

MARY BETH BOWMAN  
DIRECTOR OF COMMERCE  
DEPARTMENT OF COMMERCE  
AND GOVERNMENT AFFAIRS  
CITY OF NORTH LITTLE ROCK, ARKANSAS



120 Main Street, North Little Rock, AR 72114  
P.O. Box 5757 North Little Rock, AR 72119  
501-975-8881 Phone  
501-975-8885 Fax

## INVITATION TO BID

Bid Number: 21 -3704 Date Issued: Saturday, May 8, 2021

Date & Time Bid Opening: Monday, May 24, 2021 at 10:00 A.M.

### **Bid for Nine Commercial Treadmills North Little Rock Fire Department City of North Little Rock, AR**

Please direct technical questions to: Captain Cranford  
North Little Rock Fire Department  
[Rcranford@nlr.ar.gov](mailto:Rcranford@nlr.ar.gov)  
501-340-5410

**TOTAL COST OF NINE TREADMILLS PER SPECIFICATIONS:** \_\_\_\_\_

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 ([www.nlr.ar.gov](http://www.nlr.ar.gov)) for attachments including any changes to the bid.

The City of North Little Rock encourages participation of small, minority, and woman-owned 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-owned businesses to partner with them.

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#### EXECUTION OF BID

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.

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

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

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_, 2021

**UNSIGNED BID COVER SHEET WILL BE REJECTED.**

## 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. The City reserves the right to reject any and all bids.
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 Department of Commerce.
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 Department of Commerce..
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 Agent).

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 \$35,000.00 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 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 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.
24. Additional information or bid forms may be obtained from:  
COMMERCE DEPARTMENT, 120 Main 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:**

**Mary Beth Bowman**  
**Director of Commerce**  
**120 Main Street (P.O. Box 5757)**  
**North Little Rock, AR 72119**

# INVITATION FOR BID

## **Nine Commercial Treadmills North Little Rock Fire Department North Little Rock, AR**

### **1.0 PURPOSE**

The intent of this Invitation For Bid is to secure, on a competitive basis, Nine (9) Commercial Treadmills for the North Little Rock Fire Department. They will be installed at different Fire Stations within the City of North Little Rock. (See list of Fire Stations on last page. One treadmill will be delivered, assembled and installed at each of these locations.)

### **2.0 COMPETITION INTENDED**

It is the City of North Little Rock's (hereinafter referred to as the "City") intent that this Invitation for Bid (IFB) permit competition.

### **3.0 INSTRUCTIONS TO BIDDERS**

#### **3.1 Submission of Bids**

Before submitting a bid, read the ENTIRE solicitation. Failure to read any part of this solicitation will not relieve a bidder of the obligations. The Bidder is responsible for being familiar with all conditions, instructions, and documents governing this project and bid. Failure to make such investigation and preparations shall not excuse the Vendor from performance of the duties and obligations imposed under the terms of this bid. Pricing must be submitted on Invitation For Bid front page and the designated location. On the front of the envelope when submitting a bid, include Bid number and project title: **Bid for Nine Treadmills – Bid Number 21- 3704**. 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:

Commerce Department  
City of North Little Rock  
Attn: Mary Beth Bowman  
120 Main Street  
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.*

#### **3.2 Questions and Inquiries**

Questions and inquiries, both verbal and written, will be accepted from any and all bidders. The City is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other City staff regarding the IFB may result in the disqualification of the bidder. Inquiries pertaining to the Invitation for Bid must give the IFB number, title and acceptance date. Material questions will be answered in writing with an Addendum provided, however, no

questions will be taken after 10:00 a.m. on Monday, May 17, 2021. It is the responsibility of all bidders to ensure that they have received all Addendums. Addendums can be downloaded from [www.nlr.ar.gov](http://www.nlr.ar.gov). (Click on Government, Commerce and Current Bids and Summaries.)

Contact the following person for questions regarding the bid specifications:

Captain Cranford

[Rcranford@nlr.ar.gov](mailto:Rcranford@nlr.ar.gov)

501-340-5410

3.3 Firm Pricing for City Acceptance

Bid price must be firm for the City's acceptance for a minimum of sixty (60) days from bid opening date. Bid price is on front sheet of Bid.

3.4 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.

3.5 Late Bids

LATE bids will not be OPENED.

3.6 Basis for Award

The award(s) will be made to the lowest responsive, qualified and responsible bidder(s) based upon the prices and meeting the specifications.

- a) The City reserves the right to cancel invitations for bids or requests for proposals without penalty when it is in the best interest of the City. Notice of cancellation shall be addressed on the City's website under current Bids.
- b) The City reserves the right to reject any and 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 award the bid to bidder deemed to be the most advantageous to the City. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color, handicap, sex, national origin or religious creed.
- c) Any bid not conforming to the specifications or requirements set forth in the bid request may be rejected.
- d) Bids may also be rejected if they are made by a bidder that is deemed unresponsive due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

3.7 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.

3.8 W-9 Form Required

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

3.9 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.

**4.0 BID SPECIFICATIONS FOR ALL NINE (9) COMMERCIAL TREADMILLS**

- 4.1 Treadmill must be heavy duty commercial grade;
- 4.2 Treadmill must be at least 37 inches wide and 88 inches in length;
- 4.3 Running surface area must be at least 21 inches wide x 63 inches in length;
- 4.4 Treadmill frame must be of structurally welded metal with at least 3/16th steel composition;
- 4.5 Treadmill deck must be constructed of plywood type material or equivalent; preferably not particle board;
- 4.6 Treadmill belt must have heat dissipation capability and reinforced seam to enhance belt strength or equivalent;
- 4.7 Treadmill must include a protective coating that will prevent rusting, scratching, chipping or fading;
- 4.8 Treadmill must have at least 2 wheels and must be capable of moving to desired location;
- 4.9 Treadmill handrails must be able to elevate and move upward to accommodate personnel entering and existing treadmill;
- 4.10 Treadmill must include an area to store small valuables (i.e. keys, phone, glasses);
- 4.11 Treadmill Maximum speed must be at least 12 MPH and minimum speed must be at least 0.5 MPH;
- 4.12 Treadmill must have at least a maximum incline capability of 15%;
- 4.13 Treadmill must be capable of a 700 pound user capacity;
- 4.14 Treadmill must have at least a 4 horsepower DC continuous drive motor or equivalent;
- 4.15 Treadmill must have a shock absorbing system for user weight;
- 4.16 Treadmill must have heart rate monitoring capability;
- 4.17 Treadmill must have display that shows calories, METS, watts, time, distance, pulse, incline percentage and speed;

- 4.18 Treadmill control panel must be an LED panel or equivalent that is capable of illuminating the control panel;
- 4.19 Treadmill must have a programmable display with multiple programming options that will include hills;
- 4.20 Treadmill must have the capability to incorporate customized programs for varying protocols or exercise regimens or equivalent;
- 4.21 Treadmill buttons must be durable and water-resistant;
- 4.22 Treadmill weight shall not exceed 600 lbs.;
- 4.23 Treadmill must include a lifetime warranty on heavy-duty frame and welds;
- 4.24 Treadmill must have at least a 10 year warranty on industrial motor;
- 4.25 Treadmill must have at least a 5 year warranty on parts and electronics;
- 4.26 Treadmill must have at least a 3 year warranty on belts;
- 4.27 Treadmill must have at least a 1 year labor warranty;
- 4.28 Treadmill must meet or exceed the Wellness-Fitness Initiative (WFI) as approved and recommended by the International Association of Firefighters (IAFF) and the International Association of Fire Chiefs (IAFC);
- 4.29 Bid price must include cost of equipment, shipping, delivery to each Fire Station and any assembly according to the manufacturer's requirements;
- 4.30 Bidder must provide manufacturer's manual including installation, maintenance and warranties; and,
- 4.31 If any bidder cannot meet or exceed specifications, a written exemption must be provided in order to be considered for the bid. If the written exemptions are not included, the bid will not be considered. Any changes in what is specified above needs to be noted on the bid document in detail.

**North Little Rock Fire Department Fire Station Addresses for Treadmill Shipping:**

- Central Fire Station  
723 Maple, North Little Rock, AR, 72114
- Fire Station #2  
3700 East Broadway, North Little Rock, AR, 72114
- Fire Station #3  
1500 Schaer Street, North Little Rock, AR, 72114
- Fire Station #4  
8723 Maumelle Blvd, North Little Rock, AR, 72113
- Fire Station #7  
2401 McCain Blvd, North Little Rock, AR, 72116

- Fire Station #8  
6550 MacArthur Dr., North Little Rock, AR, 72118
- Fire Station #9  
2309 Osage Dr., North Little Rock, AR, 72116
- Fire Station #10  
8800 Highway 70 East, North Little Rock, AR, 72117
- Fire Station # 11  
9906 Baucum Pike (US 165), North Little Rock, AR, 72117