

CITY OF NORTH LITTLE ROCK, ARKANSAS  
COMMERCE DEPARTMENT  
Mary Beth Bowman, Director  
Amy Smith, Assistant Director for Procurement  
Crystal Willis, Admin. Sect. /Asst. Purchasing Agent



120 MAIN STREET - P.O. BOX 5757  
NORTH LITTLE ROCK, AR 72119  
501-975-8881 Telephone  
501-975-8885 Fax

## INVITATION TO BID

Bid Number : 21-3746 Date Issued: Sunday, November 28, 2021

Date & Time Bid Opening: Tuesday, December 14, 2021 at 10:30 a.m.

### REMODEL TO NORTH HEIGHTS COMMUNITY CENTER 4801 Allen Street, North Little Rock, Arkansas

**TOTAL BID FOR RESTROOMS, HALLWAYS AND SHOWERS:** \_\_\_\_\_

**TOTAL BID FOR MEETING ROOM:** \_\_\_\_\_

Specifications are attached.

Any technical questions regarding this bid should directed to: Tina Worrell at [tworrell@nlr.ar.gov](mailto:tworrell@nlr.ar.gov) or  
Glenda Parker at [gparker@nlr.ar.gov](mailto:gparker@nlr.ar.gov)

General bidding questions should be directed to the Commerce Department at 501-975-8880.

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 & SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.**

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#### 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: \_\_\_\_\_ DATE: \_\_\_\_\_

TAX ID NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON & TITLE: \_\_\_\_\_

**UNSIGNED BIDS 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)

**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.

# INVITATION FOR BID

## REMODEL TO NORTH HEIGHTS COMMUNITY CENTER 4801 Allen Street, North Little Rock, Arkansas

### 1.0 PURPOSE

The intent of this Invitation For Bid is to obtain bids to acquire the services of a construction company/contractor to remodel the North Heights Community Center at 4801 Allen Street, North Little Rock.

### 2.0 COMPETITION INTENDED

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

### 3.0 SPECIFICATIONS

This IFB 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 for the Remodel to North Heights Community Center. 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:

Mary Beth Bowman  
Department of Commerce  
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.*

#### 4.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all bidders. The Department of Commerce 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 Friday, December 10, 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.

Contact the following person for questions regarding the bid specifications:

Glenda Parker      gparker@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 responsive and responsible bidder based upon the prices for the different qualified 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 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 Mandatory On-Site Visit

All bidders are required to attend a mandatory on-site visit at the North Heights Community Center at 4801 Allen Street, North Little Rock, AR. The on-site date and time is: Thursday, December 2, 2021 at 10:00 a.m. at the Community Center. The purpose of the site visit is to get a good understanding of the work to be done and the condition of the building. "Site Visit Date and Report Form" (Attachment A) must be completed and attached to IFB. *Only contractors who attend this site visit will be able to bid on the project.*

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

The materials, products, and equipment described in the Technical Data, Specifications and Panels by Location establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

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 Certified check or 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 \$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).

#### 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. In no way will the City be responsible in case of accident.

### 5.0 SCOPE OF WORK

#### 5.1 Women's Restroom (Approximately 9'X11', 99 sq. ft.)

- 5.1.1. Remove existing door, patch opening with 8" blocks to match existing.
- 5.1.2. Cut new opening in center of wall and install new 6" metal jamb and 36" solid birch door with closer, kick plate and handle.
- 5.1.3. Remove and relocate light switch and thermostat.
- 5.1.4. Remove center water closet, cap off supply and waste.
- 5.1.5. Remove and existing ceiling tile and grid, replace with 2x2 grid aluminum grid and 2x2 vinyl/stipple ceiling tile.
- 5.1.6. Install 24" vertical grab bar at right water closet.
- 5.1.7. Paint walls for full coverage. Paint shall be Sherwin Williams Spatial White Color #6259.
- 5.1.8. Remove existing tile and install approximately 99 square feet of Desco Quartz Cremona flooring or similar product. Owner will select the color.
- 5.1.9. Remove and install new vinyl cove base similar to what was removed. Owner will select color.
- 5.1.10. Remove existing partitions and install partitions approximately 12LF of walls with one (1) 24" door and one 36" stall door. Partitions shall be similar or equivalent to partitions in lobby restrooms.
- 5.1.11. Install new exhaust fan and switch. (Note: No exhaust)
- 5.1.12. Remove existing light fixture and install two (2) 2x2 lay in LED light fixtures.

#### 5.2 Women's Shower Room (Approximately 11'.3"x 16'x1", 177 sq. ft.)

- 5.2.1. Remove one (1) block divider wall between showers to make two (2) showers, with one (1) ADA handicap accessible.
- 5.2.2. Remove concrete ledge on floor.
- 5.2.3. Install non-slip (city approved tile) on shower floor, slope toward drain.
- 5.2.4. Remove existing light fixtures and install two (2) new 2x2 lay in LED light fixtures.
- 5.2.5. Remove existing lights and install two (2) waterproof can lights in shower

area.

- 5.2.6. Cap off existing hot and cold lines in deleted shower stall.
- 5.2.7. Remove existing ceiling tile and grid and replace with 2x2 aluminum grid and 2x2 vinyl/stipple ceiling tile.
- 5.2.8. Install new exhaust fan and switch.
- 5.2.9. Remove existing access door and replace with 36" metal jamb and 36" solid birch door with hardware.
- 5.2.10. Paint walls for full coverage. Paint shall be Sherwin Williams Spatial White Color #6259.
- 5.2.11. Install approximately 177 square feet of Desco Quartz Cremona flooring or similar product in dressing area.
- 5.2.12. Install partitions approximately 5LF with one (1) 36" door and one (1) 24" door. Partitions shall be similar or equivalent to partitions in lobby restrooms.
- 5.2.13. Install handicap bars in new ADA handicap shower.

5.3 Women's Hall (Approximately 5'x13', 65 sq. ft.)

- 5.3.1. Remove existing ceiling tile and grid and replace with 2x2 aluminum grid and 2x2 vinyl/stipple ceiling tile.
- 5.3.2. Remove existing light fixture and install one (1) 2x2 lay in LED light.
- 5.3.3. Paint walls for full coverage. Paint shall be Sherwin Williams Spatial White Color #6259.
- 5.3.4. Remove existing tile and install approximately 65 square feet of Desco Quartz Cremona flooring or similar product.
- 5.3.5. Remove and install new cove base similar to what was removed. Owner will select color.
- 5.3.6. Sand and re-stain hall wood door leading into gymnastics gym.
- 5.3.7. Remove water fountain and cap off plumbing.

5.4 Men's Restroom (Approximately 10'x12, 120 sq. ft.)

- 5.4.1. Remove existing door and cut out and install 36" metal jamb and 36" solid birch door with kick plate, closer and handle.
- 5.4.2. Remove existing ceiling tile and replace with 2x2 aluminum grid and standard non directional 2x2 ceiling tile.
- 5.4.3. Remove existing light fixture and install two (2) 2x2 lay in LED lights.
- 5.4.4. Install new exhaust fan and switch.
- 5.4.5. Relocate existing light switch.
- 5.4.6. Relocate left urinal to where existing sink is and relocate sink to where left urinal removed.
- 5.4.7. Delete right urinal and cap supply and waste.  
Note: Hot water heater will have to be installed at new sink location, replumb new urinal and sink locations as needed.
- 5.4.8. Install one (1) 24" vertical handicap ADA bar.
- 5.4.9. Remove existing tile and install approximately 120 square feet of Desco Quartz Cremona flooring or similar product. Owner will select color.



- 5.4.10. Remove and install new cove base similar to what was removed.  
Owner will select color.
  - 5.4.10. Paint all walls for full coverage. Paint shall be Sherwin Williams Spatial White Color #6259.
  - 5.4.11. Remove existing partition and install new partition walls approximately 7LF and one (1) 36" door. Partitions shall be similar or equivalent to partitions in lobby restrooms.
- 5.5 Men's Shower Room, Approximately (11'1" x 16', 177 sq. ft.)
- 5.5.1. Remove one (1) block divider wall between showers to make two (2) showers, with one (1) handicap ADA accessible.
  - 5.5.2. Remove concrete ledge on floor.
  - 5.5.3. Install non-slip (city approved tile) on shower floor, slope toward drain.
  - 5.5.4. Remove existing light fixtures and install two (2) new 2x2 lay in LED light fixtures.
  - 5.5.5. Remove existing light and install two (2) waterproof can lights in shower area.
  - 5.5.6. Cap off existing hot and cold lines in deleted shower stall.
  - 5.5.7. Remove existing ceiling tile and grid and replace with 2x2 aluminum grid and 2x2 vinyl/stipple ceiling tile.
  - 5.5.8. Install new exhaust fan and switch.
  - 5.5.9. Remove existing access door and replace with 36" metal jamb and 36" solid birch door with hardware.
  - 5.5.10. Paint walls for full coverage. Paint shall be Sherwin Williams Spatial White Color #6259.
  - 5.5.11. Install approximately 177 square feet of Desco Quartz Cremona flooring or similar product in dressing area.
  - 5.5.12. Install partitions approximately 5LF with one (1) 36" door and one (1) 24" door. Partitions shall be similar or equivalent to partitions in lobby restrooms.
  - 5.5.13. Install handicap bars in new handicap ADA shower.
- 5.6 Men's Hall (Approximately 5'x13', 65 sq. ft.)
- 5.6.1. Remove existing ceiling tile and grid and replace with 2x2 aluminum grid and 2x2 vinyl/stipple ceiling tile.
  - 5.6.2. Remove existing light fixture and install one (1) 2x2 lay in LED light.
  - 5.6.3. Paint walls for full coverage. Paint shall be Sherwin Williams Spatial White Color #6259.
  - 5.6.4. Remove existing tile and install approximately 65 square feet of Desco Quartz Cremona flooring or similar product. Owner will select color.
  - 5.6.5. Remove and install new cove base similar to what was removed.  
Owner will select color.
  - 5.6.6. Sand and re-stain hall wood door leading into gymnastics gym.
  - 5.6.7. Remove water fountain and cap off plumbing.
- 5.7 Back Meeting Room Approximately (20' x 44', 880 sq. ft.)
- 5.7.1. Paint walls for full coverage. Paint shall be Sherwin Williams Spatial

White Color #6259.

- 5.7.2. Remove interior shelving of kitchen cabinets.
- 5.7.3. Sand, prime and paint approximately 10LF kitchen cabinets interior and exterior. Paint shall be Sherwin Williams Color Wall Street #7665.
- 5.7.4. Countertop and backsplash – remove existing and install new post form top with 4” backsplash. Countertop and backsplash shall be the same or similar to what is in front meeting room.
- 5.7.5. Supply and install stainless steel sink and faucet.
- 5.7.6. Remove and replace (6) six doors on sink base similar to cabinet doors in front meeting room.
- 5.7.7. Remove and replace handles and knobs on kitchen cabinets similar to hardware in front meeting room.
- 5.7.8. Repair, sand, prime and paint ceiling beam with (2) two coats paint. Paint shall be Sherwin Williams Color Wall Street #7665.
- 5.7.9. Sand, prime and paint (4) four wood interior and exterior doors and overhead door vents with (2) two coats of paint. Paint shall be Sherwin Williams Color Wall Street #7665.
- 5.7.10. Paint ceiling grid. Paint shall be Sherwin Williams Spatial White Color #6259.
- 5.7.11. Remove and replace ceiling tile 2x4 non directional. Tile should be similar or equivalent to ceiling tile in front meeting room.
- 5.7.12. Remove and install new ceiling insulation.
- 5.7.13. Remove 3’ small wood case at back of room, install glass window with metal frame. Sand, prime and paint frame interior and exterior.
- 5.7.14. Remove cabinet from wall. Note: to be identified during walk through.
- 5.7.15. Relocate large storage cabinet and mount on wall. Sand, prime and paint cabinet interior and exterior with new handles and knobs. Paint shall be Sherwin Williams Color Wall Street #7665.
- 5.7.16. Repair, sand, prime and paint interior and exterior wood showcase area. Paint shall be Sherwin Williams Color Wall Street #7665.
- 5.7.17. Install (4) aluminum window blinds at window area.
- 5.7.18. Install (2) two dry erase boards onto back wood case. Center each dry erase board and encase with ceramic tile. Ceramic tile shall be the same or similar to tile in front meeting room.
- 5.7.19. Repair, sand, prime and paint trim and remaining exposed wood. Paint shall be Sherwin Williams Color Wall Street #7665.
- 5.7.20. Remove and replace with new cove base similar to what was removed. Owner will select color.
- 5.7.21. Install new Armstrong Commercial VCT Excelon Cirque White #52513 floor tile where cabinets are removed.
- 5.7.22. Remove grease trap and install new Armstrong Commercial VCT #52513 floor tile.

**MANDATORY ON-SITE VISIT**

All proposers are required to attend the mandatory on-site visit scheduled.

To view the facilities, contact the following individual listed below. You must attend the site visit for your bid to be considered. **Contact Jenifer Holland at 501-791-8543 to schedule your site visit.** The Site Visit Report Form (Appendix A) must be signed by Tina Worrell, Glenda Parker or Rachel Allen at North Heights and returned with proposal.

Site visit: December 2, 2021 at 10:00 a.m.

Meet at the North Heights Community Center located at 4801 Allen St, North Little Rock, AR 72118

**Mandatory Site Visit Report Form**

*(Must be signed by Tina Worrell, Glenda Parker or Rachel Allen and returned with proposal)*

Contractor must attend a site visit at both the North Heights Community Center to be considered.

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

Name of Contractor/Company:  
\_\_\_\_\_

Site Visit

Location

North Heights Community Center

4801 Allen St., NLR, AR

Date

\_\_\_\_\_

Contact Person

\_\_\_\_\_