



CITY OF LITTLE ROCK, ARKANSAS

REQUEST FOR PROPOSALS

FOR

INFLATABLE ATTRACTION FOR THE 2015 BOO AT THE ZOO

BID #15130

RFP Issue Date:

4/27/15

Responses Due By:

2:00 p.m. on May 18th, 2015



City of Little Rock Zoo

Bid No. 15130 – Inflatable Attractions for the 2015 Boo at the Zoo

**Bids must be received by 2:00 p.m. on May 18, 2015 in the City of Little Rock Purchasing Office, City Hall, Suite 300
500 W. Markham, Little Rock, AR 72201**

SPECIFICATIONS

Summary Description

The Little Rock Zoo is seeking proposals from qualified vendors to provide and operate inflatable attraction, including inflatables that are appropriate for ages 0-6 years, 7-12 years, and 12 years or above. Desired services include providing the Zoo with well-maintained, clean inflatables, and operating the inflatables each night during the hours of the event. We are looking for a vendor for Interactive Attractions for our annual Boo at the Zoo event.

Term of Contract

This year's event will be held October 16-18 and October 22-November 1, 2015 from 6 p.m. to 9 p.m. at the Little Rock Zoo. The Zoo may contract businesses/organizations for private nights. If so, those dates are October 19-21, 2015.

Vendor shall provide the inflatables during this period.

Scope of Work

Below is a list of expectations for the vendor:

- All inflatables must be operational during all open hours of the event, which are from 6:00 p.m. to 9:00 p.m. (Vendor may close up to 1/2 hour early or 1/2 hour late on any night, at sole discretion of Event Manager and/or Zoo staff) on October 16-18 (tentative October 19-21) and October 22-November 1, 2015.
- Each inflatable must be open and have at least 1 dedicated operator during ALL open hours of the event. Vendor must also indicate the number of volunteers needed to help operate each inflatable each night.
- If the operator of an inflatable decides to take a break, the vendor must have a substitute operator during that time.
- Vendor must provide an onsite leader who will be the primary contact and must be involved in all phases of the work. The leader must be on Zoo grounds and reachable by either phone or radio at all times.
- Vendor must notify the Event Manager or Zoo personnel in advance of any daytime repair or maintenance work on equipment.

OTHER SPECIFICATIONS:

Zoo Policies

- Vendor must enforce a Zoo-approved dress code for inflatable attraction employees.
- Vendor must enforce the Zoo's smoking policy, which must be followed by all of Vendor's personnel. A copy of the policy will be provided to the vendor that is selected to provide inflatable services to the Zoo.
- Vendor must enforce a NO ALCOHOL consumption and NO ILLEGAL DRUG USE policy for all employees while at the Zoo.
- Vendor shall conduct background checks on all employees to assure that only well-qualified people staff the inflatables. Per City of Little Rock policy, the Zoo **does not** employ sex offenders of any level and vendor shall not employ any sex offender to operate the inflatables for the Zoo.

Equipment

Vendor must provide the Zoo with proof of a current Safety Inspection by the Arkansas Department of Labor and Occupational Health for the inflatables used at the Zoo. All inflatables required to be inspected by the Arkansas Department of Labor must be inspected and approved prior to operating at the Zoo, no later than 4:00 p.m. on October 16, 2015. Vendor is responsible for making arrangements for the State Inspection prior to opening, and for paying for any such inspections.

- Vendor must provide five (5) to six (6) inflatable attractions for the duration of the event.

- Of the inflatables, at least two to three (2-3) shall be appropriate for small children ages 0-6 and at least two to three (2-3) shall be appropriate for ages 7-adult.
- Inflatables that are preferred:
 - Bounce Houses
 - Slide
 - Bounce House/slide combination
 - Small obstacle course
 - Large obstacle course
- The inflatables provided must be the same inflatables or general types of inflatables listed in vendor's response to this proposal or chosen by the Zoo during negotiations. The Zoo must approve any substitutions in the event of a chosen inflatable being out of service for any reason.
- Vendor must place inflatables in appropriate spaces that are designated by Zoo staff and may not set up inflatables any earlier than two (2) days prior to the event unless authorized by the Zoo.
- Inflatables must be fully operational, including a completed inspection, by 4:00 p.m. on October 16, 2015.
- All inflatables must be clean and in good working order at all times.
- Vendor's employees must report to work no earlier than 1 hour prior to opening BOO.
- Although some lights may be available in some locations at Zoo, vendor must be prepared to provide adequate lighting for all inflatables.
- Although some power may be available in some locations at Zoo, vendor must be prepared to provide power for operation of all inflatables (i.e., generators) upon request by the Zoo, although additional cost may be incurred by the Zoo.

Contractor Liability and Insurance; City Assumes No Liability for Damages:

The City Assumes No Liability for Damages. The Contractor shall assume full liability for damage to grave monuments and other property and injury to pedestrians and motorists that are created by the Contractor's lawn and grounds maintenance operation and save harmless the Cemetery Board and City of Little Rock in all respects. The successful bidder shall carry during the entire Term of the contract for this Work and any renewal, commercial general liability in the minimum amount of \$1,000,000 in the aggregate and name the City of Little Rock as an Additional Insured. The City assumes no liability for damages or injuries caused by Contractor's equipment or personnel, including but not limited to passing vehicular or pedestrian traffic struck by objects displaced by Contractor's equipment or operations.

Responsibility for Damage to Property

The Contractor shall conduct his operations in such a manner so that they do not damage the existing City facility, infrastructures, or landscaping. In the event damage occurs to City property as a result of Contractor's operations, the Contractor shall repair or replace the damaged property; otherwise, the cost of such work or replacement shall be deducted from monies due to the Contractor.

The Contractor shall document any damage that was done by an employee of Contractor or by Contractor's equipment and provide the documentation to the City.

Safety

Extreme caution and appropriate safety measures shall be taken when it is necessary.

Failure to Perform

There will be a penalty assessed any time the Vendor does not operate one or more inflatables as outlined in this RFP, based on the number of inflatable attractions that are not operational. The penalty shall be a decrease in pay, which will be determined based on the number of inflatables divided by the agreed payment to the vendor. There will be no additional payments beyond the agreed price, regardless of the number of riders. **In the event that attractions are unable to be operated due to inclement weather or if the event is not open due to inclement weather, a payment adjustment for days not in operation will be made.**

Pre-bid Conference

None

Questions/Contact Person

Any questions regarding the substance of the request for proposals should be directed to **Mrs. Latricia Allen, Special Events Manager for Little Rock Zoo, at (501) 661-7203.**

Any questions regarding the format of the request for proposals or a response should be directed to **Mr. Abdoul Kabaou, City of Little Rock Purchasing Agent, at (501) 371-4560.**

SUBMISSIONS

The submission procedure will be a two (2)-step process. Submissions must be submitted in two (2) parts placed in a sealed package, with each part to be in a separate sealed envelope. One sealed envelope is to contain qualifications as detailed below and the second envelope is to contain the amount bid for the contract. It is the intent of the City to receive proposal submittals that are specific and thorough, yet concise and to the point, with a minimal amount of marketing material or “boilerplate” language.

Part 1: A sealed envelope labeled “**Bid No. 15130 - Qualifications**” is to contain **an original and 5 copies** of the following:

1. Provide a listing of at least five (5) facilities or operations for whom the bidder has provided inflatables at any time during the last three (3) years. For each one, provide: (1) contact information, including name, telephone number and address, (2) the size and type of the inflatable provided for such client, and (3) the length of time services were provided.
2. Describe bidder’s experience of at least three (3) years with operation and maintenance of inflatables, and state whether any job was terminated in the past three years due to dissatisfaction of the client with bidder’s work.
3. Give a description of the bidder’s equipment to be used for the Work, giving numbers and type.
4. Describe the work force, including number of workers that will be employed by the vendor and the person or persons that will be responsible for on-site management of the work force for Boo.
5. Describe your firm’s overall philosophy and approach to providing inflatables, handling the public, and maintenance of the equipment.
6. The qualifications document must be signed and dated by a representative of the bidding company.

NOTE: Bidders who include any financial information in the envelope for Part 1 – Qualifications, including costs or fees for previous work or costs or fees proposed for this Work, shall be disqualified from consideration. The bid amount financial information is to be provided only in the envelope for Part 2.

Those firms whose submissions achieve an average score of 80% or above on Part 1 by the selection committee will be considered qualified and only qualified firms are eligible to have their Part 2 financial information considered.

Criteria for Awarding Bid

The City will be taking into consideration more than cost in its evaluation process. The following criteria shall be considered in the awarding of the contract:

1. Overall firm capability for providing inflatables during Boo at the Zoo (45%)
2. Credentials (safety record, liability insurance, professionalism of staff) (25%)
3. Overall approach to operating inflatables in a Zoological Park setting (15%)
4. Ability to provide inflatables within the time frame specified and ability to work with event and Zoo staff in a professional manner (15%)

Committee members will score each qualification according to the same criteria. After scoring and ranking all proposals, the committee will make the final selection according to prices that were bid.

Part 2 shall be the signed bid placed in a sealed envelope labeled “**Bid No. 15130 - Price**”, which shall be written on the attached Part 2 Addendum, showing the amount bid for the contract. It shall be signed and dated by a representative of the bidding company.

Parts 1 and 2 (the two separately sealed and labeled envelopes) shall be placed in a sealed package labeled “**Bid No. 15130 – Inflatable Attractions for the 2015 Boo at the Zoo**” and delivered to the Purchasing Agent at the address listed below by the bid deadline, which is no later than 2:00 p.m. (Central Standard Time) on April 15, 2015.

Submission of Proposals

The address for the submission of proposals is as follows:

Mr. Abdoul Kabaou
Purchasing Manager
City of Little Rock
500 West Markham, Room 300
Little Rock, Arkansas 72201

Failure to follow instructions in this RFP will be cause to reject the bid.

Any proposals received other than as stated above or that are received after the above-stated time and date will not be considered. It shall be sole responsibility of the bidder to have the proposal delivered to the Purchasing Office for receipt on or before the above-stated time and date.

NOTICE

IF YOU ARE OBTAINING THIS BID FROM OUR WEBSITE, PLEASE BE REMINDED THAT ADDENDA MAY OCCUR. IT IS THEREFORE ADVISABLE THAT YOU REVIEW OUR LISTINGS FOR ATTACHMENTS INCLUDING ANY CHANGES TO THE BID.

The City of Little Rock selects its board and commission members through a process that utilizes an executive session. Under Arkansas law, this fact deems a volunteer an employee for a limited purpose. The City cannot contract with an employee, and cannot contract with a corporation with an employee in an executive or managerial position who also serves as a volunteer on a City board or commission unless it first passes an ordinance to approve the contract. Is any person involved with this Bid an employee of the City, or a volunteer board or commission member who also holds an executive or managerial position with the Bidder? If the answer is “yes,” please identify in your response the person(s) and the nature of the relationship. THIS DOES NOT MEAN that the Bidder is disqualified; but, the apparent successful Bidder will not be selected if the Board of Directors fails to pass an ordinance to authorize the contract, regardless of the amount.

As a condition for doing business with the City of Little Rock, the contractor shall not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or genetic information and shall require such compliance in agreements with subcontractors and sub-subcontractors.

The City of Little Rock encourages participation of small, minority, and woman-owned business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority and women-owned businesses to partner with them.

Reserved Rights

The City reserves the right to reject any and all bids and to waive non-material variances from bid specifications. The City reserves the right, at its sole discretion, to pursue any and all actions it deems in the City’s best interest regarding this Request for Proposals.



Addendum

PART 2

City of Little Rock

Bid No. 15130

Inflatable Attractions for the 2015 Boo at the Zoo

Bid amount: \$ _____

Name of Company: _____

Signature of Authorized Company Representative: _____

Printed name of representative signing this bid: _____

Date: _____