



**Finance Committee
Meeting Agenda
February 27, 2024
5:00 PM
City Council Chambers**

City Council Members:

Gayatri Agnew	Ward 1, Position 2
Cindy Acree	Ward 2, Position 1
Bill Burckart	Ward 3, Position 2

*If the public would like to attend virtually, please log on at the following link:

<https://us02web.zoom.us/j/89139307844?pwd=ZWVhRby9RVElhd1pyZzluVmdHZz09>

Call to Order/Roll Call

Items For Discussion

- | | |
|---|----------------------|
| 1. Ozark Regional Transit (ORT)
Discussion | Informational |
|---|----------------------|

City Council Items To Be Considered

- | | |
|--|-------------------|
| 1. Section I Item 4 on the City Council
Agenda: Resolution to Award IFB-24-13
for (12) Police Vehicles from Superior
Auto Group | Resolution |
| Resolution awarding bid IFB-24-13 to Superior Auto Group in Siloam Springs, AR in the amount of \$887,522.04 for the purchase of (12) 2024 Chevrolet Tahoes 2WD PPV (9C1), to include all upfitting of emergency equipment and warranties. No budget adjustment is needed. | |
| 2. Section I Item 5 on the City Council
Agenda: Resolution and Budget
Adjustment Recognizing a Donation
from the Rotary Club of Bentonville | Resolution |
| Resolution recognizing a donation in the amount of \$320.00 from the Rotary Club of Bentonville to the Bentonville Police Department. A budget adjustment is needed to recognize and appropriate funds. | |
| 3. Section I Item 6 on the City Council
Agenda: Resolution and Budget
Adjustment Recognizing a Donation
from the Sons of American Revolution | Resolution |

- Resolution recognizing a donation in the amount of \$250.00 from the Sons of the American Revolution to the Bentonville Police Department. A budget adjustment is needed to recognize and appropriate funds.
4. **Section I Item 7 on the City Council** **Resolution**
Agenda: Resolution and Budget Adjustment Recognizing a Department of Public Safety Equipment Grant
Resolution and budget adjustment recognizing a Department of Public Safety (DPS) Equipment Grant (award #24PSEG012) in the amount of \$47,966.82. A budget adjustment is needed to recognize and appropriate funds.
5. **Section I Item 8 on the City Council** **Resolution**
Agenda: Resolution authorizing the Purchase of an E-One Fire Engine from Banner Fire Equipment, Inc.
A resolution authorizing the purchase a 2024 E-One Engine and associated equipment from Banner Fire Equipment Inc. through the HGAC cooperative purchasing program in the amount of \$995,000.00. No budget adjustment is needed.
6. **Section I Item 10 on the City Council** **Resolution**
Agenda: Resolution to Purchase and Install of a Shade Structure for the Playground at Orchards Park
Staff requests a City Council resolution for the approval of the purchase and installation of a shade structure for the playground at Orchard park, in the amount of \$41,788.22. No budget adjustment is needed.
7. **Section I Item 11 on the City Council** **Ordinance***
Agenda: Ordinance approving Waiver of Bid for Adam Fortin for Triathlon Services
A waiver of bid for Adam Fortin for Triathlon services for Bentonville Parks and Recreation. No budget adjustment is required.
8. **Section I Item 12 on the City Council** **Ordinance***
Agenda: Ordinance approving a Waiver of Bid for Team E Multi Sport LLC. Masters Swimming Services
A waiver of bid for Team E Multi Sport LCC for Masters Swimming services for Bentonville Parks and Recreation. No budget adjustment is needed.
9. **Section I Item 13 on the City Council** **Ordinance***
Agenda: Ordinance approving a Waiver of Bid for Team E Multi Sport LLC. Triathlon Services
A waiver of bid for Team E Multi Sport LCC for Triathlon services for Bentonville Parks and Recreation. No budget adjustment is required.
10. **Section I Item 16 on the City Council** **Resolution**
Agenda: Resolution for the FY2023 Flood Mitigation Assistance Grant

Staff recommends accepting grant funds, to study and form conceptual design for drainage improvements for Little Osage Tributary 2. No budget adjustment is needed at this time.

11. **Section II Item 1 on the City Council**

Ordinance*

**Agenda: Ordinance approving a Waiver
of Bid to Order 3 Phase Transformers**

Ordinance to waive competitive bidding to purchase 3 phase transformers from AECL, in an amount not to exceed \$415,619.00 plus applicable taxes. An emergency clause is required. Approved by Utility Board 5-0. No budget adjustment is required.



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	
Amount for Approval:	\$

Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund

Utility Fund

Street Fund

Other(s): _____

Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712

www.bentonvillear.com

Please Recycle!

AGREEMENT FOR CITY OF BENTONVILLE TRANSIT SERVICES

WHEREAS, Ozark Regional Transit (ORT), is a public transit authority organized and existing pursuant to A.C.A 14-334-101 et. seq., and.

WHEREAS, the City of Bentonville, Arkansas (City) is a member of said authority; and,

WHEREAS, ORT has been providing public transportation to the citizens of the City; and,

WHEREAS, the City has agreed to provide funding for transit services from its General Fund; and,

WHEREAS, the City is agreeable to such.

NOW, THEREFORE, IT IS AGREED:

1. ORT will continue to provide services to the citizens of the City of Bentonville as has been traditionally provided in the past.
2. For the sum of \$520,000, ORT will provide services as follows:
 - a. Fixed Route and On Demand Transit services within the City and withing the boundaries of the attached map.
 - b. Supply up to 4 vehicles running withing the City from 7AM to 6:30PM Monday through Thursday; 7AM to Midnight on Friday and Noon to Midnight on Saturday
 - c. Associated ADA Para-Transit services.
3. If the City's share of the state sales tax enacted pursuant to Amendment 91 tax generates more than the amount necessary to cover the funding agreed to, any such overage will be retained by the City. If the anticipated revenue is less than \$520,00 then the City shall pay the difference from other funding sources.
4. The revenue of \$520,000 referred to herein as the City's share shall be remitted in quarterly installments. The quarterly installments of \$130,000 shall be billed by ORT.
5. The term of this Agreement shall be from January 1, 2024, through December 31, 2024; however, said Agreement may be terminated by either party upon sixty (60) days written notice.
6. ORT shall make monthly reports to the City and furnish any and all information request by the City.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the _____ day of _____, 20__

Ozark Regional Transit

City of Bentonville, Arkansas

By: _____
Joel Gardner
Executive Director
Ozark Regional Transit

By: _____
Stephanie Orman
Mayor, City of Bentonville, Arkansas



City of Bentonville, Arkansas Agenda Item Form

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Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
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Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	Expense	\$	Revenue
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Account Number (ORG-OBJECT)	Account Description	\$	Expense	\$	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	Expense	\$	Revenue

Fund(s) Impacted

(check all that apply)

General Fund

Utility Fund

Street Fund

Other(s): _____

Budget Impact Notes for Consideration (Optional):



MEMORANDUM

Police Department

TO: City Council and Mayor Stephanie Orman
FROM: Ray Shastid, Chief of Police
DATE: August 22, 2023
SUBJECT: IFB-24-13; (12) 2024 Chevrolet Tahoes 2WD PPV (9C1) with upfitting

On February 6, 2024, the City of Bentonville only received one responsive bidder for twelve (12) 2024 Chevrolet Tahoes 2WD PPV (9C1), to include all upfitting of emergency equipment and warranties. Vehicle purchases continue to be difficult for police departments with limited state vehicle contract awards, along with increased equipment pricing from vendors. Furthermore, dealerships are also limited by the supply of state/government vehicles that go into production and available for sales.

Staff recommends the approval of bid IFB-24-13 to Superior Auto Group (Siloam Springs) in the amount of \$887,522.04. The 2024 budgeted amount for this was \$831,600.00. The remaining balance of \$55,922.04 can be covered within the capital vehicle expense account using a line item designated for radios. If approved by council to use this line item for the remaining balance, **no budget adjustment is needed.**

Having Superior Auto Group source these items and provide the professional installation will streamline the process, protect our vehicle warranties, and also allow the equipment and up fitting costs to be included in the final purchase price of the vehicle(s). This purchase would also result in a "warranty in service date" to begin when the completed vehicle is delivered and ready for service, extending the city's effective warranty of each vehicle.



CITY OF BENTONVILLE, ARKANSAS PURCHASING DEPARTMENT

FORMAL SEALED BID TABULATION

Date of Bid Opening:	2/6/24	Time of Bid Opening:	1:00PM	Solicitation ID Number:	IFB-24-13
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Solicitation Title: Twelve (12) 2024 Chevrolet Tahoe 2WD PPV (9C1) with Upfitting

Bidder:			Superior Auto Group	
Line Item	Quantity (Unit of Measure = EA)	Description	Unit Price	Extended Price
1	12	New 2024 Chevrolet PPV Tahoe (9C1), 2WD, 4Door, as specified	\$52,167.00	\$626,004.00
2	12	Upfitting of Tahoes, as specified	\$21,793.17	\$261,518.04
		Total Bid Price	\$887,522.04	

purchasing@bentonvillear.com - (479) 271-3115

RESOLUTION NO. _____

A RESOLUTION AWARDING BID IFB 24-13 TO SUPERIOR AUTO GROUP FOR THE PURCHASE OF TWELVE (12) 2024 CHEVROLET TAHOES 2WD PPV (9C1), FOR THE BENTONVILLE POLICE DEPARTMENT, IN THE AMOUNT OF EIGHT HUNDRED EIGHTY-SEVEN THOUSAND FIVE HUNDRED TWENTY-TWO DOLLARS AND FOUR CENTS (\$887,522.04); AND FOR OTHER PURPOSES.

WHEREAS, Superior Auto Group is the only responsive bid received for bid IFB-24-13;

WHEREAS, this contract covers the purchase of twelve (12) 2024 Chevrolet Tahoes 2WD PPV (9C1), to include all upfitting of emergency equipment and warranties for the Bentonville Police Department; and

WHEREAS, this will be paid with budgeted funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are authorized to enter into a contract with Superior Auto Group for the purchase of twelve (12) 2024 Chevrolet Tahoes 2WD PPV (9C1) for the Bentonville Police Department, in the amount of eight hundred eighty-seven thousand five hundred twenty-two dollars and four cents (\$887,522.04); and

Section 2 - Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3 - Repeal of Conflicting Resolutions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

PASSED and APPROVED this _____ day of _____, 2024.

APPROVED:

Stephanie Orman, MAYOR

ATTEST:

Kirby Romines, CITY CLERK



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
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Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

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		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund Utility Fund Street Fund Other(s): _____

Budget Impact Notes for Consideration (Optional):

RESOLUTION NO. _____

**A RESOLUTION ACCEPTING A DONATION FROM THE ROTARY CLUB
OF BENTONVILLE, IN THE AMOUNT OF THREE HUNDRED TWENTY
DOLLARS (\$320.00); ADJUSTING THE 2024 BUDGET TO RECOGNIZE AND
APPROPRIATE SAID DONATION; AND FOR OTHER PURPOSES.**

WHEREAS, the Rotary Club of Bentonville has generously donated in support of the Bentonville Police Department;

WHEREAS, a donation of three hundred twenty dollars (\$320.00) was made; and

WHEREAS, a budget adjustment will be needed to recognize revenue and appropriate it into an expense account;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
BENTONVILLE, ARKANSAS:**

Section 1: The 2024 Budget is adjusted to recognize three hundred twenty dollars (\$320.00) of donations into Account #102010-37010 – Miscellaneous Donations and appropriating the same to Account #102010-42830 – Miscellaneous Expense;

Section 2 - Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3 - Repeal of Conflicting Resolutions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

PASSED this _____ day of _____, 2024.

APPROVED:

ATTEST:

STEPHANIE ORMAN, MAYOR

KIRBY ROMINES, CITY CLERK



City of Bentonville, Arkansas Agenda Item Form

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Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
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Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

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		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund Utility Fund Street Fund Other(s): _____

Budget Impact Notes for Consideration (Optional):

RESOLUTION NO. _____

**A RESOLUTION ACCEPTING A DONATION FROM THE SONS OF
AMERICAN REVOLUTION, IN THE AMOUNT OF TWO HUNDRED FIFTY
DOLLARS (\$250.00); ADJUSTING THE 2024 BUDGET TO RECOGNIZE AND
APPROPRIATE SAID DONATION; AND FOR OTHER PURPOSES.**

WHEREAS, the Sons of American Revolution has generously donated in support of the Bentonville Police Department;

WHEREAS, a donation of two hundred fifty dollars (\$250.00) was made; and

WHEREAS, a budget adjustment will be needed recognizing revenue and appropriate into an expense account;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS:

Section 1: The 2024 Budget is adjusted to recognize two hundred fifty dollars (\$250.00) of donations into Account #102010-37010 – Miscellaneous Donations and appropriating the same to Account #102010-42830 – Miscellaneous Expense;

Section 2 - Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3 - Repeal of Conflicting Resolutions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

PASSED this _____ day of _____, 2024.

APPROVED:

ATTEST:

STEPHANIE ORMAN, MAYOR

KIRBY ROMINES, CITY CLERK



City of Bentonville, Arkansas Agenda Item Form

Item Details

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Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

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Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
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Budget Impact

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Budget Adjustment (to be completed by Finance when applicable)

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		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund

Utility Fund

Street Fund

Other(s): _____

Budget Impact Notes for Consideration (Optional):



COL. MIKE A. HAGAR
Secretary

State of Arkansas
Governor Sarah Huckabee Sanders

**DEPARTMENT OF PUBLIC SAFETY
RESEARCH AND PLANNING DIVISION**

1 State Police Plaza Drive
Little Rock, Arkansas 72209
Office: (501) 618-8235



DR. MARY HUGHES
Director

**ARKANSAS PUBLIC SAFETY EQUIPMENT GRANT AWARD
APPROVED BUDGET**

Award Number: 24PSEG012

Bentonville Police Department
1000 SW 14th St.
Bentonville, AR 72712

CATEGORY 12: NON-LETHAL PUBLIC SAFETY EQUIP. \$47,966.82
(Tasers, etc.)

TOTAL AWARD: \$47,966.82

❖ The following items will NOT be considered for funding and your awarded funds must not be used for these items:

- Salaries, overtime, fringe benefits related to salaries
- Any Specialty Court
- Real Estate
- Vessel or Aircraft
- Vehicles
- Firearms
- Construction Projects
- Buy Money

Congratulations on your 2024 DPS Public Safety Equipment Grant Program Award. We look forward to working with your agency to continue to improve community trust within the State of Arkansas. Please feel free to contact us by email at dps.rpgrants@dps.arkansas.gov or phone at (501) 618-8235 if you have any questions.



COL. MIKE A. HAGAR
Secretary

State of Arkansas
Governor Sarah Huckabee Sanders

DEPARTMENT OF PUBLIC SAFETY

1 State Police Plaza Drive
Little Rock, Arkansas 72209
Office: (501) 618-8235

MEMORANDUM OF UNDERSTANDING

In accordance with Act 786 of 2021 the Arkansas Department of Public Safety is responsible for awarding funding from the Public Safety Equipment Grant Fund. Pursuant to the foregoing authority, the Arkansas Department of Public Safety has established the Public Safety Equipment Grant Fund Committee to award funding to applicants who, in the Committee's judgment, best facilitate improving trust between Arkansas law enforcement officers and the communities they serve.

The purpose of this memorandum of understanding is to outline the requirements for applicants that receive grant funding under the DPS Public Safety Equipment Grant Program.

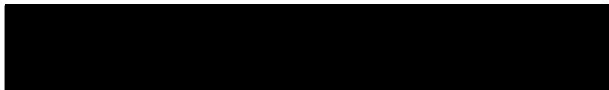
Based on the above, the Arkansas Department of Public Safety ("DPS") and the
(Bentonville Police Department) ("Agency") agree as follows:

1. The Agency will maintain records and receipts for items purchased with the grant funds and will furnish copies of all receipts to DPS quarterly by the end of the month (March, June, September, and December) following the expenditure.
2. Any modification or changes exceeding 10% to the Agency's approved budget must be authorized by the DPS Committee before expenditures for the changes can be made. Any awarded funds not expended during the period set out in the preceding paragraph and in accordance with the budget or approved changes shall be refunded to DPS by 4:30 p.m. December 31, 2024.
3. The awarded funds are subject to audit by DPS and/or the Department of Legislative Audit. Misuse of these funds will result in the Agency being required to reimburse DPS for the funds awarded. Any false, fictitious, or fraudulent statements or claims may result in criminal, civil, or administrative penalties and may prohibit administrations from receiving future awards. (U.S. Code, Title 18, Section 1001)
4. Agencies will be required to complete any surveys related to the implementation and success of the program.
5. The following items will NOT be considered for funding and any funds awarded should not be used for these items:
 - Salaries, over time, fringe benefits related to salaries
 - Any Specialty Court
 - Real Estate
 - Vessel or Aircraft
 - Vehicles
 - Firearms
 - Construction Projects
 - Buy Money

6. DPS will terminate this agreement and require repayment of any grant funding in the event of fraud, misuse, or expenditures not related to the approved project.

This MOU is in effect from December 1, 2023 through December 31, 2024 and will remain in full force and effect for the duration of the agreement period, not to exceed one year, unless otherwise terminated by DPS.

SIGNATURES



Col. Mike A. Hagar
Secretary
Arkansas Department of Public Safety

Date: 11/22/2023

Police Chief Ray Shastid
Authorized Representative
Bentonville Police Department

Date: _____

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO A GRANT AGREEMENT WITH THE DEPARTMENT OF PUBLIC SAFETY (AWARD #24PSEG012), IN THE AMOUNT OF FORTY-SEVEN THOUSAND NINE HUNDRED SIXTY-SIX DOLLARS AND EIGHTY-TWO CENTS (\$47,966.82); ADJUSTING THE 2024 BUDGET TO RECOGNIZE AND APPROPRIATE SAID GRANT FUNDS; AND FOR OTHER PURPOSES.

WHEREAS, the Bentonville Police Department is awarded equipment grant funds, in the amount of forty-seven thousand nine hundred sixty-six dollars and eighty-two cents (\$47,966.82), from the Department of Public Safety to be used to purchase specific personal protection equipment (tasers) as directed on the submission; and

WHEREAS, there is no matching provision in this grant.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are hereby authorized to enter into a grant agreement with the Department of Public Safety in which Bentonville Police Department will receive forty-seven thousand nine hundred sixty-six dollars and eighty-two cents (\$47,966.82) in equipment grant funds;

Section 2: The 2024 Budget is hereby adjusted to recognize said grant funds into Account #102010-33411 – State Operating Grant;

Section 3: The 2024 Budget is further adjusted to appropriate the same into Account #102010-42510 – Minor Equipment;

Section 4 - Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 5 - Repeal of Conflicting Resolutions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

PASSED this _____ day of _____, 2024.

APPROVED:

STEPHANIE ORMAN, Mayor

ATTEST:

KIRBY ROMINES, City Clerk



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
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Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund

Utility Fund

Street Fund

Other(s): _____

Budget Impact Notes for Consideration (Optional):

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO
ENTER INTO AN AGREEMENT WITH BANNER FIRE EQUIPMENT INC,
FOR THE PURCHASE OF AN E-ONE FIRE ENGINE, IN AN AMOUNT NOT
TO EXCEED NINE HUNDRED NINETY-FIVE THOUSAND DOLLARS
(\$995,000.00); AND FOR OTHER PURPOSES.**

WHEREAS, the City of Bentonville Fire Department requests to enter into an agreement with Banner Fire Equipment, Inc. to purchase an E-One Fire Engine;

WHEREAS, this purchase is through participation in the HGAC cooperative purchasing contract, FS12-23, for nine hundred ninety-five thousand dollars (\$995,000.00);

WHEREAS, the City's Purchasing office performed an evaluation, determining that the solicitation is in line with both Arkansas State Statute §19-11-249 and the City's Purchasing Policy; and

WHEREAS, this is a budgeted item.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF BENTONVILLE, ARKANSAS.

Section 1: That the Mayor and City Clerk are hereby authorized to enter into an agreement with Banner Fire Equipment, Inc. to purchase an E-One Fire Engine through participation in the HGAC cooperative purchasing contract, FS12-23, in the amount of nine hundred ninety-five thousand dollars (\$995,000.00);

Section 2: As this purchase is being made through a cooperative purchasing contract utilizing State law and the City's Purchasing Policy, this does not need to be bid;

Section 3 - Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4 - Repeal of Conflicting Provisions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

PASSED and APPROVED this _____ day of _____, 2024.

APPROVED:

ATTEST:

STEPHANIE ORMAN, Mayor

KIRBY ROMINES, City Clerk



City of Bentonville, Arkansas Agenda Item Form

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Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
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Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund Utility Fund Street Fund Other(s): _____

Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712

Memo

To: City Council, Mayor Orman
From: J. Wade Tomlinson, Parks Planner
Thru: David Wright, Parks and Recreation Director
Date: February 27, 2024
Re: Orchards Park Shade Project



Since opening the playground at Orchards Park in June of 2022, there has been a demand from the public for shade at the playground. Staff requests a City Council resolution for the approval of the purchase of a single 20' x 36' cantilever shade canopy. This award also includes the installation of the new system. The amount of the contract, including applicable taxes is not to exceed \$41,788.22.

This project is being paid for as a budgeted purchase from the 2024 parks and recreation budget. The 2024 budget allocated \$45,000 towards this project.

If you have any questions regarding this item, please call me at 479.271.3392 or email wtomlinson@bentonvillear.com.

Attachments:



ALL PURCHASE ORDERS, CONTRACTS, AND
CHECKS TO BE MADE OUT TO:
LANDSCAPE STRUCTURES, INC.
601 7TH STREET SOUTH
DELANO, MN 55328 U.S.A.
763-972-3391 800-328-0035
Fax: 763-972-3185

Quote

DATE January 17, 2024

CONTACT: Wade Tomlinson, PLA, MBA
ORGANIZATION: Bentonville Parks Planner
EMAIL: wtomlinson@bentonvillear.com
PHONE:
FAX:

SHIP TO: Orchards Park
1100 NE John Deshields Blvd.
Bentonville, AR 72712

BILL TO: Invoice will be emailed to email address above
unless another email address or mailing address is provided



Destination Bentonville, AR 72712

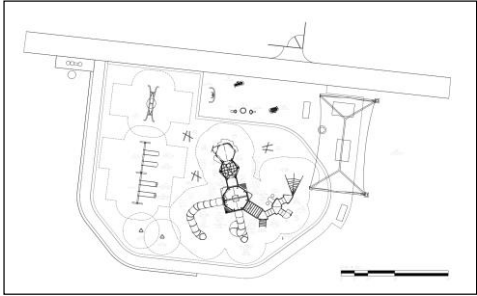
PO / net 30

TERMS (Subject To Credit Approval By ACS)

Schedule TBD

Equipment Pricing Good for 30 days
All Other Pricing Good for 30 Days from Date of Proposal

We are pleased to submit this proposal to supply the following items:

QTY	ITEM NO.	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
Project Name: Orchards Park Shade Project						
1	216042C	New Shade Single Cantilever with 2 Columns Shade 20'x36' with 12' Entry Height Color to Match Play Equipment or TBD With Rapid Release Engineering Drawing Included IBC 2012 / 105 Wind Load / 5 PSF Snow Load Click the word SkyWays for more web information. SkyWays   Sourcewell Purchase Contract #010521-LSI Agreement	3986	23,744.40	3,986	\$ 23,744.40

SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE
ORDER ONLY UPON APPROVAL BY ACS PLAYGROUND ADV.

ALL ORDERS ARE TAXABLE UNLESS A SALES TAX EXEMPTION IS PROVIDED. AGENT LETTER

MUST ALSO BE PROVIDED WITH ACS PLAYGROUND ADVENTURES AS AUTHORIZED USER
OF THE SALES TAX EXEMPTION. IF NO AGENT LETTER IS PROVIDED SALES TAX FOR MATERIALS
MAY BE CHARGED BACK TO THE CUSTOMER.

ORDER ACCEPTANCE IS BASED ON SIGNED PRE-CONSTRUCTION FORM BY CUSTOMER

ACCEPTED BY CUSTOMER _____ DATE _____
PRINT NAME _____
Rob Green | 479-305-5050 | robg@acsplay.com  1/17/2024
PROPOSED BY ACS REPRESENTATIVE _____ DATE _____

Total Weight	3,986
SUBTOTAL MATERIAL	\$23,744.40
INSTALLATION	\$ 14,145.60
FREIGHT	\$ 1,500.00
Sales Tax Rate	Taxable
9.500%	\$ 2,398.22
TOTAL	\$41,788.22

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO AN AGREEMENT WITH LANDSCAPE STRUCTURES INC., FOR THE PURCHASE OF A SHADE STRUCTURE, IN AN AMOUNT NOT TO EXCEED FORTY-ONE THOUSAND SEVEN HUNDRED EIGHTY-EIGHT DOLLARS AND TWENTY-TWO CENTS (\$41,788.22); AND FOR OTHER PURPOSES.

WHEREAS, the City of Bentonville Parks and Recreation Department requests to enter into an agreement with Landscape Structures Inc. for the purchase and installation of a shade structure for the playground at Orchards Park;

WHEREAS, this purchase is through participation in the Sourcewell Cooperative Purchase Contract #010521-LSI agreement;

WHEREAS, the City's Purchasing office performed an evaluation, determining that the solicitation is in line with both Arkansas State Statute §19-11-249 and the City's Purchasing Policy; and

WHEREAS, this is a budgeted item.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF BENTONVILLE, ARKANSAS.

Section 1: That the Mayor and City Clerk are authorized to enter into an agreement with Landscape Structures Inc. for the purchase of a shade structure, in an amount not to exceed forty-one thousand seven hundred eighty-eight dollars and twenty-two cents (\$41,788.22) using the Sourcewell Cooperative Purchasing Contract #101521-LSI;

Section 2: Since this purchase is being made through a cooperative purchasing contract utilizing State law and the City's Purchasing Policy, this does not need to be bid;

Section 3 - Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4 - Repeal of Conflicting Provisions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

PASSED and APPROVED this _____ day of _____, 2024.

APPROVED:

ATTEST:

STEPHANIE ORMAN, Mayor

KIRBY ROMINES, City Clerk



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
----------------------	----

Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund Utility Fund Street Fund Other(s): _____

Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

SERVICE CONTRACT: RFP-22-98-Youth and Adult Triathlon Teams and Triathlon Programming

THIS CONTRACT is made in Benton County, Arkansas, by and between the City of Bentonville, Arkansas, hereinafter “City,” and Adam Fortin, hereinafter “Contractor” (collectively, the “Parties”), Witnesseth:

1. DESCRIPTION. This Contract has been awarded to Contractor as a result of Contractor’s Proposal Submission representing Team One80 (attached hereto as **Exhibit A**) to the City’s formal Request for Proposals-22-98-Youth and Adult Triathlon Teams and Triathlon Programming (attached hereto as **Exhibit B**). The services shall consist of providing instructional services for triathlon and sport camps and programming as described in this Contract and the Exhibits attached hereto. Services or items not specifically stated as being provided by the City, or the City’s responsibility herein shall be the responsibility of the Contractor.

2. PRIMARY CONTACTS. The primary contact for the Contractor shall be Adam Fortin. The primary contact for the City shall be the Recreation Manager, or designated assignee.

3. CONTRACT TERM. The term for this Contract shall be one (1) year, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years, commencing on January 2, 2023, and ending on December 31, 2023.

a. Any changes to the Term of this Contract shall be agreed upon by the Parties in writing and shall be in accordance with this Contract and all applicable procurement laws and the City of Bentonville Purchasing Policy.

4. WORK PROCEDURES. All work procedures shall be in accordance with this Contract and with the Exhibits attached hereto.

a. Duties of the Contractor:

Contractor shall:

1. Provide instructional services for triathlon and sport camps and programming, as described in this Contract and all attached Exhibits.

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
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2. Provide enough instructors to meet an acceptable participant/instructor ratio based upon the age of the participant. BPR will make the final determination of the acceptable participant/instructor ratio.
3. Provide any additional equipment, other than kickboards and pace clocks.
4. Communicate any change of practice, cancelled practices, and changes in programming to the City's Contact or their designee. It shall be at the City's discretion if the cancellation or change is permitted.

b. Duties of the City:

The City of Bentonville Parks and Recreation Department:

1. Is responsible for camps, recreation programs, instruction services, classes and other recreation programs for the citizens of Bentonville.
2. Will create the program format, allowing for input and recommendation from Contractor where applicable.
3. Will create marketing and registration material for the program(s), allowing for input and recommendation from Contractor where it pertains to participant's needs when applicable.
4. Will create all schedules for all programs, allowing for input and direction from Contractor where it pertains to participant needs when applicable.
5. Will provide Bentonville Parks and Recreation employees or counselors, if necessary, to participate with the check-in and check-out for the program(s), or other operations of the program(s). Bentonville Parks and Recreation shall have the final determination

Administrative Services
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CITY OF BENTONVILLE, ARKANSAS

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if Bentonville Parks and Recreation employee participation is necessary.

c. Location. Work under this Contract shall be performed as described herein at the following location(s), in accordance with the schedules included in this Contract or otherwise as pre-approved by the City's Contact or designee.

1. Bentonville Community Center (BCC) (aquatic area(s) only): 1101 SW Citizens Circle Bentonville, Arkansas
2. Melvin Ford Aquatic Center (MFAC) (aquatic area(s) only): 2000 NE Memorial Park Square Bentonville, Arkansas

d. Schedule. Work under this Contract shall be performed in accordance with the schedule below. Changes to this schedule shall be pre-approved by the City's contact or designee.

i. Season Dates (estimates): March 25th – May 13th

Season Title: Year Round Triathlon Team Season: Spring 2023

Program Times (estimates):

Day	Time	Location	Lane Usage
Saturday	4:00-5:30pm	BCC	4

ii. Season Dates (estimates): June 12th – August 31st

Season Title: Triathlon Team Season: Summer 2023

Program Times (estimates):

Day	Time	Location	Lane Usage
Monday	8:30-10:30am	BCC	5
Wednesday	8:30-10:30am	BCC	
Sunday	3:30-5:30pm	BCC	5

**Days/times are estimates only and are subject to change as determined by BPR.*

e. Specifications. All work shall be performed in accordance with industry standards and best practices, and as specified in this Contract and in the Exhibits attached hereto.

Administrative Services
Purchasing Department
1000 SW 14th Street
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CITY OF BENTONVILLE, ARKANSAS

City Hall
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f. Amendments. Any changes to the Scope of Work shall be handled via Amendment to this Contract. No Amendment shall be approved unless approved in writing by the City. All Amendments must be pre-approved prior to any work under the proposed Amendment being performed. The City shall not be responsible for Amendments which have not been approved in writing by the City.

g. Unsatisfactory Results. Contractor agrees to remedy any unsatisfactory results, within the terms of this Contract.

h. General. The Contractor shall conduct their operations in such a manner that does not cause damage to property owned by the City or other individual. Any costs the City incurs for repairing damage or replacing items resulting from Contractor's operations may be deducted from monies due to Contractor.

5. PAYMENTS. The City agrees to pay Contractor based upon the per participant cost as defined herein. Payment will only be made for participants whom actually attend/participate in the Program(s). No payments will be made for cancelled Program(s), or for participants who do not attend/participate in the Program(s), inclusive of, but not limited to classes, lessons, camps, and special programs. Per Participant payments shall be as defined in the table below.

Description	Unit of Pay	Payment Amount
Summer Triathlon Team Instruction	Per Participant	\$187.50
Triathlon Team Instruction Year Round Program	Per Participant	\$60.00

a. Estimated Total Payments. The estimated total of payments to Contractor during the initial term of this Contract (2023) is \$17,500.00 (seventeen thousand five hundred dollars).

b. Not to Exceed \$33,000.00. The total of payments to Contractor for the term of this Contract shall not exceed \$33,000.00 (thirty-three thousand dollars) without an Amendment. Amendments to increase the maximum amount of payments may require approval from the Bentonville City Council.

Administrative Services
Purchasing Department
1000 SW 14th Street
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CITY OF BENTONVILLE, ARKANSAS

City Hall
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6. ADDITIONAL SERVICES. Any service outside of the services stated herein and in the Exhibits attached hereto, must be pre-approved by the City, in writing, and in accordance with the City of Bentonville Purchasing Policy prior to any additional work proceeding.

7. INVOICING. Contractor shall submit an invoice to the City's contact for the program(s) upon conclusion of the program season and within one (1) week from the conclusion of that season. Contractor is responsible for confirming that the City has received the invoice. Payment will only be made for actual work completed and approved by the City's Contact.

8. PAYMENT. Payment for approved invoices will be paid within fourteen (14) days of receipt. Failure to adhere to the invoicing requirements herein may result in delayed payments.

a. Inaccurate Invoicing. In the event that the City becomes credibly informed that any representations of Contractor provided in its invoicing are wholly or partially inaccurate, the City may withhold payment of sums then, or in the future, otherwise due to Contractor until the inaccuracy and the cause thereof is corrected to the City's reasonable satisfaction.

9. PROFESSIONAL CONDUCT. Contractor and their personnel are required to display professional etiquette and conduct themselves professionally at all times. This Contract may be terminated immediately by the City if Contractor or any of their personnel exhibits behavior that is detrimental to the operation of the Parks and Recreation Department.

10. MANDATORY BACKGROUND CHECK. Contractor and their personnel who will be on-site providing the services described herein will be required to pass a mandatory background check, to be administered by the City, prior to on-site services beginning.

11. TERMINATION

a. FOR LACK OF FUNDS. If, for whatever reason, adequate funding is not made available by City to support or justify continuation of the level of services to be provided by Contractor under this Contract, City may terminate or reduce the amount of services to be provided by Contractor under this Contract. In such event, City will notify Contractor in writing at least thirty (30) days in advance

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

of such termination or reduction of services for lack of funds.

b. GENERAL. This Contract may be terminated with thirty (30) days written notification from the BPR Director or designee. Contractor may terminate this Contract with ninety (90) days written notification to the BPR Director or designee.

c. FOR CAUSE. Breach of this Contract may result in immediate termination by the BPR Director or designee.

12. DISPUTE RESOLUTION. City and Contractor agree that disputes relative to the Services will first be addressed by negotiations between the Parties. If direct negotiations fail to resolve the dispute, the Party initiating the claim that is the basis for the dispute may take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute, Contractor will proceed with the services as per this Contract as if no dispute existed, and City will continue to make payment for Contractor's completed services; and provided further that no dispute will be submitted to arbitration without both Parties' express written consent.

13. INSURANCE. Contractor may be required to maintain insurance and provide proof of such. Contractor is responsible for maintaining insurance for themselves, their employees or independent contractors as applicable and as required by law, including, but not limited to Worker's Compensation. Failure to maintain any required insurance will result in the direct breach of this Contract and subsequent termination.

14. INDEMNIFICATION AND HOLD HARMLESS. For purposes of this Contract, Contractor agrees to indemnify, defend and hold harmless the City, its officers, appointees, employees, and agents from any and all loss, damage, liability or expense, of any nature whatsoever caused or incurred as a result of the negligence or other actionable fault of Contractor, its affiliates, subsidiaries, employees, agents, assignees, and subcontractors and their respective employees and agents. Contractor is not required hereunder to defend the City, its officers, appointees, employees, or agents from assertions that they were negligent, nor to indemnify and hold them harmless from liability based on the City's negligence.

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
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15. SAFETY AND SUPERVISION. The Contractor shall be solely responsible for the safety, supervision and direction of Contractor's employees and personnel while performing the work pertaining to this Contract. The Contractor shall utilize their best skills and general industry best practices, as well as adhering to all facility requirements, to ensure a safe work environment for the Contractor, Contractor's employees and personnel, and the patrons that are located at or near the location where services are being performed. The Contractor shall, at all times, enforce strict discipline and good order among their employees and personnel, and shall not employ or contract any person to perform the services to be provided to the City that is not skilled or is unfit for providing such services.

16. TAXES, LICENSES AND PERMITS. The Contractor shall pay all Local, State and Federal taxes required by law and shall secure all permits and licenses necessary for the execution of the services described herein.

17. DAMAGES. All operations pertaining to the services described herein shall be confined to the areas as set forth herein and as are described in the Exhibits attached hereto, unless otherwise permitted by written communication from the City. The Contractor shall be solely liable for any damages caused by Contractor, or Contractor's employees or personnel, to such premises or otherwise in performance of this Contract.

18. ENTIRE CONTRACT. This Contract, including all documents and Exhibits included by reference herein, constitutes the entire Contract between the Parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This Contract may not be modified or amended except in writing mutually agreed upon and accepted by both Parties to this Contract.

19. NO THIRD PARTY BENEFICIARIES. Nothing contained herein will create a contractual relationship with, or any rights in favor of, any Third Party.

20. INDEPENDENT CONTRACTOR-NOT AN AGENT. Contractor understands that they, nor any of their employees or personnel, are employees of the City or acting as an agency for the City (or the Parks and Recreation Department), and that the City's statutory immunity does not extend to Contractor's acts or omissions. Contractor is solely responsible for their

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
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employees and personnel, including independent contractors.

21. COMPLIANCE WITH LAWS. Contractor will abide by all applicable federal, state and local laws, ordinances and regulations applicable at the time the services are rendered.

22. APPLICABLE LAW, JURISDICTION, VENUE. Interpretation of this Contract and disputes arising out of or related to this Contract will be subject to and governed by the laws of the State of Arkansas. Jurisdiction and venue for any suit arising out of or related to this Contract will be in the District Court of Benton County, Arkansas.

23. SEVERABILITY. If any provision of this Contract is determined to be void, invalid, unenforceable or illegal for whatever reason, such provision(s) will be null and void; provided, however, that the remaining provisions of this Contract will be unaffected and will continue to be valid and enforceable.

24. AMBIGUITY. If any ambiguity, inconsistency or conflict arises in the interpretation of this Contract, the same will be resolved by reference first to the terms and conditions of this Contract and then to **Exhibit B**.

[Signature Page Follows]

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

SIGNATURE PAGE

The Parties hereto have caused this Contract to be executed this ____ (day) of _____ (month), 20____. March 7, 2023 | 12:40 PM CST

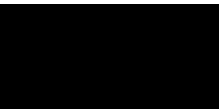
CITY OF BENTONVILLE, ARKANSAS

By:



Stephanie Orman, Mayor

By:



(Signature)

Adam Fortin

Name (printed): _____

Address: 3517 N 13th ST _____

Rogers, AR 72756 _____

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

EXHIBIT A

CONTRACTOR'S PROPOSAL SUBMISSION TO RFP- 22-98



CITY OF BENTONVILLE

PURCHASING DEPARTMENT- (479) 271-3115 –PURCHASING@BENTONVILLEAR.COM
ADMINISTRATIVE SERVICES BUILDING -1000 SW 14TH ST. BENTONVILLE, ARKANSAS 72712

FOR PUBLICATION

PUBLICATION DATE: October 30, 2022

NOTICE

TRIATHLON TEAM AND TRIATHLON PROGRAMMING PROVIDER

REQUEST FOR PROPOSALS

(RFP)-22-98

The City is accepting formal, sealed proposals from properly experienced, licensed and insured as applicable, individuals or entities for professional instruction services for youth and adult Triathlon Teams and triathlon programming. The awarded Proposer will be required to sign a binding Contract with the City; the awarded Contract will be for a one (1) year term, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years.

Interested parties can obtain the required Response Packet by emailing purchasing@bentonvillear.com, by calling 479-271-3115, or from the Purchasing Department located at the address below. The Response Packet may also be downloaded from the Purchasing Page of the City's website (<http://www.bentonvillear.com/211/Purchasing>) by clicking 'Review Open RFQs and RFPs'; however, the City encourages any Parties whom download the Response Packet to alert the Purchasing Department via the contact information above to ensure they receive any issued Addenda or Q&A. Interested Parties should note that there may be a 24-48 hour delay in the Response Packets being uploaded on the City's website from the date of publication

The deadline for submission of a Proposal in response to this request is Thursday, November 17, 2022 at 10:00 AM CST. Submissions shall only be delivered to the City of Bentonville Purchasing Department, located within the City of Bentonville Administrative Services Building, located at 1000 SW 14th Street Bentonville, AR 72712, on the 2nd Floor. All Submissions must be received by the Purchasing Department prior to the deadline for submissions stated in this Advertisement and shall be delivered in a sealed envelope and as required in the Response Packet for this solicitation. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit responses at the designated location before the required due date and time. Responses received after the deadline date and time will be considered late and will be rejected, without exception. Proposals which are unsigned will be rejected.

The City of Bentonville Purchasing Department encourages all qualified small, minority and women owned business enterprises to submit proposals/bids for City contracts.

All questions must be submitted via written communication only to purchasing@bentonvillear.com. The deadline for questions to be submitted regarding this Request is November 14, 2022 at 4:30 PM CST.

Department Responsible for Advertising Costs: Accounting



CITY OF BENTONVILLE, ARKANSAS

PURCHASING DEPARTMENT
2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
1000 SW 14TH ST
BENTONVILLE, ARKANSAS 72712

RFP-22-98

REQUEST FOR PROPOSAL**SOLICITATION INFORMATION**

Proposal Number:	RFP-22-98	Date of Issuance:	OCTOBER 30, 2022
Brief Description:	Youth and Adult Triathlon Teams and Triathlon Programming		
Agency:	The City of Bentonville, Parks and Recreation Department		

SUBMISSION DEADLINE FOR RESPONSE

Proposal Submission Deadline: (Date)	NOVEMBER 17, 2022	Proposal Submission Deadline: (Time)	10:00 A.M.
--------------------------------------	-------------------	--------------------------------------	------------

Proposals must be received by the Purchasing Department prior to 10:00 A.M. on November 17, 2022. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit Proposals at the designated location on or before the Proposal submission deadline. Proposals received after the designated Proposal submission deadline will be considered late and will be rejected.

DELIVERY OF RESPONSE DOCUMENTS

Delivery Address: *Prospective vendors assume all risk for timely, properly submitted deliveries.	City of Bentonville Administrative Services Building Attn: Purchasing Department – 2 nd Floor 1000 SW 14 th ST Bentonville, Arkansas 72712
Proposal's Outer Packaging:	Outer packaging must be sealed and properly marked with the following information: • Proposal Number: <u>RFP-22-98</u> • Vendor's name and return address Proposals which must be opened to be identified will be considered incomplete and may be rejected.
Number of Copies for Submission:	<u>(1) One signed original</u> of the Proposal is to be delivered by the specified date and time of the Proposal deadline listed herein. Failure to deliver the specified number of originals will be considered a late submission and will be rejected, without exception. Submissions may not be submitted via email; digital copies received via email will be deleted upon receipt and will not be acknowledged as submitted.

CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE CONTACT INFORMATION

Purchasing Manager:	Gladys Shoemake	Purchasing Email:	purchasing@bentonvillear.com
Purchasing Phone Number:	(479) 271-3115	Purchasing Address:	Administrative Services-2 nd Floor 1000 SW 14 th St. Bentonville, AR 72712

Questions regarding this Proposal should be directed **ONLY** to the Purchasing Department via written communication (email or mail). The deadline for submitting questions related to this Request for Proposal is NOVEMBER 14, 2022 at 4:30 P.M.

EXECUTION OF PROPOSAL (REQUIRED RESPONSE FIELD)

Upon signing this Proposal, the proposer certifies that he or she has read and agrees to the requirements set forth in this Proposal including specifications, conditions and pertinent information regarding the articles being proposed on. Unsigned Proposals will be rejected without exception.

NAME OF FIRM: Adam Fortin (Team One80) PHONE NUMBER:(479)200-1941 FAX NUMBER: EMAIL:afortin731@gmail.com	
BUSINESS STREET ADDRESS: CITY: STATE: ZIP: 3517 N 13th ST Rogers, AR 72756	
SIGNATURE OF AUTHORIZED PERSON: DATE:	 11/17/22
PRINTED OR TYPED NAME: TITLE:	
ARKANSAS SALES OR USE TAX NUMBER (if applicable):	

CITY OF BENTONVILLE, ARKANSAS

PURCHASING DEPARTMENT

2ND FLOOR ADMINISTRATIVE SERVICES BUILDING1000 SW 14TH ST

BENTONVILLE, ARKANSAS 72712

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CITY OF BENTONVILLE, ARKANSAS
 PURCHASING DEPARTMENT
 2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
 1000 SW 14TH ST
 BENTONVILLE, ARKANSAS 72712
RFP-22-98

SUMMARY: SERVICES & DEADLINES

SUMMARY OF REQUESTED SERVICES

The City of Bentonville is accepting Proposals from properly experienced, licensed and insured as applicable, individuals or entities for professional instruction services for Youth and Adult Triathlon Teams and Triathlon Programming. The awarded Proposer will be required to sign a binding Contract with the City; the awarded Contract will be for a one (1) year term, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years.

Interested in submitting?

- Read through this entire Response Packet. This is the City's document for requesting Proposals. It contains important information regarding the Scope of Work, location and the terms and conditions of the work and the contract.
- Submit questions (prior to the deadline listed in this Packet) if you need clarification on something or have specific questions (submit to purchasing@bentonvillear.com).
- If you would like to submit a Proposal, be sure to include information that relates to the Evaluation Criteria listed in this Response Packet (this is how your Proposal will be ranked).
 - o You can create your Proposal in the format you choose, include pictures if you want to and choose the method you would like to tell the City about the services you provide and what you are Proposing to the City. Just remember to sign Page 1 of this Packet and your Proposal, and include it when you submit your Proposal.
- Remember that, while the City reserves the right to interview any or all Proposers, the City may select and award the Contract to a Proposer without discussion with the Proposer, so Proposals should be submitted with the most favorable terms.
- Remember to submit your Proposal BEFORE the SUBMISSION DEADLINE. The submission needs to be sealed (as instructed in this Response Packet).

DEADLINES:

Advertisement Published, Requesting Proposals: October 30, 2022

Deadline to Submit Questions: NOVEMBER 14, 2022 (4:30PM)

Deadline to Submit Proposals: NOVEMBER 17, 2022 (10:00AM)

*The hard copy Submission must be delivered prior to the deadline date/time in a SEALED envelope.
 PROPOSALS CANNOT BE EMAILED.



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RFP-22-98

NOTICE REGARDING MULTIPLE RFPs

The City currently has three RFP solicitation open:

- RFP-22-97-Masters Swim Team
- RFP-22-98-Triathlon Teams & Programming
- RFP-22-99-Youth Triathlon Camps

A Proposer may submit separately to all RFPs or combine the Programs to propose a unique or continuous program offering; however, the Proposer **MUST SUBMIT A SEPARATE ENVELOPE (ACCORDING TO THAT RFPs SUBMISSION REQUIREMENTS)** TO EACH RFP THEY ARE SUBMITTING FOR TO ENSURE THAT THEIR PROPOSAL IS CONSIDERED FOR THAT PROGRAM.

Example: If Proposer submits a Proposal to offer Triathlon Teams & Programming, as well as Youth Triathlon Camps, the Proposer would submit separate envelopes containing their Proposal to both RFP-22-98 and RFP 22-99 according to the RFP respective deadlines and requirements.

[This space has been intentionally left blank]

The City reserves the right to award the Contract in its best interest.



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SCOPE OF WORK

The Scope of Work is to provide services for Youth and Adult Triathlon Teams and Triathlon Programming for the City of Bentonville. The listed Scope of Work in this Response Packet is not intended to encompass all aspects of operating the Program(s), but is intended to convey the minimum requirements. The information contained in the Proposal Form pertaining to locations, available time ranges and equipment being provided from the City, in addition to all other information contained in this Response Packet, shall be included in the Scope of Work.

Program Descriptions: The Youth and Adult Triathlon Teams provide participants a fun way to compete in the sport of triathlon while learning and perfecting the basics of swim, bike, and run.

Triathlon Programming Description: The Scope of Work includes additional Youth and Adult Triathlon Programming, as proposed by the Provider and accepted by the City, such as year-round conditioning.

Provider shall be responsible, at minimum, for the following:

- ☒ Conducting said business as not to interfere with other uses or activities on the property. ☒ Comply with all local, state and federal laws, rules, regulations, orders, guidelines, and/or directions. ☒ Provider is responsible for the maintenance and replacement of their equipment, regardless of any damage occurring during performance of their services for the City.
- ☒ Clean equipment as necessary after camps/lessons.
- ☒ Provide instruction services for the camps/lessons/teams as applicable to the services stated herein.
- ☒ Responsible for finding their own substitute, if necessary, and notifying BPR management in advance for approval.
- ☐ Awarded Proposer should be available to begin services within two (2) weeks from notification of award.

The City shall be responsible for the following:

- ☐ Is responsible for camps, recreation programs, instruction services, classes and other recreation programs for the citizens of Bentonville.
- ☐ Will have the ultimate determination of the program format.
- ☐ Will create marketing and registration material for the program(s), allowing for input and recommendation from Provider where it pertains to participant's needs.
- ☐ Will have the ultimate determination for all schedules of the programs.
- ☐ Will provide BPR employees or counselors, if necessary, to participate with check-in and check-out for the program(s), or other operations of the program(s). BPR shall have the final determination if BPR employee participation is necessary.

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EVALUATION FACTORS

Proposers should address each of these factors in their Submission for the Committee's review when ranking. These Evaluation Factors will be used by the Selection Committee to rank each Proposal. Each Evaluation Factor has a point value (Ex. 25 points); the Selection Committee Members will use this to rank the Proposer/Submission based on the number of points possible (ex. 1 =lowest/25=highest). Additional information or interviews may be requested from the three Proposers deemed to be the most highly qualified to provide the services, based on the Evaluation Scores. A Contract will be negotiated with the Proposer ranked the most qualified by the Selection Committee.

1. Qualifications:

In relation to the work to be performed/services to be provided.

- Certificates or licenses if any/as applicable
- Number of years providing similar services professionally

**Point
Value**

Information showing the qualifications of the Proposer.

Proposers should indicate specialized experience in connection with the type of

30

Service they are submitting for.

Information giving the names and qualifications of the major personnel who will be assigned to these services (this project).

2. Past Performance

Proposer's experience, in providing the services described (to the City or to outside entities/references) • Programs, classes, and/or camps provided in the last five (5) years

- References for whom the Proposer has provided the same or similar services

Previous evaluations/performance with the City will be a significant factor. If not available, past Point performance with others will be used.

Value

Information giving the names and experience of the major personnel who will be assigned to these services 30 (this project).

Past performance includes, but is not limited to quality of work, timely performance, diligence and any other important information.

Proposers **ARE REQUIRED** to provide a list of similar jobs performed and contact information for each job (references).

3. Program Design

Point

Proposed program design, including how comprehensive and beneficial the program is to the City and Value participants.

Uniqueness of program and supplemental offerings to participants.

25

4. Charge for Services/Rate

The proposed fee and/or fee structure.

**Point
Value**

This price should be in the form of the fee charged to the City for the services, not the fee charged to participants (the City will determine the participant fee(s) based on the selected Proposal), allowing for input

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from the selected provider when applicable.

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TERMS & CONDITIONS

1. Firms responding to this Request for Proposal ("RFP") must submit their Proposals prior to the deadline provided herein.
2. The City of Bentonville, Arkansas will be referred to as "City". The Proposer submitting a Proposal in response to this RFP will be referred to as "Proposer", "Submitter", "Provider", or "Contractor" periodically throughout this RFP.
3. Proposals must be submitted in a sealed package or envelope, clearly listing the following information on the outer envelope:

- **RFP Number:** RFP-22-98
- **Proposer's Information:** Name and address

No telephone, electronic, or facsimile Proposals will be considered.

4. Proposers shall use the Proposal Form included and may provide additional supporting documentation pertinent to clarification of the Proposal.

There are no Proposal format restrictions, except as stated herein.

5. The City reserves the right to:

- Reject any and all Proposals received as a result of this RFP.
- Waive or decline to waive any informalities and any irregularities in any Proposal or responses received.
- Adopt all or any part of the Proposal.
- Negotiate changes in the scope of work or services to be provided.
- Withhold the award of contract.
- Select the Proposer it deems to be in the best interest of the City and most qualified to fulfill the needs of the City. The Proposer with the lowest costs offered may not necessarily be selected for award.

6. Any and all inquiries or requests for explanation in regard to the City's requirements, or any other information pertaining to this Request for Proposal, should be made to the Purchasing Office via the information on page one (1) of this RFP document. Only written requests will be considered. No oral interpretations or clarifications will be given as to the meaning of any part of this RFP. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit proposals, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submitting Proposals.

7. It shall be clearly understood that any costs incurred by the Proposer in responding to this Request for Proposal is at the Proposer's risk and expense as a cost of doing business. The City is not responsible for any reimbursement to the Proposer for any expense so incurred, regardless of acceptance of Proposal or issuance of award.

8. All Proposals and other materials submitted shall become the property of the City. CITY OF



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9. Any conditions or expectations on the part of the Proposer for performance by the City Of Bentonville must be set forth in the Proposal. The City is not obligated to consider the Proposer's post submittal terms and conditions.
10. This Proposal must contain the signature of a duly authorized officer or agent of the Proposer's company empowered with the right to bind and negotiate on behalf of the Proposer for the amounts and terms proposed.
11. Any information provided herein is intended to assist the Proposer in the preparation of Proposals necessary to properly respond to this RFP. This RFP is designed to provide the qualified Proposers with sufficient basic information to submit Proposals meeting minimum specifications and test requirements, but is not intended to limit an RFP's content or to exclude any relevant or essential information.
12. At the discretion of the City, one or more Proposers may be asked for more detailed information before final ranking and/or award of the Proposal.
13. The selected Proposer will exercise due professional care in understanding the type of engagement and in performing the services described herein.
14. While the City reserves the right to interview any or all Proposers, award of a contract may be made without discussion with Proposer after proposals are received. Proposals should, therefore, be submitted on the most favorable terms available.
15. The City of Bentonville requires all vendors and contractors doing business with the City not to discriminate against any person on the basis of race, age, color, religion, sex, ancestry, non-job-related handicaps, or national origin.
16. **Term:** The awarded Proposer shall be awarded the Contract for a period of one (1) year, renewable annually upon mutual written consent for a total maximum term of three (3) years. There shall be no change in the terms of the contract during the original contract term, or any renewal term thereafter, unless mutually agreed upon in writing and in accordance with the City of Bentonville Purchasing Policy and applicable laws.
17. **Insurance:** Provider may be required to maintain insurance and provide proof of such. Provider is responsible for maintaining insurance for themselves, their employees or independent contractors, as applicable and as required by law, such as Workers Compensation.
18. **Criminal Background Checks:** The awarded Proposer and any employee or representative of the awarded proposal who will be performing work under the awarded contract may be subject to a criminal background check, to be administered by the City of Bentonville.
19. **Credit Report:** The awarded Proposer may be subject to a credit check, performed by the City of Bentonville.
20. **Timeline:** The City intends to award the contract prior to January 1, 2023; however, this is not a guaranteed timeline.
21. **Investigation:** It shall be the responsibility of the Proposer to make any and all investigations necessary to become thoroughly informed of what is required and specified in the Proposal. No plea of ignorance by the Proposer of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Proposer to make necessary examinations and investigations will be accepted as a basis for varying the requirements of the City of the compensation to the Proposer or performance of the Contract.

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Each Proposer submitting a Proposal is responsible for examining the complete Proposal package and any Addenda, and is responsible for informing itself of all of the conditions that might in any way affect the cost of the performance of any work or requirements related to the work described herein. Failure to do so will be at the sole risk of the Proposer.

- 22. Proposer Qualifications:** The City reserves the right to award Contract to the highest rated Proposer, as determined through Proposal evaluation and the evaluation criteria, who furnishes evidence satisfactory to the City that Proposer has the necessary abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the work.

Although program quality is a major consideration, references, service, and past experience, if applicable, will also be considered and part of the Proposal evaluation. The City reserves the right to use any information provided in Proposer's Proposal in the evaluation of Proposals for award.

In determining the responsibility of any Proposer, the City reserves the right and may take into account other factors in addition to financial responsibility, such as past records of its or other entities transactions with the Proposer, experience, ability to complete performance within the necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources. The Proposal will be awarded in the City's best interests based on these and other legally-allowable considerations.

The City reserves the right and may make any investigations deemed necessary to determine the ability of the Proposer to perform the work. The Proposer agrees to furnish any information and data requested by the City for this purpose.

The City reserves the right to and may require the Proposer to provide proof of its capability to perform the work as described and required herein; however, prequalification of the Proposer shall not be required.

- 23. Cancellation/Rescheduling:** The City reserves the right to cancel the whole or any part of the Contract if the Contractor fails to perform any of the provisions of the Contract or fails to make delivery within the time stated. The Contractor will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

The City reserves the right to postpone or reschedule programs/camps, at any time, to provide for the welfare and safety of the general public, with rescheduled or makeup program/camps dates at an agreed upon time, at no additional expense to the City and at a time acceptable to the City.

- 24. Taxes and Other Costs:** The Proposer is responsible, and the City expects Proposer, to pay all relevant/applicable taxes (including City, State and Federal) and all other costs associated with doing business.

RFP-22-98- PROPOSAL FORM

BPR wants to offer the most comprehensive and beneficial programs to participants. The intent of this RFP is for respondents to provide the City with their proposal to meet the City's needs, and explain how they propose to provide the most advantageous programming for both the City and participants. While the intent of this Proposal Form is to provide the Selection Committee with the responses they will need to evaluate Proposals, respondents may include additional information and/or material in their Submission as they choose, for the Committee's consideration.

1. PROGRAM DESIGN:

Scheduling Overview: The Youth and Adult Triathlon Teams and Triathlon Programming runs year-round, and schedules often change from summer to fall, winter, and spring. There is potential for additional scheduling and other program challenges throughout the year. The below schedule shows the available day(s), location(s), available time ranges, and minimal equipment provided by the City for the programming. Old Tiger Track is available for any running focused practice based on the current availability at that time.

Triathlon Teams and Triathlon Programming (youth and/or adult):

Days	Monday – Friday	Saturday	Sunday
Available Time Range*:	8:00am-1:00pm 5:00pm-8:00pm	7:00am-7:00pm	12:00pm-4:30pm
Location(s):	Bentonville Community Center & Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center
Equipment BPR Provides:	Kickboards & Pace Clocks	Kickboards & Pace Clocks	Kickboards & Pace Clocks

*The times provided are intended to convey a range, meaning that programming would be possible at any time between those ranges.

Year-round Conditioning (youth and/or adult):

Days	Saturday	Sunday
Available Time Range*:	12:00pm-6:30pm	12:00pm-5:30pm
Location(s):	Bentonville Community Center	Bentonville Community Center
Equipment BPR Provides:	Kickboards & Pace Clocks	Kickboards & Pace Clocks

*The times provided are intended to convey a range, meaning that programming would be possible at any time between those ranges.

Using the tables provided at the end of this Proposal Form, describe the proposed programming, using the table format to express scheduling and the blank space to provide other relevant program details. Provider may propose as many or as few programs as they choose that fit within the Scope of Work of Youth and Adult Triathlon Teams and Triathlon Programming.



RFP-22-98- PROPOSAL FORM

Program Design Continued

Will there be seasonal scheduling changes (check one): ____Yes* ☒ No

**If yes, use the provided additional programming tables to express the different proposed seasonal schedules.*

Use the space below to provide additional relevant program design details/information (optional):

- We'll need at least 18 athletes to sign up for this proposal to be able to fulfill the programming

- We'll mainly focus on swimming and somedays doing a run session weather dependent. I'll

communicate this through email and text with parents.



RFP-22-98- PROPOSAL FORM

Program Design Continued

Will you be offering any supplemental items, services, or materials to participants as part of the program proposal (check one) ?: ☒ **X** **Yes*** ☐ **No**

**If yes, use the space below to provide additional details. Remember to communicate any differences in seasonal programs, days/times etc.*

- We do have funding for marginalized families upon approval

Describe how your proposed program design is unique; what sets your services apart from others. Why is it the best option for the City?

- Multiple certified & qualified coaches
- Kid Friendly Programming
- Being able to serve all Levels
- Being able to serve all physical and mental abilities
- Funding for marginalized families

Describe why your proposed programming would be successful.

As Head Coach I see myself as an ambassador for triathlon and I want to show and teach my love for the sport, and raise up the next generation that will be able to do the same and continue to grow the sport. Our sessions will be athlete focused with the goal to make all sessions challenging and fun at the same time. My mentality is if the kids aren't having fun they won't want to continue in triathlon and therefore I have not done my job as a coach or an ambassador for the sport. Our programming is based around that thought, raising up ambassadors, so we are focused on 3 main ways to do that; Safety, Coaching, and Fun.

- **Safety** - The way we keep our environment safe physically for the athlete is through the backing of our adult team(Team One80) and I've already had numerous teammate reaching out for volunteer opportunities so we can have multiple people on the pool deck, multiple people at intersections where the trail crosses a road, multiple people biking and running while our athlete are training. We will be able to provide a safe environment mentally again due to our volunteers that rally around our programs, and the strict zero tolerance for bullying. I will address my bullying prodcal at our first meeting. If there is a case of bullying the individual is addressed and will remain with me or another coach the rest of the day, if there is a second offense that individual sits out the rest of the day and can't return until a conversation with the individual's parent/ guardian is had. If there is another incident with the individual they will not be allowed to return.
- **Fun** - I have a passion to help kids get and stay healthy and I think fun has to be at the center of a program to be able to achieve that goal. This means that we have a program in place that has worked in the past, we have to access the program week to week in order to make sure we are meeting our desired goal of making the sessions both challenging and fun. The thought being once the team is not around them, they have built an enjoyment of swimming, biking, and running that they continue these disciplines throughout their life.
- **Coaching** - I look at coaching as passing on knowledge to the athlete, and the ways we will do that are through telling and showing. My experience over 20 years working with kids has been that knowledge is transferred quicker through showing. That is why we have coaches in the water, on the bikes, and running with the athletes. Each session we discuss the workouts that will be performed but from my experience athletes get more out of the session by seeing workouts performed therefore coaches and volunteers will be performing these workouts with the athletes.

RFP-22-98- PROPOSAL FORM

Program Design Continued

Are you submitting for any additional Requests for Proposals for camps/programs for the City of Bentonville and proposing to provide multiple camps or programs?

☒ **X** **Yes** ☐ **No**

A separate Proposal envelope must be provided for each RFP, even when respondents are combining programming. Use this question to indicate that multiple or combined programs are being proposed.

If yes, use the space below to describe how you propose to provide the combined or multiple camps, programs, or lessons.

-Our other triathlon proposal is for programming that will run the week of June 4 2023 - September 2023 and therefore will not affect this proposal.

RFP-22-99- PROPOSAL FORM

2. QUALIFICATIONS & PAST PERFORMANCE

Note: If there are multiple coaches/providers in your Proposal, include the Qualification and Past Performance information for all, as applicable.

What certifications or licenses (if any) do you possess for the services you are proposing to provide?

Adam Fortin - Triathlon Coach through USAT

Coach Jason Wilford - Triathlon Coach through Ironman University

David Cagle - Triathlon Coach through Ironman University

Craig Findlay - Triathlon Coach through Ironman University

Marlena Bond - Triathlon Coach through Ironman University

How many years have you been providing similar services professionally? ____7____years

List the programs, classes, and/or camps you have provided in the last five (5) years, beginning with your most recent and providing details regarding when last completed.

Adam Fortin

Kids Triathlon Coach for Team One80 (2022-Present)

Kids Triathlon Coach for Team Endurance (2021-2022)

Head Coach for Trifest's Summer Program for Kids With Special Needs (2017-Present)

Jason Wilford - Resume Attached

List three references for whom you have provided the same or similar services to below. The City reserves the right to contact these references and inquire as to your performance and programming details.

1) Company Name: Rampy MS Research Foundation

Contact Email: scottrampy@gmail.com

Type of Service Provided: Coaching for Para and Adult Triathlon Camps

Date Services Began July 2013

Contact Name: Scott Rampy

Contact Phone: (479)685-7063

Date Services Ended: Through Present

2) Contact Name: Marie Findlay

Contact Phone: (269)601-4566

Date Services Began: June 2022

Contact Email: mariefin22@gmail.com

Type of Service Provided: Parent of Athlete

Date Services Ended: August 2022

3) Contact Name: Anthony Gallo

Contact Phone: (479)295-1674

Parent of Athlete Date Services Began: June 2022

Contact Email: avgallo@hotmail.com

Type of Service Provided:

Date Services Ended: August 2022

RFP-22-98- PROPOSAL FORM

3. CHARGE FOR SERVICES/RATE

Use the following pages to communicate the cost of the services (rate) proposed for each team/lesson/programming. The rate must be communicated in a per lesson or per participant structure (Submitter must check the applicable rate structure and provide a description; if both are applicable, Submitter must clearly communicate the cause for both being applicable). Failure to communicate the rate may result in rejection of the Proposal.

Note that separate Program Description Pages have been provided for use in relaying different types of programming (ex. Youth Triathlon Team vs. Year Round Conditioning)

PAGE 1-PROGRAM DESCRIPTION (must match Programming Tables): Spring Youth Triathlon Team
(example: Youth Triathlon Team)

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____per lesson

Option 2:

Per Participant Rate Proposed: X check if applicable and provide description and rate below)

Description:

This is a once a week program spanning 8 weeks with our rate of \$56.25 per athlete plus the BCC fee we think that would keep the program around \$75 per participant.

Rate: \$ 56.25 per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____per _____(describe)

Use the space below to provide any additional rate detail (optional):

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RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

PAGE 2-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Type of Youth Triathlon Programming)

Option 1:

Per Lesson Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per lesson

Option 2:

Per Participant Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per participant

Option 3:

Other Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per _____ (describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

PAGE 3-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Type of Youth Triathlon Programming)

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

—

Rate: \$_____per lesson

Option 2:

Per Participant Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

—

Rate: \$_____per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

—

Rate: \$_____per _____(describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

PAGE 4-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Type of Youth Triathlon Programming)

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per lesson

Option 2:

Per Participant Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per _____(describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

Additional Pages (IF NEEDED) (This page can be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Programming Tables): _____

Option 1:

Per Lesson Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

—

Rate: \$ _____ **per lesson**

Option 2:

Per Participant Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

—

Rate: \$ _____ **per participant**

Option 3:

Other Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

—

Rate: \$ _____ **per** _____ **(describe)**

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

Additional Pages (IF NEEDED) (This page can be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Programming Tables): _____

Option 1:

Per Lesson Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per lesson**

Option 2:

Per Participant Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per participant**

Option 3:

Other Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per** _____ **(describe)**

Use the space below to provide any additional rate detail (optional):

RFP-22-98 Proposed Programming Tables

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): Spring Youth Triathlon Team
(example: Type of Youth Triathlon Programming)

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
Sundays	3:00-4:30PM 10mins Warmup w/ The Day objectives 45mins Pool Time 20min Run Time when weather permits, and someday we might run first 10min Cooldown w/ Coaches Thoughts and encouragement	☒ Bentonville Community Center ☐ Melvin Ford Aquatics Center	No Equipment Required
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

(This page may be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____
(example: Type of Youth Triathlon Programming)

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

(This page may be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____

(example: Type of Youth Triathlon Programming)

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

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PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____

(example: Type of Youth Triathlon Programming)

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

(This page may be copied if additional pages are needed)

The One80 Junior Triathlon camp at the Bentonville Community Center meant so much to my children, Ethan (12) and Gabbi (10), over the summer. Not only did they become fitter, stronger and more adept at swimming, biking and running, but they learned so much from their coaches, each other, and the impressive range of interesting professionals who came to talk to the kids each week. The One80 Junior team and coaches also provided my kids – who are immigrants to NWA – with a real sense of community, a fun way to exercise with friends, and incredible, personalized support and encouragement. Beyond the camp itself, the event that they trained for gave us as a family an opportunity to talk about wider life lessons, like how important it is to try your best, the feeling of accomplishment that comes with crossing a finish line, how to manage nerves on event day, how to encourage team mates, and how to be a good sport with competitive teams.

We are already looking forward to the One80 Junior Triathlon camp next summer!

Anthony Gallo

My husband and I are part of the One80Multisports team, and our kids have been part of One80MultiSport Junior Team and attending their Summer Camps since they started. The One80MultiSport Summer Camp is by far their favorite camp to attend and for me I could see how much they benefitted from it: not just for the ability to participate in sport and stay active, they gained so much more than this. Meeting new friends, developing a sense of team work, and a passion for cheering on and helping others, learning different swim, bike and run techniques not just from the fantastic coaches but from special guests who made an appearance throughout the summer. My kids enjoyed the training and the build up to the local races they would participate in, and also loved race day itself where we saw it all come together, and again although the athletes are competing as individuals it's so great for them to be part of such an incredible team with their team mates cheering them on and encouraging them from the sidelines.

Thanks,

Maria Findlay

Jason Brad Wilford

- Strategic business professional with 20 years' experience in steering successful business direction and growth.
- Veteran strategist in opportunity identification and acquisition.
- A people specialist who has a track record in identifying and developing high performing teams.

Jasonbradwilford@icloud.com

4794025451/ 5083 SW Hyde Park Bentonville AR

Skills

- Overall Business Strategy
- Global Networks
- Business Development
- Market Strategy
- Staff Management
- Customer Acquisition
- Public Speaking
- Business Operations
- Due Diligence
- Contract Negotiation
- Employee Relations
- Change Management Process
- Performance Management
- Team Building
- Management performance
- Business Strategy
- Legal Documentation
- Financial Analysis
- Negotiation
- Critical Thinking
- Complex Problem-Solving

Experience

Certifications:

- Qualified Swim Coach – MPG/US Masters L1
- Cornell Certified Nutritionist
- Qualified Triathlon and IM coach – MPG •
- Certified Ironman Coach (Ironman University)
- Certified Personal Trainer
- Certified Life Coach
- Qualified Skipper
- Qualified Dive Master
- Qualified Rescue Diver
- Certified Advanced Wellness Coach •

Certified Stress Management Coach •
Certified in CPR (Expert Level)

Sports Career & Achievements:

- Stellenbosch University 1st Team Water polo
- Premier League water polo player
- Elite AG and National Triathlete
- Represented South Africa at 6 world championships • Best world championship result 9th place • Best National Championship result 3rd Place • 50+ triathlon wins and podiums to date • Ironman AWG athlete - top 1% in the world • Ranked National top 10 in Ironman 70.3 AG • Completed 50+ Ironman

events

- All American Triathlete

- **Head Coach** One80 Multisport USA – Present

- **CFS Chief Executive Officer** 1/2012 - 07/2018

Consumer Data and text analytics multinational, specializing in consumer data analytics.

- **Microtronix Chief Executive Officer** 01/2010 - 11/2012
Largest PC Board Contracts Manufacturer in SA (+500 staff), Managed Sub Saharan Samsung Contract.

- **Woodsway Investments Managing Director** 01/2007 - 12/2009 Provided professional Services to large corporate companies in identifying, analysing and preparing suitable small to mid-size companies for acquisition.

- **Provicom Electronics| Commercial Sales Director** 02/2003 - 09/2005

-Division - Multinational Bidvest Corporation (Electronic Security)

- **Armcom Electronics| Commercial Sales Director** 05/2000 - 01/2003 One of the companies founders, developed all sales and marketing strategies, ultimately spearheaded the sale to Bidvest. (Electronic Security)

- **S&A Attorneys | Applicant Attorney** 01/1998 - 05/2000 Commercial firm specialising in corporate contracts, mergers and acquisitions

Education

- Stellenbosch University/Unisa
Bachelor of Arts in Law & Politics (Graduated with Distinction) • University of South Africa
Bachelor of Business Administration (Graduated with Distinction) • Graduate School of Business leadership
Post Grad Diploma in Business Strategy

- 10 Handicap Golfer

Coaching:

- 10 Years Experience • Head Coach One80 Multisport
- Experienced Swim and open water coach
- Experienced Triathlon and Ironman coach
- Coached numerous National Champions
- Coached Elite, National Level triathletes
- University Waterpolo Coach SU

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

EXHIBIT B

CITY OF BENTONVILLE SOLICITATION RFP-22-98-Youth and Adult Triathlon Teams and Triathlon Programming



CITY OF BENTONVILLE

PURCHASING DEPARTMENT— (479) 271-3115 —PURCHASING@BENTONVILLEAR.COM
ADMINISTRATIVE SERVICES BUILDING -1000 SW 14TH ST. BENTONVILLE, ARKANSAS 72712

FOR PUBLICATION

PUBLICATION DATE: October 30, 2022

NOTICE
TRIATHLON TEAM AND TRIATHLON PROGRAMMING PROVIDER
REQUEST FOR PROPOSALS
(RFP)-22-98

The City is accepting formal, sealed proposals from properly experienced, licensed and insured as applicable, individuals or entities for professional instruction services for youth and adult Triathlon Teams and triathlon programming. The awarded Proposer will be required to sign a binding Contract with the City; the awarded Contract will be for a one (1) year term, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years.

Interested parties can obtain the required Response Packet by emailing purchasing@bentonvillear.com, by calling 479-271-3115, or from the Purchasing Department located at the address below. The Response Packet may also be downloaded from the Purchasing Page of the City's website (<http://www.bentonvillear.com/211/Purchasing>) by clicking 'Review Open RFQs and RFPs'; however, the City encourages any Parties whom download the Response Packet to alert the Purchasing Department via the contact information above to ensure they receive any issued Addenda or Q&A. Interested Parties should note that there may be a 24-48 hour delay in the Response Packets being uploaded on the City's website from the date of publication

The deadline for submission of a Proposal in response to this request is Thursday, November 17, 2022 at 10:00 AM CST. Submissions shall only be delivered to the City of Bentonville Purchasing Department, located within the City of Bentonville Administrative Services Building, located at 1000 SW 14th Street Bentonville, AR 72712, on the 2nd Floor. All Submissions must be received by the Purchasing Department prior to the deadline for submissions stated in this Advertisement and shall be delivered in a sealed envelope and as required in the Response Packet for this solicitation. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit responses at the designated location before the required due date and time. Responses received after the deadline date and time will be considered late and will be rejected, without exception. Proposals which are unsigned will be rejected.

The City of Bentonville Purchasing Department encourages all qualified small, minority and women owned business enterprises to submit proposals/bids for City contracts.

All questions must be submitted via written communication only to purchasing@bentonvillear.com. The deadline for questions to be submitted regarding this Request is November 14, 2022 at 4:30 PM CST.

Department Responsible for Advertising Costs: Accounting



CITY OF BENTONVILLE, ARKANSAS
PURCHASING DEPARTMENT
2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
1000 SW 14TH ST
BENTONVILLE, ARKANSAS 72712
RFP-22-98

REQUEST FOR PROPOSAL

SOLICITATION INFORMATION			
Proposal Number:	RFP-22-98	Date of Issuance:	OCTOBER 30, 2022
Brief Description:	Youth and Adult Triathlon Teams and Triathlon Programming		
Agency:	The City of Bentonville, Parks and Recreation Department		

SUBMISSION DEADLINE FOR RESPONSE			
Proposal Submission Deadline: (Date)	NOVEMBER 17, 2022	Proposal Submission Deadline: (Time)	10:00 A.M.
Proposals must be received by the Purchasing Department prior to 10:00 A.M. on November 17, 2022. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit Proposals at the designated location on or before the Proposal submission deadline. Proposals received after the designated Proposal submission deadline will be considered late and will be rejected.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address: *Prospective vendors assume all risk for timely, properly submitted deliveries.	City of Bentonville Administrative Services Building Attn: Purchasing Department – 2 nd Floor 1000 SW 14 th ST Bentonville, Arkansas 72712
Proposal's Outer Packaging:	Outer packaging must be sealed and properly marked with the following information: - Proposal Number: RFP-22-98 - Vendor's name and return address Proposals which must be opened to be identified will be considered incomplete and may be rejected.
Number of Copies for Submission:	(1) One signed original of the Proposal is to be delivered by the specified date and time of the Proposal deadline listed herein. Failure to deliver the specified number of originals will be considered a late submission and will be rejected, without exception. Submissions may not be submitted via email; digital copies received via email will be deleted upon receipt and will not be acknowledged as submitted.

CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE CONTACT INFORMATION			
Purchasing Manager:	Gladys Shoemake	Purchasing Email:	purchasing@bentonvillear.com
Purchasing Phone Number:	(479) 271-3115	Purchasing Address:	Administrative Services-2 nd Floor 1000 SW 14 th St. Bentonville, AR 72712

Questions regarding this Proposal should be directed ONLY to the Purchasing Department via written communication (email or mail). The deadline for submitting questions related to this Request for Proposal is **NOVEMBER 14, 2022 at 4:30 P.M.**

EXECUTION OF PROPOSAL (REQUIRED RESPONSE FIELD)

Upon signing this Proposal, the proposer certifies that he or she has read and agrees to the requirements set forth in this Proposal including specifications, conditions and pertinent information regarding the articles being proposed on. **Unsigned Proposals will be rejected without exception.**

NAME OF FIRM:	PHONE NUMBER:	FAX NUMBER:	EMAIL:
BUSINESS STREET ADDRESS:	CITY:	STATE:	ZIP:
SIGNATURE OF AUTHORIZED PERSON:		DATE:	
PRINTED OR TYPED NAME:		TITLE:	
ARKANSAS SALES OR USE TAX NUMBER (if applicable):			



CITY OF BENTONVILLE, ARKANSAS
 PURCHASING DEPARTMENT
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RFP-22-98

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CITY OF BENTONVILLE, ARKANSAS
PURCHASING DEPARTMENT
2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
1000 SW 14TH ST
BENTONVILLE, ARKANSAS 72712
RFP-22-98

SUMMARY: SERVICES & DEADLINES

SUMMARY OF REQUESTED SERVICES

The City of Bentonville is accepting Proposals from properly experienced, licensed and insured as applicable, individuals or entities for professional instruction services for Youth and Adult Triathlon Teams and Triathlon Programming. The awarded Proposer will be required to sign a binding Contract with the City; the awarded Contract will be for a one (1) year term, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years.

Interested in submitting?

- Read through this entire Response Packet. This is the City's document for requesting Proposals. It contains important information regarding the Scope of Work, location and the terms and conditions of the work and the contract.
- Submit questions (prior to the deadline listed in this Packet) if you need clarification on something or have specific questions (submit to purchasing@bentonvillear.com).
- If you would like to submit a Proposal, be sure to include information that relates to the Evaluation Criteria listed in this Response Packet (this is how your Proposal will be ranked).
 - o You can create your Proposal in the format you choose, include pictures if you want to and choose the method you would like to tell the City about the services you provide and what you are Proposing to the City. Just remember to sign Page 1 of this Packet and your Proposal, and include it when you submit your Proposal.
- Remember that, while the City reserves the right to interview any or all Proposers, the City may select and award the Contract to a Proposer without discussion with the Proposer, so Proposals should be submitted with the most favorable terms.
- Remember to submit your Proposal BEFORE the SUBMISSION DEADLINE. The submission needs to be sealed (as instructed in this Response Packet).

DEADLINES:

 Advertisement Published, Requesting Proposals: October 30, 2022

 **Deadline to Submit Questions: NOVEMBER 14, 2022 (4:30PM)**

 **Deadline to Submit Proposals: NOVEMBER 17, 2022 (10:00AM)**

*The hard copy Submission must be delivered prior to the deadline date/time in a SEALED envelope.

PROPOSALS CANNOT BE EMAILED.



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RFP-22-98

NOTICE REGARDING MULTIPLE RFPs

The City currently has three RFP solicitation open:

- RFP-22-97-Masters Swim Team
- RFP-22-98-Triathlon Teams & Programming
- RFP-22-99-Youth Triathlon Camps

A Proposer may submit separately to all RFPs or combine the Programs to propose a unique or continuous program offering; however, the Proposer **MUST SUBMIT A SEPARATE ENVELOPE (ACCORDING TO THAT RFPs SUBMISSION REQUIREMENTS) TO EACH RFP THEY ARE SUBMITTING FOR TO ENSURE THAT THEIR PROPOSAL IS CONSIDERED FOR THAT PROGRAM.**

Example: *If Proposer submits a Proposal to offer Triathlon Teams & Programming, as well as Youth Triathlon Camps, the Proposer would submit separate envelopes containing their Proposal to both RFP-22-98 and RFP-22-99 according to the RFP respective deadlines and requirements.*

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The City reserves the right to award the Contract in its best interest.



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RFP-22-98

SCOPE OF WORK

The Scope of Work is to provide services for Youth and Adult Triathlon Teams and Triathlon Programming for the City of Bentonville. The listed Scope of Work in this Response Packet is not intended to encompass all aspects of operating the Program(s), but is intended to convey the minimum requirements. The information contained in the Proposal Form pertaining to locations, available time ranges and equipment being provided from the City, in addition to all other information contained in this Response Packet, shall be included in the Scope of Work.

Program Descriptions: The Youth and Adult Triathlon Teams provide participants a fun way to compete in the sport of triathlon while learning and perfecting the basics of swim, bike, and run.

Triathlon Programming Description: The Scope of Work includes additional Youth and Adult Triathlon Programming, as proposed by the Provider and accepted by the City, such as year-round conditioning.

Provider shall be responsible, at minimum, for the following:

- ☐ Conducting said business as not to interfere with other uses or activities on the property.
- ☐ Comply with all local, state and federal laws, rules, regulations, orders, guidelines, and/or directions.
- ☐ Provider is responsible for the maintenance and replacement of their equipment, regardless of any damage occurring during performance of their services for the City.
- ☐ Clean equipment as necessary after camps/lessons.
- ☐ Provide instruction services for the camps/lessons/teams as applicable to the services stated herein.
- ☐ Responsible for finding their own substitute, if necessary, and notifying BPR management in advance for approval.
- ☐ Awarded Proposer should be available to begin services within two (2) weeks from notification of award.

The City shall be responsible for the following:

- ☐ Is responsible for camps, recreation programs, instruction services, classes and other recreation programs for the citizens of Bentonville.
- ☐ Will have the ultimate determination of the program format.
- ☐ Will create marketing and registration material for the program(s), allowing for input and recommendation from Provider where it pertains to participant's needs.
- ☐ Will have the ultimate determination for all schedules of the programs.
- ☐ Will provide BPR employees or counselors, if necessary, to participate with check-in and check-out for the program(s), or other operations of the program(s). BPR shall have the final determination if BPR employee participation is necessary.



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EVALUATION FACTORS

Proposers should address each of these factors in their Submission for the Committee's review when ranking.

These Evaluation Factors will be used by the Selection Committee to rank each Proposal. Each Evaluation Factor has a point value (Ex. 25 points); the Selection Committee Members will use this to rank the Proposer/Submission based on the number of points possible (ex. 1 =lowest/25=highest). Additional information or interviews may be requested from the three Proposers deemed to be the most highly qualified to provide the services, based on the Evaluation Scores. A Contract will be negotiated with the Proposer ranked the most qualified by the Selection Committee.

1. Qualifications:

Point
Value

30

- In relation to the work to be performed/services to be provided.
 - Certificates or licenses if any/as applicable
 - Number of years providing similar services professionally
- Information showing the qualifications of the Proposer.
- Proposers should indicate specialized experience in connection with the type of Service they are submitting for.
- Information giving the names and qualifications of the major personnel who will be assigned to these services (this project).

2. Past Performance

Point
Value

30

- Proposer's experience, in providing the services described (to the City or to outside entities/references)
 - Programs, classes, and/or camps provided in the last five (5) years
 - References for whom the Proposer has provided the same or similar services
- Previous evaluations/performance with the City will be a significant factor. If not available, past performance with others will be used.
- Information giving the names and experience of the major personnel who will be assigned to these services (this project).
- Past performance includes, but is not limited to quality of work, timely performance, diligence and any other important information.

Proposers **ARE REQUIRED** to provide a list of similar jobs performed and contact information for each job (references).

3. Program Design

Point
Value

25

- Proposed program design, including how comprehensive and beneficial the program is to the City and participants.
- Uniqueness of program and supplemental offerings to participants.

4. Charge for Services/Rate

Point
Value

15

- The proposed fee and/or fee structure.
- This price should be in the form of the fee charged to the City for the services, not the fee charged to participants (the City will determine the participant fee(s) based on the selected Proposal), allowing for input from the selected provider when applicable.



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TERMS & CONDITIONS

1. Firms responding to this Request for Proposal ("RFP") must submit their Proposals prior to the deadline provided herein.
2. The City of Bentonville, Arkansas will be referred to as "City". The Proposer submitting a Proposal in response to this RFP will be referred to as "Proposer", "Submitter", "Provider", or "Contractor" periodically throughout this RFP.
3. Proposals must be submitted in a sealed package or envelope, clearly listing the following information on the outer envelope:
 - **RFP Number:** RFP-22-98
 - **Proposer's Information:** Name and address

No telephone, electronic, or facsimile Proposals will be considered.

4. Proposers shall use the Proposal Form included and may provide additional supporting documentation pertinent to clarification of the Proposal.

There are no Proposal format restrictions, except as stated herein.

5. The City reserves the right to:
 - Reject any and all Proposals received as a result of this RFP.
 - Waive or decline to waive any informalities and any irregularities in any Proposal or responses received.
 - Adopt all or any part of the Proposal.
 - Negotiate changes in the scope of work or services to be provided.
 - Withhold the award of contract.
 - Select the Proposer it deems to be in the best interest of the City and most qualified to fulfill the needs of the City. The Proposer with the lowest costs offered may not necessarily be selected for award.
6. Any and all inquiries or requests for explanation in regard to the City's requirements, or any other information pertaining to this Request for Proposal, should be made to the Purchasing Office via the information on page one (1) of this RFP document. Only written requests will be considered. No oral interpretations or clarifications will be given as to the meaning of any part of this RFP. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit proposals, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submitting Proposals.
7. It shall be clearly understood that any costs incurred by the Proposer in responding to this Request for Proposal is at the Proposer's risk and expense as a cost of doing business. The City is not responsible for any reimbursement to the Proposer for any expense so incurred, regardless of acceptance of Proposal or issuance of award.
8. All Proposals and other materials submitted shall become the property of the City.



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9. Any conditions or expectations on the part of the Proposer for performance by the City Of Bentonville must be set forth in the Proposal. The City is not obligated to consider the Proposer's post submittal terms and conditions.
10. This Proposal must contain the signature of a duly authorized officer or agent of the Proposer's company empowered with the right to bind and negotiate on behalf of the Proposer for the amounts and terms proposed.
11. Any information provided herein is intended to assist the Proposer in the preparation of Proposals necessary to properly respond to this RFP. This RFP is designed to provide the qualified Proposers with sufficient basic information to submit Proposals meeting minimum specifications and test requirements, but is not intended to limit an RFP's content or to exclude any relevant or essential information.
12. At the discretion of the City, one or more Proposers may be asked for more detailed information before final ranking and/or award of the Proposal.
13. The selected Proposer will exercise due professional care in understanding the type of engagement and in performing the services described herein.
14. While the City reserves the right to interview any or all Proposers, award of a contract may be made without discussion with Proposer after proposals are received. Proposals should, therefore, be submitted on the most favorable terms available.
15. The City of Bentonville requires all vendors and contractors doing business with the City not to discriminate against any person on the basis of race, age, color, religion, sex, ancestry, non-job-related handicaps, or national origin.
16. **Term:** The awarded Proposer shall be awarded the Contract for a period of one (1) year, renewable annually upon mutual written consent for a total maximum term of three (3) years. There shall be no change in the terms of the contract during the original contract term, or any renewal term thereafter, unless mutually agreed upon in writing and in accordance with the City of Bentonville Purchasing Policy and applicable laws.
17. **Insurance:** Provider may be required to maintain insurance and provide proof of such. Provider is responsible for maintaining insurance for themselves, their employees or independent contractors, as applicable and as required by law, such as Workers Compensation.
18. **Criminal Background Checks:** The awarded Proposer and any employee or representative of the awarded proposal who will be performing work under the awarded contract may be subject to a criminal background check, to be administered by the City of Bentonville.
19. **Credit Report:** The awarded Proposer may be subject to a credit check, performed by the City of Bentonville.
20. **Timeline:** The City intends to award the contract prior to January 1, 2023; however, this is not a guaranteed timeline.
21. **Investigation:** It shall be the responsibility of the Proposer to make any and all investigations necessary to become thoroughly informed of what is required and specified in the Proposal. No plea of ignorance by the Proposer of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Proposer to make necessary examinations and investigations will be accepted as a basis for varying the requirements of the City of the compensation to the Proposer or performance of the Contract.



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Each Proposer submitting a Proposal is responsible for examining the complete Proposal package and any Addenda, and is responsible for informing itself of all of the conditions that might in any way affect the cost of the performance of any work or requirements related to the work described herein. Failure to do so will be at the sole risk of the Proposer.

22. Proposer Qualifications: The City reserves the right to award Contract to the highest rated Proposer, as determined through Proposal evaluation and the evaluation criteria, who furnishes evidence satisfactory to the City that Proposer has the necessary abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the work.

Although program quality is a major consideration, references, service, and past experience, if applicable, will also be considered and part of the Proposal evaluation. The City reserves the right to use any information provided in Proposer's Proposal in the evaluation of Proposals for award.

In determining the responsibility of any Proposer, the City reserves the right and may take into account other factors in addition to financial responsibility, such as past records of its or other entities transactions with the Proposer, experience, ability to complete performance within the necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources. The Proposal will be awarded in the City's best interests based on these and other legally-allowable considerations.

The City reserves the right and may make any investigations deemed necessary to determine the ability of the Proposer to perform the work. The Proposer agrees to furnish any information and data requested by the City for this purpose.

The City reserves the right to and may require the Proposer to provide proof of its capability to perform the work as described and required herein; however, prequalification of the Proposer shall not be required.

23. Cancellation/Rescheduling: The City reserves the right to cancel the whole or any part of the Contract if the Contractor fails to perform any of the provisions of the Contract or fails to make delivery within the time stated. The Contractor will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

The City reserves the right to postpone or reschedule programs/camps, at any time, to provide for the welfare and safety of the general public, with rescheduled or makeup program/camps dates at an agreed upon time, at no additional expense to the City and at a time acceptable to the City.

24. Taxes and Other Costs: The Proposer is responsible, and the City expects Proposer, to pay all relevant/applicable taxes (including City, State and Federal) and all other costs associated with doing business.



RFP-22-98- PROPOSAL FORM

BPR wants to offer the most comprehensive and beneficial programs to participants. The intent of this RFP is for respondents to provide the City with their proposal to meet the City’s needs, and explain how they propose to provide the most advantageous programming for both the City and participants. While the intent of this Proposal Form is to provide the Selection Committee with the responses they will need to evaluate Proposals, respondents may include additional information and/or material in their Submission as they choose, for the Committee’s consideration.

1. PROGRAM DESIGN:

Scheduling Overview: The Youth and Adult Triathlon Teams and Triathlon Programming runs year-round, and schedules often change from summer to fall, winter, and spring. There is potential for additional scheduling and other program challenges throughout the year. The below schedule shows the available day(s), location(s), available time ranges, and minimal equipment provided by the City for the programming. Old Tiger Track is available for any running focused practice based on the current availability at that time.

Triathlon Teams and Triathlon Programming (youth and/or adult):

Days	Monday – Friday	Saturday	Sunday
Available Time Range*:	8:00am-1:00pm 5:00pm-8:00pm	7:00am-7:00pm	12:00pm-4:30pm
Location(s):	Bentonville Community Center & Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center
Equipment BPR Provides:	Kickboards & Pace Clocks	Kickboards & Pace Clocks	Kickboards & Pace Clocks

*The times provided are intended to convey a range, meaning that programming would be possible at any time between those ranges.

Year-round Conditioning (youth and/or adult):

Days	Saturday	Sunday
Available Time Range*:	12:00pm-6:30pm	12:00pm-5:30pm
Location(s):	Bentonville Community Center	Bentonville Community Center
Equipment BPR Provides:	Kickboards & Pace Clocks	Kickboards & Pace Clocks

*The times provided are intended to convey a range, meaning that programming would be possible at any time between those ranges.

Using the tables provided at the end of this Proposal Form, describe the proposed programming, using the table format to express scheduling and the blank space to provide other relevant program details. Provider may propose as many or as few programs as they choose that fit within the Scope of Work of Youth and Adult Triathlon Teams and Triathlon Programming.



RFP-22-98- PROPOSAL FORM

Program Design Continued

Will there be seasonal scheduling changes (check one): ☐ Yes* ☐ No
**If yes, use the provided additional programming tables to express the different proposed seasonal schedules.*

Use the space below to provide additional relevant program design details/information (optional):



RFP-22-98- PROPOSAL FORM

Program Design Continued

Will you be offering any supplemental items, services, or materials to participants as part of the program proposal (check one) ?: ____Yes* ____No

**If yes, use the space below to provide additional details. Remember to communicate any differences in seasonal programs, days/times etc.*

Describe how your proposed program design is unique; what sets your services apart from others. Why is it the best option for the City?

Describe why your proposed programming would be successful.



RFP-22-98- PROPOSAL FORM

Program Design Continued

Are you submitting for any additional Requests for Proposals for camps/programs for the City of Bentonville and proposing to provide multiple camps or programs?

☐ Yes ☐ No

A separate Proposal envelope must be provided for each RFP, even when respondents are combining programming. Use this question to indicate that multiple or combined programs are being proposed.

If yes, use the space below to describe how you propose to provide the combined or multiple camps, programs, or lessons.



RFP-22-98- PROPOSAL FORM

2. QUALIFICATIONS & PAST PERFORMANCE

Note: If there are multiple coaches/providers in your Proposal, include the Qualification and Past Performance information for all, as applicable.

What certifications or licenses (if any) do you possess for the services you are proposing to provide?

How many years have you been providing similar services professionally? _____years

List the programs, classes, and/or camps you have provided in the last five (5) years, beginning with your most recent and providing details regarding when last completed.

List three references for whom you have provided the same or similar services to below. The City reserves the right to contact these references and inquire as to your performance and programming details.

- 1)

Company Name

Contact Name

Contact Email

Contact Phone

Type of Service Provided:

Date Services Began

Date Services Ended:
- 2)

Company Name

Contact Name

Contact Email

Contact Phone

Type of Service Provided:

Date Services Began

Date Services Ended:
- 3)

Company Name

Contact Name

Contact Email

Contact Phone

Type of Service Provided:

Date Services Began

Date Services Ended:



RFP-22-98- PROPOSAL FORM

3. CHARGE FOR SERVICES/RATE

Use the following pages to communicate the cost of the services (rate) proposed for each team/lesson/programming. The rate must be communicated in a per lesson or per participant structure (Submitter must check the applicable rate structure and provide a description; if both are applicable, Submitter must clearly communicate the cause for both being applicable). Failure to communicate the rate may result in rejection of the Proposal.

Note that separate Program Description Pages have been provided for use in relaying different types of programming (ex. Youth Triathlon Team vs. Year Round Conditioning)

PAGE 1-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Youth Triathlon Team)

Option 1:

Per Lesson Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per lesson

Option 2:

Per Participant Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per participant

Option 3:

Other Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per _____ (describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

PAGE 2-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Type of Youth Triathlon Programming)

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per lesson

Option 2:

Per Participant Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per _____(describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

PAGE 3-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Type of Youth Triathlon Programming)

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per lesson

Option 2:

Per Participant Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per _____(describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

PAGE 4-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Type of Youth Triathlon Programming)

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per lesson

Option 2:

Per Participant Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per _____(describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

Additional Pages (IF NEEDED) (This page can be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Programming Tables): _____

Option 1:

Per Lesson Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per lesson**

Option 2:

Per Participant Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per participant**

Option 3:

Other Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per** _____ **(describe)**

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

Additional Pages (IF NEEDED) (This page can be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Programming Tables): _____

Option 1:

Per Lesson Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ **per lesson**

Option 2:

Per Participant Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ **per participant**

Option 3:

Other Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ **per** _____ **(describe)**

Use the space below to provide any additional rate detail (optional):

RFP-22-98 Proposed Programming Tables

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____
(example: Type of Youth Triathlon Programming)

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____
(example: Type of Youth Triathlon Programming)

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____
(example: Type of Youth Triathlon Programming)
Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____
(example: Type of Youth Triathlon Programming)
Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	



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ADDENDUM TO SOLICITATION

Solicitation ID:	RFP-22-98	Solicitation Title:	Youth and Adult Triathlon Teams and Triathlon Programming
Addendum Number:	1	Date of Issuance:	November 10, 2022

TO: Prospective Submitters

This Addendum modifies the original Response Document(s) dated October 30, 2022.

Submitters are required to acknowledge this Addendum by including it in their Submission or notating acknowledgement in their Submission. Failure to acknowledge this Addendum may result in rejection of the Submission.

This Addendum Number 1 consists of 4 page(s).

Clarification regarding combining RFP-22-97, RFP-22-98 and/or RFP-22-99 Proposal Submissions:

1.0 Due to a question received regarding how Proposals should be submitted in the event that an entity/vendor chooses to submit a combined Proposal (to two or three RFPs), the City determined that additional instruction was needed to provide clarity to entities/vendors interested in submitting a combined Proposal.

A. Should an entity/vendor want to submit for any combination of the three RFPs currently open for Parks and Recreation programming (only applicable to RFP-22-97, RFP-22-98 and RFP-22-99), they must follow the instructions contained in this Addendum Number 1. Failure to adhere to these instructions may result in rejection of the submission(s), due to and including but not limited to the City's lack of ability to fairly evaluate.

- i. A sealed envelope must be submitted containing separate Required Response Forms (Proposal Form and Cover Page) for each RFP that is included in that combination, with the outer envelope clearly labeled.



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ADDENDUM TO SOLICITATION

- ii. For example, if submitting a combined Proposal for RFP-22-97 and RFP-22-98, Proposer would include both the RFP-22-97 and RFP-22-98 Cover Pages and Proposal Forms and mark the outer envelope of the Submission with both solicitation numbers and titles, clearly indicating the submission of a combined Proposal.
- iii. In the event that a combined submission changes the pricing that would otherwise be applicable to submitting for only a single RFP, Proposers **MUST** still use separate pricing documents included in the Proposal Form. During evaluation, the City may combine the pricing or otherwise evaluate the Proposal.
- iv. The City will not split out combined Proposals to be evaluated for any single RFP or different combination of RFPs than what was originally submitted. Should the same entity/vendor wish to be considered for a single RFP or a different combination of the RFPs, they **MUST** submit separate sealed Proposals for just those RFPs as directed in this Addendum. Example: If the same entity/vendor wants to submit to RFP-22-97 and RFP-22-98 separately, they must submit **separate** proposals for just those solicitations, in addition to any separate submissions for combined offerings.
- v. In no event shall the same entity/vendor submit multiple Proposals for the same single RFP or combination of RFPs (duplicate submissions). To clarify, this does not prohibit the entity/vendor from submitting a combination Proposal and a single Proposal.

B. Interested Proposers may submit up to seven (7) separate Submissions for RFP-22-97, RFP-22-98 and/or RFP-22-99.

Possible Submission 1: RFP-22-97 only

Possible Submission 2: RFP-22-98 only

Possible Submission 3: RFP-22-99 only

Possible Submission 4: RFP-22-97 and RFP-22-98 combined

Possible Submission 5: RFP-22-97 and RFP-22-99 combined

Possible Submission 6: RFP-22-98 and RFP-22-99 combined

Possible Submission 7: RFP-22-97, RFP-22-98 and RFP-22-99 combined



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ADDENDUM TO SOLICITATION

- C. This Addendum Number 1 does not change any part of the Evaluation Factors set forth in RFP 22-97, RFP 22-98 or RFP-22-99. Each of the three solicitations will be ranked individually. While the City is aware there may be a desire from entities/vendors to submit combined Proposals, the City does not currently have a preference and therefore no Evaluation Factor weight is being calculated for whether a Proposal is combined or not.
- D. This Addendum Number 1 **replaces** the following statements/instruction in RFP-22-97, RFP-22-98, and RFP-22-99 Response Packets pertaining to combined submissions:
- i. Notice Regarding Multiple RFPs Page: Proposer must submit a separate envelope (according to that RFPs submission requirements) to each RFP they are submitting for to ensure that their Proposal is considered for the Program.
 - ii. Proposal Form Program Design: A separate Proposal envelope must be provided for each RFP, even when respondents are combining programming. Use this question to indicate that multiple or combined programs are being proposed.

Example of a correct combined RFP Submission:

A combined Proposal to RFP-22-98 and RFP-22-99 would contain, at minimum:

- RFP-22-98 Signed Cover Page, and Proposal Form, completed
- RFP-22-99 Signed Cover Page, and Proposal Form, completed
- The outer envelope would be sealed and would be marked as follows:

ABC Company (Address) City of Bentonville Purchasing Department ATTN: RFP-22-98 & RFP-22-99 Combined Submission
--



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ADDENDUM TO SOLICITATION

Example of a correct single (not combined) RFP Submission:

A Proposal to RFP-22-98 would contain, at minimum:

- RFP-22-98 Signed Cover Page, and Proposal Form, completed
- The outer envelope would be sealed and would be marked as follows:

ABC Company
(Address)
City of Bentonville Purchasing Department
ATTN: RFP-22-98 Submission

2.0 Submissions: If an entity/vendor has already submitted their Proposal(s) to RFP-22-97, RFP-22-98, and/or RFP-22-99 (i.e. submitted before this Addendum 1), the entity/vendor may pick-up the previously submitted Proposals and deliver new Proposals if needed/if they choose to. All Submissions will remain sealed until the Submission Deadline date and time listed in the RFP-22-97-RFP-22-99 Required Response Packets.

[End of Addendum Number 1]



CITY OF BENTONVILLE, ARKANSAS PURCHASING DEPARTMENT

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RESPONSE TO REQUEST FOR INFORMATION (RFI)

Solicitation ID:	RFP-22-98	Solicitation Title:	Youth and Adult Triathlon Teams and Triathlon Programming
RFI RESPONSE NUMBER	1	Date of Issuance:	November 4, 2022

TO: Prospective Proposers

The purpose of this document is to distribute questions/requests for information and the City's response to those questions. There is no requirement to include this document in any Submission.

Line Number	Submitted Question	City's Response
1	Will only one person be selected for the job?	The Selection Committee will determine based on the Submissions and best interest of the City how the RFP/program will be awarded.



CITY OF BENTONVILLE, ARKANSAS PURCHASING DEPARTMENT

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RESPONSE TO REQUEST FOR INFORMATION (RFI)

Solicitation ID:	RFP-22-98	Solicitation Title:	Youth and Adult Triathlon Teams and Triathlon Programming
RFI RESPONSE NUMBER	2	Date of Issuance:	November 14, 2022

TO: Prospective Proposers

The purpose of this document is to distribute questions/requests for information and the City's response to those questions. There is no requirement to include this document in any Submission.

Line Number	Submitted Question	City's Response
1	Will only one person be selected for the job?	The Selection Committee will determine based on the Submissions and best interest of the City how the RFP/program will be awarded.
2	Is this for specific programs that we would like to bring to the BCC or is this to take over programs that are currently being run at the BCC &/or Melvin Ford?	These are Request for Proposals (RFP-22-97, RFP-22-98 and RFP-22-99) for program types currently available/have been available in the past, but the intent of the Request for Proposals is for providers to propose program designs for the City's consideration (these program designs may be the same or different from what the City has offered in the past).

ORDINANCE NO. _____

AN ORDINANCE WAIVING COMPETITIVE BIDDING FOR TRIATHLON SERVICES PROVIDED BY ADAM FORTIN; AND FOR OTHER PURPOSES.

WHEREAS, the Bentonville Parks and Recreation Department requests to exercise the renewal provision of the existing contract with Adam Fortin (Team One80) to provide instructional services for triathlon and sport camps and programming, previously selected during the RFP-22-98 process;

WHEREAS, due to the high demand for these services, it is anticipated that the amount payable will exceed the competitive bid threshold;

WHEREAS, the estimated payment for 2024 is forty-two thousand dollars (\$42,00.00) and is completely funded by program registration fees; and

WHEREAS, competitive bidding should be waived as it would be impractical for the City to recreate this bid process as service providers were selected using the City's approved RFP process.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are authorized to enter into a contract with Adam Fortin, for triathlon services, for forty-two thousand dollars (\$42,000.00);

Section 2: There exists an exceptional circumstance whereby the requirements of competitive bidding are neither practical nor feasible and the City Council; therefore, waives the requirements of competitive bidding for triathlon services;

Section 3 - Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 4 - Repeal of Conflicting Provisions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

PASSED this _____ day of _____, 2024.

APPROVED:

ATTEST:

STEPHANIE ORMAN, Mayor

KIRBY ROMINES, City Clerk



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
----------------------	----

Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund

Utility Fund

Street Fund

Other(s): _____

Budget Impact Notes for Consideration (Optional):



CITY OF BENTONVILLE, ARKANSAS

SERVICE CONTRACT: RFP-22-97-Masters Swim Team Provider

THIS CONTRACT is made in Benton County, Arkansas, by and between the City of Bentonville, Arkansas, hereinafter “City,” and Erin Edminister, hereinafter “Contractor” (collectively, the “Parties”), Witnesseth:

1. DESCRIPTION. This Contract has been awarded to Contractor as a result of Contractor’s Proposal Submission (attached hereto as **Exhibit A**) to the City’s formal Request for Proposals-22-97-Masters Swim Team Provider (attached hereto as **Exhibit B**). The services shall consist of providing instructional services for the Bentonville Masters Swim Team as described in this Contract and the Exhibits attached hereto. Services or items not specifically stated as being provided by the City, or the City’s responsibility herein shall be the responsibility of the Contractor.

2. PRIMARY CONTACTS. The primary contact for the Contractor shall be Erin Edminister. The primary contact for the City shall be the Recreation Manager, or designated assignee.

3. CONTRACT TERM. The term for this Contract shall be one (1) year, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years, commencing on January 2, 2023, and ending on December 31, 2023.

a. Any changes to the Term of this Contract shall be agreed upon by the Parties in writing and shall be in accordance with this Contract and all applicable procurement laws and the City of Bentonville Purchasing Policy.

4. WORK PROCEDURES. All work procedures shall be in accordance with this Contract and with the Exhibits attached hereto.

a. Duties of the Contractor:

Contractor shall:

- 1.** Provide instructional services for Masters Swim Team, as described in this Contract and all attached Exhibits.



CITY OF BENTONVILLE, ARKANSAS

2. Provide enough instructors to meet an acceptable participant/instructor ratio based upon the age of the participant. BPR will make the final determination of the acceptable participant/instructor ratio.
3. Provide any additional equipment, other than kickboards and pace clocks.
4. Communicate any change of practice, cancelled practices, and changes in programming to the City's Contact or their designee. It shall be at the City's discretion if the cancellation or change is permitted.

b. Duties of the City:

The City of Bentonville Parks and Recreation Department:

1. Is responsible for camps, recreation programs, instruction services, classes and other recreation programs for the citizens of Bentonville.
2. Will create the program format, allowing for input and recommendation from Contractor where applicable.
3. Will create marketing and registration material for the program(s), allowing for input and recommendation from Contractor where it pertains to participant's needs when applicable.
4. Will create all schedules for all programs, allowing for input and direction from Contractor where it pertains to participant needs when applicable.
5. Will provide Bentonville Parks and Recreation employees or counselors, if necessary, to participate with the check-in and check-out for the program(s), or other operations of the program(s). Bentonville Parks and Recreation shall have the final determination

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



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305 SW A Street
Bentonville, AR 72712

if Bentonville Parks and Recreation employee participation is necessary.

c. Location. Work under this Contract shall be performed as described herein at the following location(s), in accordance with the schedules included in this Contract or otherwise as pre-approved by the City's Contact or designee.

1. Bentonville Community Center (BCC) (aquatic area(s) only): 1101 SW Citizens Circle Bentonville, Arkansas
2. Melvin Ford Aquatic Center (MFAC) (aquatic area(s) only): 2000 NE Memorial Park Square Bentonville, Arkansas

d. Schedule. Work under this Contract shall be performed in accordance with the schedule below. Changes to this schedule shall be pre-approved by the City's contact or designee.

Session Date(s) Estimate(s): January 2, 2023 through December 31, 2023

- i. Season(s): Fall, Winter and Spring 2023

Program Times (estimates):

Day	Time	Location	Lane Usage
Monday	11:30am-12:30pm	BCC	7
Tuesday	5:30am-6:30am	BCC	9
Wednesday	11:30am-12:30pm	BCC	7
Friday	5:30am-6:30am	BCC	9

- ii. Season(s): Summer 2023

Program Times (estimates):

Day	Time	Location	Lane Usage
Monday	11:00am-12:00pm	MFAC	7
Tuesday	5:30am-6:30am	BCC	9
Wednesday	11:00am-12:00pm	MFAC	7
Friday	5:30am-6:30am	BCC	9

**Days/times are estimates only and are subject to change as determined by BPR.*

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Bentonville, AR 72712



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e. Specifications. All work shall be performed in accordance with industry standards and best practices, and as specified in this Contract and in the Exhibits attached hereto.

f. Amendments. Any changes to the Scope of Work shall be handled via Amendment to this Contract. No Amendment shall be approved unless approved in writing by the City. All Amendments must be pre-approved prior to any work under the proposed Amendment being performed. The City shall not be responsible for Amendments which have not been approved in writing by the City.

g. Unsatisfactory Results. Contractor agrees to remedy any unsatisfactory results, within the terms of this Contract.

h. General. The Contractor shall conduct their operations in such a manner that does not cause damage to property owned by the City or other individual. Any costs the City incurs for repairing damage or replacing items resulting from Contractor's operations may be deducted from monies due to Contractor.

5. PAYMENTS. The City agrees to pay Contractor based upon the per participant cost as defined herein. Payment will only be made for participants whom actually attend/participate in the Program(s). No payments will be made for cancelled Program(s), or for participants who do not attend/participate in the Program(s), inclusive of, but not limited to classes, lessons, camps, and special programs. Per Participant payments shall be as defined in the table below.

Description	Unit of Pay	Payment Amount
Masters Swim Team Instruction	Per Participant	\$27.65
Master Swim Team Drop In Fee	Per Participant	\$7.90

a. Estimated Total Payments. The estimated total of payments to Contractor during the initial term of this Contract (2023) is \$24,000.00 (twenty-four thousand dollars).

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Purchasing Department
1000 SW 14th Street
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City Hall
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b. Not to Exceed \$33,000.00. The total of payments to Contractor for the term of this Contract shall not exceed \$33,000.00 (thirty-three thousand dollars) without an Amendment. Amendments to increase the maximum amount of payments may require approval from the Bentonville City Council.

6. ADDITIONAL SERVICES. Any service outside of the services stated herein and in the Exhibits attached hereto, must be pre-approved by the City, in writing, and in accordance with the City of Bentonville Purchasing Policy prior to any additional work proceeding.

7. INVOICING. Contractor shall submit an invoice to the City's contact for the program(s) upon conclusion of the program season and within one (1) week from the conclusion of that season. Contractor is responsible for confirming that the City has received the invoice. Payment will only be made for actual work completed and approved by the City's Contact.

8. PAYMENT. Payment for approved invoices will be paid within fourteen (14) days of receipt. Failure to adhere to the invoicing requirements herein may result in delayed payments.

a. Inaccurate Invoicing. In the event that the City becomes credibly informed that any representations of Contractor provided in its invoicing are wholly or partially inaccurate, the City may withhold payment of sums then, or in the future, otherwise due to Contractor until the inaccuracy and the cause thereof is corrected to the City's reasonable satisfaction.

9. PROFESSIONAL CONDUCT. Contractor and their personnel are required to display professional etiquette and conduct themselves professionally at all times. This Contract may be terminated immediately by the City if Contractor or any of their personnel exhibits behavior that is detrimental to the operation of the Parks and Recreation Department.

10. MANDATORY BACKGROUND CHECK. Contractor and their personnel who will be on-site providing the services described herein will be required to pass a mandatory background check, to be administered by the City, prior to on-site services beginning.



CITY OF BENTONVILLE, ARKANSAS

11. TERMINATION

- a. FOR LACK OF FUNDS.** If, for whatever reason, adequate funding is not made available by City to support or justify continuation of the level of services to be provided by Contractor under this Contract, City may terminate or reduce the amount of services to be provided by Contractor under this Contract. In such event, City will notify Contractor in writing at least thirty (30) days in advance of such termination or reduction of services for lack of funds.
- b. GENERAL.** This Contract may be terminated with thirty (30) days written notification from the BPR Director or designee. Contractor may terminate this Contract with ninety (90) days written notification to the BPR Director or designee.
- c. FOR CAUSE.** Breach of this Contract may result in immediate termination by the BPR Director or designee.

12. DISPUTE RESOLUTION. City and Contractor agree that disputes relative to the Services will first be addressed by negotiations between the Parties. If direct negotiations fail to resolve the dispute, the Party initiating the claim that is the basis for the dispute may take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute, Contractor will proceed with the services as per this Contract as if no dispute existed, and City will continue to make payment for Contractor's completed services; and provided further that no dispute will be submitted to arbitration without both Parties' express written consent.

13. INSURANCE. Contractor may be required to maintain insurance and provide proof of such. Contractor is responsible for maintaining insurance for themselves, their employees or independent contractors as applicable and as required by law, including, but not limited to Worker's Compensation. Failure to maintain any required insurance will result in the direct breach of this Contract and subsequent termination.

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

14. INDEMNIFICATION AND HOLD HARMLESS. For purposes of this Contract, Contractor agrees to indemnify, defend and hold harmless the City, its officers, appointees, employees, and agents from any and all loss, damage, liability or expense, of any nature whatsoever caused or incurred as a result of the negligence or other actionable fault of Contractor, its affiliates, subsidiaries, employees, agents, assignees, and subcontractors and their respective employees and agents. Contractor is not required hereunder to defend the City, its officers, appointees, employees, or agents from assertions that they were negligent, nor to indemnify and hold them harmless from liability based on the City's negligence.

15. SAFETY AND SUPERVISION. The Contractor shall be solely responsible for the safety, supervision and direction of Contractor's employees and personnel while performing the work pertaining to this Contract. The Contractor shall utilize their best skills and general industry best practices, as well as adhering to all facility requirements, to ensure a safe work environment for the Contractor, Contractor's employees and personnel, and the patrons that are located at or near the location where services are being performed. The Contractor shall, at all times, enforce strict discipline and good order among their employees and personnel, and shall not employ or contract any person to perform the services to be provided to the City that is not skilled or is unfit for providing such services.

16. TAXES, LICENSES AND PERMITS. The Contractor shall pay all Local, State and Federal taxes required by law and shall secure all permits and licenses necessary for the execution of the services described herein.

17. DAMAGES. All operations pertaining to the services described herein shall be confined to the areas as set forth herein and as are described in the Exhibits attached hereto, unless otherwise permitted by written communication from the City. The Contractor shall be solely liable for any damages caused by Contractor, or Contractor's employees or personnel, to such premises or otherwise in performance of this Contract.

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

18. ENTIRE CONTRACT. This Contract, including all documents and Exhibits included by reference herein, constitutes the entire Contract between the Parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This Contract may not be modified or amended except in writing mutually agreed upon and accepted by both Parties to this Contract.

19. NO THIRD PARTY BENEFICIARIES. Nothing contained herein will create a contractual relationship with, or any rights in favor of, any Third Party.

20. INDEPENDENT CONTRACTOR-NOT AN AGENT. Contractor understands that they, nor any of their employees or personnel, are employees of the City or acting as an agency for the City (or the Parks and Recreation Department), and that the City's statutory immunity does not extend to Contractor's acts or omissions. Contractor is solely responsible for their employees and personnel, including independent contractors.

21. COMPLIANCE WITH LAWS. Contractor will abide by all applicable federal, state and local laws, ordinances and regulations applicable at the time the services are rendered.

22. APPLICABLE LAW, JURISDICTION, VENUE. Interpretation of this Contract and disputes arising out of or related to this Contract will be subject to and governed by the laws of the State of Arkansas. Jurisdiction and venue for any suit arising out of or related to this Contract will be in the District Court of Benton County, Arkansas.

23. SEVERABILITY. If any provision of this Contract is determined to be void, invalid, unenforceable or illegal for whatever reason, such provision(s) will be null and void; provided, however, that the remaining provisions of this Contract will be unaffected and will continue to be valid and enforceable.

24. AMBIGUITY. If any ambiguity, inconsistency or conflict arises in the interpretation of this Contract, the same will be resolved by reference first to the terms and conditions of this Contract and then to **Exhibit B**.

[Signature Page Follows]

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

SIGNATURE PAGE

The Parties hereto have caused this Contract to be executed this ____ (day) of _____ (month), 20____. January 19, 2023 | 3:20 PM CST

CITY OF BENTONVILLE, ARKANSAS

By: Stephanie Orman
Stephanie Orman, Mayor

By: Erin Edminister
(Signature)
Name (printed): Erin Edminister
Address: 4703 SW NEWCASTLE RD
BENTONVILLE, AR 72713

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

EXHIBIT A

CONTRACTOR'S PROPOSAL SUBMISSION TO RFP- 22-97

Erin Edminister
4703 SW Newcastle Rd
Bentonville, AR 72713

Nov. 7th, 2022

The City of Bentonville Purchasing Department
1000 SW 14th St.
Bentonville, AR 72712

Deciding Committee,

In 2017 I founded the Bentonville Masters Swim program with a roster of 24 athletes at the Bentonville Community Center. When the community center opened there had been a few unsuccessful efforts to start a masters swim program. But, after my successes revamping the Walton Masters swim program two years prior to be the biggest program WLFC had ever seen, I knew I could change that.

When I was hired as the Bentonville Masters Swim coach, the roster quickly grew from 0 to 40+ in just one year making it the largest Masters Swim program Northwest Arkansas had ever seen. During my time as head coach of the Bentonville Arkansas Masters swim program I have coached numerous Arkansas Masters Age Group Record Holders, World Qualifiers, and triathlon world Champion qualifiers. After six amazing years I can say I have truly grown a program I am very proud of with a current roster of around 70 members monthly.

As an ex US Swimming Olympic Trial Qualifier, 3x Swimming NCAA National Champion, 16x NCAA Swimming All American, and past Drury University Hall of Fame Inductee. This job position is my true passion. I grew up around the water and have worked with not only the best swim coaches in the US but also the best Triathlon coaches in the World as part of the US National Triathlon Team from 2014-2019. I believe that my passion and experience is what has grown the program to be what it is today.

As my resume shows I have extensive experience around deck as a swimmer and a decorated coach. I have experience writing workouts to meet levels from beginner to advanced while also have the experience to work with Multi Sport athletes. I am very familiar with the position, the program, the community, and the athletes. I have current professional qualifications such as USA Swimming Level 2 Certification, USA Triathlon Level 1 Certification, and am up to date on my CPR and First Aid training.

I am eager to continue to grow this program the way I know I can given the opportunity. Thank you for your consideration.

Erin Edminister
erinedminister@gmail.com
402-770-8831



PURCHASING DEPARTMENT
2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
1000 SW 14TH ST
BENTONVILLE, ARKANSAS 72712
RFP-22-97

REQUEST FOR PROPOSAL

SOLICITATION INFORMATION			
Proposal Number:	RFP-22-97	Date of Issuance:	OCTOBER 30, 2022
Brief Description:	Masters Swim Team Provider		
Agency:	The City of Bentonville, Parks and Recreation Department		

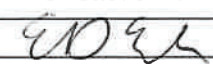
SUBMISSION DEADLINE FOR RESPONSE			
Proposal Submission Deadline: (Date)	NOVEMBER 17, 2022	Proposal Submission Deadline: (Time)	10:00 A.M.
Proposals must be received by the Purchasing Department prior to 10:00 A.M. on November 17, 2022. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit Proposals at the designated location on or before the Proposal submission deadline. Proposals received after the designated Proposal submission deadline will be considered late and will be rejected.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address: *Prospective vendors assume all risk for timely, properly submitted deliveries.	City of Bentonville Administrative Services Building Attn: Purchasing Department – 2 nd Floor 1000 SW 14 th ST Bentonville, Arkansas 72712
Proposal's Outer Packaging:	Outer packaging must be sealed and properly marked with the following information: - Proposal Number: RFP-22-97 - Vendor's name and return address Proposals which must be opened to be identified will be considered incomplete and may be rejected.
Number of Copies for Submission:	(1) One signed original of the Proposal is to be delivered by the specified date and time of the Proposal deadline listed herein. Failure to deliver the specified number of originals will be considered a late submission and will be rejected, without exception. Submissions may not be submitted via email; digital copies received via email will be deleted upon receipt and will not be acknowledged as submitted.

CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE CONTACT INFORMATION			
Purchasing Manager:	Gladys Shoemake	Purchasing Email:	purchasing@bentonvillear.com
Purchasing Phone Number:	(479) 271-3115	Purchasing Address:	Administrative Services-2 nd Floor 1000 SW 14 th St. Bentonville, AR 72712
Questions regarding this Proposal should be directed ONLY to the Purchasing Department via written communication (email or mail). The deadline for submitting questions related to this Request for Proposal is NOVEMBER 14, 2022 at 4:30 P.M.			

EXECUTION OF PROPOSAL (REQUIRED RESPONSE FIELD)

Upon signing this Proposal, the proposer certifies that he or she has read and agrees to the requirements set forth in this Proposal including specifications, conditions and pertinent information regarding the articles being proposed on. **Unsigned Proposals will be rejected without exception.**

NAME OF FIRM:	PHONE NUMBER: 402-770-8831	FAX NUMBER:	EMAIL: erinedminister@gmail.com
BUSINESS STREET ADDRESS: 4703 NW Newcastle Rd.	CITY: Bentonville	STATE: AR	ZIP: 72713
SIGNATURE OF AUTHORIZED PERSON: 		DATE: 11/5/22	
PRINTED OR TYPED NAME: Erin Edminister		TITLE:	
ARKANSAS SALES OR USE TAX NUMBER (if applicable):			



RFP-22-97- PROPOSAL FORM

BPR wants to offer the most comprehensive and beneficial programs to participants. The intent of this RFP is for respondents to provide the City with their proposal to meet the City's needs, and explain how they propose to provide the most advantageous programming for both the City and participants. While the intent of this Proposal Form is to provide the Selection Committee with the responses they will need to evaluate Proposals, respondents may include additional information and/or material in their Submission as they choose, for the Committee's consideration.

1. PROGRAM DESIGN:

Scheduling Overview: Masters Swim Team runs year-round, and schedules often change from summer to fall, winter, and spring. There is potential for additional scheduling and other program challenges throughout the year. The below schedule shows the available day(s), location(s), available time ranges, and minimal equipment provided by the City for the programming.

Days	Monday – Friday	Monday – Friday	Saturday	Sunday
Available Time Range*:	5:30am-1:00pm	5:00pm-8:00pm	10:00am-12:00pm	12:00pm-4:30pm
Location(s):	Bentonville Community Center & Melvin Ford Aquatics Center	Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center
Equipment BPR Provides:	Kickboards & Pace clocks	Kickboards & Pace clocks	Kickboards & Pace clocks	Kickboards & Pace clocks

*The times provided are intended to convey a range, meaning that programming would be possible at any time between those ranges.

Using the space provided below, describe the proposed programming, using the table format to express scheduling and the blank space to provide other relevant program details. Note that you are providing the proposed programming schedule that would be used for the program.

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
Monday/Tuesday/Friday	Jan-Dec 5:30-6:30am	☒ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
Monday/Wednesday	Sept-May 11:30-12:30	☒ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
Monday/Wednesday	June-Sept 11:00-12:00	☐ Bentonville Community Center ☒ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

*Proposer may include additional information with their submission if needed to accurately explain their proposed program design.



RFP-22-97- PROPOSAL FORM

Program Design Continued

Will there be seasonal scheduling changes (check one): ☒ Yes* ☐ No

**If yes, use the provided additional programming tables to express the different proposed seasonal schedules.*

Sept-May (Winter Months)- Bentonville Community Center

*Monday/Tuesday/Friday: 5:30-6:30am (Currently we only offer Tuesday/Friday mornings but there is option to add another morning practice if need.

Monday/Wednesday: 11:30-12:30pm

May-Sept (Summer Months)- Monday/Tuesday/Friday (Currently only offering Tuesday/Friday mornings but option to add Monday morning if need) - May-Sept 11:00-12:00pm @ Melvin (50m pool)

Use the space below to provide additional relevant program design details/information (optional):

**Proposers should use this space to communicate any relevant program details not specifically mentioned in the other sections, such as equipment participants would need to provide etc.*

Annual Holiday Swim Challenges

- Summer Swim Challenge (approx 2 hours)- May
- Thanksgiving Swim Challenge (approx 2 hours)- Nov
- New Year Swim Challenge (approx 2 hours) - Jan

Swim Clinics

- Freestyle Clinic
- Flip Turn Clinic
- Stroke Analysis Clinic

I would like to keep BCC Masters Swim Practices to 4x a week (2 mornings and 2 lunches) to allow each practice to have enough athletes to workout with in their respected groups but willing to add a practice on Monday mornigns each week if need. Right now we are averaging 14-17 swimmers a practice so are not over crowded with the practices we are currently offering.



RFP-22-97- PROPOSAL FORM

Program Design Continued

Will you be offering any supplemental items, services, or materials to participants as part of the program proposal (check one)?: ☒ Yes* ☐ No

**If yes, use the space below to provide additional details. Remember to communicate any differences in seasonal programs, days/times etc.*

Stroke Clinics including freestyle clinic, flip turn clinic, and stroke analysis clinics

Private swim lessons are available for registered swimmers of the Bentonville Masters. I would like to be able to continue to offer 1-1's with members as needed/requested.

Describe how your proposed program design is unique; what sets your services apart from others. Why is it the best option for the City?

I have grown this program each year it has existed by learning what the athletes in the community want in a masters swim program. I have 7 years of a professional triathlete racing career for the US National Team, 4 years of college swimming experience swimming at the highest level, & 20 years of coaching experience ranging from Rec Swim league, country club swim league, Club Swimming, and Masters.

Describe why your proposed programming would be successful.

My proposed program schedule is proven to be successful by offering enough opportunities for the program to meet but not so many practices each week where attendance is low. It is important to keep practices large enough where all swimming abilities have a group of athletes to train with. This helps keep the comradery and community of the group alive.



RFP-22-97- PROPOSAL FORM

Program Design Continued

Are you submitting for any additional Requests for Proposals for camps/programs for the City of Bentonville and proposing to provide multiple camps or programs?

☒ Yes ☐ No

A separate Proposal envelope must be provided for each RFP, even when respondents are combining programming. Use this question to indicate that multiple or combined programs are being proposed.

If yes, use the space below to describe how you propose to provide the combined or multiple camps, programs, or lessons.

Each program meets at different times. Other programs I am applying for is Triathlon Team and Triathlon Camp (RFP 22-98 and RFP 22-99).



RFP-22-97- PROPOSAL FORM

2. QUALIFICATIONS & PAST PERFORMANCE

Note: If there are multiple coaches/providers in your Proposal, include the Qualification and Past Performance information for all, as applicable.

What certifications or licenses (if any) do you possess for the services you are proposing to provide?

USA Swimming Level 2, USAT Level 1 Coach, CPR Certified/First Aid Certified

How many years have you been providing similar services professionally? 20 years

List the programs, classes, and/or camps you have provided in the last five (5) years, beginning with your most recent and providing details regarding when last completed.

Bentonville Masters Swim Coach 2016-current

WLFC Masters Swim Coach 2015-2020

NWAA Sharks assistance Coach 2014-2019

List three references for whom you have provided the same or similar services to below. The City reserves the right to contact these references and inquire as to your performance and programming details.

- 1) **Company Name** _____ **Contact Name** Beth Haller
Contact Email bthhlr@gmail.com **Contact Phone** 303-829-3058
Type of Service Provided: WLFC & BCC Masters Swim Member
Date Services Began 2015 **Date Services Ended:** current registered member
- 2) **Company Name** _____ **Contact Name** Jim Sliker
Contact Email jsliker@centralstatesmfg.com **Contact Phone** 479-439-3911
Type of Service Provided: 4 year BCC Masters Member
Date Services Began 2018 **Date Services Ended:** current registered member
- 3) **Company Name** _____ **Contact Name** _____
Contact Email Tonya.vandermeij@yahoo.com **Contact Phone** 479-381-6889
Type of Service Provided: Aquatics Manager at WLFC
Date Services Began 2015 **Date Services Ended:** 2017



RFP-22-97- PROPOSAL FORM

3. CHARGE FOR SERVICES/RATE

Use this space to communicate the cost of the services (rate) proposed for each camp and/or lesson. The rate must be communicated in a per lesson or per participant structure (Submitter must check the applicable rate structure and provide a description; if both are applicable, Submitter must clearly communicate the cause for both being applicable). Failure to communicate the rate may result in rejection of the Proposal.

Option 1:

Per Lesson Rate Proposed ☐ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per lesson

Option 2:

Per Participant Rate Proposed ☒ (check if applicable and provide description and rate below)

Description: In 2022 my contract stated I was paid (per city request) per participant. We agreed on \$25.50 per month per athlete. In 2023 Masters cost is being raised by \$3 to \$35 per month making contactor pay \$27.65 if same percentage is used.

Rate: \$^{27.65} per participant

Option 3:

Other Rate Proposed ☐ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per _____ (describe)

Use the space below to provide any additional rate detail (optional):

Erin Edminister

Bentonville Masters Swim, TeamE Multi Sport LLC,
TeamE Multi Sport Foundation and Professional ITU Triathlete

erinedminister@gmail.com

(402) 770-8831

Hall of Fame Intro: <https://www.youtube.com/watch?v=moA6RKkhtxM>

DRURY UNIVERSITY BACHELOR DEGREE

2012-2015

Communication Leadership and Change

DRURY UNIVERSITY MASTERS DEGREE

Masters of Arts in Communication

2015-2016

COACHING EXPERIENCE:

2016-Current

- Founder of Bentonville Masters Swim-
 - Grew Program from 0 to 70 average monthly members
 - Write 3 workouts each practice meeting the needs from beginner to advanced level athletes
 - Created and Managed annual Swim Challenges
 - Worked with Bentonville Parks and Recreation to develop program schedule and fees
 - Coached athletes to USMS Masters Swim records, Masters US National Meet Qualifying Standards and US Triathlon World Championships
- Revamped Walton Life Masters Swim Program
 - Program had been on a hiatus for a year due to lack of membership
 - Grew Program to monthly membership needed to sustain program
- 2021 Founder of Blake St. Summer Triathlon Program
- Bentonville Community Center Private Lesson Swim Instructor
- USA Swimming Level II coach certified
- USA Triathlon Level I Coach Certified
- CPR and First Aid Certified

PROFESSIONAL EXPERIENCE:

2018-Current

- Founder of TeamE Multi Sport LLC and TeamE Multi Sport Foundation
 - Grew team from scratch to 130 members (adult and youth)
 - Run weekly workouts to meet needs of all ages and abilities
 - Manage budget
 - Host and Race direct local races
 - Gain 15k in annual team sponsorships
 - Awarded 2022 Pillar Grant Recipient by USA Triathlon Foundation for being a leader in Multi Sport.
 - Created TeamE Multi Sport Foundation to offer local kids more opportunity to race locally and bridge the financial gap to local kids who can't afford to get into the sport

(Continue to Page 2)

Professional Athletic Achievements:

TRIATHLON

- 7th ranked American in the world on the ITU Circuit in 2017
- highest rank of 34th ranked triathlete on the ITU circuit in the world
- Team USA National Team Member 2013-2018
- 3x Professional World Cup Top5 Finisher on the International Stage

Personal Athletic Achievements:

SWIMMING AND RUNNING

- Sixteen Time All-American Swimmer for Drury University, 2008-2012
- Inductee into the Drury University Athletic Hall of Fame
- Selected as Most Valuable Swimmer by Drury University, 2012 & Team Captain
- Three Time Individual National Champion NCAA DII
- Drury University Team Captain- 2012
- Female GLVC Runner of the Year Track and Field, 2013
- Cross Country NCAA DII National Qualifier
- Indoor and Outdoor Track NCAA DII National Qualifier

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

EXHIBIT B

CITY OF BENTONVILLE SOLICITATION RFP-22-97-Masters Swim Team Provider



CITY OF BENTONVILLE

PURCHASING DEPARTMENT— (479) 271-3115 —PURCHASING@BENTONVILLEAR.COM
ADMINISTRATIVE SERVICES BUILDING -1000 SW 14TH ST. BENTONVILLE, ARKANSAS 72712

FOR PUBLICATION

PUBLICATION DATE: October 30, 2022

NOTICE MASTERS SWIM TEAM PROVIDER REQUEST FOR PROPOSALS (RFP)-22-97

The City is accepting formal, sealed proposals from properly experienced, licensed and insured as applicable, individuals or entities for year-round professional instruction services for the Masters Adult Swim Team. The awarded Proposer will be required to sign a binding Contract with the City; the awarded Contract will be for a one (1) year term, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years.

Interested parties can obtain the required Response Packet by emailing purchasing@bentonvillear.com, by calling 479-271-3115, or from the Purchasing Department located at the address below. The Response Packet may also be downloaded from the Purchasing Page of the City's website (<http://www.bentonvillear.com/211/Purchasing>) by clicking 'Review Open RFQs and RFPs'; however, the City encourages any Parties whom download the Response Packet to alert the Purchasing Department via the contact information above to ensure they receive any issued Addenda or Q&A. Interested Parties should note that there may be a 24-48 hour delay in the Response Packets being uploaded on the City's website from the date of publication

The deadline for submission of a Proposal in response to this request is Thursday, November 17, 2022 at 10:00 AM CST. Submissions shall only be delivered to the City of Bentonville Purchasing Department, located within the City of Bentonville Administrative Services Building, located at 1000 SW 14th Street Bentonville, AR 72712, on the 2nd Floor. All Submissions must be received by the Purchasing Department prior to the deadline for submissions stated in this Advertisement and shall be delivered in a sealed envelope and as required in the Response Packet for this solicitation. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit responses at the designated location before the required due date and time. Responses received after the deadline date and time will be considered late and will be rejected, without exception. Proposals which are unsigned will be rejected.

The City of Bentonville Purchasing Department encourages all qualified small, minority and women owned business enterprises to submit proposals/bids for City contracts.

All questions must be submitted via written communication only to purchasing@bentonvillear.com. The deadline for questions to be submitted regarding this Request is November 14, 2022 at 4:30 PM CST.

Department Responsible for Advertising Costs: Accounting



CITY OF BENTONVILLE, ARKANSAS
 PURCHASING DEPARTMENT
 2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
 1000 SW 14TH ST
 BENTONVILLE, ARKANSAS 72712
RFP-22-97

REQUEST FOR PROPOSAL

SOLICITATION INFORMATION			
Proposal Number:	RFP-22-97	Date of Issuance:	OCTOBER 30, 2022
Brief Description:	Masters Swim Team Provider		
Agency:	The City of Bentonville, Parks and Recreation Department		

SUBMISSION DEADLINE FOR RESPONSE			
Proposal Submission Deadline: (Date)	NOVEMBER 17, 2022	Proposal Submission Deadline: (Time)	10:00 A.M.

Proposals must be received by the Purchasing Department prior to 10:00 A.M. on November 17, 2022. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit Proposals at the designated location on or before the Proposal submission deadline. Proposals received after the designated Proposal submission deadline will be considered late and will be rejected.

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address: *Prospective vendors assume all risk for timely, properly submitted deliveries.	City of Bentonville Administrative Services Building Attn: Purchasing Department – 2 nd Floor 1000 SW 14 th ST Bentonville, Arkansas 72712
Proposal's Outer Packaging:	Outer packaging must be sealed and properly marked with the following information: • Proposal Number: RFP-22-97 • Vendor's name and return address Proposals which must be opened to be identified will be considered incomplete and may be rejected.
Number of Copies for Submission:	(1) One signed original of the Proposal is to be delivered by the specified date and time of the Proposal deadline listed herein. Failure to deliver the specified number of originals will be considered a late submission and will be rejected, without exception. Submissions may not be submitted via email; digital copies received via email will be deleted upon receipt and will not be acknowledged as submitted.

CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE CONTACT INFORMATION			
Purchasing Manager:	Gladys Shoemake	Purchasing Email:	purchasing@bentonvillear.com
Purchasing Phone Number:	(479) 271-3115	Purchasing Address:	Administrative Services-2 nd Floor 1000 SW 14 th St. Bentonville, AR 72712

Questions regarding this Proposal should be directed ONLY to the Purchasing Department via written communication (email or mail). The deadline for submitting questions related to this Request for Proposal is **NOVEMBER 14, 2022 at 4:30 P.M.**

EXECUTION OF PROPOSAL (REQUIRED RESPONSE FIELD)

Upon signing this Proposal, the proposer certifies that he or she has read and agrees to the requirements set forth in this Proposal including specifications, conditions and pertinent information regarding the articles being proposed on. **Unsigned Proposals will be rejected without exception.**

NAME OF FIRM:	PHONE NUMBER:	FAX NUMBER:	EMAIL:
BUSINESS STREET ADDRESS:	CITY:	STATE:	ZIP:
SIGNATURE OF AUTHORIZED PERSON:		DATE:	
PRINTED OR TYPED NAME:		TITLE:	
ARKANSAS SALES OR USE TAX NUMBER (if applicable):			



CITY OF BENTONVILLE, ARKANSAS
 PURCHASING DEPARTMENT
 2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
 1000 SW 14TH ST
 BENTONVILLE, ARKANSAS 72712
RFP-22-97

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CITY OF BENTONVILLE, ARKANSAS
PURCHASING DEPARTMENT
2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
1000 SW 14TH ST
BENTONVILLE, ARKANSAS 72712
RFP-22-97

SUMMARY: SERVICES & DEADLINES

SUMMARY OF REQUESTED SERVICES

The City of Bentonville is accepting Proposals from properly experienced, licensed and insured as applicable, individuals or entities for year-round professional instruction services for the Masters Adult Swim Team. The awarded Proposer will be required to sign a binding Contract with the City; the awarded Contract will be for a one (1) year term, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years.

Interested in submitting?

- Read through this entire Response Packet. This is the City's document for requesting Proposals. It contains important information regarding the Scope of Work, location and the terms and conditions of the work and the contract.
- Submit questions (prior to the deadline listed in this Packet) if you need clarification on something or have specific questions (submit to purchasing@bentonvillear.com).
- If you would like to submit a Proposal, be sure to include information that relates to the Evaluation Criteria listed in this Response Packet (this is how your Proposal will be ranked).
 - o You can create your Proposal in the format you choose, include pictures if you want to and choose the method you would like to tell the City about the services you provide and what you are Proposing to the City. Just remember to sign Page 1 of this Packet and your Proposal, and include it when you submit your Proposal.
- Remember that, while the City reserves the right to interview any or all Proposers, the City may select and award the Contract to a Proposer without discussion with the Proposer, so Proposals should be submitted with the most favorable terms.
- Remember to submit your Proposal BEFORE the SUBMISSION DEADLINE. The submission needs to be sealed (as instructed in this Response Packet).

DEADLINES:

 Advertisement Published, Requesting Proposals: October 30, 2022

 **Deadline to Submit Questions: NOVEMBER 14, 2022 (4:30PM)**

 **Deadline to Submit Proposals: NOVEMBER 17, 2022 (10:00AM)**

*The hard copy Submission must be delivered prior to the deadline date/time in a SEALED envelope.

PROPOSALS CANNOT BE EMAILED.



CITY OF BENTONVILLE, ARKANSAS
PURCHASING DEPARTMENT
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RFP-22-97

NOTICE REGARDING MULTIPLE RFPs

The City currently has three RFP solicitation open:

- RFP-22-97-Masters Swim Team
- RFP-22-98-Triathlon Teams & Programming
- RFP-22-99-Youth Triathlon Camps

A Proposer may submit separately to all RFPs or combine the Programs to propose a unique or continuous program offering; however, the Proposer **MUST SUBMIT A SEPARATE ENVELOPE (ACCORDING TO THAT RFPs SUBMISSION REQUIREMENTS) TO EACH RFP THEY ARE SUBMITTING FOR TO ENSURE THAT THEIR PROPOSAL IS CONSIDERED FOR THAT PROGRAM.**

Example: If Proposer submits a Proposal to offer Triathlon Teams & Programming, as well as Youth Triathlon Camps, the Proposer would submit separate envelopes containing their Proposal to both RFP-22-98 and RFP-22-99 according to the RFP respective deadlines and requirements.

[This space has been intentionally left blank]

The City reserves the right to award the Contract in its best interest.



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SCOPE OF WORK

The Scope of Work is to provide services for the Masters Swim Program for the City of Bentonville. The listed Scope of Work in this Response Packet is not intended to encompass all aspects of operating the Program, but is intended to convey the minimum requirements. The information contained in the Proposal Form pertaining to locations, available time ranges and equipment being provided from the City, in addition to all other information contained in this Response Packet, shall be included in the Scope of Work.

Program Description: Masters Swim is for adults looking to work on their swimming technique and skills in a social atmosphere with other swimmers. Each practice will be broken up into beginner, intermediate, and advanced groups and workouts based on skills of each participant.

Provider shall be responsible, at minimum, for the following:

- ☐ Conducting said business as not to interfere with other uses or activities on the property.
- ☐ Comply with all local, state and federal laws, rules, regulations, orders, guidelines, and/or directions.
- ☐ Provider is responsible for the maintenance and replacement of their equipment, regardless of any damage occurring during performance of their services for the City.
- ☐ Clean equipment as necessary after camps/lessons.
- ☐ Provide instruction services for the camps/lessons/teams as applicable to the services stated herein.
- ☐ Responsible for finding their own substitute, if necessary, and notifying BPR management in advance for approval.
- ☐ Awarded Proposer should be available to begin services within two (2) weeks from notification of award.

The City shall be responsible for the following:

- ☐ Is responsible for camps, recreation programs, instruction services, classes and other recreation programs for the citizens of Bentonville.
- ☐ Will have the ultimate determination of the program format.
- ☐ Will create marketing and registration material for the program(s), allowing for input and recommendation from Provider where it pertains to participant's needs.
- ☐ Will have the ultimate determination for all schedules of the programs.
- ☐ Will provide BPR employees or counselors, if necessary, to participate with check-in and check-out for the program(s), or other operations of the program(s). BPR shall have the final determination if BPR employee participation is necessary.



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RFP-22-97

EVALUATION FACTORS

Proposers should address each of these factors in their Submission for the Committee's review when ranking.

These Evaluation Factors will be used by the Selection Committee to rank each Proposal. Each Evaluation Factor has a point value (Ex. 25 points); the Selection Committee Members will use this to rank the Proposer/Submission based on the number of points possible (ex. 1 =lowest/25=highest). Additional information or interviews may be requested from the three Proposers deemed to be the most highly qualified to provide the services, based on the Evaluation Scores. A Contract will be negotiated with the Proposer ranked the most qualified by the Selection Committee.

1. Qualifications:

Point
Value

30

- In relation to the work to be performed/services to be provided.
 - Certificates or licenses if any/as applicable
 - Number of years providing similar services professionally
- Information showing the qualifications of the Proposer.
- Proposers should indicate specialized experience in connection with the type of Service they are submitting for.
- Information giving the names and qualifications of the major personnel who will be assigned to these services (this project).

2. Past Performance

Point
Value

30

- Proposer's experience, in providing the services described (to the City or to outside entities/references)
 - Programs, classes, and/or camps provided in the last five (5) years
 - References for whom the Proposer has provided the same or similar services
- Previous evaluations/performance with the City will be a significant factor. If not available, past performance with others will be used.
- Information giving the names and experience of the major personnel who will be assigned to these services (this project).
- Past performance includes, but is not limited to quality of work, timely performance, diligence and any other important information.

Proposers **ARE REQUIRED** to provide a list of similar jobs performed and contact information for each job (references).

3. Program Design

Point
Value

25

- Proposed program design, including how comprehensive and beneficial the program is to the City and participants.
- Uniqueness of program and supplemental offerings to participants.

4. Charge for Services/Rate

Point
Value

15

- The proposed fee and/or fee structure.
- This price should be in the form of the fee charged to the City for the services, not the fee charged to participants (the City will determine the participant fee(s) based on the selected Proposal), allowing for input from the selected provider when applicable.



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RFP-22-97

TERMS & CONDITIONS

1. Firms responding to this Request for Proposal ("RFP") must submit their Proposals prior to the deadline provided herein.
2. The City of Bentonville, Arkansas will be referred to as "City". The Proposer submitting a Proposal in response to this RFP will be referred to as "Proposer", "Submitter", "Provider", or "Contractor" periodically throughout this RFP.
3. Proposals must be submitted in a sealed package or envelope, clearly listing the following information on the outer envelope:

- **RFP Number:** RFP-22-97
- **Proposer's Information:** Name and address

No telephone, electronic, or facsimile Proposals will be considered.

4. Proposers shall use the Proposal Form included and may provide additional supporting documentation pertinent to clarification of the Proposal.

There are no Proposal format restrictions, except as stated herein.

5. The City reserves the right to:
 - Reject any and all Proposals received as a result of this RFP.
 - Waive or decline to waive any informalities and any irregularities in any Proposal or responses received.
 - Adopt all or any part of the Proposal.
 - Negotiate changes in the scope of work or services to be provided.
 - Withhold the award of contract.
 - Select the Proposer it deems to be in the best interest of the City and most qualified to fulfill the needs of the City. The Proposer with the lowest costs offered may not necessarily be selected for award.
6. Any and all inquiries or requests for explanation in regard to the City's requirements, or any other information pertaining to this Request for Proposal, should be made to the Purchasing Office via the information on page one (1) of this RFP document. Only written requests will be considered. No oral interpretations or clarifications will be given as to the meaning of any part of this RFP. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit proposals, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submitting Proposals.
7. It shall be clearly understood that any costs incurred by the Proposer in responding to this Request for Proposal is at the Proposer's risk and expense as a cost of doing business. The City is not responsible for any reimbursement to the Proposer for any expense so incurred, regardless of acceptance of Proposal or issuance of award.

8. All Proposals and other materials submitted shall become the property of the City.



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RFP-22-97

9. Any conditions or expectations on the part of the Proposer for performance by the City Of Bentonville must be set forth in the Proposal. The City is not obligated to consider the Proposer's post submittal terms and conditions.
10. This Proposal must contain the signature of a duly authorized officer or agent of the Proposer's company empowered with the right to bind and negotiate on behalf of the Proposer for the amounts and terms proposed.
11. Any information provided herein is intended to assist the Proposer in the preparation of Proposals necessary to properly respond to this RFP. This RFP is designed to provide the qualified Proposers with sufficient basic information to submit Proposals meeting minimum specifications and test requirements, but is not intended to limit an RFP's content or to exclude any relevant or essential information.
12. At the discretion of the City, one or more Proposers may be asked for more detailed information before final ranking and/or award of the Proposal.
13. The selected Proposer will exercise due professional care in understanding the type of engagement and in performing the services described herein.
14. While the City reserves the right to interview any or all Proposers, award of a contract may be made without discussion with Proposer after proposals are received. Proposals should, therefore, be submitted on the most favorable terms available.
15. The City of Bentonville requires all vendors and contractors doing business with the City not to discriminate against any person on the basis of race, age, color, religion, sex, ancestry, non-job-related handicaps, or national origin.
16. **Term:** The awarded Proposer shall be awarded the Contract for a period of one (1) year, renewable annually upon mutual written consent for a total maximum term of three (3) years. There shall be no change in the terms of the contract during the original contract term, or any renewal term thereafter, unless mutually agreed upon in writing and in accordance with the City of Bentonville Purchasing Policy and applicable laws.
17. **Insurance:** Provider may be required to maintain insurance and provide proof of such. Provider is responsible for maintaining insurance for themselves, their employees or independent contractors, as applicable and as required by law, such as Workers Compensation.
18. **Criminal Background Checks:** The awarded Proposer and any employee or representative of the awarded proposal who will be performing work under the awarded contract may be subject to a criminal background check, to be administered by the City of Bentonville.
19. **Credit Report:** The awarded Proposer may be subject to a credit check, performed by the City of Bentonville.
20. **Timeline:** The City intends to award the contract prior to January 1, 2023; however, this is not a guaranteed timeline.
21. **Investigation:** It shall be the responsibility of the Proposer to make any and all investigations necessary to become thoroughly informed of what is required and specified in the Proposal. No plea of ignorance by the Proposer of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Proposer to make necessary examinations and investigations will be accepted as a basis for varying the requirements of the City of the compensation to the Proposer or performance of the Contract.



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Each Proposer submitting a Proposal is responsible for examining the complete Proposal package and any Addenda, and is responsible for informing itself of all of the conditions that might in any way affect the cost of the performance of any work or requirements related to the work described herein. Failure to do so will be at the sole risk of the Proposer.

22. Proposer Qualifications: The City reserves the right to award Contract to the highest rated Proposer, as determined through Proposal evaluation and the evaluation criteria, who furnishes evidence satisfactory to the City that Proposer has the necessary abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the work.

Although program quality is a major consideration, references, service, and past experience, if applicable, will also be considered and part of the Proposal evaluation. The City reserves the right to use any information provided in Proposer's Proposal in the evaluation of Proposals for award.

In determining the responsibility of any Proposer, the City reserves the right and may take into account other factors in addition to financial responsibility, such as past records of its or other entities transactions with the Proposer, experience, ability to complete performance within the necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources. The Proposal will be awarded in the City's best interests based on these and other legally-allowable considerations.

The City reserves the right and may make any investigations deemed necessary to determine the ability of the Proposer to perform the work. The Proposer agrees to furnish any information and data requested by the City for this purpose.

The City reserves the right to and may require the Proposer to provide proof of its capability to perform the work as described and required herein; however, prequalification of the Proposer shall not be required.

23. Cancellation/Rescheduling: The City reserves the right to cancel the whole or any part of the Contract if the Contractor fails to perform any of the provisions of the Contract or fails to make delivery within the time stated. The Contractor will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

The City reserves the right to postpone or reschedule programs/camps, at any time, to provide for the welfare and safety of the general public, with rescheduled or makeup program/camps dates at an agreed upon time, at no additional expense to the City and at a time acceptable to the City.

24. Taxes and Other Costs: The Proposer is responsible, and the City expects Proposer, to pay all relevant/applicable taxes (including City, State and Federal) and all other costs associated with doing business.



RFP-22-97- PROPOSAL FORM

BPR wants to offer the most comprehensive and beneficial programs to participants. The intent of this RFP is for respondents to provide the City with their proposal to meet the City’s needs, and explain how they propose to provide the most advantageous programming for both the City and participants. While the intent of this Proposal Form is to provide the Selection Committee with the responses they will need to evaluate Proposals, respondents may include additional information and/or material in their Submission as they choose, for the Committee’s consideration.

1. PROGRAM DESIGN:

Scheduling Overview: Masters Swim Team runs year-round, and schedules often change from summer to fall, winter, and spring. There is potential for additional scheduling and other program challenges throughout the year. The below schedule shows the available day(s), location(s), available time ranges, and minimal equipment provided by the City for the programming.

Days	Monday – Friday	Monday – Friday	Saturday	Sunday
Available Time Range*:	5:30am-1:00pm	5:00pm-8:00pm	10:00am-12:00pm	12:00pm-4:30pm
Location(s):	Bentonville Community Center & Melvin Ford Aquatics Center	Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center
Equipment BPR Provides:	Kickboards & Pace clocks	Kickboards & Pace clocks	Kickboards & Pace clocks	Kickboards & Pace clocks

*The times provided are intended to convey a range, meaning that programming would be possible at any time between those ranges.

Using the space provided below, describe the proposed programming, using the table format to express scheduling and the blank space to provide other relevant program details. Note that you are providing the proposed programming schedule that would be used for the program.

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

**Proposer may include additional information with their submission if needed to accurately explain their proposed program design.*



RFP-22-97- PROPOSAL FORM

Program Design Continued

Will there be seasonal scheduling changes (check one): ☐ Yes* ☐ No
**If yes, use the provided additional programming tables to express the different proposed seasonal schedules.*

Use the space below to provide additional relevant program design details/information (optional):
**Proposers should use this space to communicate any relevant program details not specifically mentioned in the other sections, such as equipment participants would need to provide etc.*



RFP-22-97- PROPOSAL FORM

Program Design Continued

Will you be offering any supplemental items, services, or materials to participants as part of the program proposal (check one)?: ☐ Yes* ☐ No

**If yes, use the space below to provide additional details. Remember to communicate any differences in seasonal programs, days/times etc.*

Describe how your proposed program design is unique; what sets your services apart from others. Why is it the best option for the City?

Describe why your proposed programming would be successful.



RFP-22-97- PROPOSAL FORM

Program Design Continued

Are you submitting for any additional Requests for Proposals for camps/programs for the City of Bentonville and proposing to provide multiple camps or programs?

☐ Yes ☐ No

A separate Proposal envelope must be provided for each RFP, even when respondents are combining programming. Use this question to indicate that multiple or combined programs are being proposed.

If yes, use the space below to describe how you propose to provide the combined or multiple camps, programs, or lessons.



RFP-22-97- PROPOSAL FORM

2. QUALIFICATIONS & PAST PERFORMANCE

Note: If there are multiple coaches/providers in your Proposal, include the Qualification and Past Performance information for all, as applicable.

What certifications or licenses (if any) do you possess for the services you are proposing to provide?

How many years have you been providing similar services professionally? _____ years

List the programs, classes, and/or camps you have provided in the last five (5) years, beginning with your most recent and providing details regarding when last completed.

List three references for whom you have provided the same or similar services to below. The City reserves the right to contact these references and inquire as to your performance and programming details.

- 1)

Company Name

Contact Name

Contact Email

Contact Phone

Type of Service Provided:

Date Services Began

Date Services Ended:
- 2)

Company Name

Contact Name

Contact Email

Contact Phone

Type of Service Provided:

Date Services Began

Date Services Ended:
- 3)

Company Name

Contact Name

Contact Email

Contact Phone

Type of Service Provided:

Date Services Began

Date Services Ended:



RFP-22-97- PROPOSAL FORM

3. CHARGE FOR SERVICES/RATE

Use this space to communicate the cost of the services (rate) proposed for each camp and/or lesson. The rate must be communicated in a per lesson or per participant structure (Submitter must check the applicable rate structure and provide a description; if both are applicable, Submitter must clearly communicate the cause for both being applicable). Failure to communicate the rate may result in rejection of the Proposal.

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____per lesson

Option 2:

Per Participant Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____per _____(describe)

Use the space below to provide any additional rate detail (optional):

RFP-22-97 Additional Proposed Programming Tables (optional, only to be used if needed)

Description: _____

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

Description: _____

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

Description: _____

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

Description: _____

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	



CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE

1000 SW 14TH STREET BENTONVILLE, AR 72712 – (479) 271-3115 – PURCHASING@BENTONVILLEAR.COM

ADDENDUM TO SOLICITATION

Solicitation ID:	RFP-22-97	Solicitation Title:	Masters Swim Team Provider
Addendum Number:	1	Date of Issuance:	November 10, 2022

TO: Prospective Submitters

This Addendum modifies the original Response Document(s) dated October 30, 2022.

Submitters are required to acknowledge this Addendum by including it in their Submission or notating acknowledgement in their Submission. Failure to acknowledge this Addendum may result in rejection of the Submission.

This Addendum Number 1 consists of 4 page(s).

Clarification regarding combining RFP-22-97, RFP-22-98 and/or RFP-22-99 Proposal Submissions:

1.0 Due to a question received regarding how Proposals should be submitted in the event that an entity/vendor chooses to submit a combined Proposal (to two or three RFPs), the City determined that additional instruction was needed to provide clarity to entities/vendors interested in submitting a combined Proposal.

- A.** Should an entity/vendor want to submit for any combination of the three RFPs currently open for Parks and Recreation programming (only applicable to RFP-22-97, RFP-22-98 and RFP-22-99), they must follow the instructions contained in this Addendum Number 1. Failure to adhere to these instructions may result in rejection of the submission(s), due to and including but not limited to the City's lack of ability to fairly evaluate.
 - i.** A sealed envelope must be submitted containing separate Required Response Forms (Proposal Form and Cover Page) for each RFP that is included in that combination, with the outer envelope clearly labeled.



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ADDENDUM TO SOLICITATION

- ii. For example, if submitting a combined Proposal for RFP-22-97 and RFP-22-98, Proposer would include both the RFP-22-97 and RFP-22-98 Cover Pages and Proposal Forms and mark the outer envelope of the Submission with both solicitation numbers and titles, clearly indicating the submission of a combined Proposal.
 - iii. In the event that a combined submission changes the pricing that would otherwise be applicable to submitting for only a single RFP, Proposers **MUST** still use separate pricing documents included in the Proposal Form. During evaluation, the City may combine the pricing or otherwise evaluate the Proposal.
 - iv. The City will not split out combined Proposals to be evaluated for any single RFP or different combination of RFPs than what was originally submitted. Should the same entity/vendor wish to be considered for a single RFP or a different combination of the RFPs, they **MUST** submit separate sealed Proposals for just those RFPs as directed in this Addendum. Example: If the same entity/vendor wants to submit to RFP-22-97 and RFP-22-98 separately, they must submit **separate** proposals for just those solicitations, in addition to any separate submissions for combined offerings.
 - v. In no event shall the same entity/vendor submit multiple Proposals for the same single RFP or combination of RFPs (duplicate submissions). To clarify, this does not prohibit the entity/vendor from submitting a combination Proposal and a single Proposal.
- B.** Interested Proposers may submit up to seven (7) separate Submissions for RFP-22-97, RFP-22-98 and/or RFP-22-99.

Possible Submission 1: RFP-22-97 only

Possible Submission 2: RFP-22-98 only

Possible Submission 3: RFP-22-99 only

Possible Submission 4: RFP-22-97 and RFP-22-98 combined

Possible Submission 5: RFP-22-97 and RFP-22-99 combined

Possible Submission 6: RFP-22-98 and RFP-22-99 combined

Possible Submission 7: RFP-22-97, RFP-22-98 and RFP-22-99 combined



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ADDENDUM TO SOLICITATION

- C. This Addendum Number 1 does not change any part of the Evaluation Factors set forth in RFP 22-97, RFP 22-98 or RFP-22-99. Each of the three solicitations will be ranked individually. While the City is aware there may be a desire from entities/vendors to submit combined Proposals, the City does not currently have a preference and therefore no Evaluation Factor weight is being calculated for whether a Proposal is combined or not.
- D. This Addendum Number 1 **replaces** the following statements/instruction in RFP-22-97, RFP-22-98, and RFP-22-99 Response Packets pertaining to combined submissions:
- i. Notice Regarding Multiple RFPs Page: Proposer must submit a separate envelope (according to that RFPs submission requirements) to each RFP they are submitting for to ensure that their Proposal is considered for the Program.
 - ii. Proposal Form Program Design: A separate Proposal envelope must be provided for each RFP, even when respondents are combining programming. Use this question to indicate that multiple or combined programs are being proposed.

Example of a correct combined RFP Submission:

A combined Proposal to RFP-22-98 and RFP-22-99 would contain, at minimum:

- RFP-22-98 Signed Cover Page, and Proposal Form, completed
- RFP-22-99 Signed Cover Page, and Proposal Form, completed
- The outer envelope would be sealed and would be marked as follows:

ABC Company (Address) City of Bentonville Purchasing Department ATTN: RFP-22-98 & RFP-22-99 Combined Submission
--



CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE

1000 SW 14TH STREET BENTONVILLE, AR 72712 – (479) 271-3115 – PURCHASING@BENTONVILLEAR.COM

ADDENDUM TO SOLICITATION

Example of a correct single (not combined) RFP Submission:

A Proposal to RFP-22-98 would contain, at minimum:

- RFP-22-98 Signed Cover Page, and Proposal Form, completed
- The outer envelope would be sealed and would be marked as follows:

ABC Company
(Address)
City of Bentonville Purchasing Department
ATTN: RFP-22-98 Submission

2.0 Submissions: If an entity/vendor has already submitted their Proposal(s) to RFP-22-97, RFP-22-98, and/or RFP-22-99 (i.e. submitted before this Addendum 1), the entity/vendor may pick-up the previously submitted Proposals and deliver new Proposals if needed/if they choose to. All Submissions will remain sealed until the Submission Deadline date and time listed in the RFP-22-97-RFP-22-99 Required Response Packets.

[End of Addendum Number 1]



CITY OF BENTONVILLE, ARKANSAS PURCHASING DEPARTMENT

1000 SW 14TH STREET BENTONVILLE, AR 72712 – (479) 271-3115 – PURCHASING@BENTONVILLEAR.COM

RESPONSE TO REQUEST FOR INFORMATION (RFI)

Solicitation ID:	RFP-22-97	Solicitation Title:	Masters Swim Team Provider
RFI RESPONSE NUMBER	1	Date of Issuance:	November 4, 2022

TO: Prospective Proposers

The purpose of this document is to distribute questions/requests for information and the City's response to those questions. There is no requirement to include this document in any Submission.

Line Number	Submitted Question	City's Response
1	Will only one person be selected for the job?	The Selection Committee will determine based on the Submissions and best interest of the City how the RFP/program will be awarded.



CITY OF BENTONVILLE, ARKANSAS PURCHASING DEPARTMENT

1000 SW 14TH STREET BENTONVILLE, AR 72712 – (479) 271-3115 – PURCHASING@BENTONVILLEAR.COM

RESPONSE TO REQUEST FOR INFORMATION (RFI)

Solicitation ID:	RFP-22-97	Solicitation Title:	Masters Swim Team Provider
RFI RESPONSE NUMBER	2	Date of Issuance:	November 14, 2022

TO: Prospective Proposers

The purpose of this document is to distribute questions/requests for information and the City's response to those questions. There is no requirement to include this document in any Submission.

Line Number	Submitted Question	City's Response
1	Will only one person be selected for the job?	The Selection Committee will determine based on the Submissions and best interest of the City how the RFP/program will be awarded.
2	Is this for specific programs that we would like to bring to the BCC or is this to take over programs that are currently being run at the BCC &/or Melvin Ford?	These are Request for Proposals (RFP-22-97, RFP-22-98 and RFP-22-99) for program types currently available/have been available in the past, but the intent of the Request for Proposals is for providers to propose program designs for the City's consideration (these program designs may be the same or different from what the City has offered in the past).

ORDINANCE NO. _____

AN ORDINANCE WAIVING COMPETITIVE BIDDING FOR MASTER SWIMMING SERVICES PROVIDED BY TEAM E MULTI SPORT LLC.; AND FOR OTHER PURPOSES.

WHEREAS, the Bentonville Parks and Recreation Department requests to exercise the renewal provision of the existing contract with Team E Multi Sport LLC. to provide Masters Swimming Services, previously selected during the RFP-22-97 process;

WHEREAS, due to the high demand for these services, it is anticipated that the amount payable will exceed the competitive bid threshold;

WHEREAS, the estimated payment for 2024 is eight-one thousand dollars (\$81,00.00) and is completely funded by program registration fees; and

WHEREAS, competitive bidding should be waived as it would be impractical for the City to recreate this bid process as service providers were selected using the City's approved RFP process.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are authorized to enter into a contract with Team E Multi Sport LLC., for master swimming services, for eighty-one thousand dollars (\$81,000.00);

Section 2: There exists an exceptional circumstance whereby the requirements of competitive bidding are neither practical nor feasible and the City Council; therefore, waives the requirements of competitive bidding for triathlon services;

Section 3 - Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 4 - Repeal of Conflicting Provisions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

PASSED this _____ day of _____, 2024.

APPROVED:

ATTEST:

STEPHANIE ORMAN, Mayor

KIRBY ROMINES, City Clerk



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution	Informational	

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
-----------------------------	----

Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	Expense	\$	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	Expense	\$	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	Expense	\$	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	Expense	\$	Revenue

Fund(s) Impacted

(check all that apply)

General Fund

Utility Fund

Street Fund

Other(s): _____

Budget Impact Notes for Consideration (Optional):

Administrative Services
Purchasing Department
1000 SW 14th Street
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City Hall
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SERVICE CONTRACT: RFP-22-98-Youth and Adult Triathlon Teams and Triathlon Programming

THIS CONTRACT is made in Benton County, Arkansas, by and between the City of Bentonville, Arkansas, hereinafter “City,” and TeamE Multi Sport LLC, hereinafter “Contractor” (collectively, the “Parties”), Witnesseth:

1. DESCRIPTION. This Contract has been awarded to Contractor as a result of Contractor’s Proposal Submission (attached hereto as **Exhibit A**) to the City’s formal Request for Proposals-22-98-Youth and Adult Triathlon Teams and Triathlon Programming (attached hereto as **Exhibit B**). The services shall consist of providing instructional services for triathlon and sport camps and programming as described in this Contract and the Exhibits attached hereto. Services or items not specifically stated as being provided by the City, or the City’s responsibility herein shall be the responsibility of the Contractor.

2. PRIMARY CONTACTS. The primary contact for the Contractor shall be Erin Edminister. The primary contact for the City shall be the Recreation Manager, or designated assignee.

3. CONTRACT TERM. The term for this Contract shall be one (1) year, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years, commencing on January 2, 2023, and ending on December 31, 2023.

a. Any changes to the Term of this Contract shall be agreed upon by the Parties in writing and shall be in accordance with this Contract and all applicable procurement laws and the City of Bentonville Purchasing Policy.

4. WORK PROCEDURES. All work procedures shall be in accordance with this Contract and with the Exhibits attached hereto.

a. Duties of the Contractor:

Contractor shall:

1. Provide instructional services for triathlon and sport camps and programming, as described in this Contract and all attached Exhibits.



CITY OF BENTONVILLE, ARKANSAS

2. Provide enough instructors to meet an acceptable participant/instructor ratio based upon the age of the participant. BPR will make the final determination of the acceptable participant/instructor ratio.
3. Provide any additional equipment, other than kickboards and pace clocks.
4. Communicate any change of practice, cancelled practices, and changes in programming to the City's Contact or their designee. It shall be at the City's discretion if the cancellation or change is permitted.

b. Duties of the City:

The City of Bentonville Parks and Recreation Department:

1. Is responsible for camps, recreation programs, instruction services, classes and other recreation programs for the citizens of Bentonville.
2. Will create the program format, allowing for input and recommendation from Contractor where applicable.
3. Will create marketing and registration material for the program(s), allowing for input and recommendation from Contractor where it pertains to participant's needs when applicable.
4. Will create all schedules for all programs, allowing for input and direction from Contractor where it pertains to participant needs when applicable.
5. Will provide Bentonville Parks and Recreation employees or counselors, if necessary, to participate with the check-in and check-out for the program(s), or other operations of the program(s). Bentonville Parks and Recreation shall have the final determination

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if Bentonville Parks and Recreation employee participation is necessary.

c. Location. Work under this Contract shall be performed as described herein at the following location(s), in accordance with the schedules included in this Contract or otherwise as pre-approved by the City's Contact or designee.

1. Bentonville Community Center (BCC) (aquatic area(s) only): 1101 SW Citizens Circle Bentonville, Arkansas
2. Melvin Ford Aquatic Center (MFAC) (aquatic area(s) only): 2000 NE Memorial Park Square Bentonville, Arkansas
3. Old Tiger Track: 517 Tiger Blvd. Bentonville, Arkansas

d. Schedule. Work under this Contract shall be performed in accordance with the schedule below. Changes to this schedule shall be pre-approved by the City's contact or designee.

i. Season Dates (estimates): January 8th – February 26th

Season Title: Year Round Triathlon Team Season: Winter 2023

Program Times (estimates):

Day	Time	Location	Lane Usage
Sunday	4:00-5:30pm	BCC	4

ii. Season Dates (estimates): March 5th – April 30th

Season Title: Year Round Triathlon Team Season: Spring 2023

Program Times (estimates):

Day	Time	Location	Lane Usage
Sunday	4:00-5:30pm	BCC	4

iii. Season Dates (estimates): June 12th – August 30st

Season Title: Triathlon Team Season: Summer 2023

Program Times (estimates):

Day	Time	Location	Lane Usage
Tuesday	5:00-7:00pm	BCC	5
Wednesday	9:00-10:30am	Old Tiger Track	
Thursday	5:00-7:00pm	MFAC	5

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iv. Season Dates (estimates): October 22nd – December 10th

Season Title: Year Round Triathlon Team Season: Fall 2023

Program Times (estimates):

Day	Time	Location	Lane Usage
Sunday	4:00-5:30pm	BCC	4

**Days/times are estimates only and are subject to change as determined by BPR.*

e. Specifications. All work shall be performed in accordance with industry standards and best practices, and as specified in this Contract and in the Exhibits attached hereto.

f. Amendments. Any changes to the Scope of Work shall be handled via Amendment to this Contract. No Amendment shall be approved unless approved in writing by the City. All Amendments must be pre-approved prior to any work under the proposed Amendment being performed. The City shall not be responsible for Amendments which have not been approved in writing by the City.

g. Unsatisfactory Results. Contractor agrees to remedy any unsatisfactory results, within the terms of this Contract.

h. General. The Contractor shall conduct their operations in such a manner that does not cause damage to property owned by the City or other individual. Any costs the City incurs for repairing damage or replacing items resulting from Contractor's operations may be deducted from monies due to Contractor.

5. PAYMENTS. The City agrees to pay Contractor based upon the per participant cost as defined herein. Payment will only be made for participants whom actually attend/participate in the Program(s). No payments will be made for cancelled Program(s), or for participants who do not attend/participate in the Program(s), inclusive of, but not limited to classes, lessons, camps, and special programs. Per Participant payments shall be as defined in the table below.

Description	Unit of Pay	Payment Amount
Triathlon Team Instruction	Per Participant	\$192.50
Triathlon Team Instruction Year Round Program	Per Participant	\$60.00



CITY OF BENTONVILLE, ARKANSAS

a. Estimated Total Payments. The estimated total of payments to Contractor during the initial term of this Contract (2023) is \$22,000.00 (twenty-two thousand dollars).

b. Not to Exceed \$33,000.00. The total of payments to Contractor for the term of this Contract shall not exceed \$33,000.00 (thirty-three thousand dollars) without an Amendment. Amendments to increase the maximum amount of payments may require approval from the Bentonville City Council.

6. ADDITIONAL SERVICES. Any service outside of the services stated herein and in the Exhibits attached hereto, must be pre-approved by the City, in writing, and in accordance with the City of Bentonville Purchasing Policy prior to any additional work proceeding.

7. INVOICING. Contractor shall submit an invoice to the City's contact for the program(s) upon conclusion of the program season and within one (1) week from the conclusion of that season. Contractor is responsible for confirming that the City has received the invoice. Payment will only be made for actual work completed and approved by the City's Contact.

8. PAYMENT. Payment for approved invoices will be paid within fourteen (14) days of receipt. Failure to adhere to the invoicing requirements herein may result in delayed payments.

a. Inaccurate Invoicing. In the event that the City becomes credibly informed that any representations of Contractor provided in its invoicing are wholly or partially inaccurate, the City may withhold payment of sums then, or in the future, otherwise due to Contractor until the inaccuracy and the cause thereof is corrected to the City's reasonable satisfaction.

9. PROFESSIONAL CONDUCT. Contractor and their personnel are required to display professional etiquette and conduct themselves professionally at all times. This Contract may be terminated immediately by the City if Contractor or any of their personnel exhibits behavior that is detrimental to the operation of the Parks and Recreation Department.

10. MANDATORY BACKGROUND CHECK. Contractor and their personnel who will be on-site providing the services described herein will be required to pass a mandatory background check, to be administered by the City, prior to on-site services beginning.



CITY OF BENTONVILLE, ARKANSAS

11. TERMINATION

- a. FOR LACK OF FUNDS.** If, for whatever reason, adequate funding is not made available by City to support or justify continuation of the level of services to be provided by Contractor under this Contract, City may terminate or reduce the amount of services to be provided by Contractor under this Contract. In such event, City will notify Contractor in writing at least thirty (30) days in advance of such termination or reduction of services for lack of funds.
- b. GENERAL.** This Contract may be terminated with thirty (30) days written notification from the BPR Director or designee. Contractor may terminate this Contract with ninety (90) days written notification to the BPR Director or designee.
- c. FOR CAUSE.** Breach of this Contract may result in immediate termination by the BPR Director or designee.

12. DISPUTE RESOLUTION. City and Contractor agree that disputes relative to the Services will first be addressed by negotiations between the Parties. If direct negotiations fail to resolve the dispute, the Party initiating the claim that is the basis for the dispute may take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute, Contractor will proceed with the services as per this Contract as if no dispute existed, and City will continue to make payment for Contractor's completed services; and provided further that no dispute will be submitted to arbitration without both Parties' express written consent.

13. INSURANCE. Contractor may be required to maintain insurance and provide proof of such. Contractor is responsible for maintaining insurance for themselves, their employees or independent contractors as applicable and as required by law, including, but not limited to Worker's Compensation. Failure to maintain any required insurance will result in the direct breach of this Contract and subsequent termination.

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Purchasing Department
1000 SW 14th Street
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CITY OF BENTONVILLE, ARKANSAS

City Hall
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14. INDEMNIFICATION AND HOLD HARMLESS. For purposes of this Contract, Contractor agrees to indemnify, defend and hold harmless the City, its officers, appointees, employees, and agents from any and all loss, damage, liability or expense, of any nature whatsoever caused or incurred as a result of the negligence or other actionable fault of Contractor, its affiliates, subsidiaries, employees, agents, assignees, and subcontractors and their respective employees and agents. Contractor is not required hereunder to defend the City, its officers, appointees, employees, or agents from assertions that they were negligent, nor to indemnify and hold them harmless from liability based on the City's negligence.

15. SAFETY AND SUPERVISION. The Contractor shall be solely responsible for the safety, supervision and direction of Contractor's employees and personnel while performing the work pertaining to this Contract. The Contractor shall utilize their best skills and general industry best practices, as well as adhering to all facility requirements, to ensure a safe work environment for the Contractor, Contractor's employees and personnel, and the patrons that are located at or near the location where services are being performed. The Contractor shall, at all times, enforce strict discipline and good order among their employees and personnel, and shall not employ or contract any person to perform the services to be provided to the City that is not skilled or is unfit for providing such services.

16. TAXES, LICENSES AND PERMITS. The Contractor shall pay all Local, State and Federal taxes required by law and shall secure all permits and licenses necessary for the execution of the services described herein.

17. DAMAGES. All operations pertaining to the services described herein shall be confined to the areas as set forth herein and as are described in the Exhibits attached hereto, unless otherwise permitted by written communication from the City. The Contractor shall be solely liable for any damages caused by Contractor, or Contractor's employees or personnel, to such premises or otherwise in performance of this Contract.

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

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18. ENTIRE CONTRACT. This Contract, including all documents and Exhibits included by reference herein, constitutes the entire Contract between the Parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This Contract may not be modified or amended except in writing mutually agreed upon and accepted by both Parties to this Contract.

19. NO THIRD PARTY BENEFICIARIES. Nothing contained herein will create a contractual relationship with, or any rights in favor of, any Third Party.

20. INDEPENDENT CONTRACTOR-NOT AN AGENT. Contractor understands that they, nor any of their employees or personnel, are employees of the City or acting as an agency for the City (or the Parks and Recreation Department), and that the City's statutory immunity does not extend to Contractor's acts or omissions. Contractor is solely responsible for their employees and personnel, including independent contractors.

21. COMPLIANCE WITH LAWS. Contractor will abide by all applicable federal, state and local laws, ordinances and regulations applicable at the time the services are rendered.

22. APPLICABLE LAW, JURISDICTION, VENUE. Interpretation of this Contract and disputes arising out of or related to this Contract will be subject to and governed by the laws of the State of Arkansas. Jurisdiction and venue for any suit arising out of or related to this Contract will be in the District Court of Benton County, Arkansas.

23. SEVERABILITY. If any provision of this Contract is determined to be void, invalid, unenforceable or illegal for whatever reason, such provision(s) will be null and void; provided, however, that the remaining provisions of this Contract will be unaffected and will continue to be valid and enforceable.

24. AMBIGUITY. If any ambiguity, inconsistency or conflict arises in the interpretation of this Contract, the same will be resolved by reference first to the terms and conditions of this Contract and then to **Exhibit B**.

[Signature Page follows]

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
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SIGNATURE PAGE

The Parties hereto have caused this Contract to be executed this ____ (day) of _____ (month), 20____. January 19, 2023 | 3:17 PM CST

CITY OF BENTONVILLE, ARKANSAS

By: _____

Stephanie Orman, Mayor

By: _____

(Signature)

Name (printed): Erin Edminister

Address: 4703 SW NEWCASTLE RD.

BENTONVILLE, AR 72713

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

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EXHIBIT A

CONTRACTOR'S PROPOSAL SUBMISSION TO RFP- 22-98

Erin Edminister
4703 SW Newcastle Rd
Bentonville, AR 72713

Nov. 10th, 2022

The City of Bentonville Purchasing Department
1000 SW 14th St.
Bentonville, AR 72712

Deciding Committee,

In 2018 I approached Bentonville Parks and Recreation with the idea of starting a competitive youth triathlon program. I had families from Tri Camp ask me year after year about getting their kids more involved in the sport and I loved the idea of being able to continue to share my passion of Multi Sport with the community. Registration opened in March, we sold it out with 20 kids nearly instantly and the first Competitive Youth triathlon team in the state was born! "TeamE Multi Sport" as we call it kicks off in June each summer and practices now 3x a week all summer long alternating from the Bentonville Community Center, Melvin Ford, and Old Tiger Track. From 2018 to now we continue to grow and add coaches to our staff to ensure the safety of this amazing team. 2021 marked our largest team to date with 73 athletes and 4 qualified coaches.

In June of 2020, TeamE Multi Sport brought US Olympic Run Coach Bobby McGee into town along with 4 Canadian National Team members and former Canadian National Team coach Jono Hall as they prepped for the Rio Olympics. Jono, Bobby and his squad worked hands on with our athletes ranging in age from 5 to 70. Not only was this inspiring for our athletes but a huge opportunity for the Bentonville and NWA community to learn from such amazing athletes and coaches.

In 2021 TeamE Mutli Sport was recognized as the only certified youth triathlon club team in the state of Arkansas and due to our success we were featured with a full page article in the October issue of USA Triathlon magazine which is sent out to every USA Triathlon registered member in the country, approx.. 400,000 athletes. USAT Triathlon Foundation also awarded TeamE Multi Sport a recipient of the 2021 Pillar Grant for being a leader in Youth Multi Sport. Not only do I feel like we have put Bentonville on the map for Triathlon, but I feel like we are really changing these the lives of our athletes by offering them a chance to see success in this growing life long sport.

Thank you for your consideration.

Erin Edminister
erinedminister@gmail.com
402-770-8831



PURCHASING DEPARTMENT
2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
1000 SW 14TH ST
BENTONVILLE, ARKANSAS 72712
RFP-22-98

REQUEST FOR PROPOSAL

SOLICITATION INFORMATION			
Proposal Number:	RFP-22-98	Date of Issuance:	OCTOBER 30, 2022
Brief Description:	Youth and Adult Triathlon Teams and Triathlon Programming		
Agency:	The City of Bentonville, Parks and Recreation Department		

SUBMISSION DEADLINE FOR RESPONSE			
Proposal Submission Deadline: (Date)	NOVEMBER 17, 2022	Proposal Submission Deadline: (Time)	10:00 A.M.

Proposals must be received by the Purchasing Department prior to 10:00 A.M. on November 17, 2022. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit Proposals at the designated location on or before the Proposal submission deadline. Proposals received after the designated Proposal submission deadline will be considered late and will be rejected.

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address: *Prospective vendors assume all risk for timely, properly submitted deliveries.	City of Bentonville Administrative Services Building Attn: Purchasing Department – 2 nd Floor 1000 SW 14 th ST Bentonville, Arkansas 72712
Proposal's Outer Packaging:	Outer packaging must be sealed and properly marked with the following information: - Proposal Number: RFP-22-98 - Vendor's name and return address Proposals which must be opened to be identified will be considered incomplete and may be rejected.
Number of Copies for Submission:	(1) One signed original of the Proposal is to be delivered by the specified date and time of the Proposal deadline listed herein. Failure to deliver the specified number of originals will be considered a late submission and will be rejected, without exception. Submissions may not be submitted via email; digital copies received via email will be deleted upon receipt and will not be acknowledged as submitted.

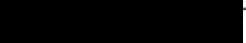
CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE CONTACT INFORMATION

Purchasing Manager:	Gladys Shoemake	Purchasing Email:	purchasing@bentonvillear.com
Purchasing Phone Number:	(479) 271-3115	Purchasing Address:	Administrative Services-2 nd Floor 1000 SW 14 th St. Bentonville, AR 72712

Questions regarding this Proposal should be directed ONLY to the Purchasing Department via written communication (email or mail). The deadline for submitting questions related to this Request for Proposal is **NOVEMBER 14, 2022 at 4:30 P.M.**

EXECUTION OF PROPOSAL (REQUIRED RESPONSE FIELD)

Upon signing this Proposal, the proposer certifies that he or she has read and agrees to the requirements set forth in this Proposal including specifications, conditions and pertinent information regarding the articles being proposed on. **Unsigned Proposals will be rejected without exception.**

NAME OF FIRM: TeamE Multi Sport LLC		PHONE NUMBER: 402-770-8831	FAX NUMBER:	EMAIL: erinedminister@gmail.com
BUSINESS STREET ADDRESS: 4703 SW Newcastle Rd.		CITY: Bentonville	STATE: AR	ZIP: 72713
SIGNATURE OF AUTHORIZED PERSON: 		DATE: 11/4/22		
PRINTED OR TYPED NAME: Erin Edminister		TITLE:		
ARKANSAS SALES OR USE TAX NUMBER (if applicable):				



RFP-22-98- PROPOSAL FORM

Program Design Continued

Will there be seasonal scheduling changes (check one): ☒ Yes* ☐ No

**If yes, use the provided additional programming tables to express the different proposed seasonal schedules.*

June-Sept (Tri Season) Tuesday Practice 5-7pm @ BCC, Wednesday 9:15-10:30am @ Old Tiger Track, Thursday 5-7pm @ Melvin Ford Aquatics Center

Oct-May (off season Tri Conditioning) Sundays 4-5pm @ BCC

Use the space below to provide additional relevant program design details/information (optional):

Off season Tri conditioning is focused around swim and run. We work agility drills to improve speed on the run and swim to keep cardio up with focus on strokes and techniques.

June-Sept: Our squad of 75 athletes is broken up into "Elite" and "Junior" squads and practice is focused around skills and age appropriate training to meet the needs of all athletes.



RFP-22-98- PROPOSAL FORM

Program Design Continued

Will you be offering any supplemental items, services, or materials to participants as part of the program proposal (check one)?: ☒ Yes* ☐ No

**If yes, use the space below to provide additional details. Remember to communicate any differences in seasonal programs, days/times etc.*

Private lessons for strokes on swim are offered, on top of added conditioning for Elite members. We also travel as a team to races in Republic, MO., Kansas City, KS, and age group Nationals in Wisconsin.

Describe how your proposed program design is unique; what sets your services apart from others. Why is it the best option for the City?

Our Coaching staff is the most experienced in the region. We have a certified strength coach who works hands on with athletes to ensure form and proper technique is used at all times. We have two certified USAT coaches and a coaching assistant who is trained in CPR and First Aid. Kids join TeamE to have fun while learning life long skills to be healthy and active. I am the only professional triathlete in the area which has given me an amazing opportunity to inspire the youth of our community to follow their dreams.

Describe why your proposed programming would be successful.

Our Tri Club has proven to be successful by producing high level athletes but also offering a junior squad which is more rec. league for kids who don't want to be as serious. Our coaching staff can accomodate all levels to ensure kids are having fun and able to reach their full potential.



RFP-22-98- PROPOSAL FORM

Program Design Continued

Are you submitting for any additional Requests for Proposals for camps/programs for the City of Bentonville and proposing to provide multiple camps or programs?

☒ Yes ☐ No

A separate Proposal envelope must be provided for each RFP, even when respondents are combining programming. Use this question to indicate that multiple or combined programs are being proposed.

If yes, use the space below to describe how you propose to provide the combined or multiple camps, programs, or lessons.

Masters Swim Programming (RFP- 97) and Triathlon Camp Coach (RFP-99)



RFP-22-98- PROPOSAL FORM

2. QUALIFICATIONS & PAST PERFORMANCE

Note: If there are multiple coaches/providers in your Proposal, include the Qualification and Past Performance information for all, as applicable.

What certifications or licenses (if any) do you possess for the services you are proposing to provide?

USAT Level 1 Coach, USA Swimming Level 2 Coach, Active Elite (professional) racing license for USA Triathlon, CPR and First Aid Certified, Certified Race Director through USA Triathlon.

How many years have you been providing similar services professionally? 9 years

List the programs, classes, and/or camps you have provided in the last five (5) years, beginning with your most recent and providing details regarding when last completed.

(founder) Bentonville Parks and Recreation Camp Triathlon (2014-Current)
 (founder) Bentonville Parks and Recreation Camp Run (2021-Current)
 (founder) Bentonville Parks and Recreation Competitive Tri Team- TEAME MULTI SPORT (2018-current)
 JCPRD Kids Triathlon Committee (2022-current)
 Blake St. Triathlon Program (2021-Current)
 Blake St. Run Program (2020-Current)
 Team Endurance Tri Camp Coach and Coordinator (2018-2021)
 Trifest for MS Training Series Coordinator and Coach (2016-2020)
 Trifest for MS Para Training Series Coordinator (2016-2020)

List three references for whom you have provided the same or similar services to below. The City reserves the right to contact these references and inquire as to your performance and programming details.

- 1) **Company Name** _____ **Contact Name** Nicole Anderson
Contact Email nic12ole@hotmail.com **Contact Phone** 636-346-7683
Type of Service Provided: Youth Triathlon Parent of Team members
Date Services Began 2018 **Date Services Ended:** Current
- 2) **Company Name** _____ **Contact Name** Sara Robinson
Contact Email sarabug0177@gmail.com **Contact Phone** 479-621-1278
Type of Service Provided: member of Tri Community, event volunteer
Date Services Began 2018 **Date Services Ended:** Current
- 3) **Company Name** _____ **Contact Name** Amber D' Angelo
Contact Email amdangelo4@gmail.com **Contact Phone** 479-366-1049
Type of Service Provided: Co Coach of TeamE Multi Sport
Date Services Began 2019 **Date Services Ended:** Current



RFP-22-98- PROPOSAL FORM

3. CHARGE FOR SERVICES/RATE

Use the following pages to communicate the cost of the services (rate) proposed for each team/lesson/programming. The rate must be communicated in a per lesson or per participant structure (Submitter must check the applicable rate structure and provide a description; if both are applicable, Submitter must clearly communicate the cause for both being applicable). Failure to communicate the rate may result in rejection of the Proposal.

Note that separate Program Description Pages have been provided for use in relaying different types of programming (ex. Youth Triathlon Team vs. Year Round Conditioning)

PAGE 1-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Youth Triathlon Team)

Option 1:

Per Lesson Rate Proposed ☐ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per lesson

Option 2:

Per Participant Rate Proposed ☒ (check if applicable and provide description and rate below)

Description: 192.50 per participant OR 75% was agreed upon in 2022 based on fee set by Parks and Recreation.
If fee raises in 2023 I ask percent paid to coach stays the same. (SUMMER YEAR ROUND)

Rate: \$ 192.50 per participant

Option 3:

Other Rate Proposed ☐ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per _____ (describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

Additional Pages (IF NEEDED) (This page can be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Programming Tables): Year Round Swim and Run Conditioning

Option 1:

Per Lesson Rate Proposed ☐ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per lesson**

Option 2:

Per Participant Rate Proposed ☒ **(check if applicable and provide description and rate below)**

Description: 75% of registration fee of BCC resident was agreed upon to be paid to the coach which was \$60.00 per participant per session. I ask to keep the percentage consistent based on what the fee is in 2023.

Rate: \$ _____ **per participant**

Option 3:

Other Rate Proposed ☐ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per** _____ **(describe)**

Use the space below to provide any additional rate detail (optional):

RFP-22-98 Proposed Programming Tables

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): Summer Triathlon Training
(example: Type of Youth Triathlon Programming)

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
Tuesday	5-7pm	☒ Bentonville Community Center ☐ Melvin Ford Aquatics Center	Bike racks, cones, training equipment needed for that day
Wednesday- OLD TIGER TRACK	9:15-10:30am	☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	agility ladders, cones, side walk chalk, pull tires
Thursday	5-7pm	☐ Bentonville Community Center ☒ Melvin Ford Aquatics Center	Bike racks, cones, training equipment needed for that day
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

(This page may be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)):
(example: Type of Youth Triathlon Programming)

Year Round Swim and Run Conditioning

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
Sunday	4-5pm	☒ Bentonville Community Center ☐ Melvin Ford Aquatics Center	Cones
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

Erin Edminister

Bentonville Masters Swim, TeamE Multi Sport LLC,
TeamE Multi Sport Foundation and Professional ITU Triathlete

erinedminister@gmail.com

(402) 770-8831

Hall of Fame Intro: <https://www.youtube.com/watch?v=moA6RKkhtxM>

DRURY UNIVERSITY BACHELOR DEGREE	2012-2015
Communication Leadership and Change	
DRURY UNIVERSITY MASTERS DEGREE	
Masters of Arts in Communication	2015-2016
COACHING EXPERIENCE:	2016-Current
• Founder of Bentonville Masters Swim- ○ Grew Program from 0 to 70 average monthly members ○ Write 3 workouts each practice meeting the needs from beginner to advanced level athletes ○ Created and Managed annual Swim Challenges ○ Worked with Bentonville Parks and Recreation to develop program schedule and fees ○ Coached athletes to USMS Masters Swim records, Masters US National Meet Qualifying Standards and US Triathlon World Championships • Revamped Walton Life Masters Swim Program ○ Program had been on a hiatus for a year due to lack of membership ○ Grew Program to monthly membership needed to sustain program • 2021 Founder of Blake St. Summer Triathlon Program • Bentonville Community Center Private Lesson Swim Instructor • USA Swimming Level II coach certified • USA Triathlon Level I Coach Certified • CPR and First Aid Certified	
PROFESSIONAL EXPERIENCE:	2018-Current
• Founder of TeamE Multi Sport LLC and TeamE Multi Sport Foundation ○ Grew team from scratch to 130 members (adult and youth) ○ Run weekly workouts to meet needs of all ages and abilities ○ Manage budget ○ Host and Race direct local races ○ Gain 15k in annual team sponsorships ○ Awarded 2022 Pillar Grant Recipient by USA Triathlon Foundation for being a leader in Multi Sport. ○ Created TeamE Multi Sport Foundation to offer local kids more opportunity to race locally and bridge the financial gap to local kids who can't afford to get into the sport	

(Continue to Page 2)

Professional Athletic Achievements:

TRIATHLON

- 7th ranked American in the world on the ITU Circuit in 2017
- highest rank of 34th ranked triathlete on the ITU circuit in the world
- Team USA National Team Member 2013-2018
- 3x Professional World Cup Top5 Finisher on the International Stage

Personal Athletic Achievements:

SWIMMING AND RUNNING

- Sixteen Time All-American Swimmer for Drury University, 2008-2012
- Inductee into the Drury University Athletic Hall of Fame
- Selected as Most Valuable Swimmer by Drury University, 2012 & Team Captain
- Three Time Individual National Champion NCAA DII
- Drury University Team Captain- 2012
- Female GLVC Runner of the Year Track and Field, 2013
- Cross Country NCAA DII National Qualifier
- Indoor and Outdoor Track NCAA DII National Qualifier

Oct, 2022

IF YOU'RE NOT HAVING FUN YOU AREN'T DOING IT RIGHT

- TEAME KIDS KNOW HOW TO HAVE FUN AND RACE HARD.

By Erin Edminister, TeamE Multi Sport Head Coach

As a USA Triathlon National Team member from 2013-2019 I was always looking for ways to do what I loved while also making a little money between traveling the world race after race. I moved from Springfield, Mo., to one of the cycling capitals of the United States, Bentonville, Arkansas, in 2013 after a successful college swimming and

running career for Drury University. There I joined USA Triathlon's College Recruitment Program and dedicated my life to being the best I could be in the sport I loved.

In 2014 the parks director asked me to host a tri camp with Bentonville Parks and Recreation and we offered the first-ever triathlon camp in the state of Arkansas for kids ages 5-16. Today we offer three camps with a 20-kid sell out and three year-round 12-week programs to condition for the swim and run in the off-season, and operate an elite and junior team that sells out at 70 kids. By growing the largest youth multisport program in the region and being the only USA Triathlon Certified program in the state we believe we have helped put youth multisport on the map and our kids couldn't be more excited.

As a club swimmer I learned how to work hard, as a college athlete I learned how to win for my team, and as a professional athlete I learned how to race for my country. As a coach I have learned how to instill a passion in these kids for a sport that I truly believe changes lives. We have found ways to keep the athletes on their toes by competing in Popsicle races, transition races, biking drills and running relays. The best part about our sport is with three sports to train it never gets boring!

When kids are having fun, they race the fastest. The easiest way we have found to get kids to race fast is by fueling the passion for sport in them.

This year TeamE Multi Sport received a Pillar Grant from the USA Triathlon Foundation. This grant has allowed us to purchase team tents to keep kids out of the sun before races, as well as agility ladders, cones and transition racks, and offer more local racing opportunities. As we go into our fourth year of impacting kids in our community, we have seen first-hand how all of us can change lives by TRI'ing.



2022 GRANT RECIPIENTS



DIALED JUNIORS TRIATHLON TEAM

Young women in Camas, Wash., are experiencing the sense of belonging and community that triathlon provides thanks to Dialed Juniors and the USA Triathlon Foundation. One of the challenges Dialed Juniors is tackling is access to bikes by creating an equipment collective within their team to introduce the sport to athletes across their community.



KIDS THAT TRI CLEVELAND

Learning the lifelong skills of swimming, biking and running, and the important life lessons of self-discipline, sportsmanship and teamwork. Kids That Tri Cleveland helps diverse students in grades 6-12 complete one or more triathlons per season and experience the multisport lifestyle at no cost to the athlete.



EXCEEDING EXPECTATIONS

Striving to replace negative influences with positive role models, instilling a powerful new discipline of setting measurable goals and working hard to achieve them, and espousing the virtues of healthy habits - triathlon provides the foundation to teach these valuable life lessons and Exceeding Expectations provides the opportunity.



TEAM CJ FOR AUTISM

Creating a feeling of belonging to a team while empowering individuals to do their best. This is what Team CJ for Autism does for autistic kids and their siblings. With help from the USA Triathlon Foundation, young athletes were able to experience the transformative joy of multisport at no cost to their families.

Administrative Services
Purchasing Department
1000 SW 14th Street
Bentonville, AR 72712



CITY OF BENTONVILLE, ARKANSAS

City Hall
305 SW A Street
Bentonville, AR 72712

EXHIBIT B

CITY OF BENTONVILLE SOLICITATION RFP-22-98-Youth and Adult Triathlon Teams and Triathlon Programming



CITY OF BENTONVILLE

PURCHASING DEPARTMENT— (479) 271-3115 —PURCHASING@BENTONVILLEAR.COM
ADMINISTRATIVE SERVICES BUILDING -1000 SW 14TH ST. BENTONVILLE, ARKANSAS 72712

FOR PUBLICATION

PUBLICATION DATE: October 30, 2022

NOTICE
TRIATHLON TEAM AND TRIATHLON PROGRAMMING PROVIDER
REQUEST FOR PROPOSALS
(RFP)-22-98

The City is accepting formal, sealed proposals from properly experienced, licensed and insured as applicable, individuals or entities for professional instruction services for youth and adult Triathlon Teams and triathlon programming. The awarded Proposer will be required to sign a binding Contract with the City; the awarded Contract will be for a one (1) year term, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years.

Interested parties can obtain the required Response Packet by emailing purchasing@bentonvillear.com, by calling 479-271-3115, or from the Purchasing Department located at the address below. The Response Packet may also be downloaded from the Purchasing Page of the City's website (<http://www.bentonvillear.com/211/Purchasing>) by clicking 'Review Open RFQs and RFPs'; however, the City encourages any Parties whom download the Response Packet to alert the Purchasing Department via the contact information above to ensure they receive any issued Addenda or Q&A. Interested Parties should note that there may be a 24-48 hour delay in the Response Packets being uploaded on the City's website from the date of publication

The deadline for submission of a Proposal in response to this request is Thursday, November 17, 2022 at 10:00 AM CST. Submissions shall only be delivered to the City of Bentonville Purchasing Department, located within the City of Bentonville Administrative Services Building, located at 1000 SW 14th Street Bentonville, AR 72712, on the 2nd Floor. All Submissions must be received by the Purchasing Department prior to the deadline for submissions stated in this Advertisement and shall be delivered in a sealed envelope and as required in the Response Packet for this solicitation. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit responses at the designated location before the required due date and time. Responses received after the deadline date and time will be considered late and will be rejected, without exception. Proposals which are unsigned will be rejected.

The City of Bentonville Purchasing Department encourages all qualified small, minority and women owned business enterprises to submit proposals/bids for City contracts.

All questions must be submitted via written communication only to purchasing@bentonvillear.com. The deadline for questions to be submitted regarding this Request is November 14, 2022 at 4:30 PM CST.

Department Responsible for Advertising Costs: Accounting



CITY OF BENTONVILLE, ARKANSAS
PURCHASING DEPARTMENT
2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
1000 SW 14TH ST
BENTONVILLE, ARKANSAS 72712
RFP-22-98

REQUEST FOR PROPOSAL

SOLICITATION INFORMATION			
Proposal Number:	RFP-22-98	Date of Issuance:	OCTOBER 30, 2022
Brief Description:	Youth and Adult Triathlon Teams and Triathlon Programming		
Agency:	The City of Bentonville, Parks and Recreation Department		

SUBMISSION DEADLINE FOR RESPONSE			
Proposal Submission Deadline: (Date)	NOVEMBER 17, 2022	Proposal Submission Deadline: (Time)	10:00 A.M.
Proposals must be received by the Purchasing Department prior to 10:00 A.M. on November 17, 2022. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit Proposals at the designated location on or before the Proposal submission deadline. Proposals received after the designated Proposal submission deadline will be considered late and will be rejected.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address: *Prospective vendors assume all risk for timely, properly submitted deliveries.	City of Bentonville Administrative Services Building Attn: Purchasing Department – 2 nd Floor 1000 SW 14 th ST Bentonville, Arkansas 72712
Proposal's Outer Packaging:	Outer packaging must be sealed and properly marked with the following information: • Proposal Number: RFP-22-98 • Vendor's name and return address Proposals which must be opened to be identified will be considered incomplete and may be rejected.
Number of Copies for Submission:	(1) One signed original of the Proposal is to be delivered by the specified date and time of the Proposal deadline listed herein. Failure to deliver the specified number of originals will be considered a late submission and will be rejected, without exception. Submissions may not be submitted via email; digital copies received via email will be deleted upon receipt and will not be acknowledged as submitted.

CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE CONTACT INFORMATION			
Purchasing Manager:	Gladys Shoemake	Purchasing Email:	purchasing@bentonvillear.com
Purchasing Phone Number:	(479) 271-3115	Purchasing Address:	Administrative Services-2 nd Floor 1000 SW 14 th St. Bentonville, AR 72712

Questions regarding this Proposal should be directed ONLY to the Purchasing Department via written communication (email or mail). The deadline for submitting questions related to this Request for Proposal is **NOVEMBER 14, 2022 at 4:30 P.M.**

EXECUTION OF PROPOSAL (REQUIRED RESPONSE FIELD)

Upon signing this Proposal, the proposer certifies that he or she has read and agrees to the requirements set forth in this Proposal including specifications, conditions and pertinent information regarding the articles being proposed on. **Unsigned Proposals will be rejected without exception.**

NAME OF FIRM:	PHONE NUMBER:	FAX NUMBER:	EMAIL:
BUSINESS STREET ADDRESS:	CITY:	STATE:	ZIP:
SIGNATURE OF AUTHORIZED PERSON:		DATE:	
PRINTED OR TYPED NAME:		TITLE:	
ARKANSAS SALES OR USE TAX NUMBER (if applicable):			



CITY OF BENTONVILLE, ARKANSAS
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PURCHASING DEPARTMENT
2ND FLOOR ADMINISTRATIVE SERVICES BUILDING
1000 SW 14TH ST
BENTONVILLE, ARKANSAS 72712
RFP-22-98

SUMMARY: SERVICES & DEADLINES

SUMMARY OF REQUESTED SERVICES

The City of Bentonville is accepting Proposals from properly experienced, licensed and insured as applicable, individuals or entities for professional instruction services for Youth and Adult Triathlon Teams and Triathlon Programming. The awarded Proposer will be required to sign a binding Contract with the City; the awarded Contract will be for a one (1) year term, renewable annually upon mutual written agreement for a maximum term not to exceed three (3) years.

Interested in submitting?

- Read through this entire Response Packet. This is the City's document for requesting Proposals. It contains important information regarding the Scope of Work, location and the terms and conditions of the work and the contract.
- Submit questions (prior to the deadline listed in this Packet) if you need clarification on something or have specific questions (submit to purchasing@bentonvillear.com).
- If you would like to submit a Proposal, be sure to include information that relates to the Evaluation Criteria listed in this Response Packet (this is how your Proposal will be ranked).
 - o You can create your Proposal in the format you choose, include pictures if you want to and choose the method you would like to tell the City about the services you provide and what you are Proposing to the City. Just remember to sign Page 1 of this Packet and your Proposal, and include it when you submit your Proposal.
- Remember that, while the City reserves the right to interview any or all Proposers, the City may select and award the Contract to a Proposer without discussion with the Proposer, so Proposals should be submitted with the most favorable terms.
- Remember to submit your Proposal BEFORE the SUBMISSION DEADLINE. The submission needs to be sealed (as instructed in this Response Packet).

DEADLINES:

 Advertisement Published, Requesting Proposals: October 30, 2022

 **Deadline to Submit Questions: NOVEMBER 14, 2022 (4:30PM)**

 **Deadline to Submit Proposals: NOVEMBER 17, 2022 (10:00AM)**

*The hard copy Submission must be delivered prior to the deadline date/time in a SEALED envelope.

PROPOSALS CANNOT BE EMAILED.



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RFP-22-98

NOTICE REGARDING MULTIPLE RFPs

The City currently has three RFP solicitation open:

- RFP-22-97-Masters Swim Team
- RFP-22-98-Triathlon Teams & Programming
- RFP-22-99-Youth Triathlon Camps

A Proposer may submit separately to all RFPs or combine the Programs to propose a unique or continuous program offering; however, the Proposer **MUST SUBMIT A SEPARATE ENVELOPE (ACCORDING TO THAT RFPs SUBMISSION REQUIREMENTS) TO EACH RFP THEY ARE SUBMITTING FOR TO ENSURE THAT THEIR PROPOSAL IS CONSIDERED FOR THAT PROGRAM.**

Example: *If Proposer submits a Proposal to offer Triathlon Teams & Programming, as well as Youth Triathlon Camps, the Proposer would submit separate envelopes containing their Proposal to both RFP-22-98 and RFP-22-99 according to the RFP respective deadlines and requirements.*

[This space has been intentionally left blank]

The City reserves the right to award the Contract in its best interest.



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SCOPE OF WORK

The Scope of Work is to provide services for Youth and Adult Triathlon Teams and Triathlon Programming for the City of Bentonville. The listed Scope of Work in this Response Packet is not intended to encompass all aspects of operating the Program(s), but is intended to convey the minimum requirements. The information contained in the Proposal Form pertaining to locations, available time ranges and equipment being provided from the City, in addition to all other information contained in this Response Packet, shall be included in the Scope of Work.

Program Descriptions: The Youth and Adult Triathlon Teams provide participants a fun way to compete in the sport of triathlon while learning and perfecting the basics of swim, bike, and run.

Triathlon Programming Description: The Scope of Work includes additional Youth and Adult Triathlon Programming, as proposed by the Provider and accepted by the City, such as year-round conditioning.

Provider shall be responsible, at minimum, for the following:

- ☐ Conducting said business as not to interfere with other uses or activities on the property.
- ☐ Comply with all local, state and federal laws, rules, regulations, orders, guidelines, and/or directions.
- ☐ Provider is responsible for the maintenance and replacement of their equipment, regardless of any damage occurring during performance of their services for the City.
- ☐ Clean equipment as necessary after camps/lessons.
- ☐ Provide instruction services for the camps/lessons/teams as applicable to the services stated herein.
- ☐ Responsible for finding their own substitute, if necessary, and notifying BPR management in advance for approval.
- ☐ Awarded Proposer should be available to begin services within two (2) weeks from notification of award.

The City shall be responsible for the following:

- ☐ Is responsible for camps, recreation programs, instruction services, classes and other recreation programs for the citizens of Bentonville.
- ☐ Will have the ultimate determination of the program format.
- ☐ Will create marketing and registration material for the program(s), allowing for input and recommendation from Provider where it pertains to participant's needs.
- ☐ Will have the ultimate determination for all schedules of the programs.
- ☐ Will provide BPR employees or counselors, if necessary, to participate with check-in and check-out for the program(s), or other operations of the program(s). BPR shall have the final determination if BPR employee participation is necessary.



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EVALUATION FACTORS

Proposers should address each of these factors in their Submission for the Committee's review when ranking.

These Evaluation Factors will be used by the Selection Committee to rank each Proposal. Each Evaluation Factor has a point value (Ex. 25 points); the Selection Committee Members will use this to rank the Proposer/Submission based on the number of points possible (ex. 1 =lowest/25=highest). Additional information or interviews may be requested from the three Proposers deemed to be the most highly qualified to provide the services, based on the Evaluation Scores. A Contract will be negotiated with the Proposer ranked the most qualified by the Selection Committee.

1. Qualifications:

Point
Value

30

- In relation to the work to be performed/services to be provided.
 - Certificates or licenses if any/as applicable
 - Number of years providing similar services professionally
- Information showing the qualifications of the Proposer.
- Proposers should indicate specialized experience in connection with the type of Service they are submitting for.
- Information giving the names and qualifications of the major personnel who will be assigned to these services (this project).

2. Past Performance

Point
Value

30

- Proposer's experience, in providing the services described (to the City or to outside entities/references)
 - Programs, classes, and/or camps provided in the last five (5) years
 - References for whom the Proposer has provided the same or similar services
- Previous evaluations/performance with the City will be a significant factor. If not available, past performance with others will be used.
- Information giving the names and experience of the major personnel who will be assigned to these services (this project).
- Past performance includes, but is not limited to quality of work, timely performance, diligence and any other important information.

Proposers **ARE REQUIRED** to provide a list of similar jobs performed and contact information for each job (references).

3. Program Design

Point
Value

25

- Proposed program design, including how comprehensive and beneficial the program is to the City and participants.
- Uniqueness of program and supplemental offerings to participants.

4. Charge for Services/Rate

Point
Value

15

- The proposed fee and/or fee structure.
- This price should be in the form of the fee charged to the City for the services, not the fee charged to participants (the City will determine the participant fee(s) based on the selected Proposal), allowing for input from the selected provider when applicable.



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TERMS & CONDITIONS

1. Firms responding to this Request for Proposal ("RFP") must submit their Proposals prior to the deadline provided herein.
2. The City of Bentonville, Arkansas will be referred to as "City". The Proposer submitting a Proposal in response to this RFP will be referred to as "Proposer", "Submitter", "Provider", or "Contractor" periodically throughout this RFP.
3. Proposals must be submitted in a sealed package or envelope, clearly listing the following information on the outer envelope:
 - **RFP Number:** RFP-22-98
 - **Proposer's Information:** Name and address

No telephone, electronic, or facsimile Proposals will be considered.

4. Proposers shall use the Proposal Form included and may provide additional supporting documentation pertinent to clarification of the Proposal.

There are no Proposal format restrictions, except as stated herein.

5. The City reserves the right to:
 - Reject any and all Proposals received as a result of this RFP.
 - Waive or decline to waive any informalities and any irregularities in any Proposal or responses received.
 - Adopt all or any part of the Proposal.
 - Negotiate changes in the scope of work or services to be provided.
 - Withhold the award of contract.
 - Select the Proposer it deems to be in the best interest of the City and most qualified to fulfill the needs of the City. The Proposer with the lowest costs offered may not necessarily be selected for award.
6. Any and all inquiries or requests for explanation in regard to the City's requirements, or any other information pertaining to this Request for Proposal, should be made to the Purchasing Office via the information on page one (1) of this RFP document. Only written requests will be considered. No oral interpretations or clarifications will be given as to the meaning of any part of this RFP. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit proposals, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submitting Proposals.
7. It shall be clearly understood that any costs incurred by the Proposer in responding to this Request for Proposal is at the Proposer's risk and expense as a cost of doing business. The City is not responsible for any reimbursement to the Proposer for any expense so incurred, regardless of acceptance of Proposal or issuance of award.
8. All Proposals and other materials submitted shall become the property of the City.



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9. Any conditions or expectations on the part of the Proposer for performance by the City Of Bentonville must be set forth in the Proposal. The City is not obligated to consider the Proposer's post submittal terms and conditions.
10. This Proposal must contain the signature of a duly authorized officer or agent of the Proposer's company empowered with the right to bind and negotiate on behalf of the Proposer for the amounts and terms proposed.
11. Any information provided herein is intended to assist the Proposer in the preparation of Proposals necessary to properly respond to this RFP. This RFP is designed to provide the qualified Proposers with sufficient basic information to submit Proposals meeting minimum specifications and test requirements, but is not intended to limit an RFP's content or to exclude any relevant or essential information.
12. At the discretion of the City, one or more Proposers may be asked for more detailed information before final ranking and/or award of the Proposal.
13. The selected Proposer will exercise due professional care in understanding the type of engagement and in performing the services described herein.
14. While the City reserves the right to interview any or all Proposers, award of a contract may be made without discussion with Proposer after proposals are received. Proposals should, therefore, be submitted on the most favorable terms available.
15. The City of Bentonville requires all vendors and contractors doing business with the City not to discriminate against any person on the basis of race, age, color, religion, sex, ancestry, non-job-related handicaps, or national origin.
16. **Term:** The awarded Proposer shall be awarded the Contract for a period of one (1) year, renewable annually upon mutual written consent for a total maximum term of three (3) years. There shall be no change in the terms of the contract during the original contract term, or any renewal term thereafter, unless mutually agreed upon in writing and in accordance with the City of Bentonville Purchasing Policy and applicable laws.
17. **Insurance:** Provider may be required to maintain insurance and provide proof of such. Provider is responsible for maintaining insurance for themselves, their employees or independent contractors, as applicable and as required by law, such as Workers Compensation.
18. **Criminal Background Checks:** The awarded Proposer and any employee or representative of the awarded proposal who will be performing work under the awarded contract may be subject to a criminal background check, to be administered by the City of Bentonville.
19. **Credit Report:** The awarded Proposer may be subject to a credit check, performed by the City of Bentonville.
20. **Timeline:** The City intends to award the contract prior to January 1, 2023; however, this is not a guaranteed timeline.
21. **Investigation:** It shall be the responsibility of the Proposer to make any and all investigations necessary to become thoroughly informed of what is required and specified in the Proposal. No plea of ignorance by the Proposer of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Proposer to make necessary examinations and investigations will be accepted as a basis for varying the requirements of the City of the compensation to the Proposer or performance of the Contract.



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Each Proposer submitting a Proposal is responsible for examining the complete Proposal package and any Addenda, and is responsible for informing itself of all of the conditions that might in any way affect the cost of the performance of any work or requirements related to the work described herein. Failure to do so will be at the sole risk of the Proposer.

22. Proposer Qualifications: The City reserves the right to award Contract to the highest rated Proposer, as determined through Proposal evaluation and the evaluation criteria, who furnishes evidence satisfactory to the City that Proposer has the necessary abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the work.

Although program quality is a major consideration, references, service, and past experience, if applicable, will also be considered and part of the Proposal evaluation. The City reserves the right to use any information provided in Proposer's Proposal in the evaluation of Proposals for award.

In determining the responsibility of any Proposer, the City reserves the right and may take into account other factors in addition to financial responsibility, such as past records of its or other entities transactions with the Proposer, experience, ability to complete performance within the necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources. The Proposal will be awarded in the City's best interests based on these and other legally-allowable considerations.

The City reserves the right and may make any investigations deemed necessary to determine the ability of the Proposer to perform the work. The Proposer agrees to furnish any information and data requested by the City for this purpose.

The City reserves the right to and may require the Proposer to provide proof of its capability to perform the work as described and required herein; however, prequalification of the Proposer shall not be required.

23. Cancellation/Rescheduling: The City reserves the right to cancel the whole or any part of the Contract if the Contractor fails to perform any of the provisions of the Contract or fails to make delivery within the time stated. The Contractor will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

The City reserves the right to postpone or reschedule programs/camps, at any time, to provide for the welfare and safety of the general public, with rescheduled or makeup program/camps dates at an agreed upon time, at no additional expense to the City and at a time acceptable to the City.

24. Taxes and Other Costs: The Proposer is responsible, and the City expects Proposer, to pay all relevant/applicable taxes (including City, State and Federal) and all other costs associated with doing business.



RFP-22-98- PROPOSAL FORM

BPR wants to offer the most comprehensive and beneficial programs to participants. The intent of this RFP is for respondents to provide the City with their proposal to meet the City’s needs, and explain how they propose to provide the most advantageous programming for both the City and participants. While the intent of this Proposal Form is to provide the Selection Committee with the responses they will need to evaluate Proposals, respondents may include additional information and/or material in their Submission as they choose, for the Committee’s consideration.

1. PROGRAM DESIGN:

Scheduling Overview: The Youth and Adult Triathlon Teams and Triathlon Programming runs year-round, and schedules often change from summer to fall, winter, and spring. There is potential for additional scheduling and other program challenges throughout the year. The below schedule shows the available day(s), location(s), available time ranges, and minimal equipment provided by the City for the programming. Old Tiger Track is available for any running focused practice based on the current availability at that time.

Triathlon Teams and Triathlon Programming (youth and/or adult):

Days	Monday – Friday	Saturday	Sunday
Available Time Range*:	8:00am-1:00pm 5:00pm-8:00pm	7:00am-7:00pm	12:00pm-4:30pm
Location(s):	Bentonville Community Center & Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center	Bentonville Community Center & Melvin Ford Aquatics Center
Equipment BPR Provides:	Kickboards & Pace Clocks	Kickboards & Pace Clocks	Kickboards & Pace Clocks

*The times provided are intended to convey a range, meaning that programming would be possible at any time between those ranges.

Year-round Conditioning (youth and/or adult):

Days	Saturday	Sunday
Available Time Range*:	12:00pm-6:30pm	12:00pm-5:30pm
Location(s):	Bentonville Community Center	Bentonville Community Center
Equipment BPR Provides:	Kickboards & Pace Clocks	Kickboards & Pace Clocks

*The times provided are intended to convey a range, meaning that programming would be possible at any time between those ranges.

Using the tables provided at the end of this Proposal Form, describe the proposed programming, using the table format to express scheduling and the blank space to provide other relevant program details. Provider may propose as many or as few programs as they choose that fit within the Scope of Work of Youth and Adult Triathlon Teams and Triathlon Programming.



RFP-22-98- PROPOSAL FORM

Program Design Continued

Will there be seasonal scheduling changes (check one): ☐ Yes* ☐ No
**If yes, use the provided additional programming tables to express the different proposed seasonal schedules.*

Use the space below to provide additional relevant program design details/information (optional):



RFP-22-98- PROPOSAL FORM

Program Design Continued

Will you be offering any supplemental items, services, or materials to participants as part of the program proposal (check one)?: ☐ Yes* ☐ No

**If yes, use the space below to provide additional details. Remember to communicate any differences in seasonal programs, days/times etc.*

Describe how your proposed program design is unique; what sets your services apart from others. Why is it the best option for the City?

Describe why your proposed programming would be successful.



RFP-22-98- PROPOSAL FORM

Program Design Continued

Are you submitting for any additional Requests for Proposals for camps/programs for the City of Bentonville and proposing to provide multiple camps or programs?

☐ Yes ☐ No

A separate Proposal envelope must be provided for each RFP, even when respondents are combining programming. Use this question to indicate that multiple or combined programs are being proposed.

If yes, use the space below to describe how you propose to provide the combined or multiple camps, programs, or lessons.



RFP-22-98- PROPOSAL FORM

2. QUALIFICATIONS & PAST PERFORMANCE

Note: If there are multiple coaches/providers in your Proposal, include the Qualification and Past Performance information for all, as applicable.

What certifications or licenses (if any) do you possess for the services you are proposing to provide?

How many years have you been providing similar services professionally? _____years

List the programs, classes, and/or camps you have provided in the last five (5) years, beginning with your most recent and providing details regarding when last completed.

List three references for whom you have provided the same or similar services to below. The City reserves the right to contact these references and inquire as to your performance and programming details.

- 1)

Company Name

Contact Name

Contact Email

Contact Phone

Type of Service Provided:

Date Services Began

Date Services Ended:
- 2)

Company Name

Contact Name

Contact Email

Contact Phone

Type of Service Provided:

Date Services Began

Date Services Ended:
- 3)

Company Name

Contact Name

Contact Email

Contact Phone

Type of Service Provided:

Date Services Began

Date Services Ended:



RFP-22-98- PROPOSAL FORM

3. CHARGE FOR SERVICES/RATE

Use the following pages to communicate the cost of the services (rate) proposed for each team/lesson/programming. The rate must be communicated in a per lesson or per participant structure (Submitter must check the applicable rate structure and provide a description; if both are applicable, Submitter must clearly communicate the cause for both being applicable). Failure to communicate the rate may result in rejection of the Proposal.

Note that separate Program Description Pages have been provided for use in relaying different types of programming (ex. Youth Triathlon Team vs. Year Round Conditioning)

PAGE 1-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Youth Triathlon Team)

Option 1:

Per Lesson Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per lesson

Option 2:

Per Participant Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per participant

Option 3:

Other Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ per _____ (describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

PAGE 2-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Type of Youth Triathlon Programming)

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per lesson

Option 2:

Per Participant Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per _____(describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

PAGE 3-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Type of Youth Triathlon Programming)

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per lesson

Option 2:

Per Participant Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per _____(describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

PAGE 4-PROGRAM DESCRIPTION (must match Programming Tables): _____
(example: Type of Youth Triathlon Programming)

Option 1:

Per Lesson Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per lesson

Option 2:

Per Participant Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per participant

Option 3:

Other Rate Proposed _____(check if applicable and provide description and rate below)

Description: _____

Rate: \$_____per _____(describe)

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

CHARGE FOR SERVICES/RATE CONTINUED:

Additional Pages (IF NEEDED) (This page can be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Programming Tables): _____

Option 1:

Per Lesson Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per lesson**

Option 2:

Per Participant Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per participant**

Option 3:

Other Rate Proposed _____ **(check if applicable and provide description and rate below)**

Description: _____

Rate: \$ _____ **per** _____ **(describe)**

Use the space below to provide any additional rate detail (optional):



RFP-22-98- PROPOSAL FORM

Additional Pages (IF NEEDED) (This page can be copied if additional pages are needed)

PROGRAM DESCRIPTION (must match Programming Tables): _____

Option 1:

Per Lesson Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ **per lesson**

Option 2:

Per Participant Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ **per participant**

Option 3:

Other Rate Proposed _____ (check if applicable and provide description and rate below)

Description: _____

Rate: \$ _____ **per** _____ **(describe)**

Use the space below to provide any additional rate detail (optional):

RFP-22-98 Proposed Programming Tables

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____
(example: Type of Youth Triathlon Programming)

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____
(example: Type of Youth Triathlon Programming)

Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____
(example: Type of Youth Triathlon Programming)
Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	

PROGRAM DESCRIPTION (must match Charge for Services/Rate Page(s)): _____
(example: Type of Youth Triathlon Programming)
Other Notes:

Days	Time(s):	Location(s) – Check all that Apply:	Equipment Proposer will Provide:
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	
		☐ Bentonville Community Center ☐ Melvin Ford Aquatics Center	



CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE

1000 SW 14TH STREET BENTONVILLE, AR 72712 – (479) 271-3115 – PURCHASING@BENTONVILLEAR.COM

ADDENDUM TO SOLICITATION

Solicitation ID:	RFP-22-98	Solicitation Title:	Youth and Adult Triathlon Teams and Triathlon Programming
Addendum Number:	1	Date of Issuance:	November 10, 2022

TO: Prospective Submitters

This Addendum modifies the original Response Document(s) dated October 30, 2022.

Submitters are required to acknowledge this Addendum by including it in their Submission or notating acknowledgement in their Submission. Failure to acknowledge this Addendum may result in rejection of the Submission.

This Addendum Number 1 consists of 4 page(s).

Clarification regarding combining RFP-22-97, RFP-22-98 and/or RFP-22-99 Proposal Submissions:

1.0 Due to a question received regarding how Proposals should be submitted in the event that an entity/vendor chooses to submit a combined Proposal (to two or three RFPs), the City determined that additional instruction was needed to provide clarity to entities/vendors interested in submitting a combined Proposal.

A. Should an entity/vendor want to submit for any combination of the three RFPs currently open for Parks and Recreation programming (only applicable to RFP-22-97, RFP-22-98 and RFP-22-99), they must follow the instructions contained in this Addendum Number 1. Failure to adhere to these instructions may result in rejection of the submission(s), due to and including but not limited to the City's lack of ability to fairly evaluate.

- i. A sealed envelope must be submitted containing separate Required Response Forms (Proposal Form and Cover Page) for each RFP that is included in that combination, with the outer envelope clearly labeled.



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ADDENDUM TO SOLICITATION

- ii. For example, if submitting a combined Proposal for RFP-22-97 and RFP-22-98, Proposer would include both the RFP-22-97 and RFP-22-98 Cover Pages and Proposal Forms and mark the outer envelope of the Submission with both solicitation numbers and titles, clearly indicating the submission of a combined Proposal.
- iii. In the event that a combined submission changes the pricing that would otherwise be applicable to submitting for only a single RFP, Proposers **MUST** still use separate pricing documents included in the Proposal Form. During evaluation, the City may combine the pricing or otherwise evaluate the Proposal.
- iv. The City will not split out combined Proposals to be evaluated for any single RFP or different combination of RFPs than what was originally submitted. Should the same entity/vendor wish to be considered for a single RFP or a different combination of the RFPs, they **MUST** submit separate sealed Proposals for just those RFPs as directed in this Addendum. Example: If the same entity/vendor wants to submit to RFP-22-97 and RFP-22-98 separately, they must submit **separate** proposals for just those solicitations, in addition to any separate submissions for combined offerings.
- v. In no event shall the same entity/vendor submit multiple Proposals for the same single RFP or combination of RFPs (duplicate submissions). To clarify, this does not prohibit the entity/vendor from submitting a combination Proposal and a single Proposal.

B. Interested Proposers may submit up to seven (7) separate Submissions for RFP-22-97, RFP-22-98 and/or RFP-22-99.

Possible Submission 1: RFP-22-97 only

Possible Submission 2: RFP-22-98 only

Possible Submission 3: RFP-22-99 only

Possible Submission 4: RFP-22-97 and RFP-22-98 combined

Possible Submission 5: RFP-22-97 and RFP-22-99 combined

Possible Submission 6: RFP-22-98 and RFP-22-99 combined

Possible Submission 7: RFP-22-97, RFP-22-98 and RFP-22-99 combined



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ADDENDUM TO SOLICITATION

- C. This Addendum Number 1 does not change any part of the Evaluation Factors set forth in RFP 22-97, RFP 22-98 or RFP-22-99. Each of the three solicitations will be ranked individually. While the City is aware there may be a desire from entities/vendors to submit combined Proposals, the City does not currently have a preference and therefore no Evaluation Factor weight is being calculated for whether a Proposal is combined or not.
- D. This Addendum Number 1 **replaces** the following statements/instruction in RFP-22-97, RFP-22-98, and RFP-22-99 Response Packets pertaining to combined submissions:
- i. Notice Regarding Multiple RFPs Page: Proposer must submit a separate envelope (according to that RFPs submission requirements) to each RFP they are submitting for to ensure that their Proposal is considered for the Program.
 - ii. Proposal Form Program Design: A separate Proposal envelope must be provided for each RFP, even when respondents are combining programming. Use this question to indicate that multiple or combined programs are being proposed.

Example of a correct combined RFP Submission:

A combined Proposal to RFP-22-98 and RFP-22-99 would contain, at minimum:

- RFP-22-98 Signed Cover Page, and Proposal Form, completed
- RFP-22-99 Signed Cover Page, and Proposal Form, completed
- The outer envelope would be sealed and would be marked as follows:

ABC Company (Address) City of Bentonville Purchasing Department ATTN: RFP-22-98 & RFP-22-99 Combined Submission
--



CITY OF BENTONVILLE, ARKANSAS PURCHASING OFFICE

1000 SW 14TH STREET BENTONVILLE, AR 72712 – (479) 271-3115 – PURCHASING@BENTONVILLEAR.COM

ADDENDUM TO SOLICITATION

Example of a correct single (not combined) RFP Submission:

A Proposal to RFP-22-98 would contain, at minimum:

- RFP-22-98 Signed Cover Page, and Proposal Form, completed
- The outer envelope would be sealed and would be marked as follows:

ABC Company
(Address)
City of Bentonville Purchasing Department
ATTN: RFP-22-98 Submission

2.0 Submissions: If an entity/vendor has already submitted their Proposal(s) to RFP-22-97, RFP-22-98, and/or RFP-22-99 (i.e. submitted before this Addendum 1), the entity/vendor may pick-up the previously submitted Proposals and deliver new Proposals if needed/if they choose to. All Submissions will remain sealed until the Submission Deadline date and time listed in the RFP-22-97-RFP-22-99 Required Response Packets.

[End of Addendum Number 1]



CITY OF BENTONVILLE, ARKANSAS PURCHASING DEPARTMENT

1000 SW 14TH STREET BENTONVILLE, AR 72712 – (479) 271-3115 – PURCHASING@BENTONVILLEAR.COM

RESPONSE TO REQUEST FOR INFORMATION (RFI)

Solicitation ID:	RFP-22-98	Solicitation Title:	Youth and Adult Triathlon Teams and Triathlon Programming
RFI RESPONSE NUMBER	1	Date of Issuance:	November 4, 2022

TO: Prospective Proposers

The purpose of this document is to distribute questions/requests for information and the City's response to those questions. There is no requirement to include this document in any Submission.

Line Number	Submitted Question	City's Response
1	Will only one person be selected for the job?	The Selection Committee will determine based on the Submissions and best interest of the City how the RFP/program will be awarded.



CITY OF BENTONVILLE, ARKANSAS PURCHASING DEPARTMENT

1000 SW 14TH STREET BENTONVILLE, AR 72712 – (479) 271-3115 – PURCHASING@BENTONVILLEAR.COM

RESPONSE TO REQUEST FOR INFORMATION (RFI)

Solicitation ID:	RFP-22-98	Solicitation Title:	Youth and Adult Triathlon Teams and Triathlon Programming
RFI RESPONSE NUMBER	2	Date of Issuance:	November 14, 2022

TO: Prospective Proposers

The purpose of this document is to distribute questions/requests for information and the City's response to those questions. There is no requirement to include this document in any Submission.

Line Number	Submitted Question	City's Response
1	Will only one person be selected for the job?	The Selection Committee will determine based on the Submissions and best interest of the City how the RFP/program will be awarded.
2	Is this for specific programs that we would like to bring to the BCC or is this to take over programs that are currently being run at the BCC &/or Melvin Ford?	These are Request for Proposals (RFP-22-97, RFP-22-98 and RFP-22-99) for program types currently available/have been available in the past, but the intent of the Request for Proposals is for providers to propose program designs for the City's consideration (these program designs may be the same or different from what the City has offered in the past).

ORDINANCE NO. _____

AN ORDINANCE WAIVING COMPETITIVE BIDDING FOR TRIATHLON SERVICES PROVIDED BY TEAM E MULTI SPORT LLC.; AND FOR OTHER PURPOSES.

WHEREAS, the Bentonville Parks and Recreation Department requests to exercise the renewal provision of the existing contract with Team E Multi Sport LLC. to provide Triathlon Services, previously selected during the RFP-22-98 process;

WHEREAS, due to the high demand for these services, it is anticipated that the amount payable will exceed the competitive bid threshold;

WHEREAS, the estimated payment for 2024 is sixty-six thousand dollars (\$66,00.00) and is completely funded by program registration fees; and

WHEREAS, competitive bidding should be waived as it would be impractical for the City to recreate this bid process as service providers were selected using the City's approved RFP process.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS THAT:

Section 1: The Mayor and City Clerk are authorized to enter into a contract with Team E Multi Sport LLC., for triathlon services, for sixty-six thousand dollars (\$66,000.00);

Section 2: There exists an exceptional circumstance whereby the requirements of competitive bidding are neither practical nor feasible and the City Council; therefore, waives the requirements of competitive bidding for triathlon services;

Section 3 - Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 4 - Repeal of Conflicting Provisions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

PASSED this _____ day of _____, 2024.

APPROVED:

ATTEST:

STEPHANIE ORMAN, Mayor

KIRBY ROMINES, City Clerk



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
----------------------	----

Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund Utility Fund Street Fund Other(s): _____

Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712

ARKANSAS NATURAL RESOURCES DIVISION
FLOOD MITIGATION ASSISTANCE GRANT PROGRAM
FY 2023 NOTICE OF INTENT

DUE NO LATER THAN DECEMBER 30, 2023



*If you are filling this form on your computer,
please make sure you save your responses before emailing it to NRD!!*

I. APPLICANT INFORMATION

Community Name: _____ County: _____

Community Contact

Name and Title: _____

Address: _____

Phone: _____

Email: _____

II. MITIGATION PLAN

Is the jurisdiction covered by a current FEMA approved Mitigation Plan? ☐ YES ☐ NO

Name of Plan: _____ Plan Approval Date: _____



**IF YOUR COMMUNITY IS NOT PART OF AN APPROVED MITIGATION PLAN, NRD
CANNOT ACCEPT YOUR NOI. CONTACT NRD IF YOU HAVE ANY QUESTIONS.**

III. PROJECT DESCRIPTION

Project Title: _____

Project Location (latitude and longitude): _____

Specific area affected by the project (County/City/Subdivision/Street):

Number of INDIVIDUALS this project will protect: _____

Number of STRUCTURES this project will protect: _____

Does the project protect a critical facility? If yes, please explain. ☐ YES ☐ NO

IV. PROJECT TYPE

Pick the **ONE** option that best fits your proposed project. You can not pick multiple project types! You can, however, submit multiple proposals.

For example, if your community needs funding to develop a Severe Repetitive Loss/Repetitive Loss Strategy Plan **and** also plans to buy-out several Repetitive Loss properties two separate NOIs must be submitted: one NOI for Severe Repetitive Loss/Repetitive Loss Strategy Plan Development (Option # 17) and a separate NOI for Property Acquisition and Structure Demolition/Relocation (Option # 1).

If you are unable to identify the correct project type, please contact NRD for guidance.



PICK ONLY ONE!

#	PROJECT TYPE	CLASS*
☐ 1	Property Acquisition and Structure Demolition/Relocation	IFM
☐ 2	Non-structural Retrofitting of Existing Buildings and Facilities	IFM
☐ 3	Structure Elevation	IFM
☐ 4	Mitigation Reconstruction	IFM
☐ 5	Dry Floodproofing of Historic Residential Structures or Non-residential Structures	IFM
☐ 6	Structural Retrofitting of Existing Buildings	IFM
☐ 7	Floodwater storage and diversion (bioretention ponds, detention ponds, bioswales, surface grading, outfalls, etc.)	LFRR
☐ 8	Stormwater management (upsizing/expanding storm sewers, Municipal Separate Storm Sewer System (MS4), culverts, catch basins, increased green infrastructure and pervious surfaces, etc.)	LFRR
☐ 9	Floodplain, wetland, marsh, and riverine restoration and protection (restoring natural ecosystem functions, bulkheads, pump stations)	LFRR
☐ 10	Other combination of green, gray Infrastructure and nature-based solutions	LFRR
☐ 11	Localized flood control projects with co-benefits to other hazards, social, and environmental benefits	LFRR
☐ 12	Multi-Hazard Plan	CACB
☐ 13	Project Scoping: Localized Flood Risk Reduction	CACB
☐ 14	Project Scoping: Individual Flood Mitigation	CACB
☐ 15	Partnership Development	CACB
☐ 16	Enhancing Local Floodplain Management	CACB
☐ 17	Severe Repetitive Loss/Repetitive Loss Strategy Plan Development	CACB

* IFM Individual Flood Mitigation
 LFRR Localized Flood Risk Reduction
 CACB Capability and Capacity Building

V. SCOPE OF WORK
Provide a detailed description of the project: <i>(Attach additional documentation if necessary)</i>

V. SCOPE OF WORK (CONTINUED)

Explain how the project reduces hazard risk to your community:

Does this project address climate change or future conditions? If yes, please explain. ☐ YES ☐ NO

Does this project benefit Severe Repetitive Loss or Repetitive Loss structures? ☐ YES ☐ NO

If yes, please provide the number of structures that will benefit: _____

Have there been previous damages/repairs related to this project? If yes, estimate. ☐ YES ☐ NO

YEAR	ESTIMATED COST	DAMAGES/REPAIR DESCRIPTION

VI. WORK SCHEDULE

Please list all tasks necessary to implement this project, the duration for each task, and who will complete it.

DESCRIPTION OF TASKS	DURATION (WEEKS)	WORK TO BE COMPLETED BY

VII. COST ESTIMATE

Please provide an estimate of the cost to complete this project.

ITEM OR TASK	COST ESTIMATE
Total Cost Estimate:	

VIII. COST SHARE

The default cost share is 75% Federal/25% Non-Federal. Contact NRD if you believe you may be eligible for a higher Federal cost-share.

	SHARE (IN DOLLARS)	SHARE (PERCENTAGE OF TOTAL COST)
Proposed Federal Share		
Proposed Non-Federal Share		
Total		

(Total should equal cost estimate)

(Total should equal 100%)

All information in this Notice of Intent is true and correct and the document has been duly approved by the governing body of the community applicant.

Name (print) Must have authority to commit funds.

Date

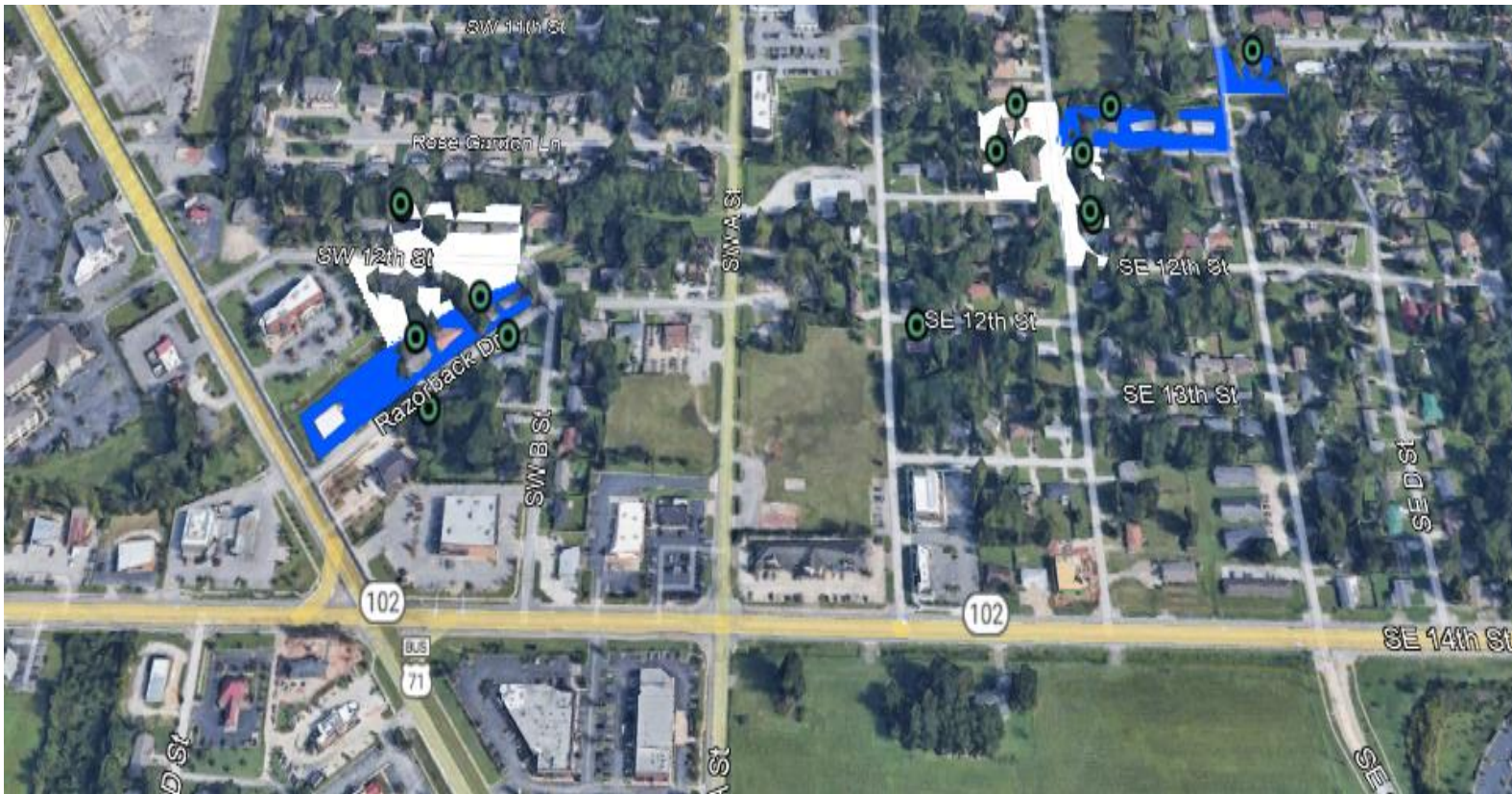
Title (print)

Signature

**DISCLAIMER: This is not an application and does not constitute funding approval by NRD or FEMA.
DO NOT begin project without prior written approval.**

Exhibit 1

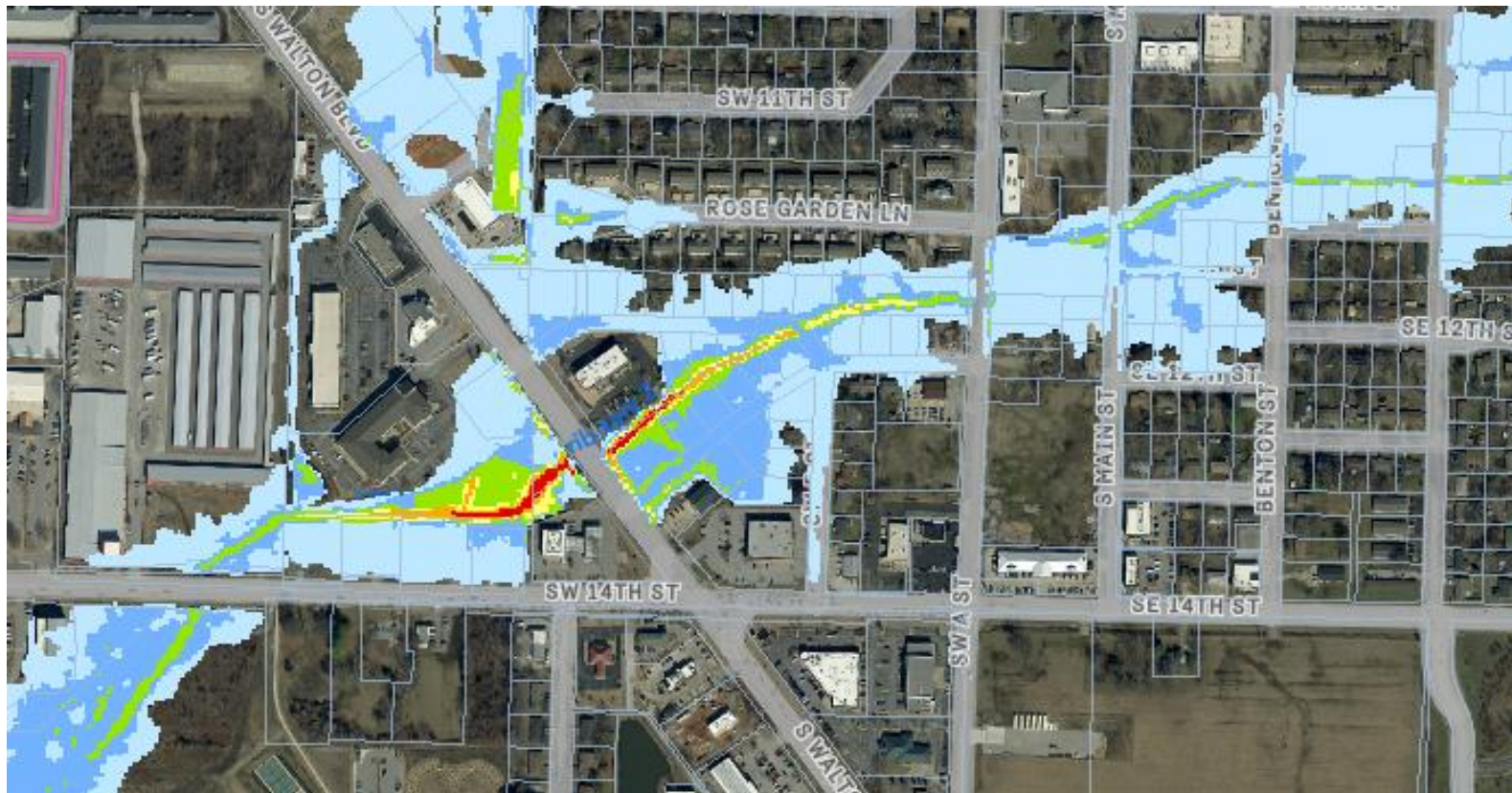
Mitigation Area Map



- Blue and white shaded areas denote areas with multiple structures having suffered a flood loss.
- Green dots denote NFIP flood insurance policyholders.

Exhibit 2

Proposed Study Area with overlain BLE Data



RESOLUTION NO. _____

**A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF
BENTONVILLE TO UTILIZE FY2023 FLOOD MITIGATION
ASSISTANCE FUNDS ADMINISTERED BY FEMA TO BEGIN
DRAINAGE STUDY AND INITIAL DESIGN TO IMPROVE LITTLE
OSAGE TRIBUTARY 2; AND FOR OTHER PURPOSES.**

WHEREAS, the City of Bentonville understands FY2023 Flood Mitigation Assistance (FMA) funds are available at 75% federal participation and 25% local match to begin drainage study and initial design for improvements to Little Osage Tributary 2;

WHEREAS, the City of Bentonville understands that Federal-aid Funds are available for this project on a reimbursable basis, requiring work to be accomplished and proof of payment prior to actual monetary reimbursement;

WHEREAS, the City of Bentonville understands that there will be no reimbursement for any work accomplished prior to the issuance by FEMA of an official Notice to Proceed;

WHEREAS, this project, using federal funding, will be open and available for use by the general public and maintained by the applicant;

WHEREAS, the current application requests one hundred fifty-seven thousand five hundred dollars (\$157,500.00) to be put toward the drainage study and initial design work; and

WHEREAS, the local match required for this amount would total twenty-five percent (25%) of the requested funding which is thirty-nine thousand three hundred seventy-five dollars (\$39,375.00).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BENTONVILLE CITY COUNCIL THAT:

Section 1. The City of Bentonville will participate in accordance with its designated responsibility, including maintenance of this project;

Section 2. The City of Bentonville Mayor is hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the environmental and initial design of the above stated project;

Section 3. The City of Bentonville pledges its full support and hereby authorizes the City of Bentonville to cooperate with FEMA to initiate action to implement this project; and

Section 4. The required matching funds in the amount of thirty-nine thousand three hundred seventy-five dollars (\$39,375.00) for the drainage study and initial design work for improvements to Little Osage Tributary 2 are hereby committed out of the street construction account pending the approval of the application.

THIS RESOLUTION adopted this _____ day of _____, 2024.

Stephanie Orman, Mayor

ATTEST: _____

(SEAL)



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
----------------------	----

Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund

Utility Fund

Street Fund

Other(s): _____

Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712



City of Bentonville Electric Utilities Department
Three Phase Pad-Mount Distribution Transformers
Bid Form

<u>Line Item Number</u>	<u>BEUD Inventory Part Number</u>	<u>KVA</u>	<u>Voltage</u>	<u>QTY</u>	<u>Price Each - AECI</u>	<u>Price Each - Techline</u>	<u>Price Each - Irby</u>	<u>Extended Cost</u>
1	2044	75	120/208	3	\$12,534.00	\$18,698.00	\$20,841.00	\$37,602.00
2	2030	300	120/208	3	\$19,660.00	\$35,502.00	\$34,709.00	\$58,980.00
3	2038	500	120/208	1	\$25,651.00	\$44,341.00	\$49,802.00	\$25,651.00
4	2039	500	277/480	2	\$24,354.00	\$42,926.00	\$40,651.00	\$48,708.00
5	2047	750	277/480	2	\$33,653.00	\$62,618.00	\$52,214.00	\$67,306.00
6	2007	1000	277/480	4	\$44,348.00	\$74,290.00	\$52,607.00	\$177,392.00
Lead Times					52-104 weeks	72-74 weeks	78-110 weeks	
								\$415,639.00

DEVIATIONS FROM SPECIFICATIONS

Bidder must itemize all deviations taken to the specifications. If no exceptions are listed, the bid will be considered to be in strict accordance with the specifications.

<u>Paragraph Number</u>	<u>Specification Requirement</u>	<u>Proposed Deviation and Justification</u>

Bid Submitted By: _____

Three Phase Pad-Mount
Transformer Bid Form
Page 1 of 2

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO AN AGREEMENT WITH ARKANSAS ELECTRIC, FOR THE PURCHASE OF THREE PHASE TRANSFORMERS, IN THE AMOUNT OF FOUR HUNDRED FIFTEEN THOUSAND SIX HUNDRED NINETEEN DOLLARS (\$415,619.00), PLUS APPLICABLE TAXES; WAIVING THE REQUIREMENT OF COMPETITIVE BIDDING; PROVIDING FOR THE EMERGENCY CLAUSE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Bentonville Electric Utilities Department requires various transformers to provide services to citizens and developments;

WHEREAS, due to current supply chain issues and price volatility with this project, soliciting bids is not feasible; and

WHEREAS, this purchase will be made using budgeted funds.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF BENTONVILLE, ARKANSAS.

Section 1: That the Mayor and City Clerk are hereby authorized to enter into an agreement with Arkansas Electric for the purchase of three phase transformers in the amount of four hundred fifteen thousand six hundred nineteen dollars (\$415,619.00), plus applicable taxes;

Section 2: Due to current market volatility and supply chain issues with this product, it would be neither practical nor feasible to advertise for competitive bidding so that requirement is herein waived;

Section 3 – Emergency Clause: Because the need to make this purchase is immediate, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from the date of its passage and approval;

Section 4 - Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 5 - Repeal of Conflicting Ordinances: All Ordinances of the City Council, or parts of Ordinances of the City Council, in conflict herewith are hereby repealed to the extent of such conflict.

PASSED and APPROVED this ____ day of _____, 2024.

APPROVED:

STEPHANIE ORMAN, Mayor

ATTEST:

KIRBY ROMINES, City Clerk