

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 : \_\_\_\_\_ 17-3423 \_\_\_\_\_ Date Issued: \_\_\_\_\_ December 6, 2016

Date & Time Bid Opening: \_\_\_\_\_ Wednesday, December 21, 2016 at 10:00 a.m.

### UNIFORMS FOR THE NORTH LITTLE ROCK FIRE DEPARTMENT

Specifications are attached.

Any questions regarding the bid should be directed to

- Captain Ricky Cranford  
[rcranford@nlr.ar.gov](mailto:rcranford@nlr.ar.gov)  
501-340-5410
- Asst. Chief Gerald Tucker  
[gtucker@nlr.ar.gov](mailto:gtucker@nlr.ar.gov)  
501-340-5383

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: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ AR TAX PERMIT NO. \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON &  
TITLE: \_\_\_\_\_

**UNSIGNED BIDS WILL BE REJECTED**

**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](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**

## SPECIFICATIONS

The North Little Rock Fire Department is soliciting bids for the purpose of uniform procurement. The department has 172 uniformed employees. Each employee receives an annual budget to purchase uniforms. This bid shall be for the year 2017. Any extension beyond the year 2017 must be in writing between all parties involved. The North Little Rock Fire Department reserves the right to reject any or all bids. If the successful bidder cannot fulfill orders according to the bid specifications, the North Little Rock Fire Department may void the contract at any time.

## EXCEPTIONS

A list of uniforms for bid is enclosed. Any and all exceptions must be explained fully in the bid. Samples of any exceptions must be furnished to the department for review. Common uniform items, male and female, (i.e. uniform shirts, pants, shoes) shall be stocked by the successful bidder. The successful bidder must be able to fill orders on normal sized clothing within thirty (30) calendar days of order. There may be an oversize charge for the following: Jackets size 50 and over, pants size 46 and over, shirts size 19 or XXL and over, and shoes or boots size 14 and over. This over charge must be stated in the bid.

## ALTERATIONS

Alterations shall be available at no extra charge for all uniforms. The only exception is when an employee desires custom fitting. This charge must be at the employee's expense and not charged to the clothing allowance.

## BILLING PROCEDURES

The company must utilize a three-part invoice. One copy is for the employee, one copy for the employee's file, and one copy for the City of North Little Rock Finance Department. The North Little Rock Fire Department uses a blanket purchase order for most employees. Supervisory personnel utilize clothing requisition and these are paid by purchase order.

## REPORTS

The successful bidder must be able to have all orders completed by November 1, 2017. An end of year statement of the account must be supplied to the North Little Rock Fire Department no later than November 15, 2017. The successful bidder must furnish the Fire Department a quarterly report of each employee's expenditures.

For questions, please contact

Primary Contact:

Captain Ricky Cranford

[rcranford@nlr.ar.gov](mailto:rcranford@nlr.ar.gov)

501-340-5410

Secondary Contact:

Asst. Chief Gerald Tucker

[gtucker@nlr.ar.gov](mailto:gtucker@nlr.ar.gov)

501-340-5383

*All similar brands with comparable quality will be considered as an exception.*

Unless otherwise stated, the use of a manufacturer's name and product number are for descriptive purposes and establishing general quality levels only. They are not intended to be restrictive. Bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items stated.

Item Number	Item Description	Proposed Price
<b>SHIRT</b>		
HS12106	Horace Small Light Blue S/S with NLRFD Patch and Badge Eyelets	
HS11143	Horace Small Light Blue L/S with NLRFD Patch and Badge Eyelets	
	Propper Ice Polo Shirt, Red S/S with silver or gold embroidery	
	Propper Ice Polo Shirt, Red L/S with silver or gold embroidery	
	Propper Ice Polo Shirt, Navy S/S with silver or gold embroidery	
	Propper Ice Polo shirt, Navy L/S with silver or gold embroidery	
	Propper Ice Polo shirt, White L/S with red embroidery	
	Propper Ice Polo shirt, White S/S with red embroidery	
HS11143	Horace Small White L/S with NLRFD Patch and Badge Eyelets	
HS12106	Horace Small White S/S with NLRFD Patch and Badge Eyelets	
	Propper Special Ops BDU Shirt, Navy L/S, 100% Cotton	
120457	Tact Squad, Half Zip Sweatshirt, Job Shirt, Navy	
	100% Cotton Tshirt 2 color screen print, Navy	
<b>TROUSERS</b>		
1061084	TruSpec, Navy	
2888696	Flying Cross, Black Pant, Dress Uniform	
	BDU style Shorts, Navy Men	
	BDU style Shorts, Navy Women	
2780	Edwards Dress Slack, Navy, Flat Front	
2780	Edwards Dress Slack, Black, Flat Front	
	Navy Exercise Style Shorts, minimum of 60% cotton	
	Navy Exercise Style Pants, minimum of 60% cotton	
<b>SHOES</b>		
S200BK	Tact Squad, Hi Gloss Dress Shoe	
115201	Original Swat Boot 9" Side Zip, Black	
1276808	UA Chetco Shoes, Solid Black	
MX608V48	New Balance Shoe, Solid Black	
<b>BELT</b>		
	¼" Black Leather Belt, for Class A Uniform	
5121	Dutyman, ½" Black Leather Belt – Velcro	
B109	Don Hume, ½" Black Leather Belt - Buckle	
<b>TIE</b>		
	Black Clip-on Tie	

	<b>CAP</b>	
R8	Keystone Blue Bell Cap, Black	
	Keystone Blue Bell Cap, All White Vinyl	
	Silver/ Gold Chin Straps	
BL-125	Blauer Watch Cap, needs to be monogrammed with NLRFD, silver or gold thread	
BH500	Boonie Hat, Navy, needs to be monogrammed with NLRFD silver or gold thread	
	Navy Baseball Style, needs to be monogrammed NLR FIRE	
	<b>COAT/JACKET</b>	
F1006	Frontline, Perfect Storm Winter Coat, monogrammed with NLRFD in silver or gold thread with a Velcro name tag	
178B8696C	Flying Cross Jacket, Black	
	<b>MISC</b>	
	NLRFD Patch	
	NLRFD Special Operations Patch	
	NLRFD Paramedic Patch	
	Name Plate	
	Badges (Shirt and Coat)	
	Collar Rank (One – Five Bugles)	