (3) Facility Information & Sustainable Practices | 30 points |
| (4) Cost | 20 points |

The evaluation of costs will be performed objectively using a ratio method. With this method, the proposal with the lowest cost in each of the six categories identified in the Cost Proposal Form (Attachment B) receives the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest.

- | | |
|-----------------------------|-----------|
| (5) Local Business Presence | 10 points |
|-----------------------------|-----------|

The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

- ii. Site Visit and/or Interviews, Optional. The City may elect to conduct site visits and/or interviews for short-listed Proposers.

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?		
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

Section 0835: Non-Resident Bidder Provisions

Company Name _____

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: _____

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

Section 0900: Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

SOLICITATION NUMBER:

PROJECT NAME:

The City of Austin has determined that no goals are appropriate for this project. Even though goals were not assigned for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract, using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No _____ **If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope**

Yes _____ **If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.**

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, sub-consultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though goals were not assigned, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

Company Name

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Utilization Plan
(Please duplicate as needed)

SOLICITATION NUMBER:

PROJECT NAME:

PRIME CONTRACTOR / CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone Number		Fax Number	
Name of Contact Person			
Is Company City certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors / sub-consultants / suppliers that will be used in the performance of this Contract.
Attach Good Faith Effort documentation if non MBE/WBE firms will be used.

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor _____ **Date** _____ **Director/Deputy Director** _____ **Date** _____

ATTACHMENT A EVENT SCENARIOS

Refer to instructions in Section 0600, Proposal Preparation Instructions and Evaluation Factors, Tab C (Proposed Solutions).

Scenario 1 – Leadership Staff Development Conference

A City of Austin department contacts you in August about a casual conference they would like to schedule in February. The conference will take place on a Friday from 7:00 AM till 4:30 PM. There will be 70 attendees, and breakfast and lunch are needed for each guest. City staff will need a screen, projector, three to four microphones, two easels, and tables and chairs set up. City staff may also need four to five smaller areas in which to have break-out sessions.

Scenario 2 – Assistant City Manager Service Group Workshop

A City of Austin department contacts you in July about a business workshop in November for 60-70 people. The space is needed from 7:00 AM – 5:00 PM. Breakfast, lunch, and a light afternoon snack are needed, and coffee, water, and sodas shall be available all day. The group will need one wireless microphone, a projector, screen, and laptop, as well as a technician for support. Tables and chairs shall be arranged for ten teams of six to seven with distance between them for discussion. Easels and markers are also needed, as well as a large separate area with standing room for team-building activities.

Scenario 3 – Department Directors All-Day Work Session

Approximately 50 City personnel will need a conference location in October. They contact you six months in advance. They tell you they will need both a large room set up for learning as well as five to six break-out rooms. The large room will require tables, chairs, table décor and linens, easels, and markers. Breakfast, lunch, coffee, juice, and an afternoon snack will need to be provided as well as a projector, projection screen, and Wi-Fi. The space should be well-appointed and comfortable.

Scenario 4 – VIP Reception

The City is hosting a VIP reception on a Friday night in June, from 6pm to 10pm with 35 guests anticipated. A microphone and podium will be necessary as well as a small stage for a music performance. A/V support will be required for the musician. Hors d'oeuvres, a carving station, and a full bar with bartender are needed. Wait staff are expected to pass hors d'oeuvres around during the reception. Tables and chairs for dining as well as bar tables and chairs are necessary, both with linens and table décor.

Attachment B
Cost Proposal Form
RFP SMB0103: Facility Rental and Related Services

Vendor: _____

1. FACILITY RENTAL

Instructions: Provide pricing for Items 1 through 6 below. An amount of '0' (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to pay for that item. A 'no bid' or information left blank will be interpreted by the City that the Proposer does not wish to bid on that item.

Item	Description	Peak Pricing	Unit	% Discount - Peak Pricing	Off Peak Pricing	Unit	% Discount - Off Peak Pricing
1	Small Conventional Meeting Space (Non-Hotel)						
2	Large Conventional Meeting Space (Non-Hotel)						
3	Small Unconventional Meeting Space						
4	Large Unconventional Meeting Space						
5	Small Hotel Meeting Space						
6	Large Hotel Meeting Space						

Provide a definition for "Peak" and "Off Peak":

2. ADDITIONAL SERVICES OR PRODUCTS

Instructions: The City may have a future need to purchase additional related services and/or products under this Contract. Purchase of these items would be on an "as needed" basis at the prices offered in the list below, and the City makes no guarantee of purchase. Please list any additional services or products related to the Scope of Work and any associated discount. Information provided in the list below will not be used to evaluate "Cost".

SERVICE OR PRODUCT	HOW MUCH WILL YOU CHARGE THE CITY FOR THE SERVICE OR PRODUCT?	
	PRICE	UNIT OF MEASURE
<i>example: additional breakout rooms</i>	<i>\$25 per room</i>	<i>per additional hour</i>
<i>example: parking fees</i>	<i>\$5</i>	<i>per hour</i>
<i>example: plated meal</i>	<i>10% off</i>	<i>price list</i>



CITY OF AUSTIN PURCHASING OFFICE EXCEPTIONS

Solicitation Number:

The City will presume that the Offeror is in agreement with all sections of the solicitation unless the Offeror takes specific exception as indicated below. The City, at its sole discretion, may negotiate exceptions to the sections contained in the solicitation documents or the City may deem the Offer non-responsive. The Offeror that is awarded the contract shall sign the contract with the accepted or negotiated sections.

Place this attachment in Tab F of your Offer. Copies of this form may be utilized if additional pages are needed.

☐ Accepted as written.

☐ Not accepted as written. See below:

Indicate:

- ☐ **0300 Standard Purchase Terms & Conditions**
- ☐ **0400 Supplemental Purchase Provisions**
- ☐ **0500 Scope of Work**

Page Number

Section Number

Section Description

Alternative Language:

Justification:



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0103

Addendum No: 1

Date of Addendum: 04/19/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

- I. **Clarification:** The Pre-Proposal Conference scheduled for Wednesday, April 20, 2016, will begin at 10:00 am CST.

Participants may call in by dialing (512) 974-9300. The participant code is 464410.

- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: _____

Sandy Brandt, Senior Buyer Specialist
Purchasing Office, (512) 974-1783

4/19/2016

Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0103

Addendum No: 2

Date of Addendum: 04/21/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Attendance log for the pre-proposal conference is attached.

II. **Questions:**

Q1: Do I need to submit all three pages of the Offer Sheet with my proposal?

A1: Yes.

Q2: Can I include seasonal pricing in my proposal?

A2: Yes. In the Cost Proposal Form (Attachment B) you may include "peak" and "non-peak" pricing. There is a space for you to explain how you define "peak" and "non-peak" pricing.

Q3: Are reference letters from last year acceptable?

A3: Yes.

Q4: If I need to request exceptions to the City's terms and conditions, will my proposal be disqualified?

A4: We will work with you to try to come to mutual agreement.

Q5: What if you do not receive many proposals? Will you cancel the solicitation?

A5: It is our intent to make recommendations for award based on the proposals we receive through this solicitation.

III. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

APPROVED BY: _____

Sandy Brandt, Senior Buyer Specialist
Purchasing Office, (512) 974-1783

Date

4-21-16

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0103

Addendum No: 3

Date of Addendum: 05/17/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

- I. **Extension:** The proposal due date is hereby extended until Tuesday, May 24, 2016 at 2:00pm local time.
- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: _____

Sandy Brandt, Senior Buyer Specialist
Purchasing Office, (512) 974-1783

5/17/2016

Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0103

Addendum No: 4

Date of Addendum: 05/24/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

- I. **Extension:** The proposal due date is hereby extended until Tuesday, May 31, 2016 at 2:00pm local time.
- II. ~~ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.~~

APPROVED BY: _____

Sandy Brandt, Senior Buyer Specialist
Purchasing Office, (512) 974-1783

5/24/16
Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.



City of Austin

Purchasing Office, Financial Services Department

P.O. Box 1088, Austin, TX 78767

June 30, 2016

Subject: Best and Final Offer of RFP SMB0103, Meeting Facilities and Related Services

Dear Finalist:

Thank you for your response to the above referenced solicitation for the City of Austin. The City has identified your firm as a finalist and is requesting a Best and Final Offer (BAFO) from your company in regards to your submittal.

The BAFO pricing document is attached and must be completed on the form provided. Please provide pricing based ONLY on rental of your facility for the scenario listed below. Pricing should NOT include food/beverage, equipment, tables/chairs, or any other extra items, unless your pricing structure is based solely on service minimums (such as food and beverage). You may make copies of the attached form, if necessary.

Scenario: Thursday, September 15 from 6pm to 8pm

Email your completed Price Form to Ken Bragdon at Kenneth.Bragdon@austintexas.gov by 2pm local time, on July 13, 2016.

If you have any questions, please contact me at Sandy.Brandt@austintexas.gov or (512) 974-1783. You may also contact Ken Bragdon at Kenneth.Bragdon@austintexas.gov or (512) 974-2035. Thank you for your participation in this competitive solicitation. We appreciate your interest in doing business with the City of Austin.

Sincerely,

Sandy Brandt
Senior Buyer Specialist
City of Austin
Purchasing Office

Pricing Form
RFP SMB0103 - Meeting Facilities and Related Services

Vendor: _____

FACILITY RENTAL ONLY			
Item	Description	Room Name/Description	Extended Price
1	Small Conventional Meeting Space (Non-Hotel/Motel)		
2	Large Conventional Meeting Space (Non-Hotel/Motel)		
3	Small Unconventional Meeting Space		
4	Large Unconventional Meeting Space		
5	Small Hotel/Motel Meeting Space		
6	Large Hotel/Motel Meeting Space		

☐ Check here if pricing structure is based solely on a food and beverage minimum (or other service minimum).

MEETING FACILITY DEFINITIONS:

- Conventional Meeting Space (Non-Hotel/Motel) - Traditional meeting venues such as conference halls or conference rooms.
- Unconventional Meeting Space (non-Hotel/Motel) - Venues such as lounges, restaurants, decks, art galleries, warehouses, botanical gardens, etc.
- Hotel/Motel Meeting Space - Venues in which the meeting space or banquet room is located within a hotel or motel.
- Small Venue - Any space 859 square feet or smaller, or for approximately 10-50 individuals.
- Large Venue - Any space 860 square feet or larger, or for approximately 50 or more individuals.



May 13, 2016

City of Austin
RFP – SMB0103

To Whom It May Concern:

Norris Conference Centers is pleased to submit a response to RFP – SMB0103 for Facility Rental and Related Services. In March of 2015, Norris celebrated their 25th year of successful experience in the conference center industry, we are confident in our abilities to create a winning partnership as it relates to this project.

Norris would like to draw your attention to the following:

- Reduced Room Fees and associated event services
- Complimentary Beverage Refreshes with the purchase Continental Breakfast and/or afternoon Break Service
- Ample/Free Parking
- Free Wi-Fi

As you may know, we are a growing, Texas based company, with five event venues, with locations in Houston (2 facilities), Austin, San Antonio and Fort Worth. We host over 6,400 business meetings and training seminars on an annual basis in our executive level meeting and event venues. In addition, we host, hundreds of social events, in our Red Oak Ballrooms, from large receptions to award banquets to holiday celebrations.

Our clients tell us that we provide them with “peace of mind” when they have their events booked with us because of our proven track record, since 1990, of always handling every detail.

Meetings hosted at our venues range from staff development training seminars hosted by human resources, to planning sessions hosted by various departments such as marketing & finance.

Norris Conference Centers

2525 West Anderson Lane • Suite 365 • Austin, Texas 78757 • 512-451-5011
9990 Richmond Avenue • Suite 102 • Houston, Texas 77042 • 713-780-9300
618 NW Loop 410 • Suite 207 • San Antonio, Texas 78216 • 210-738-0040
304 Houston Street • Fort Worth, Texas 76102 • 817-289-2400
803 Town & Country Lane • Suite 210 • Houston, Texas 77024 • 713-590-0950

www.norriscenters.com

Majority of our clients drive from home and do not require overnight sleeping rooms, however, we do partner with nearby hotels if overnight accommodations are needed.

I would encourage you to visit our web site for more details at www.norriscenters.com, which includes testimonials from a number of our delighted clients.

We have enjoyed numerous years of hosting events for various departments within the City of Austin and our entire Norris team sincerely hopes that we can continue working together to service the City of Austin's future off-property event/meeting needs.

Sincerely,

A handwritten signature in blue ink, appearing to read 'LH' or 'LH2014', is positioned above the printed name.

Linda Hampton
Norris Conference Centers, Inc.

Norris Conference Centers

2525 West Anderson Lane • Suite 365 • Austin, Texas 78757 • 512-451-5011
9990 Richmond Avenue • Suite 102 • Houston, Texas 77042 • 713-780-9300
618 NW Loop 410 • Suite 207 • San Antonio, Texas 78216 • 210-738-0040
304 Houston Street • Fort Worth, Texas 76102 • 817-289-2400
803 Town & Country Lane • Suite 210 • Houston, Texas 77024 • 713-590-0950

www.norriscenters.com



CITY OF AUSTIN, TEXAS

Purchasing Office

REQUEST FOR PROPOSAL (RFP)

OFFER SHEET

SOLICITATION NO: RFP SMB0103

DATE ISSUED: April 4, 2016

REQUISITION NO.: RQM 7400 16031400315

COMMODITY CODE: 97165

COMMODITY/SERVICE DESCRIPTION: Facility Rental and Related Services

PRE-PROPOSAL CONFERENCE TIME AND DATE: April 20, 2016

LOCATION: City of Austin Municipal Building
Purchasing Office Conference Room (3rd Floor)
124 W. 8th Street
Austin, TX 78767

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

Sandy Brandt
Senior Buyer Specialist

Phone: (512) 974-1783
E-Mail: Sandy.Brandt@austintexas.gov

Georgia Billela
Senior Buyer

Phone: (512) 974-2939
E-Mail: Georgia.Billela@austintexas.gov

PROPOSAL DUE PRIOR TO: 2pm CST on May 17, 2016

PROPOSAL CLOSING TIME AND DATE: 2:15pm CST on May 17, 2016

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

LIVE SOLICITATION CLOSING ONLINE: For RFPs, only the names of respondents will be read aloud

For information on how to attend the Solicitation Closing online, please select this link:

<http://www.austintexas.gov/departments/bid-opening-webinars>

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired, as shown below:

Address for US Mail (Only)	Address for Fedex, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # RFP SMB0103	Purchasing Office-Response Enclosed for Solicitation # RFP SMB0103
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY OF YOUR RESPONSE

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	3
0500	SCOPE OF WORK	2
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	3
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	2
Attachments	Attachments A, B, and C	3

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the * Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

INTERESTED PARTIES DISCLOSURE

In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 “Certificate of Interested Parties” that is signed and notarized for a contract award requiring council authorization. The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: Norris Training Systems, Inc.
 Company Address: 13810 Champion Forest Dr. Ste. 144
 City, State, Zip: Houston Tx 77069
 Federal Tax ID No. _____
 Printed Name of Officer or Authorized Representative: Linda Hampton
 Title: Executive Vice President
 Signature of Officer or Authorized Representative: [Signature]
 Date: 5-10-2016
 Email Address: l.hampton@norriscenters.com
 Phone Number: 713-780-9387

*** Proposal response must be submitted with this Offer sheet to be considered for award**



CITY OF AUSTIN PURCHASING OFFICE EXCEPTIONS

Solicitation Number:

The City will presume that the Offeror is in agreement with all sections of the solicitation unless the Offeror takes specific exception as indicated below. The City, at its sole discretion, may negotiate exceptions to the sections contained in the solicitation documents or the City may deem the Offer non-responsive. The Offeror that is awarded the contract shall sign the contract with the accepted or negotiated sections.

Place this attachment in Tab F of your Offer. Copies of this form may be utilized if additional pages are needed.

☒ Accepted as written.

☐ Not accepted as written. See below:

Indicate:

- ☐ 0300 Standard Purchase Terms & Conditions
- ☐ 0400 Supplemental Purchase Provisions
- ☐ 0500 Scope of Work

Page Number

Section Number

Section Description

Alternative Language:

Justification:



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0103

Addendum No: 1

Date of Addendum: 04/19/2016


This addendum is to incorporate the following changes to the above referenced solicitation:

- I. **Clarification:** The Pre-Proposal Conference scheduled for Wednesday, April 20, 2016, will begin at 10:00 am CST.

Participants may call in by dialing (512) 974-9300. The participant code is 464410.

- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:


Sandy Brandt, Senior Buyer Specialist
Purchasing Office, (512) 974-1783

4/19/2016
Date

ACKNOWLEDGED BY:

Linda Hampton
Name


Authorized Signature

5-10-16
Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0103

Addendum No: 2

Date of Addendum: 04/21/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Attendance log for the pre-proposal conference is attached.

II. **Questions:**

Q1: Do I need to submit all three pages of the Offer Sheet with my proposal?

A1: Yes.

Q2: Can I include seasonal pricing in my proposal?

A2: Yes. In the Cost Proposal Form (Attachment B) you may include "peak" and "non-peak" pricing. There is a space for you to explain how you define "peak" and "non-peak" pricing.

Q3: Are reference letters from last year acceptable?

A3: Yes.

Q4: If I need to request exceptions to the City's terms and conditions, will my proposal be disqualified?

A4: We will work with you to try to come to mutual agreement.

Q5: What if you do not receive many proposals? Will you cancel the solicitation?

A5: It is our intent to make recommendations for award based on the proposals we receive through this solicitation.

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: _____

Sandy Brandt, Senior Buyer Specialist
Purchasing Office, (512) 974-1783

4-21-16
Date

ACKNOWLEDGED BY:

Linda Hampton
Name

[Signature]
Authorized Signature

5-11-16
Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

Revised 12/13/2015



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0103

Addendum No: 3

Date of Addendum: 05/17/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

- I. **Extension:** The proposal due date is hereby extended until Tuesday, May 24, 2016 at 2:00pm local time.
- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: _____

[Signature]
Sandy Brandt, Senior Buyer Specialist
Purchasing Office, (512) 974-1783

5/17/2016
Date

ACKNOWLEDGED BY:

Linda Hampton Norris
Name

[Signature]
Authorized Signature

March 29, 2017
Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP SMB0103

Addendum No: 4

Date of Addendum: 05/24/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

- I. **Extension:** The proposal due date is hereby extended until Tuesday, May 31, 2016 at 2:00pm local time.
- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:

[Signature]
Sandy Brandt, Senior Buyer Specialist
Purchasing Office, (512) 974-1783

Date

5/24/16

ACKNOWLEDGED BY:

Name

Linda Hampton Norris

Authorized Signature

[Signature]

Date

March 29, 2017

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm	Norris Conference Centers - Austin	
Physical Address	2525 West Anderson Lane 78757	
Is your headquarters located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?		
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	<input type="radio"/> No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	<input type="radio"/> Yes	<input type="radio"/> No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?	<input type="radio"/> Yes	<input type="radio"/> No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

Section 0835: Non-Resident Bidder Provisions

Company Name Norris Conference Center

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: Resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
 (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

Section 0900: Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

SOLICITATION NUMBER:	RFP 7400 SMB0103
PROJECT NAME:	City wide facility services

The City of Austin has determined that no goals are appropriate for this project. Even though goals were not assigned for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.


If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract, using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No ☒ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope

Yes ☐ If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, sub-consultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though goals were not assigned, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.	
Norris Conference Centers	
Company Name	
Linda Hampton, V.P.	
Name and Title of Authorized Representative (Print or Type)	
Signature	Date
	5-10-16

Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Utilization Plan
(Please duplicate as needed)

SOLICITATION NUMBER:
PROJECT NAME:

PRIME CONTRACTOR / CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone Number		Fax Number	
Name of Contact Person			
Is Company City certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors / sub-consultants / suppliers that will be used in the performance of this Contract. **Attach Good Faith Effort documentation if non MBE/WBE firms will be used.**

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor _____ Date _____ Director/Deputy Director _____ Date _____



**City of Austin
RFP – SMB0103
Norris Conference Centers**

Business Organization, Experience & Qualifications

Company Name / Address / Incorporation / Years of Business

Norris Training Systems, Inc. – dba Norris Conference Centers
13810 Champion Forest Drive, Ste. 144
Houston, Texas 77069

Incorporated in the State of Texas, August 31, 1990

26 years serving the Texas Markets

Company Description/Qualifications:

With venues in Austin, San Antonio, Fort Worth and Houston, we service most major cities in Central Texas. Our management office in Houston, allows us to participate effectively manage activities and events being hosted at each of our venues.

Norris Conference Centers was designed for the specific purpose of hosting off-site meetings, training and social events for businesses, government agencies, trade associations and the local wedding/social market. All properties are dedicated day meeting facility. We have partnerships with local hotels, golf facilities, etc. that allows us to provide these amenities as needed, permitting us to focus on our core business of event management.

With billions of dollars being allocated to organizational training, Norris Conference Centers offer a unique and attractive alternative to typical off-site facilities such as hotel meeting rooms and/or country clubs. Based on extensive market research, NCC offers a professional environment patterned after typical training facilities found in Fortune 500 companies that is conducive to adult learning while creating an elegant atmosphere for social gatherings.

Norris Conference Centers

2525 West Anderson Lane • Suite 365 • Austin, Texas 78757 • 512-451-5011
9990 Richmond Avenue • Suite 102 • Houston, Texas 77042 • 713-780-9300
618 NW Loop 410 • Suite 207 • San Antonio, Texas 78216 • 210-738-0040
304 Houston Street • Fort Worth, Texas 76102 • 817-289-2400
803 Town & Country Lane • Suite 210 • Houston, Texas 77024 • 713-590-0950

www.norriscenters.com

Venue Profile

Norris Conference Centers – Austin opened in March 1990. The current venue is a 22,000 square foot facility doing exceptionally well with a mix of day meetings, small trade shows and social events. This facility continues to be a strong performer. Event rooms range in size from 4,500 to 250 sq. ft.

Norris Conference Centers – Houston/Westchase, which opened in January 2006, is a 20,000 square foot facility focused on serving the day meeting industry. Our largest room is 2,200 sq. ft. and rooms range down from there to our smallest rooms which are ideal for breakout sessions or office space at 230 sq. ft.

Norris Conference Centers – Houston/CityCentre opened in May 2009. This venue hosts numerous conventions, social events, small trade shows and day meetings. CityCentre features an 8,000 sq. ft. events room which can be divided and additional rooms ranging in size from 5,000 sq. ft. to 280 sq. ft.

Norris Conference Centers – Fort Worth, located in vibrant Sundance Square, opened for business in October of 2008. This venue features two floors of meeting and social event venues varying in size from 5,000 sq. ft. to smaller breakout rooms of 250 sq. ft.

Norris Conference Centers – San Antonio opened for business in 2005. Effective January 1, 2015, this venue was relocated to our new location at Park North, less than two miles from the San Antonio International Airport. The new venue is similar in scale to our CityCentre location with rooms ranging in size from 8,000 sq. ft. to 2800 sq. ft.

Company Structure

Norris is an S Corporation

David Norris, Majority Owner / President

David is the original founder of Norris Training Systems, Inc. – DBA, Norris Conference Centers in 1990. He is the majority stockholder and President of the company. David, has also served as President of Keystone Controls, Inc., in Houston, a \$120M manufacturing firm for six years. Previously, he was Vice President of North America/South America operations for Emerson Process in Austin, a \$220M controls manufacturing firm. David is a co-inventor and patent holder for a controller designed to optimize exothermic batch reactors and worked as an electronic design engineer for 6 years before moving into sales and management. David holds a BSEE from Iowa State University.

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www.norriscenters.com

With over thirty years of business experience, David provides solid business leadership in building operational and marketing processes that have become the Norris Training Systems, Inc. foundation of our success. With years of involvement in the industry, David provides the direction and drive that has fueled the growth of Norris Conference Centers.

Linda Hampton, Owner / Executive Vice President, Sales and Marketing

Linda has been with Norris Conference Centers since 1990. Starting out as the company's conference coordinator, she is now Vice President. Previously, Ms. Hampton was employed with Prentiss Properties, in the area of commercial property management. Prior to 1989, she was employed in various positions with the Greater Austin Chamber of Commerce. She holds a B.S. in Education from Baylor University, an MBA from Texas State University, and a Masters in Human Resources and Developmental Leadership from The University of Texas – Austin. In 1997, Linda became a Certified Meeting Planner. Ms. Hampton has been instrumental in keeping up with industry trends via her participation and continuing education in industry specific organizations such as: Meeting Professionals International, American Society of Training and Development, Society of Human Resource Managers and the International Assoc. of Conference Centers.

Darin Kelley, Regional Vice President

Darin has been with Norris Conference Centers since 2006. Starting out as an Assistant General Manager at our San Antonio location, he is now Regional Vice President. He helped open the Houston CityCentre location in 2009 as the General Manager. In 2012 Darin assisted in the creation of Catering by Norris which is now the sole caterer for our facilities. He holds a B.A. in Political Science from Texas State University and an Associates in Culinary Arts from Le Cordon Bleu. In 1994, Darin became a Certified Chef de Cuisine from the American Culinary Federation. Darin's passion to serve has kept him in the hospitality field for over 20 years and he continues to find the challenges rewarding.

Jim Cone, Vice President, Operations

Jim joined Norris Conference Centers in May 2005. He brings experience in business management. He has a proven track record of performance in manufacturing, retail, sales and marketing, and service. Jim has been responsible for profitably managing several high growth businesses, up to \$100M in annual volume.

Norris Conference Centers

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Jim is certified in Lean Manufacturing, APICS, the Stephen Covey Leadership program, and enjoys participating in continuing industry specific education. He has been a board member of several educational and charitable organizations and a past member of the Houston President's Forum.

Chris Clymer, Vice President of Marketing

In 2001, Chris Clymer joined the Norris Center- Austin team as the General Manager while also creating and producing marketing collateral for Norris Centers, a function he had been doing since our inception in 1990. After years of successfully managing our Austin venue, Chris accepted a promotion to become our Vice President of Marketing. Chris has studied photography at the Brooks Institute and continued his studies at University of Austin and St. Edwards University. Prior to joining Norris Centers, Chris was the Director of Advertising at the Lower Colorado River Authority, where he taught himself a number of software programs required to succeed in today industry of photojournalism and marketing.

Venue Level Structure:

On a local level, each venue operations with a General Manager, and Assistant General Manager, an Event Service Manager, a Sales Manager, an average of (2) two Banquet Captains and numerous hourly staff supporting our customers events.

References

Texas Teachers
The Flippen Group
Fort Worth Independent School District
Texas Bar Association
American Association of Petroleum Geologists

Statement of Support

The core competency for Norris is the creation, management and marketing of small and medium sized conference and convention facilities. Our management and sales processes have been proven to be successful with these facilities. Within this framework, our business objective is to maintain consistent and managed growth to ensure the success of each new venture. Opportunities for revenue growth are optimized by creating a balanced facility geared towards adult learning, but one that also addresses the trade show and social function market, including weddings and fund-raisers.

Norris Conference Centers

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www.norriscenters.com

For over 25 years, Norris Centers have supported the education markets from hosting teacher in-service seminars to

Insurance Requirements

Norris is able to meet the insurance requirements outlined in the RFP.

Our team would welcome the opportunity to further discuss how we may assist in all aspects of supporting this project.

Norris Conference Centers

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www.norriscenters.com



May 11, 2016

City of Austin
RFP – SMB0103

To Whom It May Concern:

Norris is in good standing with all relevant licensing and regulatory agencies.

Sincerely,

Linda Hampton
Norris Conference Centers

Norris Conference Centers

2525 West Anderson Lane • Suite 365 • Austin, Texas 78757 • 512-451-5011
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www.norriscenters.com



Red Oak Ballroom



The Beginning Of A Lifetime Of Beautiful Memories

(512) 451-3700

💞 Tours by Appointment Please 💞

Red Oak Ballroom

No matter what occasion you're celebrating, you will notice the difference the moment you enter the Red Oak Ballroom. You'll find an elegant venue and a friendly staff committed to the success of your special day.



Our Commitment

You have a lot of options when it comes to choosing a venue for the most important day of your life. What we hear from clients is they are looking for more than just a venue. They are looking for someone to actually listen to their needs and what event they actually want, not simply push them into cookie-cutter packages. They also want real people who care about their event. And they want the sales, planning and event processes to be simple and stress free.

At the Red Oak Ballroom, from sales to servicing your event, we are there every step of the way. We understand every couple is unique, and just like you, they want their wedding reception to capture the spirit of their love. We are here to make that dream a reality. Whether it's a fabulous cocktail reception, or a plated dinner pulled off with elegance and sophistication. Our goal is to provide you the event of your dreams, while making every detail as easy to plan as possible. We've taken the stress out of planning the perfect event.

The Venue

At the Red Oak Ballroom, you'll find a neutral color palate throughout our elegant, sophisticated facility.

So no matter what color you choose for your event, it will match. We don't have wild, patterned carpet and wallpaper, or gaudy, bright colors to limit your color choices for linens and decorations. Use the room as is or decorate to your heart's content, any choice will look great. And, we offer various lighting choices to transform the space into an event that's truly special, truly yours.

Personalized Service

You've chosen a venue, signed a contract and finished the planning, so you're all done, right? Maybe.

At the Red Oak Ballroom, we've hosted hundreds of weddings and know "all done" is never really so. That's why we assign you an event coordinator. The coordinator works with you on every detail of your event: decorations and linens, DJ and photographer, and anticipates problems and offers suggestions. Let the Red Oak Ballroom worry about making your day perfect. You have a life to plan.



Tell us your dream, your vision, your needs and you'll discover why most of the people who walk through our doors were told by a friend to come see us first. Come tour the Red Oak Ballroom and discuss how the Red Oak Ballroom can make your dreams a reality.



Red Oak Ballroom

Services Offered

Our goal at the Red Oak Ballroom is to provide you the event you want. One that meets all your needs. We do offer Wedding Packages for those who prefer the simplicity of all the services bundled together at a set price, but where we really shine is working from your vision of the perfect event. And, coming



from our experience of hosting hundreds of events, we are ready to offer suggestions and solutions to potential problems you may not have thought about. Let us take the anxiety out of planning your day.

Weddings can be costly, but for a once-in-a-lifetime event the cost is justified. What isn't justified is discovering a few weeks before your actual event that the cost has increased over the price you thought you had contracted. Funds are normally stretched to the limit at this point. Adding this unnecessary stress can ruin your event. That's why the Red Oak Ballroom prides itself on showing you the total cost of your event and not tacking on hidden fees. If you don't change any of the services contracted the price remains what we agreed upon. If you need to change any services (this happens) we'll show you the new bottom line before your event. We want to call you after the event to see how everything went, not to say you owe us more money.

Speaking of added extras, the Red Oak Ballroom includes a long list of amenities with your event. We want to make sure every bride has what they need for the perfect event and include these services as part of the booking. This allows you to concentrate on the real extras that will make your event special.

The Red Oak Ballroom rental fee includes the following amenities:

- On site Facility Coordinator
- Complimentary Tasting with signed contract
- Bridal Dressing Room
- Complimentary Champagne Toast for Head Table
- Water, Coffee and Iced Tea served with dinner
- Six hours of event time
- Choice of Black or White Table Linens & Napkins (upgrades available)
- Center Pieces of Norris Oil Lamps on Mirrors
- Decorated Buffet Tables, Cake and Gift Tables
- China dinner plates, Glassware, flatware
- Complimentary Cake Cutting Service
- 60" Round Tables & Banquet Chairs
- 15' x 15' Standard Dance Floor
- Set Up & Clean Up of basic decorations
- Ample Free Parking
- Experienced wait staff





Red Oak Ballroom

Menu Selections & Bar Packages



Austin • 2525 W. Anderson Lane, Suite 365 • (512) 451-3700



**City of Austin
RFP # 7400 – SMB0103
Norris Conference Centers**

Proposed Solutions

For all Scenarios, please see the attached/enclosed marketing collateral.

Norris Conference Centers

2525 West Anderson Lane • Suite 365 • Austin, Texas 78757 • 512-451-5011
9990 Richmond Avenue • Suite 102 • Houston, Texas 77042 • 713-780-9300
618 NW Loop 410 • Suite 207 • San Antonio, Texas 78216 • 210-738-0040
304 Houston Street • Fort Worth, Texas 76102 • 817-289-2400
803 Town & Country Lane • Suite 210 • Houston, Texas 77024 • 713-590-0950

www.norriscenters.com



DAY MEETING PACKAGES

SPECIAL DELIVERY PACKAGES

Day Meeting Packages (DMP) are the easiest and best way to quickly set up your meeting. DMPs include everything you need to host your meeting, just select the level of services you need. And because DMPs are set up on a cost-per-person basis, budgeting is a snap. Also included is Norris Conference Centers' high level of customer service for a worry-free experience. Try a DMP today.

Our most popular packages, ranging in price and services, are outlined below. Or, we can design a special package to meet your group's particular needs. Ask your salesperson for current pricing.

NORRIS PACKAGE*

- All Day Beverage Service
- Audio/Visual includes a VPU and screen, a flip chart and a white board

SILVER PACKAGE*

- Norris Continental Breakfast
- Choice of our Cold Lunch Buffet Selections
- Norris Afternoon Break
- Audio/Visual includes a VPU and screen, a flip chart and a white board

BUSINESS CENTER

Services include assistance with faxing, copying, printing, shipping requests, message service and accessing e-mail. Our conference coordinators are happy to assist with any special transportation needs or hotel accommodations.

GOLD PACKAGE*

- Deluxe Continental Breakfast
- Choice of our Hot Buffet Lunch Selections
- Deluxe Afternoon Break
- Audio/Visual includes a VPU and screen, a flip chart and a white board

DIAMOND PACKAGE*

- Executive Breakfast
- Choice of our Hot Buffet Lunch Selections
- Executive Afternoon Break
- Audio/Visual includes a VPU and screen, two flip charts and a white board

PLATINUM PACKAGE*

- Executive Breakfast
- Choice of our Hot Buffet Lunch Selections
- Customized Afternoon Break
- Audio/Visual includes a VPU and screen, two flip charts and a white board

* *NOTE: All DMPs are based on a minimum of 25 attendees, and include AM/PM break refreshments. Service fees are included, but 8.25% sales tax will be added to the final invoice. Additional room fee(s) may be necessary if your group requires extra space. Your salesperson can help you customize your DMP.*



WHY NORRIS CENTERS ARE BEST

Businesses make a substantial investment when deciding to hold an off-site meeting. The costs include hiring trainers, travel expenses, course materials, lost productivity, etc.. With this much investment at stake... why take a chance on a facility that is not optimal for your event?

WHY ARE NORRIS CENTERS THE BEST?

Meeting planners have become believers of the Norris Conference Centers experience – due to our history of building long-term relationships with clients that have learned they can trust us. Clients who value our service and goal of making their job easier.

Norris staff members take pride in keeping up with industry trends and best practices. The result is unsurpassed customer service that begins with key traits like:

- **Listening** – which allows us to customize and create events based on the unique needs of each client.
- **Retained knowledge** – allowing us to easily duplicate previous events and past successes.

- **Limited if not Single-point contact** – we are right here, visible and available, with the authority and desire to take care of our customers.

- **Responsive to last minute requests** – from additional A/V equipment to copying training materials to meal changes – we are here to help.



ADDITIONAL FEATURES AND BENEFITS OF NORRIS CONFERENCE CENTERS:

- **Ergonomic Seating** – to lessen fatigue from sitting for extended periods.
- **Full Spectrum Lighting** – to keep participants alert.
- **Individual Room Thermostats** – to maintain client comfort.
- **Soundproofed Meeting Rooms** – to ensure confidentiality.
- **Day Meeting Packages** – to simplify the budgeting process.

Clients agree our key feature is our experienced staff, who are committed to the success of every meeting – no matter how large or small.





FOOD FOR THOUGHT

Norris Conference Centers provide complete food and beverage service. Our selections are chosen by quality and variety of ingredients, regional favorites, as well as an appreciation for the need to keep the participants alert throughout the event.

We offer beverage services, lite, continental or full breakfasts, lite or full lunches, dinners and breaks throughout the day. Please see the enclosed menus for specific selections.

BREAKFAST AND MORNING BREAK

- MINI-CONTINENTAL: Assorted pastries, freshly brewed gourmet regular and decaffeinated coffee, and a variety of teas.
- NORRIS CONTINENTAL: Add juices and fresh whole fruit to above.
- EXECUTIVE BREAKFAST: Add a customized hot dish to above.

LITE OR FULL LUNCH

- A full selection of delicious and freshly prepared food, from box lunches to hot buffets, is available for your group.

AFTERNOON BREAK

- NORRIS BREAK: Freshly brewed gourmet regular and decaffeinated coffee, a variety of teas, regular and diet soft drinks and choice of snacks.
- DELUXE BREAK: Choose from our themed break options.
- EXECUTIVE BREAK: Add a customized option to PM Break.

DINNER AND HORS D'OEUVRES

Menus available upon request. Please ask your Norris salesperson for assistance.

SEEING IS BELIEVING

We offer complete in-house A/V, so you won't need to deal with a separate company. And, most of our A/V is built into each meeting room. From simple computer presentations, to speaker panels, to the complicated, we have you covered. Just walk in, plug in and go. Our experienced event planners are here to help. Daily rentals of some popular equipment:

- Video Projection Unit (VPU)
- Screen
- Sound and Public Address Systems:
 - with Wireless Hand held mic
 - with Wireless Lapel mic
 - add Sound Mixer
- Flip Chart Stand
 - with standard pad
 - with Post-It pad
- Lectern
- Standing Podium

NOTE: If you require specific equipment that is not listed, please contact us so we may meet your needs.

ADDITIONAL SERVICES

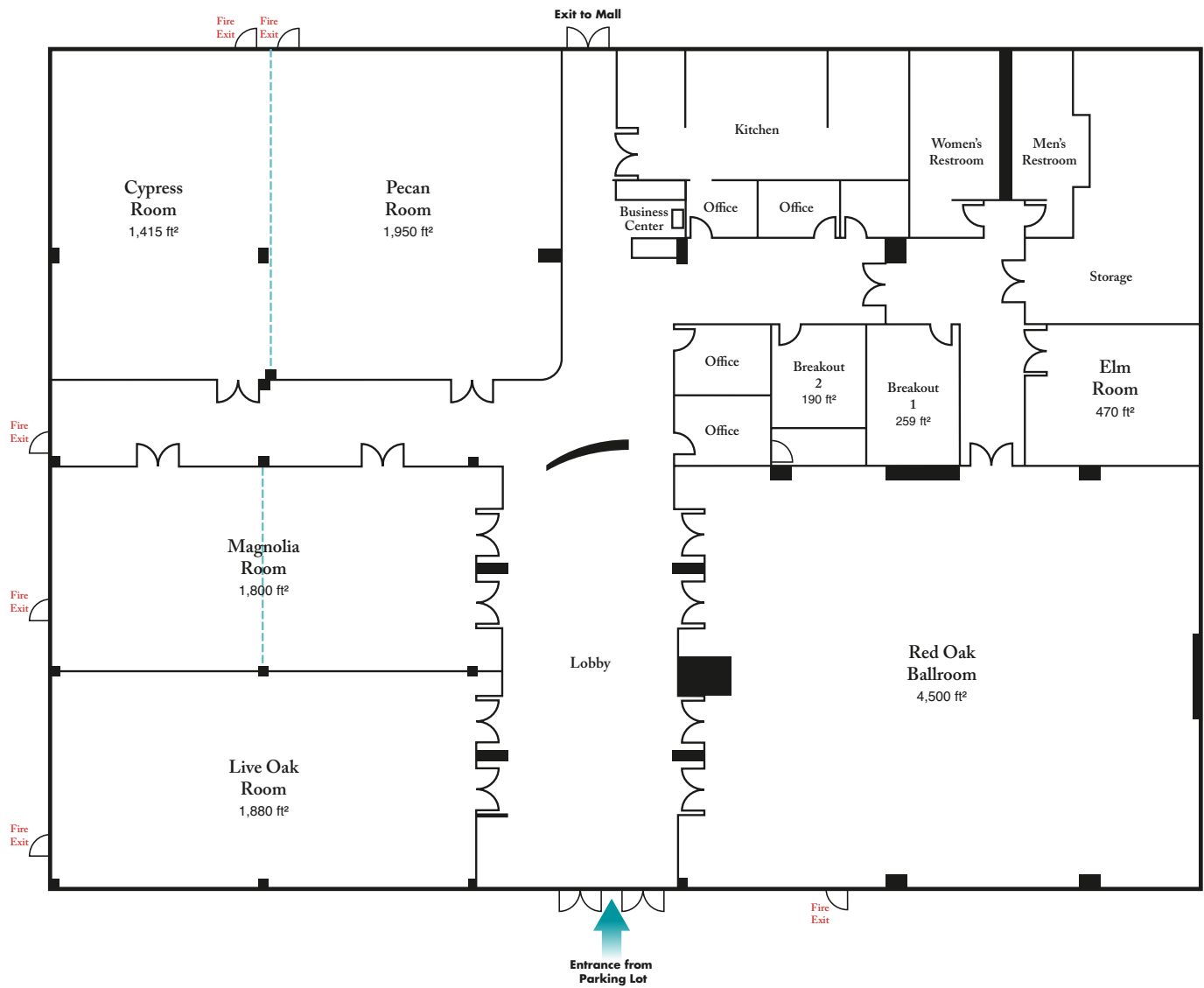
- Fax
- Photocopying
- High-speed Internet
 - Wired
 - Wireless
- Phone Line
- Teleconferencing
- Videotaping
- Computer rental
- Videoconferencing

Phones are available in the lounge area for attendees. Local calls are free. Conference calling is available in all conference and breakout rooms.



SPACE CONFIGURATION - AUSTIN

Exhibit B



Austin	Sq. Ft.	Room Dimensions	Theatre	Classroom	Rounds 60" 8 per	Rounds 72" 10 per	Semi Circle 5 per	U-Shape
ROB	4,493	60 x 70	450	250	264	250	165	60
Live Oak	2,159	31 x 61	150	108	96	100	60	40
Magnolia	2,048	29 x 61	146	102	88	90	60	34
Magnolia A	1,050	30 x 35	50	32	40	50	30	30
Magnolia B	690	30 x 23	50	30	40	50	30	25
Cypress	1,434	30 x 47	120	70	72	70	50	32
Pecan	1,995	42 x 47	160	110	104	110	70	40
Elm	470	20 x 20	20	20	24	30	15	14



SPACE CONFIGURATION - FORT WORTH/LEVEL 2

Exhibit B



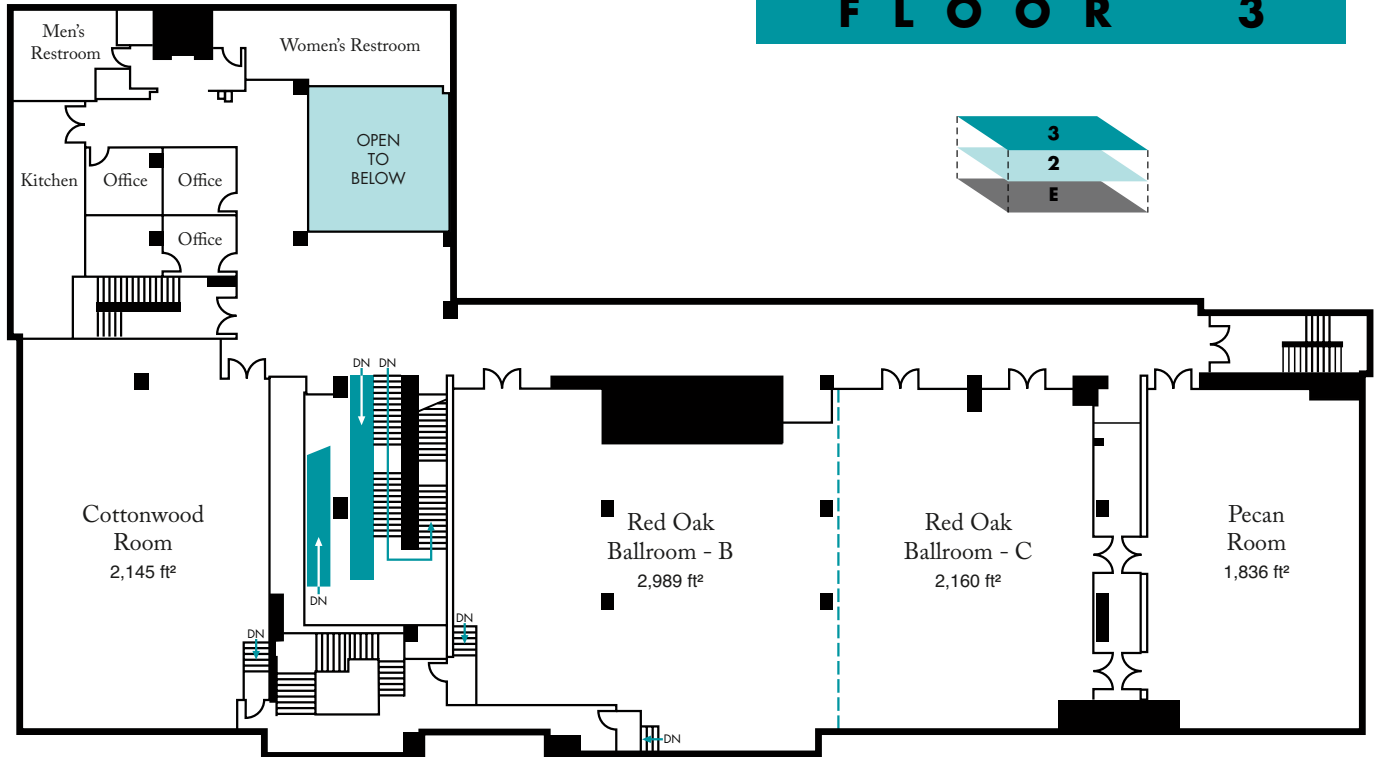
Fort Worth - Floor 2	Sq. Ft.	Room Dimensions	Theatre	Classroom	Rounds 60" 8 per	Rounds 72" 10 per	Semi Circle 5 per	U-Shape
ROB - A	3,196	47 x 68	240	144	160	180	120	44
Live Oak	2,240	40 x 56	196	100	136	150	70	32
Cypress	1,680	35 x 48	108	64	72	80	45	22
Sage	1,855	35 x 53	150	72	104	120	65	28
Magnolia	1,836	34 x 54	145	64	96	110	45	20



SPACE CONFIGURATION - FORT WORTH/LEVEL 3

Exhibit B

FLOOR 3

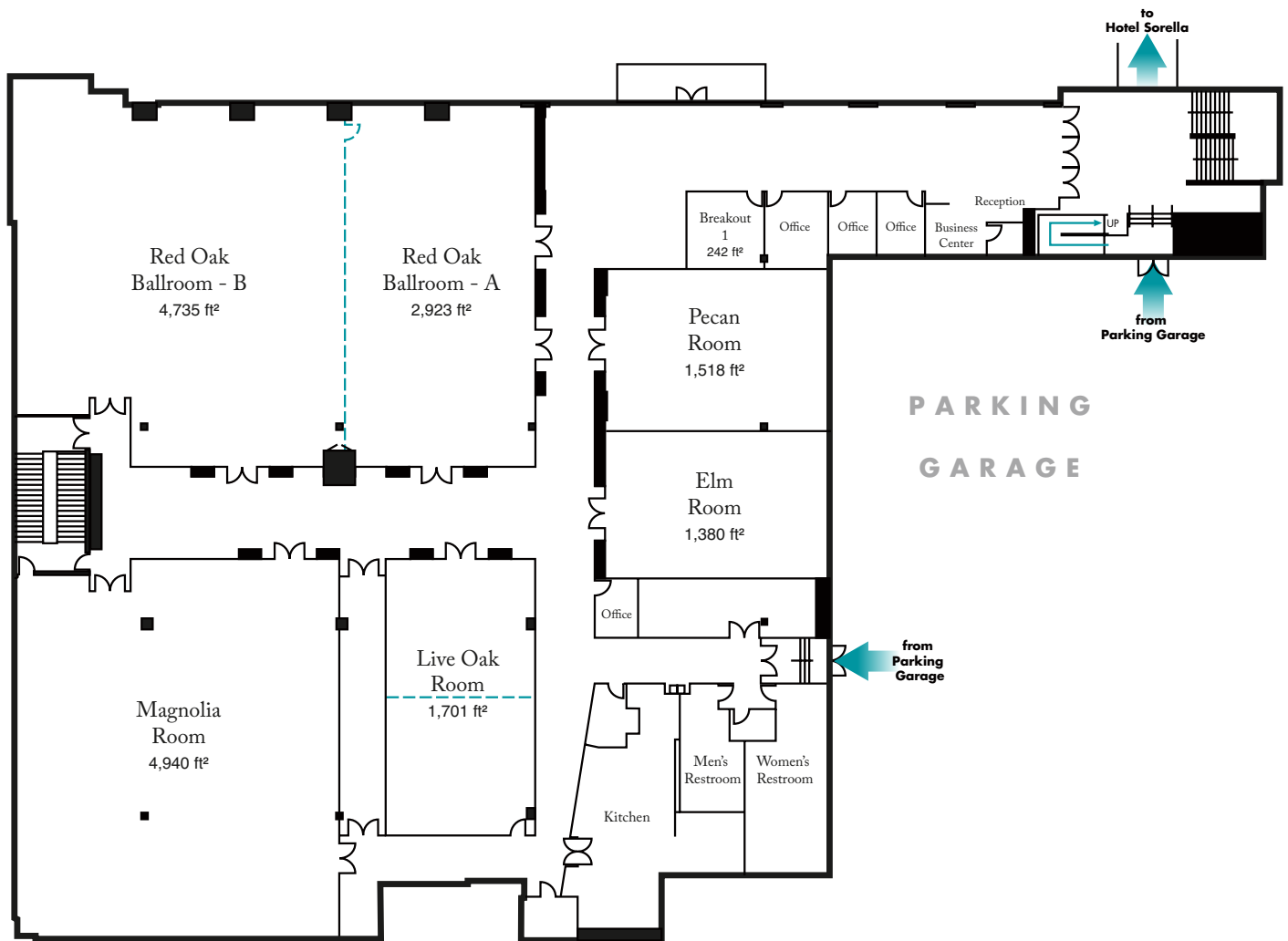


Fort Worth - Floor 3	Sq. Ft.	Room Dimensions	Theatre	Classroom	Rounds 60" 8 per	Rounds 72" 10 per	Semi Circle 5 per	U-Shape
Cottonwood	2,145	39 x 55	196	100	136	150	70	32
ROB - B & C	5,050	101 x 50	365	150	296	340	100	0
ROB - B	2,989	49 x 61	197	86	160	180	95	0
ROB - C	2,160	40 x 54	160	100	112	120	70	0
Pecan	1,836	34 x 54	145	64	96	110	45	20



SPACE CONFIGURATION - HOUSTON/CITYCENTRE

Exhibit B

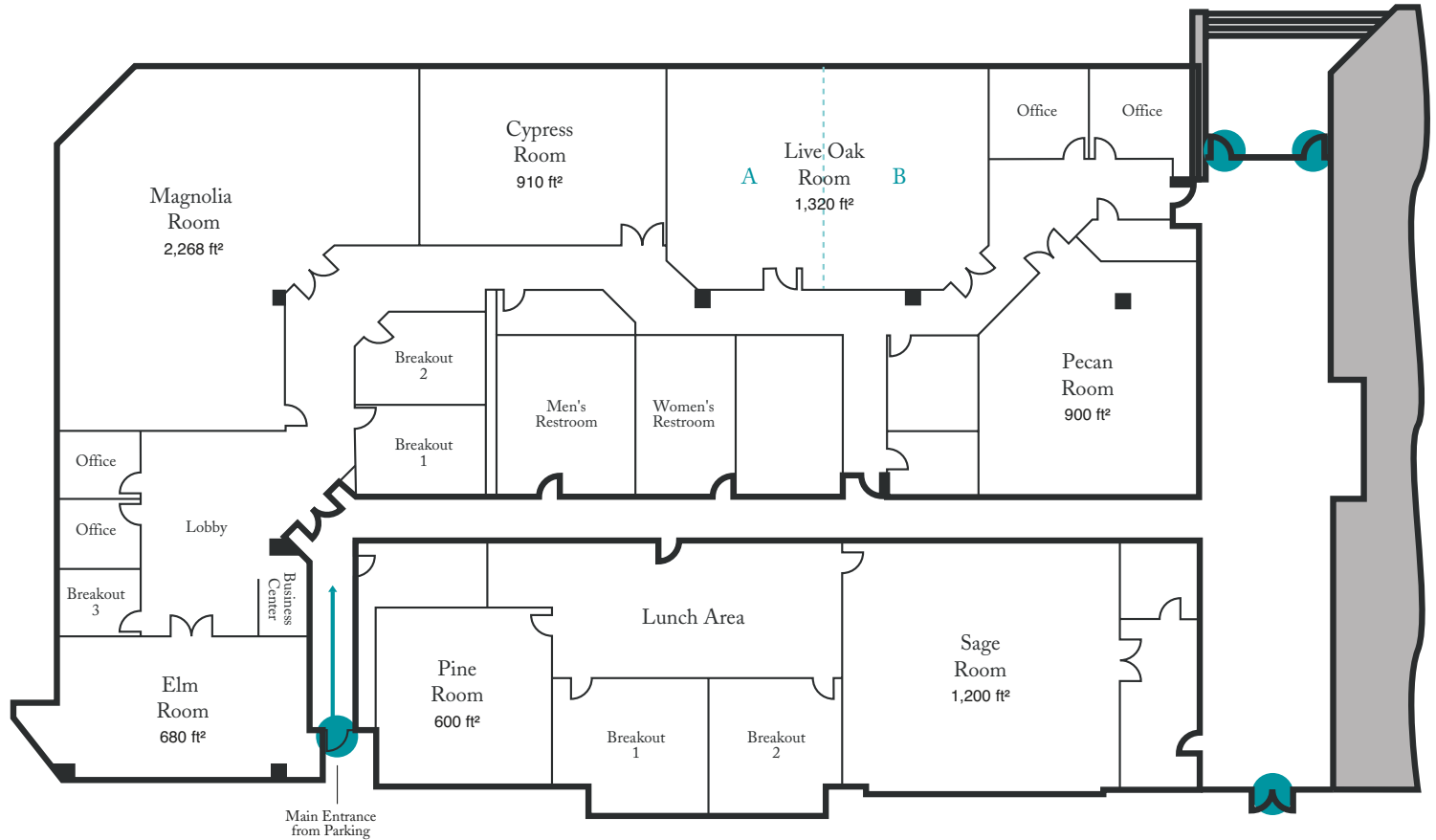


Houston/CC	Sq. Ft.	Room Dimensions	Theatre	Classroom	Rounds 60" 8 per	Rounds 72" 10 per	Semi Circle 5 per	U-Shape
Red Oak Ballroom - A-B	7,658	106 x 74	638	382	448	430	280	120
Red Oak Ballroom - A	2,923	40 x 74	244	146	168	160	105	60
Red Oak Ballroom - B	4,735	66 x 70	395	236	280	260	175	98
Pecan	1,518	46 x 33	110	70	80	50	50	28
Live Oak	1,701	30 x 56	142	86	104	90	65	36
Magnolia	4,940	76 x 65	412	248	288	270	180	102
Elm	1,380	46 x 30	100	60	70	50	50	24



SPACE CONFIGURATION - HOUSTON/WESTCHASE

Exhibit B

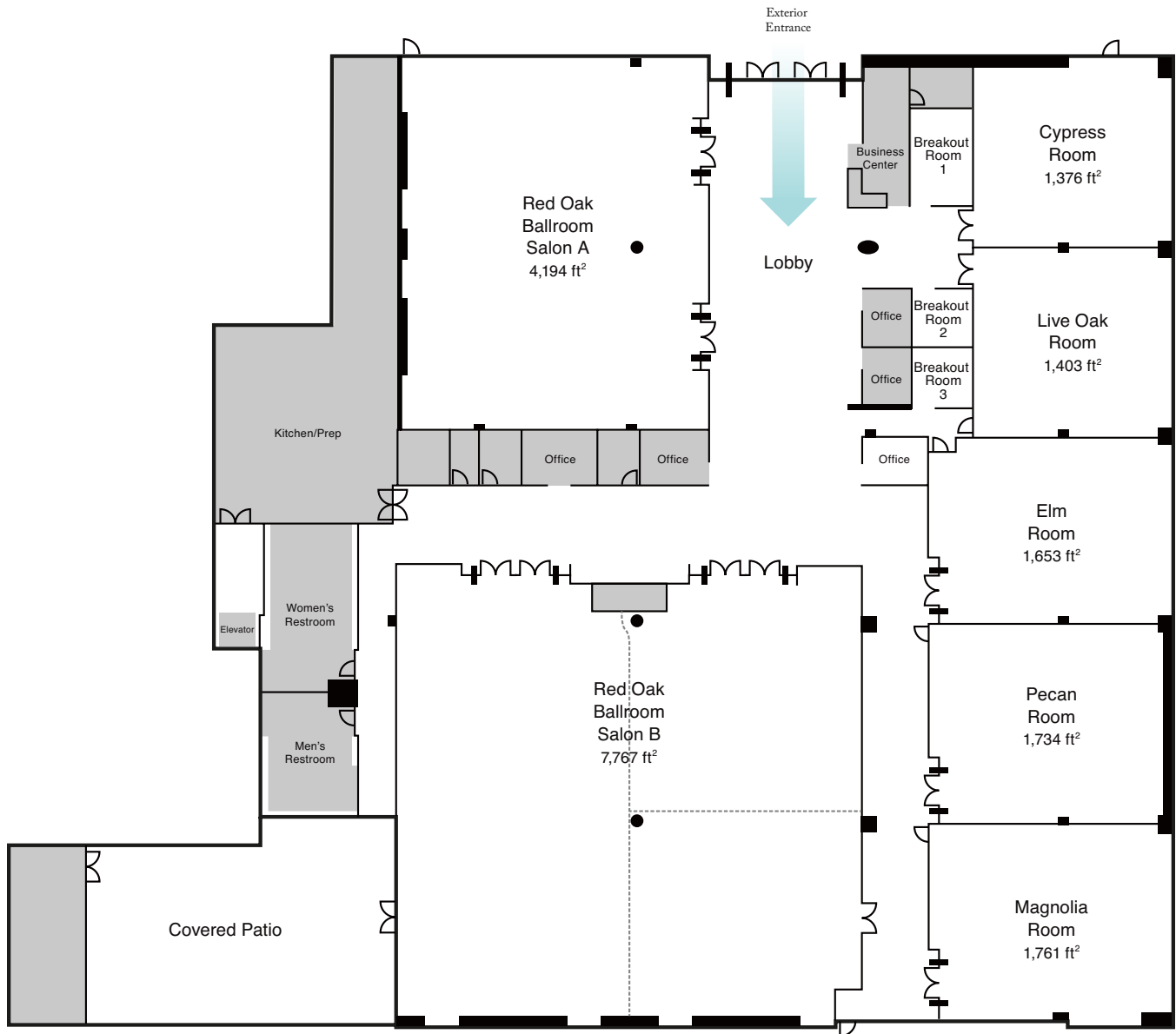


Houston/Westchase	Sq. Ft.	Room Dimensions	Theatre	Classroom	Rounds 60" 8 per	Rounds 72" 10 per	Semi Circle 5 per	U-Shape
Elm	680	20 x 34	50	34	40	40	25	14
Magnolia	2,268	42 x 54	180	114	136	130	85	36
Cypress	910	26 x 35	70	46	56	50	35	18
Live Oak	1,320	30 x 44	110	66	80	70	50	28
Live Oak - A	600	30 x 20	50	30	32	30	20	12
Live Oak - B	720	30 x 24	60	36	40	40	25	16
Pecan	900	30 x 30	70	46	56	50	35	18
Sage	1,200	30 x 40	100	60	72	70	45	26
Pine	600	24 x 26	50	30	32	30	20	12



SPACE CONFIGURATION - SAN ANTONIO

Exhibit B



San Antonio	Sq. Ft.	Room Dimensions	Theatre	Classroom	Rounds 60" 8 per	Rounds 72" 10 per	Semi Circle 5 per	U-Shape
Cypress	1350	38.5 x 35	130	60	72	80	50	28
Live Oak	1380	38.5 x 36	130	60	80	80	50	28
Elm	1620	45 x 36	150	70	96	90	60	34
Pecan	1710	45 x 38	170	80	96	100	60	36
Magnolia	1750	46 x 38	170	80	96	100	60	36
ROB B	7700	92 x 84	900	400	480	430	285	160
ROB B - Salon 1	3800	45 x 84	480	200	224	210	140	80
ROB B - Salon 2	1980	45 x 44	180	95	112	110	75	42
ROB B - Salon 3	1800	45 x 40	210	100	112	100	65	38
ROB A	4200	60 x 70	420	204	232	230	150	84
Covered Patio	1800	60 x 30	158	94	104	110	70	40
Breakout 1	216	12 x 18	18	10	8	10	10	0
Breakout 2	121	11 x 11	11	6	8	10	5	0
Breakout 3	132	11 x 12	11	6	8	10	5	0

We Now Offer Video Conferencing Services!



Norris Conference Centers is pleased to announce that we are offering Video Conferencing Services at all of our locations. Whether it's a one-on-one or 500 person company-wide meeting, we can connect you. And, the service is offered the Norris way - easy and reliable. Save on travel expenses and, more importantly, your valuable time.

Let us take the headache and hassle out of your video conferencing needs. All services are custom designed to meet your exact requirements, and include a technician to ensure everything goes smoothly. Finally, someone made video conferencing easy!

SERVICE IS AVAILABLE NOW

Norris Conference Centers offers all the Technology Services your company needs, and at competitive prices. But, competitive pricing is only a deal if it actually works. Let us take the worry out of adding these services to your meeting, with the reliability and same great customer service you've come to expect from Norris Conference Centers.

Services Offered:

- Video Conferencing
- Audio Conferencing
- Web Conferencing
- Audience Response System (ARS)
- Videography and Editing



Norris
MEETINGS & EVENTS
CENTERS

Norris Conference Centers Locations:

Austin	(512) 451-5011
San Antonio	(210) 738-0040
Houston/City Centre	(713) 590-0950
Houston/Westchase	(713) 780-9300
Fort Worth	(817) 289-2400



www.norriscenters.com



Menu Selections

for Morning Break, Lunch and Afternoon Break



The following menus are based on our most popular selections. Norris Conference Centers would be delighted to customize a meal plan for your group to meet a particular need or theme. We are also pleased to provide for any special dietary needs. Just ask!



Morning and Afternoon Breaks

MORNING BREAKS

All coffee breaks above include a mid-morning beverage refresh

Continuous Beverage Service

Available all day or half day, and includes:

AM: regular and decaffeinated coffees, hot tea, and fresh fruit juices

PM: regular and decaffeinated coffees, hot tea, and a variety of soft drinks

Mini Continental

Regular and decaffeinated coffees, hot herbal teas, and assorted fresh pastries and muffins

Norris Continental

Regular and decaffeinated coffees, hot herbal teas with assorted fruit juices, assorted fresh pastries and bagels, and whole fresh fruit

Deluxe Continental

Regular and decaffeinated coffees, hot herbal teas with assorted fruit juices, assorted fresh pastries and muffins, yogurts, granola and fresh fruit display

Executive Continental

Regular and decaffeinated coffees, hot herbal teas with assorted fruit juices, assorted fresh pastries and muffins, cereal bars, fresh fruit display and breakfast tacos or sausage biscuits

Add Sliced Fruit to any Break for an additional cost

AFTERNOON BREAKS

All afternoon breaks include: regular and decaffeinated coffees, hot herbal teas and assorted soft drinks, with a mid-afternoon beverage refresh.

NORRIS BREAK

Get Popping

Butter and Kettle corn served with Pepperidge Farm Gold Fish, colorful M&M's and Skittles

The Cookie Jar

Freshly baked cookies and chocolate brownies

DELUXE BREAK

South of the Border with A Twist

Fresh corn tortilla chips, fire roasted salsa and guacamole, served with warm queso

Old Fashioned Ice Cream Parlor Delights

Root Beer, Cream Soda and Coca Cola served with vanilla ice cream and fresh baked cookies

High Energy Break

Fresh berries and whole fruit, nature valley granola bars, an assortment of low-fat yogurt and dried fruit mix

Strawberries – Strawberries – Strawberries

Moist vanilla short cakes served with fresh strawberry sauce and sliced strawberries topped off with whipped cream

Continues on next page >

NOTE: If you are booking an event farther out than 8 months, food and beverage fees may be increased up to 5%. Please add 23% service charge and 8.25% sales tax.



Morning and Afternoon Breaks

AFTERNOON BREAKS

Ice Cream Sundaes

Vanilla ice cream served with chopped nuts, cherries, whipped cream, strawberry, chocolate and caramel sauces, and M&M's

EXECUTIVE BREAK

The Texan

Texas chili, Frito chips, cheddar cheese, mini pecan pies and whipped cream

Chocolate Delight

Cream puffs, whole strawberries, marshmallows, graham crackers, and pretzels served with freshly melted chocolate fondue

Health Nut

Roasted Red Pepper Hummus, Guacamole and Salsa. Served with Veggies, Pita and Tortilla Chips

Trump This

Crab meat and spinach dips served with a variety of cubed cheeses served with assorted crackers, and garnished with sliced fruit and grapes

A LA CARTE OPTIONS

Don't need an entire break, or just looking for something extra? The following options should provide you with plenty of choices.

Bottled water	Each
Soft drinks	Each
Regular & decaf coffee	Per gallon
Assorted fruit juices	Per gallon
Fresh brewed iced tea	Per gallon
Fresh lemonade or limeade	Per gallon
Strawberry or peach iced tea	Per gallon
Tropical fruit punch	Per gallon
Whole, 2% or skim milk	Quart
Whole fruit	Per piece
Sliced fruit	Per person
Fruit salad	Per person
Assorted pastries	Per dozen
Bagels with flavored cream cheeses	A dozen
Warm croissants with fresh butter & preserves	A dozen
Breakfast tacos	Per piece
Sausage & cheese biscuits	Per person
Freshly baked cookies	Per dozen
Assorted gourmet brownies	Per dozen
Granola, energy and nutra-grain bars	Each
Hot jumbo pretzels with mustard	Per dozen
Queso, fresh salsa and tortilla chips	Per person
Mixed nuts	A pound
Assorted trail mixes	A pound
Popular candy bars	Each

NOTE: If you are booking an event farther out than 8 months, food and beverage fees may be increased up to 5%. Please add 23% service charge and 8.25% sales tax.



Hot and Cold Lunch Buffets

Hot Buffets are served with a garden salad of fresh field greens, with an array of dressings, an assortment of dinner rolls, daily dessert selection and iced tea. Some buffet items can be arranged as a served/seated meal for an additional \$6.00 per person. Norris Conference Centers can customize a meal plan for your event. Please feel free to request any special dietary meals.

Salads

Fajita Salad

Grilled beef, smoked chicken, mixed greens, black bean and corn pico, smoked pepper and onion, pico de gallo, cheddar cheese, sour cream, jalapeno, tortilla, salsa, and cilantro lime ranch dressing

Southwest Salad Bar

Grilled chicken, romaine lettuce, black bean salsa, tomato, avocado, corn, cucumber, black olive, red onion, jalapeno, feta and cheddar cheeses, southwest caesar and buttermilk ranch dressings

Salad Sampler

Choice of three: tuna, chicken or pasta salads, fruit, garden fresh salad, served with croissants and assorted breads and crackers

Fresh from the Deli

Gourmet Boxed Lunch

Roast beef, ham, turkey, chicken salad and vegetarian sandwiches/wraps, with chips, fruit or pasta salads, pickle, and a freshly baked cookie

Sandwich Board

Roast beef, ham, turkey, chicken salad and vegetarian sandwich/wraps options, served with chips, pickles, and your choice of house or fruit salads

Deli Board

Roast beef, ham, turkey and vegetable display, assorted cheeses, artesian breads, garden or pasta salads, chips, pickles and freshly baked cookies

Continues on next page >

NOTE: If you are booking an event farther out than 8 months, food and beverage fees may be increased up to 5%. Please add 23% service charge and 8.25% sales tax.



Hot and Cold Lunch Buffets

Poultry Selections

Chicken Picatta

Breaded chicken breast, with a vermouth, lemon zest, white wine and caper sauce, scalloped potatoes, salad

Jerk Chicken

Grilled chicken breast, jerk seasoning, pineapple salsa, caribbean black beans, coconut rice, and a house salad

Chipotle Chicken

Grilled chicken breast, chipotle pepper, roasted tomatillos, cilantro and white cheese sauce, lime cilantro rice, salad

Turkey Roulade

Turkey breast, stuffed with cranberry, sausage and fig, wine cream sauce, and endive mashed potatoes, salad

Beef & Pork Selections

Beef Sirloin

Grilled sirloin, burgundy mushroom sauce, poblano and smoked bacon mashed potatoes, salad

Substitute: garlic and cilantro Brazilian sauce, lime mojo sauce

Chicken Fried Steak

Pan fried battered steak, salad, mashed potatoes, green beans, country gravy, substitute: chicken breast

Pan Seared Pork Tenderloin

Pork medallions, creole mustard sauce, pasta primavera, and a garden salad

Dynamic Duo

Bacon wrapped chopped steak, roasted turkey, mushroom sauce, mashed potatoes, green beans, salad

Italian Selections

Pasta Bar

Cheese ravioli, bow tie pasta, pesto, marinara, meatballs, garlic bread and caesar salad

Add: grilled chicken \$

Meat & Spinach Lasagna

Ground beef, spinach, ricotta, mozzarella, parmesan, marinara, choice of caesar or garden salad

Parmesan Italiano

Breaded chicken breast, marinara, parmesan, fettuccine, caesar salad and garlic bread

Substitute: breaded eggplant

Grilled Chicken & Cannelloni

Sliced chicken breast, spinach and ricotta cannelloni, white wine artichoke sauce, glazed carrots, house salad

Tilapia & Chicken Florentine Crepes

Parmesan crusted tilapia and chicken florentine crepes, glazed carrots, rice pilaf and grilled asparagus

NOTE: If you are booking an event farther out than 8 months, food and beverage fees may be increased up to 5%. Please add 23% service charge and 8.25% sales tax.



Hot and Cold Lunch Buffets

Austin Favorites

Texas Barbeque Table

Smoked brisket, beef sausage, smoked turkey, hickory barbeque sauce, sliced onion, pickle, assorted breads, ranch beans, potato salad and coleslaw
Substitute: bbq chicken, mac and cheese

Fish Taco

Sautéed tilapia, Baja sauce, flour and corn tortillas, cilantro rice, creamy lime cole slaw, chips, house salad

6th Street Favorites

Barbeque pork ribs, grilled chicken breast, jalapeno corn bread casserole and Gruyere mac and cheese

Tex-Mex Fajitas

Beef and chicken strips marinated with lime, green chili and cilantro, with flour tortilla, pico de gallo, cheddar cheese, sour cream, jalapeno, Spanish rice, vegetarian beans, tortilla chips, fire roasted salsa
Add guacamole \$

Capital Smoke House

Smoked turkey breast, pork tenderloin, raspberry chipotle sauce, jalapeno corn bread casserole, and a candied pecan and strawberry garden salad with citrus vinaigrette

Taco Bar

Beef, shredded chicken, corn and flour tortillas, lettuce, tomato, sour cream, pico, cheddar, Spanish rice, boracho beans, chips and salsa

Hot Buffets (unless otherwise noted) are served with daily dessert selection and iced tea.

Some buffet items can be arranged as a served/seated meal for an additional \$6 per person.

Norris Conference Centers can customize your menu for your event – just ask. Please feel free to request any special dietary meals. We have vegetarian options upon request.

NOTE: If you are booking an event farther out than 8 months, food and beverage fees may be increased up to 5%. Please add 23% service charge and 8.25% sales tax.



Day Meeting Package Lunch Options

The following special menus are for clients who have chosen one of our Day Meeting Packages (DMP). DMPs include everything you need to host a meeting at one, convenient per-person cost.

Fajita Salad

Grilled beef, smoked chicken, mixed greens, black bean and corn pico, smoked pepper and onion, pico de gallo, cheddar cheese, sour cream, jalapeno, tortilla, salsa, and cilantro lime ranch dressing

Chicken Picatta

Breaded chicken breast, vermouth, lemon zest, Scalloped potatoes, white wine and caper sauce

Turkey Roulade

Turkey breast, stuffed with cranberry, sausage and fig, wine cream sauce, and endive mashed potatoes

Beef Sirloin

Grilled sirloin, burgundy mushroom sauce, poblano and smoked bacon mashed potatoes

Substitute: garlic and cilantro Brazilian sauce, or lime mojo sauce

Pan Seared Pork Tenderloin

Pork medallions, creole mustard sauce, pasta primavera, and a garden salad

Meat & Spinach Lasagna

Ground beef, spinach, ricotta, mozzarella, parmesan, marinara, and a garden salad

Parmesan Italiano

Breaded chicken breast, marinara, parmesan, fettuccine, caesar salad and garlic bread

Substitute: breaded eggplant

Texas Barbeque Table

Smoked brisket, beef sausage, smoked turkey, hickory barbeque sauce, sliced onion, pickle, assorted breads, ranch beans, potato salad and coleslaw

Substitute: bbq chicken, mac and cheese

Fish Taco

Sautéed tilapia, Baja sauce, flour and corn tortillas, cilantro rice, chips, and a house salad

Tex-Mex Fajitas

Beef strips, lime, green chili and cilantro marinated chicken breast, flour tortilla, pico de gallo, cheddar cheese, sour cream, jalapeno, Spanish rice, vegetarian beans, tortilla chips, fire roasted salsa

All entrees' are served with fresh baked rolls & butter, iced tea and coffee

Special dietary entrees available upon request

Dessert Display:

Chef's choice



May 13, 2016

City of Austin
RFP – SMB0103

To Whom It May Concern:

The type of meeting space proposed is Conventional Meeting Space.

Sincerely,

Linda Hampton
Norris Conference Centers

Norris Conference Centers

2525 West Anderson Lane • Suite 365 • Austin, Texas 78757 • 512-451-5011
9990 Richmond Avenue • Suite 102 • Houston, Texas 77042 • 713-780-9300
618 NW Loop 410 • Suite 207 • San Antonio, Texas 78216 • 210-738-0040
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www.norriscenters.com



NORRIS CONFERENCE CENTERS - AUSTIN
CONFIRMATION/CONTRACT SPECIFICATIONS

Thursday, May 12, 2016

City of Austin - RFP - SMB0103 - Attachment A - Scenario 4 - VIP Reception

Dear ,

Thank you for contacting Norris Conference Centers. Below is a proposal for your review for your event starting on Friday, June 16, 2017 at the Norris Conference Centers - Austin.

As you may know, we are a growing company with four event venues, all located in Texas, with locations in **Houston, San Antonio and Fort Worth**. We host over 5,400 business meetings and training seminars on an annual basis in our conference facilities. In addition, we host, hundreds of social events, in our Red Oak Ballrooms, from large receptions to award banquets to holiday celebrations.

Our clients tell us that we provide them with “peace of mind” when they have their events booked with us because of our proven track record, since 1990, of always handling every detail.

Our experienced **Managers** are dedicated to assisting our clients in planning their event from simple room set up recommendations to suggestions on cost-saving options. In addition, this level of experienced staffing provides our clients with unlimited contacts/phone calls when planning the details of their events, making it easy to do business with us.

Our clients include:

- Administrative Assistants
- Destination Management Companies
- Professional Event Planners
- Certified Meeting Professionals

Meetings hosted at our venues range from staff development training seminars hosted by Human Resources, to planning sessions hosted by various departments such as marketing & finance. Majority of our clients drive from home and do not require overnight accommodations, however, we do partner with nearby hotels if overnight accommodations are needed.

Since 1990, we have been a preferred venue for individuals responsible for planning off-property events.

I would welcome the opportunity to have you tour our property. In the meantime, please visit our web site for more details at www.norriscenters.com. I will phone you within the next 24 hours to confirm you received this proposal and to determine our next step in assisting you.

SlsMgr_FullName, Sales Manager
Norris Conference Centers – Austin

1 bartender and 1 security guard for 4 hours

Staffing Standard for bar service

1 bartender per 100 attendees

Additional bartenders and security are \$150 each 4 hours

Additional hours, for either security or bartenders are billed at \$50
per staff person.

23% service charge and 8.25% sales tax will be added to all
Host Bar Services

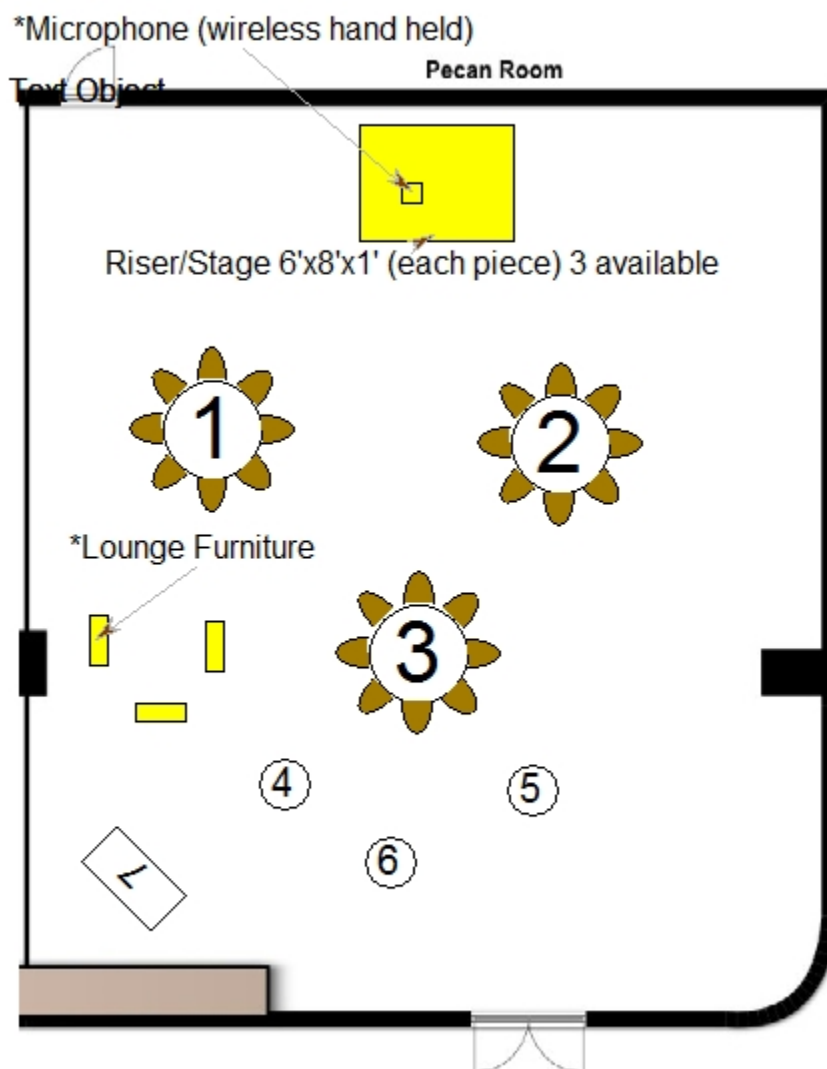
BEO Signature of Approval

Date

Norris Conference Centers / Red Oak Ballroom - Austin
City of Austin / City of Austin
Friday, June 16, 2017 - Friday, June 16, 2017

If this page is blank - the final floor plan is yet to be determined

Pecan (Social, 4:00 pm)





NORRIS CONFERENCE CENTERS - AUSTIN
CONFIRMATION/CONTRACT SPECIFICATIONS

Thursday, May 12, 2016

City of Austin - RFP - SMB0103 - Attachment A - Scenario 3 - Department Directors All-Day Work Session

Dear ,

Thank you for contacting Norris Conference Centers. Below is a proposal for your review for your event starting on Monday, October 16, 2017 at the Norris Conference Centers - Austin.

As you may know, we are a growing company with four event venues, all located in Texas, with locations in **Houston, San Antonio and Fort Worth**. We host over 5,400 business meetings and training seminars on an annual basis in our conference facilities. In addition, we host, hundreds of social events, in our Red Oak Ballrooms, from large receptions to award banquets to holiday celebrations.

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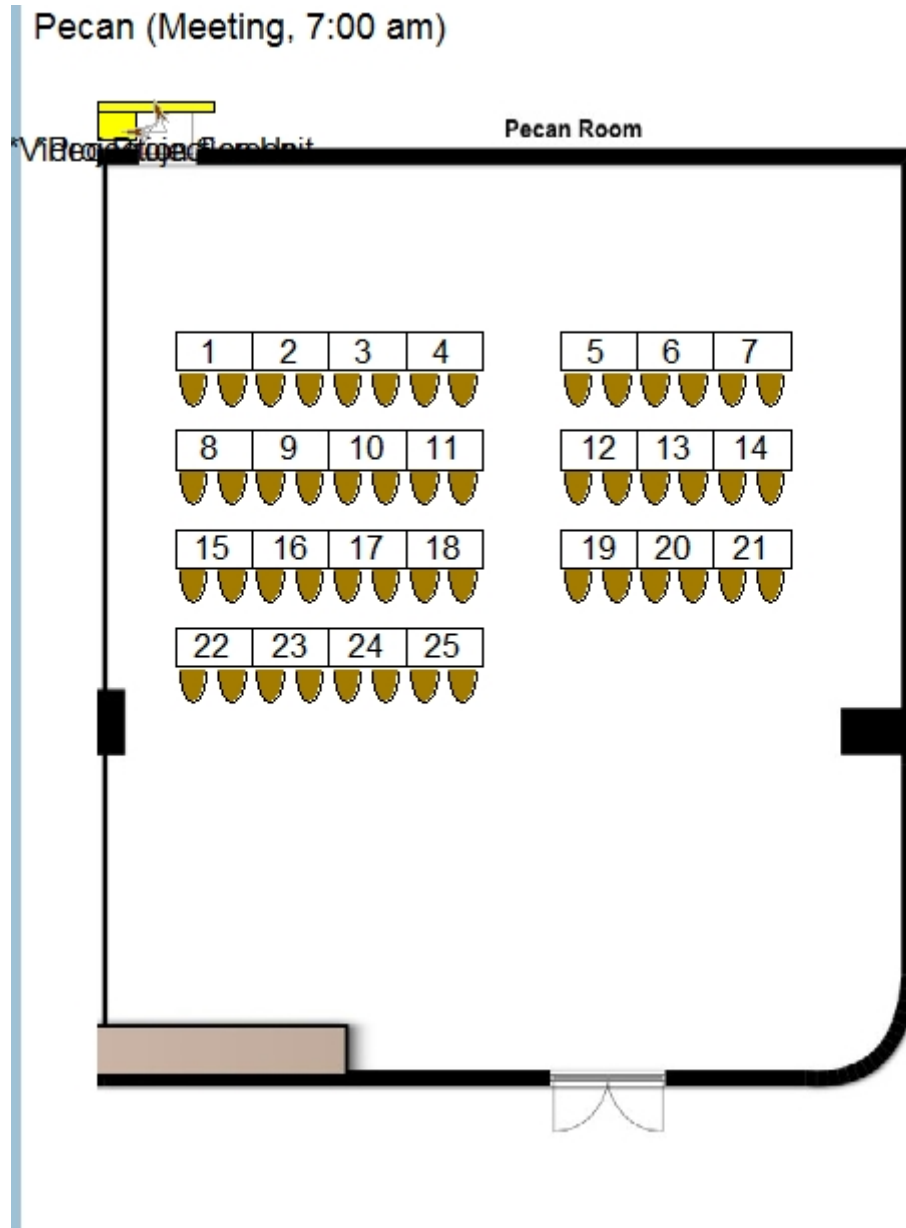
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SlsMgr_FullName, Sales Manager
Norris Conference Centers – Austin

Norris Conference Centers / Red Oak Ballroom - Austin
City of Austin / City of Austin
Monday, October 16, 2017 - Monday, October 16, 2017

If this page is blank - the final floor plan is yet to be determined





NORRIS CONFERENCE CENTERS - AUSTIN
CONFIRMATION/CONTRACT SPECIFICATIONS

Thursday, May 12, 2016

City of Austin - RFP - SMB0103 - Attachment A - Scenario 2 - Assistant City Manager Service Group Workshop

Dear ,

Thank you for contacting Norris Conference Centers. Below is a proposal for your review for your event starting on Wednesday, November 8, 2017 at the Norris Conference Centers - Austin.

As you may know, we are a growing company with four event venues, all located in Texas, with locations in **Houston, San Antonio and Fort Worth**. We host over 5,400 business meetings and training seminars on an annual basis in our conference facilities. In addition, we host, hundreds of social events, in our Red Oak Ballrooms, from large receptions to award banquets to holiday celebrations.

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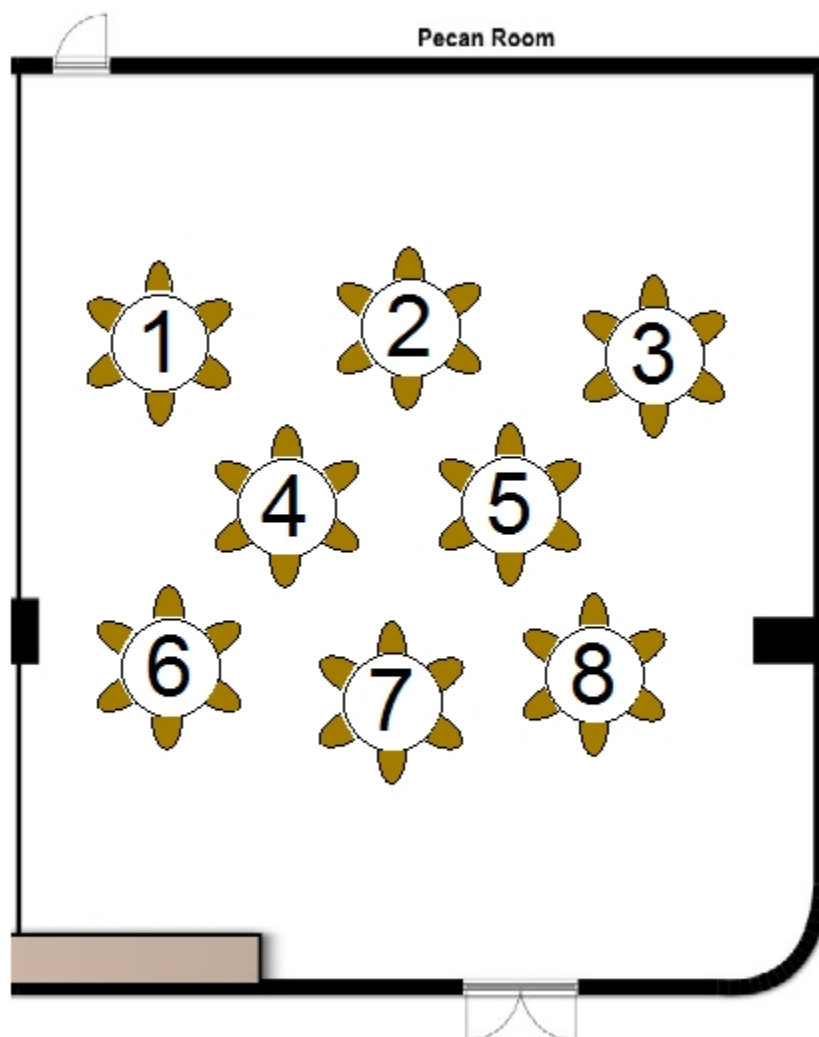
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SlsMgr_FullName, Sales Manager
Norris Conference Centers – Austin

Norris Conference Centers / Red Oak Ballroom - Austin
City of Austin / City of Austin
Wednesday, November 8, 2017 - Wednesday, November 8, 2017

If this page is blank - the final floor plan is yet to be determined

Pecan (Meeting, 8:00 am)





NORRIS CONFERENCE CENTERS - AUSTIN
CONFIRMATION/CONTRACT SPECIFICATIONS

Thursday, May 12, 2016

City of Austin – RFP – SMB0103 – Attachment A – **Scenario 1 – Leadership Staff Development Conference**

Dear ,

Thank you for contacting Norris Conference Centers. Below is a proposal for your review for your event starting on Monday, February 12, 2018 at the Norris Conference Centers - Austin.

As you may know, we are a growing company with four event venues, all located in Texas, with locations in **Houston, San Antonio and Fort Worth**. We host over 5,400 business meetings and training seminars on an annual basis in our conference facilities. In addition, we host, hundreds of social events, in our Red Oak Ballrooms, from large receptions to award banquets to holiday celebrations.

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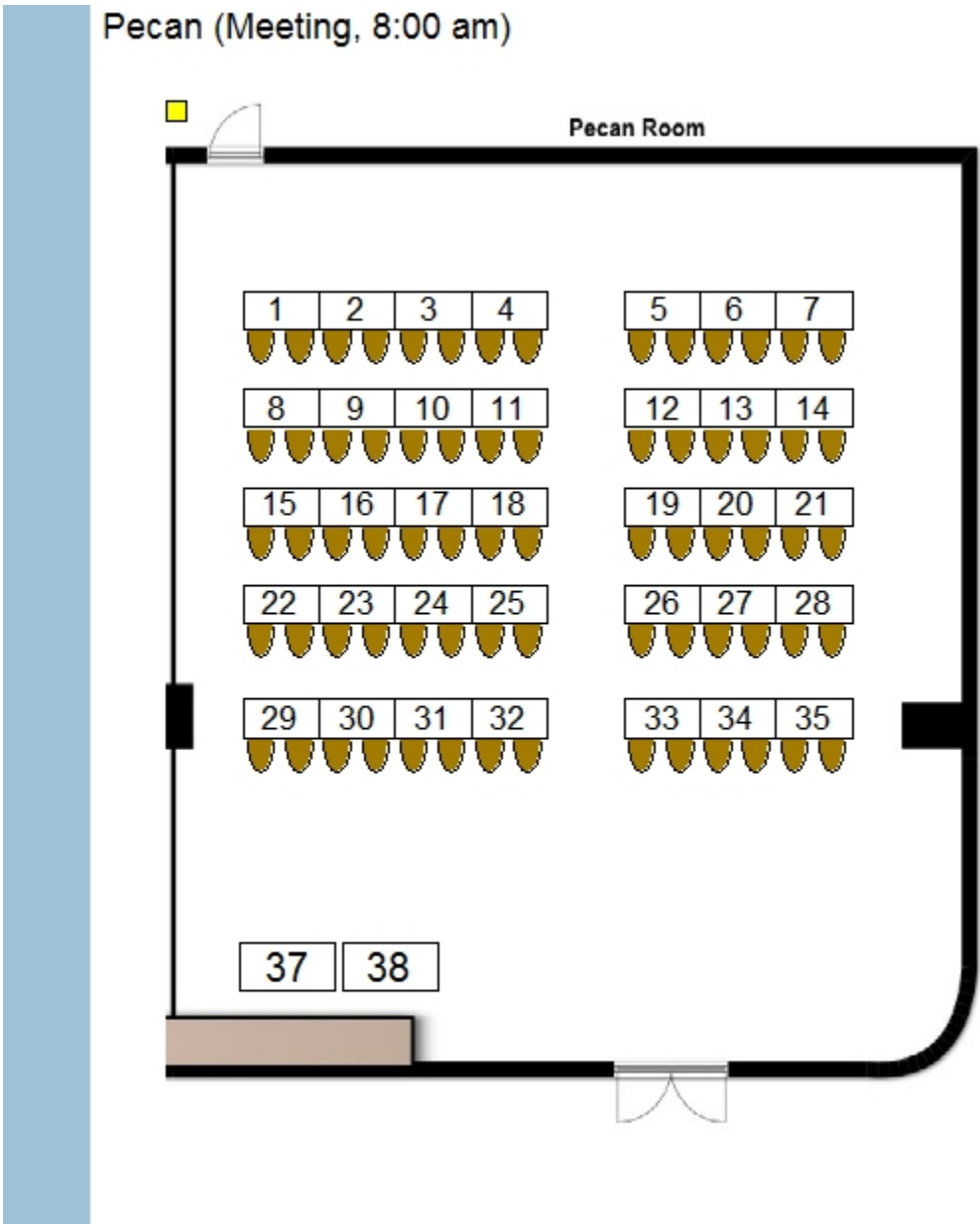
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SlsMgr_FullName, Sales Manager
Norris Conference Centers – Austin

Norris Conference Centers / Red Oak Ballroom - Austin
City of Austin / City of Austin
Monday, February 12, 2018 - Monday, February 12, 2018

If this page is blank - the final floor plan is yet to be determined





**City of Austin
RFP - SMB0103
Norris Conference Centers**

Facility Information & Sustainable Practices

Overview of facility

Our facilities and staff are dedicated to meeting and events, focused entirely on support and service to ensure the success of every event we host.

Norris Conference Centers – Austin opened in March 1990, the current venue is a 22,000 square foot facility doing exceptionally well with a mix of day meetings, small trade shows and social events. Event rooms range in size from 4,500 to 250 sq. ft.

All Norris venues are to the same high standards. A few of the features integrated into each room at this meeting facility, include:

- Individual Thermostat Controls in each room
- Soundproofed Walls
- Full-Spectrum Lighting
- State of the art Audio/Visual Equipment

Additional amenities include complimentary parking and WIFI.

Our staff has an average of 15 years of event planning/support experience and is readily available to assist with all aspects of executing a successful event.

Star rating, shopper ratings/scores or other quality ratings/score

Please see a few of our testimonials below. For a complete list, please visit our website at www.norriscenters.com

I just wanted to say thank you to you and your team for helping us host such a successful event.

The feedback I received from my guests about Norris CC was:

Norris Conference Centers

2525 West Anderson Lane • Suite 365 • Austin, Texas 78757 • 512-451-5011
9990 Richmond Avenue • Suite 102 • Houston, Texas 77042 • 713-780-9300
618 NW Loop 410 • Suite 207 • San Antonio, Texas 78216 • 210-738-0040
304 Houston Street • Fort Worth, Texas 76102 • 817-289-2400
803 Town & Country Lane • Suite 210 • Houston, Texas 77024 • 713-590-0950

www.norriscenters.com

“The food was excellent”

“The staff was friendly and helpful”

“The room was cold but was clean, well-organized and the technology of the screens and projector were excellent”

“Cool free Wi-Fi”

I personally really appreciated Luis. He was very attentive and addressed every single concern or issue we had.

There was also a lady from your staff that was cleaning up the room at the end for the night. She was a gem because she helped me clear up the remaining items from our event including pens, candy, name tags, etc. She smiled and was happy to help.

What wonderful service you all provided. We look forward to holding another event at NCC and will definitely recommend to our friends and clients.

Kerstin Kornblum, Vice President Business Development
Benefit Concepts, Inc.

Hi Renee and Todd,

I wanted to thank you so both so much for hosting our Dinner with the Experts event last night. We work with many different venues and, for me, this was my first time at your facility. You all were so wonderful to work with – the facility is beautiful, you were so kind and accommodating. I hope this might be the first of many events we can host with you all and our corporate partners!

Many thanks again for all you did to make last night so seamless

Abby S. Walker, Coordinator for Strategic Partnerships and Volunteer Programs
Spring Branch ISD

We are all still basking in the glow of our wonderful weekend. I think everyone who came found old friends and enjoyed the memorabilia, films, music and really got in the whole affair.

But nothing like that happens if the silent background doesn't happen. You were the one who put that room together getting the tables, bar, coffee, memorabilia, screens, music, dance floor all in one room which I really think set up success of the evening.

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You saw that everything was put in the right place and all worked smoothly. The tables & napkins in our colors set up the room and the light & mirror centerpieces cut down our work on decorations. The meal you ordered for us was delicious, everyone bragged on it.

I'm sure red oak is happy to have someone with your great expertise on staff. When mike & steward & i met with you right before the event, my whole mood changed. You had all the right answers. There is so much to do to get a reunion going, and i just felt like you took Saturday's big responsibility off my shoulders.

I don't know how to tell what a joy it was to work with you on this event and how much i appreciate you. You're just the greatest."

Thanks,

Margaret Womack
J.B. GOODWIN REALTORS

Description of Security, Cleanliness, Facility Maintenance

Our venues are serviced daily and facility upkeep is completed on a routine basis.

Meeting Space Types

As a conventional meeting venue, our Austin facility features six meeting rooms as outlined below:

Live Oak Room	1,800 Sq. Ft.
Magnolia Room	1,800 Sq. Ft.*
Cypress Room	1,415 Sq. Ft.**
Pecan Room	1,950 Sq. Ft.**
Elm Room	470 Sq. Ft.
Red Oak Ballroom	4,500 Sq. Ft.

*The Magnolia Room can be divided in half to form two separate rooms of 900 sq. ft.

**The Cypress & Pecan Room can be opened up to create one room of 3,365 sq. ft.

The Red Oak Ballroom is designed to function extremely well for day meetings, while also being perfectly appointed for high end social events.

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In addition, we offer two small Breakout Rooms:

Breakout Room 1	190 Sq. Ft.
Breakout Room 2	260 Sq. Ft.

For additional space configuration information, please see the attached/enclosed floor plan in Tab C

Sustainable Practices

n/a

Additional Related Services

Please see attached/enclosed brochure in Tab C

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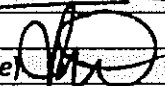
www.norriscenters.com



GOAL DETERMINATION FORM

Buyer Name/Phone	Sandy Brandt/41783	PM Name/Phone	Sandy Brandt/41783
Sponsor/User Dept	FSD - Purchasing	Sponsor Name/Phone	Georgia Billela/42939
Solicitation Number	RFP SMB0103	Project Name	Meeting Facilities and Related
Contract Amount	\$1,000,000	Ad Date (if applicable)	04/02/2016
Procurement Type			
IFB - IDIQ			
Project Description			
Facility rental for meetings. City-wide contract.			
Project History: Was a solicitation previously issued? If so, were goals established? Were subcontractors/subconsultants utilized? Include prior Solicitation No.*			
Previously solicited as RFP. No subcontractors utilized.			
List the scopes of work (commodity codes) for this project. (Attach commodity code breakdown by percentage; eCAPRIS printout acceptable.)*			
97165 - 100%			
Buyer Confirmation		Date	

FOR SMBR USE ONLY			
Date Received		Date Assigned to BDC	
<i>In accordance with Chapter 2-9(A-D)-19 of the Austin City Code, SMBR makes the following determination:</i>			
<input type="radio"/> Goals	% MBE	% WBE	
<input type="radio"/> Subgoals	% African American	% Hispanic	
	% Asian/Native American	% WBE	
<input type="radio"/> Exempt from MBE/WBE Procurement Program	<input checked="" type="radio"/> No Goals		
This determination is based upon the following:			
Insufficient availability of certified firms			
If Other was selected, provide reasoning:			
Insufficient availability of certified firms			
MBE/WBE/DBE Availability			
Subcontracting Opportunities Identified			

SMBR Staff		Signature/Date	3-23-16
SMBR Director (or Designee)		Date	3-24-16



MEMORANDUM

TO: File MA 7400 NA170000103 through NA170000119

FROM: Sandy Brandt, Procurement Specialist IV *SB*

DATE: 3/30/2017

SUBJECT: Contracts for Facility Rental and Other Services

The original intent of RFP 7400 SMB0103 was to develop an "each and combined" master agreement with multiple vendors.

The solicitation stated,

"To accommodate a variety of meeting venue and geographic needs, the City anticipates the award of multiple contracts. The City reserves the right to award by geographic location, facility size, facility type, unique qualifications, service offerings, or any combination deemed most advantageous to the City."

Respondents were evaluated based on geography, facility type, facility size, and other offerings, resulting in 18 recommended vendors.

The RCA for an "each and combined" master agreement was approved through the Purchasing RCA process but subsequently postponed numerous times. Instead of one large master agreement with multiple vendors as originally anticipated, the procurement manager and executive leadership directed the execution of separate contracts for each recommended vendor under the rationale that each proposal was for a distinctly unique set of offerings.