

**CITY OF TOMBALL
SERVICES AGREEMENT**

THE STATE OF TEXAS §

COUNTY OF HARRIS §

Description of Services: Alcohol Beverage Service- Beer & Wine Vendor

This Agreement is made and entered into by the **City of Tomball** (referred to as the “City”), with an office at 501 James Street, Tomball, TX and, **Every-Bellies Catering, LLC** (the “Company”), with an office at **106 Market Street, Tomball, TX 77375**, City hereby engages the services of Company as an independent contract for Alcohol Beverage services- Beer & Wine Vendor, upon the following terms and conditions.

1. SCOPE OF AGREEMENT

- 1.1. The City hereby agrees to employ Company and Company agrees to perform the necessary services as set forth in Exhibit A – Scope of Work and Exhibit B – Contract Pricing, attached hereto and incorporated herein for all purposes.
- 1.2. In the event of a conflict among the terms of this Agreement and the Exhibit A, the term most favorable to the City, in the City’s sole discretion, shall control.

2. TERM OF AGREEMENT; TERMINATION

- 2.1. This Agreement shall be effective upon proper execution by the City. It shall be effective from **January 1,2025 through December 31,2025 with (2) two additional (1) one- year renewal options**. The City reserves the right to withdraw from the Agreement immediately if its governing body fails to appropriate funds necessary for the satisfaction of its contractual obligations. ***Either party may terminate this Agreement for any reason with ninety days (90) written notice to the other party.***
- 2.2. The City’s obligations under this Agreement shall not constitute a general obligation of the City or indebtedness under the constitution or laws of the State of Texas. Nothing contained herein shall ever be construed so as to require City to create a sinking fund or to assess, levy and collect any tax to fund its obligations under this Agreement.
- 2.3. The City reserves the right to enforce the performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of any provision of this Agreement, including immediate termination of this Agreement.

3. ENTIRE AGREEMENT

This Agreement represents the entire agreement between Company and the City and no prior or contemporaneous oral or written Agreements or representations shall be construed to alter its terms. No additional terms shall become part of this Agreement without the written consent of both parties and compliance with relevant state law. This Agreement supersedes all other prior agreements either oral or in writing.

4. ASSIGNMENT

Company shall not assign or subcontract its obligations under this Agreement without the prior written consent of the City.

5. COMPENSATION

Vendor shall pay the City a percentage of gross festival revenue in accordance with the Contract Documents per the submitted Contract Pricing (EXHIBIT B), hereto attached and accepted by the City. The total revenue for this contract is as follows: 20% of gross festival revenue, after the first \$2,000 of revenue, will be paid to City.

6. MODIFICATION OF RATES

Base Rate adjustments for changes in the Consumer Price Index (CPI) will be considered by the City no more than once per year during the renewal term of the Contract, during the month of October of each Contract Year.

7. IDEMNITY

7.1. DEFINITIONS

For the purpose of this section the following definitions apply:

- a. "City" shall mean all officers, agents and employees of the City of Tomball.
- b. "Claims" shall mean all claims, liens, suits, demands, accusations, allegations, assertions, complaints, petitions, proceedings and causes of action of every kind and description brought for damages.
- c. "Company" includes the corporation, company, partnership, or other entity, its owners, officers, and/or partners, and their agents, successors, and assigns.
- d. "Company's employees" shall mean any employees, officers, agents, subcontractors, licensees and invitees of Company.
- e. "Damages" shall mean each and every injury, wound, hurt, harm, fee, damage, cost, expense, outlay, expenditure or loss of any and every nature, including but not limited to:
 - i. injury or damage to any property or right
 - ii. injury, damage, or death to any person or entity
 - iii. attorneys' fees, witness fees, expert witness fees and expenses,
 - iv. any settlement amounts; and
 - v. all other costs and expenses of litigation
- f. "Premise Defects" shall mean any defect, real or alleged, which now exists or which may hereafter arise upon the premises.

7.2. Indemnity

COMPANY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY FROM AND AGAINST LIABILITY FOR ANY CLAIMS FOR DAMAGES ARISING OUT OF THE COMPANY'S WORK AND ACTIVITIES CONDUCTED IN CONNECTION WITH THIS AGREEMENT.

COMPANY IS AN INDEPENDENT CONTRACTOR AND IS NOT, WITH RESPECT TO ITS ACTS OR OMISSIONS, AN AGENT OR EMPLOYEE OF THE CITY.

COMPANY MUST AT ALL TIMES EXERCISE REASONABLE PRECAUTIONS ON BEHALF OF, AND BE SOLELY RESPONSIBLE FOR, THE SAFETY OF COMPANY'S EMPLOYEES WHILE IN THE VICINITY WHERE THE WORK IS BEING DONE. THE CITY IS NOT LIABLE OR RESPONSIBLE FOR THE NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS OF COMPANY OR COMPANY'S EMPLOYEES.

THE CITY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR DAMAGES WHICH ARE DIRECTLY OR INDIRECTLY ATTRIBUTABLE TO PREMISE DEFECTS.

THE CITY AND COMPANY MUST PROVIDE THE OTHER PROMPT AND TIMELY NOTICE OF ANY COVERED EVENT WHICH IN ANY WAY AFFECTS OR MIGHT AFFECT THE COMPANY OR CITY. THE CITY HAS THE RIGHT TO COMPROMISE AND DEFEND THE SAME TO THE EXTENT OF ITS OWN INTERESTS.

THE INDEMNITY OBLIGATIONS HEREIN SHALL SURVIVE THE TERMINATION OF THE AGREEMENT FOR ANY REASON AND SHALL SURVIVE THE COMPLETION OF THE WORK.

8. INSURANCE

8.1. AMOUNTS OF INSURANCE

Company agrees to provide and to maintain the following types and amounts of insurance, for the term of this Contract:

TYPE	AMOUNT
(a) Workers Compensation	(where required – Statutory by State Law)
Employer's Liability	\$100,000 per occurrence

(b) Commercial (Public) Liability, including but not limited to:

- a. Premises/ Operations Combined Single Limit
- b. Independent Contractors
- c. Personal Injury
- d. Products/Completed Operations
- e. Contractual Liability (insuring above indemnity provisions)

All insured at combined single limits for bodily injury and property damage at \$500,000 per occurrence.

(c) Comprehensive Automobile Liability, in include coverage for:

- a. Owned/Leased Automobiles
- b. Non-owned Automobiles
- c. Hired Cars

All insured at combined single limits for bodily injury and property damage for \$500,000 per occurrence.

8.2. OTHER INSURANCE REQUIREMENTS

Company understands that it is its sole responsibility to provide the required Certificates and that failure to timely comply with the requirements of this article shall be a cause for termination of this Contract.

Insurance required herein shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be subject to examination and approval by the City Attorney's Office for their adequacy as to form, content, form of protection, and providing company.

Insurance required by this Contract for the City as additional insured shall be primary insurance and not contributing with any other insurance available to City, under any third party liability policy.

Company further agrees that with respect to the above required liability insurances, the City shall:

- a. Be named as an additional insured;
- b. Be provided with a waiver of subrogation, in favor of the City,
- c. Br provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage (all "endeavor to" and similar language of reservation stricken from cancellation section of certificate); and
- d. Prior to execution of this Agreement, be provided through the office of the City Attorney with their original Certificate of Insurance evidencing the above requirement.

The insurance requirements set out in this section are independent from all other obligations of Company under this Agreement and apply whether or not required by any other provision of this Agreement.

9. LICENSING

Vendor shall display TABC Certifications for each server working festivals.

10. PAYMENT AND PERFORMANCE

Payment for services described in this Agreement will be made in accordance with the Texas Prompt Payment Act, Chapter 2251 of the Texas Government Code, or as subsequently amended.

11. VENUE; RECOVERY OF FEES; DISPUTE RESOLUTION; CHOICE OF LAW

Any suit or claim or cause of action regarding this Agreement shall be brought in Harris County, Texas, as the choice of venue and jurisdiction and site of performance by the parties. If the City is the prevailing party in any such action, the City may recover reasonable costs, including costs of court, attorney's fees, expert witnesses' fees, and trial consultants' fees. The parties further agree that the law of the State of Texas shall govern any interpretation of the terms of this Agreement.

12. COMPANY CERTIFICATIONS

Company certifies that neither it, nor any of its agents or employees, have or will offer or accept gifts or anything of value, or enter into any business arrangement, with any employee, official, or agent of the City.

Company certifies, pursuant to Texas Government Code Chapter 2270, that it does not boycott Israel and will not boycott Israel during the term of this Agreement. Company further certifies, pursuant to Texas Government Code Chapter 2252, Subchapter F, that it does not engage in business with Iran, Sudan, or a foreign terrorist organization as may be designated by the United States Secretary of State pursuant to his authorization in 8 U.S.C. Section 1189.

13. NO WAIVER OF IMMUNITY

The City does not waive any statutory or common law right to sovereign immunity by virtue of the execution of this Agreement.

14. NOTICES

Any written notice provided under this Agreement or required by law shall be deemed to have been given and received on the next day after such notice has been deposited by Registered or Certified Mail with sufficient postage affixed thereto and addressed to the other party to the Agreement; provided, that this shall not prevent the giving of actual notice in any manner.

Notice to Company may be sent to the following address:

15. CONTRACT ADMINISTRATOR

This Agreement shall be administered on the City's behalf by the Project Manager, and all notices, questions, or documentation, arising under this Agreement shall be addressed to the Project Manager at:

City of Tomball, Texas
Attn: Project Manager
501 James Street
Tomball, Texas 77375

AGREED to and ACCPETED this 25 day of October, 2024.

Everybellies Catering, LLC
Company

Nicole Cole
Signature

Nicole Cole
Print Name

Owner
Title

THE STATE OF TEXAS

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COUNTY OF HARRIS

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This instrument was acknowledged before me on this ___ day of _____, 2024,
by _____, on behalf of said entity.

Notary Public, State of Texas

AGREED to and ACCPETED this ___ day of _____, 2024.

City of Tomball

David Esquivel, PE
City Manager

Attest:

Tracylynn Garcia
City Secretary

RFP 2024-13: ALCOHOL BEVERAGE SERVICES – CITY OF TOMBALL FESTIVALS
EXHIBIT A
SCOPE OF WORK

The City of Tomball is seeking to enter into a Service Agreement with a responsible vendor to provide alcohol beverage services, limited to beer and wine, at six (6) City festivals. Vendors with proven experience performing alcohol beverage services are invited to submit profit sharing proposals to provide the operation and management of the sale of beer and wine at designated events within the City of Tomball. The required services and performance conditions are described in the Scope of Work (Exhibit A).

The Vendor services will consist of a single company capable of providing operation and management of necessary equipment, employees, sales items, sales receipts and reports, permits, furnishings and all other materials required for the full operation of beverage and alcohol stands at special events, as specified within this RFP.

It is the intention of the City of Tomball to enter into a services agreement with a single Vendor for an initial period of two (2) years, with the right and option to extend the term for three (3) additional one (1) year periods with the same term and conditions upon the mutual agreement of the. The Vendor will have the right and option to terminate the Contract with a six-month (180) day notice to the City in writing. The City of Tomball will also have the right and option to terminate the Contract upon thirty (30) days written notice.

I. Background

The City of Tomball's motto is "Tomball is Texas for Fun" and with our rapid growth and change over the last decade, Tomball is widely known for its fun spirit and family-oriented community. Our community has continued to grow into an economically diverse and prosperous community, and we continually strive to retain our small-town history and hometown charm. Much of this retention comes from the many festivals hosted in our town, both by the City and other organizations.

Although Tomball may be considered a small community, it offers big options when it comes to recreation and events including five (5) community parks, one (1) sports complex, and the Depot, which is the primary location for most City festivals. Tomball currently hosts six (6) City-sponsored festivals (weather pending), which require a Vendor to sale alcoholic beverages.

Event Name	Event Month
EVENT PENDING	March
Rails and Tails Mudbug Festival	April
July 4 th Celebration and Street Festival	July
Groovfest	September
Depot Day and Fall Fest	November
Depot Tree Lighting	November/December (dependent on Thanksgiving holiday)

The purpose of this proposal is to contract with a responsible vendor for the sale of alcoholic beverages, limited to beer and wine, to event patrons of designated festivals within the City of Tomball with a profit-sharing plan in place to aid in offsetting event costs with a portion of the gross sales.

The Vendor will have exclusive rights to the sale of alcoholic beverages, including beer and wine, during the specified City of Tomball festivals. The City will provide the Vendor with festival dates, times, and general scope of each event, if themed. The selected Vendor is also encouraged to offer soft drinks however, food trucks and other vendors also operating at the festivals will be allowed to sell non-alcoholic beverages to their customers.

II. Vendor Specifications

a. Operations and Management

The Vendor will work with the City to determine the number of and location of service areas within the event area for each event. The City of Tomball will have the final approval of number, location, and hours of service. The Vendor will be responsible for the setup, tear down, and management of each location.

b. Equipment

The Vendor is responsible for providing, at their sole expense, all items necessary to provide onsite sale of beer and wine. The selected Vendor shall be responsible for the items' upkeep, maintenance, repairs and replacement. All items purchased by the Vendor shall remain the property of the Vendor. The Vendor is responsible for the setup, tear down and clean-up of all equipment used and shall remove said equipment from the event grounds within 48 hours of the conclusion of every event. Equipment may include, but is not limited to:

- i. Point-of-sale
- ii. Vending space
- iii. Tables and chairs
- iv. Coolers or troughs
- v. Bars or beverage stands

c. Furnishings

The Vendor is responsible for providing all furnishings unless otherwise negotiated before the event. Furnishings include but is not limited to:

- i. Custom event cups
- ii. Sponsored products
- iii. Utensils
- iv. Beverage serving ware

d. Signage

All prices shall be prominently posted at each serving location.

e. Employees

Vendor is responsible for providing the necessary trained staff and personnel for each event. All staff will be required to wear a uniform, festival t shirt and or credentials for identification purposes. Apparel and personal cleanliness shall be suitable and in keeping with the atmosphere associated with the proposed operation.

f. Sale of Items

The Vendor will be the exclusive seller of beer and wine at festivals previously listed. Vendor shall provide a list of brands to be sold and pricing. Brands and pricing should reflect market trends and should be comparable to similar events. The Vendor is solely responsible for the delivery and handling of alcoholic beverages. Glass containers are not permitted.

g. Receipts and Reports

Vendor is responsible for maintaining a system of tracking sales. The Vendor shall provide the City, immediately following the event, the statements showing gross sales and reports including the number of units of each item sold at each designated location and for what cost. The Vendor shall provide the City, no more the 30 days following the event, a post event report including all sales numbers and plans or ideas for the future of the event.

h. Permits

The Vendor is responsible for securing all licensing and permits to ensure all sales of product conform to local, state, and federal codes and requirements. The Vendor shall maintain current knowledge of the City of Tomball ordinances regarding the sale of alcohol.

III. City Provided Services

The City will provide the following equipment and services for City festivals to the selected Vendor.

- a. Utilities: the City will provide power to beverage stations for cash registers and lights, if needed by the Vendor.
- b. Sanitation: the City shall provide access to a dumpster for the selected Vendor to utilize for trash generated solely by the operation of events.
- c. Trash Receptacles: the City will provide and place trash receptacles adjacent to the vendor space. City staff will empty these receptacles, as necessary.

IV. Deliverables during Contract Term

- a. The Vendor is to provide all contract documents, recommendations for items sold, location for beverage station, quality control activities to ensure adherence with local and state laws and regulations, and site observation.
- b. The Vendor is to provide the sale of beer and wine at the designated City events in accordance with the specification listed in Section 2 of this document.
- c. The Vendor is to provide receipts and reports after each event in accordance with the specifications listed in Section 2 of this document. The Vendor is to include recommendations for changes or improvements to the event, if applicable.

V. Insurance Requirements

Vendor shall obtain and keep for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- A. The amount of insurance shall not be less than:
 1. Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
 2. Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
 3. Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
- B. Each insurance policy required by this Agreement shall have the following clauses:
 1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the City of Tomball".

2. "It is agreed that any insurance or self-insurance maintained by the City of Tomball, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- C. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall have the following clause in a separate endorsement:
 1. "The City of Tomball, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with the City of Tomball."
 - D. Insurance is to be placed with insurers acceptable to and approved by the City of Tomball. Contractor's insurer must be authorized to do business in Texas at the time the license is executed and throughout the period the license is maintained, unless otherwise agreed to in writing by the City of Tomball. Failure to keep or renew coverage or to supply evidence of renewal will be treated as a material breach of contract.
 - E. City shall be given original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the city before work begins on the premises.
 - F. City reserves the right to require complete, certified copies of all required insurance policies at any time.
 - G. Any deductibles or self-insured retentions must be declared to and approved by the city. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents, and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
 - H. Contractor shall include all its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverage for Contractor's contractors shall be subject to all the requirements stated herein.
 - I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

- 4) Every-Bellies recruits our most confident employees that are comfortable with large crowds and working with the public quickly and efficiently.
- 5) Every-Bellies has invested in equipment, wifi capabilities, appropriate signage, tables and tents to provide a professional setting that represents Every-Bellie and the City of Tomball.
- 6) Every-Bellies sets up and breaks down in the allotted time that the City alleges.

Financial Compensation:

Every-Bellies will profit share 20% of our profits after the first \$2000.

Pricing:

Beer \$7

Selters \$7

Large 20 oz water \$5

Description of Proposed Vendor Space:

Every-Bellies sets up 2 tents in the designated festival area. We have 2 bars that we use to set up draft beer, we use troughs and white coolers to hold ice and water. We have professional signage printed for all sides of the tents to clearly read beer and wine prices and options.

References:

- 1) Houston Distributing, Tammy Harris, 281-802-5820
- 2) Scarmardo Foods, Jeremy Katkoski, 936-419-9293