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

Bid Number: 26 - 3941 Date Issued: October 24, 2026
Date & Time Bid Opening: November 16, 2026 @ 10:30 a.m.

RFQ NOTICE

THE CITY OF NORTH LITTLE ROCK IS SEEKING QUALIFIED PRODUCTION AND AUDIOVISUAL (AV) COMPANIES TO PROVIDE PROFESSIONAL SERVICES FOR EVENTS HELD AT THE NORTH LITTLE ROCK EVENT CENTER. THIS RFQ IS INTENDED TO ESTABLISH A LIST OF PREFERRED PRODUCTION PARTNERS CAPABLE OF DELIVERING SAFE, HIGH-QUALITY, AND TECHNICALLY PROFICIENT SERVICES FOR A VARIETY OF EVENTS INCLUDING CONFERENCES, BANQUETS, PERFORMANCES, AND COMMUNITY GATHERINGS DURING THE 2027 CALENDAR YEAR.

PLEASE SUBMIT THREE (3) COPIES.

QUALIFICATION STATEMENTS SHOULD INCLUDE:

1. HISTORY AND EXPERIENCE
2. STAFF CAPACITY AND QUALIFICATIONS
3. FIELD SUPERVISION CAPABILITY
4. PROJECT LIST AND REFERENCES

SEE PAGE 2 OF RFQ FOR ADDITIONAL INFORMATION AND ITEMS THE QUALIFICATION PROPOSAL SHOULD INCLUDE.

Note: FAILURE TO FILL OUT AND SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.

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.

Scope of Services

Qualified firms may provide one or more of the following services:

- Audio and sound reinforcement
- Lighting design and operation
- Video projection and recording
- Stage and scenic design
- Rigging and truss installation
- Power distribution and technical direction
- On-site event production management and labor

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

Company Background and Expertise

Please provide the following information:

1. Company name, address, and primary contact information
2. Years in business and ownership structure
3. A brief description of your company's specialties and core areas of expertise
4. Summary of relevant project experience, particularly in venues of similar scale or municipal facilities
5. List of major equipment inventory owned or regularly provided

Rigging Qualifications

- Rigging safety is of critical importance. Please provide:
- A summary of your company's rigging capabilities and experience
- Identification of ETCP-certified or otherwise qualified riggers on staff
- Proof of applicable licenses or certifications
- Description of safety protocols for rigging and overhead work
- Identification of any third-party rigging partners (if applicable)

Insurance Requirements

All vendors performing work in the facility must maintain active insurance coverage and provide a Certificate of Insurance (COI) listing:

- City of North Little Rock and North Little Rock Event Center as additional insured
  Minimum coverage limits of:
    - General Liability: $1,000,000 per occurrence / $2,000,000 aggregate -
    - Automobile Liability: $1,000,000 combined single limit
    - Workers' Compensation: Statutory limits
    - Umbrella or Excess Liability (recommended): $1,000,000
    - A current COI must be submitted with this application

Indemnity Provision

To the extent permitted by law, the Vendor 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 Contractor, its agents, employees, contractors, licensees, or invitees.

Indemnification of the City by the Vendor does not constitute a waiver of the City's governmental immunity in any respects under Arkansas law. Contractor 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 Contractor, his sub-Contractor, 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, Contractor 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.

References

Provide contact information for at least three (3) clients or venues for which your company has provided comparable production or AV services within the last three years.

Evaluation Criteria

Responses will be evaluated based on:

- Relevant experience and technical expertise
- Demonstrated safety practices and rigging qualifications
- Quality of references and past performance
- Completeness and professionalism of submission
- Compliance with insurance and certification requirements

Selection Process

Selected firms will be placed on an approved Preferred Production Vendor List for the North Little Rock Event Center and may be invited to provide quotes for specific events as needed. Inclusion on the list does not guarantee contract award but establishes prequalification for future opportunities.

Submission Instructions

Qualification Responses will be received until **Monday, November 16, 2026**, at 10:30 a.m., at 700 West 29th Street, North Little Rock, Arkansas 72114. All Responses must be in the City of North Little Rock's possession on or before the scheduled date and time (no late responses will be considered). **The City of North Little Rock's Commerce Division is not open for weekend or holiday deliveries.**

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 provider of services on the basis of demonstrated competence and qualifications to the City of North Little Rock.

The City of North Little Rock reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value to the City of North Little Rock, and hold the responses for a period of 120 days without taking action. Respondents are required to hold their responses firm for the same period of time.

Hand-delivered & Courier Submissions:
City of North Little Rock
Attn: Amy Smith, Purchasing Manager
700 West 29th Street, 3rd Floor
North Little Rock, AR 72114

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

CITY OF NORTH LITTLE ROCK
REQUEST FOR QUALIFICATIONS
RFQ #26-3941

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 RFQ 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., Wednesday, 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., Wednesday, November 11, 2026.

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.

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.