

# **REQUEST FOR PROPOSAL**

## **INSPECTION OF AND RECOMMENDATION OF REHABILITATION/UPGRADES TO HVAC UNITS AND INSTALLATION OF AIR PURIFICATION SYSTEMS TO PREPARE FOR, RESPOND TO, AND PREVENT SPREAD OF COVID-19**

**City of North Little Rock, AR**

**RFP NO. 21-3726**



**City of North Little Rock, Arkansas**

# **INSPECTION OF HVAC UNITS TO PREVENT SPREAD OF INFECTIOUS AEROSOLS**

**RFP NO. 21-3726**

**City of North Little Rock, Arkansas  
August 29, 2021 and September 5, 2021**

## **SECTION 1 – PURPOSE, GOALS & OBJECTIVES, AND GENERAL REQUIREMENTS**

### **Purpose**

The Department of Housing and Urban Development (“HUD”) is permitting the use of Community Development Block Grant-Coronavirus (“CDBG-CV”) funds for a range of eligible activities that prevent and respond to the spread of the Coronavirus Disease 2019 (COVID-19).

According to the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE): “Transmission of SARS-CoV-2 through the air is sufficiently likely that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning systems, can reduce airborne exposures.” Further, ASHRAE stated: “Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air...unconditioned spaces can cause thermal stress to people that may be directly life-threatening and may also lower resistance to infection”. Also, “ASHRAE’s position is that facilities of all types should follow, as a minimum, the latest published standards and guidelines and good engineering practices”. Many of the HVAC systems in public buildings serving the City of North Little Rock residents within the mission parameters of the CDBG-CV program may be in need of repair or replacement in order to prevent the spread of COVID-19. With the funding available from CDBG-CV funds, the City of North Little Rock wants to use such funds to inspect, repair, or replace certain HVAC units and install air purification systems at sites listed herein to reduce the risks of infectious aerosol dissemination, thereby providing more efficient air purification systems.

This Request for Proposal (“RFP”) is for the Inspection of HVAC units in seven (7) public buildings and is issued by the City of North Little Rock, Arkansas Community Development Agency (City). The purpose and intent of this RFP is to solicit sealed proposals to establish a contract(s) with a qualified firm(s) or individual(s) to inspect each unit and provide a written, detailed report on each unit’s condition; recommend ventilation and air-cleaning strategies to prevent, prepare for, and respond to the spread of COVID-19; and, thereafter, to draft specifications for each building in a bid format, providing a cost estimate for each building.

Copies of the RFP and all other solicitation related documents will be made available on the City’s website. Copies of the RFP, including all related document can be obtained by visiting the City’s website at <http://www.nlr.ar.gov>; go to the tab “Government,” click on “Commerce” click on “Current Bids and Bid Summaries.”

Proposers submitting a Response (“Response) to this RFP certify that they meet all of the requirements to perform the services required by this RFP and will enter into a contract with the City.

**The City will prioritize the scope of the project depending on the bids and the amount of funds available.**

**Goals and Objectives**

- To retain qualified firm(s), company(s), or individual(s) to inspect units of their choice and provide a written, detailed report on each unit’s condition; the condition of building envelope and current levels of ventilation; recommend ventilation and air-cleaning strategies to prevent, prepare for, and respond to the spread of COVID-19; and, thereafter, to draft specifications for each building in a bid format.
- The Proposer(s) will be skilled in developing written specifications in bid format using CDBG-CV related language.
- The Proposer(s) will draft Scope(s) of Work that ties back how the repair and/or upgrade of the HVAC systems and the installation of air purification systems will decrease transmission risk and potential forward-looking risks and vulnerabilities to the spread of COVID-19.
- To provide equal opportunity to all qualified firms, companies, and individuals interested in providing the stated services.

**General Information/Requirements**

The City has selected seven (7) public buildings that meet the criteria prescribed by HUD:

NLR Community Center,	2700 Willow St, North Little Rock, AR 72114
Patrick Henry Hays Senior Center,	401 Pershing Blvd, North Little Rock, AR 72114
William F. Laman Library,	2801 Orange St, North Little Rock, AR 72114
North Heights Community Center,	4801 Allen St, North Little Rock, AR 72118
Glenview Community Center,	4800 E 19 <sup>TH</sup> , North Little Rock, AR 72117
Rose City Community Center,	400 Rose Ln, North Little Rock, AR 72117
Sherman Park Community Center,	624 N Beech St, North Little Rock, AR 72114

The Contractor(s) will be either:

- A Mechanical Engineer, licensed as required by Arkansas law, with at least five (5) years’ experience, and training in ventilation design to mitigate airborne transmission of infectious disease;
- A licensed and certified HVAC professional, with at least five (5) years’ experience, and knowledge and training in mitigation of airborne transmission of infectious disease;
- A company or organization that is comprised of mechanical engineers or HVAC; professionals who specialize in mitigation of airborne transmission of infectious disease in accordance with ASHRAE standards.

Proposers’ qualifications will be ranked and reviewed on the following criteria:

- Years of experience in ventilation design.....weight 25
- Years of experience in mitigation of airborne transmission of infectious disease in accordance with ASHRAE standards.....weight 25
- Skills in developing written specifications in bid format using CBDG-CV related language.....weight 25
- Familiarity with project.....weight 10
- Price.....weight 15

**Mandatory Site Visit**

A mandatory pre-bid meeting is scheduled for all potential proposers for Thursday, September 23, 2021 at 8:30 a.m. at the Community Center at 2700 Willow Street, North Little Rock, AR 72114. Only proposers who attend the pre-bid meeting and complete the mandatory site visit are eligible to submit a proposal for this project. (Attachment “2” will be signed and dated by an official representative at the completion of the site visit at each location).

Before submitting a bid, the bidder shall examine the site(s) of the work and ascertain for himself/herself all of the physical conditions in relation thereto. Failure to take this precaution will not release the successful bidder from entering into contracts nor excuse him/her from performing the work in strict accordance with the terms of the contract.

When performing an HVAC inspection on roofs, OSHA’s general industry standard § 1910.32(a) will apply.

Proposers may make site visit(s) until 5 p.m. September 23, 2021. If more time is needed for inspecting the HVAC system, contact Donna Bryant at 501-340-5342 or email at dbryant@nlr.ar.gov to schedule another visit.

**No Contact Policy**

Any contact with any City representatives, related officials, or representatives other than those outlined in the RFP is **prohibited**. Such unauthorized contact may disqualify the Contractor from this procurement. Onsite facility representatives are not allowed to answer any questions to proposers about the HVAC systems.

**Conflict of Interest**

Respondent, by responding to this RFP, certifies that to the best of his/her knowledge or belief, no elected/appointed official or employee of the City is financially interested, directly or indirectly, in the services specified in this RFP.

The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the respondent’s proposal. The City’s determination regarding any questions of conflict of interest is final.

## SECTION 2 – SCOPE OF WORK

The inspection(s) by the **Contractor(s) who is/are awarded** this/these bid(s) shall include, but is not limited to the following:

- Check units for operation, model numbers, unit type and status, refrigerant type, and unit and duct measurements for air purification sizing;
- Determine what type of air purification system is most efficient to prevent, prepare for, and respond to the spread of COVID-19, and is most economical for the City to maintain after installation;
- Determine whether a building unit needs central control systems, or if there is a central control system, whether it is operative;
- Check, if applicable, chiller, boiler, cooling tower, chw Pumps, Hw Pumps;
- Develop plan to either repair or replace HVAC/chiller/boiler systems, and installation of air purification systems, optimizing ventilation and air flow to decrease risk and vulnerabilities of spreading COVID-19.
- Check units for hail guards or hail protection needs;
- Determine number of zones in each building;
- The Proposer(s) will follow ASHRAE Guidance Documents on Infectious Disease aerosols; and;
- The Proposer(s) shall provide all labor, materials, supervision, tools, transportation, and equipment necessary to complete the Work.
- The Proposer(s) shall complete all activities in reference to this project by **Thursday, November 11, 2021, 10:00 A.M.**

The Proposer's inspection of the units shall not be limited to the specific items listed above, but Proposer(s) is/are expected to fully inspect each unit in accordance with the stated purpose for the inspection and its professional training and expertise. The report the Proposer(s) produces must be in a bid format so that any potential bidder who plans to bid on making the repairs to the units would have sufficient information to understand what is entailed in the bid report. Furthermore, the report should sufficiently tie back how the repair and/or upgrade of the HVAC systems and the installation of air purification systems will decrease transmission risk and potential forward-looking risks and vulnerabilities to the spread of COVID-19. The Proposer(s) will also provide inspection services as needed, and will sign off on work completion.

## SECTION 3 – PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

### A. General Instructions

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. Submit one (1) original paper copy of proposal and any additional information required and submit to:

Mary Beth Bowman  
Director of Commerce  
City of North Little Rock

120 Main Street  
North Little Rock, AR 72114

Hours of operation 8:00 AM to 4:30 PM Monday – Friday.

No other distribution of the proposals shall be made by the Offeror.

Questions related to the Inspection of HVAC Units To Prevent Spread of COVID-19 should be directed to:

Donna Bryant  
Community Development Director  
City of North Little Rock  
Telephone: 501-340-5342  
Email: [dgryant@nlr.ar.gov](mailto:dgryant@nlr.ar.gov)

Proposers: Do not ask HVAC related questions of any Facility Representative while making unit inspection. Questions related to this RFP and the Contractor selection process should be directed to:

Mary Beth Bowman  
Director of Commerce  
Telephone: (501) 975-8881  
Email: [mbowman@nlr.ar.gov](mailto:mbowman@nlr.ar.gov)

All questions will be submitted in writing via email to [dbryant@nlr.ar.gov](mailto:dbryant@nlr.ar.gov), and will be answered in writing with an Addendum provided; however, no questions will be taken after 10:00 a.m. on Thursday October 7, 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 the tab “Business”, “Bids and Vendors” and then on “Current Bids” for any addendums to this RFP.

## 2. Proposal Preparation

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the City requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the City. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. All Proposals must be in a sealed envelope or box and clearly marked on the outside: **“Sealed Proposal RFP 21-3726 VAC INSPECTION RFP”**.

Proposals shall clearly indicate the name and address of the offeror (company, firm, partnership, individual). All expenses for making Proposals to the City shall be borne by the offeror. **All Proposals shall be received by Thursday, October 14, 2021 10:00 A.M.** Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means. Proposers assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. Any Proposer's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation. All attachments and any addendums must be included in your proposal.

Bids must be received by the Commerce Department BEFORE the date and hour specified above. 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. .

c. Definitions

Proposer – The successful offeror who enters into a contract with the City to provide the services as specified in this RFP.

City – Wherever the word “City” appears, it shall be understood to mean the City of North Little Rock, Arkansas.

Offeror – Wherever the word “offeror” appears, it shall be understood to mean the firm or individual submitting the proposal in regards to the RFP.

Owner – Whenever the word “owner” appears, it shall be understood to mean the City of North Little Rock.

d. Offerors are responsible for familiarizing themselves with the requirements for this RFP, and terms and conditions of this procurement.

- e. Ownership of all data, materials, and documentation originated and prepared for the City of North Little Rock pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with Arkansas's Freedom of Information Act.

### 3. Acknowledgement of Contract

Respondents acknowledge and understand that upon award of the winning bid(s), the selected bidder(s) will be required to review and sign a contract with the City of North Little Rock prior to providing any services to the City.

## **B. Specific Proposal Instructions**

Proposals should be as thorough and detailed as possible so that the City of North Little Rock may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. Sign the RFP Certification of Authorized Representative sheet in RFP document and all addenda acknowledgements, if any, signed and filled out as required.
2. Bidders are not required to bid on all buildings. Bidders may choose which buildings they would like to inspect and bid on. Bidders must have attended the mandatory visit to the building you are bidding on in this RFP.
3. If no bids are received to inspect a building and write specifications for bidding purposed, the City will first negotiate a bid beginning with the lowest qualified bidder and if unsuccessful, the City will rebid the building.
4. The Scope of Work and all the Requirements listed in the RFP are required to be met for each building inspection.
5. See Attachment "1" for Pricing Sheet.
6. Attachment "2" must be included with proposal.

## **This is a Federally Assisted Project**

This project is funded in whole or in part by the Community Development Block Grant Coronavirus Response (CDBG-CV). The Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES ACT). Applicants must be willing to comply with all applicable Federal, State, and City statutes, rules, regulations, and record keeping requirements governing the use of CDBG-CV funds. CDGB-CV funds are subject to Federal and local regulations including, but not limited to: non-discrimination, equal opportunity, accessibility,



lead-based paint, prevailing wages (construction only) audits, procurement under the Davis Bacon Act, environmental review, and associated regulations. All labors and mechanics in whole or in part and through the Federal Government shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter I in Chapter 31 of Title 40, United States Code.

This Project is a Section 3 covered project. The purpose of the Federal Section 3 policy is to ensure that employment and economic opportunities generated by Federal financial assistance for community development programs, shall, to the greatest extent feasible, be directed toward employing low income persons.

The Proposer(s) selected by the City will be required to enter into a written contract requiring the RFP proposal and any modifications and conditions imposed by the City, including CDBG-CV grant terms applicable to the project. This contract must be signed and executed prior to disbursement of any funds.

If selected, the firm will adhere to the following: a) CONFLICT OF INTEREST: All applicable Federal, States, and City laws and regulations governing conflict of interest, in accordance with 24 CFR Part 84, Sec. 84.42. b) POLITICAL ACTIVITY/LOBBYING CERTIFICATION c) NON-DISCRIMINATION: Certification that firm is familiar with Executive Order 11246. d) CIVIL RIGHTS ACT OF 1964: Certification that firm is familiar with Title IV of the Civil Rights Act of 1964. e) HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974: Certification that firm is familiar with Sec. 109, Title I of the Housing and Community Development Act of 1974. f) PROHIBITION OF AGE DISCRIMINATION: Familiarity with Sec. 504 of the Rehabilitation Act of 1973 and the Discrimination Act of 1975.

It is the policy of the City of North Little Rock to assure equal opportunity to all persons, in the award and performance of any contract, without regard to race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation.

#### **SECTION 4 – TERMINATION OF CONTRACT**

1. The City may, by written notice to the Proposer(s), terminate this agreement in whole or in part at any time, either for the City's convenience or for cause. Upon receipt of notice, the Contractor(s) shall immediately discontinue all services affected, unless the notice directs otherwise. In the event of such termination, the Contractor shall be compensated for services and work performed prior to termination. The Contractor must provide the City with all detailed information obtained at the time of termination.
2. This contract shall be terminated for cause if Proposer(s) defaults in the performance of any of the terms hereof including, but not limited to, unsatisfactory job performance or progress, defective work, disputed work, failure to comply with material provisions of the contract, third-party claims filed or reasonable evidence that a claim will be filed, or other

reasonable cause, or otherwise fails to cure any other deficiency identified by the City's authorized agent within 24 hours of delivery of notice of said deficiency. The City retains all other legal or equitable rights or remedies existing as a result of said default, including, but not limited to, any legal process necessary to obtain any sureties securing this contract. Any reasonable attorney's fee incurred in enforcing this contract will not exceed 5 percent of said contract price.

**A. Award**

Selection shall be made to one or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposals, including price. Price may be considered, but need not be the sole determining factor.

The City reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the City of North Little Rock.

Any Proposer(s) that develop or draft specifications, requirements, statements of work, and invitations for bids or request for proposals MUST be excluded from competing for such procurements on the repair and/or upgrade of the HVAC systems and the installation of air purification systems.

**Certification of Authorized Representative**

I certify that I have reviewed the RFP and have a complete understanding of the specifications. I am authorized as a responsible representative to sign for the Proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Business Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address of Contact: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**PRICING SHEET**

Attachment "1"

<b>Building Address (All located in North Little Rock, AR)</b>	<b>Bid Price</b>
NLR Community Center – 2700 Willow Street	
Patrick Henry Hays Senior Center - 401 West Pershing Street	
William F. Laman Library – 28 <sup>th</sup> & Orange Streets	
North Heights Community Center - 4801 Allen Street	
Glenview Community Center - 4800 East 19th Street	
Rose City Community Center - 400 Rose Lane	
Sherman Park Community Center - 624 Beech Street	

## Site Visit Report

**Attachment 2 must be signed by Donna Bryant and the Facility Representative of each facility you wish to bid, and must be returned with the proposal.**

Person making the Site Visit for the Proposer: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Donna Bryant, Director, Community Development

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

**Site Visit Locations:**

- |  |                         |      |
|--|-------------------------|------|
| 1. NLR Community Center<br>2700 Willow St<br>NLR, AR 72114           | Facility Representative | Date |
| 2. Hays Senior Center<br>401 West Pershing St<br>NLR, AR 72114       | Facility Representative | Date |
| 3. Laman Library<br>28 <sup>th</sup> & Orange St<br>NLR, AR 72114    | Facility Representative | Date |
| 4. North Heights Community Center<br>4801 Allen St.<br>NLR, AR 72118 | Facility Representative | Date |
| 5. Glenview Community Center<br>4800 E 19th St<br>NLR, AR 72117      | Facility Representative | Date |
| 6. Rose City Community Center<br>400 Rose Ln<br>NLR, AR 72117        | Facility Representative | Date |
| 7. Sherman Park Community Center<br>624 Beech St<br>NLR, AR 72114    | Facility Representative | 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. 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)

**BIDDERS ACKNOWLEDGE AND UNDERSTAND THAT UPON AWARD OF THE WINNING BID, THE SELECTED BIDDER WILL BE REQUIRED TO REVIEW AND SIGN A CONTRACT WITH THE CITY OF NORTH LITTLE ROCK PRIOR TO BEGINNING WORK.**

**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:**

**Commerce Department  
120 Main Street (P.O. Box 5757)  
North Little Rock, AR 72119**

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.