Invitation For Bid (IFB)
IFB No. 08072026

Garvan Woodland Gardens Parking Services Re-Bid

BID RELEASE DATE: **August 7, 2026**

MANDATORY PRE-BID MEETING: **August 14, 2026 at 2:00 PM CST**
Onsite at Garvan Woodland Gardens
550 Arkridge Rd, Hot Springs, AR 71913

BID DUE DATE: **August 20, 2026***
BID DUE TIME: **2:30 PM CST***
BID OPENING EVENT: **2:30 PM CST**

SUBMIT ALL BIDS VIA: **UA Formal Bid Submission**
(NOTE: Take care to choose the CORRECT BID NUMBER from the dropdown menu.)

Signature Required For Response

Respondent complies with all articles of the Standard Terms and Conditions documents as counterpart to this IFB document, and with all articles within the IFB document. If Respondent receives the University's purchase order, Respondent agrees to furnish the items and/or services listed herein at the prices and/or under the conditions as indicated in the IFB.

Vendor Name:	
Mailing Address:	
City, State, Zip:	
Telephone:	
Email:	

Authorized Signature: ____ **Date:** ______________

Typed/Printed Name of Signor: ________________________________**Title:** ______________

***Under no circumstances will late bids be accepted.**

Bid opening event will be conducted at the date and time specified via Microsoft Teams. Notice of bid opening event will be posted on HogBid once the Teams meeting is set up.

INTERGOVERNMENTAL/COOPERATIVE USE OF COMPETITIVELY BID PROPOSALS AND CONTRACTS:

In accordance with Arkansas Code Annotated § 19-11-249, any State public procurement unit, including any University of Arkansas System campus or unit, may participate in any contract resulting from this solicitation with a participating addendum signed by the contractor and approved by the chief procurement officer of the procurement agency issuing this solicitation.

General Campus Background for University of Arkansas
Founded in 1871 as a land-grant institution, the University of Arkansas, Fayetteville Arkansas (UofA), is the flagship campus of the University of Arkansas System. Our students represent all 50 states and more than 120 countries. The UofA comprises 10 colleges and schools offering an internationally competitive education for undergraduate and graduate students in more than 270 academic programs. The UofA contributes new knowledge, economic development, basic and applied research, and creative activity while also providing service to academic and professional disciplines. As of Fall 2025, student enrollment totaled approximately 34,175. The faculty count totaled 1,490 and the staff count totaled 3,350. The UofA is one of the nation's top public research universities and the state's foremost partner and resource for education and economic development. Its public service activities reach every county in Arkansas, throughout the nation, and around the world. The Carnegie Foundation classifies the UofA among only 3 percent (3%) of universities in America that have the highest level of research activity.

1. INTRODUCTION / DESCRIPTION

Garvan Woodland Gardens is the botanical garden of the University of Arkansas and a center of the Fay Jones School of Architecture + Design. Nestled in the picturesque Ouachita Mountains of Southwest Arkansas, the Gardens are a wonderful gift to all people from local industrialist and philanthropist Verna Cook Garvan.

Garvan Woodland Gardens' mission is to preserve and enhance a unique part of the Ouachita environment; provide people with a place of learning, research, cultural enrichment, and serenity; develop and sustain gardens, landscapes, and structures of exceptional aesthetics, design, and construction; and partner with and serve communities of which the Gardens is a part.

Garvan's Holiday Lights an annual light display that transforms our 210-acre botanical garden into a winter wonderland with millions of lights. Visitors can stroll through themed areas, enjoy animated light shows, and experience the magic of the holiday season amidst the natural beauty of the gardens. The Garden can welcome up to 80,000 people over the approximately 42-day display.

Garvan's Tulip Extravaganza is an annual event featuring a spectacular display of over 150,000 Dutch tulips. This vibrant floral showcase typically occurs from late February to early April, with the exact timing influenced by weather conditions. The Garden can welcome up to 35,000 people over the month's long bloom season.

2. OVERVIEW / SCOPE OF WORK

Garvan Woodland Gardens is seeking a company to provide multi-year parking management services beginning with the Holiday Lights Display 2026 and the Tulip Extravaganza 2027 events and other events, as needed and agreed upon by the supplier and UA.

UA expects to achieve the following goals (at minimum) through the selected vendor:

1. Obtain parking management services contractor to be provided by a qualified Respondent.
2. Accountability and desire to work together to form a mutually beneficial long-term partnership.
3. Proactive in communicating and following up on issues and working to find areas of improvement.

3. DISTRIBUTING ORGANIZATION

This IFB is issued by the Office of Business Affairs at UA. <u>The University Purchasing Official is the sole point of contact during this process. Only written communication is considered formal and can be supported throughout this process</u>.

Respondent Questions and Addenda: Respondent questions concerning all matters of this IFB should be sent via email to:

Andrea Trevisan, Procurement Coordinator
Business Services
trevisan@uark.edu
and
Ed Beadles, Procurement Manager
Business Services
ebeadles@uark.edu

Questions received via email will be directly addressed via email, and compilation of *all* questions and answers (Q&A), as well as any revision, update and/or addenda specific to this IFB solicitation will be made available on HogBid, the UA bid solicitation website: http://hogbid/. During the time between the bid opening and contract award(s), with the exception of Bidder's questions during this process, any contact concerning this IFB will be initiated by the issuing agency and not Bidder. Specifically, the persons named herein will initiate all contact, unless designated otherwise.

Bidders shall not rely on any other interpretations, changes, or corrections. It is Respondent's responsibility to thoroughly examine and read the entire IFB document and any Q&A or addenda to this IFB. Failure of Bidders to fully acquaint themselves with existing conditions or information provided will not be a basis for requesting extra compensation after the award of a Contract.

4. MANDATORY PRE-BID MEETING

A mandatory pre-bid meeting will be held by the University of Arkansas on the date, time, and through means as specified on the cover sheet of this IFB document. The purpose of the meeting will be to provide a forum for bidders to obtain clarification about the IFB prior to finalizing their responses.

Questions should be submitted to the contacts listed above in Section 3 in advance of the scheduled meeting for preparation purposes to make the best use of time during discussion. Attendance at this pre-bid meeting is mandatory. **Only bidders who attend the mandatory pre-bid meeting will be eligible to submit a bid.**

Bidders who intend on attending the pre-bid meeting are encouraged to provide contact information to the University contacts listed above in Section 3 no later than 2:00 PM CST, August 13, 2026.

5. INSTRUCTIONS TO BIDDERS/RESPONDENTS

- Respondents must comply with all articles of the Standard Terms and Conditions documents posted on our Hogbid website as counterpart to the IFB document, and any associated appendices, as well as all articles within the IFB document. UA is not responsible for any misinterpretation or misunderstanding of these instructions on the part of the Respondents.

- Unless otherwise noted, Bids will be publicly opened in a virtual event at the specified date and time. All bids must be submitted per instructions found on the Formal Bid Solicitations Form at https://forms.uark.edu/xfp/form/906.

  - Only PDF and Word documents can be uploaded to the Portal (No Excel Files).
  - There is a 20 MB per file size limit for the upload fields. There is also a 20 MB total upload size limit per upload field when uploading multiple documents. When uploading multiple documents, distribute the documents among the available upload fields to avoid exceeding the 20 MB per upload field limit.

- **REQUIRED**
  Respondents must submit one SIGNED digital copy. If submitting a redacted copy, see Section 34 of this IFB document.

- For a Bid to be considered, an official authorized to bind the respondent to a resultant contract must include signature in the blank provided on the IFB cover sheet. Failure to sign the bid as required will eliminate it from consideration.

- All official documents, including responses to this IFB, shall be included as part of any resultant Contract.

- The UA Procurement Official reserves the right to award a contract or reject a bid response for any or all line items of a bid received as a result of this IFB, if it is in the best interest of UA to do so. Bids may be rejected for one or more reasons not limited to the following:

    - Failure of the Respondent to submit the bid response as required in this IFB on or before the deadline established by UA.
    - Failure of the Respondent to respond to a requirement for oral/written clarification, presentation, or demonstration in the Proposal.
    - Failure to provide the bid security or performance security if required.
    - Failure to supply Respondent references if required.
    - Failure to sign an Official Bid Proposal Document.
    - Failure to complete the Official Bid Price Sheet.
    - Any wording by the Respondent in their Proposal or any response to this IFB, or in subsequent correspondence, which conflicts with or takes exception to a bid requirement in this IFB.

- If the Respondent submits standard terms and conditions with the bid, and if any section of those terms is in conflict with the laws of the State of Arkansas, the State laws shall govern. Standard terms and conditions submitted may need to be altered to adequately reflect all the conditions of this IFB, the Respondent's Proposals and Arkansas State law.

- *According to Ark. Code Ann. § 4-27-1501 and OSP Rule R4:19-11-217,* A foreign corporation may not transact business in Arkansas until it obtains a certificate of authority from the Secretary of State.

- The University may make any decision or take any action that it, in its sole discretion, deems appropriate in order to comply with Act 1020 of 2021, the Transparency in Foreign Investment Act (Ark. Code Ann. § 6-60-1201 *et seq.*).

6. AWARD RESPONSIBILITY

The UA Procurement Official will be responsible for award and administration of any resulting contract(s). UA reserves the right to reject any or all bids, or any portion thereof, to re-advertise if deemed necessary, and to investigate any or all bids and request additional information as necessary in order to substantiate the professional, financial and/or technical qualifications of the respondent(s).

Contract(s) will be awarded to the respondent(s) whose proposal(s) adheres to the conditions set forth in the IFB, and in the sole judgment of UA, best meets the overall goals and financial objectives of UA. A resultant contract will not be assignable without prior written consent of both parties.

7. BID EVALUATION

Award will be made on a per item an all or none basis, whichever is in the best interest of the University of Arkansas. All bids must meet or exceed minimum specifications and will be evaluated based solely on price and/or discount as specified on the Official Bid Price Sheet. The University of Arkansas reserves the right to withdraw the IFB and to not make a final award if it is in the best interests of the University to do so. Bids not meeting the requirements specified in this IFB or received after the bid opening date and time will be rejected and removed from further consideration.

8. BEST AND FINAL OFFER

UA reserves the right to request an official "Best and Final Offer" (BAFO) from bid respondents if it deems such an approach is in the best interest of the institution. In general, the “Best and Final Offer” will consist of an updated cost proposal in addition to an opportunity for the respondent to submit clarification response to specific questions or opportunities identified in subsequent discussions related to the original Proposal response submitted to UA. If the UA chooses to invoke a “Best and Final Offer” option, all responses will be re-evaluated by incorporating the information as requested in the official “Best and Final Offer” document, including costs and answers to specific questions presented in the document. The specific format for the official “Best and Final Offer” request will be determined during evaluation discussions. The official request for a “Best and Final Offer” will be issued by the UA Procurement Department.

9. CONTRACT TERM AND TERMINATION

The term (“Term”) of any resulting Contract will begin upon date of Contract award. If mutually agreed upon in writing by the Contractor and UA, the term shall be for an initial period of one (1) year, with option to renew at the end of the contract term for six (6) additional years, for a combined total of seven (7) years (or 84 months). The University of Arkansas may terminate this Agreement without cause, at any time during the Term (including any renewal periods), by giving the other party thirty (30) days advance written notice of termination. Additionally, in the event of non-appropriation of funds necessary to fulfill the terms and conditions of this Agreement during any period of the Term (including any renewal periods), the parties agree that this Agreement shall automatically terminate without notice.

a) If at any time the performance becomes unsatisfactory, UA will give thirty (30) days written notice to the contractor. If at the end of the thirty (30) day period the performance is still deemed unsatisfactory, the contract shall be cancelled by UA, Office of Business Affairs. Additionally, the contract may be terminated, without penalty, by UA without cause by giving thirty (30) days written notice of such termination to contractor.

b) Upon award, the agreement is subject to cancellation, without penalty, either in whole or in part, if funds necessary to fulfill the terms and conditions of this contract during any period of the Term (including any renewal periods) are not appropriated.

c) In no event shall such termination by UA as provided for under this section give rise to any liability on the part of UA, its trustees, officers, employees or agents including, but not limited to, claims related to compensation for anticipated profits, lost business opportunities, unabsorbed overhead, misrepresentation, or borrowing. UA’s sole obligation hereunder is to pay contractor for services ordered and received prior to the date of termination.

The terms, conditions, representations, and warranties contained in the contract shall survive the termination of the Contract.

10. RESPONDENT’S RESPONSIBILITY TO READ IFB

It is the respondent's responsibility to thoroughly examine and read the entire IFB document, including any and all appendices. Failure of respondents to fully acquaint themselves with existing conditions or the amount of goods or work involved will not be a basis for requesting extra compensation after the award of a contract. This engagement is separate from any other engagement bidder may be currently pursuing with the University of Arkansas. Interpretation of the University of Arkansas is final.

Bids not fully compliant with all sections of the IFB may be deemed non-responsive and may not be evaluated. However, UA reserves the right to waive any formality or irregularity in any bid if deemed to be in the best interest of UA. In addition, UA reserves the right to reject any or all bids.

If language in this IFB differs from other language in the UA Standard Terms and Conditions or other standard forms, the language in this IFB shall govern.

11. INDICIA

The respondents and the contractor acknowledge and agree that UA owns the rights to its name and its other names, symbols, designs, and colors, including without limitation, the trademarks, service marks, designs, team names, facilities images, uniforms, nicknames, abbreviations, city/state names in the appropriate context, slogans, logo graphics, mascots, seals, color schemes, trade dress, and other symbols associated with or referring to UA that are adopted and used or approved for use by UA (collectively the "Indicia") and that each of the Indicia is valid. Neither any respondent nor contractor shall have any right to use any of the Indicia, derivative, or any similar mark as, or a part of, a trademark, service mark, trade name, fictitious name, domain name, company or corporate name, a commercial or business activity, or advertising or endorsements anywhere in the world without the express prior written consent of an authorized representative of UA. Any domain name, trademark or service mark registration obtained or applied for that contains the Indicia or any similar mark upon request shall be assigned or transferred to UA or its Board of Trustees without compensation.

12. PRICING
Pricing must be listed on the Official Bid Price Sheet in the format provided with this IFB and must include shipping and handling charges. Upon bid award, all pricing and/or discounts must be firm for a period of two (2) years. UA will not be obligated to pay any costs not identified on the Official Price Sheet. If pricing is dependent on any assumptions that are not specifically stated on the Official Price Sheet, please list those assumptions accordingly, on a separate sheet and show detailed pricing. Bidders must certify that any costs not identified by the Bidder, but subsequently incurred in order to achieve successful product/operation/service, etc. will be borne by the Bidder. Failure to do so may result in rejection of the bid.

13. DISCOUNTS
Please list percentage (%) discount (from list price) for each category listed on the Official Bid Price sheet where applicable.

14. INTEREST/LATE FEES
Pursuant to Ark. Code Ann. § 19-11-224, no interest or late fees shall accrue until amounts are 60 days past due. The interest rate shall be 6% per annum, consistent with Ark. Code Ann. § 4-57-101(d).

15. PREPAYMENT
Any provision of the Agreement requiring a deposit or prepayment is deleted. Any such prepayment amount stated in the Agreement shall instead be due upon delivery of a fully and correctly functioning product after University has tested such product.

16. WARRANTY
Not applicable

17. SHIPMENT
All products to be delivered to the University shall be shipped FOB Point of Destination. Risk of loss for product(s) shall pass to the University upon delivery of the product(s) to University.

18. RETURNS
The University will not be responsible for any fees, including but not limited to cancellation fees, or the return of any defective or otherwise nonconforming item.

19. RESERVATION/COMMITMENT
This IFB does not commit UA to award a contract, to pay costs incurred in the preparation of a bid to this request, or to procure or contract for services or supplies. UA reserves the right to accept or reject (in its entirety), any bid received as a result of this IFB, if it is in the best interest of UA to do so. In responding to this IFB, respondents recognize that UA may make an award to a primary Bidder; however, UA makes no commitment to purchase any minimum or maximum quantity of dollar volume of products from the selected supplier. UA reserves the right to purchase like and similar products/services from other agencies as necessary to meet operation requirements.

20. FUNDING OUT CLAUSE
If, in the sole discretion of UA, funds are not allocated to continue any resultant Contract, or any activities related herewith, in any future period, then UA will not be obligated to pay any further charges for services, beyond the end

of the then current period. Contractor will be notified of such non-allocation at the earliest possible time. No penalty shall accrue in the event this section is exercised. This section shall not be construed so as to permit UA to terminate any Contract awarded in order to acquire similar service from a third party.

21. CONTRACT INFORMATION

Bidders should note the following regarding the State's contracting authority and amend any documents accordingly. Failure to conform to these standards may result in rejection of bid:

A. The State of Arkansas may not contract with another party to perform any of the following:

1. Pay any penalties or charges for late payment or any penalties or charges which in fact are penalties for any reason.
2. Indemnify or defend that party for liability or damages. Under Arkansas law UA may not enter into a covenant or agreement to hold a party harmless or to indemnify a party from prospective damages.
3. Pay all sums that become due under a contract upon default.
4. Pay damages, legal expenses, attorneys' fees or other costs or expenses of any party.
5. Conduct litigation in a place other than the State of Arkansas.
6. Agree to be subject to or bound by governing law, jurisdiction, or venue of any state, country or province other than the State of Arkansas.
7. Agree to any provision of a contract that violates the laws or constitution of the State of Arkansas.

B. A party wishing to contract with UA should:

1. Remove any language from its contract which grants to it any remedies other than:
    - The right to possession.
    - The right to accrued payment.
    - The right to expenses of de-installation.
2. Include in its contract that the laws of the State of Arkansas govern the contract and that the State of Arkansas is the exclusive jurisdiction and venue for any and all claims, disputes, actions or suits between the parties or related to the Contract.
3. Include in its Contract that the UA is an instrumentality of the State of Arkansas entitled to sovereign immunity from suit and that all claims, demands, suits, or actions for loss, expense, damage, liability or other relief, either at law or in equity, against UA or its trustees, officers, employees, volunteers, students, agents or designated representatives acting within the official scope of their position, must be brought before the Claims Commission of the State of Arkansas.
4. Include in its Contract all other terms and conditions stated in this IFB.
5. Acknowledge in its contract that contracts become effective when awarded by UA Purchasing Official.

22. CONTRACT ITEMS/ADDITIONS

The University of Arkansas, on behalf of Garvan Woodland Gardens, reserves the right to add items to this contract throughout the term of the contract. Changes must be submitted in writing and approved by both parties.

23. SPECIAL OFFERS/PROMOTIONS

The University of Arkansas reserves the right to take advantage of special offers, promotions and educational discounts for which the University of Arkansas is eligible, should they become available. Should these promotions be less expensive than the normal percentage discount, the University must be given an opportunity to participate.

24. AGREEMENT AUTHORITY

The parties agree that they are and shall remain independent parties, and nothing contained in this agreement shall be deemed or interpreted to create any relationship other than that of independent parties. The parties agree that they shall perform all rights and obligations under this agreement as independent parties. No acts performed or representations made, whether written or oral, by either party shall bind the other party.

25. GOVERNING LAW

This IFB, any resulting Contract and all performance thereunder, transactions and subsequent amendments thereto between Respondent(s) or Contractor(s) and UA shall be governed and construed in all aspects in accordance with the laws of the State of Arkansas without regard to its choice of law principles (including without limitation any and all disputes, claims, counterclaims, causes of action, suits, rights, remedies, promises, obligations, demands, and/or defenses related thereto that may be asserted by either party). The parties agree that the State of Arkansas shall be the sole and exclusive venue and jurisdiction for any litigation or proceeding that may arise out of or in connection with this IFB or any Contract with UA. The parties waive any objection to the laying of jurisdiction and venue of any claim, action, suit or proceeding arising out of the Contract or any transaction contemplated hereby, in the State of Arkansas, and hereby further waive and agree not to plead or assert that any claim, action, suit or proceeding has been brought in an inconvenient forum. Nothing contained herein shall be deemed or construed as a waiver of any immunities to suit available to UA or its trustees, officials, employees and representatives. In no event shall UA or any of its current and former trustees, officials, representatives and employees (in their official or individual capacities) be liable to Respondent(s) or Contractor(s) for special, indirect, punitive, or consequential damages, attorneys' fees or costs or any damages constituting lost profits or lost business opportunities.

26. DISPUTES

Contractor and UA agree that they will attempt to resolve any disputes in good faith. Contractor and UA agree that the State of Arkansas shall be the sole and exclusive jurisdiction and venue for any litigation or proceeding that may arise out of or in connection with any Contract. The Respondent acknowledges, understands and agrees that any claims, demands, suits, or actions for damages against UA may only be initiated and pursued in the Arkansas Claims Commission, if at all. Under no circumstances does UA agree to binding mediation or arbitration of any disputes or to the payment of attorney fees, court costs or litigation expenses.

27. DELIVERY

Delivery must be FOB Destination, 550 Arkridge Rd, Hot Springs, AR 71913. Delivery must be within thirty (30) days after receipt of purchase order from the University of Arkansas. This is for in-stock items and does not apply to specialty items that have a standard delivery time of greater than thirty days. These items will not be bound under this clause. Delivery shall be made within normal working hours only (8:00 AM to 4:30 PM CST).

28. PAYMENT INSTRUCTIONS

Contractor agrees that in the course of making payments UA is entitled to rely on information contained in written or electronic communications that UA reasonably believes have been transmitted or authorized by Contractor. Contractor shall hold UA harmless against any loss or damage related to or arising from UA's reliance on such communications.

29. CONDITIONS OF CONTRACT

Contractor shall at all times observe and comply with federal and Arkansas State laws, local laws, ordinances, orders, and regulations existing at the time of or enacted subsequent to the execution of the Contract which in any manner affect the completion of work. Contractor shall indemnify and hold harmless UA and all its trustees, officers, employees, volunteers, students, and agents against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the Contractor.

To the extent Contractor shall have access to, store or receive student education records, Contractor agrees to abide by the limitations on use and re-disclosure of such **records** set forth in **the Family Educational Rights and Privacy Act** (FERPA), 20 U.S.C. § 1232g, and 34 CFR Part 99. Contractor agrees to hold student record information in strict confidence and shall not use or disclose such information except as authorized in writing by UA or as required by law. Contractor agrees not to use the information for any purpose other than the purpose for which the disclosure was made. Upon termination, Contractor shall return all student education record information or provide evidence that it was destroyed within thirty (30) days.

When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. Contractor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that system meets the statutory requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2019 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2019 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

ACCORDINGLY, CONTRACTOR SHALL EXPRESSLY REPRESENT AND WARRANT to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template ("VPAT") or similar documentation to demonstrate compliance with 36 C.F.R. § 1194.21, as it existed on January 1, 2019 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2019 (web-based intranet and internet information and applications) that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:

- Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means;

- Presenting information, including prompts used for interactive communications, in formats intended for non-visual use;

- After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired;

- Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means;

- Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact;

- Integrating into networks used to share communications among employees, program participants, and the public; and

- Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

If the information technology product or system being offered does not completely meet these standards, the Respondent must provide an explanation within the VPAT detailing the deviation from these standards.

State agencies cannot claim a product as a whole is not reasonably available because no product in the marketplace meets all the standards. If products are reasonably available that meet some but not all of the standards, the agency must procure the product that best meets the standards or provide written documentation supporting selection of a different product, including any required reasonable accommodations.

For purposes of this section, the phrase "equivalent access" means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired **shall** be provided a reasonable accommodation as defined in 42 U.S.C. § 12111(9), as it existed on January 1, 2019.

If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

30. TIME IS OF THE ESSENCE

Respondent and UA agree that time is of the essence in all respects concerning this IFB and any Contract and performance therein.

31. PERMITS/LICENSES AND COMPLIANCE

Contractor covenants and agrees that it shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of obligations under this IFB, and shall post or display in a prominent place such permits and/or notices as required by law. Contractor is responsible for compliance with all applicable laws and regulations, including but not limited to, OSHA requirements as well as any Fair Labor Standards Act requirements pertaining to compensation of Contractors employees or subcontractor (if any) working on the project; further, upon request, Contractor shall provide copies of all such permits or licenses to UA.

32. INDEMNIFICATION AND INSURANCE

The successful Respondent or Contractor shall indemnify, defend, and hold harmless University, its trustees, officers, directors, employees, agents and volunteers from and against any and all losses, costs, expenses, damages, and liabilities resulting from or relating to: (a) any breach by Contractor or Contractor's members, officers, employees, subcontractors, vendors, and agents of any representation, warranty, or other provision of this IFB, any resulting Contract or any document delivered by Contractor in connection with the products and services contemplated by this IFB; (b) any damage to property or bodily injury, including, but not limited to illness, paralyzation, dismemberment and death, arising from or relating to any products or services provided by the Contractor or uses of the UA campus by Contractor, its officers, employees, agents, volunteers, customers, subcontractors or guests under this IFB or any resulting Contract, or any other activities conducted on the UA campus (whether such activity is authorized or unauthorized by UA); (c) any use of or damage to UA property and any defect in any building and improvement thereon, including, but not limited to, any damage to any parking lots arising from or relating to any permitted uses under this IFB or any resulting Contract; (d) any act or omission of Contractor or any of its officers, agents, employees, invitees, or subcontractor's employees and invitees; and (e) any violation by Contractor of any applicable NCAA or SEC rules or regulations or state, federal or local laws.

The obligation to indemnify UA shall include, but shall not be limited to, the obligation to pay any and all losses, costs, expenses, attorneys' fees, damages, and liabilities incurred, as well as any attorneys' fees and court costs (including, but not limited to, any appellate or appellate-related proceedings). At no cost or expense to UA, UA's in-house counsel may participate in any proceedings. The indemnification obligations under this IFB or any resulting Contract shall survive the expiration or termination of such IFB or resulting Contract.
The successful Respondent or Contractor shall purchase and maintain at Contractor's expense, the following <u>minimum</u> insurance coverage for the period of any Contract. Certificates evidencing the effective dates and amounts of such insurance must be provided to UA:

- <u>Workers Compensation</u>: As required by the State of Arkansas. Additionally, the Contractor shall maintain Employer's Liability Insurance with a policy limit of not less than $100,000 each accident, $500,000 disease, and $100,000 disease each employee.
- <u>Comprehensive General Liability</u>, with no less than $1,000,000 each occurrence/$2,000,000 aggregate for bodily injury, products liability, contractual liability, and property damage liability.
- <u>Comprehensive Automobile Liability</u>, with no less than combined coverage for bodily injury and property damage of $1,000,000 each occurrence.

Policies shall be issued by an insurance company authorized to do business in the State of Arkansas and shall provide that policy may not be canceled except upon thirty (30) days prior written notice to UA. Any policy shall cover any vehicle being used in the management, operation, or delivery deriving from Contractor's operations on

UA's campus. Contractor shall also be responsible for payment of workers' compensation insurance for all Contractor's employees as required by the State of Arkansas.

Contractor shall furnish UA with a certificate(s) of insurance effecting coverage required herein. Failure to file certificates or acceptance by UA of certificates which do not indicate the specific required coverages shall in no way relieve the Contractor from any liability under the Contract, nor shall the insurance requirements be construed to conflict with the obligations of Contractor concerning indemnification. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to UA, its trustees, officials, employees, agents or volunteers. Proof of Insurance must be included in bid Proposal.

Contractor shall, at their sole expense, procure and keep in effect all necessary permits and licenses required for its performance under the Contract, and shall post or display in a prominent place such permits and/or notices as are required by law.

33. SOVEREIGN IMMUNITY

Notwithstanding any terms or conditions to the contrary, nothing within the Contractor's proposal shall constitute a waiver of any immunities to suit legally available to the University, it officers, agents and employees, including, but not limited to the Sovereign Immunity of the State of Arkansas.

34. REQUIRED IF SUBMITTING ADDITIONAL REDACTED COPY

Proprietary information submitted in response to this IFB will be processed in accordance with applicable State of Arkansas procurement law. Documents pertaining to the IFB become the property of UA and shall be open to public inspection **after** a notice of intent to award is formally announced.

It is the responsibility of the respondent to identify all proprietary information included in their bid and to submit in the proper receptacle at https://forms.uark.edu/xfp/form/906. The respondent shall submit one (1) separate digital copy of the bid from which any proprietary information has been removed, i.e., a redacted copy (marked "REDACTED COPY"). **NOTE: There are SEPARATE repositories – the redacted copy is to be submitted in the repository titled "Upload redacted/proprietary bid documents".** The redacted copy should reflect the same pagination as the original, show the empty space from which information was redacted. Except for the redacted information, the redacted copy must be identical to the original copy submitted for the bid response to be considered. The Respondent is responsible for ensuring the redacted copy is protected against restoration of redacted data. The redacted copy may be open to public inspection under the Freedom of Information Act ("FOIA") without further notice to the Respondent **after** a notice of intent to award is formally announced. If during a subsequent review process the University determines that specific information redacted by the respondent is subject to disclosure under FOIA, the Respondent will be contacted prior to release of the information.

35. WEB SITE ACCESSIBILITY

Respondent represents that web-based services substantially comply with the accessibility guidelines of Section 508 of the Rehabilitation Act of 1973 and with Web Content Accessibility Guidelines ("WCAG") Version 2.0 Level AA, and agrees to promptly respond to and resolve any accessibility complaints received from UA.

36. PROHIBITION AGAINST BOYCOTTING ISRAEL

In accordance with Ark. Code Ann. § 25-1-503, Respondent hereby certifies to UA that Respondent: (a) is not currently engaged in a boycott of Israel; and (b) agrees for the duration of any Contract not to engage in any boycott of Israel. A breach of this certification will be considered a material breach of contract. In the event that Respondent breaches this certification, UA may immediately terminate any Contract without penalty or further obligation and exercise any rights and remedies available to it by law or in equity.

37. CAMPUS RESTRICTIONS

Contractor shall not permit tobacco, electronic cigarettes, alcohol, or illegal drugs to be used by any of its officers, agents, representatives, employees, subcontractors, licensees, partner organizations, guests or invitees while on the campus of UA. Respondents further agrees that it will not permit any of its officers, directors, agents, employees, contractors, subcontractors, licensees, partner organizations, guests or invitees to bring any explosives, firearms or other weapons onto the campus of UA, except to the extent expressly permitted by UA policies and the Arkansas enhanced concealed carry laws. Respondent shall not allow any of its officers, directors, agents, employees, contractors, subcontractors, licensees, partner organizations, guests or invitees that are registered sex offenders to enter the campus of the University. Respondent agrees that it will not permit any of its officers, directors, agents, employees, contractors, subcontractors, licensees, partner organizations, guests or invitees who have been convicted of a felony involving force, violence, or possession or use of illegal drugs to work on this campus. Respondent will fully comply with all applicable UA policies, and federal, state and local laws, ordinances, and regulations.

38. PERFORMANCE STANDARDS

Contractor acknowledges that the use of performance-based standards on any resultant Contract by UA are required pursuant to Arkansas Code Annotated § 19-11-267. Contractor shall provide prompt, responsive, courteous and high-quality products, services and customer service in the performance of its obligations under this IFB and any resulting Contract with UA. Contractor shall warrant that the equipment placed on the UA campus shall be of good quality, safe and suitable for their intended use by customers and properly installed. Contractor acknowledges that all products and services provided to UA or tailgate customers on the UA campus are to be of high quality and rendered in a timely and professional manner. Contractor represents and warrants that it will provide all products and services related to any resulting Contract in a manner consistent with industry standards. In addition, Contractor shall respond to all production, service, maintenance and customer service and support requests by in a polite and timely manner. Further, Contractor recognizes that failure to perform hereunder may cause UA financial or reputational harm or damages or require it to acquire replacement services on short notice. Therefore, any failure to provide the agreed upon products or services to UA or customers at the quality, times or in the manner specified, or for the duration required hereunder shall constitute a breach of any Contract between Contractor and UA subject to termination.

39. BACKGROUND CHECKS

Contractor shall be responsible to obtain and to pay for background checks (including, but not limited to, checks for registered sex offenders) for *all* individuals performing any services related to this IFB on the UA campus, whether on a paid or volunteer basis, in a manner requested by UA and consistent with procedures established by UA for its background checks. No person may perform any duties or services for Contractor on the UA campus under any circumstances whatsoever until a satisfactory background check has been completed for each individual and copies furnished to UA.

40. NO ASSIGNMENT AND SUBLICENSING

Respondents may not assign or sublicense any resulting Contract without the prior written consent of an authorized representative of UA as provided by UA's Board of Trustee Policy.

41. PCI DSS COMPLIANCE

Any third-party service provider utilized by the Contactor that engages in electronic commerce on behalf of the UA or other services contemplated under this IFB or any resulting Contract with UA, shall protect all card holder data ("CHD") and sensitive authentication data ("SAD") in accordance with the Payment Card Industry Data Security Standard ("PCI DSS"), if applicable, or using secure standard financial industry practices, if PCI DSS standards are not applicable. UA reserves the right at any time to request either proof of PCI DSS compliance or a certification (from a recognized third-party security auditing firm) verifying that the Contactor (and/or any third party service provider utilized by the Contactor) uses secure standard financial industry practices in its financial transactions, and maintains ongoing compliance under PCI DSS standards and/or secure financial industry practices as they change over time. The Contactor will comply with all laws, rules and regulations relating to the access, transfer, storage, processing, collection, use, protection and breach of all CHD and SAD. The Contactor shall not share with the University or grant the University access to any CHD or SAD accessed, transferred, stored, processed, collected, used or transacted by the Contactor or any third party provider utilized by the Contactor related to the purchase, sale, resale, offer to resell, return, credit, or reserving the rights to any services contemplated under the IFB or any resulting Contract with UA. The Contactor further acknowledges that neither it nor any third-party service provider utilized by the Contactor shall be granted access to UA's system in connection with any financial transaction under the Contract, and will not access, transfer, store, process, collect, use or otherwise transmit CHD or SAD using UA's systems. The Contactor will provide their Attestation of PCI Compliance and network scans to UA on an annual basis. The Contactor will give immediate notice to UA of any actual or suspected unauthorized disclosure of, access to or other breach of the CHD or SAD. The Contactor will indemnify UA for any third-party claim brought against UA arising from a breach by the Contactor of the representations or obligations of this section. This section and its indemnity will survive the termination of this IFB and any resulting Contract between Contractor and UA.

42. Restriction of Boycott of Energy, Fossil Fuel, Firearms, and Ammunitions Industries
In accordance with Ark. Code Ann. § 25-1-1002, Respondent hereby certifies to UA that Respondent: (a) is not currently engaged in a boycott of the energy, fossil fuel, firearms and ammunition industries; and (b) agrees for the duration of any Contract not to engage in any boycott of the energy, fossil fuel, firearms or ammunition industries. The preceding does not apply to: (i) a financial services provider as defined at Ark. Code Ann. § 25-1-1001(8)(A), (ii) an agreement with a total potential value of less than $75,000, or (iii) a contract under which the Contractor's price for the goods or services is at least 20% less than the lowest certifying business.

43. Certification of Non-Scrutinized Company
The Respondent certifies that the government of the People's Republic of China ("PRC") does not wholly own the Respondent or hold a majority interest in the Respondent. Respondent further certifies that the PRC does not own or hold a majority interest in a for-profit parent company, subsidiary or affiliate of Respondent, or in a subcontractor to be employed by Respondent.

44. MINIMUM SPECIFICATIONS

NOTE: If offering equal brand and/or specifications, the full description and clear, complete specifications must accompany bid at the time of bid opening. Failure to do so may result in disqualification of bid.

Fill and Turn Over:

Parking operations during Holiday Lights present one of the Garden's most complex logistical challenges. With approximately 600 parking spaces, the lot is expected to fill and turn over up to three times each evening, corresponding with the primary ticket entry times of 5:00 p.m., 6:30 p.m., and 8:00 p.m.

Unlike many event venues such as an arena or stadium, the Garden does not assign a predetermined departure time. Guests are encouraged to enjoy the experience at their own pace. While the average visit lasts approximately 90 minutes, many visitors choose to stay longer, creating a continually changing parking environment rather than predictable waves of departures.

As spaces become available throughout the evening, the parking team must accurately monitor vacancies and efficiently direct waiting vehicles into open spaces. Success depends on continuous communication among parking staff and Garden personnel, a well-trained and consistent team, sound judgment, and the ability to remain calm and organized in a fast-paced environment. The supplier shall provide personnel capable of managing traffic flow under changing conditions and maximizing parking capacity while maintaining safety and customer service standards.

Parking Lot and Approaching Roadway Conditions:

Additionally, the Garden's parking lots and approaching roadways are atypical to an event of this size. Located at the end of a two-lane county road, the roadways surrounding the Garden are utilized to re-route traffic, providing additional staging for entering and exiting vehicles. Coupled with the parking requirements described above, the parking lots are organic in nature, with a variety of finishes, including paved with striped parking areas, gravel with parking stops, and gravel with no stops. Very efficient parking measures must be implemented to accommodate the expected traffic.

Throughout the event, traffic routes must remain clear to ensure safe traffic flow and immediate access for emergency vehicles, if needed. Above all, parking attendants serve as the first and last point of contact for many guests. Every interaction should reflect the Garden's commitment to exceptional hospitality through professionalism, patience, courtesy, and a welcoming attitude.

The ancillary roads leading up to the Gardens serve as a waiting/staging area for visitors entering. The roads entering and exiting the Gardens are one-way. On projected busy nights, an officer (provided by Garvan) shall be located at Twin Oaks Drive & Arkridge Rd and one (1) parking attendant shall be located at the entrance to the light display on Arkridge Rd. The parking attendant shall communicate with the stationed officer.

There is a vacant lot at the base of the service road that could be used for overflow parking. However, usage requires prior coordination with and approval from Garvan staff.

Parking Management Standards:

The parking management team shall work closely with one another to minimize vehicle entry and exit wait times. All parking crew team members shall arrive on-time to each shift and maintain excellent customer service and safety standards.

Provided there are no extenuating factors outside of the parking team's control (such as inclement weather), on peak nights, and on any evening anticipating more than 2,000 visitors, or at times of high traffic, by 5:30 p.m. each evening (with gates opening at 4:30 p.m.), a minimum of 300 vehicles shall be parked.

Provided there are no extenuating factors outside of the parking team's control (such as inclement weather), on peak nights, and on any evening anticipating more than 2,000 visitors, or at times of high traffic, 90% of all available parking spaces shall be occupied. A map of the parking areas indicating a minimum number of parked vehicles will be provided. This standard measures both efficient utilization of available parking and effective management of parking turnover. As vehicles exit throughout the evening, vacant spaces shall be filled promptly to maintain this occupancy level whenever demand exists.

Vehicles shall not be backed into parking spaces.

On peak nights, and on any evening anticipating more than 2,000 visitors, or at times of high traffic, the Service Road shall be used to stage waiting vehicles. An empty Service Road during periods of high demand may indicate that unnecessary vehicle queues are developing on ancillary roads. At all times, sufficient clearance shall be maintained to provide unobstructed access for emergency vehicles.

Shuttle buses and motor coaches shall park only in their designated locations to maintain efficient traffic circulation and ensure continuous access for emergency vehicles.

Each evening, the vendor must maintain at least 75% consistency in its team members.

First Aid and CPR Certification:

First Aid and CPR training required, one (1) supervisor per night, to assist with visitor emergencies in the parking and traffic circulation areas.

Radios:

Garvan will provide radios to the parking management team to be utilized with County-wide traffic and emergency services. The radios will remain the property of Garvan. Any damage to the radios or loss of the radios will be the responsibility of the supplier. Garvan will bill the supplier for the cost of repairs or replacement.

<u>Coordination Meeting(s):</u>

The awarded supplier shall provide a representative to attend two (2) meetings with local city and county stakeholders as well as Local Law Enforcement Officials after selection and prior to the start of Holiday Lights to coordinate county-wide traffic and emergency services. The first meeting will be virtual and the second will be in-person. The supplier shall provide at least one representative to attend these meetings. Upon mutual written agreement to renew the contract, these meetings will occur annually prior to the start of Holiday Lights.

If the awarded supplier's representative is not local (Garland County, AR), Garvan will reimburse for realized travel-related expenses incurred as a result of the in-person meeting. Travel expenses eligible for reimbursement include transportation (airfare or mileage at the State approved rate of $0.52/mile), hotel and meals. Itemized receipts for travel-related expenses, along with an invoice, shall be submitted to the Garvan contact within 30 days of the travel.

<u>References:</u>

Bidders must provide a minimum of three (3) references (including the organization's name, address, persons to contact, telephone numbers, and email addresses) located in the continental United States currently or previously served by bidder. References are to be parties who can attest to the qualifications relevant to providing services requested for similarly sized events and venues. UA reserves the right to contact any references provided to evaluate the level of performance and customer satisfaction. Reference **Appendix II** for format.

Holiday Lights: Season begins November 21 through December 31, 2026

- **Hours of Operation will be 3:30 P.M.-9:30 P.M.**
    - Parking Crew supervisors will be trained by Garvan Woodland Gardens staff on a mutually agreed upon date prior to the start of Holiday Lights. Supervisor training shall be included in the overall price. Garvan anticipates 4-6 hours of training total. A written parking protocol will be provided to the selected vendor's supervisors, who will in turn train all parking lot crew members, and will include at least, but not limited to:
        - The Parking Crew is expected to direct cars into unmarked spots to allow for maximizing use of parking spaces.
        - The Parking Crew is expected to maintain parking needs without additional Garvan employees.
        - The Parking Crew is expected to keep traffic from stopping on Arkridge.
    - The vendor shall provide a consistent parking crew for each event (Holiday Lights and Tulip Extravaganza) to reduce training time.
    - Garvan Security officers will be stationed at the front entry plaza, the chapel, and will roam through the parking lot to assist as needed.
    - The awarded contractor shall provide and operate an electric golf cart or side-by-side for use while providing services for this contract. Operator(s) of the golf cart shall maintain a valid Arkansas Driver's License through the duration of the contract, and shall abide by all applicable federal, state, and local laws while operating the golf cart.
        - The electric golf cart or similar will be on paved or gravel surfaces. The entry drives are steep, but all other surfaces will be flat. The golf cart has been used by the Parking Crew's supervisor to monitor the staff, count available spaces, troubleshoot, etc. Lights are required as the vehicle will be operated after sunset. A minimum of two seats should be provided, additional if the parking supervisor would like to move the crew to positions, etc. A charging station will be available. Electric carts are preferred, but a gas cart will be acceptable.

- Employees and agents acting on behalf of the contractor shall maintain a clean appearance and be properly identified and uniformed while on the premises. Employees shall conduct themselves in a professional manner.
- The supervisor shall provide and maintain an employee log (names, dates and times worked, etc.) that shall be furnished to Garvan at the close of each night so that hours worked and invoiced by the supplier can be validated and confirmed. A Garvan employee shall sign off on the log at the end of each shift. All applicable employee logs shall be submitted with each invoice.
- The supervisor is expected to remain on site and retain adequate Parking Crew to allow for parking incoming traffic until dismissed by the Operations Manager on Duty.

- **Anticipated Peak Nights are as follows:**
  Nov. 21, 25, 27-28, 2026 (excluding Thanksgiving Day)
  Dec. 5, 11-12, 18-24, 26-27, 2026 (excluding Christmas Day) (16 nights)

  - The contractor will provide eleven (11) parking lot crew members**,** plus one (1) supervisor, for a total of twelve (12) crew members.

- **Anticipated Non-Peak Nights are as follows:**
  Nov. 22-24, 29, 2026
  Dec. 4, 13-17,28-31, 2026 (14 nights)

  - The contractor will provide six (6) parking lot crew members, plus one (1) supervisor, for a total of seven (7) crew members.

- **Anticipated Community Nights are as follows:**
  Nov. 30, 2026
  Dec. 1-3, 6-10, 2026 (9 nights)

  - The contractor will provide three (3) parking lot crew members, plus one (1) supervisor, for a total of four (4) crew members.
  - Community Nights are the lower admission nights during the first two weeks of December when Garvan provides community-based entertainment or activities such as concerts at the Chapel or local high school dance teams performing in the Garden.

Notes:

- On evenings when low visitation is expected due to weather, etc., the parking team may be released early and will be paid for the scheduled hours
- The contractor shall provide all equipment needed for the work including but not limited to safety vests, flashlights, and lighted parking batons.
- The contractor and their staff will abide by all policies and procedures set forth for the employees of the Garden and the State. An employee handbook can be supplied if needed.
- The Garden is closed on Thanksgiving and Christmas days.

Tulip Extravaganza: We will need parking services management for the following dates:
March 20-28, 2027 (9 days)

Hours of Operation will be 9:00 A.M.- 5:00 P.M.

- The contractor will provide five (5) parking lot crew members, plus one (1) supervisor, for a total of six (6) crew members.
- Parking Crew supervisors will be trained by Garvan Woodland Gardens staff on a mutually agreed upon date prior to the start of the Tulip Extravaganza. Supervisor training shall be

included in the overall price. Garvan anticipates 4-6 hours of training total. The supervisors in turn shall train all parking lot crew members.

- The parking crew is expected to maintain parking needs without additional Garvan employees.
- Garvan Security officers will be stationed at the front entry plaza, the chapel, and will roam through the parking lot to assist as needed.
- The awarded contractor shall provide and operate an electric golf cart or side-by-side for use while providing services for this contract. Operator(s) of the golf cart shall maintain a valid Arkansas Driver's License through the duration of the contract, and shall abide by all applicable federal, state, and local laws while operating the golf cart.
    - The electric golf cart or similar will be on paved or gravel surfaces. The entry drives are steep, but all other surfaces will be flat. The golf cart has been used by the Parking Crew's supervisor to monitor the staff, count available spaces, troubleshoot, etc. Lights are required as the vehicle will be operated after sunset. A minimum of two seats should be provided, additional if the parking supervisor would like to move the crew to positions, etc. A charging station will be available. Electric carts are preferred, but a gas cart will be acceptable.
- Employees and agents acting on behalf of the contractor shall maintain a clean appearance and be properly identified and uniformed while on the premises. Employees shall conduct themselves in a professional manner.
- The supervisor shall provide and maintain an employee log (names, dates and times worked, etc.) that shall be furnished to Garvan at the close of each night so that hours worked and invoiced by the supplier can be validated and confirmed. A Garvan employee shall sign off on the log at the end of each shift. All applicable employee logs shall be submitted with each invoice.

Notes:

- On days when low visitation is expected due to weather, etc., the parking team may be released early and will be paid for the scheduled day/s and hours.
- The contractor shall provide all equipment needed for the work including but not limited to safety vests, flashlights, and lighted parking batons.
- The contractor and their staff will abide by all policies and procedures set forth for the employees of the Garden and the State. An employee handbook can be supplied if needed.

The selected contractor shall submit electronic invoices on a weekly basis. Each invoice must be accompanied by a detailed log that includes the names of personnel who performed work during the invoicing period, the dates and hours worked, and if they were an attendant or supervisor. This documentation is required to ensure transparency, facilitate timely payment, and support project tracking and accountability.

OFFICIAL BID PRICE SHEET

BID NAME: Garvan Woodland Gardens Parking Services Re-Bid

BID NUMBER: 08072026

BID DUE DATE/TIME: August 20, 2026 at 2:30 PM CST

BIDDER INFORMATION CONTACT: ____________________ PHONE/EMAIL:________________

Reference Section 12-Pricing for further instruction, and the corresponding Bid Price Sheet provided below. Please complete the Price Sheet as provided and submit within your proposal. If pricing is dependent on any assumptions that are not specifically stated on the Official Price Sheet, please list those assumptions accordingly on a separate spreadsheet and show detailed pricing. Any additional pricing lists should remain attached to the Official Price Sheet for purposes of accurate evaluation. **Pricing must be valid for ninety (90) days following the bid due date and time.**

UA will not be obligated to pay any costs not identified accordingly. The Respondent must certify that any costs not identified by the Respondent, but subsequently incurred in order to achieve successful operation of the commodity/service, will be borne by the Respondent. Failure to do so may result in rejection of the bid.

NOTE: Bids must be submitted on this official bid form to be considered. Vendors must use this Official Bid Price Sheet when submitting bids in response to this IFB. Provide pricing and/or discount where applicable next to the item listed below, per minimum specifications as listed within this bid document. Pricing must include shipping and handling charges.

Only Tables A and B will be considered when calculating the Total Bid Price. Table C will be utilized for other Garvan events, as needed and agreed upon by the contractor and UA.

Pay for training hours of supervisors shall be included in the unit price of each supervisor line, as applicable.

Bid the following according to minimum specifications or functional equivalent:

TABLE A (HOLIDAY LIGHTS DISPLAY 2026):

Item	Description	Unit Price (price per hour)	Estimated Quantity	Unit of Measure	Extended Price (Unit Price x Estimated Quantity)
1.	Parking lot attendant	$	1,722	Hours	$
2.	Parking lot attendant, supervisor, first aid and CPR certified	$	234	Hours	$
3.	Electric golf cart or side-by-side Supplier must specify make and model: ______________________________ ______________________________	$	234	Hours	$
TABLE A TOTAL (sum of the Extended Prices for lines 1-3)		**$**			

TABLE B (TULIP EXTRAVAGANZA 2027):

Item	Description	Unit Price (price per hour)	Estimated Quantity	Unit of Measure	Extended Price (Unit Price x Estimated Quantity)
1.	Parking lot attendant	$	360	Hours	$
2.	Parking lot attendant, supervisor, first aid and CPR certified	$	72	Hours	$
3.	Electric golf cart or side-by-side Supplier must specify make and model: ________________________________ ________________________________	$	72	Hours	$
	TABLE B TOTAL (sum of the Extended Prices for lines 1-3)	**$**			

SUM OF TABLE A AND TABLE B TOTAL (estimated contract amount*): $________________________________

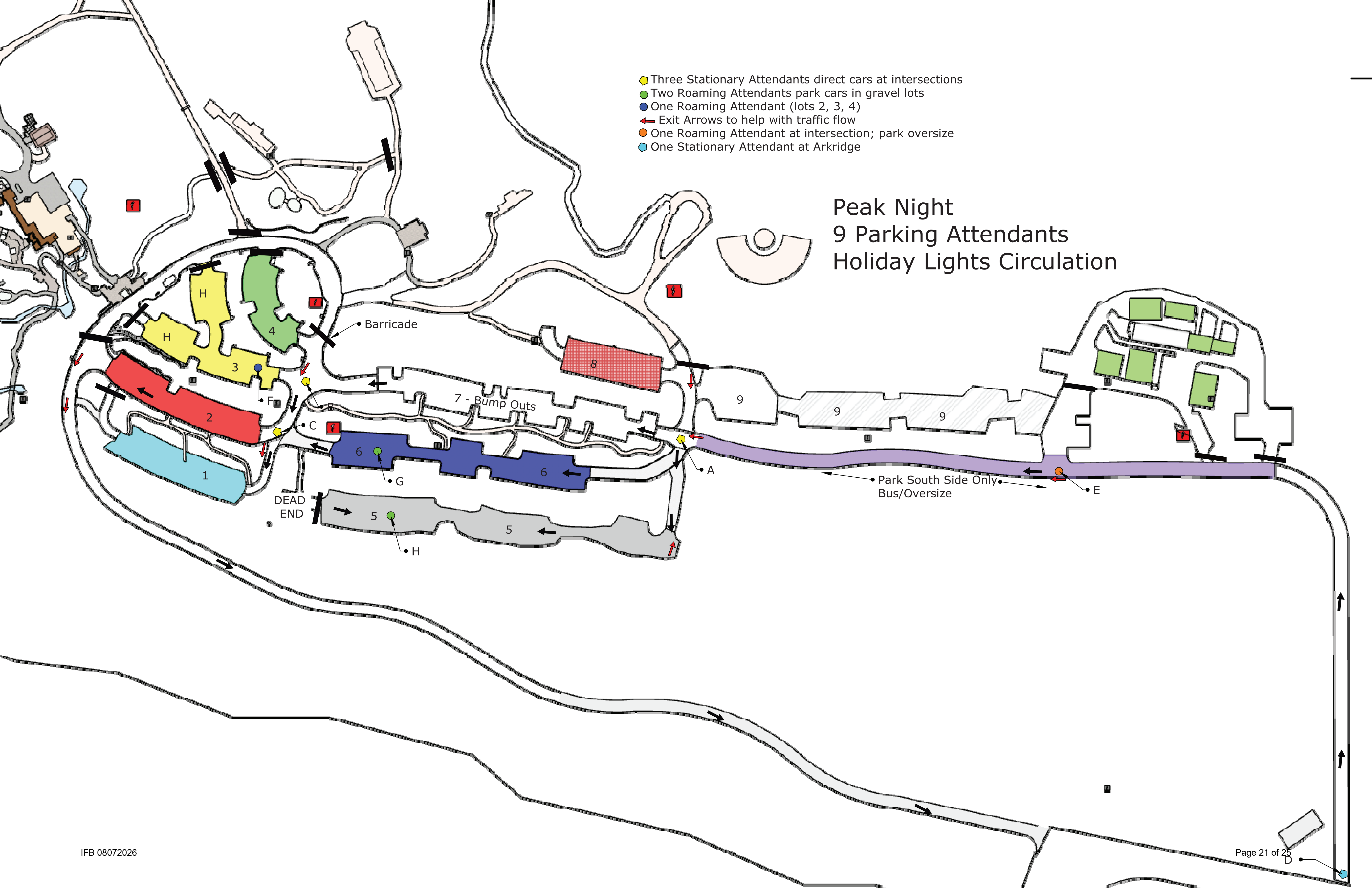
*The estimated contract amount is used for comparison purposes only. The awarded contractor will be paid for hours worked and invoiced.

TABLE C (Other events, as needed and agreed upon by the contractor and UA):

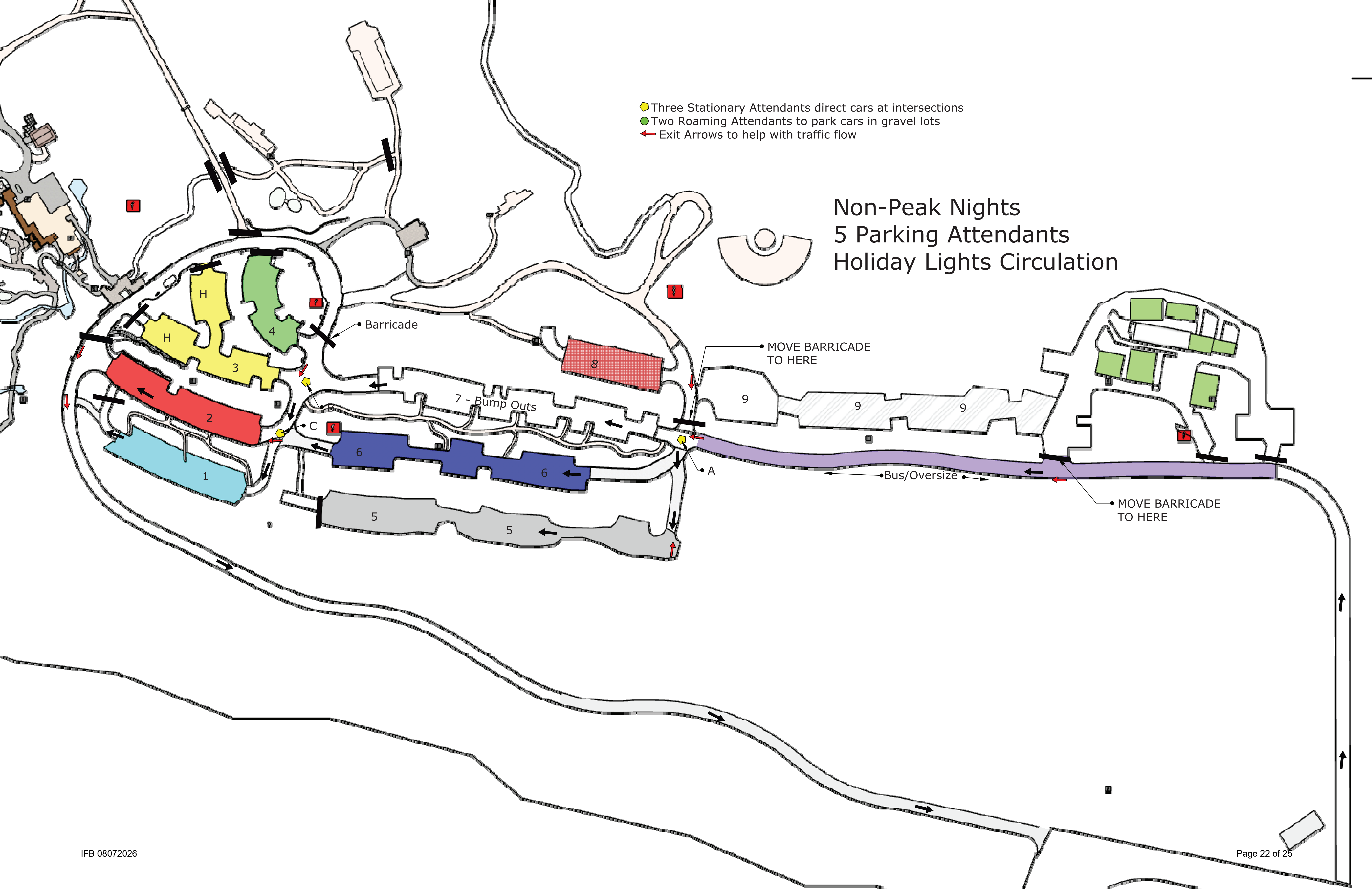
Item	Description	Unit Price (price per hour)
1.	Parking lot attendant	$
2.	Parking lot attendant, supervisor, first aid and CPR certified	$
3.	Electric golf cart or side-by-side Supplier must specify make and model: ________________________________ ________________________________	$

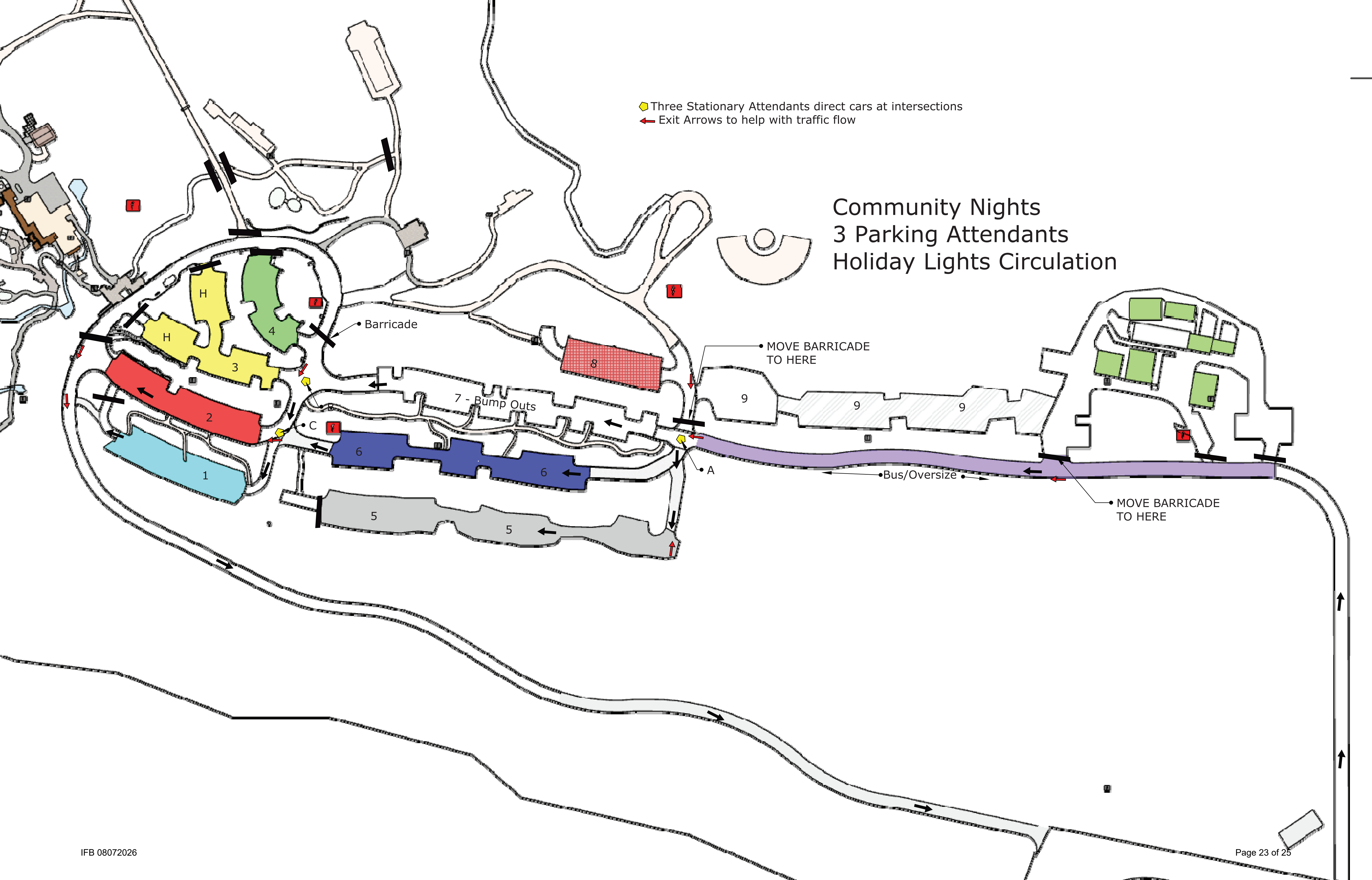
APPENDIX I: HOLIDAY LIGHTS MAPS

Peak Night
9 Parking Attendants
Holiday Lights Circulation

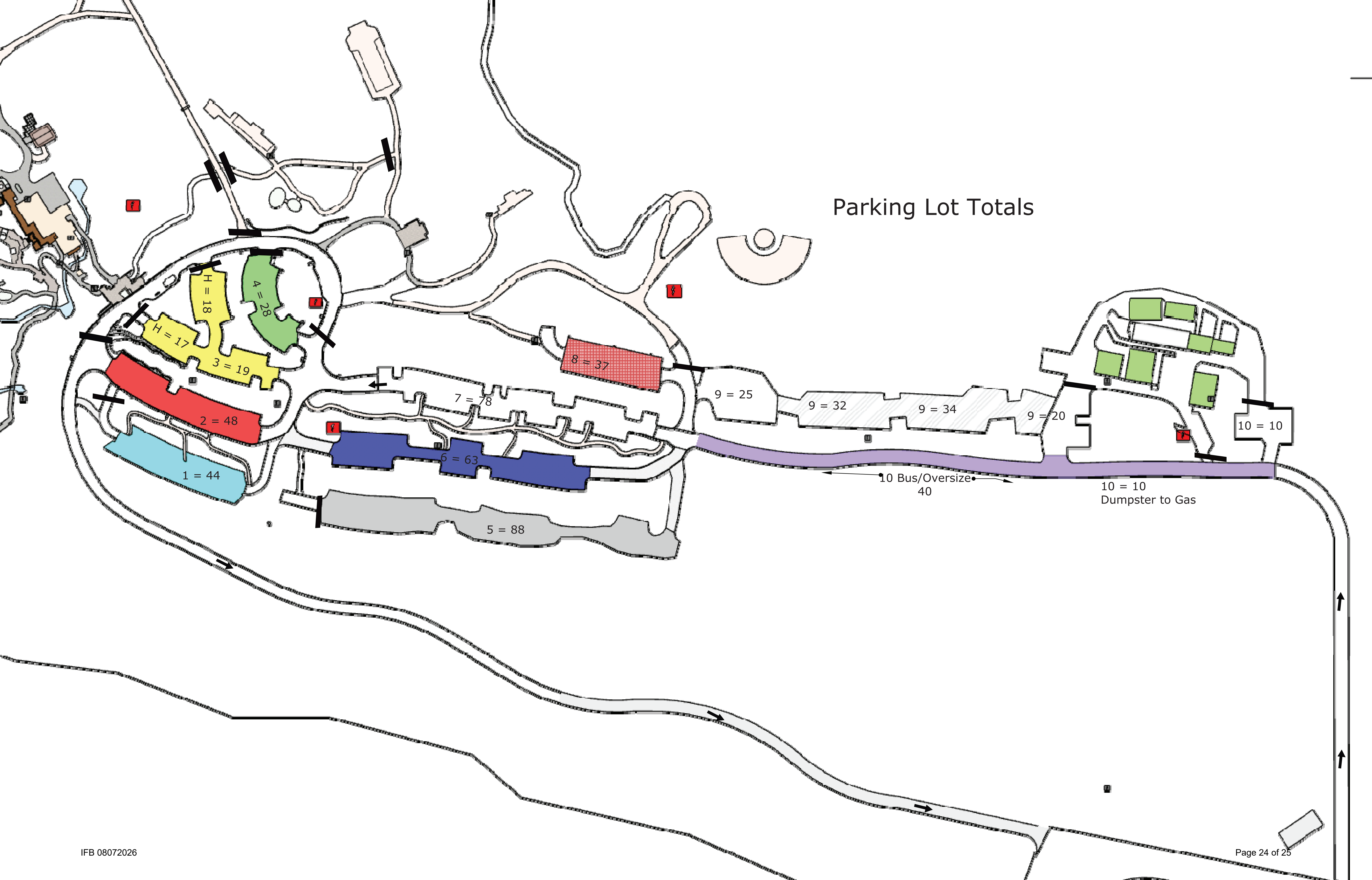


Non-Peak Nights
5 Parking Attendants
Holiday Lights Circulation




Three Stationary Attendants direct cars at intersections
Exit Arrows to help with traffic flow
Community Nights
3 Parking Attendants
Holiday Lights Circulation
Barricade
MOVE BARRICADE TO HERE
MOVE BARRICADE TO HERE
7 - Bump Outs
Bus/Oversize
A
C
H
H
1
2
3
4
5
5
6
6
8
9
9
9

Parking Lot Totals



APPENDIX II: REFERENCES – IFB 08072026

Bidder must provide the following information as part of this proposal:

1. Bidder Representative:
   Contact Name:
   Telephone:
   Email Address:
   Address:

2. References of your prior or current customer(s) as specified in **Section 44** of this IFB document:

   a. Company/Organization Name:
      Contact Name:
      Telephone:
      Email Address:
      Address:

   b. Company/Organization Name:
      Contact Name:
      Telephone:
      Email Address:
      Address:

   c. Company/Organization Name:
      Contact Name:
      Telephone:
      Email Address:
      Address: