

**ORDINANCE NO. 42 OF 2025**

**AN ORDINANCE AMENDING ORDINANCE NO. 36 OF 2025  
SETTING USAGE RATES AT RIVER CENTER FOR THE  
PARKS AND RECREATION DEPARTMENT; AND FOR OTHER  
PURPOSES**

**WHEREAS**, the City Council of the City of Benton, Arkansas, adopted certain rental rates in Ordinance No. 36 of 2025 and has determined it is in the best interest of the City to adjust usage rates at River Center, which will help fund the operations of the Parks and Recreation Department.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF  
THE CITY OF BENTON, ARKANSAS:**

**SECTION 1:** The City Council does hereby adopt the facility usage rates, which are attached hereto collectively as Exhibit “1” to this ordinance. The fees collected from these rates shall be used by the Parks and Recreation Department to fund its operations and expenses.

**SECTION 2:** The rates established herein shall come into effect on October 1, 2025, and remain in effect until such time as the City Council modifies them by ordinance.

**SECTION 3:** This ordinance amends Ordinance No. 36 of 2025 as set out herein.

**PASSED AND APPROVED** this \_\_\_\_\_ day of August 2025.

\_\_\_\_\_  
Tom Farmer, Mayor

\_\_\_\_\_  
Cindy Stracener, City Clerk

Membership	Total Memberships	Current Rate	Revenue	New Rate	Revenue
Adult Monthly Draft	374	\$15.00	\$67,320.00	\$25.00	\$112,200.00
Adult 1 Month	100	\$20.00	\$2,000.00	\$30.00	\$3,000.00
Adult 10 Visit	28	\$45.00	\$1,260.00	\$55.00	\$1,540.00
Adult 3 Month	53	\$55.00	\$2,915.00	\$65.00	\$3,445.00
<b>Adult Annual</b>	<b>94</b>	<b>\$180.00</b>	<b>\$16,920.00</b>	<b>\$240.00</b>	<b>\$22,560.00</b>
Family Monthly Draft	802	\$35.00	\$336,840.00	\$45.00	\$433,080.00
Family 3 Month	15	\$190.00	\$2,850.00	\$200.00	\$3,000.00
<b>Family Annual</b>	<b>81</b>	<b>\$420.00</b>	<b>\$34,020.00</b>	<b>\$432.00</b>	<b>\$34,992.00</b>
Youth Monthly Draft	54	\$10.00	\$6,480.00	\$20.00	\$12,960.00
Youth 1 Month	34	\$15.00	\$510.00	\$25.00	\$850.00
Youth 10 Visit	31	\$30.00	\$930.00	\$40.00	\$1,240.00
Youth 3 Month	25	\$45.00	\$1,125.00	\$55.00	\$1,375.00
<b>Youth Annual</b>	<b>18</b>	<b>\$120.00</b>	<b>\$2,160.00</b>	<b>\$192.00</b>	<b>\$3,456.00</b>

\*Does not include Rate Lock, Corporate, Military, Senior Memberships

\*Rates havent changed since opening (April 1st, 2017)

## **RESOLUTION NO. 69 OF 2025**

### **A RESOLUTION APPROVING THE DOWNTOWN OVERLAY EXPENDITURE WITH CRANFORD CONSTRUCTION, UTILIZING SALINE COUNTY'S FORMAL BID AND AMENDING THE 2025 STREET IMPROVEMENT BUDGET TO INCREASE THE APPROPRIATION IN THE AMOUNT OF \$600,000 USING CASH ON HAND; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Benton, Arkansas, and Saline County each year jointly advertised for bids for asphalt overlay within the City of Benton and Saline County. For the year 2025, it was determined that the bid submitted by Cranford Construction is the lowest acceptable bid for both entities. The Street Department wishes to utilize the current bid procurement to award the Downtown Overlay contract to this bidder; and

**WHEREAS**, the City of Benton, Arkansas, will use cash on hand within the Street Improvement fund for the Downtown Overlay Project and therefore requires a budget amendment.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTON, ARKANSAS:**

**SECTION 1:** The accepted bid by Cranford Construction by the Saline County and City of Benton for the year 2025 should be utilized for the Downtown Overlay projected.

**SECTION 2:** On behalf of the City, the Mayor is authorized to execute such documents as may be necessary and convenient to accomplish this purpose. The Mayor is likewise authorized on behalf of the City to pay Cranford Construction those sums that become due and payable over the course of the contract term.

**SECTION 3:** Pursuant to the authority granted in Ark. Code §§14-58-202 and 14-58-203, the City Council does amend the FY2025 City of Benton Budget as adopted in Resolution No. 142 of 2024. The budget revisions are attached hereto as Exhibit "1" to this resolution and are more fully described.

**PASSED AND APPROVED** this the \_\_\_\_\_ day of August 2025.

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Tom Farmer, Mayor

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Cindy Stracener, City Clerk

# City of Benton, Arkansas

## Street Improvement Fund Budget Amendment FY 2025



The Finance Committee of the City of Benton does hereby submit for approval a budget amendment for the FY 2025. This submittal includes a revision for Street Improvement Fund.

Section 1 defines the dollar amount of the amendments contained in this exhibit.

Section 2 is a detailed explanation of the amended Funding and Disbursements.

### Section 1: Amended Appropriations – Fiscal Year 2025

#### Street Improvement Fund

	Beginning Approved Budget	Budget Amendment	Revised Budget
Receipts	\$6,140,000	\$0	\$6,140,000
Personal Services	\$0	\$0	\$0
Supplies, Repair & Mtc	\$0	\$0	\$0
Other Services and Charges	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0
Capital Outlay	\$6,650,620	\$600,000	\$7,250,620
Transfers	\$0	\$0	\$0
Total Budget	(\$581,412)		(\$1,110,620)

### Section 2: Funding & Disbursements – Fiscal Year 2025

#### Street Improvement Fund

##### Expenditures

This budget amendment authorizes the expenditure of Street Improvement funds for \$600,000 into line item 8003.00 Capital Outlay: Non-Building Improvements for the overlay of downtown streets.

Capital Outlay: Non-Building	8003.00	\$600,000
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## **RESOLUTION NO. 70 OF 2025**

### **A RESOLUTION APPROVING A CONTRACT WITH BARKER EXCAVATION FOR THE SITE PREPARATION OF A NEW FIRE TRAINING FACILITY IN THE AMOUNT OF \$45,000; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Benton, Arkansas, after having advertised for bids has determined that the bid submitted by Barker Excavation is the lowest acceptable bid for \$45,000 for the site preparation of the Fire Training Facility and therefore should award the contract to this lowest bidder.

**WHEREAS**, the City of Benton, Arkansas, will use cash on hand within the Public Safety fund for the site preparation and build of the new Fire Training Facility.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTON, ARKANSAS:**

**SECTION 1:** The bid by Barker Excavation is the lowest acceptable bid and said bid should be accepted and awarded to Barker Excavation for the site preparation of the new Fire Training Facility. The bid tab is attached hereto as Exhibit "1" to this resolution.

**SECTION 2:** On behalf of the City, the Mayor is authorized to execute a contract with Barker Excavation as well as execute other such documents as may be necessary and convenient to accomplish this purpose. The Mayor is likewise authorized on behalf of the City to pay Barker Excavation those sums that become due and payable over the course of the contract term.

**PASSED AND APPROVED** this the \_\_\_\_\_ day of August 2025.

\_\_\_\_\_  
Tom Farmer, Mayor

\_\_\_\_\_  
Cindy Stracener, City Clerk



Office of Administrative Services  
114 S. East Street  
Benton, AR 72015

# Request for Proposals

<b>Bid Number:</b> RFP 2025-08	<b>Buyer:</b> Mandy Spicer, Chief Financial Officer
<b>Commodity:</b> Fire Training Facility Site Work	<b>Bid Opening Date:</b> Friday, August 8 <sup>th</sup> , 2025.
<b>Department:</b> Benton Fire Department	<b>Bid Opening Time:</b> 10:15 am
<b>Date Issued:</b> Thursday, July 24, 2025.	

All proposals will be accepted until **Friday, August 8<sup>th</sup>, 2025**. All proposals must be placed in a sealed package clearly marked on the outside "**City of Benton Fire Training Facility Site Work RFP**" The envelope should be properly addressed to the City of Benton with the Proposer's name and address indicated outside on the sealed package. An unsigned proposal will be considered non-responsive.

<b>Mailing Address:</b>	<b>Bid Opening Location:</b>
410 River Street	410 River Street
Benton, AR 72015	Benton, AR 72015

BARKER EXCAVATION

Printed Name of Company

10085 CONGO ROAD

Company Address

501 732 5575

Telephone Number

Fax Number

LEONBARKEX@GMAIL.COM

E-Mail Address

LEON SPICER

Printed Name of Authorized Signature

8-8-25

Date

[Signature]

Authorized Signature

8-8-25

Date



## Section 1 – General Information

**Introduction:** This Request for Proposal is issued by the City of Benton to complete the site work for the Fire Training Facility.

**Background:** The City of Benton is a municipal government organization. The City has multiple departments that are stationed at different locations within the city. The departments are as follows: Mayor/Elected Officials, City Clerk, City Attorney, Administrative Services, Police, Fire, Community Development, Marketing, Streets & Drainage, Animal Control, and Parks & Recreation.

### **Caution to Bidders:**

1. Vendors **must** submit four (4) signed, original RFP responses and one (1) digital in PDF format on a flash drive, on or before the date specified on page one.
2. The City of Benton has the right to award this proposal to any Proposer regardless of proposal price. Proposals may not be withdrawn within 60 days after the proposals are opened. Proposal processes shall be in accordance with state law.
3. The City of Benton reserves the right to award a contract or reject any or all proposals and to waive any and all informalities associated with the proposal, if it is in the best interest of the City to do so. Bids may be rejected for one or more reasons not limited to the following:
  - a. Failure of the vendor to submit bid on or before the deadline established by this RFP.
  - b. Failure to sign the Official RFP Document.
  - c. Failure to complete the Official RFP Price Sheet.
  - d. Any wording by the vendor in their response to this RFP which conflicts with or takes exception to a requirement in the RFP.
  - e. Failure of any proposed goods or service to meet or exceed the specifications.

**Equal Employment Opportunity Policy:** The City of Benton does not discriminate because of race, sex (including pregnancy), religion, color, handicap, national origin, age, genetic information, or political affiliation and complies with the requirements of the Americans with Disability Act.



**Delivery of Response Documents:** It is the responsibility of vendors to submit bids at the place, on or before the date and time, set in the RFP solicitation documents. RFP documents received after the date and time designated for bid opening are considered late bids and shall not be considered.

### **General Terms and Conditions for Proposals**

1. **Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective Proposer to review the entire RFP packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of proposal procedures must be received in the Purchasing Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.
2. **Taxes:** **Make sure to include all applicable taxes in your proposal.**
3. **Liabilities:** The Proposer shall hold the City of Benton, its officers, elected officials, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret, process, patented or unpatented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his own expense, any and all actions brought against the City of Benton because of the unauthorized use of such articles.
4. **Terms and Conditions:** In the event of a conflict between the proposal specifications and these terms and conditions, the specifications will govern.
5. **Warranties:** All warranty information must be furnished.
6. **Alternate Proposals:** Alternate proposals are not acceptable and will be rejected unless authorized by the invitation to proposal. Alternate proposals are defined as proposals that do not comply with the proposal terms, conditions, and specifications. Proposers may submit more than one proposal providing that all such proposals comply with proposal terms, conditions, and specifications.
7. **Public Access to Procurement Information:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be public only after evaluation of that proposal or proposal has been completed.
8. **Accidents:** The awarded Proposer(s) will report to THE CITY's designated representative any and all accidents involving any property damage or personal injury immediately following said accident or discovery of accident damage. THE CITY shall be indemnified and held harmless for each accident.





**Definitions:**

**"Applicant"** - Proposer

**"City" or "City of Benton"** – The City of Benton, Arkansas

**"Hourly Labor Rate"** - hourly rate without cost of materials per person

**"Proposer"** - the individual, firm, partnership, joint venture or corporation which submits a proposal to the City of Benton in response to this RFP.

**"RFP"** - Request for Proposals

**Evaluation and Award:** After complete evaluation of the proposals, the anticipated award will be posted to the City of Benton Procurement website.



## Section 2 – Company Background/ Experience

Proposer should provide the following:

- Services the proposer specializes in, the primary markets served and the number of total employees.
- Number of years that the proposer has been in existence and years of experience.

**References:** Vendor must furnish three (3) references for similar projects completed within the last five (5) years that best demonstrates the Proposer's experience with projects similar in scope to what is outlined in this proposal. These references should include the name of the company/municipality as well as contact name, phone number, and email address.

**Insurance:** Prior to award, the successful vendor shall furnish an approved Certificate of Insurance from a company or agent licensed in the State of Arkansas and must keep insurance in force throughout the contract period and any extensions. The insurance may not be modified without the City of Benton's approval.

The following is a list of liability limits for Worker's Compensation and Employee Fidelity Coverage and standard limits as outlined by vendor's insurance carrier.

**1. Worker's Compensation and Employee Liability Policy**

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 each accident

**2. Comprehensive General Liability Policy**

Premises and Operation  
Contractual Insurance  
Personal Injury

Each item listed in section 2 must have:

Bodily Injury	\$500,000 each person \$500,000 each occurrence
Property Damage	\$2,000,000 each occurrence \$2,000,000 aggregate

**The Vendor shall assume all liability for any accidental or criminal occurrence.**



## Section 3 – Scope of Services

**Scope of Services:** The City of Benton is seeking proposals for a vendor to prepare the site for the City of Benton's Fire Training Facility. The tentative date for the facility to be installed is November 2025. Therefore, the site preparation must be completed prior to November 1, 2025.

### **Training Facility General Requirements:**

- The training facility shall be a multi-story structure fabricated from single trip International Organization for Standardization (ISO) containers.
- This proposal requests a vendor to properly prepare the site prior to the installation of the training facility.

### **Facility Specifications:**

- A full detailed site plan is attached as Exhibit 1.

### **Proposal Response Requirements:**

The proposal shall include the following:

- **Cover Letter** – a letter of introduction, including the name and address of the Vendor submitting the proposal and then name, address, and phone number of the person(s) to contact who will be authorized to present and bind the Vendor to all commitments made in the response.
- **Approach to the Project** – Proposer should identify the project team, background, and all relevant experience. This includes any subcontractors the proposer plans on utilizing.
- **Background** – Proposer should provide the following:
  - Services the Proposer specializes in, the primary markets served.
  - Number of years that the Proposer has been in existence
  - Number of year experience.
- **Pricing** - A successful bid shall provide all labor, material, equipment, delivery, installation, removal, disposal of any old materials, taxes, and insurance to perform the scope of work.
- **Complete copy of RFP including appropriate signatures** – Provide a copy of the RFP with signatures certifying understanding and compliance with the total proposal package.



Bidders shall also meet with Fire Department staff prior to submission of proposals. Specifications are available within this document as well as at the following location within regular business hours.

Chief Russ Evans  
Benton Fire Department, Station #1  
220 S. Main Street  
Benton, AR 72015

[Russ.Evans@bentonar.org](mailto:Russ.Evans@bentonar.org)

Tentative start date would be September 2025.

Bid questions due no later than, Friday, August 1, 2025, to

Chief Russ Evans  
Benton, AR

[Russ.Evans@bentonar.org](mailto:Russ.Evans@bentonar.org)



## **Criteria for Selection**

Proposals by bidders will be evaluated by the City of Benton Finance Office and the Fire Department staff on the basis of criteria deemed most appropriate for a successful partnership. These criteria include, but are not limited to, the following and shall be weighted as follows:

### **Qualifications**

**35%**

Respondents must include information indicating their qualifications, experience, and competence in relation to the services to be performed. A list of references, contact names, and phone numbers should be included.

### **Past Performance**

**30%**

Previous evaluations shall be considered a significant factor. If previous evaluations with the City are not available, past performance records with others will be used, including quality of work, timely performance, diligence, ability to meet past budgets, and any other pertinent information. The proposer will provide a list of similar jobs performed and person whom we can contact for information.

### **Experience, Competence, and Capacity**

**35%**

Experience, competence, and capacity for performance. Information reflecting the names and qualifications (including experience) of the major personnel assigned to this specific project.



# Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

	Price
Total Bid for Fire Training Facility Site Prep	\$ <del>50,000.00</del> 43,000.00

Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.

Price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

BARKER EXCAVATION

Printed Name of Company

10085 CONGO ROAD, BENTON AR 72019

Company Address

501 1732-5575

Telephone Number

Fax Number

LEON.BARKER@GMAIL.COM

E-Mail Address

Leon Spencer

Printed Name of Authorized Signature

8-8-25

Date

Authorized Signature

8-8-25

Date

**RESOLUTION NO. 71 OF 2025**

**A RESOLUTION APPROVING A CONTRACT WITH AADS OFFICE SOLUTIONS FOR THE PURCHASE OF POLICE PASS THROUGH EVIDENCE LOCKERS IN THE AMOUNT NOT TO EXCEED \$55,000; AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Benton, Arkansas, after having advertised for bids has determined that the bid submitted by AADS Office Solutions is the lowest acceptable bid for the purchase of police pass through evidence lockers and therefore should award the contract to this lowest bidder with an amount not to exceed \$55,000; and

**WHEREAS**, the City of Benton, Arkansas, will use cash on hand within the State Drug fund.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTON, ARKANSAS:**

**SECTION 1:** The bid by AADS Office Solutions is the lowest acceptable bid and said bid should be accepted and awarded to AADS Office Solutions for the purchase of the police pass through evidence lockers. The bid tab is attached hereto as Exhibit "1" to this resolution.

**SECTION 2:** On behalf of the City, the Mayor is authorized to execute a contract with AADS Office Solutions as well as execute other such documents as may be necessary and convenient to accomplish this purpose. The Mayor is likewise authorized on behalf of the City to pay AADS Office Solutions those sums that become due and payable over the course of the contract term.

**PASSED AND APPROVED** this the \_\_\_\_\_ day of August 2025.

\_\_\_\_\_  
Tom Farmer, Mayor

\_\_\_\_\_  
Cindy Stracener, City Clerk



**PROJECT: CITY OF BENTON POLICE DEPARTMENT  
EVIDENCE PASS-THROUGH LOCKERS  
BID NUMBER: RFP 2025-09  
DATE: 08/05/2025**

Table of Contents:

AADS Cover Letter	2
AADS Approach and Background	3
AADS References	6
RFP	7
AADS Quote 4952-A	16
Fasco Shop Drawings	20
Fasco Specifications	25
Fasco Color Card	30
Fasco Install Instructions	31
Fasco Evidence Locker Catalog	32
Fasco Buy American	38
Fasco ISO 9001 Certificate	39
Fasco Warranty	40
AADS WOSB Certificates	41





## COVER LETTER

August 5, 2025

City of Benton Police Department  
410 River Street  
Benton, AR 72015  
RFP # 2025-09

To Whom it May Concern:

AADS Office Solutions is pleased to respond to the City of Benton's advertisement for bid for Evidence Pass-Through Lockers. AADS is highly experienced in the assessment, design, installation and maintenance of evidence lockers and offers a start-to-finish project management approach. AADS is a certified woman-owned business entity whose mission is to offer solutions that create value for customers, while providing personalized service and guaranteed satisfaction.

For this project, Melissa Galarza, Lead Project Manager and one of the owners of AADS is the contact person who is authorized to present and bind AADS to all commitments made in the response.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melissa Galarza".

Melissa Galarza  
Project Manager, Owner



## APPROACH AND BACKGROUND

**Company:** AADS Office Solutions Int'l, LLC  
**Address:** 2136 E. Mountain Sky Ave. Phoenix, AZ 85048  
**Contact Name:** Melissa Galarza, Project Manager, Owner  
**Contact Telephone:** 602-426-1662  
**Contact Email:** [mgalarza@shopaads.com](mailto:mgalarza@shopaads.com)  
**Business Type:** Certified Woman-owned, small business (WOSB)  
**Cage Code:** 556J3  
**UEI:** M6HVSDJHABU1  
**Size Classification:** Small business (less than 500 employees)  
**Products & Services:** Evidence Lockers, Pistol Lockers, Gear Lockers, Drying Cabinets  
**SAM Registered:** Yes  
**Manufacturer:** Fasco Security Products

### Background

AADS Office Solutions, a leading provider of professional customized storage, space, and records management solutions, has been servicing the United States for over 20 years. Headquartered in Phoenix, Arizona, AADS proudly represents Fasco for security product needs. We serve businesses in virtually every industry by providing expert assistance and top-quality products and service. AADS is a certified woman-owned business entity whose mission is to offer solutions that create value for customers, while providing personalized service and guaranteed satisfaction.

The experts at AADS work with customers to maximize space, save time and money through a unique understanding of operational workflow, space management and how to create efficiencies utilizing the products and services AADS offers. The company's owner brings over 20 years of executive level management experience in Fortune 500 companies, and the project manager for your project brings over 10 years of experience in sales and design of evidence and security products.

AADS offers a wide range of custom products and services including evidence lockers, pistol lockers, gear lockers, high density mobile storage systems, a wide variety of shelving and storage products, professional installation and maintenance services, filing systems and supplies, and records management solutions.

### Approach

AADS has the experience, expertise and creativity to ensure projects run smoothly. Each project is approached systematically and begins with a thorough assessment of business needs and requirements. Once the specifications are established, a customized solution is tailored to meet those needs and provide the best value and return on investment. The solution is presented in detail to the customer for review and approval. Once approved, AADS implements all phases of the solution, including coordination with other involved parties, such as end users, architects, designers, engineers, etc. The job is not finished until the project is complete and the customer is 100% satisfied with the results.

## **Team**

Dana Garcia – President, Owner  
Melissa Galarza – Project Manager, Owner  
Sherri Johnson – Operations Manager, Owner  
Carol LaMantia – Office Manager  
Sally Johnson – Estimator  
Rich Lentine – Safety Manager  
Ross Installation Services – Installation Subcontractor

## **Eco-Friendly**

AADS is committed to providing products that are earth friendly as part of the solutions developed for customers. AADS works with manufacturers who have demonstrated that they have systems and processes in place that support sustainability and are environmentally friendly such as use of non-emissive paint coatings, no ozone-depleting substances used, recycling and reusing materials as part of the manufacturing process, to name a few.

## **Installation**

AADS utilizes a team of professional installers that bring more than thirty years of installation and service experience in applications in virtually every industry. Led by factory-trained and certified professionals, the installation team has the capacity to handle jobs of any size, anywhere in the country.

## **Safety**

AADS maintains a high level of commitment to safety on all projects. To date, no safety issues have arisen on any job we have completed. AADS maintains a Safety Plan that is modified to reflect the requirements and conditions on a project-specific basis. The Safety Plan addresses potential hazards that exist at each step of the project and identifies controls to mitigate each of those potential hazards.

## **Fasco – Reputable Security Products**

AADS is one of the top distributors of Fasco products, which are proudly made in the USA.

In 1985, Fasco Security Products opened their doors in a small Northeast Minneapolis location designing and manufacturing a broad line of jail and prison equipment such as detention furniture, jail doors, windows, and gun lockers. In 1992, Fasco transitioned to focus strictly on the manufacturing of security lockers, specializing in the design and manufacturing of law enforcement gun lockers, evidence lockers & pass thru devices.

With a knowledgeable background in heavy duty security product design and manufacturing, Fasco designs and builds the highest quality security lockers in the industry. Even their lightest duty gun lockers are heavier & stronger than their competitors' heavy-duty models.

Fasco's gun lockers and evidence lockers are used by state, city & county police, sheriff's departments as well as US Marshals, Dept of Homeland Security, US Customs Enforcement (ICE), US Bureau of Prisons, most state dept. of corrections & all branches of the military. They are the preferred locker manufacturer for the State Dept Adjudication Stamp & Ink, they are specified with the Federal Bureau of Prisons for their entryway gun lockers all around the country and are featured in the White House, Pentagon as well as US Embassies around the world. Their products are specified by many architects & designers that specialize in law enforcement buildings, police stations, jails & prisons, courthouses, federal buildings, airports, etc.

## **Experience**

AADS has significant experience in both government and private industry. Recent projects include:

- Department of Homeland Security – Glynco, GA
- Lake Havasu Municipal Court – Lake Havasu, AZ
- Maricopa County Southeast Justice Center – Phoenix, AZ
- Mission and Installation Contracting Command – Fort Drum, NY
- Town of Truckee – Truckee, CA
- Regional Transportation Management Center – Albuquerque, NM

## **Summary**

AADS' experience and expertise in design, sales, project management, installation, and service after the sale, coupled with the manufacturing capability, highest standards for quality products and best-in-class warranty of Fasco products make AADS Office Solutions the right choice for any size security product project.



## REFERENCES

### **PROJECTS:**

#### **Town of Truckee – Truckee, CA**

Contact: Deverie Acuff

Phone: 530-582-2920

Email: [DAcuff@townoftruckee.com](mailto:DAcuff@townoftruckee.com)

*Scope of Work: Provide and Install Fasco Evidence Lockers*

#### **Lake Havasu City Courts – Lake Havasu City, CA**

Contact: Colene Lowery

Phone: (928) 732-0184

Email: [clowery@courts.az.gov](mailto:clowery@courts.az.gov)

*Scope of Work: Provide and Install Fasco Evidence Lockers*

#### **Department of Homeland Security – Artesia, NM, Charleston, SC, Cheltenham, MD**

Contact: Brian K Coffey

Phone: (912) 554-4450

Email: [brian.k.coffey@fletc.dhs.gov](mailto:brian.k.coffey@fletc.dhs.gov)

*Scope of Work: Provide and Install Fasco Evidence Lockers for three different locations*

#### **Regional Transportation Management Center – Albuquerque, NM**

Contact: Doug Harned – Project Manager for General Contractor Bradbury Stamm

Phone: 505.765.1200

Email: [dharned@bradburystamm.com](mailto:dharned@bradburystamm.com)

*Scope of Work: Provide and Install Fasco Evidence Lockers*



Office of Administrative Services  
114 S. East Street  
Benton, AR 72015

# Request for Proposals

<b>Bid Number:</b> RFP 2025-09	<b>Buyer:</b> Mandy Spicer, Chief Financial Officer
<b>Commodity:</b> Evidence Pass-Through Lockers	<b>Bid Opening Date:</b> Friday, August 8 <sup>th</sup> , 2025.
<b>Department:</b> Benton Police Department	<b>Bid Opening Time:</b> 10:20 am
<b>Date Issued:</b> Thursday, July 24, 2025.	

All proposals will be accepted until **Friday, August 8<sup>th</sup>, 2025**. All proposals must be placed in a sealed package clearly marked on the outside "**City of Benton Police Evidence Pass-Through Lockers RFP**" The envelope should be properly addressed to the City of Benton with the Proposer's name and address indicated outside on the sealed package. An unsigned proposal will be considered non-responsive.

<b>Mailing Address:</b>	<b>Bid Opening Location:</b>
410 River Street	410 River Street
Benton, AR 72015	Benton, AR 72015

AADS OFFICE SOLUTIONS INT'L LLC

Printed Name of Company

2136 E. MOUNTAIN SKY AVE., PHOENIX, AZ 85048

Company Address

602-426-1662

Telephone Number

Fax Number

MGALARZA@SHOPAADS.COM

E-Mail Address

MELISSA GALARZA

Printed Name of Authorized Signature

08/05/2025

Date

Authorized Signature

08/05/2025

Date



## Section 1 – General Information

**Introduction:** This Request for Proposal is issued by the City of Benton for the purchase and installation of pass-through evidence lockers within the Police Department.

**Background:** The City of Benton is a municipal government organization. The City has multiple departments that are stationed at different locations within the city. The departments are as follows: Mayor/Elected Officials, City Clerk, City Attorney, Administrative Services, Police, Fire, Community Development, Marketing, Streets & Drainage, Animal Control, and Parks & Recreation.

**Caution to Bidders:**

1. Vendors **must** submit four (4) signed, original RFP responses and one (1) digital in PDF format on a flash drive, on or before the date specified on page one.
2. The City of Benton has the right to award this proposal to any Proposer regardless of proposal price. Proposals may not be withdrawn within 60 days after the proposals are opened. Proposal processes shall be in accordance with state law.
3. The City of Benton reserves the right to award a contract or reject any or all proposals and to waive any and all informalities associated with the proposal, if it is in the best interest of the City to do so. Bids may be rejected for one or more reasons not limited to the following:
  - a. Failure of the vendor to submit bid on or before the deadline established by this RFP.
  - b. Failure to sign the Official RFP Document.
  - c. Failure to complete the Official RFP Price Sheet.
  - d. Any wording by the vendor in their response to this RFP which conflicts with or takes exception to a requirement in the RFP.
  - e. Failure of any proposed goods or service to meet or exceed the specifications.

**Equal Employment Opportunity Policy:** The City of Benton does not discriminate because of race, sex (including pregnancy), religion, color, handicap, national origin, age, genetic information, or political affiliation and complies with the requirements of the Americans with Disability Act.



**Delivery of Response Documents:** It is the responsibility of vendors to submit bids at the place, on or before the date and time, set in the RFP solicitation documents. RFP documents received after the date and time designated for bid opening are considered late bids and shall not be considered.

### **General Terms and Conditions for Proposals**

1. **Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective Proposer to review the entire RFP packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of proposal procedures must be received in the Purchasing Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.
2. **Taxes:** **Make sure to include all applicable taxes in your proposal.**
3. **Liabilities:** The Proposer shall hold the City of Benton, its officers, elected officials, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret, process, patented or unpatented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his own expense, any and all actions brought against the City of Benton because of the unauthorized use of such articles.
4. **Terms and Conditions:** In the event of a conflict between the proposal specifications and these terms and conditions, the specifications will govern.
5. **Warranties:** All warranty information must be furnished.
6. **Alternate Proposals:** Alternate proposals are not acceptable and will be rejected unless authorized by the invitation to proposal. Alternate proposals are defined as proposals that do not comply with the proposal terms, conditions, and specifications. Proposers may submit more than one proposal providing that all such proposals comply with proposal terms, conditions, and specifications.
7. **Public Access to Procurement Information:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be public only after evaluation of that proposal or proposal has been completed.
8. **Accidents:** The awarded Proposer(s) will report to THE CITY's designated representative any and all accidents involving any property damage or personal injury immediately following said accident or discovery of accident damage. THE CITY shall be indemnified and held harmless for each accident.





**Definitions:**

**"Applicant"** - Proposer

**"City" or "City of Benton"** – The City of Benton, Arkansas

**"Hourly Labor Rate"** - hourly rate without cost of materials per person

**"Proposer"** - the individual, firm, partnership, joint venture or corporation which submits a proposal to the City of Benton in response to this RFP.

**"RFP"** - Request for Proposals

**Evaluation and Award:** After complete evaluation of the proposals, the anticipated award will be posted to the City of Benton Procurement website.



## Section 2 – Company Background/ Experience

Proposer should provide the following:

- Services the proposer specializes in, the primary markets served and the number of total employees.
- Number of years that the proposer has been in existence and years of experience.
- Explain your service history and your service approach for this project, and (after installation) include specialized training, response time and number of employees to be trained.

**References:** Vendor must furnish three (3) references for similar projects completed within the last five (5) years that best demonstrates the Proposer's experience with projects similar in scope to what is outlined in this proposal. These references should include the name of the company/municipality as well as contact name, phone number, and email address.

**Insurance:** Prior to award, the successful vendor shall furnish an approved Certificate of Insurance from a company or agent licensed in the State of Arkansas and must keep insurance in force throughout the contract period and any extensions. The insurance may not be modified without the City of Benton's approval.

The following is a list of liability limits for Worker's Compensation and Employee Fidelity Coverage and standard limits as outlined by vendor's insurance carrier.

**1. Worker's Compensation and Employee Liability Policy**

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 each accident

**2. Comprehensive General Liability Policy**

Premises and Operation  
Contractual Insurance  
Personal Injury

Each item listed in section 2 must have:

Bodily Injury	\$500,000 each person \$500,000 each occurrence
Property Damage	\$2,000,000 each occurrence \$2,000,000 aggregate

**The Vendor shall assume all liability for any accidental or criminal occurrence.**



## Section 3 – Scope of Services

**Scope of Services:** The City of Benton is seeking proposals for a vendor for the installation of pass-through evidence lockers within the Police Department. The tentative date for installation is November 2025.

### **Pass-Through Lockers General Requirements:**

- The proposed locker system should optimize the use of the provided space while ensuring compliance with modern evidence-handling standards.
- Lockers shall be constructed of a durable Metal material.
- Proposal should include a guarantee of product functionality and/or warranty.

### **Facility Specifications:**

- Dimensions of Locker System (Total):
  - (Maximum Opening) Width: 12 feet 1 inches (145 inches)
  - (Maximum Opening) Height: 7 feet (84 inches)
- Locker Sizes:
  - Locker system shall be designed suitable for a department of 100 certified officers that take in approximately 3,000 pieces of evidence annually.
- Locker Types:
  - Shall have Refrigerated System for the temporary storage of perishable evidence items.
  - Shall have a Non-Refrigerated System for standard evidence storage.
  - Shall have a locker system capable of storing long firearms and similar-sized items.
- Pass-Through Configuration:
  - Lockers must be accessible from both the evidence drop-off area and the evidence processing/storage room.



### **Proposal Response Requirements:**

The proposal shall include the following:

- **Cover Letter** – a letter of introduction, including the name and address of the Vendor submitting the proposal and then name, address, and phone number of the person(s) to contact who will be authorized to present and bind the Vendor to all commitments made in the response.
- **Approach to the Project** – Proposer should identify the project team, background, and all relevant experience. This includes any subcontractors the proposer plans on utilizing.
- **Background** – Proposer should provide the following:
  - Services the Proposer specializes in, the primary markets served.
  - Number of years that the Proposer has been in existence
  - Number of year experience.
- **Pricing** - A successful bid shall provide all labor, material, equipment, delivery, installation, removal, disposal of any materials, taxes, and insurance to perform the scope of work.
- **Complete copy of RFP including appropriate signatures** – Provide a copy of the RFP with signatures certifying understanding and compliance with the total proposal package.

Bidders may meet with Police Department staff prior to submission of proposals if needed.

Bid questions due no later than, Friday, August 1, 2025, to

Captain Ronnie Davidson  
Benton, AR

[RDavidson@bentonpolice.org](mailto:RDavidson@bentonpolice.org)

Please contact Captain Davidson for a pre-bid walkthrough.



## **Criteria for Selection**

Proposals by bidders will be evaluated by the City of Benton Finance Office and the Police Department staff on the basis of criteria deemed most appropriate for a successful partnership. These criteria include, but are not limited to, the following and shall be weighted as follows:

### **Qualifications 35%**

Respondents must include information indicating their qualifications, experience, and competence in relation to the services to be performed. A list of references, contact names, and phone numbers should be included.

### **Past Performance 30%**

Previous evaluations shall be considered a significant factor. If previous evaluations with the City are not available, past performance records with others will be used, including quality of work, timely performance, diligence, ability to meet past budgets, and any other pertinent information. The proposer will provide a list of similar jobs performed and person whom we can contact for information.

### **Experience, Competence, and Capacity 35%**

Experience, competence, and capacity for performance. Information reflecting the names and qualifications (including experience) of the major personnel assigned to this specific project.



# Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures.

	Price
Total Bid for Police Department Pass-through Lockers	\$47,610.00

Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.

Price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

AADS OFFICE SOLUTIONS INT'L LLC

Printed Name of Company

2136 E. MOUNTAIN SKY AVE., PHOENIX, AZ 85048

Company Address

602-426-1662

Telephone Number

Fax Number

MGALARZA@SHOPAADS.COM

E-Mail Address

MELISSA GALARZA

Printed Name of Authorized Signature

08/05/2025

Date

*M Galarza*

Authorized Signature

08/05/2025

Date

**Administration & Billing**

2136 E. Mountain Sky Avenue  
Phoenix, AZ 85048

800-927-6101  
800-647-9624 (Fax)

# QUOTATION

Quotation No.	Page
4952-A	1
Date: 08/06/2025	

**Bill To:**

BENTON POLICE DEPARTMENT  
410 RIVER STREET  
BENTON, AR 72015

**Ship To:**

BENTON POLICE DEPARTMENT  
410 RIVER STREET  
BENTON, AR 72015

Phone: () -

Fax: () -

Cust. No.	Quote Expiration	Prepared For	Ship Via	Prepared By	Terms
BE1171	09/05/2025			MELISSA	NET 30 DAYS

Order Quantity	Description	Unit	Unit Price	Extended Price
1	PROJECT NAME: BENTON POLICE DEPARTMENT BID NUMBER: RFP 2025-09 EVIDENCE PASS-THROUGH LOCKERS AADS CAGE CODE: 556J3 AADS UEI: M6HVSDJHABU1 AADS IS SBA CERTIFIED WOMAN-OWNED SMALL BUSINESS AADS IS A CERTIFIED WOMAN-OWNED SMALL BUSINESS FASCO SECURITY IS A SMALL BUSINESS FASCO PRODUCTS ARE PROUDLY MADE IN THE USA  PRICING INCLUDES ALL MATERIAL, INSTALLATION AND FREIGHT FASCO EVIDENCE LOCKERS PER ELEVATIONS: ELP-772-0107, WITH ELRI (FRIDGE INSERT), ELP-772-0106, ELP-772-0110 AND ELP-772-0104A PER ATTACHED SPECIFICATIONS NEED PAINT COLOR CHOICE: _____  *PRODUCTS ARE CUSTOM MADE AND ARE NOT RETURNABLE / REFUNDABLE CHOOSE FROM OUR STANDARD COLOR CHOICES	LOT	47,610.00	47,610.00
continued...				

**Administration & Billing**

2136 E. Mountain Sky Avenue  
Phoenix, AZ 85048

800-927-6101  
800-647-9624 (Fax)

# QUOTATION

Quotation No.	Page
4952-A	2
Date: 08/06/2025	

**Bill To:**

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410 RIVER STREET  
BENTON, AR 72015**

**Ship To:**

**BENTON POLICE DEPARTMENT  
410 RIVER STREET  
BENTON, AR 72015**

Phone: () -

Fax: () -

Cust. No.	Quote Expiration	Prepared For	Ship Via	Prepared By	Terms
BE1171	09/05/2025			MELISSA	NET 30 DAYS

Order Quantity	Description	Unit	Unit Price	Extended Price
	<p>FASCO PRODUCTS ARE FUNCTIONALLY EQUAL TO OTHER MANUFACTURERS. EACH MANUFACTURER HAS SLIGHT PROPRIETARY DIFFERENCES IN THEIR SYSTEMS, BUT ARE ALL FUNCTIONALLY EQUAL</p> <p>RECEIVE ON-SITE AND INSTALL IN ACCORDANCE WITH MANUFACTURER SPECIFICATION ESTIMATED INSTALL TIMELINE 02 TO 05 DAYS INCLUDES 1 MOBILIZATION ONLY (1 TRIP)</p> <ul style="list-style-type: none"><li>- ALL MEASUREMENTS TO BE FIELD VERIFIED, PRE-CUT ALCOVE TO BE PROVIDED BY CUSTOMER</li><li>- INSTALLATION TO OCCUR DURING NORMAL BUSINESS HOURS</li><li>- ASSUMES GROUND FLOOR INSTALLATION, ANYTHING DIFFERENT WILL NEED TO BE REQUOTED</li><li>- UNLOADING DOCK TO BE PROVIDED BY CUSTOMER</li><li>- SITE MUST HAVE UNLOADING SPACE AND PAVED ACCESS TO FACILITY AND UNIMPEDED ACCESS TO INSTALLATION AREA</li><li>- INSTALLATION AREA SHOULD BE FREE AND CLEAR OF ALL DEBRIS UPON ARRIVAL OF THE TECHNICIANS</li><li>- ROOM MUST BE READY FOR PRODUCT INSTALL, WALLS, LIGHTING,</li></ul>			
continued...				



**Administration & Billing**

2136 E. Mountain Sky Avenue  
Phoenix, AZ 85048

800-927-6101  
800-647-9624 (Fax)

# QUOTATION

Quotation No.	Page
4952-A	3
Date: 08/06/2025	

**Bill To:**

**BENTON POLICE DEPARTMENT  
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**Ship To:**

**BENTON POLICE DEPARTMENT  
410 RIVER STREET  
BENTON, AR 72015**

Phone:() -

Fax: () -

Cust. No.	Quote Expiration	Prepared For	Ship Via	Prepared By	Terms
BE1171	09/05/2025			MELISSA	NET 30 DAYS

Order Quantity	Description	Unit	Unit Price	Extended Price
	<p>CEILING, FLOORING COMPLETE (IF APPLICABLE)</p> <ul style="list-style-type: none"><li>- BUILDING TO HAVE ELECTRICITY, LIGHTING AND STAGING AREA AT TIME OF INSTALLATION</li><li>- BUYER IS RESPONSIBLE FOR ANY PERMITS OR INSPECTIONS UNLESS OTHERWISE STATED</li><li>- BUYER IS RESPONSIBLE TO DETERMINE THAT THE LOAD-BEARING CAPACITY OF THE FLOOR CAN SUPPORT THE WEIGHT OF THE LOCKERS</li><li>- PRIOR TO RELEASING ORDER INTO PRODUCTION MUST HAVE SIGNED CUSTOMER DRAWING APPROVAL, COLOR CHOICE AND SIGNED ORDER ACKNOWLEDGEMENT</li><li>- ANY CHANGES TO ORDER / INSTALLATION DATE ONCE PRODUCT IS IN PRODUCTION WILL RESULT IN ADDITIONAL CHARGES</li><li>- BOND COSTS, IF APPLICABLE, NOT INCLUDED (RATE 1.5%)</li><li>- ESTIMATED MATERIAL LEAD TIME 14 - 20 WEEKS FROM APPROVALS, ACTUAL LEAD TIMES WILL BE PROVIDED ON ORDER ACKNOWLEDGEMENT</li><li>- QUOTES ARE ONLY VALID UNTIL THE EXPIRATION DATE SHOWN</li></ul> <p>PLEASE BE ADVISED THAT DUE TO EVOLVING GLOBAL ECONOMIC CONDITIONS, INCLUDING POTENTIAL CHANGES IN TARIFFS, TRADE</p>			
continued...				

**Administration & Billing**

2136 E. Mountain Sky Avenue  
Phoenix, AZ 85048

800-927-6101  
800-647-9624 (Fax)

# QUOTATION

Quotation No.	Page
4952-A	4
Date: 08/06/2025	

**Bill To:**

**BENTON POLICE DEPARTMENT  
410 RIVER STREET  
BENTON, AR 72015**

**Ship To:**

**BENTON POLICE DEPARTMENT  
410 RIVER STREET  
BENTON, AR 72015**

Phone: () -

Fax: () -

Cust. No.	Quote Expiration	Prepared For	Ship Via	Prepared By	Terms
BE1171	09/05/2025			MELISSA	NET 30 DAYS

Order Quantity	Description	Unit	Unit Price	Extended Price
	POLICIES, AND SUPPLY CHAIN DISRUPTIONS, OUR PRODUCTS AND SERVICES MAY BE SUBJECT TO FUTURE PRICE ADJUSTMENTS. WHILE WE MAKE EVERY EFFORT TO MINIMIZE THE IMPACT ON OUR CUSTOMERS, ANY INCREASES IN COST RESULTING FROM THESE FACTORS MAY BE REFLECTED IN OUR PRICING. WE WILL NOTIFY YOU OF ANY SIGNIFICANT CHANGES AS SOON AS POSSIBLE, AND WE APPRECIATE YOUR UNDERSTANDING AND CONTINUED SUPPORT AS WE NAVIGATE THESE CHALLENGES. THANK YOU FOR YOUR COOPERATION.			
COMMENTS:			Sales Tax	0.00
			Total	47,610.00

Acceptance: The above prices, specifications, and terms are satisfactory and hereby accepted.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

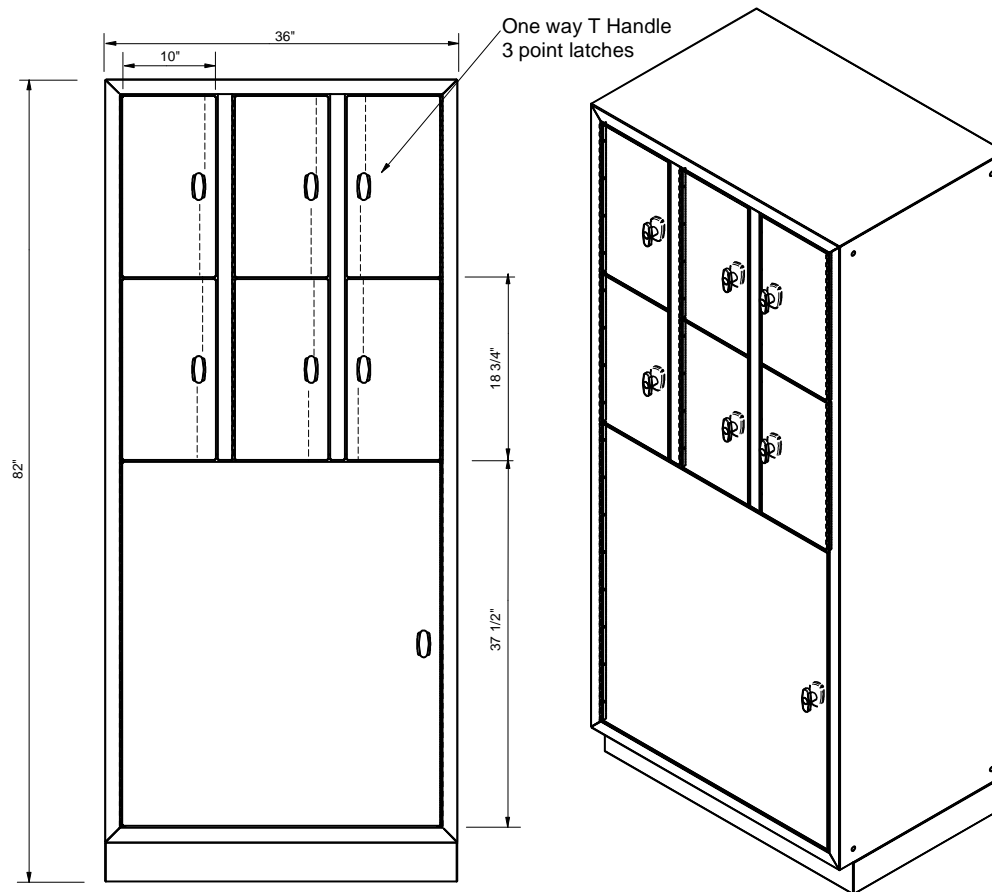
Deposit Amount: \_\_\_\_\_ Paid by Check#: \_\_\_\_\_

Credit Card (VISA/MC): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on CC: \_\_\_\_\_ CCV: \_\_\_\_\_

Billing Address for CC: \_\_\_\_\_

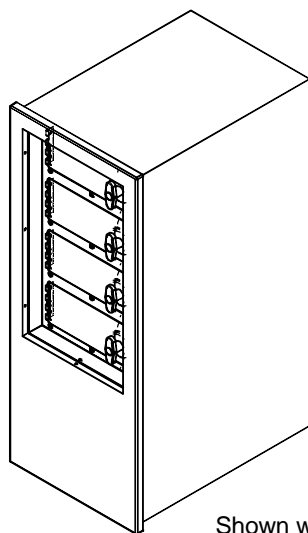
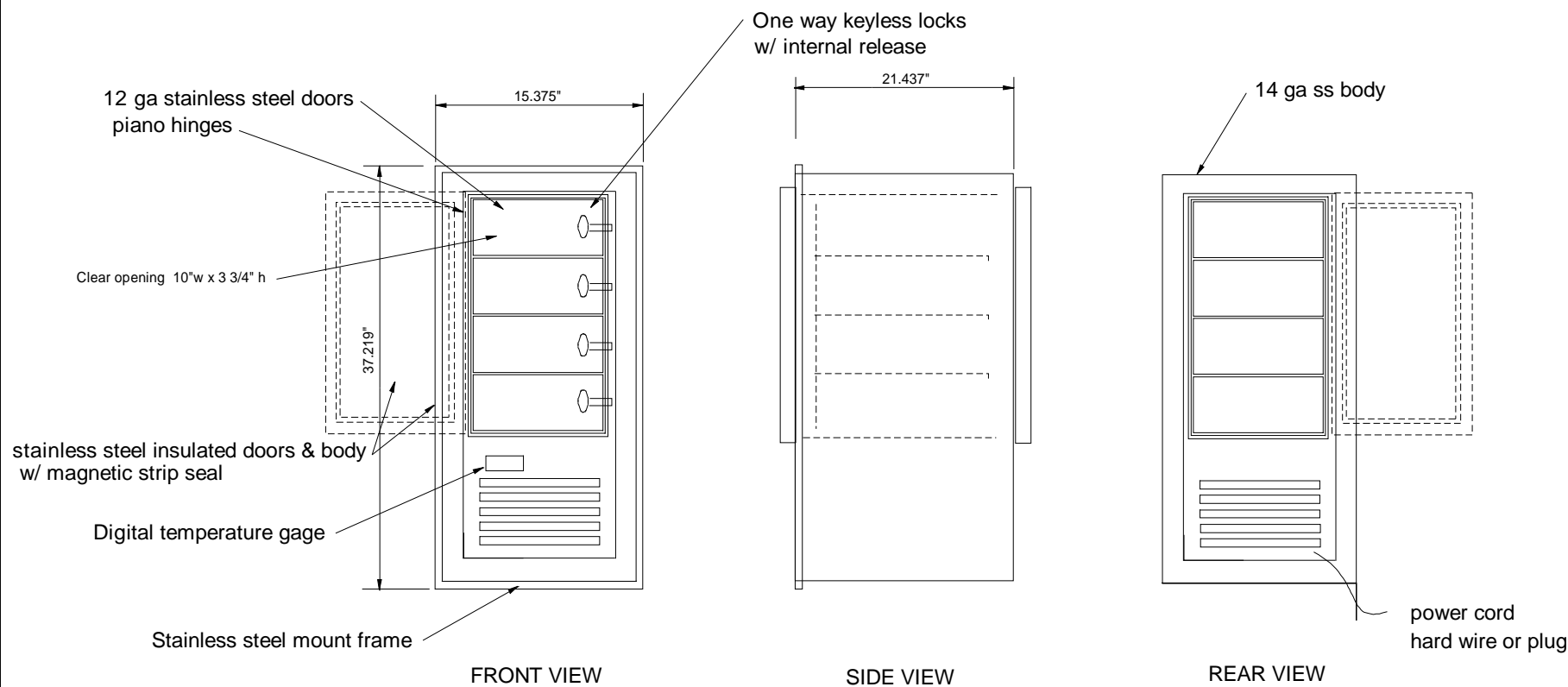
CREDIT CARD PAYMENTS  
ARE SUBJECT TO 3%  
PROCESSING FEE.



ELP-772-0107 PASS THRU  
ELN-772-0107 NON PASS THRU

Project	
Customer	
Drawn by:	DP
Date:	

**FASCO SECURITY PRODUCTS**  
14522 Naples St 763-434-9841  
Ham Lake MN 55304 fax 763-208-0979

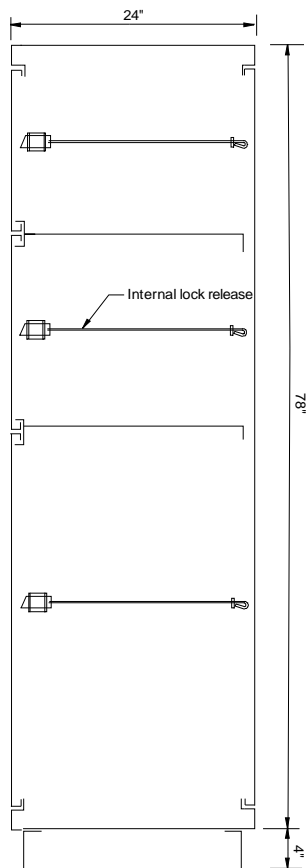


# ELRI-004 REFRIGERATED EVIDENCE LOCKER

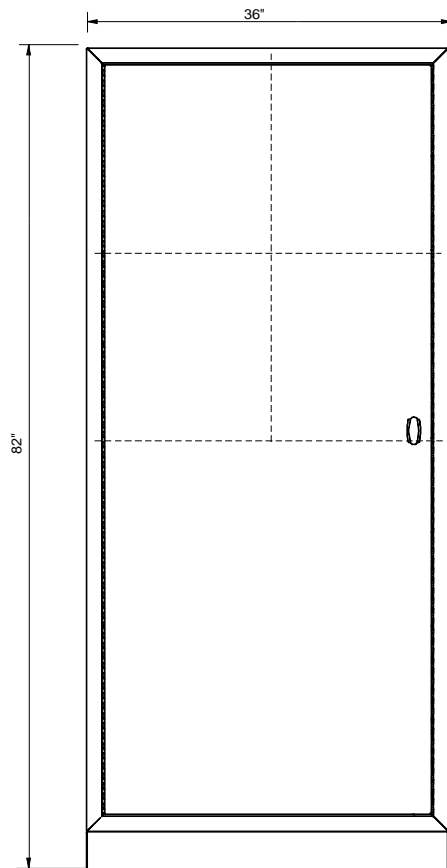
All stainless steel doors & body  
115 V Power

Project	
Customer	
Drawn by:	DP
Date:	4-2009

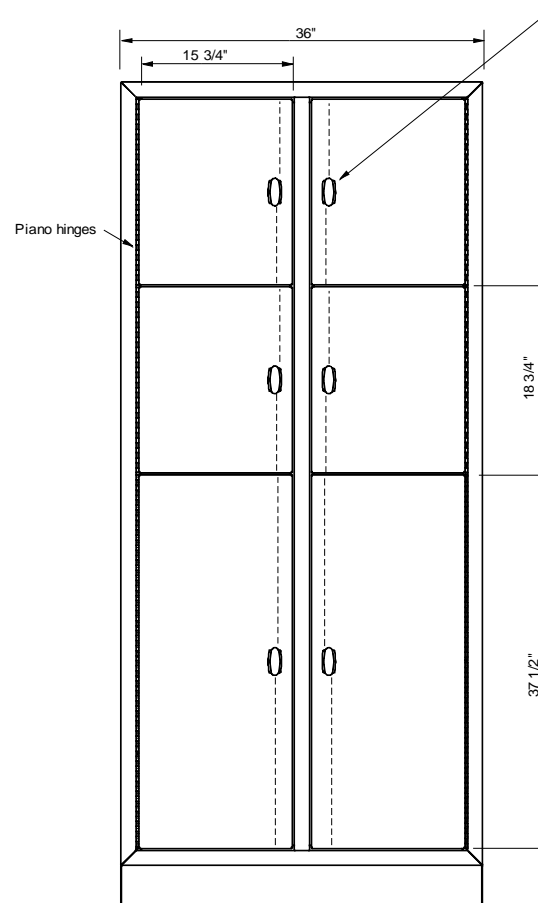
**FASCO** SECURITY PRODUCTS  
 14522 Naples St 763-434-9841  
 Ham Lake MN 55304 fax 763-208-0979



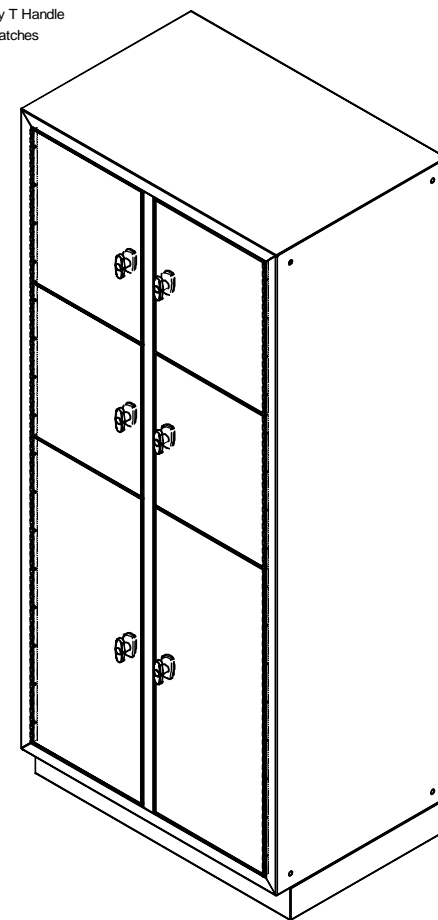
SECTION



EVIDENCE ROOM SIDE



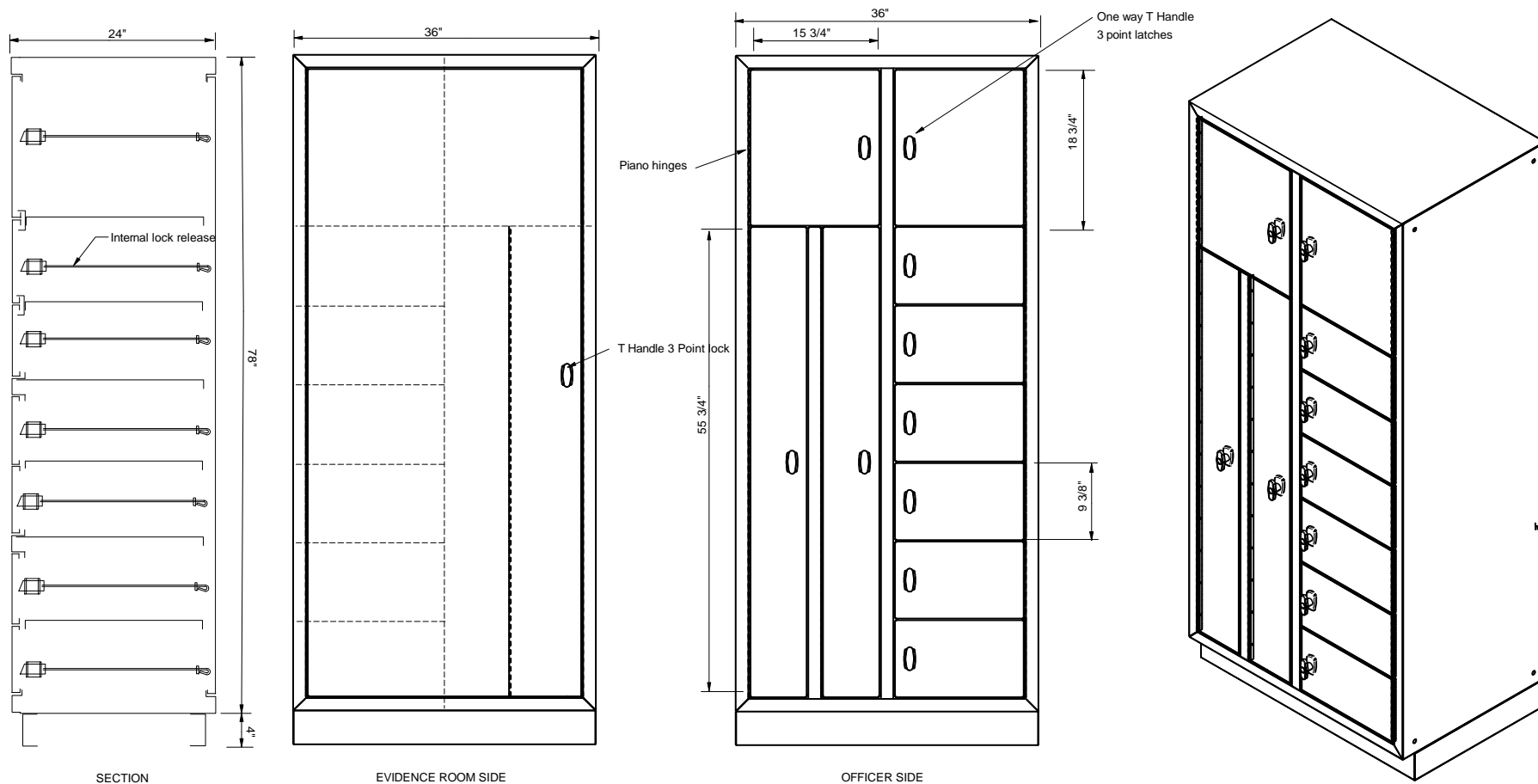
OFFICER SIDE



UNIT# ELP-772-0106  
 PASS THRU EVIDENCE LOCKER  
 See Specifications for materials

Project	
Customer	
Drawn by:	DP
Date:	

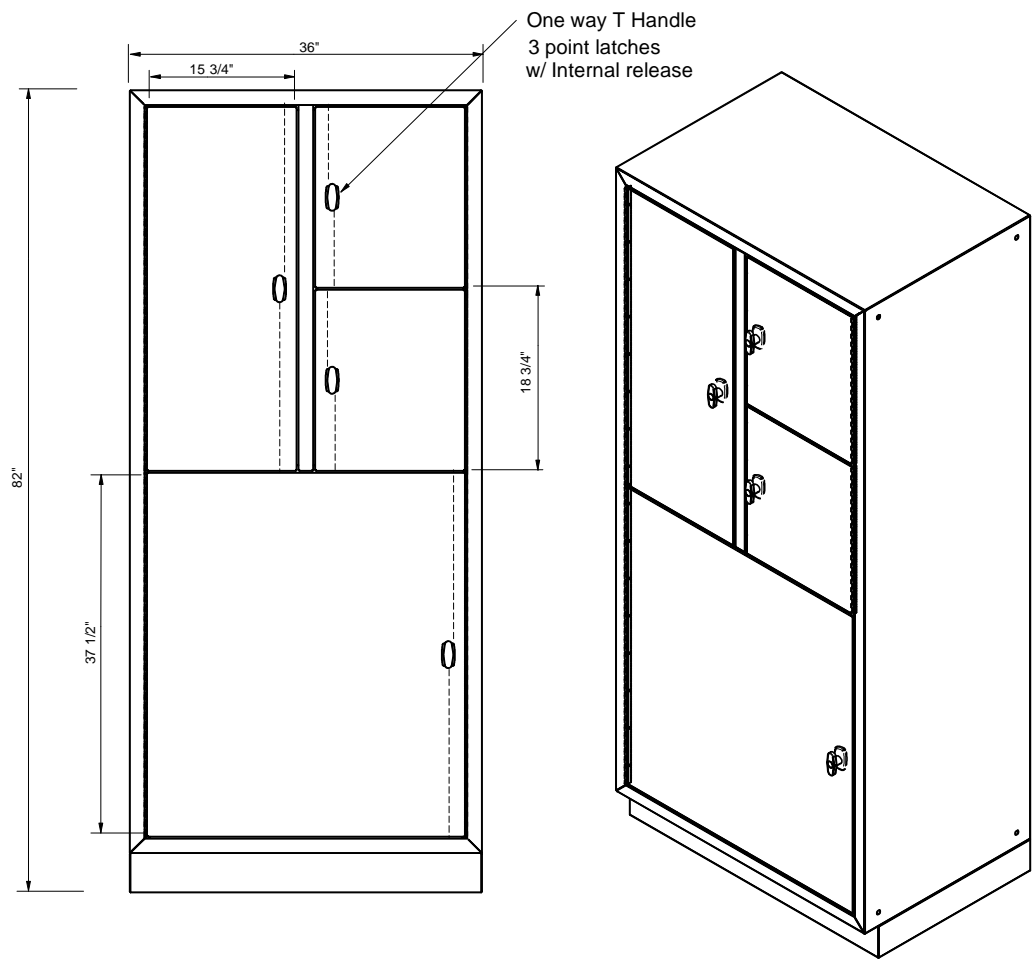
**FASCO** SECURITY PRODUCTS  
 49790 Bayside Ave. 763-434-9841  
 Rush City, MN 55069



UNIT# ELP-772-0110  
 PASS THRU EVIDENCE LOCKER  
 See Specifications for materials

Project	
Customer	
Drawn by:	DP
Date:	

**FASCO SECURITY PRODUCTS**  
 14522 Naples St 763-434-9841  
 Ham lake MN 55304 fax 763-208-0979



ELP-772-0104A PASS THRU  
 ELN-772-0104A NON PASS THRU

Project	
Customer	
Drawn by:	
Date:	

**FASCO SECURITY PRODUCTS**  
 14522 Naples St 763-434-9841  
 Ham Lake MN 55304 fax 763-208-0979

## **SECTION 10500 EVIDENCE LOCKERS**

### **PART 1 – GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A.** Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 specifications apply to this section.

#### **1.02 SUMMARY**

- A.** This Section includes the following:

- 1. ELP-772 (pass thru) or ELN-772 (non pass thru) Evidence lockers**, including the following:
  - a. 36”w x 24”d x 82” high standard size
  - b. Custom sizes also available
- 2.** Provide fasteners and anchorage devices to install lockers provided under this section.
- 3.** Provide metal filler trim to fill between banks of lockers and adjacent construction.

#### **1.03 SUBMITTALS**

- A. Product Data:** Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of locker.
- B. Shop Drawings:** Provide drawings as necessary to detail the plan, section and elevation of each unit. Coordinate sizes, models and locations with the contract documents
- C.** Provide drawings detailing the layout of each unit or bank of lockers.
- D. Samples for verification:** Submit one locker sample for evaluation. Adherence to the specification is required. Locker submitted must meet specification regardless of manufacturer’s standard product. Submit manufacturer’s technical data and installation instructions for metal locker units.

#### **1.04 QUALITY ASSURANCE**

- A. Uniformity:** All primary products specified in this section will be supplied by a single manufacturer with a minimum of 10 years experience
- B. Installers Qualifications:** Lockers to be installed by an experienced agent of the



Manufacturer with a minimum of 5 years experience in installing products of a similar type.

#### **1.05 DELIVERY, STORAGE, AND HANDLING**

**A. Packing and Shipping:** Do not deliver metal lockers until building is enclosed and ready for locker installation.

**B. Storage and Protection:** Store products in manufacturers original packing until ready to install

#### **1.06 WARRANTY**

**A. Locker manufacturer shall warrant the lockers for five years use of the original purchaser from date of shipment. Warranty shall include all defects in material and workmanship, excluding finish, vandalism and improper installation.**

### **PART 2 – PRODUCTS**

#### **2.01 MANUFACTURERS**

**A. Acceptable Manufacturers:** Subject to compliance with requirements of the Contract Documents, acceptable manufacturers are as follows:

- 1. Fasco Inc**

#### **2.02 FABRICATION**

**A. Locker Construction**

- 1. Lockers to be all welded construction with exposed welds sanded smooth.**
- 2. No bolts, screws or rivets used in assembly of locker body.**
- 3. Ship lockers fully assembled, ready to be installed in place in accordance with manufacturer's instructions.**

**B. Body of Lockers:**

- 1. Sides and Intermediate Partitions:** Exterior sides constructed of 16 gauge cold rolled sheet steel for maximum durability.
- 2. Backs (non pass thru):** Solid sheet of 16 gauge cold rolled sheet steel welded to frames of sides and intermediate partitions.

3. Back doors (pass thru): Doors are 16 gauge steel, formed panel with double bends on both sides and top and bottom, solid welded corners. Stiffener runs vertically from top to bottom and welds to flanges on the inside of door panel. Latch & rod mechanism covered with internal plate to prevent tampering. 3 point latch.
4. Shelves: Constructed of 16 gauge cold rolled sheet steel welded to sides and intermediate partition construction. Each front and back edge is formed down with a return flange for extra strength

#### C. Frames

1. Vertical 16 gauge H frame is securely welded to body frame & intermediate partitions to construct a solid 1 piece unit
2. Horizontal 16 ga steel anti pass hidden frame securely welded to body and center frame channel. Frame reduces possibility of tampering. Frame consists of holes for interlocking 3 point latch bolts.

#### D. Doors:

1. Doors are 16 gauge steel, formed panel with double bends on both sides and top and bottom, with solid welded corners. Full width doors include a 16 ga steel hat channel stiffener. Each door shall incorporate a 16 ga steel inner panel to cover the lock mechanism
2. Furnish each locker with black vinyl number plate with etched white numbers. Owner to furnish numbering sequence.

#### E. Locks

1. (Pass thru)
  - a. Turn handle 1 way locks operate positive 3 point latching system. Once T handle is operated, lock cannot be unlocked from the front side. Internal latch release can be accessed from the evidence room side of the locker to release the lock for use after the evidence is removed
  - b. Stainless steel lock bar & plated steel latching rods, 3/8 inch diameter, engage top and bottom and edge of locker frame.
  - c. Felt door bumpers fastened to the corners of each door for silent operation.
- (Non Pass thru)
  - a. Turn handle 1 way locks operate positive 3 point latching system. Once the T handle is turned, the separate key lock operates and latch cannot be opened until lock is operated by key operation.
  - b. Stainless steel lock bar & plated steel latching rods, 3/8 inch diameter, engage top and bottom edge of locker frame.

- c. Felt door bumpers fastened to the corners of each door for silent operation.

**F. Hinges:**

1. 16 gauge continuous piano hinge on the outer frame side of the opening. Stainless steel hinges also available
2. Hinges welded to door and riveted to locker frame.

**G. Closed Base:**

1. Each unit mounts to an all welded 16 ga steel base, 4" high with a 2" deep kick space. Level and fasten the base to the floor & bolt the locker to the base from the inside of the bottom compartments

**H. Trim:** Manufacturer's standard fabricated from 16 gage solid steel finished to match lockers. 2 1/2" wide x full height and width of locker bank.

**I. Finish:**

1. Complete locker unit to be thoroughly cleaned, phosphatized and sealed.
2. Finish to be baked on polyester powder coat
3. Color of lockers shall be chosen from manufacturer standard colors.

## **2.03 LOCKER ACCESSORIES**

**A. Mail slots:**

1. Mail slots can be cut into any size door at time of fabrication. Coordinate size and location with end user

**B. Perforated rear doors**

1. Furnish each locker with 1 1/2" perforations in rear door in such locations as to allow vision into the locker compartments & also maintain the strength of the door and channel stiffener.

**C. Refrigerator Insert**

1. At C size doors, install an all stainless steel refrigerator insert with pass thru or non pass thru individual compartments. 18 and 20 ga stainless steel refrigerator body & doors w/ 2" insulated walls & stainless steel interior panels. Cooling range 38 to 42 deg F with digital temperature & power indicator & control with audible alarm  
115 v AC, 6 Amp power requirement
2. All 16 ga stainless steel evidence locker insert with 16 ga stainless steel piano hinges. Lock mechanism shall operate with the same pass thru or non pass thru lock

mechanism as the main evidence lockers with turn handle one way locks & internal releases.

## **PART 3 – EXECUTION**

### **3.01 INSTALLATION**

#### **A. Wall Installation:**

1. Securely anchor every locker to wall and/or floor before use.
2. Anchoring to be determined by conditions at time of installation.
3. The adjacent locker units by bolting at four points, two at top and two at bottom, using ¼-inch cadmium plated bolts.
4. Install trim on both sides of the wall. Locate trim pieces and field drill holes into locker body and fasten with #14 sheet metal screws from inside of locker body

### **3.02 ADJUSTING**

- #### **A. General Requirements:** Upon completion of installation, inspect lockers and adjust for proper door and locking mechanism operation.

### **3.03 CLEANING**

#### **A. General Requirements:**

1. Clean interior and exposed exterior surfaces, removing debris, dust, dirt, and foreign substances on exposed surfaces.
2. Touch up scratches and abrasions to match original finish.
3. Polish stainless steel and non-ferrous metal surfaces.
4. Replace locker units that cannot be restored to factory-finished appearance.
5. Use only materials and procedures recommended or furnished by locker manufacturer.



**14522 Naples St**  
**Ham Lake, MN 55304**  
**763-434-9841**  
**763-208-0979 fax**

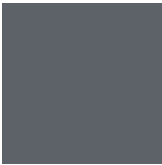
**FASCO SECURITY PRODUCTS**  
**STANDARD COLOR CHART**



RFH537S3 Lowes Gray



RFK-402-S8 Agean Blue



RAL 7040 Gray



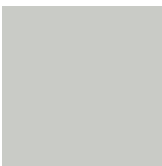
RAL-5005 Dark Blue



RAL 1019 Gray Beige



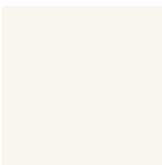
RAL 5007 Medium Blue



RAL 9018 Papyrus



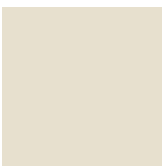
PFG-500-S9 Evergreen



RAL 9010 White Linen



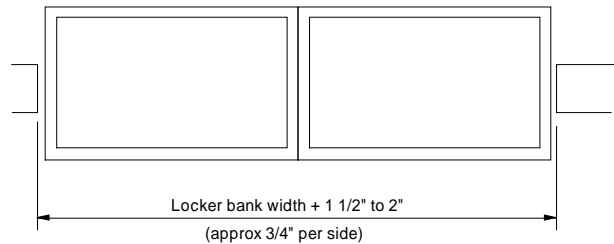
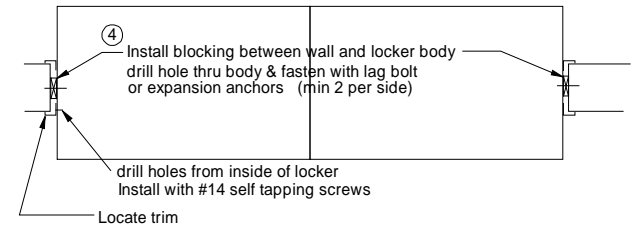
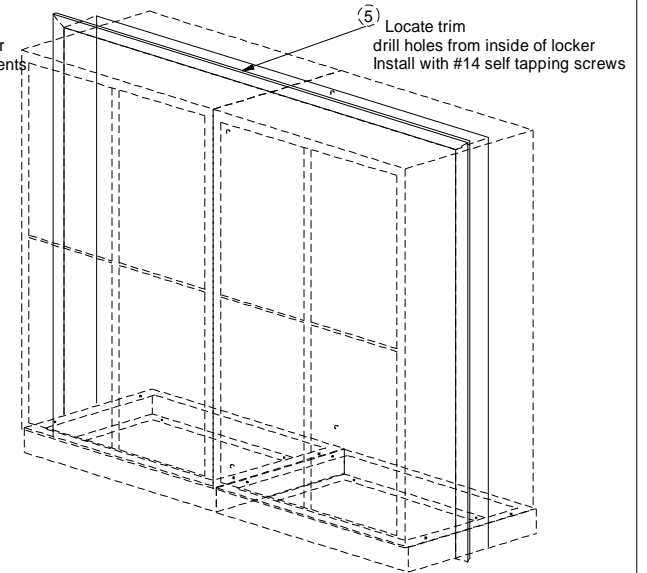
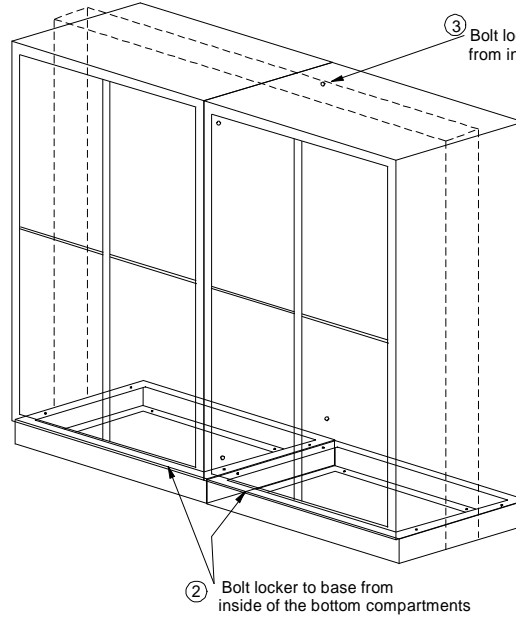
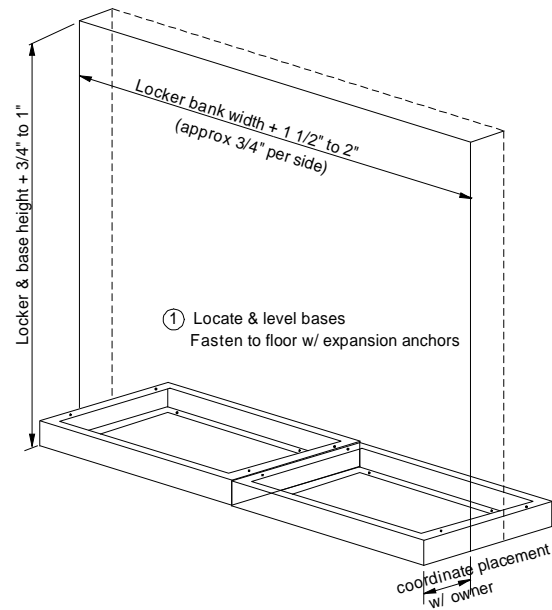
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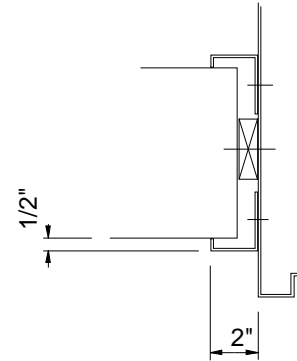
RAL 1013 Oyster



UFT558S8 Coffee Tan



PLAN VIEW



PLAN VIEW

# ELP-772 PASS THRU EVIDENCE LOCKER INSTALLATION INSTRUCTIONS

Project	
Customer	
Drawn by:	DP
Date:	

**FASCO** SECURITY PRODUCTS  
**14522 Napier St** 763-434-9841  
**Ham Lake MN 55304** **763-208-0979 fax**

# FASCO

## SECURITY PRODUCTS

MPLS, MN

**GUN & PISTOL LOCKERS  
EVIDENCE LOCKERS  
PASS THRU DEVICES  
PERSONNEL LOCKERS**



## Fasco Inc

**14522 Naples St  
Ham Lake, MN 55304  
763-434-9841  
763-208-0979 fax**

# **EL-772 EVIDENCE LOCKER**

**+P for Pass Thru      +N for Non Pass Thru**



Fasco Security Products also offers a high security evidence locker for use in police stations & jails to securely pass various sized evidence from a non secured area to an evidence room. Each compartment has an individual front door, & all compartments are accessed from the secured side w/ large reinforced steel doors.

Individual compartment doors & frames are constructed of heavy 16 ga formed steel on 16 ga piano hinges & secured with keyless front entry latches, or master keyed snap locks.

The officer simply opens the compartment & puts in the evidence with the proper documentation, closes the door & operates the latching system. After the evidence is removed & processed, the controller releases the internal latch thus tagging it as an available compartment for use again.

Contact our sales office to discuss available sizes & to coordinate with various types of construction & for a full specification.



**INTERNAL VIEW-  
LATCH RELEASE**

## **Fasco Inc**

**14522 Naples St  
Ham Lake, MN 55304  
763-434-9841  
763-208-0979 fax**



**ELP-772-0110  
w/ ELRI-004**



**ELP-772-0107**



# EVIDENCE LOCKER ELEVATIONS

## STANDARD FRONT ELEVATIONS

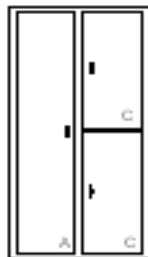
Add prefix -P for pass thru -N for Non pass thru



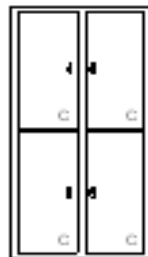
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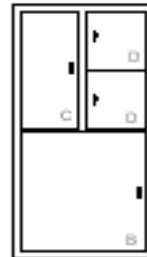
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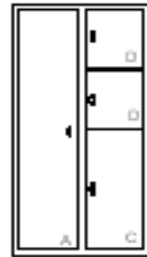
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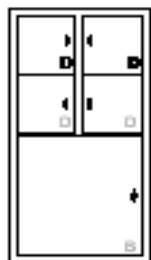
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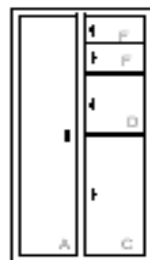
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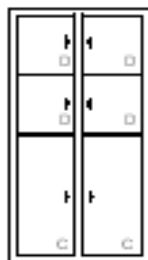
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0105



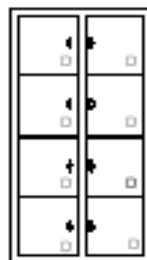
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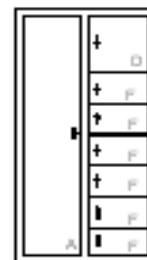
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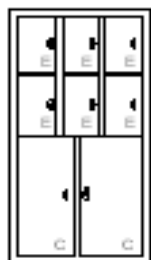
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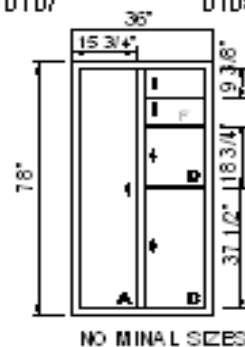
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0110



0115



ELR-F004

# Fasco Inc

14522 Naples St  
Ham Lake, MN 55304  
763-434-9841  
763-208-0979 fax

Web site: [www.fascosecurityproducts.com](http://www.fascosecurityproducts.com)

# ELR-772 REFRIGERATED EVIDENCE LOCKER



## ELR-772 Refrigerated Evidence Lockers

Stainless steel interior & exterior

Cooling range, 38deg F to 30 deg

Magnetic door seals

Power indicator light

Keyed lock, or keyless locking system

115V power cooling system

Stainless steel exterior finish

Various sized interior compartments

36"x78" os cabinet dimensions

Front load or pass thru option



R-0004

R-0006

R-0008

R-0012

R-0009

R-0018

R-0024

## Fasco Inc

14522 Naples St  
Ham Lake, MN 55304  
763-434-9841  
763-208-0979 fax

# FPPL-POLICE PERSONNEL LOCKER

The FPPL, Police Personnel Locker was designed to specifically meet the storage needs of the law enforcement officer. The features and options available make this product a versatile storage solution. All welded construction and heavy gauge materials provide both durability and life cycle cost advantages.

## Standard Features

Welded construction

Available in 18, 24, 30, or 36 inch widths

Upper unit available in heights of 61 or 73 inches

All 16 gauge body parts

Three point, three sided Cremone style turn handle latching

14 gauge louvered door

Full 4-sided continuous door strike

Full width top shelf

Interior lockable security compartment

Extra 12 inch wide shelf below security compartment

Pegboard back panel in door

Separate uniform compartment with clothes rod

Removable boot tray

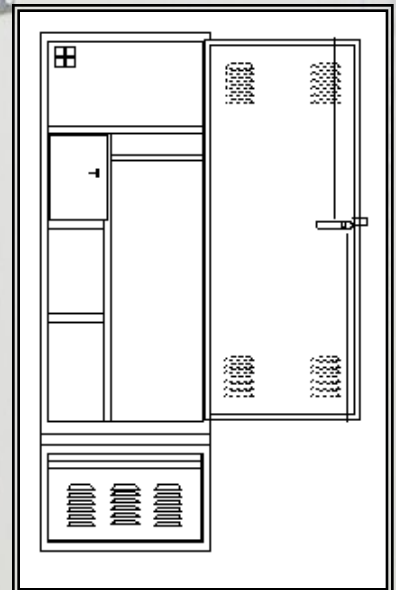
17 inch tall full extension self-latching drawer base with 250 lb. rated ball bearing drawer glides

Integral 1 1/4" thick maple butcher block bench

T.G.I.C. Pure polyester powder coat finish

4 gang electrical box knock out , or plug & play electrical strip

Limited Lifetime Warranty



# Fasco Inc

**14522 Naples St  
Ham Lake, MN 55304  
763-434-9841  
763-208-0979 fax**

**Fasco Security Products** is a manufacturer of high quality gun cabinets for use by military, CIA, FBI, US Customs, Correctional officers & any type of law enforcement. Each product is designed specifically for the law enforcement environment. Our engineers have over 20 years of experience in designing high security products for jails & prisons, law enforcement & military applications.

We can also custom manufacture any type of gun cabinet you desire if our standard products don't fit your requirements. Call or email us at [sales@fascosecurityproducts.com](mailto:sales@fascosecurityproducts.com)

Also contact us for information regarding our GSA Federal Supply Schedule Contract.

**Fasco Inc**  
**14522 Naples St**  
**Ham Lake MN 55304**  
**763-434-9841**  
**763-208-0979 Fax**  
**[Sales@fascosecurityproducts.com](mailto:Sales@fascosecurityproducts.com)**



**Fasco Inc**

**14522 Naples St**  
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**763-434-9841**  
**763-208-0979 fax**



**49790 Bayside Ave  
Rush City, MN 55069  
763-434-9841**

**Buy American Act Certification**

Fasco Inc certifies that the products listed below are compliant with the Buy American Act and the American Recovery and Reinvestment Act of 2009

All of Fasco Inc products are manufactured in Rogers MN, USA

FL-708 Heavy duty Pistol lockers  
FL-714 Medium duty Pistol lockers  
FLC-707-4 Light duty pistol lockers

ELP-772 Pass thru evidence lockers  
ELN-772 Non pass thru evidence lockers

FLC-717 Weapon cabinets

FLGC-700 Rifle cabinets

Additional information covering Fasco Inc and all products can be acquired by contacting us @ 763-434-9841 or [www.fascosecurityproducts.com](http://www.fascosecurityproducts.com)

Sincerely,

Doug O'Brien  
Vice President  
Fasco Inc.



# Certificate of Registration

---

## Decimet Sales, Inc.

Sheet Metal: 14525 James Road, Rogers, MN 55374, USA

HQ and CNC: 14200 James Road, Rogers, MN 55374, USA

have been assessed and approved to:

## ISO 9001:2015

### Quality Management System

The approved management system applies to the following scope:

Custom and contract metal manufacturing specializing in precision CNC machining, sheet metal fabrication with CAD design services.

Original Approval: 2<sup>nd</sup> June 2015

Current Certificate: 2<sup>nd</sup> June 2025

Certificate Expiry: 2<sup>nd</sup> June 2026

Certificate Number: US3764

Signed: Certification Officer



This certificate remains valid while the holder maintains their administration systems in accordance with the standards and guidelines stated above, which will be audited annually by QAS International. The holder is entitled to display the above registration mark for the duration of this certificate, which should be returned to QAS International upon reasonable request





**14522 Naples St**  
**Ham Lake MN 55304**  
**763-434-9841**  
**763-208-0979 fax**

WARRANTY CERTIFICATE

Project :  
Employer :  
Main Contractor :  
Supplier :  
Scope of works :

Date:  
RE: Warranty

To whom I may concern,

Fasco Inc agrees to warranty all materials for a period of (5) years for moveable parts & lifetime on body & frame on the products furnished by Fasco to \_\_\_\_\_ for the \_\_\_\_\_ to be free from defects in material & workmanship.

Fasco Inc shall provide all materials to repair or replace defective equipment or components. This warranty shall exclude vandalism, misuse, abuse, acts of God and finish coatings. Normal wear caused by normal use of items is not covered by this warranty.

The warranty period will be in effect for (5) years beginning on the date of substantial completion of the project\_\_\_\_\_.

Sincerely,  
Thank you

Douglas P O'Brien  
Fasco Security Products



WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

AADS Office Solutions Intl, LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: May 31, 2011

Expiration Date: May 31, 2026

WBENC National Certification Number: 2005118132

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - West, a WBENC Regional Partner Organization.

Authorized by Pamela Williamson, President &  
CEO Women's Business Enterprise Council -  
West



NAICS: 337215, 238390, 322230, 337211, 337214

UNSPSC: 24102000, 24102004, 44122000, 44122011, 44122029, 44122030, 55121600, 55121610, 55121612, 56121701







WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

## HEREBY GRANTS WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO

### AADS Office Solutions Intl, LLC

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at [www.sba.gov/wosb](http://www.sba.gov/wosb).

The WOSB Certification expires on the date herein unless there is a change to the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

Majority Female Owner: Dana Garcia

NAICS: 337215, 238390, 322230, 337211, 337214

UNSPSC: 24102000, 24102004, 44122000, 44122011, 44122029, 44122030, 55121600, 55121610, 55121612, 56121701

Certification Number: W100058

Renewal Date: May 31, 2026

WOSB Regulation Expiration Date: 5/31/2026



*Pamela Williamson, Ph.D.*

Pamela Williamson, Women's Business  
Enterprise Council - West President & CEO

*Pamela A. Prince-Easton*

Pamela Prince-Easton, WBENC President & CEO

*LaKesha White*

LaKesha White, Sr. Vice President, Certification

## RESOLUTION NO. 72 OF 2025

### **A RESOLUTION AUTHORIZING THE CITY OF BENTON TO ACCEPT AND ENTER INTO A SUBAWARD GRANT AGREEMENT WITH THE ARKANSAS TRI-REGION ENERGY AND ENVIRONMENT INNOVATION COALITION TO UTILIZE SUBAWARDED FUNDS FOR EPA CLIMATE POLLUTION REDUCTION GRANT ("CPRG") PROJECT IMPLEMENTATION; AND FOR OTHER PURPOSES**

**WHEREAS**, the Arkansas Tri-Region Energy and Environment Innovation Coalition ("the Coalition") has received an implementation grant from the Environmental Protection Agency through the federal Climate Pollution Reduction Grant ("CPRG") Program for projects related to the Benton Saline River Greenway Phase 2 project; and

**WHEREAS**, the following projects were included in the Coalition's CPRG grant proposal with the support of the City of Benton's Saline River Greenway Phase 2 Project; and

**WHEREAS**, the Coalition desires to subaward a total of \$421,600 over five (5) years to the City of Benton, Arkansas, to perform CPRG implementation activities that include the trail construction of the Benton Saline River Greenway Phase 2; and

**WHEREAS**, the City recognizes the importance of trail construction for the health and wellbeing of its residents and is committed to enhancing residents' quality of life through sustainable environmental practices; and

**WHEREAS**, the City Council supports the Benton Parks department partnership with the Coalition and the EPA's goal to assist states, local governments, tribes, and territories to develop and implement plans for reducing greenhouse gas emissions and other harmful air pollution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BENTON, ARKANSAS:**

**SECTION 1:** The City of Benton hereby agrees to receive and account for all sub-awarded funding and project expenses. The Mayor and the City Clerk are hereby authorized to execute all appropriate agreements and contracts necessary to implement the above stated projects.

**SECTION 2:** The Mayor is hereby authorized to direct all funding and staff time necessary to meet project deliverables as agreed upon with the Coalition.

**SECTION 3: Severability Provision:** If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

**SECTION 4: Repeal of Conflicting Resolutions:** All resolutions or orders of City of Benton, or parts of resolutions or orders of the City Council in conflict with this Resolution are repealed to the extent of such conflict.

**PASSED AND APPROVED** this \_\_\_\_ day of August 2025.

---

Tom Farmer, Mayor

---

Cindy Stracener, City Clerk

**ORDINANCE NO. 43 OF 2025**

**AN ORDINANCE APPROVING THE CITY OF BENTON SAFETY PLAN; AND FOR OTHER PURPOSES**

**WHEREAS**, the City Council of the City of Benton, Arkansas, desires to utilize efficient safety procedures and operating standards for all City departments and employees; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENTON, ARKANSAS:**

**SECTION 1:** The City Council does hereby adopt the City of Benton, Arkansas Safety Plan 2025, which is attached hereto as Exhibit 1, which is incorporated now by reference as if stated word for word as the Safety Plan for the City.

**PASSED AND APPROVED** this the \_\_\_\_\_ day of August 2025.

\_\_\_\_\_  
Tom Farmer, Mayor

\_\_\_\_\_  
Cindy Stracener, City Clerk

**The City of Benton  
Safety and Health Plan**

**July 2025**

## **I. MANAGEMENT COMPONENT**

### **Safety Policy**

The City of Benton strives to maintain a safe and healthy work environment. Safety is largely the use of good judgement and the practice of good work habits. If an employee is unsure of how to perform a task safely, they should ask their supervisor or department head for the correct method.

Unsafe conduct is misconduct. The following safety rules should always be observed:

1. Follow all departmental safety rules.
2. Use all mechanical safeguards on, or for employee equipment.
3. Immediately cease using and report any faulty or potentially faulty equipment to the supervisor or department head.
4. Immediately report any unsafe or potentially unsafe working conditions or equipment to the supervisor or department head.
5. Immediately report any and every accident to the supervisor or department head who will then report it to the proper entities.

Failure to observe safety regulations may result in disciplinary action up to and including termination.

(City of Benton Employee Handbook Page 25)

---

Chief Financial Officer

## 1. Assignment of Responsibilities

The Safety Coordinator will be the primary person responsible for the implementation of the City safety policy. In the absence of the Safety Coordinator, the Chief Financial Officer will assume the responsibility for the program working with the respective Department Heads.

Each Department Head will be the primary person responsible for discipline concerning safety matters in their respective Department. The Safety Coordinator will act in an advisory role to the Departments to ensure consistent preventive measures are taken for the protection of our employees. The Arkansas Municipal League – Loss Control Specialist will aid per the plan and on call as needed.

The Safety Coordinator and Chief Financial Officer will be responsible for retaining all documentation and records developed as a result of safety training, meetings, accident investigations and hazard reports required by the plan.

It is a responsibility of each employee to create a safe work environment through safe work practices, eliminating hazards and open communication in the workplace.

Safety Coordinator – David Benedict

[david.benedict@bentonar.org](mailto:david.benedict@bentonar.org) Phone: 501-528-9389

## II. ACCIDENT/INJURY ANALYSIS COMPONENT

### Injury Analysis

In this City, the Chief Financial Officer and Department Heads communicate routinely as injuries occur and claims are reported.

In support of the accident analysis process, the Arkansas Municipal League – Loss Control Specialist will review reported injury claims quarterly and report to the Safety Coordinator and Chief Financial Officer should trends be observed. The purpose of this review will be to identify any trends or patterns, assist the City of Benton in corrective action if needed, and recommend changes to the safety plan.

The following documentation will be reviewed when developing the trend analysis:

- **Loss Runs**
- **Accident Reports**
- **Self Inspection Reports**
- **Hazard Reports**
- **Department Head Recommendations**

Trends will be reviewed for patterns including Department, shift, injury type, time of day, day of the week, activity being performed, and type of exposure. The respective Department Head working with the Safety Coordinator if needed will make recommendations and track corrective actions identified to prevent recurrence of similar accidents or hazards.

The Chief Financial Officer will be responsible for retaining documentation of the trend analysis reviews. Documentation will be retained for a period of 24 months.

### **III. RECORD KEEPING COMPONENT**

#### **Safety Program Record Keeping**

The Safety Coordinator will be responsible for maintaining all documentation of training and facility inspection reports.

The Chief Financial Officer will be responsible for maintaining all other documentation including accident reports, first report of injury forms, hazard reports, incident reports, loss runs, and any other documentation required for the implementation of the Safety and Health Plan. Blank forms for all necessary documentation for the Safety and Health Plan are available from the Chief Financial Officer.

The following is a list of records kept as part of the Safety and Health Plan:

1. **Injury Records:** First report of injury forms and accident investigation forms will be maintained by the Chief Financial Officer. Injuries should be reported and documented within 24 hours of occurrence.
2. **Inspection Records:** Safety inspection records generated by the Department Heads and or their proxy and will be retained by the Safety Coordinator as training is completed.
3. **Safety Meetings/Training Records:** Safety meeting and training records will be retained by the Safety Coordinator and Chief Financial Officer as training is completed.
4. **Hazard reports by Employees:** Reports if any will be retained by the Safety Coordinator.

#### **IV. EDUCATION AND TRAINING COMPONENT**

##### **Training and Education**

Each Department Head will be responsible for identifying the education and training needs of their respective Departments at least on an annual basis. The training subjects and materials are developed utilizing industry and site specific criteria based on the identified and potential hazards and past claims history.

The training program will be administered in two phases consisting of 1.) *New Employee or reassignment orientation* and 2.) *Monthly refresher training*. In addition to routine safety training, employees will also receive on-the-job instruction on safe operating procedures of each assigned job or task.

##### **1. Employee Orientation:**

The City of Benton will conduct orientation for employees when:

- Employees are newly hired.
- Employees are reassigned.
- New equipment, substances, or processes are introduced.
- The Safety and Health Plan is Changed.

The orientation will consist of all required training programs as well as job and site specific safety and health information. All new employees will be given a tour of their respective work area(s) and have an opportunity to pose questions to familiarize themselves with the process. New employees will not be released to an individual job assignment until it has been determined by the Department Head that the individual has retained the minimal acceptable elements of the training provided and can safely perform the assigned duties.

##### **2. Training and Education Documentation**

Safety education and training will be documented by the Department Head and records will be maintained by the Safety Coordinator and Chief Financial Officer for a period of 24 months or as required by law.

Documentation will include:

1. Date of training
2. Name of trainer
3. Subject(s) covered, and
4. Attendance roster with employee's signatures.



The City of Benton will ensure that Department Heads are trained in safety hazard recognition and prevention.

## **V. SAFETY AND HEALTH INSPECTIONS**

### **Safety Inspections**

The Safety Coordinator will be responsible for conducting and documenting quarterly safety inspections of each department's work area(s). The purpose of these inspections is to identify hazardous conditions and practices that may result in injury or illness to the employee. The Safety Coordinator will be responsible for contacting the respective Department Head to take action in correcting the hazards found during these inspections. The Safety Coordinator and Arkansas Municipal League – Loss Control Specialist can provide assistance to the Department Heads when needed.

### **Documentation**

Records of Department inspections will be maintained by the Safety Coordinator and the Chief Financial Officer. Records will be maintained and tracked until all hazards noted are corrected and will remain on file for a period of 24 months.

Documentation will include:

1. Date of Inspection
2. Name of Person conducting inspection
3. Inspection results
4. Person assigned for corrective action
5. Date of Correction(s) made

Persons conducting workplace inspections will be trained on their responsibilities and on how to document the inspections.

## **VI. ACCIDENT/INCIDENT INVESTIGATION COMPONENT**

### **Accident/Incident Investigation**

An accident may be defined as an unexpected event resulting in injury to people and/or damage to property or the environment. Accidents can arise from unsafe acts, unsafe conditions, or a combination.

The City requires employees to immediately report to their Department Head all accidents that result in injury and/or property damage. An investigation will be conducted within 72 hours to determine the cause(s) and contributing factors. From the accident investigation, a plan or corrective action will be established to prevent the recurrence of similar events.

The Department Head will investigate and document all accidents and incidents that involve employees.

### **1. Procedure**

1. The employee reports work related accident.
2. Department Head initiates proper first aid and/or medical attention is given.
3. Arrange for transportation for injured employee's medical treatment if needed.
4. Department Head secures the accident scene.
5. The Department Head completes the Accident Report.
6. Accident Report is submitted to the Chief Financial Officer.

### **2. Steps of an effective accident investigation.**

1. Secure and manage the scene to prevent further injury and preserve evidence that may be important in the investigation.
2. Take photographs and make sketches of the scene. Identify equipment, materials, etc.
3. Interview witnesses, others who may have been involved in or have information about the process, and others who may be able to provide pertinent information concerning the conditions that may have contributed to the accident. Reduce the statements to writing and have them signed by the persons interviewed.
4. Evaluate all factors to determine Who, What, When, How, and Why?
5. Prepare a written, detailed report of the investigation.
6. Recommend corrective actions.
7. Follow up on the recommendations to ensure corrective actions have been implemented and that they are effective.

### **3. Documentation**

The accident investigation will be reviewed by the Department Head to determine corrective actions needed. The Department Head will be responsible for tracking and implementing the corrective actions. Accident investigation reports should be retained by the Safety Coordinator and Chief Financial Officer for a period of at least 24 months.

Persons conducting accident investigations will be trained in the task.

## **VII. REVIEW AND REVISION COMPONENT**

### **Review and Revision**

The Safety Coordinator, Chief Financial Officer, and Department Heads will meet along with the Safety Committee to review and revise the components of the Safety and Health Plan at least on an annual basis starting July 2025. The Arkansas Municipal League – Loss Control Specialist will

provide an annual claims review for the past year with comments, if any, for the City's annual review. The purpose of this review will be to determine if all areas of exposure are addressed in Safety and Health Plan. Special attention will be devoted to areas that demonstrate failure in a program element, and introductions of new processes or equipment. Corrective actions will be taken and the plan will be amended to ensure that it is effective.

Annual reviews will be documented showing the date of the review and any corrective action(s) taken. Documentation will be maintained by the Safety Coordinator and Chief Financial Officer.