

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: \_\_\_\_\_ 20- 3663 \_\_\_\_\_ Date Issued: \_\_\_\_\_ August 2, 2020  
Date & Time Bid Opening: \_\_\_\_\_ Thursday, August 13, 2020 @ 10:00 A.M. \_\_\_\_\_

### **TWO MAN TICKET/DOCK CREW North Little Rock Electric Department North Little Rock, Arkansas**

Please direct technical questions to: Andy Johnson  
ajohnson@nlr.ar.gov  
Office #: 501-992-4057  
Cell #: 501-517-6144

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, as either 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.

---

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

Email of Authorized Person: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_, 2020

**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

### **TWO MAN TICKET/DOCK CREW North Little Rock Electric Department North Little Rock, AR**

#### **1.0 PURPOSE**

The intent of this Invitation For Bid is to secure, on a competitive basis, the cost of a two man ticket/dock crew for trimming trees designated by the North Little Rock Electric Company (hereinafter referred to as "NLRED") in need trimming. The dump fees will be paid by the NLRED

#### **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: **Two Man Ticket/Dock Crew Bid #20-3663**. 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 Friday, August 7, 2020. 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's scope of work:

Andy Johnson  
[ajohnson@nlr.ar.gov](mailto:ajohnson@nlr.ar.gov)

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. See Pricing Sheet Attachment "1".

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 will be made to the lowest responsive, qualified and responsible bidder 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 Negotiation with the Lowest Responsible Bidder  
Unless all bids are cancelled or rejected, the City reserves the right to negotiate with the lowest responsive, qualified, 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.
- 3.8 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.
- 3.9 W-9 Form Required  
Each bidder shall submit a completed W-9 form with their bid.
- 3.10 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.
- 3.11 Acknowledgement of Contract  
Respondents acknowledge and understand that upon award of the winning bid, the selected bidder will be required to review and sign a contract/agreement with the City of North Little Rock prior to providing any services to the City.
- 3.12 Subcontracts  
The Contractor is fully responsible for all work performed under this Contract even if some of the work is performed by subcontractors.  
  
No subcontract, which the Contractor entered into with respect to performance under this Contract, shall in any way relieve the Contractor of any responsibility for performance of its duties. Contractor must notify the City if he/she intends to use a subcontractor and get City's approval of the subcontractor.
- 3.13 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.

#### **4.0 SCOPE OF WORK**

North Little Rock Electric Department (NLRED) is requesting pricing for a two man ticket/dock crew. If the NLRED has sufficient funds in their budget, they may hire two crews for the remainder of 2020 and not just one crew.

The crew will work daily trimming tickets under the guidance of NLRED. Tickets will both be bucket truck and rear lot line trimming.

The crew's work schedule will be negotiated with North Little Rock Electric.

Crews must be available 24/7 for storm work. Contractor must get approved from NLRED for the release of a crew.

NLRED work requires both crew members to be trained in climbing and trimming and must have a training certificate which is required for all trimmers. A copy of the certificates will be provided at the time the contract/agreement is signed by all parties.

NLRED will provide a fenced parking area at North Little Rock Electric Department's facility at 1400 W. Maryland, North Little Rock, for contractor's trucks and equipment.

DUMP FEES will be paid by NLRED.

**PRICING SHEET**

**Attachment "1"**

**2 Man Crew (Labor & Equipment)**

Position/Item	Hourly Rate (Labor & Equipment)	Overtime Hourly Rate (Labor & Equipment)
Foreperson (Climbing Ability)		
Trimmer/Climber		
55' Standard Lift Truck (Bucket truck with dump bed)		
Chipper		
Chain Saw		
Any other charges related to Crew		
<b>Total Cost Per Hour of ALL Charges Related to this Crew</b>		
<b>Total Cost Per Hour of All Overtime Charges Related to this Crew and include the Hourly Rate for Equipment Costs in Overtime Total Costs</b>		

NLRED is requesting a start date immediately after the Contract is signed by all parties.

Contractor is to designate below the start date they can begin work as provided in this bid.

Crew #1 – Start date: \_\_\_\_\_

Crew #2 – Start date: \_\_\_\_\_

**NOTE: Start date may be a factor in awarding bid.**