

MARY BETH BOWMAN
120 Main Street
North Little Rock, AR 72114
501-975-8880



INVITATION TO BID

Bid Number: _____ 19- 1001 _____ Date Issued: _____ Friday , September 27, 2019 _____

Date & Time Bid Opening: _____ Friday, October 11, 2019 11:00 A.M. _____

Janitorial Services for Junction Bridge Junction Bridge Public Facilities Board

Please direct technical questions to: Mary Beth Bowman
Manager of Junction Bridge
mbowman@nlr.ar.gov
501-975-8880

You may obtain this bid from the City of North Little Rock's website, please be reminded that addendums may occur. It is therefore advisable that you review this listing (www.nlr.ar.gov) for attachments including any changes to the bid.

The Junction Bridge Public Facilities Board 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: _____, 2019

UNSIGNED BID COVER SHEET WILL BE REJECTED.

GENERAL TERMS AND CONDITIONS FOR THE JUNCTION BRIDGE PUBLIC FACILITIES BOARD

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 **Junction Bridge Public Facilities Board** 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 Junction Bridge Public Facilities Board 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 Junction Bridge Public Facilities Board reserves the right to reject any and all bids.
6. The Junction Bridge Public Facilities Board 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 Junction Bridge Public Facilities Board.
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 Junction Bridge Public Facilities Board. 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 Junction Bridge Public Facilities Board..
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 Junction Bridge Public Facilities Board.
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 Junction Bridge Public Facilities Board).

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 Junction Bridge Public Facilities Board 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 Junction Bridge Public Facilities Board 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 Junction Bridge Public Facilities Board.

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 Junction Bridge Public Facilities Board 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 Junction Bridge Public Facilities Board 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:
Mary Beth Bowman, %COMMERCE DEPARTMENT, 120 Main Street, North Little Rock, Arkansas 72114 (501)975-8880
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
Manager of Junction Bridge
%Commerce Department
120 Main Street
North Little Rock, AR 72114**

INVITATION FOR BID

Janitorial Services for Junction Bridge Junction Bridge Public Facilities Board

1.0 PURPOSE

The Junction Bridge Public Facilities Board (hereinafter referred to as "Owner") is seeking bids in order to establish a contract for Janitorial Services for the Junction Bridge (hereinafter referred to as "Bridge"). The pedestrian Bridge spans the Arkansas River between Little Rock's Amphitheater in the River Market area and Verizon Arena in North Little Rock. The Bridge is approximately a seventeen (17) foot wide structure, forty (40) feet above the Arkansas River that includes two elevators, benches and trash bins.

2.0 INSURANCE

All bids must contain a letter of intent from an insurance company authorized to do business in the State of Arkansas stating its willingness to insure the Contactor submitting a bid pursuant to the terms of any contract resulting from the bid. The Contractor shall procure and maintain, at the Contractor's expense, the following insurance coverage for the period of the Contract. Certificates evidencing the effective dates and amounts of such insurance must be provided to the Owner.

1. Contractor shall, at Contractor's sole cost and expense, procure and maintain for the duration of this Contract proper and complete insurance, including Workers Compensation Insurance, in accordance with the laws of the State of Arkansas.
2. Contractor shall, at Contractor's sole cost and expense, procure and maintain for the duration of this Contract Comprehensive General Liability coverage in an amount not less than \$1,000,000. A copy of the Certificate of Insurance of Liability coverage will be provided to the Owner prior to the signing of the contract.

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 Contractor from performance of the duties and obligations imposed under the terms of this bid. Include other information, as requested or required. On the front of the envelope when submitting a bid, include Bid number and project title: **Janitorial Services for Junction Bridge –**

Bid Number 19- 1001. Bids must be received by the Mary Beth Bowman BEFORE the hour specified on the opening date. Bids may be either mailed or hand delivered to:

Mary Beth Bowman
Pulaski County Public Facilities Board
%Commerce Department
120 Main Street
North Little Rock, AR 72114

The Pulaski County Public Facilities Board 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. Mary Beth Bowman, Manager of the Junction Bridge, is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with any Board member 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, October 4, 2019**. 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:

Mary Beth Bowman
Manager of Junction Bridge
mbowman@nlr.ar.gov

3.3 Firm Pricing for City Acceptance

Bid price must be firm for the Pulaski County Public Facilities Board's acceptance for a minimum of sixty (60) days from bid opening date.

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 requirements in this IFB.

- a) The Pulaski County Public Facilities Board 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 Owner. 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.
- b) Any bid not conforming to the specifications or requirements set forth in the bid request may be rejected.
- c) 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 Junction Bridge Public Facilities Board 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 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.

3.10 Voluntary On-Site Visit

All bidders are invited to attend a voluntary on-site visit at the Downtown Junction Bridge North entrance on E. Washington Avenue, North Little Rock, AR The voluntary on-site date and time is: **Thursday, October 3, 2019 10:00 a.m.** The purpose of the site visit is to allow potential bidders the opportunity to inspect the site, present questions and obtain clarification relative to this solicitation.

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 with the Pulaski County Public Facilities Board prior to providing any services.

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 Pulaski County Public Facilities Board if he/she intends to use a subcontractor and get Owner's approval of the subcontractor.

3.13 Term of Contract

The term of the Contract shall be begin on November 1, 2019 for two years. This Contract is subject to three (3) annual renewal options to extend for one (1) year terms, to be mutually agreed upon by the Owner and the Contractor.

3.14 Non-Appropriation of Funds or Change in Law

Notwithstanding any other provision of this Contract, the Owner shall have the right to terminate this Contract without penalty and without any advance notice as a result of insufficient appropriation of funds to fulfill its obligations under the Contract or a change in federal or state law affecting the Owner's ability to fulfill its obligations under the this Contract. Contractor shall be entitled to any payments owed during the previous period.

3.15 Escalation Clause

Quoted prices must remain for the first term of the Contract. At the time of renewal, the contractor may request a price adjustment, not to exceed an increase of 5%, provided the contractor submits acceptable documentation that an increase in cost has been experienced. Acceptable documentation includes but is not limited to, manufacturer's dated price lists or invoices (before and after price increase) and manufacturer's letters certifying the date and the amount of the cost increase. In the event of a general price schedule decrease, the Owner shall be guaranteed full benefit of the price reduction. Requests for price adjustment shall be submitted to the Pulaski County Public Facilities Board, Attention: Mary Beth Bowman, 120 Main Street, North Little Rock, AR 72114.

4.0 REFERENCES

Bidder must provide a list of at least three (3) references from customers in the last three years, including customer name, address, dates that services were provided and a contact name, telephone number and email of contact person. Please provide your references on a separate page with the information requested.

5.0 STANDARD PERFORMANCE

The Contractor shall perform according to the terms and conditions as stated herein. The Contractor shall be responsible to maintain a clean condition and appearance of all areas identified. Instances of poor performance by the Contractor shall be documented and submitted to the Contractor for immediate review or corrective action. Continued poor performance will be deemed a breach of the specifications of the Invitation to Bid (ITB), and shall be grounds for immediate termination of the contract, at the discretion of the Board. A review meeting will be called between the Contractor and Owner when a documented instance of poor performance occurs and is not corrected satisfactorily. A plan for corrective action agreeable to both parties will be drafted and implemented. The Owner retains the absolute right to assess whether and when performance is subsequently acceptable.

The Contractor shall perform all services listed in the ITB and or contract, in the manner of frequency indicated. Any changes to these services, or frequency, must have prior written approval by the Owner.

6.0 FEES

The monthly fee shall include **ALL** services, whether or not those services are provided on a daily, weekly or other regular basis, or on “as required” basis. The only services, which shall **NOT** be covered by the monthly fee, shall be those services performed by the Contractor at the request of the Owner, which are not implied, listed, or described within the ITB and or contract. Both the Owner and Contractor shall mutually agree in writing upon such services, including the cost of the service, prior to any performance of the service. Contractor will submit an invoice to Owner at the beginning of each month for the previous month’s services and Owner will pay Contractor within fifteen (15) days.

7.0 SCOPE OF SERVICES

Daily (Seven ((7)) Days a Week)

- Pick up all trash/debris on the Bridge and stairs;
- Sweep and mop elevator floors using a solution that eliminates urine smell;
- Clean elevator walls and windows;
- Clean outside elevator doors;
- Spot clean Bridge and stairs as needed;
- Inspect trash bins and if full or near full, empty trash – empty at least every other day no matter what;
- Check and fill pet stations with bags as needed; and,
- Report any damages or other issues on the Bridge to Manager of Bridge.

Weekly

- Clean all handrails on Bridge and stair rails;
- Check for graffiti and remove graffiti from Bridge;
- Remove reachable cobwebs on handrails, stairways, security gates and elevator entryways;
- Power wash Bridge removing all bird droppings. During the period from November 15th – March 1st water is turned off; spot clean as necessary to remove bird droppings and other stains;

- Clean benches; and,
- Clean base of the large planter on the North Little Rock Bridge entrance.

Monthly

- Check and drain elevator condensation barrels.

Other Services

- Provide an hourly rate for special call out services beyond what is listed above. Both the Owner and Contractor shall mutually agree in writing upon such services, including the cost of the service, prior to any performance of the service. Please state the hourly rate: _____

Cost for Service and Supplies

- Contractor will be required to furnish all equipment, pet bags, soft trash bin liners, graffiti removal solution and cleaning supplies. Owner will provide the hard liners for the trash bins.

\$_____ per month.

