CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Amy Smith, Purchasing Manager
Shelia Harper, Purchasing Agent

P.O. BOX 5757
NORTH LITTLE ROCK, AR 72119
501-975-8881 Phone
asmith@nlr.ar.gov

REQUEST FOR QUALIFICATIONS

RFQ Number: 26-3940 Date Issued: October 24, 2026
Date & Time Bid Opening: November 16, 2026 @ 10:00 a.m.

RFQ NOTICE

THE CITY OF NORTH LITTLE ROCK IS REQUESTING QUALIFICATION PROPOSALS FROM PROFESSIONAL CATERING SERVICE PROVIDERS FOR THE 2027 CALENDAR YEAR. THE CITY WISHES TO QUALIFY AND CONTRACT WITH MULTIPLE SUPPLIERS, WHO ARE ESTABLISHED AND EXPERIENCED IN THE FURNISHINGS AND DELIVERY OF CATERING SERVICES, ON BEHALF OF THE CITY OF NORTH LITTLE ROCK.

PLEASE SUBMIT THREE COPIES OF QUALIFICATION PROPOSAL. SEE PAGE 4 OF RFQ FOR INFORMATION AND ITEMS THE QUALIFICATION PROPOSAL SHOULD INCLUDE.

Note: FAILURE TO FILL OUT AND SIGN THE REQUEST FOR QUALIFICATION SHEET WILL RESULT IN REJECTION OF THE REPSONSE.

EXECUTION OF RFQ

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this RFQ/RFP/BID including conditions set forth and pertinent information requests.

Name of Firm:_____ Phone No.: _____

Arkansas Tax Permit No.:_____

Business Address: _____

Signature of Authorized Person: _____

Title:_____ Date: _____

UNSIGNED COVER SHEETS WILL BE REJECTED.

NOTICE TO RESPONDENTS
REQUEST FOR QUALIFICATIONS
RFQ-26-3940

The City invites you to review and welcomes proposals for catering and food services to be provided by multiple caterers who will be selected as "Preferred Caterers" for the North Little Rock Event Center located at 120 Main Street in North Little Rock, Arkansas (the "Premises").

SCOPE OF WORK

The City seeks a relationship with multiple Caterers who can provide a variety of menus, including but not limited to box lunches, breakfast, buffets, receptions and plated meals. Only the caterers selected through this RFQ process each year will be permitted to provide catering and food services at the Premises. The City reserves the right to award to multiple companies, and to utilize awarded companies for future projects on an as needed basis. Awarded companies will not be classified as "primary master company or lead company". An award does not guarantee a volume commitment. The City of North Little Rock reserves the right to add additional companies to the list of Preferred Caterers during the duration of the contract, provided all requirements are met.

The selected caterers shall have control, access, and use of the kitchen facility at the Premises for the purposes of providing catering and food services to groups who have selected the Caterer from the Preferred Caterer's List (the "List") to provide services for their event, and for the purpose of ensuring that the kitchen facility maintains an "A" grade from the Arkansas Department of Health for each event you are selected to cater. However the City reserves the right to access the kitchen facility at any time during a catered event.

The Contract shall begin on January 1, 2027. Upon selection of the Preferred Caterers, Clients will be able to contact any caterer on the List regarding providing catering and food services The Contract shall terminate December 31, 2027, unless sooner terminated as provided herein. Each year a Request for Qualifications shall be published by the City to receive proposals for catering and food services to be provided by multiple caterers, who, if selected will be "Preferred Caterers" for the NLR Event Center for the next year. Caterers who were on the List the previous year are required to submit a new proposal each year. The selection of Preferred Caterers is within the sole discretion of the City, and is based on criteria that fit the catering needs of the Clients, and what is in the best interest of the City.

The City reserves the right to expand the List during the Contract Period if necessary to accommodate the unique catering needs of an Event Client.

Selected Preferred Caterer's Responsibilities

- Preferred Caterer contracts for catering services will be exclusively between Preferred Caterer and the group to be served, and Preferred Caterer shall receive payment for the catering services directly from the contracting group. The City is not a party to the Preferred Caterer's contract with a Client, and does not guarantee payment from any group or individual using the catering services. Invoices from Caterer to the contracting group or individual will have a separate service fee that notes the City Service Fee only (Exhibit A).

- Shall provide catering and food services for events and/or activities occurring on-site at the Premises as required by any Client who has scheduled an event and selected you as its caterer;

- Shall provide the capability to fully serve 25 to 900 people at any one event, and have on-site supervisor present for the duration of the Event;

- Shall not provide or serve alcohol to any event at the Premises;

- Shall at all times keep the Premises clean and equal to an "A" grade from the Arkansas Department of Health;

- Shall be responsible for any damage or breakage to kitchen items due to excessive use or abuse;

- Shall obtain at your own expense the necessary business and health inspection licenses and permits from the State of Arkansas and the Arkansas Department of Health, if applicable, at your main location, and provide proof of such licenses at all times and display the same on the premises at all time, and shall comply with all applicable State and Federal laws and regulations and County ordinances and regulations and with any and all City rules, regulations, and procedures for the use of the City facilities;

- Shall provide necessary pots, pans, spoons, and necessary cooking items to serve and feed 25-900 people with any given event;

- Shall provide any and all additional equipment necessary to complete preparation and service of food and beverages;

- Preferred Caterer must always present a professional and experienced workforce, well-groomed and polished in standard uniform appropriate to the event being held, and hair neatly pulled back so as to avoid contact with any food served. Both management and employees shall exude a work ethic that falls in line with the standards of the City of North Little Rock.

- The caterer will follow all access protocols and restrictions as dictated by the facility. Preferred Caterer and their workforce must abide by the "no smoking" policy on City property at all times while performing work for the City of North Little Rock. All workforce must be clean and free from odor including strong perfumes and odors resembling use of tobacco products.

- Preferred Caterer must maintain consistent and appropriate contact with General Manager to ensure that delivery times, set up times, event start times, and clean-up times are adhered to. Preferred Caterer must also maintain contact with the General Manager as to what equipment, including linens, floor protection, etc. will be required for the event and who is providing each. When applicable, Preferred Caterer must communicate with the General Manager and/or conduct walk through with mutual event clients and space reservation coordinators. Individual event contracts with mutual event clients will be held on file with General Manager .

- Shall be responsible for placement of solid waste and garbage into designated containers and transfer to the storage area designated by the General Manager;

- Shall be responsible for cleaning and returning the Premises, which includes any area used for a catered function, to an orderly and substantially clean condition after the event;

- Agree to pay to the City as consideration for the use of the kitchen a per plate fee or a percentage of the per plate fee charged by the Preferred Caterer for any catered event on the Premises. Caterer will be responsible for submitting a written financial report to the City of

the Gross Revenue collected from each Event, within 10 days post Event, in order to determine the City's fee. Payments shall be made within 10 days post event (Exhibit A).

The Kitchen on the Premises is equipped by the City with the following inventory:

- One Walk In Cooler, Modular, Remote
- Drying Rack Unit
- Clean Dish table
- Dishwasher, Under counter
- Dishwasher, Door Type
- Dish table, soiled "L" shaped
- Rack Dolly
- Hand Sink
- Three compartment sink
- Work Table, 84" W
- Work Table, 72" W
- Convection Oven, Electric
- Mobil Heated Cabinet
- Dish Cart
- Beverage Counter
- Iced Tea Brewer
- Coffee Brewer
- Ice Maker, Cube-style
- Ice Bin/Ice Caddy, Mobile

PROPOSAL REQUIREMENTS

Proposals shall include the following:

a) A cover letter that includes the following
   - Name of the company
   - Contact person and contact information including address, telephone number, and email
   - Proof of Insurance with stated endorsements (Certificate of Insurance)
   - Copy of all permits, licenses, certificates that relate to providing food service in the State of Arkansas
   - Damage deposit of $250.00 made payable to the City
   - Brief overview of professional history that conveys expertise, experience and capability
   - Completed Questionnaire
   - Evidence of authority to do business in Arkansas (e.g., Articles of Incorporation, Limited Liability Company Articles of Organization, etc.)
   - Evidence of authority to do business in the City of North Little Rock (e.g., NLR Business Privilege License or a Business Privilege License from any other city in the State of Arkansas)
   - Evidence of five years or more successful off-site premise catering

b) Per plate fee for any catered event served on-Premises.

QUESTIONNAIRE

QUESTIONNAIRE (must be completed; additional pages for details may be used)

Business Name	
Business Address	
Business Phone Number	
Central Contact Name and Contact Information, including email and phone number	

	Yes/No	Provide additional details
Can caterer handle multiple requests and/or communication from multiple individuals?	Yes _____ No_____	
Do you have an online ordering process? If yes, please provide URL for website.	Yes _____ No_____	
Do you have a standard post service evaluation process?	Yes _____ No_____	
How many people can you serve at one event?	Number _____	
What equipment can you provide? • China • Glassware • Flatware • Disposables • Linens (catering and/or dining tables, napkins) • Signage (buffet, reserved tables, etc.) • Centerpieces • Other	 Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	
Can you replenish food/service during the event and maintain quality standard (i.e. hot coffee, buffet items)?	Yes _____ No_____	

Do you have any limitations on event capacity regarding on-site staffing and servers (if applicable)?	Yes _____ No_____	

Minimum advance notice for catering order?	
How far in advance can orders be placed?	
Any qualifications on changes to orders prior to event (i.e. guarantees and last minute changes or additions)? When are final numbers due?	

	Yes/No	Provide Additional Details
Can caterer fulfill custom orders for dietary requirements?	Yes _____ No_____	
Do menus/prices include standard disposable silverware, plates, etc.? Non-disposable silverware? Do glassware, sustainable products, linens, etc. incur additional charge? If so, state additional charges.	Yes _____ No_____ Yes _____ No _____	
Provide sample menus and pricing for: • Break service (beverage and food options) • Breakfast (continental, buffet, plated) • Lunch (box, buffet and plated) • Dinner (buffet and plated)		

	Yes/No	Provide Additional Details
Are there minimums for food/beverage? Maximums?	Yes _____ No _____	

Are you able to provide your own transport of supplies and food (i.e. carts, containers, etc.)?	Yes _____ No _____	
Is there any equipment you need for the Event Center to provide?	Yes _____ No _____	

PROPOSAL SUBMITTAL

Interested caterers shall submit a total of three (3) unbound hard copies.

Copies of the Proposal shall be submitted no later than 10:00 a.m., November 16, 2026. Proposals shall be mailed, delivered in person, or by express mail to:

City of North Little Rock, AR
Attn: Amy Smith, Purchasing Manager
RFQ #26-3940- Catering and Food Services (NLR Event Center)
700 West 29th Street
North Little Rock, AR 72114

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

CITY OF NORTH LITTLE ROCK
REQUEST FOR QUALIFICATIONS
RFQ #26-3940

No submittals will be accepted after the date and time stated above.

From time to time, potential submitters may contact the Contract Manager with specific questions, which the RFQ Notice does not address. All questions related specifically to the Catering Requirements shall be submitted in writing to:

Raul Fernandez, Director, North Little Rock Event Center via email to rfernandez@nlr.ar.gov no later than 4:00 p.m., November 11, 2026.

All questions regarding the RFQ process shall be submitted in writing to:

Attention of: Amy Smith, Purchasing Manager via email to asmith@nlr.ar.gov no later than 4:00 p.m., November 11, 2026 at 4:00 p.m.

Please check the City's website to receive any updated information regarding this RFQ. No questions will be accepted after the deadline date and time stated herein.

Respondents receiving a Request for Qualifications notice in the mail, or reading the announcement in the newspaper are advised that the documents are available at www.nlr.ar.gov.

The contract will be awarded to the most highly qualified providers of services on the basis of demonstrated competence and qualifications to the City of North Little Rock. The contract period shall be from date of award for one (1) year. Each year, thereafter, a Request for Qualifications notice will be published potentially to allow other highly qualified providers of services to be considered for selection.

The City reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFQ does not obligate the

City to accept or contract for any expressed or implied services. All responses, inquiries, or correspondence relating to this RFQ will become the property of the City.

Caterers are expressly prohibited from contacting any City officials, employees, or any other party associated with this Request for Qualifications via any medium other than the designated email address above, including phone, personal visits, *etc*., is prohibited. Violation of these provisions may result in immediate disqualification of the submittal.

INSURANCE REQUIREMENTS

The City reserves the right to request additional information it feels necessary to make a qualified judgment as to the offering organization/agency's ability to perform the work.

The insurance required for this contract is as follows:

(a) Commercial General Liability: The Caterer shall take out and maintain during the life of this contract commercial general liability insurance with limits of $1,000,000 per occurrence; $2,000,000 aggregate other than product/completed operations, $2,000,000 aggregate for products/completed. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

(b) Automobile Liability: The Caterer shall take out and maintain during the life of this contract automobile liability insurance in an amount not less than $1,000,000 combined single limit per accident for bodily injury and property damage from owned, non-owned, and hired automobiles.

(c) Workers' Compensation and Employers' Liability Insurance: The Contractor shall take out and maintain during the life of this contract workers' compensation insurance as required by the laws of the State of Arkansas and Employers' Liability with limits with limits of $100,000 each accident, $500,000 policy limit and $100,000 each employee for all employees employed by Caterer. In case any employee(s) engaged in work under this contract is or are protected under the Workers' Compensation Statute, the Caterer shall provide adequate coverage for the protection of employees not otherwise protected.

(d) Caterer may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is not minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Caterer agrees to endorse the City of North Little Rock, its officers, employees and agents as Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides a coverage on a "Follow-Form" basis.

Acceptability of Insurance

All insurance policies shall be written by insurers licensed to do business in Arkansas. It is realized that certain business activities may not be readily insurable by admitted carriers. If insurance is written by non-admitted carriers whose names appear on the current listing of approved and non-admitted carriers prepared by the Arkansas Department of Insurance, such carriers will be favorably considered assuming they meet all other requirements. Non-admitted carriers shall be so identified on the Certificate of Insurance form.

The City reserves the right to reject any and all certificates or policies issued by insurers with a Best's rating less than A-VIII.

Indemnity Provision

To the extent permitted by law, the Caterer agrees to defend, indemnify and hold harmless the City, its elected officials, employees, agents, successors, and assigns, from any and all liability and claims for any injury or damage caused by any act, omission or negligence of the Caterer, its agents, servants, employees, contractors, licensees, or invitees. Indemnification of the City by the Caterer does not constitute a waiver of the City's governmental immunity in any respects under Arkansas law. Caterer assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the negligence of the Caterer, his sub Caterers, agents, and employees, in the performance of the work/service set forth in the Scope of Work, and any changes, addenda, or modifications including losses, expenses or damages sustained by the City, and agrees to indemnify and hold harmless the City, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on any such alleged injury or damage, and to pay all damages, costs and expenses in connection therewith or resulting therefrom. An integral part of this Contract, Caterer agrees to purchase and maintain during the life of this Contract contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

PROPOSAL SELECTION PROCESS AND EVALUATION CRITERIA

A. SELECTION PROCESS

The City's objective in soliciting qualifications is to enable it to select multiple caterers who have expertise in providing a variety of quality food and food services for Clients who have reserved space in the NLR Event Center for their event. It is these selectees who will be identified as the City's "Preferred Caterers" from which Clients may choose the type of food they wish to have served at their event. The City will consider proposals only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide expert and high quality services to the City's Clients in the manner described in this RFQ. Proposals will be evaluated by the City on the basis of which is the most advantageous, experience and other factors considered.

B. EVALUATION CRITERIA

Selection of the 7-10 best responsible proposals will be based upon the following considerations/criteria:

1. Respondent's Experience and Capability
    a. Respondent's history and experience
    b. Staff Capacity and qualifications
    c. Field supervision capability
    d. Responses to the Questionnaire, herein
    e. References

A minimum evaluation score of 100 is to be considered for selection.

RESPONDENT'S CHECKLIST

This checklist shall be included as the first page of the submitted Proposal documents. As outlined in Article 7 of the RFQ, the following items shall be included with the fully executed Qualifications Proposal. If any of these documents are not included with the Qualifications Proposal, then the Proposal will automatically be deemed non-responsive, and excluded from consideration.

____ A. Cover Letter with the Name of the Company and Contact Information
____ B. Proof of Insurance with stated endorsements
____ C. Brief overview of professional history that conveys expertise, experience and capability
____ D. Completed Questionnaire
____ E. Evidence of authority to do business in Arkansas (e.g., Articles of Incorporation, Limited Liability Company Articles of Organization, etc.)
____ F. Evidence of authority to do business in the City of North Little Rock (e.g., NLR Business Privilege License or a Business Privilege License from any other city in the State of Arkansas)
____ G. Copy of Health Permit
____ I. Evidence of 5 years or more successful off-site premise catering

RESERVATION OF RIGHTS

The City is issuing this RFQ in accordance with applicable laws that allow an agreement with a private entity that displays demonstrated competence and qualifications to perform the requested task.

The City reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation or presentation of the RFQ submittals. The RFQ submittals will become the property of the City.

In connection with the RFQ, the City reserves all rights (which rights may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the City, without incurring any cost, obligations or liabilities.

2. Issue addenda, supplements, and modifications to this RFQ.

3. Revise and modify, at any time before the RFQ submittal due date, the factors or weights of factors the City will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.

4. Extend the RFQ submittal due date.

5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.

6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.

7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.

8. Reject at any time, any or all submittals, responses and RFQ submittals received.

9. Terminate, at any time, evaluations of responses received.

10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside experts and consultants in RFQ submittal evaluation.

11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.

12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.

13. Disclose information contained in an RFQ submittal to the public as required under the Arkansas Freedom of Information Act.

14. Authorize firms to substitute key personnel until the City declares, in writing, that a particular stage or phase of its review has been completed and closed.

15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.

16. Disqualify any firm that changes its RFQ submittal without the City of North Little Rock's authorization.

17. Exercise any other right reserved or afforded to the City under this RFQ. The City reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the City.

City may, at its discretion, and with agreement of Professional, extend the Contract under all of the terms and conditions contained in the Contract for two (2) additional one (1) year periods ("Extension Term"). City shall give Professional written notice of City's intention to extend the Contract term not less than sixty (60) days prior to the end of the Contract term then in effect.

The City shall not, under any circumstances, be bound by or be liable for any obligations with respect to any services until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the City have been executed and authorized by the City, and then only to the extent of such agreements.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

COUNTY/STATE/ZIP: _____

GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR

1. **REJECTION**

   A. The City reserves the right to reject any or all RFQ's, to waive any minor informality or irregularity in any RFQ, to negotiate changes and/or modifications with the lowest responsible Respondent and to make award to the response deemed to be the most advantageous to the City. Respondents shall be required to comply with all applicable federal, state and local laws.

   B. The City reserves the right to cancel RFQ's without penalty with it is in the best interest of the City. Notice of Cancellation shall be inserted on the City's website (www.nlr.ar.gov).

   C. Any RFQ not conforming to the specifications or requirements set forth by the City in this request may be rejected.

   D. RFQ's may be also rejected if they are made by a Respondent that is deemed un-responsible due to lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

   E. The City of North Little Rock reserves the right to reject any and all RFQ's, to accept in whole or in part, to waive any Informalities in RFQ's received.

2. Quality, time and probability of performance may be factors in making an award.

3. RFQ's submitted will remain firm for 120 calendar days from RFQ opening date.

4. Respondent must submit a completed signed copy of the front page of the RFQ and must submit any other information required in the RFQ.

5. In the event a contract is entered into pursuant to the RFQ, the Respondent shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Respondent must include in any and all subcontracts a provision similar to the above.

6. RFQ's will not be considered if they are:

   1. Submitted after the RFQ's opening time.
   2. Submitted electronically or faxed (unless authorized by Purchasing Manager).

7. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the Respondent with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.

8. The RFQ number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.

9. The City of North Little Rock will follow procedures to check Respondent's eligibility through the federal System for Award Management (S.A.M.) as outlined in 2 C.F.R. § 200. This will be completed prior to the award of any contract in which federal grant funds will be expended.

10. Respondents acknowledge and understand that upon award of the winning RFQ, the Respondent will be required to review and sign a contract with the City of North Little Rock, which will contain additional terms and conditions, prior to providing any services to the City. In the event of any discrepancy or contradiction between the RFQ documents, Terms and Conditions or other such documents, the provisions in the contract shall take precedence.

11. Additional information or bid forms may be obtained from:

    COMMERCE DEPARTMENT, 700 West 29th Street, P.O. Box 5757 (72119), North Little Rock, Arkansas 72114 (501) 975-8881 www.nlr.ar.gov

Documents must be submitted on or before the RFQ's opening date and time. Unless noted, RFQ's must be sealed and mailed or delivered to:

Amy Smith, Purchasing Manager
Commerce Department
700 W. 29th Street, 3rd Floor
North Little Rock, AR 72114

The City of North Little Rock is committed to fair and equal opportunity in employment and service delivery regardless of race, color religion, gender, age, disability, sexual orientation, gender identity or expression, genetic information, marital status, national origin, or veteran status. This policy statement reinforces and communicates that commitment to employees.

Exhibit A

NORTH LITTLE ROCK EVENT CENTER
PREFERRED VENDOR EVENT REVENUE REPORT

NAME OF CATERING COMPANY:

REPORTING QUARTER:
YEAR:

EVENT INFORMATION
Event Name/Client:

Event Date:

Total Charges Billed to Client:

Fee Owed to NLREC (5% of total charges billed to client):

CERTIFICATION:
I certify that the information provided is accurate and reflects the total charges billed for the event listed above.

Submitted by (Name and Date):

Signature:

SUBMISSION INSTRUCTIONS: Please submit this completed report with the corresponding payment in accordance with the Contract for Catering Services.

CHECKS CAN BE MAILED TO:
City of North Little Rock
ATTN: Raul Fernandez, Event Center
PO Box 5757
North Little Rock, Arkansas, 72119

NORTH LITTLE ROCK EVENT CENTER
PREFERRED VENDORS PAYMENT SCHEDULE

Thank you for being a valued Preferred Vendor at our North Little Rock Event Center. We appreciate your partnership and continued committment to helping us deliver exceptional events and expereiences for our guests.

Please reveiw the quarterly reporting and payment schedule below. If you have any questions or need assistance, please don't hesitate to reach out to me directly. We appreciate you!

Cuídate,
Raúl Fernández
Director, North Little Rock Event Center
City of North Little Rock
Office: 501-975-8866 Cell: 501-831-0020
PO Box 5757, North Little Rock, Arkansas, 72119

QUARTERS DEFINED:

Quarter 1: January 1, 2027 (Friday) - March 31, 2027 (Wednesday)
Quarter 2: April 1, 2027 (Thursday) - June 30, 2027 (Wednesday)
Quarter 3: July 1, 2027 (Thursday) - September 30, 2027 (Thursday)
Quarter 4: October 1, 2027 (Friday) - December 31, 2027 (Friday)

REPORTS DUE ON OR BEFORE:

Quarter 1: April 7, 2027 (Wednesday)
Quarter 2: July 7, 2027 (Wednesday)
Quarter 3: October 7, 2027 (Thursday)
Quarter 4: January 7, 2028 (Friday)

PAUMENT DUE ON OR BEFORE:

Quarter 1: April 14, 2027 (Wednesday)
Quarter 2: July 14, 2027 (Wednesday)
Quarter 3: October 14, 2027 (Thursday)
Quarter 4: January 14, 2028 (Friday)

QUARTLEY REPORTS SHOULD INCLUDE:

- A revenue report for EACH event (*see attached for template*)

PAYMENT FOR EACH QUARTER CAN BE MAILED TO:

City of North Little Rock
ATTN: Raul Fernandez, Event Center
PO Box 5757
North Little Rock, Arkansas, 72119