

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: 19-3577 Date Issued: Friday, March 1, 2019

Date & Time Bid Opening: Monday, March 11, 2019 @ 10:00 A.M.

PARTS AND LABOR FOR EMERGENCY EQUIPMENT FOR NEW 2019 POLICE TAHOES City of North Little Rock Police Department

Direct technical questions to: Lt. Thomas Latina, Patrol Division Administrative Lieutenant
Tom.Latina@nlrpolice.org

Or

Capt. Tracy Roulston, Patrol Division Commander
Tracy.Roulston@nlrpolice.org

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: _____, 2019

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

PARTS AND LABOR FOR EMERGENCY EQUIPMENT FOR NEW 2019 POLICE TAHOE'S City of North Little Rock Police Department

1.0 PURPOSE

The intent of this Invitation For Bid is to secure, on a competitive basis, Parts and Labor for Emergency Equipment for new 2019 Police Tahoe's for the North Little Rock Police 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 equipment 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. The equipment you bid must be compatible to our existing equipment.

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 on Bid Sheet only. Include other information, as requested or required. On the front of the envelope when submitting a bid, include Bid number and project title: **Emergency Equipment for Police Vehicles – Bid Number 19- 3577**. 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 Wednesday, March 6, 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 either of the following persons for questions regarding the bid specifications:

Lt. Thomas Latina
Patrol Division Administrative Lieutenant
Tom.Latina@nlrpolice.org
Office Phone: 501-771-7182

Captain Tracy Roulston
Patrol Division Commander
Tracy.Roulston@nlrpolice.org
Office Phone: 501-771-7171

3.3 Firm Pricing for City Acceptance

Bid price must be firm for the City's acceptance for a minimum of ninety (90) days from bid opening date. See Bid Sheet Attachment "A".

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(s) will be made to the lowest responsive, qualified, 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 un-responsible due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.
- e) The City will enter into a contract with one bidder for all the parts and labor.
- f) Bidders must bid on all items for consideration.

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 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 Substitutions

The materials, products, and equipment described in the Bid Specifications establish a standard of required function, performance, appearance, and quality to be met by any proposed substitution.

Vendor may bid on a substitution, but is required to include the brand of the equipment for which it is to be substituted and a complete description of the

proposed substituted product/part/equipment including performance, style, description and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or other work that incorporation of these substitutions would require shall be included. The burden of proof of merit of the proposed substitution is upon the vendor. The City's decision of approval or disapproval shall be final.

4.0 BID REQUIREMENTS

- 4.1 The parts to be purchased and labor for installation should be completed by one vendor/contractor. All requested parts must be compatible with a 2019 Chevrolet Tahoe PPV.
- 4.2 Vendor must store vehicles during the installation process inside a secured covered facility.
- 4.3 Vendor must be a Federal Signal Warranty Service Center or a qualified equal Service Provider Center. State brand names of parts if they are not Federal Signal and provide Warranty Service Center Certification.
- 4.4 Vendor must be a certified installer and service center for the WatchGuard Camera system being provided by the NLR Police Department.
- 4.5 Upfitter must be located within 50 miles of the North Little Rock Police Department Headquarters (200 W. Pershing Blvd., North Little Rock, AR). Vehicles cannot be taken outside of a 50 miles radius of North Little Rock for Upfit Process.
- 4.6 Once the City delivers the first vehicles, all work shall be completed on all the vehicles within six (6) weeks or a penalty of \$100 (one hundred dollars and no cents) a day per vehicle will be assessed for each work day the vehicle(s) is/are not completed. The assessed amount will be subtracted from the total amount of approved bid. The City intends to deliver all or several of the vehicles to the Approved Bidder's Site at one time.
- 4.7 Upfitter must provide a single point of contact to provide an open and prompt communication with the Police Department representative throughout this process.
- 4.8 Upfitter must provide a minimum of three (3) references of similar scope and size of projects in the past five years comparable to the North Little Rock Police Department Patrol Vehicle Builds. Provide those references on a separate sheet including the name of the Police Department, contact person, telephone number and email address, and location of Police Department.
- 4.9 Vehicles will be delivered to vendor and as each vehicle is completed, NLRPD designee will inspect the vehicle for the work performed and pick the vehicle up.
- 4.10 Programming of light and siren equipment will be discussed with vendor after the exact type/brand of equipment is known and available options are explained.

- 4.11 The additional labor for customer supplied equipment will be for **six (6) vehicles** to receive Watchguard Camera systems and computer modems. All **thirteen (13) vehicles** will have the computer stand and Power Point installed.
- 4.12 If repairs/warranty service for any installation or equipment problems are required, the repairs must be completed by the vendor with 72 hours of delivery of the vehicle to the Vendor. If additional time is requested due to ordering parts, the Vendor must notify in writing one of the two contact representatives listed under 3.2 above.
- 4.13 The Vendor must provide warranty information on the parts/equipment that will be purchased and installed.
- 4.14 **Bidder is to provide a Lifetime warranty for as long as vehicles are owned by City of North Little Rock on installation and labor.**
- 4.15 **Insurance**
Vendor shall possess and furnish current proof of a minimum of \$500,000.00 liability insurance and \$500,000.00 property/comprehensive insurance policies. These policies and minimum values will be maintained throughout the installation process of all vehicles included in this Bid. Vendor will be responsible for any damage to the vehicles, equipment or parts ordered or supplied by the City during the installation period identified in the Bid or when in possession of vehicles and equipment to include any warranty service work. Notice of any damage, lost, or stolen items shall be made to the City immediately.

BID SHEET

Attachment "A"

Brand names are listed to indicate the quality of the product requested, but bidder can bid another brand(s) that is/are equal to the brand(s) listed. Bidder must state on a separate sheet if bidder is bidding other brands and provide product information as requested in bid.

Number of parts per vehicle are designated in "Parts per Vehicle" column. The Extended Price should include the cost of the parts times the number of vehicles. The extended price includes the cost of the parts and labor.

Part Description	Location to be Installed	Listed Brand for Quality of Product	MFG P/N	Parts per Vehicle	Number of Vehicles	Extended Price
Emergency Lights and Associated Parts						
MicroPulse Ultra 6 LED Dual Color Blue/White	Grille	Federal Signal	MPS620UX-BW	2	13	
Mounting brackets for MPS620UX-BW	Grille	Federal Signal	IPX-GRL7	2	13	
MicroPulse Wide 9 LED Dual Color Blue/White	Under side rear view Mirrors	Federal Signal	MPSW9X-BW	2	13	
Mounting Brackets for MPSW9X-BW	Under side rear view Mirrors	Federal Signal	MPSMW9-TAH15MIR	2	13	
SpectraLux ILS Low-Profile, Center-focus Blue/White LEDs	Front Windshield	Federal Signal	SIFMS-1548948869	1	13	
SpectraLux ILS Low-Profile, Center-focus Blue/White/Amber LEDs	Rear Hatch Window	Federal Signal	SIFMHS-TAH15-PF2SU-3847730	1	13	
PathFinder Siren	Center Console	Federal Signal	PF200	1	13	
MicroPulse Ultra 12 LED Dual Color Blue/White	Rear License Plate	Federal Signal	MPS1220UX-BW	2	13	
Bracket for license plate for MPS1220 UX-BW	Rear License Plate	Federal Signal	IPX-LPV2	1	13	
300 Series/Flush Mount Corner LED - Blue	Rear Bumper	Federal Signal	416300-B	2	13	
MicroPulse Ultra 6 LED Dual Color Blue/Amber	Rear Hatch Lift Gate - Inside Bottom Edge	Federal Signal	MPS620U-BA	2	13	
Xstream dual head, wire leads	Side Rear 1/4 glass	Federal Signal	XSM2-BRW	2	13	
MicroPulse Ultra 6 LED Single Color Blue	Running Boards (2 each side)	Federal Signal	MPS600U-BB	4	13	
Headlight Flasher for Chevy Tahoe	headlights	Federal Signal	FHL-CHG	1	13	
Taillight Flasher for Chevy Tahoe	taillights	Federal Signal	FHL-TAL	1	13	
AS124 Speaker - Siren	Grille	Federal Signal	750501	1	13	
Bracket for AS124 Speaker	Grille	Federal Signal	750501-11	1	13	
Siren Interface cable for Chevy Tahoe	OBD Port	Federal Signal	OBDCABLE6-1	1	13	

PAR46S2B Spotlight Bulb	Spotlight	Whelen	PAR46S2B	1	13	
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Part Description	Location to be Installed	Listed Brand for Quality of Product	MFG P/N	Parts per Vehicle	Number of Vehicles	Extended Price
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Interior Equipment						
Chevy Tahoe Radio Console with Locking Side Storage	Front seat	Jotto Desk	425-6268	1	13	
USB-AC Power Plate	Console	Jotto Desk	425-6164	1	13	
Utility Box	Console	Jotto Desk	425-1485	1	13	
Hinged Armrest	Console	Jotto Desk	425-3399	1	13	
Cup Holder	Console	Jotto Desk	425-3704	1	13	
Partition - Front	Behind front seat	Jotto Desk	475-0865	1	13	
Kick Plate for High Security Extension Panel	Behind front seat	Jotto Desk	475-0888	1	13	
Window Bars for Tahoe	Rear side door windows	Jotto Desk	475-0861	1	13	
OSB Plastic Prisoner Seat with Cargo Barrier	Replaces backseat	Jotto Desk	475-0973	1	13	
Poly Cover for Rear Partition	Rear Partition	Jotto Desk	475-0935	1	13	
Dome Light (Red/White/Off)	Headliner-Front	Brooking	PL-RWO	1	13	
Dual Gun Lock - Handcuff style	Between front seats on partition	Weiser	WEI-004	1	13	
Fuse Block and timer for internal electronics	Console	Non-specified	non-specified	1	13	

Additional Work (LABOR ONLY)						
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Install Customer Supplied WatchGuard Camera system				1	6	
Install Customer Supplied Computer modem				1	6	
Install Customer Supplied computer stand				1	13	
Install Customer Supplied power point				1	13	