

## **REQUEST FOR PROPOSALS**

### **LOBBY CARPET FOR THE BENTON EVENT CENTER**

The Advertising and Promotion Commission for the City of Benton is accepting bids for new lobby carpeting for the Benton Event Center until 2:00 p.m., February 9, 2018, at which time the bids will be publicly opened.

Bids are to be submitted to the A&P Commission in a sealed envelope at 607 North Market Street in Benton, with the notation of "Benton Event Center- Lobby Carpet RFP" on the outside of it. RFP documents can be found online at the Benton Event Center website <http://www.bentoneventcenter.com>.

The Advertising and Promotion Commission reserves the right to reject any and/or all bids, to waive informalities and to award the bid to the bidder deemed to be in the best interest of the Benton Event Center and the A&P Commission. Faxed, emailed and late bids will not be accepted.

Nikki Chumley

Benton Event Center- Director

501-776-8068



**Benton Event Center**  
**17322 Interstate 30 -North**  
**Benton, AR 72019**  
**501-776-8068**  
[www.bentoneventcenter.com](http://www.bentoneventcenter.com)

REQUEST FOR PROPOSAL

New Lobby Carpeting for the Benton Event Center

**Introduction**

The Benton Event Center (hereafter "Event Center") is a 29,000 sq. foot multi-usage event facility located right off Interstate 30. The building is owned by the City of Benton and is operated under the supervision of the city's Advertising and Promotion Commission. Since opening in October 2013, the Event Center has held events varying from trade and merchandise shows, business conferences and meetings, weddings, parties and fundraiser. During this time, close to 400,000 people have visited the building. Due to the overwhelming need for the facility like this in Benton and Central Arkansas, the originally installed carpet in the lobby needs to be replaced. The Event Center is requesting qualified carpet companies and their installers to complete the job without disrupting normal business operations of the Event Center. This company will work closely with the Benton Event Center Director and Facilities Manager to formulate a plan to best execute tear out of the old carpet, prep work and installation of new carpeting.

The measurement of both sides of the lobby varies due to the curve of the windows. The west lobby is approximately 150' deep by 23' wide at its widest spot and the south lobby is approximately 108' deep x 18' wide at its widest spot. The new carpet needs to coordinate with the new ballroom carpet installed last year and the color scheme of the building. We are requesting that each bidder give us pricing on three different carpeting which fall into the criteria.

- 1) High grade carpeting
- 2) Middle grade carpeting
- 3) Best in durability carpeting

The building will be open on Tuesday, February 6 from 1:00 pm to 4:00 pm for companies wanting to view the building or take measurements if needed.