

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
North Little Rock, Arkansas 72114
501-975-8881 Phone
501-975-8885 Facsimile

INVITATION FOR BID

Bid Number: 18 -3553 Date Issued: Thursday, October 11, 2018

Date and Time of Bid Opening: Thursday, October 18, 2018 10:00 a.m.

Bid for a Generator for Fire Station #3 1400 Schaer Street • North Little Rock, AR

TOTAL BID PRICE: _____

All questions regarding this BID must be directed to: Beau Buford at: bbuford@nlr.ar.gov

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: _____ Phone Number: _____

AR Tax Permit No. _____ Business Address: _____

Signature of Authorized Person and 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**

City of North Little Rock, Arkansas

INVITATION FOR BID

Bid Specifications for Generator for Fire Station #3 at 1400 Schaer Street

This bid amount will consist of everything specified in this Invitation to Bid document.

Requests for information related to this invitation should be directed to:

Beau Buford
Assistant Fire Chief
North Little Rock, AR 72114
Email Address: bbuford@nlr.ar.gov

The Scope of Work is outlined in the bid document. The Invitation for Bid will be on the City's website at: www.nlr.ar.gov - click on Government, then Commerce and look under the tab Current Bids and Bid Summaries for this bid. Questions pertaining to this bid will not be received or answered after 10:00 a.m. on Tuesday, October 16, 2018. Questions and answers prior to that date will be inserted on the City's website under the Invitation for Bid for this project.

Bid Specifications for Generator for Fire Station #3

1400 Schaer Street – North Little Rock, AR

1.0 PURPOSE

The intent of this invitation for Bid is to obtain a bid for the specified generator and the installation of the generator at Fire Station #3 at 1400 Schaer Street, North Little Rock, AR. The bid price will include all applicable state and local taxes, fees and all associated costs for the generator and for installation and start-up of the generator. Bidders will provide all labor and materials to complete the installation and removal of any debris caused by the installation.

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. Contact: Mary Beth Bowman at mbowman@nlr.ar.gov

3.0 SPECIFICATIONS

The work to be performed as a result of this IFB shall be in accordance with the specifications outlined in the Scope of Work and according to the Building code approved by the State of Arkansas and City of North Little Rock. All work will be performed in a workmanlike and professional manner and according to the product manufacturer's installation requirements.

4.0 INSTRUCTIONS TO BIDDERS

4.1 Submission of Bids

Before submitting a bid, read the ENTIRE solicitation including the Contract Terms and Conditions and General Terms and Conditions. Failure to read any part of this solicitation will not relieve a bidder of the contractual obligations. Pricing must be submitted on Invitation for Bid page. Include other information, as requested or required. On the front of the envelope when submitting a bid, include Bid number and project title: "Bid for Generator for Fire Station #3". 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. Beau Buford, Assistant Fire Chief, 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 Tuesday, October 16, 2018. It is the responsibility of all bidders to ensure that they have received all Addendums. Addendums can be downloaded from www.nlr.ar.gov.

Beau Buford
bbuford@nlr.ar.gov
501-340-5383

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 A CONTRACT. Firm name and authorized signature must appear on cover page of bid. Bidder will be required to sign a contract before any work is started.

4.5 Late Bids

LATE bids will remain UNOPENED.

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 lump sum. (For clarification purposes, included in the lump sum is the unit item pricing and extended unit price items if applicable.)

- 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.
- 4.11 Insurance Coverage
Bidders shall include with their bid a copy of their current Certificate of Insurance that illustrates the current level of coverage the bidder carries. The Certificate can be a current file copy and does not need to include any “additional insured” language for the City.
- 4.12 Acknowledgement of Contract
By submitting a bid, the bidder acknowledges that it understands the Contractor will be required to sign a contract.
- 4.13 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.
- 4.14 Permits
Bidder will be responsible for any permits required.

5. SCOPE OF WORK

- 1) Generator will be 45 to 50 KW Generator;
- 2) Generator will be 120/240 Volt, Single Phase and shall include (1) 200 amp automatic transfer switch;
- 3) Generator will be powered by natural gas and will require natural gas

- 4) plumbing to include a pressure regulator provided by the contractor;
Contractor will obtain all required permits prior to the start of the work;
- 5) Contractor will be responsible for electrical installation and will work with the natural gas provider to ensure that that all natural gas connections are made in accordance with all applicable city and state codes;
- 6) Generator will be rated for outdoor use (NEMA 3r or equivalent);
- 7) Contractor will provide at least a 1 year warranty on all parts and labor and contractor will establish warranty registration NLT (10) days after completed installation;
- 8) Contractor will provide all labor and labor materials to complete the installation;
- 9) Bid price will include all applicable state and local taxes, fees and all associated costs for installation and start-up of the generator;
- 10) Contractor will provide all applicable training to all applicable NLR Fire Department personnel;
- 11) Contractor will be responsible for removing all scrap and waste materials at the completion of the job; and,
- 12) Contractor will be an Arkansas State Licensed Contractor.

BIDDER/CONTRACTOR MUST PROVIDE THE BRAND NAME AND DETAILED SPECIFICATIONS OF THE GENERATOR THEY ARE INCLUDING IN THEIR BID.

The Generator must be equal or greater than the generator specified.