



# Request for Qualifications

<b>Bid Number:</b> RFQ 2024-13	<b>Buyer:</b> Mandy Spicer, Chief Financial Officer
<b>Commodity:</b> Adult & Youth Athletic Apparel	<b>Bid Opening Date:</b> Friday, July 26, 2024
<b>Department:</b> Benton Parks & Recreation	<b>Bid Opening Time:</b> 10:00 a.m.
<b>Date Issued:</b> Friday, July 12, 2024	

All qualifications will be accepted until **Friday, July 26<sup>th</sup>, 2024**. All proposals must be placed in a sealed package clearly marked on the outside “**Adult & Youth Athletic Apparel**” The envelope should be properly addressed to the City of Benton with the Proposer's name and address indicated outside on the sealed package. An unsigned proposal will be considered non-responsive.

<b>Mailing Address:</b>	<b>Bid Opening Location:</b>
PO Box 607	114 S. East Street
Benton, AR 72018	Benton, AR 72015

\_\_\_\_\_  
Printed Name of Company

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Printed Name of Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



## Section 1 – General Information

**Introduction:** This Request for Qualifications is issued by the City of Benton Parks & Recreation Department. It is seeking an experienced vendor to provide athletic apparel such as jersey's, shirts, hats and other program specific apparel for its adult & youth athletic department programs. The City of Benton reserves the right to add or subtract any needs. This RFQ would exclude aquatic programming needs.

### **Note to Proposers:**

1. Interested parties **must** submit four (4) statements of qualifications (SOQs) and one digital copy on a thumb drive on or before the time and date specified on page one.
2. The City of Benton has the right to award this contact to any Proposer it deems most suited to meet the needs of the City and this specific project. Negotiation processes shall be in accordance with state law.
3. The City of Benton reserves the right to award a contract or reject any or all submissions and to waive any and all informalities associated with this request, if it is in the best interest of the City to do so.
  - a. Failure of the vendor to submit bid on or before the deadline established by this RFQ.
  - b. Failure to sign the Official RFQ Document.
  - c. Failure to complete the Official RFQ Price Sheet.
  - d. Any wording by the vendor in their response to this RFQ which conflicts with or takes exception to a requirement in the RFQ.
  - e. Failure of any proposed goods or service to meet or exceed the specifications.

**Equal Employment Opportunity Policy:** The City of Benton does not discriminate because of race, sex (including pregnancy), religion, color, handicap, national origin, age, genetic information or political affiliation.

**Delivery of Response Documents:** It is the responsibility of vendors to submit documents at the place, and on or before the date and time, set in the RFQ solicitation documents. RFQ documents received after the date and time designated for submittal opening are considered late and shall not be considered.



## **General Terms and Conditions for Proposals**

- 1. Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective Proposer to review the entire RFQ packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of proposal procedures must be received in the Purchasing Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.
- 2. Liabilities:** The Proposer shall hold the City of Benton, its officers, elected officials, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret, process, patented or unpatented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his own expense, any and all actions brought against the City of Benton because of the unauthorized use of such articles.
- 3. Qualifications of Proposers:** A Proposer may be required, before the award, to show to the complete satisfaction of the City of Benton that it has the necessary facilities, ability, and financial resources to provide the service or goods specified.
- 4. Acceptance of Terms:** All terms and conditions in the invitation are deemed to be accepted by the Proposer and incorporated in the submittal.
- 5. Public Access to Procurement Information:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be public only after evaluation of that proposal or proposal has been completed.
- 6. Accidents:** The awarded Proposer(s) will report to the City's designated representative any and all accidents involving any property damage or personal injury immediately following said accident or discovery of accident damage. The City shall be indemnified and held harmless for each accident.

### **Definitions:**

"Applicant" - Proposer

"City" or "City of Benton" – The City of Benton, Arkansas

"Hourly Labor Rate" - hourly rate without cost of materials per person

"Proposer" - the individual, firm, partnership, joint venture or corporation which provides a submittal to the City of Benton in response to this RFQ

"RFQ" - Request for Qualifications

**Evaluation and Award:** After submission of the qualifications, the selection committee will review submissions and decide which individual to move forward with and the award will be posted to the City of Benton Procurement website.



## Section 2 – Specific Requirements

**References:** Vendor must furnish as references a minimum of three (3) current customers who have received services of the same or similar in scope within the last five (5) years.

<b>Business Name:</b>
<b>Business Address:</b>
<b>Contact Person and Phone:</b>
<b>Email Address:</b>

<b>Business Name:</b>
<b>Business Address:</b>
<b>Contact Person and Phone:</b>
<b>Email Address:</b>

<b>Business Name:</b>
<b>Business Address:</b>
<b>Contact Person and Phone:</b>
<b>Email Address:</b>

**Insurance:** Prior to award, the successful vendor shall furnish an approved Certificate of Insurance from a company or agent licensed in the State of Arkansas and must keep insurance in force throughout the contract period and any extensions. The insurance may not be modified without the City of Benton’s approval.

The following is a list of liability limits for Worker’s Compensation and Employee Fidelity Coverage and standard limits as outlined by vendor’s insurance carrier.

1. Worker’s Compensation and Employee Liability Policy
 

Worker’s Compensation	Statutory Limits
Employer’s Liability	\$1,000,000 each accident
2. Comprehensive General Liability Policy
 

Premises and Operation	
Contractual Insurance	
Personal Injury	

Each item listed in section 2 must have:

Bodily Injury	\$500,000 each person
	\$500,000 each occurrence
Property Damage	\$2,000,000 each occurrence
	\$2,000,000 aggregate

**The Vendor shall assume all liability for any accidental or criminal occurrence.**



## Section 3 – Scope of Services

**Scope of Services:** The City of Benton Parks & Recreation Department is seeking an experienced vendor to provide athletic apparel such as jersey's, shirts, hats and other program specific apparel for its adult & youth athletic department programs. The City of Benton reserves the right to add or subtract any needs. This RFQ would exclude aquatic programming needs.

It is estimated for the 2024 year to order between 2,500 and 3,000 total in as many as 30 to 40 different batches/ orders at various times. Batches may range from 10 to as many as 500 depending on participation.

Each batch or order will be unique based on the specific program and participants for which type of merchandise will be ordered. Examples may include cotton shirts with prints, athletic/ dry fit material with print, jerseys, hats, hunting & fishing vests, etc.

The prospective vendor will be responsible for all designs with the direction from the Parks & Recreation Department providing pictures, logos, templates etc. Each batch design or order will be unique based on the specific program and participants. Examples may include one color prints, multi-color prints, variety of color shirts with the same print within an order, front only, front and back, etc. **The Parks & Recreation Department shall have final approval of all designs.**

Vendor will be expected to turn around the order within 2 weeks of order placement.

Any corrections to wrong orders shall be corrected within 1 to 2 business days.

The vendor is expected to respond to any communication within 1 business day and shall remain in contact with the Parks & Recreation Department of any times of unavailability. In addition, if a period of unavailability is expected, the vendor shall provide another individual/ partner contact information to fulfill order requests in the vendor's absence.

**Please provide a price sheet for all items listed above including all applicable sales, use, and all other applicable taxes in your proposal.**



Any questions regarding the RFQ may be directed to:

Ryan Grist  
Recreation Manager  
Parks & Recreation Department  
[Ryan.Grist@bentonar.org](mailto:Ryan.Grist@bentonar.org)  
501-317-0523

Junior Rodemeyer  
Assistant Director  
Parks & Recreation Department  
[Junior.Rodemeyer@bentonar.org](mailto:Junior.Rodemeyer@bentonar.org)  
501-794-7602



## Section 4 – Required Elements of Proposals

Respondents may submit any information they deem necessary and appropriate for the City to fully and completely evaluate their qualifications. The proposal must, at a minimum, include the following general information:

- The following information for the firm:
  - Name
  - Contact information (headquarter address, phone number, website address)
  - A description of the firm's experience in providing the same or similar services as outlined in the RFQ.
  - Summary of the firm's ability to achieve the City's project goals.
- The following information for the key personnel, including:
  - Description of the proposer's business structure
  - Names of each
  - Respective titles
  - Periods of service with the firm
  - Qualifications and information on past work experience providing the same or similar services as this RFQ.
- The contact information for the primary contact personnel, including:
  - Name
  - Address
  - Phone Number
  - Email
- Statement of Qualifications: A narrative or other statement by the firm of its qualifications for the proposed project outlined in this RFQ.



## Benton Parks Vendor Application

1. Legal name of organization, firm, individual or partnership submitting proposal:

\_\_\_\_\_

2. Address of principal place of business:

\_\_\_\_\_

3. The person on your staff who will be the primary contact for services:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Experience in field renovations/rehabilitation services (describe services you have offered and years of experience):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does your organization have a current Business License? If yes, please provide a copy with your submittal. Please be advised that bidders will be required to have a current Business License and will be required to obtain a City of Benton Privilege License.

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Proposed services:

Describe the services proposed for the Department. Describe the type of features of the menu or products to be offered.

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