



Freeman Coliseum Exposition Hall

**Bexar County's
Annual**

Small, Minority, Women and Veterans Business Owners (SMWVBO)

Contracting Conference

INVITATION FOR BID

Catering Services

IFB NUMBER: 2018 - 05157

DATE ISSUED: Wednesday, February 28, 2018

**BIDS MUST BE RECEIVED BEFORE
3:00 p.m., Thursday, March 29, 2018**

Bexar County’s
Small, Minority, Women and Veterans Business Owners
(SMWVBO) Contracting Conference

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>TITLE</u>	<u>PAGE</u>
	Table of Contents.....	2
	Schedule of Items/Services	3
	General Provisions	
1	Scope of Contract	9
2	Changes.....	10
3	Delivery Point.....	10
4	Required Time of Delivery	10
5	Insurance and Liability.....	10
6	Term.....	11
7	Option to Renew	11
8	Termination for Default.....	11
9	Award of Contract.....	12
10	Enterprise Owner Information Form	
11	Bid Submission.....	12

Attachment A: Enterprise Owner Information Form

Attachment B: Conference Agenda and Floor Plan

◆ SUBMIT BID: HARD COPY IN TRIPLICATE with SIGNED ORIGINAL

Pre-Bid Meeting – Wednesday, March 15th at 2:00 PM
Freeman Coliseum Expo Hall A – 3201 E. Houston, SAT 78219

Attendance is **Mandatory**: All Bids will be declared non-responsive, if a company representative does not sign in as attending the meeting.

Questions due – no later Tuesday, March 20th by 4:00 PM
All answers will be issued no later than Thursday, March 22nd by 5:00 PM

Submittals due – by Thursday, March 29th no later than 3:00 PM
** No bids will be accepted by fax or email

Bidders may not contact Freeman Coliseum, Bexar County or University Health System staff in regards to this solicitation. All questions must be in writing and submitted by email or in person to the following:

JC Hrubetz, General Manager/Controller
Freeman Coliseum Office
jc@freemancoliseum.com
3201 E. Houston, SAT 78219

SCHEDULE OF ITEMS/SERVICES

The Freeman Coliseum is seeking bids for Catering Services for the Bexar County and University Health System Annual Small, Minority, Women and Veteran Business Owners (SMWVBO) Contracting Conference to be held at The Freeman Coliseum Exposition Hall, 3201 E. Houston Street, San Antonio, Texas 78219 on December 8, 2018 and December 11, 2019. Competitive bids for the purchase are invited. Award for these items will be made to the responsible bidder who provides the **lowest and best** bid noted in the below Schedule of Items/Services.

Note: awarded vendor shall furnish as detailed below by location. Price shall include total proposed cost by line item listed.

2018/2019 SMWVBO Contracting Conference - Catering Service Contract	IFB 2018-05157: Schedule of Items/Services				
<u>Service /Distribution</u>	<u>Start</u>	<u>End</u>	<u>Area Location</u>	<u>Quantity</u>	<u>Final Cost</u>
Exhibitors Coffee					
(Set-up must be completed by 5:45 am)					
Beverage: Variety of flavored Hot Teas, Fresh Brewed Regular & Decaf Coffees, Sugar (Regular, Equal, and Sweet & Low), Lemon wedges, Cream, non-dairy Creamer, stir sticks, 8oz cups, cup wraps and lids	6:00	10:00	Exhibit Area B - In Front of Bus 2 serving stations	200	\$
Set up: Tables with Linens - red, white and blue theme					
Public Coffee					
(Set-up must be completed by 6:45 am)					
Beverage: Variety of flavored Hot Teas, Fresh Brewed Regular & Decaf Coffees, Sugar (Regular, Equal, and Sweet & Low), Lemon wedges, Cream, non-dairy Creamer, stir sticks, 8oz cups, cup wraps and lids	7:00	10:00	Exhibit Area A - 6 Serving Stations	900	\$
Set up: Tables with Linens - red, white and blue theme					
Security Area Coffee					
(Setup must be completed by 5:45 am)					
Beverage: Variety of flavored Hot Teas, Fresh Brewed Regular & Decaf Coffees, Sugar (Regular, Equal, and Sweet & Low), Lemon wedges, Cream, non-dairy Creamer, stir sticks, 8oz cups, and lids	6:00	10:00	Security Office	50	\$
Set up: Tables with Linens - red, white and blue theme					

<u>Service /Distribution</u>	<u>Start</u>	<u>End</u>	<u>Area Location</u>	<u>Quantity</u>	-
Breakfast for Exhibitors					
(Setup must be completed by 5:45 am)					
Tacos: Equal combination of Potato & Egg, Bacon & Egg, and Bean & Cheese on Flour tortilla					
Breads: Croissants, Fruity Danish, Assorted Breakfast Breads, Sweet Butter and Berry Preserves	6:00	10:00	Exhibit Area B - in front of Bus, 1 serving station	150	\$
Condiments: Salt, Pepper, Napkins, plastic ware, and plates					
Set up: Tables with Linens - red, white and blue theme					
Breakfast for Public					
(Setup must be completed by 6:45 am)					
Tacos: Equal combination of Potato & Egg, Bacon & Egg, and Bean & Cheese on Flour tortilla					
Mixture of whole fruit	7:00	10:00	Exhibit Area A - 6 serving stations	800	\$
Breads: Croissants, Fruity Danish, Assorted Breakfast Breads, Sweet Butter and Berry Preserves					
Condiments: Napkins, plastic ware, and plates					
Set up: Tables with Linens - red, white and blue theme					
Security Breakfast					
(Setup must be completed by 5:45 am)					
Tacos: Equal combination of Potato & Egg, Bacon & Egg, and Bean & Cheese on Flour tortilla					
Breads: Croissants, Fruity Danish, Assorted Breakfast Breads, Sweet Butter and Berry Preserves	6:00	10:00	Security Office	50	\$
Condiments: Salt, Pepper, Napkins, plastic ware, and plates					
Set up: Tables with Linens - red, white and blue theme					

<u>Service /Distribution</u>	<u>Start</u>	<u>End</u>	<u>Area Location</u>	<u>Quantity</u>	-
Lunch for Public					
(Setup must be completed by 11:30 am)					
Equal combination of Sandwiches served on variety of breads: Honey Ham & Cheddar with lettuce, Smoked Turkey and Swiss with lettuce, Vegetarian Option (3% of count: Veggie Wrap), Pasta, Fresh & Pickled Relishes, individual 16oz Bag of Chips and Homemade Cookie					\$
Condiments: Salt, Pepper, Mustard, Mayonnaise, Napkins and plastic ware	11:45	1:00	Exhibit Area B - Public Line	900	
Meal packaged in Clear container					
Set up: Tables with Linens - red, white and blue theme					
Beverages: 12oz Assorted Cold ready to serve Soda - Coke, Dr. Pepper, Sprite & Diet Coke					
Wait staff shall collect ticket for each meal at the end of serving line					
Lunch for Exhibitors					
(Setup must be completed by 11:30 am)					
Equal combination of Sandwiches served on variety of breads: Honey Ham & Cheddar with lettuce, Smoked Turkey and Swiss with lettuce, Vegetarian Option (3% of count: Veggie Wrap), Pasta, Fresh & Pickled Relishes, individual 16oz Bag of Chips and Homemade Cookie	11:45	1:00	Exhibit Area B - Exhibitors Line	400	\$
Condiments: Salt, Pepper, Mustard, Mayonnaise, Napkins and plastic ware					
Meal packaged in Clear container					
Set up: Tables with Linens - red, white and blue theme					
Beverages: 12oz Assorted Cold ready to serve Soda - Coke, Dr. Pepper, Sprite & Diet Coke				400	\$
Wait staff shall collect ticket for each meal and drink at the end of serving line					

Beverages for Lunch					
(Setup must be completed by 11:30 am)					
Containers of Sweet & Un-Sweetened Iced Tea, Sugar (Regular, Equal and Sweet & Low), Lemon wedges and 16oz plastic cups	11:45	1:30	Exhibit Area A - Six (6) serving stations	1100	\$
Containers of Iced Water, 16oz cups (non-machine)					
Set up: Tables with Linens - red, white and blue theme					
<u>Service /Distribution</u>	<u>Start</u>	<u>End</u>	<u>Area Location</u>	<u>Quantity</u>	-
Student Box Lunch					
(Setup must be completed by 11:30 am)					
Equal combination of Sandwiches served on variety of breads: Honey Ham & Cheddar with lettuce, Smoked Turkey and Swiss with lettuce, Fresh Fruit, Fresh & Pickled Relishes, individual Bag of Chips and Homemade Cookie	11:00	Noon	Exhibit Area B - East end	50	\$
Condiments: Salt, Pepper, Mustard, Mayonnaise, Napkins and plastic ware					
Meal packaged in Clear container					
Set up: Tables with Linens - red, white and blue theme					
Beverages: 12oz Assorted Soda - Coke, Dr. Pepper, Sprite & (10) Diet Coke, and 12oz plastic cups with ice					
Wait staff shall collect ticket for each meal at the end of serving line					
Security Lunch					
(Setup must be completed by 11:30 am)					
Equal combination of Sandwiches served on variety of breads: Honey Ham & Cheddar with lettuce, Smoked Turkey and Swiss with lettuce, Pasta, Fresh & Pickled Relishes, individual Bag of 16oz Chips and Homemade Cookie	11:00	12:30	Security Office	60	\$
Condiments: Salt, Pepper, Mustard, Mayonnaise, Napkins and plastic ware					
Meal packaged in Clear container					

Beverages: 12oz Assorted Soda - Coke, Dr. Pepper, Sprite & (10) Diet Coke, and 12oz plastic cups with ice					
Set up: Tables with Linens - red, white and blue theme					
<u>Service /Distribution</u>	<u>Start</u>	<u>End</u>	<u>Area Location</u>	<u>Quantity</u>	-
Head Table Breakfast					
(Setup must be completed by 6:45 am)					
Personal wait staff. Head table service includes: Biscuit, scrambled eggs, hash browns, bacon and fruit cup					
Beverage: coffee, water, orange juice	715	930	Exhibit Area A - Head Table	20	
Condiments: Salt, Pepper, Napkins, China, glassware and Flatware					
Set up: Tables with Linens - red, white and blue theme					
Head Table Lunch					
(Setup must be completed by 11:45 am)					
Personal wait staff. Head table service includes hot meal, drink and desert. (Meal: Spring Mix Salad with dressing, Baked Chicken, Vegetable, Potatoes, Chocolate Mousse, Bread and Butter)	12:00	1:30	Exhibit Area A - Head Table	20	\$
Beverage: Crystal glass, Iced Tea, Water, Lemon wedges and Sugar (Regular, Equal and Sweet & Low)					
Condiments: Salt, Pepper, Napkins, China, and Flatware					
Set up: Tables with Linens - red, white and blue theme					
VIP Area Lunch					
(Setup must be completed by 11:30 am)					

Equal combination of Sandwiches served on variety of breads: Honey Ham & Cheddar with lettuce, Smoked Turkey and Swiss with lettuce, Pasta, Fresh & Pickled Relishes, individual 16oz Bag of Chips and Homemade Cookie	11:45	12:30	Exhibit Area A - next to Stage	30	\$
Condiments: Salt, Pepper, Mustard, Mayonnaise, Napkins and plastic ware					
Meal packaged in Clear container					
Beverages: 12oz Assorted Soda - Coke, Dr. Pepper, Sprite & (10) Diet Coke, and 12oz plastic cups with ice					
Set up: Tables with Linens - white					
<u>Service /Distribution</u>	<u>Start</u>	<u>End</u>	<u>Area Location</u>	<u>Quantity</u>	-
Exhibitor Snack					
Brown Bag snack pack: combination of four single serving packets of Pretzels, Peanuts, Cookies, crunchy and chewy Granola Bar.	10:00	10:30	Registration Booth	400	\$
Deliver to volunteer coordinator for Distribution of Brown Bags to start at 10:00 am					
<u>Service /Distribution</u>	<u>Start</u>	<u>End</u>	<u>Area Location</u>	<u>Quantity</u>	-
Water Service					
Water Stations - 8oz plastic cups (price must include set-up as stand alone or with containers to include table and linens)					
Water Station in Workshops - Rooms A	9:00	Noon	Rooms A	100	\$
Water Station in Workshops - Rooms B	9:00	Noon	Rooms B	100	\$
Water Station in Workshops - Rooms C	9:00	Noon	Rooms C	100	\$
Water Station in Workshops - Area D	9:00	1:30	Area D	200	\$
Water Stations in Exhibit Hall B	7:00	3:00	Exhibit Hall B - twelve (12) stations	1200	\$
Service shall be ready at least fifteen (15) minutes prior to start time					

Coat & Luggage Check/ Lost & Found					
Coat Rack (1) Attendant, Coat & Luggage Check, and Lost & Found Items					
Provide tickets to be issued to guests	7:00	3:00	Exhibit Hall A - Concessions Booth	1	\$
Set up: Tables with Linens - red, white and blue theme					
Total - All Line Items					\$

Total Cost \$ _____

Authorized Representative Name: _____

Signature: _____

Date: _____

NOTE: AWARD OF ABOVE ITEMS WILL BE MADE TO THE RESPONSIBLE BIDDER WHO PROVIDES THE LOWEST AND BEST BID. THEREFORE, BIDDER MUST BID EVERY LINE ITEM TO BE ELIGIBLE FOR A CONTRACT AWARD.

GENERAL PROVISIONS

1. **SCOPE OF CONTRACT-REQUIREMENTS:** This is firm-fixed-price contract calling for delivery of the products or services identified in the Schedule of Items/Services at the stated prices submitted by the bidder. Upon acceptance of a bid by Freeman Coliseum and issuance of a Contract Award by the Community Arenas Board, Bidder shall be obligated to deliver the products at the stated prices, within the time specified, and in accordance with all Terms and Conditions, and General Provisions contained herein as specified in individual delivery orders. The quantities stated in the schedule of Items/Services are the estimates of Freeman Coliseum needs for two (2) year supply. They represent a realistic estimate based on past consumption for purposes of securing a bid price. The quantities are not firm and are not hereby ordered or called for. Actual requirements will be deemed to exist unless or until such orders are issued. Delivery Schedule listed by bidders on the face of this IFB shall apply to individual Delivery Orders.
 - a) Freeman Coliseum is obligated to pay for such orders and to order all its requirements against this contract for which award has been made. Freeman Coliseum is not obligated to order products not covered by this contract and is free to secure those requirements from other sources in accordance with applicable purchasing statutes.
 - b) Delivery Orders or Purchasing Card transactions may be issued. All delivery orders are subject to the terms and conditions of this contract. In the event of conflict between a Delivery Order and this contract, the contract shall control.
 - c) If mailed, a delivery order is considered "issued" when the Coliseum deposits the order in the mail. Orders may also be issued orally or by fax.
 - d) If the Coliseum's requirements do not result in orders in the quantities described as "ESTIMATED" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.
 - e) If the Coliseum urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract and if the Contractor will not accept an order providing for the accelerated delivery, the Coliseum may acquire the urgently required goods or services from another source.
 - f) Any order issued during the effective period of this contract and completed within that period shall be completed by the Contractor within the time specified in the order. The Contract shall govern the Contractor's and Coliseum's rights and obligations with respect to the order to the same extent as if the order were completed during the contract's effective period.
 - g) The Coliseum reserves the right to selectively and individually compete requirements for unusually large quantities prior to or in lieu of placing an order under this contract. This limitation would be reserved for those situations where the requirement exceeds 25% of the total annual estimated requirement.
 - h) The Coliseum shall issue Guarantee and Payment as follows: Guarantee for service shall be the estimated quantity in this solicitation with consideration for no less than a 5% decrease. Final service order shall be placed no later Seventy-Two (72) hours prior to event. Payment for service shall be no less than Fifty (50) % of total Guarantee at least Five (5) working days prior to the event. Balance shall be paid no less than Ten (10) working days after final completed invoice is submitted.

2. CHANGES: The Coliseum may at any time, by written order, and without prior notice to the sureties, if any, make changes within the general scope of this contract in any one of the following:
 - a) Description of service to be performed which may include adjustment for quantity
 - b) Time of performance (i.e. hours of day, days of week, etc.)
 - c) Place of performance of the services
 - d) Correction of errors of a general administrative nature or other mistakes. The correction of which does not affect the scope of the contract, or does not result in expense to the Contractor.

If any such change causes an increase or decrease in the cost of, or time required for, performance of any part of the work under this contract, whether or not changed by the order, the Coliseum shall make an equitable adjustment in the contract price, the delivery schedule, or both, and shall modify the contract. The Contractor must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order. However, if the Coliseum decides that the facts justify it, the Coliseum may receive and act upon a proposal submitted before final payment of the contract. If the Contractor's proposal includes the cost of property made obsolete or excess by the change, the Coliseum shall have the right to prescribe the manner of disposition of the property. Failure to agree to any adjustment shall be a dispute under the Disputes and Appeals clause. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

3. DELIVERY POINT: Delivery of all items or services under this contract shall be FREE ON BOARD to final destination at the address shown below located in Bexar County:

Freeman Coliseum Exposition Hall
3201 E Houston
San Antonio, TX 78219
Attn: SMWBE Conference

4. REQUIRED TIME OF DELIVERY: The Coliseum requires delivery to be made according to the following schedule: At the date of the SMWVBO Conference (December 8, 2018 & December 11, 2019)
5. INSURANCE AND LIABILITY: During the period of this contract, contractor shall maintain at their own expense, insurance with limits not less than those prescribed below. Contractor further agrees to indemnify, defend, and hold the Coliseum harmless from any and all causes arising from this contract. With respect to required insurance, Contractor shall;
 - (i) Name the Coliseum as additional insured/or an insured, as its interests may appear,
 - (ii) Provide the Coliseum a waiver of subrogation.
 - (iii) Provide the Coliseum with a thirty (30) day advance written notice of cancellation or material change to said insurance.
 - (iv) Provide the Coliseum staff at the address shown on Page 1 of this contract, a Certificate of Insurance evidencing required coverage within the (10) days after receipt of Notice of Award.

Submit a certificate of insurance reflecting coverage as follows:

a. Automobile Liability:

Bodily Injury (Each Person)	\$250,000.00
Bodily Injury (Each Accident)	\$500,000.00
Property Damage	\$100,000.00

b. General Liability (Including Contractual Liability):

Bodily Injury	\$1,000,000.00
Property Damage	\$100,000.00

c. Excess Liability:

Umbrella Form	-	\$1,000,000.00
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d. Worker's Compensation: - Statutory

6. TERM: The term of this contract is upon award and terminates January 1, 2020.

7. OPTION TO RENEW: This contract may be extended provided all terms and conditions, except for the contract period being extended or any price re-determination as authorized elsewhere in this contract, remain unchanged and in full force and effect. Option, if exercised, to be executed in the form of a Modification/Supplemental Agreement, to be issued not sooner than ninety days (90) prior to expiration of this contract, not later than the final day of the contract period. This Option to Renew requires the mutual agreement of both parties. Refusal by either party to exercise this Option to Extend shall require this contract to expire on the original or mutually agreed date. The normal extension period shall be in one (1) year increments. The total period of this contract, including all extensions as a result of exercising this option may not exceed a maximum combined period of two (2) years.

8. TERMINATION FOR DEFAULT: Termination for Default: Failure of the awardee to perform any of the provisions of this contract shall constitute a breach of contract, in which case, the Freeman Coliseum may require corrective action within Ten Days (10) from date of receipt of written notice citing the exact nature of such breach. Failure to take corrective action or failure to provide a written reply within the prescribed 10 days shall constitute a Default of contract. The contractor shall be given a Thirty Day (30) period within which to show cause why the contract should not be terminated for default. Freeman Coliseum Advisory Board may take whatever action as its interest may appear, resulting from such notice. All notices for corrective action, breach, default, or show cause, shall be issued by the Freeman Coliseum General Manager, and all replies shall be made in writing to the General Manager at the address shown on Page 2. Notices issued by or to anyone other than the Freeman Coliseum shall be null and void, and shall be considered as not having been issued or received. If defaulted, the contractor shall be liable for liquidated damages, if any, as stipulated elsewhere in this contract. Freeman Coliseum reserves the right to enforce the performance of this contract in any manner prescribed by law in the event of breach or default of this contract, and may contract with another party with or without solicitation of bids or further negotiations. As a minimum, Contractor shall be required to pay any difference in the cost of securing the products or services covered by this contract, or compensate for any loss to Freeman Coliseum should it become necessary to contract with another source because of his default, plus reasonable administrative costs and attorney's fees.

(a) If it is in the PUBLIC INTEREST TO TERMINATE the contract, the Freeman Coliseum Advisory Board reserves the right to do so. If terminated for the public good, all costs directly attributable to work done or supplies obtained in preparation for completion or compliance with the contract prior to termination will be paid. Costs are excluded which are recoverable in the normal course of business or which can be mitigated through the sale of supplies or inventories. In the event the Freeman Coliseum pays for supplies or materials, they shall become the property of the Freeman Coliseum and shall be delivered to the FOB point shown in the contract, or as designated by the Freeman Coliseum General Manager. No anticipated profits are payable.

9. AWARD OF CONTRACT: Award will be made to the responsible bidder who submits the lowest and best bid, and most advantageous to the Coliseum, price and other factors considered. After approval by the Coliseum, Award will be made by signing and attaching the award portion of the successful bid and delivering it to the successful bidder. No contract exists until the signed document is delivered.

10. ENTERPRISE OWNERSHIP FORM: The vendor is required to complete and submit an ENTERPRISE OWNER INFORMATION FORM as attached in response to this IFB. A vendor's bid will be declared non-responsive if the completed ENTERPRISE OWNER INFORMATION FORM is not included. (Attachment A)

11. BID SUBMISSION:

HARD COPY IN TRIPLICATE with one (1) SIGNED ORIGINAL

Submittals due -- by Thursday, March 29, 2018 no later than 3:00 PM

**** NO BIDS WILL BE ACCEPTED BY FAX OR EMAIL**

Mail or Hand delivery to:

JC Hrubetz
General Manager/Controller
Attn: SMWBE Conference
Freeman Coliseum Office
3201 E. Houston
San Antonio, TX 78219

ATTACHMENT A

ENTERPRISE OWNER INFORMATION FORM

I. OWNER STATUS (Check applicable boxes)

BUSINESS NAME: _____

MALE/FEMALE

- Male
- Female

ETHNICITY

- White
- Hispanic
- Asian Pacific
- Sub-Continent Asian
- Black/African American
- Native American
- Other Ethnicity _____

PHYSICAL CONDITION

- Disabled
- Not Disabled

ENTERPRISE SIZE

- Small Business
- Large Business

BUSINESS STRUCTURE

- Sole Proprietor Partnership
- LLC
- Public Corporation Private Corporation
- Non-Profit Organization

FEDERAL TAX ID #: _____

CERTIFICATION OF BUSINESS AS SMALL, MINORITY OR WOMAN OWNED ENTERPRISE (SMWBE)

Bexar County has established a Small, Minority, & Woman Owned Business Enterprise Program. Additional information may be required after receipt of offers and/or award of contract(s) to support and document the SMWBE certification. Bexar County will accept certification from various agencies, [i.e. local (www.sctrca.org), state (www.cpa.state.tx.us), federal (www.sba.gov or www.va.gov/OSDBU or <http://www.txdot.gov/business/tucp/default.htm>), and the private sector (www.smsdc.org or www.wbea-texas.org)]

Certifying Agency: _____ REG #: _____ Expiration Date: _____
 SBE MBE WBE DBE 8(a) Veteran

For information on the certification process or access to SMWBE vendors, call (210) 335-2478 or www.bexar.org/smwbe.

II. SUBCONTRACTORS

None - No subcontractor(s) will be used to complete this contract.

Yes

Name(s) of Subcontractor: _____ () % of Total Contract

Address: _____ Phone: _____

Scope of Work or Supplies: _____

Please indicate if: SBE MBE WBE DBE () 8(a) Veteran

Certifying Agency: _____ REG #: _____ Expiration Date: _____

Name(s) of Subcontractor: _____ () % of Total Contract

Address: _____ Phone: _____

Scope of Work or Supplies: _____

Please indicate if: SBE MBE WBE DBE () 8(a) Veteran

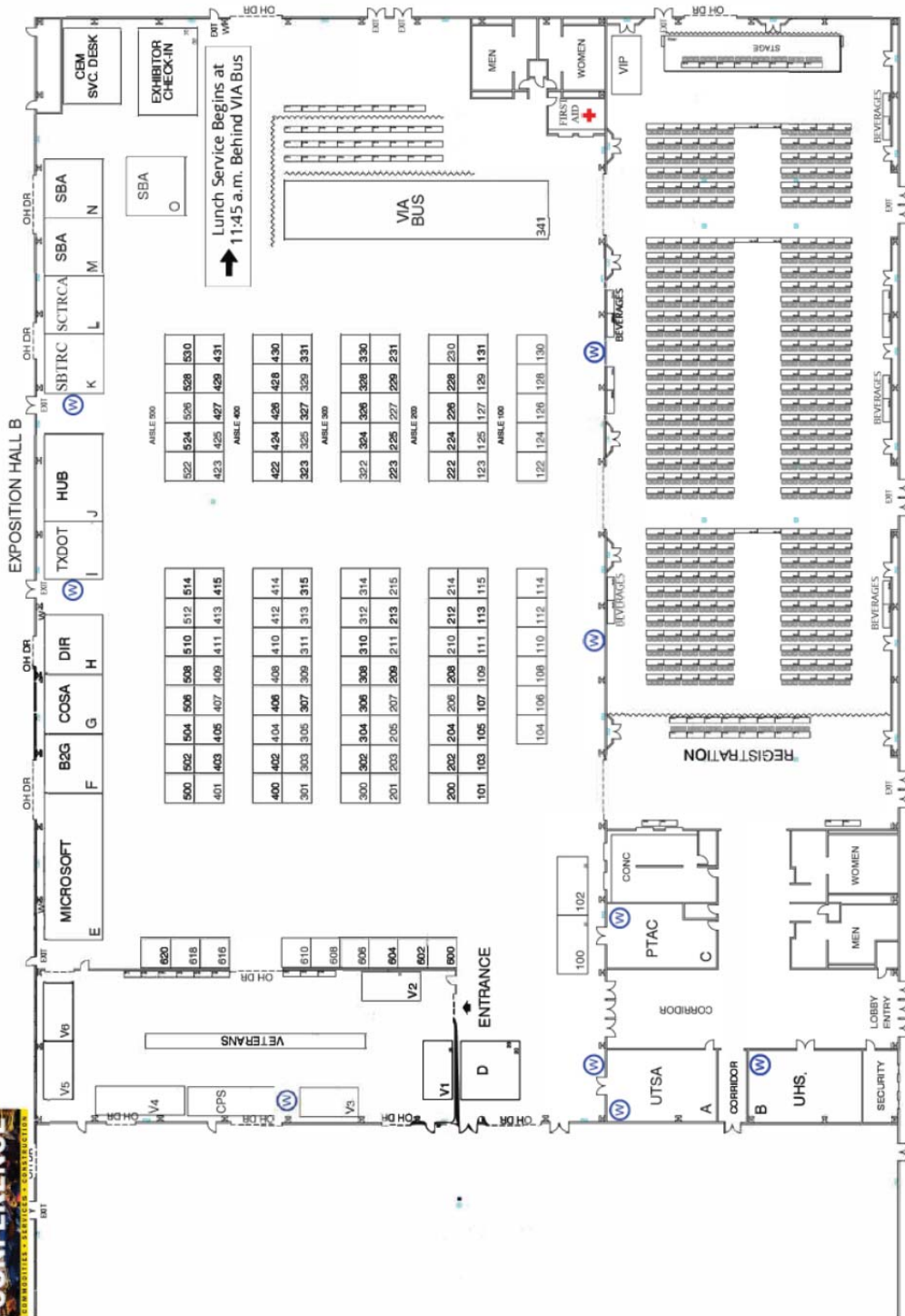
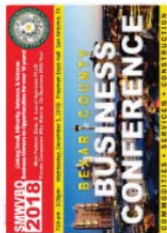
Certifying Agency: _____ REG #: _____ Expiration Date: _____

(Attach a list if additional space is necessary)

ATTACHMENT A

2018 Bexar County Business Conference
 December 5, 2018
 Freeman Coliseum • San Antonio, Texas

Exhibitor
Parking



Public and Exhibitor Vehicle Entrance

ENTRANCE

Public Parking

Water Station

E. HOUSTON STREET

ATTACHMENT B

Agenda

Tentative

Registration (<i>Lobby</i>)	7:00 a.m. - 11:30 a.m.
Networking Breakfast (<i>Exhibit Area B</i>)	7:00 a.m. - 9:30 a.m.
Program –	7:30 a.m.

Keynote Speaker: TBA

(Complimentary continental breakfast with registration prior to December 1st)

Procurement Exhibits

9:30 a.m. - Noon
1:30 p.m. - 3:00 p.m.

Workshops (Rooms A, B & C) – 10:00 a.m. – 11:30 a.m.

Doing Business with the Healthcare Industry – University Health System
Strategic Planning for Business Success! - UTSA Institute for Economic Development
Federal/State/Local Contracting Opportunities – UTSA SDBC Procurement & Technical Assistance Center (PTAC)

Lunch Program (Exhibit Area A) (Exhibit Area B: Floor Closed) - Noon - 1:30 p.m.

(Complimentary box lunch and entrance with registration prior to December 1st)

Program

Business Briefing – Focusing on Technology for Your Business

Keynote Speaker: TBA

(Complimentary box lunch with registration prior to December 1st)

Conference Ends

3:00 p.m.

Exhibit Floor Briefing Areas

Texas Department of Information Resources – Getting On and Buying Off of the DIR Contract
SBA Loan and Certification Programs for start-up & existing Small Businesses
Workforce Solutions Alamo – Finding & Hiring Employees
State of Texas Historically Underutilized Business (HUB) Program
South Central Texas Regional Certification Agency (SCTRCA)

Exhibitors

Veterans Business Center	Department of Defense	Department of Transportation
Local Government Agencies	State Agencies/Universities	General Services Administration
Financial/Technical Assistance	General Contractors	Corporations

Free Parking

Register online: www.bexar.org/smwbe

Free Admission

Plenty of Networking Opportunities! Sponsorships and Exhibit Space are Now Available!
(Must have Contracting Opportunities for SMWVBE/DBE)

Questions or for more information, e-mail to rwatson@bexar.org or call 210.335.2478