

# **Bella Vista Farmers' Market Request for Proposal City of Bella Vista Arkansas**

## **Introduction**

The City of Bella Vista is seeking proposals from qualified persons/organizations for the purpose of management and operational responsibilities for the city's Farmers' Market. The market began in 2016 and was considered very successful in its inaugural year with more than 30 vendors participating and overall high satisfactory feedback from vendors. The successful submitter will be charged with satisfying the requirements outlined in this RFP and will operate in a contractual relationship with the City of Bella Vista.

## **Inquires**

Direct questions and requests for clarifications related to this RFP to Travis Stephens, Economic Development Manager for the City of Bella Vista, and submit such questions, inquiries and requests for clarification(s) in writing, via email to [tstephens@bellavistaAR.gov](mailto:tstephens@bellavistaAR.gov)

## **Method of Source Selection**

A contract (**the final form of contract shall be approved by the City**) will be awarded to the individual or organization whose proposal is determined to be the most advantageous for the City of Bella Vista, Arkansas, considering all the conditions set forth in this RFP. Issuance of this RFP does not constitute a commitment on the part of the City to award a contract pursuant to this RFP. The City reserves the right to reject any and all proposals submitted in response to this RFP if it is considered to be in the best interest of the City. The City further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendment(s) or clarification(s), as well as negotiate the precise scope of services to be incorporated into the final agreement.

## **Projected Timetable**

- RFP Issued: November 29th, 2016
- Proposal Closing Date and Time: December 22, 2016 3:00 PM
- Opening of Submittals: December 27, 2016 4:00 PM
- Award of Contract: January 6, 2017

## **Description of Scope of Services**

The successful submitter/contractor shall submit and coordinate with the city on the following:

- Organize the city's family-friendly Farmers' Market on each Sunday beginning early April and running for consecutive weeks through the end of October 2017.
- Operate a weekly Market on Sundays from 9:00 a.m. to 2:00 p.m. at a location predetermined by the city.
- Administer a vendor application packet that includes local and state laws, along with vendor guidelines and regulations specific to Bella Vista that were established by the contractor and approved by the city.
- Recruit vendors, musical performers and other entertainers for the market with a preference for performers and entertainers from churches, schools, clubs, and local associations in the city. Compensate musical performers and other entertainers.
- Offer a marketing plan that includes community outreach, advertising, social media and other public promotion for the farmers' market in coordination with approval of the city.
- Obtain sufficient portable toilet facilities for placement and usage at the farmers' market, as well as have facilities maintained and serviced throughout the season. Compensate providers of said facilities and services.
- Be responsible for the set up, take down and clean up of the market, as well as maintaining the overall cleanliness of the market area.
- Provide a year-end written report to the city.
- Provide information to the City sufficient for the issuance of an IRS Form-1099 to Contractor.
- Provide adequate and appropriate staffing and management at the site during market operations. The Contractor will be responsible for managing the conduct of the market, vendors, entertainers and patrons.
- Satisfy the City's Risk Management requirements regarding insurance and liability.
- Provide and display a Certificate of Insurance as specified by an agreement between the Contractor and the City of Bella Vista.
- Contractor and market must be in compliance with all local, state and federal laws, including fire codes and emergency management vehicle access.
- Establish guidelines and rules for the vendors that meet approval of the city.
- Provide a proposed payment method or collection of fees process between the vendors and the City.
- Provide necessary contact information for all vendors and service providers associated with the Market to the City.
- Provide a proposed or anticipated revenues from the Market activities to the City.

### **City's Responsibilities**

- The City agrees to pay Contractor an annual sum of \$19,500.00 in (5) installment payments of \$3,900.00 each. Installment payments shall be made on or before the 15<sup>th</sup> day of February, April, June, August and October 2017.
- Provide a copy of pamphlets, applications and vendor packages.
- Communicate with and agree to terms with the farmers' market site location property owner

### **City's Review of Proposals**

The City shall review and evaluate all proposals received prior to the deadline in order to determine which proposal best meets the City's needs for this project. The City may also investigate qualifications of all Submitters to whom the award is contemplated. In reviewing the proposals, the City may consider the following:

1. The Submitter's expertise (including licenses, experience and past performance) of the Submitter in designing, operating and managing projects of a similar type, size, and complexity.
2. The feasibility of the proposals based upon the methodology of the scope of services.
3. Submitter's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this RFP.
4. Submitter's references.
5. Interview (if needed).

### **Instructions for Proposal Delivery**

It is the Submitter's responsibility alone to ensure that the proposal is received by the City's Authorized Representative. The city will receive proposals at:

City of Bella Vista  
ATTN: Travis Stephens  
101 Town Center  
PO Box 5655  
Bella Vista, AR 72714

Proposals may be mailed, hand-delivered, or emailed to [tstephens@bellavistaAR.gov](mailto:tstephens@bellavistaAR.gov). If you send via email, include the proposal as an attachment and enter "PROPOSAL FOR FARMERS MARKET", in the subject heading. Also please ask for verification of receipt.

The Submitter shall deliver the proposal in a sealed envelope clearly marked on the outside: "SEALED PROPOSAL FOR FARMERS' MARKET -- DO NOT OPEN WITH REGULAR MAIL."