

# MEMORANDUM OF AGREEMENT

between

The Board of Trustees of the University of Arkansas

acting for and on behalf of

The University of Arkansas, Cooperative Extension Service

and

the City of Jonesboro

This Agreement, entered into this 7 day of July, 2017, by and between the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas Cooperative Extension Service (UACES) and the City of Jonesboro (Cooperator), is intended to provide materials, supplies, and other approved expenses as noted in Exhibit A, *Scope of Work*, for the purpose of implementing policies, systems, and environmental changes to support healthy behaviors and increased physical activity in the Cooperator service area.

**A. Authority:** This project is authorized by an award between UACES and the U.S. Department of Health and Human Services Center for Disease Control and Prevention (CDC).

## **B. Personnel and Contact Information:**

### UACES:

Obesity Reduction Project Coordinator:

Designated UACES Extension Agent:

Lauren Morris  
2301 South University Avenue  
Little Rock AR 72204-4940  
Telephone: 501-671-2022  
Email: [lr Morris@uaex.edu](mailto:lr Morris@uaex.edu)

Debbie DeRossitte  
611 E Washington Ave.  
Jonesboro, AR 72401  
Telephone: 870-933-4565  
Email: [ddrossitte@uaex.edu](mailto:ddrossitte@uaex.edu)

### COOPERATOR

Harold Perrin  
Mayor, City of Jonesboro  
300 S Church Street  
Jonesboro, AR 72401  
870-932-1052  
[Harold.perrin@jonesboro.org](mailto:Harold.perrin@jonesboro.org)

## **C. Responsibilities and Agreements**

### **1. UACES**

Under the terms of this agreement UACES will provide the following assistance and services to the Cooperator:

- a. Establish a project budget based on review of the Cooperator's application. Budgets are subject to modification based on the project review team recommendations, project priority, availability of funds, etc.
- b. Serve as purchasing agent for all goods/services approved as necessary to fulfill the project goals and work plan (Exhibit A, *Scope of Work*).
- c. Establish contracts, purchase orders, etc. with vendors selected to provide goods/services



- through UACES purchasing procedures.
- d. Provide training and/or technical assistance meetings to all Cooperators receiving support under this program at mutually agreed upon dates and times as needed.
  - e. Monitor Cooperator's progress of the project approved under this Agreement through correspondence and on-site meetings/inspections to be scheduled between personnel as noted in Section B or their designees.
  - f. Inspect and approve project upon notification of completion and submission of final report as outlined in C.2.g.

## 2. Cooperator

Under the terms of this agreement, the Cooperator shall perform and adhere to the following:

- a. Upon receipt of this fully-executed Agreement, Cooperator shall provide UACES personnel as designated a complete list of goods/services necessary to carry out the awarded project. At minimum, Cooperator will provide information including:
  - i. Complete description of materials requested including dimensions, sizes, colors, etc., if applicable.
  - ii. Quantity of each item (units, hours, etc.)
  - iii. Estimated cost of each item and how the cost was determined.
  - iv. Total estimated cost of each item (*unit cost X quantity*)
  - v. A minimum of three (3) recommended vendors in the Cooperator's service area who can provide items listed (a recommended vendor may or may not be issued purchase order or contracts dependent on UACES purchasing procedures).
- b. Cooperator agrees that funds appropriated for this project cannot be used for wages, labor, equipment (equipment is defined as any one item costing over \$5,000), or indirect costs, with the exception of the service costs of vendor-owned equipment that include provision of an operator of the equipment as an independent contractor.
- c. Attend training and/or technical assistance meetings as scheduled by UACES prior to receipt of any goods/services to be provided.
- d. Comply with best practices in terms of goods/services received and document use of such goods/services upon request of UACES personnel.
- e. Notify UACES Extension Agent in writing if there is any change in circumstances that may impact your ability to complete the project within the period covered by this Agreement.
- f. Cooperate with UACES personnel in scheduling meetings to review progress of project and complete a final inspection.
- g. Provide a final report including a minimum of five (5) digital photographs by September 1, 2017.
- h. Commit to maintaining/sustaining project for a period of 3 years following the termination date of this agreement.

## D. Term of Agreement:

This Agreement is effective upon signature of both parties and terminates on September 30, 2017, unless a request for extension is granted. Any request for extension must be submitted to UACES no later than August 1, 2017.

**E. Breach**

Failure of the Cooperator to abide by the terms of this agreement, including Exhibits, within the timeframe as outlines (or amended, if approved), will be considered a breach of this Agreement. Breaches of the Agreement shall be addressed on a case-by-case basis in consultation with the program coordinator.

**F. Termination of Agreement**

This agreement may be terminated by either party with thirty (30) days written notice. In the event termination is at the request of the Cooperator, UACES reserves the right to request reimbursement for expenses for goods/services purchased on behalf of Cooperator at the time of approval of the request for termination.

**G. Approvals:**

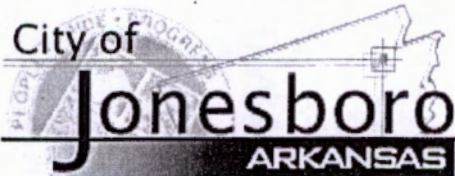
**University of Arkansas, Division of  
Agriculture, Cooperative Extension Service**

**COOPERATOR**

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Sam Boyster  
Interim Associate Director-Operations and  
Director of Information Technology  
University of Arkansas System,  
Division of Agriculture,  
Cooperative Extension Service





300 S. Church Street  
Jonesboro, AR 72401  
(870)932-0406 Voice  
(870)336-3036 Fax  
[www.jonesboro.org](http://www.jonesboro.org)

June 30, 2017

Mr. Tyler Brown  
Regional Program Associate – Obesity Reduction  
University of Arkansas Cooperative Extension Service  
611 E. Washington Avenue Suite A  
Jonesboro, AR 72401

Re: Proposal for buying and installing bike racks in Jonesboro AR

Mr. Brown,

The City of Jonesboro is pleased to provide a scope of work for installing bike racks in and around downtown Jonesboro, in city owned parking lots, and city owned parks.

**SCOPE OF WORK:**

The City of Jonesboro will purchase, install, and maintain standardized bicycle racks in the downtown public-parking areas, in front of public buildings, and in the city owned parks. After obtaining a grant for the purchase of the bicycle racks, city forces and equipment will be used to install and maintain the bicycle racks. The racks will be secured in concrete provided by the City of Jonesboro. All labor will be by City of Jonesboro forces.

We will focus on the Downtown area and city park systems. At this time, there are limited bicycle facilities in the downtown area or parks. Installing racks will encourage people to ride their bike not only for exercise but also as an alternative means of transportation. We have seen that people are not inclined to ride if there is no place to secure their bikes. This will give riders the opportunity to secure their bikes and have the freedom to visit downtown and the local parks.

We will use Landscape Structures Inc. who is on the state-bidding list for parks equipment to purchase 34 proshield loop bike racks. These will allow riders to secure the frames of the bicycles to the racks giving greater security.

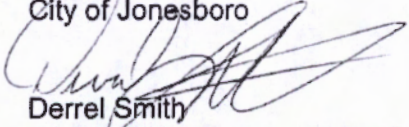
There will be no engineering drawings, specifications, or permits needed on this project. The city either has or will obtain all the areas for installation.

**ESTIMATED COST:**

See proposal attached by landscape structures.

We appreciate the opportunity to obtain this grant. If you have any questions, or need additional information, Please do not to hesitate to contact me.

Sincerely,  
City of Jonesboro



Derrel Smith  
Director of Planning and Zoning

Enc.





ALL PURCHASE ORDERS, CONTRACTS, AND  
CHECKS TO BE MADE OUT TO:  
LANDSCAPE STRUCTURES, INC.  
601 7TH STREET SOUTH  
DELANO, MN 55328 U.S.A.  
763-972-3391 800-328-0035  
Fax: 763-972-3185

# PROPOSAL

June 26, 2017  
DATE

**Customer Information**

CONTACT: Wixson Huffstetler  
PHONE: 870-819-1213  
FAX: \_\_\_\_\_

SHIP TO: 3009 Dan Ave  
Jonesboro, AR, 72401

BILL TO: Same as Shipping

Destination \_\_\_\_\_  
F.O.B. \_\_\_\_\_

FREIGHT  Prepaid  Collect

Net 30 days upon credit approv., deposit may be required  
TERMS (Subject To Credit Approval By LSI)

3 - 4 week

SHIPPING TIME

**Pricing Good for 60 days from Date of Proposal**

**We are pleased to submit this proposal to supply the following items:**

QTY	ITEM NO.	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
34	100102A	Proshield DB Loop Bike Rack		254.00		\$ 8,636.00
		Quoted with TIPS Contract LSI TIPS Contract 7111915			-	\$ -
		Standard Terms and Conditions for Installation Apply			-	\$ -

*SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE  
ORDER ONLY UPON APPROVAL BY LANDSCAPE STRUCTURES, INC. CUSTOMER  
RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.*

ACCEPTED BY CUSTOMER \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

PROPOSED BY LSI REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

Cameron Wood

PRINT NAME \_\_\_\_\_

Total Weight	-
SUBTOTAL MATERIAL	\$ 8,636.00
INSTALLATION	Not Included
FREIGHT	\$ 1,500.00
Tax Rate	
8.500% SALES TAX	\$ 861.56
<b>TOTAL</b>	<b>\$ 10,997.56</b>

Taxable: Freight X Installation \_\_\_\_\_