

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



700 West 29th Street, 3<sup>rd</sup> Floor  
North Little Rock, AR 72114  
P.O. Box 5757 North Little Rock, AR 72119  
501-975-8881 Phone  
asmith@nlr.ar.gov

## INVITATION TO BID

Bid Number: 25-3898 Date Issued: August 29, 2025  
Date & Time Bid Opening: **September 16, 2025 @ 10:00 am**

### FOUR (4) FEDERAL SWITCHGEAR MODEL PSE-9

**Total Bid Price \$** \_\_\_\_\_

**Delivery:** \_\_\_\_\_

For technical questions and/or comments, contact Eric Heinrichs, P.E. at 501-992-4086.

General Bidding questions should be directed to the Commerce Department at 501-975-8881.

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to collaborate with them.

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Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests. **UNSIGNED BID COVER SHEET WILL BE REJECTED.**

Name of Firm: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Tax Identification No.: \_\_\_\_\_

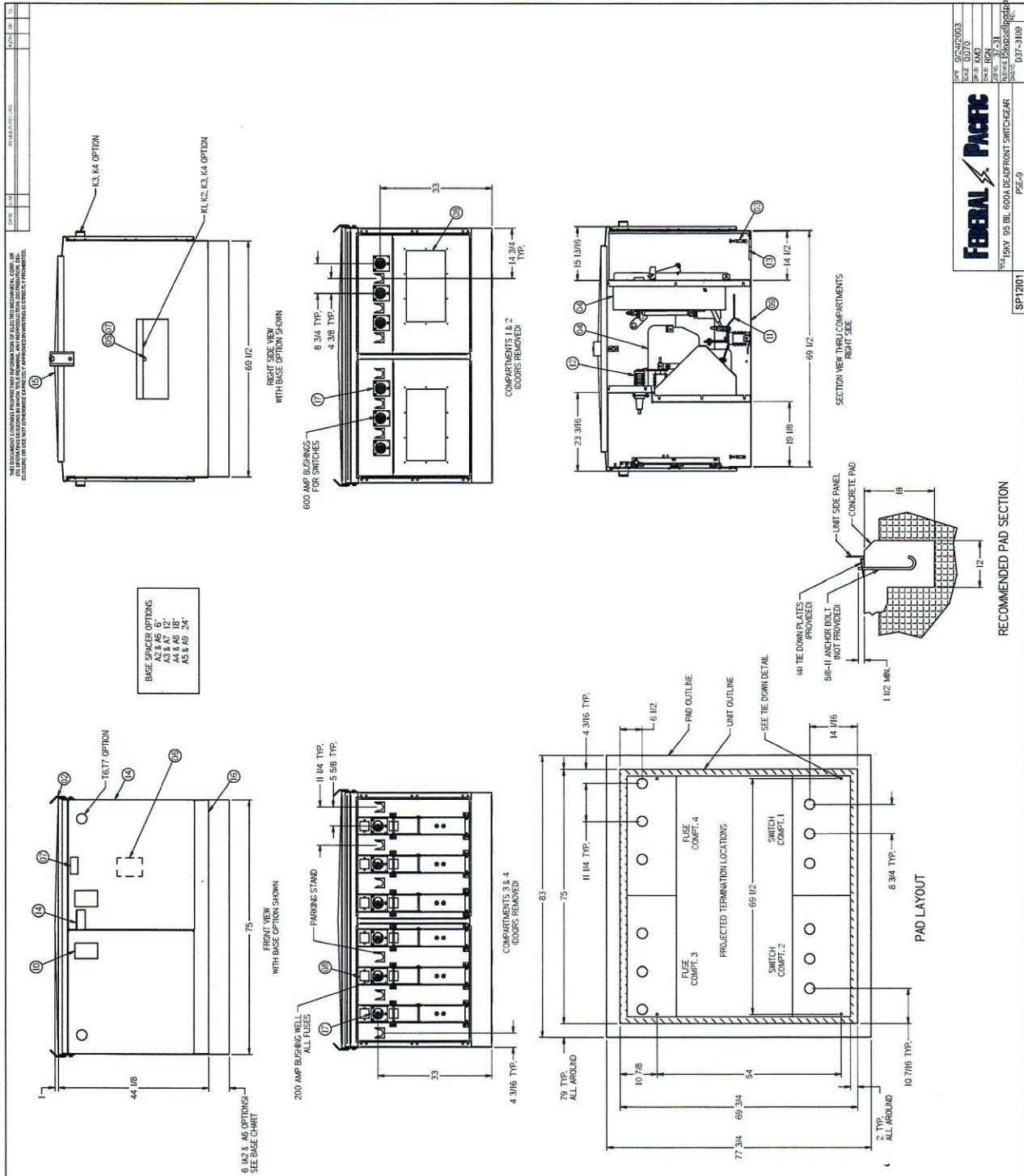
Business Address: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

1. 1/4" GA. MILD STEEL ENCLOSURE WITH FINISH COAT MUNSSELL NO. 767 3291/5 GREEN.
2. REMOVABLE LIFTING BRACKETS.
3. 3/16" DIA. 2 HOLE STAINLESS STEEL GROUND PADS WITH FULL WELD 3/8" DIA. COPPER GROUND BARS.
4. 4" NEVA GRADE GPO-3 BARRIER, SWITCH AND FUSE.
5. OPERATING HANDLE AND SWITCH POSITION INDICATOR.
6. INSTRUCTION POCKETS PROVIDED.
7. NAMEPLATE AND 3-LINE DIAGRAM PROVIDED.
8. SWITCH AND FUSE VIEWING WINDOW.
9. GALVANIZED 16 GA STEEL FLOOR PAN WITH DRAIN SCREENS.
10. WARNING SIGNS AND LABELS.
11. 600 AMP ALUMINUM BUS BAR.
12. EPOXY INSULATORS.
13. CABLE GUIDES.
14. ACTIVE DOOR HAS 3 POINT LATCHING CONCEALED STAINLESS STEEL HINGES AND PINS, PROVISIONS FOR PADLOCKING AND PENTA-HEAD SECURITY BOLTS AND 105 DOWEL STAYS.
15. CROSS BROKEN ONE PIECE ROOF WITH ANTI-CONDENSATE APPLIED TO UNDERSIDE. TO REDUCE MOISTURE BUILD-UP.
16. PROTECTIVE GASKET FOR BASE OF ENCLOSURE IS 1/2" X 1/2" X 1/4" 2 LAYER CELL FOAM TYPE.
17. PHASE INDICATION LABELS PROVIDED.
18. APPROXIMATE WEIGHT 2400 LBS.

SWITCHGEAR PER ANSI/IEEE C37.72  
BUSHINGS PER ANSI/IEEE 386  
ENCLOSURE PER ANSI/IEEE C57.12.28





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

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. **REJECTION**
  - A. The City reserves the right to reject any or all Bids, to waive any minor informality or irregularity in any Bid, to negotiate changes and/or modifications with the lowest responsible bidder and to make award to the response deemed to be the most advantageous to the City. Bidders shall be required to comply with all applicable federal, state and local laws.
  - B. The City reserves the right to cancel request for bids without penalty with it is in the best interest of the City. Notice of Cancellation shall be inserted on the City's website ([www.nlr.ar.gov](http://www.nlr.ar.gov)).
  - C. Any Bid not conforming to the specifications or requirements set forth by the City in this Bid Request may be rejected.
  - D. Bids may be also rejected if they are made by a Bidder that is deemed un-responsible due to lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.
  - E. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Purchasing Office.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.



12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Purchasing Office.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are:
  1. Submitted after the bid's opening time.
  2. Submitted electronically or faxed (unless authorized by Purchasing Manager).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
  - A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
  - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
  - C. A Performance Bond equaling the total amount of any bid exceeding \$50,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Arkansas Code Annotated Section 22-9-203).
19. **LIQUIDATED DAMAGES** – Liquidated damages shall be determined at the time of contract negotiations, based upon the construction contract price and stated time period set for completion of the project. Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
23. The City of North Little Rock will follow procedures to check bidder eligibility through the federal System for Award Management (S.A.M.) as outlined in 2 C.F.R. § 200. This will be completed prior to the award of any contract in which federal grant funds will be expended.
24. Respondents acknowledge and understand that upon award of the winning Bid, the Respondent will be required to review and sign a contract with the City of North Little Rock, which will contain additional terms and conditions, prior to providing

any services to the City. In the event of any discrepancy or contradiction between the bid documents, Terms and Conditions or other such documents, the provisions in the contract shall take precedence.

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

COMMERCE DEPARTMENT, 700 West 29<sup>th</sup> Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501)975-8881 [www.nlr.ar.gov](http://www.nlr.ar.gov)

**Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:**

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

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