

MARY BETH BOWMAN
DIRECTOR OF COMMERCE
DEPARTMENT OF COMMERCE
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: 20-3677 Date Issued: Sunday, November 8, 2020

Date & Time Bid Opening: Monday, November 23, 2020 10:00 A .M.

LARGE DECONTAMINATION SHELTER City of North Little Rock Fire Department

Please direct technical questions to: Captain Ricky Cranford
(501) 340-5410
rcranford@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 (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 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.

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: _____

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

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
Large Decontamination Shelter
City of North Little Rock Fire Department

1.0 PURPOSE

The intent of this Invitation For Bid is to secure, on a competitive basis, a Large Decontamination Shelter the North Little Rock Fire Department.

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. If your company's Shelter does not meet the exact specifications, then bid on the closest equipment to the specifications outlined in the Bid Specifications section, but state the changes in the specifications in your bid.

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. Include any additional information as stated in the bid packet. On the front of the envelope when submitting a bid, include Bid number and project title **Large Decontamination Shelter – Bid Number 20 - 3677**. 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 must be in writing 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 1:00 p.m. on Friday, November 13, 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. (Click on Government, Commerce and Current Bids and Summaries.)

Contact the following person for questions regarding the bid specifications:
Captain Ricky Cranford
(501) 340-5410
rcranford@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. Insert your Bid Amount on last page of bid document.

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 price 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 un-responsible 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.

4.0 **BID SPECIFICATIONS**

Vendors must attempt to meet minimum specifications, but must provide an exemption summary for any listed specification that cannot be met with reasonable equivalent or exception. Vendors who do not provide exemption explanations will not be considered.

- 4.1 Must include a 3-year Warranty minimum.
- 4.2 Decontamination shelter must be at least 15 feet in length, 10 feet in width and 8 feet in height.
- 4.3 Shelter must include beams composed of military-grade neoprene material or equivalent.
- 4.4 Must be deployable by 2 personnel in under 4 minutes.
- 4.5 Must include a carrying case or heavy-duty transport bag with cinch straps and carrying handles.
- 4.6 Must be able to accommodate 2 to 4 ambulatory personnel or 2 non-ambulatory personnel or any combination at any given time.
- 4.7 Must include removable flooring.
- 4.8 Must include at least 6 utility ports or openings (openings for equipment, hoses and wiring that allows equipment to pass through the outside to the inside) with drawstring closures.
- 4.9 Must include at least (2) roll-up doors or equivalent.
- 4.10 Must include (2) laundry ports and eave vent screens with covers on the front and back or equivalent.
- 4.11 Must include at least (8) high-capacity equipment hanging points or equivalent.
- 4.12 Must include at least (8) exterior anchor points and (4) high-wind tie-downs or equivalent.
- 4.13 Must include integrated plumbing lines with quick-connect couplings; (1) for decon and (1) for rinse capability at a minimum or equivalent.
- 4.14 Must have anchoring capability to include all staking materials or stake package kit that includes stakes, rubber mallet and carrying bag.
- 4.15 Must include portable water-heating system compatible with shower system with a least 180K BTU's, capable of producing at least 5.8 GPM's. Must include a temperature gauge and a reservoir for either propane or diesel fuel.
- 4.16 Must include at least 4 LED lights or light system equivalent to illuminate shelter, light sets should be made of water-resistant housing or equivalent.
- 4.17 Must include panels, curtains or dividers that can separate decontamination areas into at least 2 distinct decontamination lanes or equivalent.
- 4.18 Must include at least 2-4 stalls with a decon shower system that includes a center divider that will separate left and right stalls, each stall must have at least

- (2) curtains; each side of the curtain must have a surround shower hoop or equivalent.
- 4.19 Shower system must include at least 4 nozzles capable of producing 6 gallons per minute worth of water or equivalent.
 - 4.20 Must include at least a 110V inflator/deflator with hose system.
 - 4.21 Must include (2) Rapid-roll or elevation grids or equivalent.
 - 4.22 Must include an adjustable soap injector capable of producing flow rates between 1 and 8 GPM's per minute, must have a 5-gallon capacity or equivalent.
 - 4.23 Must include sump pump(s) or kit that is capable of producing 6 GPM's @ at least 60PSI or equivalent for each lane.
 - 4.24 Must include (4) shower inlet/outlet hoses, (2) lines may be different colors and (2) lines may be gray or black, 1 gray or black line should be at least 1/2' x 30' and all (4) must contain quick-connections.
 - 4.25 Must include a water bladder grey or black in color capable of holding 300-500 gallons of wastewater,
 - 4.26 May include anchor bladder if part of a system.
 - 4.27 Include all delivery charges.

Total Bid Price: _____