

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



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/PROPOSAL COVER SHEET

Bid Number: 17-3419

Date Issued: December 1, 2016

Date & Time Bid Opening: **Friday, December 9, 2016 at 12:00p.m.**

Burns Park RV Campground Manager, North Little Rock, Arkansas

Essential Job Functions and/or Responsibilities attached.

Bid Cover Sheet and Resume, in a sealed envelope should be submitted to the Commerce Department on or before the Bid's opening date and time, Friday, December 9, 2016 at 12:00a.m. (C.S.T.).

Resume should include:

- Clerical Skills,
- Comparable Managerial Assignments, Education/Training,
- Employment History (begin with most recent employment), Military (Branch of Service) *(If applicable)*,
- Three References; and,
- Other Special Skills

Please email Mary Beth Bowman at mbowman@nlr.ar.gov with any questions and/or comments.

Late submittals will not be accepted. Job related tests, interviews or other types of selection methods may be administered in order to determine whether an applicant possesses the required knowledge, skill and ability. A thorough background check and other necessary screening will be made on all persons selected for hire. After all other requirements have been satisfactorily met offers of hire are conditioned on satisfactory completion of job-related physical exam, including drug screen.

The City of North Little Rock is an Equal Opportunity Employer and, as such, does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or disability. As an Equal Opportunity Employer, the City of North Little Rock is seeking qualified Back and Female applicants.

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.

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.

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 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.: _____

Arkansas Tax Permit No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____

Burns Park RV Campground Manager
City of North Little Rock, Arkansas

Job Requirements

1. Manager is required to live on site in camper or trailer provided by the City or Manager's own trailer or camper at the approval of the Director of Parks and Recreation.
2. General knowledge of electrical, plumbing and sewer systems.
3. Physically able and willing to maintain/clean campground and restrooms daily. The City will provide all cleaning supplies and equipment.
4. Must be available to campers during regular business hours and after hours as needed.
5. Make reservations via phone and in person, maintain records of campers, remove campers that are creating a problem and provide emergency help when necessary.
6. Collect all camper fees when due and prepare bank deposits weekly. Maintain accurate records of all transactions. Knowledge of how to operate a computer, and know how to use it for reporting purposes.
7. Work with other park staff to ensure any major repairs are done in a timely manner.
8. Manager must exhibit courteous and professional behavior when dealing with campers while also screening campers to maintain the best quality of campers and their experience.
9. The manager shall cooperate with and be responsible to the Director of Parks and Recreation or the designated supervisor.
10. Ensure all campers are aware of and following the rules and regulations of the RV campground through informing them at registration and weekly site inspections.
11. Have Limited Liability Company in place.

Pay and Benefits

1. The annual salary will be \$30,000-\$40,000 DOE, paid bi-weekly in accordance with regular City payroll schedule.
2. The manager will have the right to take 2 weeks of vacation each calendar year with advanced notice in writing and after arrangements have been made for a suitable replacement.
3. The City will provide suitable housing and utilities to the manager at no cost to the manager.
4. No other city employee benefits will be offered for this position.

**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 Commerce Department.
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

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