

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 : _____ 17-3431 _____ Date Issued: _____ January 27, 2017

Date & Time Bid Opening: _____ Tuesday, February 7, 2017 at 10:00 a.m.

RFP for Roof Replacement at 2400 Willow

TOTAL PROJECT BID PRICE:

\$ _____

A five percent (5%) Bid Bond or certified check must be submitted with the bid.

A MANDATORY Pre-Bid Walk Through will be held on Thursday, February 2, 2017 at 9:00am.

Please direct purchasing and procedural questions regarding this RFP to Amy Smith or Crystal Willis at 51-975-8881 or asmith@nlr.ar.gov.

Technical questions may be directed to Kenny Stephens, Safety Director at 501-951-2397.

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

A MANDATORY Pre-Bid Walk Through will be held on Thursday, February 2, 2017 at 9:00am. Meet outside the Police & Fire Training Building, 2400 Willow, North Little Rock, Arkansas 72114. A sign in sheet will be used to verify attendance.

Please direct purchasing and procedural questions regarding this RFP to Amy Smith or Crystal Willis at 501-975-8881 or asmith@nlr.ar.gov.

Technical questions may be directed to Kenny Stephens, Safety Director - 501-951-2397.

GENERAL INFORMATION

The City of North Little Rock "Owner" is seeking proposals for the Roof Replacement at 2400 Willow (Police & Fire Training Building) in North Little Rock, Arkansas.

Proposals are sought from firms with recognized expertise roofing projects with experience in the public sector. Proposals shall be prepared simply and economically providing a straight-forward, concise description of the vendor's intent.

A standard service contract will be executed between the Owner and the awarded vendor.

PROPOSAL

- * The Proposal shall include the names and phone numbers of the primary contact person.
- * The Contractor shall submit a copy of their contractor's license and additional insured certificate.
- * The Contractor shall furnish all labor, services, materials, tools, and equipment to remove and properly dispose of the scrap, litter and debris associated with roof replacement.
- * Contractor shall leave the work site clean. In the case of dispute, the Owner may remove any waste or rubbish and charge the cost to the Contractor.
- * The contractor shall furnish all labor, services, materials, tools, and equipment to install a suitable roofing system at 2400 Willow, North Little Rock, Arkansas 72114.
- * Product data and/or spec sheets and samples must be included with your bid.
- * Repair or replace damaged building components or surrounding areas to the satisfaction of the Owner or Owner Representative.
- * Caution tape is to be placed around the area from the start to the end of the project.
- * Proposals shall include any/all labor and material warranties.

PERMITS AND INDEMNIFICATION

The Contractor shall, at his own cost and expense, provide the necessary permits unless notified otherwise by Owner.

SITE AND CONDITIONS

Contractor shall employ, so far as possible, such methods and means of carrying out his work as will not cause any interruption or interference with any other work being performed by Owner. No statement made by any officer agent or employee of the Owner in relation to the physical conditions pertaining to the work site, will be binding on the Owner.

STOPPING THE WORK

Work shall be stopped at any time it is determined that conditions are not within the specification requirements of applicable regulations. Stopping the Work may be initiated by:

- a. The Owner's representative;
- b. The Contractor's Lead Consultant; and,
- c. Federal, State, or Local regulatory officials

The stoppage of Work shall continue until conditions have been corrected and corrective steps have been taken to the satisfaction of the persons having jurisdiction.

Standby time required to resolve violations shall be at the Contractor's expense.

SUPERVISION

The supervision of this work will be done by the Contractor and the Owner. Other provisions of the contract governing the removal and disposal of lead will be done by the same individual, under the direction of the Owner.

INSPECTION OF WORK

The representatives of the Owner shall at all times have access to the work wherever it is in preparation or progress and Contractor shall provide facilities for such access and for inspection. Although the Owner may have its representatives inspect the property at any time, the Owner is under no duty to inspect the work or property.

**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.

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