REQUEST FOR PROPOSAL

RFP#UCA-19-014

Professional Design-Build Services for Ropes Challenge Course

PROPOSALS MUST BE RECEIVED BEFORE:
1:30 P.M. Central Time on Thursday, September 27, 2018

Proposal Delivery and Opening Location:
University of Central Arkansas
Purchasing Department
2125 College Avenue, Suite 2
Conway, AR 72034
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1.0 INTRODUCTION AND PROJECT OVERVIEW

The University of Central Arkansas (UCA) is requesting proposals from firms, interested in providing professional design-build services for a ropes challenge course. (Proposed site is noted on the campus map attached).

Firms responding to this Request for Proposal (RFP) should be able to demonstrate significant expertise in the design and installation of rope challenge courses.

A pre-proposal meeting and site visit will be held on Thursday, September 13, 2018 at 10:00 a.m. CST. Prospective vendors should meet at the Purchasing Office, 2125 College Avenue, Suite 2, Conway, AR 72034.

The primary purpose of the Challenge Course is to enable individuals to positively impact their personal and professional lives through experiential learning. UCA desires to create an exceptional "state-of-the art" design Challenge Course for students, faculty, staff, and the community. The primary goals of the Challenge Course are:

• Serve as a creative tool to enhance teambuilding, leadership, communication, trust and conflict resolution.

• Directly engage individuals in experiential learning in an outdoor learning "laboratory".

• Potentially serve as a revenue generator.

Students who complete the course should:

• Be prepared to serve as effective leaders and followers in a variety of situations and to work effectively with diverse teams.

• Be enabled to develop trust and support within a group.

• Be equipped with an understanding of leadership and valuable leadership skills such as communication, accountability, cohesion, motivation, and/or value identification in order to have an impact both professionally and personally on society.

• Be able to think critically and creatively, and communicate effectively.

• Be able to push personal boundaries in order to learn more about what they are capable of achieving.

• Have experienced a feeling of personal worth and accomplishment.

• Have had an enjoyable, physical and emotional experience.

• Have experienced the learning process.

• Aspire to continue their development as team players and leaders through ongoing study and practice.
2.0 BACKGROUND

Founded in 1907, University of Central Arkansas is one of the best and most affordable options for higher education in the South. The university strives to provide strong academic programs to meet the diverse needs of those it serves. Located in Conway, “The City of Colleges,” the university's bustling, Georgian-style campus is among the most beautiful in the region.

UCA ranks 17th out of 69 public universities in the category of “Top Public Schools” among regional universities in the South, according to the 2011 Best Colleges rankings by U.S. News & World Report. Overall, UCA ranks 47th out of 121 private and public institutions in the South. The university remains the highest ranked Arkansas public university among regional universities in the South, according to the report.

Over 11,400 students from 66 different countries and 39 states are part of UCA’s diverse community. The university is large enough to offer academic diversity, yet small enough to show personal interest and support. The student-to-professor ratio at UCA is 19-to-1. Classes are taught by faculty, not graduate assistants. Students are given research and publication opportunities at the undergraduate level that most students don’t have until graduate school.

UCA offers more than 80 undergraduate degree programs, 39 master’s degrees, and five doctoral degrees. Study at UCA is broken into six different colleges – the College of Business, the College of Education, the College of Fine Arts and Communications, the College of Health and Behavioral Sciences, the College of Liberal Arts, and the College of Natural Sciences and Mathematics. Each college offers different opportunities to learn and grow. UCA is the only school in the state to offer Digital Filmmaking, Occupational Therapy, Addiction Studies, African-American Studies and Religious Studies programs, and has the largest Psychology, Speech-Language Pathology and Dietetics programs in Arkansas.

The university’s Honors College is nationally known for its unique, challenging curriculum. The Honors College offers small, discussion-based seminars, close student-faculty relations, funding for travel abroad and internships. UCA Honors College students have a 100 percent acceptance rate to law school.
The mission of the University of Central Arkansas is to maintain the highest academic quality and to ensure that its programs remain current and responsive to the diverse needs of those it serves. A partnership of excellence among students, faculty, and staff in benefit to the global community, the university is committed to the intellectual, social, and personal development of its students; the advancement of knowledge through excellence in teaching and research; and service to the community. As a leader in 21st-century higher education, the University of Central Arkansas is dedicated to intellectual vitality, diversity, and integrity.

3.0 Anticipated Procurement Timetable

Your proposal must be received by 1:30 PM CST on Thursday, September 27, 2018.

Proposals delivered after the due date will not be given consideration.

<table>
<thead>
<tr>
<th>RFP Phase</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP issued</td>
<td>8-07-18</td>
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<tr>
<td>Preproposal Meeting at 10:00 a.m.</td>
<td>8-16-18</td>
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<tr>
<td>Written Questions Due</td>
<td>8-21-18</td>
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<td>Answers to Respondents</td>
<td>8-24-18</td>
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<tr>
<td>RFP Due</td>
<td>9-27-18</td>
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<tr>
<td>Finalist interviews if necessary</td>
<td>10-2-18</td>
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<tr>
<td>Final candidate selection</td>
<td>10-2-18</td>
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<tr>
<td>Contract negotiation</td>
<td>10-3-18</td>
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<tr>
<td>UCA Board of Trustees Review</td>
<td>10-12-18</td>
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<tr>
<td>Completion of Installation</td>
<td>TBD</td>
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</tbody>
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Proposals must be submitted as directed in Section 7.1.2, by 1:30 p.m. CST on September 27, 2018. In the interest of fairness to all participants, no extensions or exceptions will be permitted, unless issued as an Addendum to this RFP and applicable to all vendors.

4.0 RFP ISSUING OFFICER AND CONTRACT ADMINISTRATOR

Issuing Officer: Meghan Cowan, Contract Manager Supervisor
Phone: (501-450-3173  Fax: 501-450-5020
Email: meghanp@uca.edu

Contract Administrator: Richard Hammond, Director of Campus Recreation
Phone: 501-450-5712
Email: rhammond@uca.edu
5.0 PRESENTATION AND CLARIFICATION OF THE UNIVERSITY’S INTENTIONS

As a result of this RFP, the University intends to enter into a contract with the selected vendor to supply the services described in Section 6.0. However, this intent does not commit the University to award a contract to any responding vendor, or to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for any services. The University reserves the right, in its sole discretion, to (a) accept or reject in part or in its entirety any proposal received as a result of this RFP if it is in the best interest of the University to do so; (b) award one or more contracts to one or more qualified vendors if necessary to achieve the objectives of this RFP and if it is in the best interest of the University to do so.

6.0 SCOPE OF WORK AND ITEMS TO BE ADDRESSED IN RFP RESPONSE

6.1 Consulting Design & Construction Requirements

a. The course must be designed and built in accordance with all Arkansas laws, national safety guidelines, and industry standards regarding design, construction, or certification of similar structures.

b. The designer shall work closely with UCA on the design before final approval is given.

c. All elements must be able to be secured to prevent unwanted access.

d. The installer must have a minimum of five (5) years of experience installing ropes courses and installed a minimum of 15 courses.

e. The installer must be a current member of the Association for Challenge Course Technology (ACCT).

f. The installer must offer services of installation, annual safety inspections, and technical training. The installer must adhere to ACCT Installation Standards 8th Edition in all areas of construction.

6.2 Submittal Requirements

6.2.1 General Program Description

a. Provide a summary of the overall concept your company is proposing, including a description your company's philosophy on challenge courses, and how your company will assist UCA in establishing a Challenge course that offers "state-of-the-art" design, construction, equipment, training, facilitation, programming, and safety.

b. Include a minimum of 3 to 5 case studies where you can document similar size challenge course programs at other colleges and universities to the one proposed for UCA.
c. Provide current certification of Professional Vendor Membership in the Association of Challenge Course Technology (ACCT).

d. Include a list of at least three (3) references of other sites with similar challenge course programs to the one you are proposing for UCA. Provide contact names and information, including telephone, fax, and email addresses. Provide the date of program installation.

e. List the staff person(s) who will oversee the entire project for UCA.

6.2.2 Project Information

a. Provide detailed drawings of the course design and each individual element according to project requirements specified in this RFP. All designs should be in accordance with the standards specified in the project requirements. Proposals should include a high degree of flexibility of group size, staffing, age, individual challenge, group challenge, and time required should be allowed. The course should be accessible to people with a variety of physical abilities and challenges.

b. Provide technical specifications for all products proposed.

c. Provide warranty information for all materials proposed.

d. Include cost of annual safety inspections, estimated annual maintenance costs and applicable training.

e. Any necessary engineering shall be stamped by a licensed Arkansas engineer. The University currently has two on-call engineering contracts with Crafton-Tull & Associates Inc. located in Russellville, AR and Cromwell Architects Engineers located in Little Rock, AR.

6.2.3 Installation & Site Prep

a. Provide cost of all materials and labor for site prep, ground cover/mulch, all building materials, pole setting, and construction of all elements.

b. Provide a detailed installation schedule and the earliest date installation would be possible. Installation of challenge course should be completed in one visit.

6.2.4 Security & Safety

a. Provide details showing how all elements are able to be secured.

b. Provide information, including cost if applicable of safety equipment and manuals.

6.2.5 Staffing & Training

a. Provide a description of proposed staff training program (should cover safety, use of the course, rescue techniques, and programming assistance) for approximately 10-15 staff members. This should be an ACCT Level 1 site specific training for both high and
low elements. Include the time required for training. Include as an option the costs for additional staff members to be trained.

b. Include proposed staffing plans required for various group sizes utilizing the course.

6.2.6 Supplies and Equipment

a. Include all specifications including warranty information and costs of all supplies and operational equipment needed for the course. These supplies should have enough and different sizes to manage two different groups at one time. Sizes will need to meet the following groups ages: Under 10; 10 to 17 years old; and adult sizes.

6.2.7 Financial Information

a. Please provide a detailed budget proposal including any possible costs associated with the installation and training for the UCA Challenge Course. This should include course materials, labor, equipment rental, training, housing, travel, meals, annual inspections, maintenance, future training, and operational equipment.

b. While financial information may be reviewed as a major part of the proposal, it will not be the only consideration.

6.3 Challenge Course Elements Desired by UCA

The UCA Challenge Course will require the incorporation of the following elements in the overall design. Any poles used in the design must be CCA treated. Each individual pole must be stamped to signify it meets all requirements of CCA.

LOW Elements: (would like 12-15 elements potential examples below)

1. Mountain Tops/Islands
2. All Aboard
3. Spider’s Web
4. The Wall (10’)
5. Nitro Crossing
6. T.P. Shuffle
7. Wild Woozy
8. Whale Watch (balance platform)
9. Swinging Log
10. Team Traverse
11. Trust Fall
12. Kings Finger
13. Rebirth Tire
14. Sundials
15. Triangle Traverse
16. A-Frame
High Elements: (would like 12-15 elements, potential examples below)

Must have a double level traversing elements or tech course accessed via a cargo net and exited via a dual Hydraulic zip-lines. The double level needs to have a minimum of 6 elements with a max of 8. The course will have Continuous and Dynamic belay systems

1. Climbing Tower/Giant Ladder (Dangle Duo)
2. Pamper Pole/Trapeze Jump
3. Flying Squirrel
4. Vertical Playpen
5. Multivine
6. Spinning Logs
7. Ships Crossing
8. River Logs
9. Osprey Nest/Swinging Disks
10. Vertical Playpen
11. Floating Islands
12. Burma Planks, Steps, and Loops
13. Giant Swing
14. Swaying Logs/Swinging Logs
15. Pirates Crossing

6.4 Construction Specifications

All cable terminations, and belay cables should meet the Association for Challenge Course Technology construction standards. All fasteners should be galvanized and meet international building code. All decks, railings and roof joist should meet international building code. Construction should meet the Association for Challenge course Technology standards. Please include specifications of construction materials, including: classification, height and diameter of poles being used, specifications for cables, staples and quick links.

6.5 UTILIZATION OF MINORITY (MBE) AND WOMEN'S (WBE) BUSINESS ENTERPRISES

It is the goal of the University of Central Arkansas that Minority Business Enterprises (MBE's) and Women's Business Enterprises (WBE's) be afforded opportunities to participate as vendors or subcontractors on University projects. In furtherance of that policy, the University requires Vendors to utilize their best efforts to achieve Arkansas MBE and Arkansas WBE participation on all University projects.
7.0 SPECIFIC PROPOSAL REQUIREMENTS

7.1 General Instructions

7.1.1 Acceptance Period: To be considered, vendors must submit a complete response to this RFP. Vendors not responding to all information requested in this RFP or indicating exceptions to those items not responded to may have their proposals rejected.

7.1.2 Delivery: Vendors mailing proposals should allow ample delivery time to assure timely receipt of their proposals. Vendors submitting proposals are fully responsible for their delivery. Reliance upon mail or public carriers is at the vendor’s risk; late proposals will not be considered.

Proposals must be submitted by 1:30 p.m. CST on September 27, 2018 to:

University of Central Arkansas
Purchasing Department
2125 College Avenue, Suite 2
Conway, AR 72034

7.1.3 Opening: There will be no public opening of the proposals. There will be a reading of acceptable proposals.

7.1.4 Required copies: Vendors must submit one (1) signed original hardcopy of the proposal and three (3) electronic format flash-drive (USB) copies of the proposal. Proposals should be clearly marked as “Proposal for Professional Design-Build Services for a Ropes Challenge Course.” Proposals must be provided in electronic format, in addition to hardcopy submission, as provided above. Vendors must make no other distribution of proposals (email will not be accepted).

7.1.6 Pricing Period: The pricing must remain valid for a minimum of 120 days past the due date for receipt of RFPs.

7.1.7 Economy of Preparation: Proposals should be prepared as simple as possible and provide a straightforward, concise description of the vendor’s capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional material, etc. are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Vague terms such as ‘vendor complies’ or ‘vendor understands’ should be avoided.

Note: While additional data may be presented and creative approaches are encouraged, the following criteria must be included in all proposal submissions.

All proposals shall be considered final when received.
7.2 Information Proposals Must Include:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the vendor’s capabilities to satisfy the requirements of the Request for Proposals, as outlined herein. This section outlines the information that must be included in all proposals. Please provide the proposal information using the same numbering sequence and in the same order as the items in this section.

7.2.1 Transmittal Letter: Each response to the RFP should be accompanied by a letter of transmittal not exceeding one (1) page that summarizes key points of the proposal and which is signed by an officer of the vendor authorized to commit the vendor to the obligations contained in the proposal. The transmittal letter shall contain an acknowledgement that the individual signing the letter is authorized to contractually bind the vendor. The transmittal letter should also include a phone number, fax number and e-mail address for the vendor’s primary contact person.

7.2.2 Table of Contents: Include a Table of Contents at the beginning, which clearly outlines the contents of the proposal document.

7.2.3 Pricing Proposal: Proposals must include a description of the proposed method of compensation for a ‘turn-key’ project and must be inclusive of all expenses for labor, travel, communications and all other miscellaneous out-of-pocket expenses incurred in performing work outlined in section 6.0. (See Appendix 3)

All prices and notations shall be written in ink or typed

7.2.4 Work Plan: Provide a detailed Project Narrative and Work Plan that describes:

- How the proposing vendor’s management procedures will ensure quality work is performed for the University.
- How proposed services and proposed work plan will meet the tasks and deliverables as described in Section 6.0 of this Request for Proposals.
- How proposed quality control mechanisms will ensure a high level of quality and commitment to excellence.

7.2.5 Additional Professional Services: Please list any ancillary services not included as part of your proposal and their cost if any.

7.2.6 Vendor Background and Experience: A clear demonstration of the vendor’s background and prior experience as it related to the scope of work in section 6. The University reserves the right to contact these organizations for reference purposes.

7.2.7 Servicing Office: Name, address of the office which will provide the services requested, telephone number, fax and website, if applicable. Provide a general description of the proposing vendor’s business, including size, number of employees, primary business and other business or services offered.
Include a list of the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this RFP.

**7.2.8 Prior Engagements:** For each of the engagements listed in response to #7.2.7 above, provide the following information:

- Scope of Work.
- Name and address of the client.
- Approximate annual budget of the client (if known)
- Name and telephone number of principal client contact (reference).
- Dates of engagement with the client.

**7.2.9 Leadership Team:** Names of the executives, partners and the managers who would be assigned to this engagement and include resumes for each.

Provide information on the experience of each proposed consultant, especially as it relates to the performance of this engagement. Provide as much information as possible regarding the experience of the specific staff to be assigned to the engagement.

**7.2.10 External Resources:** The names and qualifications of any needed outside specialists and consultants that will assist the vendor's staff members.

**7.2.11 Timeline:** An anticipated timeline of events that will take place should you be awarded this project.

**7.2.12 University Support:** Detail any information and/or support required of the University staff/offices.

**7.2.13 Publications:** List of publications issued by your organization you think would be of interest and assistance to the University.

**8.0 CLARIFICATION OF RFP AND QUESTIONS**

8.1 Questions related to the interpretation of this RFP must be submitted in writing to the Issuing Officer.

**9.0 ADDENDA TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all that received the basic RFP. An acknowledgment of receipt of such addenda, if any, must be submitted with the RFP response. (See Appendix 4)

**10.0 CONTRACTUAL AND INSURANCE RELATED REQUIREMENTS**

10.1 Indemnification: The vendor awarded any contract resulting from this RFP will be required to defend, indemnify and save harmless the University of Central Arkansas, their officers, agents, servants and employees from and against all liability, damages,
costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the University which may arise, be sustained, or occasioned directly or indirectly by any person, vendor or corporation arising out of or resulting from the performance of the services by the vendor its agents or employees, the provision of any products by the vendor, its agents or employees, arising from any act, omission or negligence of the vendor, its agents or employees, or arising from any breach or default by the vendor, its agents or employees under the agreement resulting from this RFP. Nothing herein is intended to relieve the University from its own negligence or misfeasance or to assume any such liability for the University by the vendor.

10.2 Insurance Certificates: The vendor awarded any contract resulting from this RFP will be required to supply a copy of their current Certificate of Insurance showing the insurance coverage at or above those described as follows:

10.2.1 Specific Insurance Requirements: The selected vendor shall procure and maintain at his/her own expense, until final completion of the work covered by the contract resulting from this RFP, insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided, issued by insurance companies authorized to do business in the State of Arkansas, covering all operations under the Contract whether performed by the selected vendor or by his/her subcontractors.

The successful vendor shall furnish to the University a certificate or certificates of insurance in a form satisfactory to the University Purchasing Official showing that vendor has complied with all insurance requirements set forth in the contract for services resulting from this RFP; said certificate or certificates shall provide that the policies shall not be changed or canceled until thirty (30) days written notice has been given to the University.

The required kinds and amounts of insurance are as follows:

A. WORKER’S COMPENSATION if applicable.

B. LIABILITY AND PROPERTY DAMAGE INSURANCE issued to the selected vendor naming the University of Central Arkansas as an additional insured, and covering liability with respect to all work performed by him under the Contract. The minimum limits for this policy for property damage and personal injury shall be $1,000,000 per occurrence, $3,000,000 aggregate covered under liability and damage property. All of the following coverage shall be included

- Comprehensive Form
- Premises-Operations
- Products, Completed Operations
- Contractual Insurance covering the Hold Harmless Provision
C. CONTRACTORS PROTECTIVE LIABILITY INSURANCE issued to the vendor and covering the liability for damages imposed by law upon the said vendor for the acts or neglect of each of his subcontractors with respect to all work performed by said subcontractors under the agreement.

D. PROFESSIONAL LIABILITY INSURANCE covering errors and omissions of the selected vendor with minimum limits of $2,000,000 per occurrence.

E. MOTOR VEHICLE INSURANCE issued to the selected vendor and covering liability and property damage on the vendor’s vehicles in the amount of $1,000,000 per occurrence.

11.0 METHOD OF EVALUATION

11.1 Evaluation Committee: Selected personnel from the University will form the evaluation committee for this RFP. It will be the responsibility of this committee to evaluate all properly prepared and submitted proposals for the RFP and make a recommendation for award.

11.2 Evaluation and Selection Criteria: All properly prepared and submitted proposals will be evaluated using three (3) sets of criteria. Proposals meeting the mandatory criteria will be evaluated for both technical qualifications (70 points) and price (30 points).

The following represents the principal selection criteria that will be considered during the evaluation process.

11.2.1 Mandatory elements:

- The vendor adheres to the instructions included in this Request for Proposals regarding preparation and submission of proposals. **10 Points**

- Responsiveness of the proposal in clearly communicating an understanding of the scope of the services. **10 Points**

- The vendor has addressed all of the requirements of this RFP. **10 Points**

- Client references. **10 Points**

11.2.2 Technical Qualifications and Competence:
□ The quality of the vendor’s professional personnel to be assigned to the engagement and the quality of the vendor's management support personnel to be available for technical consultation. **10 Points**

□ The vendor’s past experience and performance with comparable educational and non-profit organizations. **10 Points**

□ The ability to complete the engagement on a timely basis. **10 Points**

11.2.3 Price:

□ The proposed cost amount shall include all costs associated for a ‘turn-key’ project and must be inclusive of all expenses for labor, travel, communications and all other miscellaneous out-of-pocket expenses incurred in performing work outlined in section 6.0 of the requested search. Also, all potential costs that the University could incur as part of this contract shall be fully detailed in all proposals. **30 Points**

Note: Vendors submitting proposals may be requested to make oral presentations to the University selection committee at no cost to the university. Presentations will provide vendors with an opportunity to clarify any aspects of their written proposals about which the University may have questions. Such oral presentations shall be requested solely at the discretion of the University and not all vendors may be asked to make such oral presentations.

**12.0 CONTRACT APPROVAL PROCESS**

The University reserves the right to reject any or all proposals received. Non-acceptance of a proposal shall mean that another proposal was deemed more advantageous to the University, or that all proposals were rejected.

Each respondent should include in its written proposal its best pricing offer as well as all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters or modify their proposal after the proposal has been submitted.

The University personnel will evaluate all proposals properly submitted in response to this RFP.

The University reserves the right in awarding a contract to consider the qualifications of the vendors, as well as the amounts of the various proposals. The contract may not necessarily be awarded to the vendor which proposes the lowest pricing offer. The University reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities and to award the contract in the best interest of the University.
Appendix 1  
Signature Certification Page

Description: Professional Design Build Challenge Course

Proposal Number: UCA-19-014

Issue Date: August 3, 2018

Buyer: Meghan Cowan

Bid Opening Date: September 27, 2018

Bid Opening Time: 1:30 P.M. CST

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL PACKAGE AND ENVELOPE MUST BE SEALED AND PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF BID OPENING AND BIDDER’S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN “NO BIDS” TO THE UNIVERSITY OF CENTRAL ARKANSAS PURCHASING OFFICE.

Company Name: ______________________________________________________________

Name (Type or Print) ____________________________________________________________

Title: _________________________________________________________________________

Address: _______________________________________________________________________

_______________________________________________________________________________

Telephone Number: _______________ Fax Number: ______________________

E-Mail Address: _________________________________________________________________

FAILURE TO PROVIDE A TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN BID REJECTION:

______________________________________________________________________________

Federal Employer Identification Number or Social Security Number

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any employee of University of Central Arkansas prior to the official review of this bid. THE BID MUST BE SIGNED. UNSIGNED BIDS WILL NOT BE CONSIDERED.

Signature: _____________________________________________________________________
Appendix 2
Proposer References
Submission of this attachment is mandatory. Failure to complete and return this attachment with your bid may cause your bid to be rejected and deemed non-responsive. List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract.

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<tr>
<th>REFERENCE 1</th>
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<tbody>
<tr>
<td>Name of Firm</td>
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<td>Contact Person</td>
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<td>Dates of Service</td>
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<tr>
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<td>Brief Description of Service Provided</td>
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<td>Value or Cost of Service</td>
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<tr>
<td>Brief Description of Service Provided</td>
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1. Rope and Challenge Course Equipment $________________
2. Installation & Configuration $________________
3. On Site Training $________________
4. Annual Maintenance & Support $________________
5. Other Cost, must be specific, identify on separate sheet $________________

| Total Cost | $ |

Vendor Name: _______________________________________________

Address: ___________________________________________________

City: __________________ State: _______ Zip: _______ Phone: _____________

Fax: ___________________ Email: _______________________________

Signature of Authorized Official: __________________________________

NOTE:
1. The University of Central Arkansas will not be obligated to pay any cost not identified on the Official Bid Price Sheet.
2. Any cost not identified by the bidder but subsequently incurred in order to achieve successful operation of the equipment will be borne by the bidder.
3. Failure to use the Official Pricing Sheet may result in disqualification of proposal.
Appendix 4
Addendum Acknowledgement Sheet

Sign the appropriate line to acknowledge any addendums posted in response to this Request for Proposal.

1. Addendum #1 

2. Addendum #2 

3. Addendum #3 

4. Addendum #4 

5. Addendum #5 