

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 Phone  
501-975-8885 Fax

## INVITATION TO BID

Bid Number : \_\_\_\_\_ 18-3511 \_\_\_\_\_ Date Issued: \_\_\_\_\_  
January 9, 2018

Date & Time Bid Opening: \_\_\_\_\_ Tuesday, January 23, 18 at  
10:30 a.m.

### Outdoor Slide with Trailer for use at the North Little Rock Parks and Recreation Funland Amusement Park

Total Bid Price:  
\$ \_\_\_\_\_

Specifications are attached.

Any technical questions regarding this bid should directed to: Tina Worrell at 501-580-0832  
General bidding questions should be directed to the Commerce Department at 501-975-8881.

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 AND 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

**BID #18-3511**  
**CITY OF NORTH LITTLE ROCK, ARKANSAS**  
**PARKS AND RECREATION DEPARTMENT**  
**Outdoor Slide with Trailer for use at Funland Amusement Park**

The City of North Little Rock's Parks and Recreation Department is seeking qualified parties to submit bids for an Outdoor Slide with trailer for use at its Funland Amusement Park.

**Location:**

Burns Park - Funland  
25 Funland Drive  
North Little Rock, AR 72118

**Specifications:**

General Features:

- Year: Manufactured in 1990 or newer
- Category: Solid (non-inflatable) dry slide for outdoor use
- Model Type: Trailer Mount
- Size: 65 feet long
- Lanes: 3 lanes with a maximum of 5 lanes - all lanes, slide accessories must fit on one trailer

Slide Specifications:

- Fiberglass construction;
- Working lights;
- Slide in excellent condition and ready to use;
- Slide lanes may be Jel-coated;
- Smooth joint connections;
- Minimum of 12 mats; and,
- Ladder free of bends or kinks.

Support Frame/Trailer Specifications:

- Working electricals (lights, wiring, etc.);
- Full size spare tire;
- Electric trailer brakes on both axles;
- 2 5/16" ball bumper pull hitch;
- Galvanized steel and aluminum;
- All hydraulics in good working order including pumps and hoses;
- Frame, out-riggers and trailer matched to size of slide;
- Free of rust;
- All welds must meet or exceed Manufacturer's specifications;
- Possum Bellies in-tact and solid with locking doors;
- Out-riggers straight and free of damage; and,
- Trailer jacks and Supports in-tact, working and have all components.

**Requirements:**

- Must be able to pass inspection per Arkansas Department of Labor Standards for Amusement Rides and Attractions;
- Must meet all ASTM Standards and Safety Guidelines;
- Must have passed inspection within last twelve (12) months;
- Must have copies of last five inspections if model is five years old or older, or all inspections if model is less than five years old;
- Must have all maintenance records for the last five consecutive years if model is five years old or older, or all maintenance records if model is less than five years old;
- Must have record of all repairs for last five years of operation and who performed the repairs (company and technician);
- Must provide two hard copies (and one digital copy - optional) of owner/operator manual which includes inspection forms; and,
- Provide photos of slide and trailer with bid.

**Vendor Requirements:**

- Vendor will include in the bid price;
- Delivery and Set-up;
- Training on Set-up and Take-Down; and,
- Training on Operations.

**Submission of Bids**

Two copies of the sealed bid must be submitted to:

City of North Little Rock  
Commerce Department  
120 Main Street  
North Little Rock, AR 72114

**Firm Pricing for City Acceptance**

Bid price must be firm for City acceptance for a minimum of ninety (90) days from bid opening date.

**No Contact Policy**

Any contact with any City representatives, related officials, or representatives other than those outlined in the Bid is prohibited. Such unauthorized contact may disqualify the Contractor from this procurement.

**W-9 Form Required**

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

### **Acknowledgement of Contract**

By submitting a bid, the bidder acknowledges that it understands and agrees to the terms and conditions contained herein.

### **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](http://nlr.ar.gov), click on the "Business" tab, then click on the "Bids and Vendors" tab, then click on "Current Bids".

Questions related to the Bid should be directed to:

Tina Worrell, Recreation Superintendent  
North Little Rock Parks and Recreation  
[tworrell@nlr.ar.gov](mailto:tworrell@nlr.ar.gov)  
501-580-0832

### **Proposer's Certification**

By signature on the bid, the respondent certifies that it complies with:

- The laws of the state of Arkansas.
- All applicable local, state, and federal laws, codes, and regulations.
- All terms, conditions, and requirements set forth in this RFP.
- A condition that the proposal submitted was independently arrived at without collusion.

If any Respondent fails to comply with the provisions stated in this paragraph, the City reserve the right to reject the bid, terminate the contract, or consider the contractor in default.

### **Conflict of Interest**

Respondent, by responding to this Bid, certifies that to the best of its knowledge or belief, no elected/appointed official or employee of the City is financially interested, directly or indirectly, in the services specified in this Bid.

The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the respondent's proposal. The City's determination regarding any questions of conflict of interest is final.

### **Public Records**

Respondent understands that the bid is a "public record", and the public shall have access to all documents and information pertaining the Response and the Bid, subject to the provisions of Arkansas' FOIA. The Respondent, by submitting a bid, acknowledges that the City may provide public access to and/or copies of all documents subject to disclosure under applicable law.

### **Cost of Preparing Bid**

Any costs incurred in the preparation of the bids are solely the responsibility of the respondents. The City of North Little Rock will provide no reimbursements for such costs. Any cost associated with any oral representations to the City will be the responsibility of the respondent and may not be billed to the City.

**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. See Attachment "A" for draft Contract.

**Late Bids**

LATE bids will be UNOPENED and disposed of in a proper manner.

**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.

**Basis for Award**

Contract award will be made to the lowest responsive and responsible bidder based upon the lump sum and condition of slide. (For clarification purposes, included in the lump sum is the unit item pricing and extended unit price items if applicable.)

**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.

**TERMS AND STANDARD CONDITIONS  
CITY OF NORTH LITTLE ROCK, ARKANSAS**

PLEASE READ CAREFULLY

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 and Governmental Relations.
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 and Governmental Relations.
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 \$10,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 or 1953 as amended by Act 539 of 1979).
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](http://www.nlr.ar.gov)

**Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, sealed bids must be submitted to the Commerce Department at 120 Main Street, North Little Rock, AR 72114 or PO Box 5757, North Little Rock, AR 72119**