

CITY OF NORTH LITTLE ROCK, ARKANSAS
Finance Department
Commerce Division
Amy Smith, Purchasing Manger
Shelia Harper, Purchasing Agent



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NORTH LITTLE ROCK, AR 72119
501-975-8881 Phone
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asmith@nlr.ar.gov

INVITATION TO BID

Bid Number : _____ 26-3917 _____ Date Issued: _____ April 12, 2026

Date & Time Bid Opening: _____ Thursday, April 30, 2025 at 10:00 a.m.

NORTH LITTLE ROCK JUNIOR TENNIS COURTS IMPROVEMENT PROJECT BURNS PARK North Little Rock, Arkansas

TOTAL PROJECT BID PRICE: \$ _____

Specifications are attached.

Any technical questions regarding the bid should be directed to

- Daniel Cornelison at 501-791-8585 or dcornelison@nlr.ar.gov

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 partner with them

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

EXECUTION OF BID

Upon signing this Bid, the bidder certifies that they have read and agree to the requirements set forth in this bid, including specifications, conditions and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

NAME OF FIRM: _____

PHONE NUMBER: _____ TAX ID NO. _____

BUSINESS ADDRESS: _____

DATE: _____

SIGNATURE OF AUTHORIZED PERSON & TITLE _____

UNSIGNED BIDS WILL BE REJECTED

INVITATION TO BID 26-3917

NORTH LITTLE ROCK JUNIOR TENNIS COURTS IMPROVEMENT PROJECT BURNS PARK North Little Rock, Arkansas

1.0 PURPOSE

The intent of this Invitation to Bid is to obtain bids to acquire the services of a Licensed Contractor to install concrete overlay on the North Little Rock Junior Tennis Courts in Burns Park, North Little Rock.

2.0 COMPETITION INTENDED

It is the City of North Little Rock's intent that this Invitation to Bid (ITB) permit competition. It shall be the bidder's responsibility to advise the Purchasing Manager in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this ITB to a single source. Such notification must be received by the Purchasing Manager not later than seven (7) days prior to the date set for bids to close.

3.0 SPECIFICATIONS

This ITB shall be in accordance with the Scope of Work outlined in this Bid document.

4.0 INSTRUCTIONS TO BIDDERS

4.1 Submission of Bids

Before submitting a bid, read the ENTIRE solicitation including the General Terms and Conditions. Failure to read any part of this solicitation will not relieve a bidder of the contractual obligations. On the front of the envelope when submitting a bid, include Bid number and project title: Bid #26-3917 NLR Junior Tennis Courts Improvement Project, Burns Park, North Little Rock. Bids must be received by the Commerce Department BEFORE the hour specified on the opening date. Bids may be either mailed or hand delivered to:

Amy Smith
Commerce Division
700 West 29th Street, 3rd Floor
North Little Rock, AR 72114

The City is not responsible for delays from the US Post Office or any other courier. *Faxed and emailed bids will not be accepted.*

4.2 Questions

Questions must be in writing and will be accepted from any and all bidders. The Commerce Division is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other City staff regarding the ITB may result in the disqualification of the bidder. Inquiries pertaining to the Invitation to Bid must give the ITB number, title and acceptance date. Material questions will be answered in writing with an Addendum provided, however, **no questions will be taken after Monday, April 27, 2026 at 4:00 p.m.** It is the responsibility of all bidders to ensure that they have received all Addendums. Addendums can be downloaded from www.nlr.ar.gov.

Contact the following person for questions regarding the bid specifications:

Daniel Cornelison
Tennis Center Supervisor
Parks & Recreation Department
dcornelison@nlr.ar.gov

4.3 Firm Pricing for City Acceptance

Bid price must be firm for City acceptance for a minimum of sixty (60) days from bid opening date.

4.4 Authority to Bind Firm in Contract

Bids MUST give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid should show TITLE or AUTHORITY TO BIND THE FIRM IN AN AGREEMENT. Firm name and authorized signature must appear on cover page of bid.

4.5 Late Bids

LATE bids will not be opened.

4.6 Rights of City

The City reserves the right to accept or reject all or any part of any bid, waive informalities and award the Contract to the lowest responsive and responsible bidder to best serve the interest of the City.

4.7 Basis for Award

Contract award will be made to the lowest qualified responsive and responsible bidder based upon the prices for the different products.

4.8 Negotiation with the Lowest Responsible Bidder

Unless all bids are cancelled or rejected, the City reserves the right to negotiate with the lowest qualified responsive, responsible bidder to obtain a Contract price within the funds available whenever such low bid exceeds the available funds. Negotiations with the low bidder may include both modifications of the low price and the specifications/scope of work to be performed.

4.9 Debarment

By submitting a bid, the bidder is certifying that bidder is not currently debarred by the City, or in a procurement involving federal funds, by the Federal Government.

4.10 W-9 Form Required

Each bidder shall submit a completed W-9 form with their bid.

4.11 City Business/Privilege License

Contractor must hold a current Business/Privilege License with the City of North Little Rock or with any City within the State of Arkansas and a copy of the business/privilege license must be provided with the bid.

4.12 Site Inspection

Contractors are responsible for conducting their own site inspection prior to bidding to determine the logistics of performing the work under the contract.

4.13 Acknowledgement of Contract

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 prior to providing any services to the City.

4.14 Substitutions – (If Applicable)

No substitution will be considered unless written request for approval has been submitted by the Bidder and had been received by the Commerce Department at least nine (7) calendar days prior to the date for receipt of bids.

Each such request shall include the brand and name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including drawings, cuts, performance and test data and any other information necessary for an evaluation. The burden of proof of merit of the proposed substitution is upon the proposer. The City's decision of approval or disapproval shall be final.

If the City of North Little Rock approves any proposed substitution, such approval will be set forth in an Addendum or a letter from the City of North Little Rock. Bidder shall not rely upon approvals made in any other manner.

4.15 **Bid Bond**

A Bid Bond in the amount of 5% of total bid shall accompany bid.

4.16 Performance Bond

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).

4.17 Insurance

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.

5.0 SCOPE OF WORK

5.1 The City of North Little Rock is requesting bids to overlay the Junior Tennis Courts, Burns Park, North Little Rock.

5.2 The intent of the Specification and Drawings is to describe a complete Project to be constructed in accordance with the Contract Documents. Contractor shall furnish all labor, materials, equipment, tools, transportation, permits and supplies, and perform the Work required in accordance with the Drawings, Specifications, and other provisions of the Contract Documents.

5.3 Contractor shall be a company with demonstrated successful experience installing similar projects and products and having at least five (5) years of experience. The work shall be done in a thorough, workmanlike manner.

5.4 The contractor will guarantee their respective work against defective materials or faulty workmanship for a period of one (1) year from the date of completion.

6.0 JUNIOR COURTS IMPROVEMENTS – Courts 1 through 3

- 6.1 Remove and store the existing perimeter chain link fence fabric for reinstallation.
- 6.2 Remove and store any perimeter chain link fence connecting hardware necessary to facilitate forming and placement of concrete for the new playing surface.
- 6.3 Remove and dispose the existing interior chain link fence, posts, nets, and all associated hardware. The new surface will remain completely open to accommodate multiple uses.
- 6.4. All holes created by the removal of existing net posts shall be filled with non-shrink grout to match the existing surface elevation.
- 6.5 Install a 10-mil vapor barrier over the entire existing surface, including proper tape at all seams. The vapor barrier is intended to create a surface tension break and prevent existing cracks from telegraphing into the new concrete surface.
- 6.6 Install #4 reinforcing steel (rebar) on 12-inch centers over the entire surface. Rebar shall be supported on 3-inch rebar chains.
- 6.7 Form the entire perimeter of the existing slab using the chain link fence posts as a guide. No forms shall be screwed into or mechanically attached to the existing posts.
- 6.8 Place 5 inches of 3,500 PSI concrete over the entire existing surface. The concrete shall be machine troweled with a light broom finish. All concrete shall be placed in a single continuous placement; multiple placements will NOT be permitted.
 - **Approximate total area: 22,600 square feet**
- 6.9 Saw cut control joints using an early-entry saw at the earliest time the concrete can support cutting without damage. Control joint layout will be based on final court configuration (TBD). Maximum panel size shall not exceed 17 feet by 17 feet unless otherwise approved by the supervising engineer.
- 6.10 Reinstall the stored perimeter chain link fence and all associated hardware.

- 6.11 Engage a qualified court surface provider/installer to apply surface coating and striping for the entire new surface. Final layout (tennis, pickleball, or combination) to be determined by the North Little Rock Parks Director.
- 6.12 Clean all areas disturbed by construction. Provide seed and straw to restore all affected turf areas.

BID FORM

**NORTH LITTLE ROCK JUNIOR TENNIS COURTS –
IMPROVEMENT PROJECT
BURNS PARK
North Little Rock, Arkansas**

Total Project Bid Price: _____

Company Name

Authorized Signature

Date

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).
 - 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. Bids submitted will remain firm for 60 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 29th Street, P.O. Box 5757, North Little Rock, Arkansas 72119
(501)975-8881 www.nlr.ar.gov

Unless otherwise stated, the use of a manufacturer's name and product number are for descriptive purposes and establishing general quality levels only. They are not intended to be restrictive. Bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items stated.

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 Division
700 W. 29th Street, 3rd Floor
North Little Rock, AR 72114**

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