

CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Mary Beth Bowman, Director
Amy Smith, Assistant Director for Procurement
Crystal Willis, Admin. Sect. /Asst. Purchasing Agent



120 MAIN STREET - P.O. BOX 5757
NORTH LITTLE ROCK, AR 72119
501-975-8881 Telephone
501-975-8885 Fax

INVITATION TO BID

Bid Number : 19-3607 Date Issued: July 20, 2019
Date & Time Bid Opening: Friday, August 2, 2019 at 10:00 a.m.

REPAIRS TO NORTH LITTLE ROCK COMMUNITY CENTER 2700 Willow Street, North Little Rock, Arkansas

TOTAL BID FOR ALL REPAIRS: _____

Specifications are attached.

Any technical questions regarding this bid should directed to: Tony Pate at 501-791-8541 or
Tina Worrell at 501-791-8538

General bidding questions should be directed to the Commerce Department at 501-975-8880.

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 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

NOTE: FAILURE TO FILL OUT & SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.

EXECUTION OF BID

Upon signing this Bid, the bidder certifies that they have read and agree to the requirements set forth in this bid, including specifications, conditions and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

NAME OF FIRM: _____ DATE: _____

TAX ID NUMBER: _____ PHONE NUMBER: _____

BUSINESS ADDRESS: _____

SIGNATURE OF AUTHORIZED PERSON & TITLE: _____

UNSIGNED BIDS 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 \$20,000.00 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

REPAIRS TO NORTH LITTLE ROCK COMMUNITY CENTER 2700 Willow Street, North Little Rock, Arkansas

1.0 PURPOSE

The intent of this Invitation For Bid is to obtain bids to acquire the services of a construction company/contractor to make repairs to the North Little Rock Community Center at 2700 Willow Street, North Little Rock.

2.0 COMPETITION INTENDED

It is the City of North Little Rock's intent that this Invitation for Bid (IFB) permit competition. It shall be the bidder's responsibility to advise the Director of Commerce in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Director of Commerce not later than seven (7) days prior to the date set for bids to close.

3.0 SPECIFICATIONS

This IFB shall be in accordance with the Scope of Work outlined in this Bid document.

4.0 INSTRUCTIONS TO BIDDERS

4.1 Submission of Bids

Before submitting a bid, read the ENTIRE solicitation including the General Terms and Conditions. Failure to read any part of this solicitation will not relieve a bidder of the contractual obligations. On the front of the envelope when submitting a bid, include Bid number and project title: Bid for the Repairs to NLR Community Center. 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:

Mary Beth Bowman
Department of Commerce
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.*

4.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all bidders. The Department of Commerce 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, July 26, 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.

Contact the following person for questions regarding the bid specifications:

Tony Pate
Fitness and Community Center Director
tpate@nlr.ar.gov
(501) 791-8541

4.3 Firm Pricing for City Acceptance

Bid price must be firm for City acceptance for a minimum of sixty (60) days from bid opening date.

4.4 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.

4.5 Late Bids

LATE bids will not be opened.

4.6 Rights of City

The City reserves the right to accept or reject all or any part of any bid, waive informalities and award the Contract to the lowest responsive and responsible bidder to best serve the interest of the City.

4.7 Basis for Award

Contract award will be made to the lowest responsive and responsible bidder based upon the prices for the different qualified products.

4.8 Negotiation with the Lowest Responsible Bidder

Unless all bids are cancelled or rejected, the City reserves the right to negotiate with the lowest responsive, 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.

4.9 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.

4.10 W-9 Form Required

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

4.11 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.

4.12 Mandatory On-Site Visit

All bidders are required to attend a mandatory on-site visit at the North Little Rock Community Center at 2700 Willow Street, North Little Rock, AR. The on-site date and time is: Wednesday, July 24, 2019 at 10:00 a.m. at the Community Center. The purpose of the site visit is to get a good understanding of the work to be done and the condition of the building. *Only contractors who attend this site visit will be able to bid on the project.*

4.13 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.

4.14 Substitutions

The materials, products, and equipment described in the Technical Data, Specifications and Panels by Location 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 nine (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.

4.15 Bid Bond

A Certified check or bid bond in the amount of 5% of total bid shall accompany bid.

4.16 Performance Bond

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).

4.17 Insurance

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.

4.18 Schedule of Work

This project will require working around an environmental company that will be removing the floor tiles and asbestos in many of the areas designated in this bid. It should only take them approximately three days and they will start in one area of the building so that the winning bidder of this bid could start in that area once they are finished. The Community Center has some of the rooms rented out so you will need to work around that schedule. We should have August 13 – 23, 2019 for the work to begin and be completed. If this time period does not work for you, please contact Tony or Tina before bidding.

5.0 SCOPE OF WORK

5.1 Medium Room Hallway (Approximately 252 sq. ft.)

- 5.1.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.
- 5.1.2. Install epoxy concrete floor finish – owner will select color.
- 5.1.3. Remove the existing entry doors for both men's and women's restrooms and enlarge opening to accommodate a 36" door unit.
- 5.1.4. Install new 36" solid ADA compliant doors in entry of women's and men's restrooms using the existing hardware. Door should be solid wood with metal frame.
- 5.1.5. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
- 5.1.6. Repair and repaint wall in hallway for full coverage. Paint shall be Sherwin Williams Spatial White Color #6259 for full coverage.
- 5.1.7. Remove and replace with new cove base similar to what was removed. Owner will select color.

- 5.2 Medium Room Area Table Room Storage #5 (Approximately 92 sq. ft.)
- 5.2.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.
 - 5.2.2. Install new Armstrong Commercial VCT Excelon Cirque White #52513 on floor or qualified equal.
 - 5.2.3. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
 - 5.2.4. Remove and replace with new cove base similar to what was removed. Owner will select color.
- 5.3 Medium Room Area Storage Room #4 (Approximately 91 sq. ft.)
- 5.3.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.
 - 5.3.2. Install new Armstrong Commercial VCT Excelon Cirque White #52513 on floor or qualified equal.
 - 5.3.3. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
 - 5.3.4. Remove and replace with new cove base similar to what was removed. Owner shall select color.
- 5.4 Medium Room Area Storage Room #3 (Approximately 72 sq. ft.)
- 5.4.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.
 - 5.4.2. Install new Armstrong Commercial VCT Excelon Cirque White #52513 on floor or qualified equal.
 - 5.4.3. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
 - 5.4.4. Remove and replace with new cove base similar to what was removed. Owner shall select color.
- 5.5. Medium Room Area Janitor Room #1 (Approximately 28 sq. ft.)
- 5.5.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.
 - 5.5.2. Install epoxy concrete floor finish – owner will select color.
 - 5.5.3. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
 - 5.5.4. Remove and replace with new cove base similar to what was removed. Owner shall select color.

5.6 Medium Room Powder Room #1 (Approximately 59 sq. ft.)

- 5.6.1. Remove partial wall just inside entry door – approximately 36" X 8'. Install new gypsum board, tape and texture where wall was removed. Paint new wall with Sherwin Williams Spatial White paint #6259 for full coverage.
- 5.6.2. Remove and replace suspended ceiling and install two (2) new LED 2X4 lay in light fixtures.
- 5.6.3. Repair concrete floor as necessary to ensure professional warrantied new floor install.
- 5.6.4. Install epoxy concrete floor finish – owner will select color.
- 5.6.5. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
- 5.6.6. Remove counter, backsplash and mirror from wall. Try to keep mirror intact because owner plans to use mirror again.
- 5.6.7. Repair and paint all walls with Sherwin Williams Spatial White paint #6259 for full coverage.
- 5.6.8. Remove and replace with new cove base similar to what was removed. Owner shall select color.

5.7 Medium Room Men's Restroom Entry Way (Approximately 27 sq. ft.)

- 5.7.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.
- 5.7.2. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
- 5.7.3. Install epoxy concrete floor finish – owner will select color.
- 5.7.4. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
- 5.7.5. Remove and replace with new cove base similar to what was removed. Owner shall select color.

5.8 Lecture Room (Approximately 561 sq. ft.)

- 5.8.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.
- 5.8.2. Install epoxy concrete floor finish – owner will select color.
- 5.8.3. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
- 5.8.4. Repair and repaint west wall for full coverage with Sherwin Williams Spatial White paint #6259 for full coverage.
- 5.8.5. Install new wood baseboard on east wall to match existing baseboard in room.

5.8.6. Install new wood base shoe throughout the room. Caulk holes, miter joints and any openings next to baseboard. Paint using Sherwin Williams ProClassic oil based Extra White paint on baseboard and base shoe.

5.9 Hallway Outside Copy Room (Approximately 177 sq. ft.)

5.9.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.

5.9.2. Install epoxy concrete floor finish – owner will select color.

5.9.3. Remove the existing entry doors for both men’s restrooms and enlarge opening to install a 36” solid ADA compliant door unit in men’s restrooms. Install new ADA compliant hardware similar to other doors in building.

5.9.4. Seal and finish floor per manufacturer’s specifications to ensure all warranties are guaranteed.

5.9.5. Repair and repaint wall in hallway for full coverage with Sherwin Williams Spatial White paint #6259.

5.9.6. Remove cove base.

5.9.7. Remove and replace with new cove base similar to what was removed. Owner shall select color.

5.10 Main Area Storage Room #11 & #12 (Approximately 92 sq. ft.)

5.10.1. Remove or rearrange contents of room to perform work required.

5.10.2. Repair concrete floor as necessary to ensure professional warrantied new floor install.

5.10.3. Install new Armstrong Commercial VCT Excelon Cirque White #52513 on floor or qualified equal.

5.10.4. Seal and finish floor per manufacturer’s specifications to ensure all warranties are guaranteed.

5.10.5. Remove and replace with new cove base similar to what was removed.

5.11 Main Area Janitor Room #2 (Approximately 20 sq. ft.)

5.11.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.

5.11.2. Install epoxy concrete floor finish – owner will select color.

5.11.3. Seal and finish floor per manufacturer’s specifications to ensure all warranties are guaranteed.

5.11.4. Remove and replace with new cove base similar to what was removed.

- 5.12 Main Area Men's Restroom Entry Way (Approximately 17 sq. ft.)
- 5.12.1. Repair concrete floor as necessary to ensure professional warrantied new floor install.
 - 5.12.2. Install epoxy concrete floor finish – owner will select color.
 - 5.12.3. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
 - 5.12.4. Install new can LED light.
- 5.13 Main Area Powder Room #2 (Approximately 90 sq. ft.)
- 5.13.1. Remove and replace two (2) new LED flush mount light fixtures and vent covers.
 - 5.13.2. Repair concrete floor as necessary to ensure professional warrantied new floor install.
 - 5.13.3. Install epoxy concrete floor finish – owner will select color.
 - 5.13.4. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
 - 5.13.5. Repair and repaint for full coverage all walls including the brick wall and ceiling with Sherwin Williams Spatial White paint #6259.
 - 5.13.6. Remove and replace with new cove base similar to what was removed.
- 5.14 Copy Room (Approximately 106 sq. ft.)
- 5.14.1. Remove or rearrange contents of room to perform work required.
 - 5.14.2. Remove and dispose of existing carpet, pad and tack strip.
 - 5.14.3. Repair concrete floor as necessary to ensure professional warrantied new floor install.
 - 5.14.4. Install epoxy concrete floor finish – owner will select color.
 - 5.14.5. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
 - 5.14.6. Stain new wood base shoe throughout the room to match existing wood. Polyurethane with one coat baseboard and base shoe.
- 5.15 Assistant Director's Office (Approximately 262 sq. ft.)
- 5.15.1. Remove or rearrange contents of room to perform work required.
 - 5.15.2. Remove and dispose of existing carpet, pad and tack strip.
 - 5.15.3. Repair concrete floor as necessary to ensure professional warrantied new floor install.
 - 5.15.4. Install epoxy concrete floor finish – owner will select color.

- 5.15.5. Install and stain new wood base shoe throughout the room to match existing wood. Polyurethane with one coat baseboard and base shoe.
- 5.15.6. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.
- 5.16 Director's Office (Approximately 275 sq. ft.)
 - 5.16.1. Repair concrete floor as necessary to ensure professional warranted new floor install.
 - 5.16.2. Install epoxy concrete floor finish – owner will select color.
 - 5.16.3. Install and stain new wood base shoe throughout the room to match existing wood. Polyurethane with one coat baseboard and base shoe.
 - 5.16.4. Seal and finish floor per manufacturer's specifications to ensure all warranties are guaranteed.

The epoxy concrete floor finish and cove base will be the same color throughout the rooms.