

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
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INVITATION TO BID

Bid Number: 19-3593 Date Issued: Friday, May 17, 2019
Date & Time Bid Opening: Friday, May 31, 2019 10:00 A.M.

Dock/Walkway and Comfort Stations for Arkansas Inland Maritime Museum, North Little Rock, AR (Includes materials and some assembly on site.)

Please direct technical questions to: Greg Zonner
North Little Rock Parks and Recreation
Arkansas Inland Maritime Museum
gzonner@aimmuseum.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 before submitting your final 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: _____

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**

Request for Bid

Dock/Walkway and Comfort Stations at Arkansas Inland Maritime Museum, North Little Rock, Arkansas (Includes materials and some assembly on site.)

1.0 PURPOSE

The City of North Little Rock Parks and Recreation Department is seeking bids for delivery of a floating dock/walkway and comfort stations for the Arkansas Inland Maritime Museum, North Little Rock, Arkansas and delivering and final assembling the dock/walkway at the Little Rock Yacht Club at 1 Yacht Club, Little Rock, AR and delivery of comfort stations to the Little Rock Yacht Club at 1 Yacht Club, Little Rock, AR.

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/materials do not meet the exact specifications, then bid on the closest equipment/materials to the specifications outlined in the Bid Specifications section, but state the changes in the specifications in your bid.

The City may award the bids for the Dock/Walkway and for the Comfort Stations separately. One vendor may win both bids or it may be two separate awards to two different vendors depending on the bids.

3.0 BACKGROUND

The Arkansas Inland Maritime Museum received a grant from the Arkansas Department of Health Environmental Health Protection to install a dock/walkway and comfort stations.

4.0 BID SPECIFICATIONS

Dock/Walkway Specifications:

- Dimensions: 6 feet x 60 feet
- Frame: 12" deep "box truss" frame - galvanized
Main Frame Members shall be 2 1/2" x 2 1/2" x 1/4"
Bolted connection in horizontal plane - added strength for vertical movement
- Decking: Rock face concrete decking - removable panels with reinforced steel grid
- Flotation: Rotationally molded shell - meets ACOE requirements
Expanded polystyrene core inside the shell
Firmly bolted to the frame - no clips or tabs
- Bumpering: Treated 2" x 6" sidewood with 3" black vinyl
- Warranty: All materials must come with a manufacturer's warranty.
There shall be a one-year warranty on labor.

Floating Comfort Station (Figure 1.):

TOILETS

- (2) Houses 5' X 5' (All Fiberglass)
- (2) Hydraulic Door Closures
- 25 ml Gel Coat
- 2 oz Chop (skin coat)
- 2 oz Chop
- 2 MI Core-mat
- 24 oz Woven
- 2 oz. Chop
- 2 Solid ADA Fiberglass Doors
- Stainless Steel Door Hinges
- (2) Stainless Steel Door Handles
- (2) Porcelain Commodes
- (2) Porcelain Sinks with Auto Tap Valves
- Interior ADA Stainless Steel hand rails
- 4" x 14" Ventilation Vents
- Interior Lighting
- Required Signage
- (2) 6" Port Lights

FLOOR

- 2 oz Chop
- 24 oz Woven
- 2 oz Chop
- $\frac{3}{4}$ Divinycell Core (8' X 12')
- 2 oz Chop
- 24 oz Woven
- 2 oz Chop
- Gel Coated Web

TANK

- 4' X 10' 500 Gallon Sewage Tank
- 25 ml Gel Coat
- 2 oz Chop (Skin Coat)
- 2 oz Chop
- 24 oz Woven
- 2 oz Chop
- 4 ml Core-Mat
- 2 oz Chop
- 24 oz Woven
- 2 oz Chop
- Fitted For Tank Aeration System
- High Sewage Alarm



*Figure 1 - Example of comfort stations.
We already have the platform on which
they will be installed.*

IMPORTANT FOR BIDDING:

The winning vendor will deliver the dock/walkway to the Little Rock Yacht Club at 1 Yacht Club, Little Rock, AR. The Vendor will finalize assembly of the dock/walkway on-site. Once assembled and approved by the Little Rock Yacht Club, the yacht club will float the dock/walkway to the Arkansas Inland Maritime Museum. AIMM and the yacht club will attach the dock/walkway where and as needed. Vendor has no more responsibility for installing the dock/walkway after the Yacht Club approved the assembly of the walkway.

The comfort stations will be delivered to the Little Rock Yacht Club at 1 Yacht Club, Little Rock, AR. The yacht club will deliver the restroom to AIMM and will install the restroom onto a floating platform, provided by the Arkansas Maritime Museum, and make any additional connections to the restroom where and as needed. Vendor has no more responsibility than delivering the comfort stations to the Yacht Club.

5.0 SELECTION CRITERIA

This project will be awarded to the lowest, qualified bidder for each item.

5.1 Basis for Award

The award(s) will be made to the lowest responsive, qualified and responsible bidder(s) 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.

5.2 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.

5.3 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. The dock/walkway and comfort stations should be completed and installed by July 20, 2019. See Bid Sheet Attachment "A".

5.4 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.

5.5 Late Bids

LATE bids will not be OPENED.

5.6 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.

5.7 W-9 Form Required

Each bidder shall submit a completed W-9 form with their bid.

5.8 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. A business license can be obtained from the North Little Rock's City Clerk's office.

6.0 ACKNOWLEDGEMENT OF CONTRACT

Respondents acknowledge and understand that upon award of the winning proposal, 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.

7.0 BID QUESTIONS AND CLARIFICATION

All questions must be submitted in writing via email. Response to relevant questions will be posted on the Commerce web page at nlr.ar.gov, click on the “Business” tab, then click on the “Bids and Vendors” tab, then click on “Current Bids”.

Material questions will be answered in writing with an Addendum provided; however, no questions will be taken after May 23, 2019 – 1:00 p.m. CT. It is the responsibility of all bidders to ensure that they have received all Addendums. Addendums can be downloaded from www.nlr.ar.gov.

Questions related to the Bid should be directed to:

Greg Zonner
North Little Rock Parks and Recreation
Arkansas Inland Maritime Museum
gzonner@aimmuseum.org

8.0 SUBSTITUTIONS

The materials, products, and equipment described in the Bid Specifications 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 seven (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.

Bid Sheet

The dock/walkway and comfort stations should be completed and delivered to site on or before July 12, 2019. If this is not possible, note delivery date.

Dock/Walkway	Item	\$ _____
(Include in item cost final assembly at Yacht Club.)	Delivery Cost	\$ _____
	Total	\$ _____

Comfort Stations	Item	\$ _____
	Delivery Cost	\$ _____
	Total	\$ _____