

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 : _____ 17-3442 _____ Date Issued: _____ March 3, 2017

Date & Time Bid Opening: _____ Friday, March 10, 2017 at 10:00 a.m.

Pressure/Vacuum Pneumatic Dispatch System for the North Little Rock Utilities Accounting Department

Total Bid Price: \$ _____

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

Specifications are attached.

Technical questions should be directed to: Terrell Milton at tmilton@nlr.ar.gov. Relevant questions with answers will be recorded and available for viewing at www.nlr.ar.gov - Current Bids.

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

Specifications

General

- A. Scope: Work under this section shall include furnishing all materials, appliances and labor necessary to install a complete pneumatic tube system as described and specified herein.
- B. Section includes complete Pneumatic Tube System (PTS)
 - 1. Furnish labor, materials, tools, equipment, fees, permits, etc. to comply with all codes and regulatory agencies and perform all work and services necessary for or incidental to the furnishing and installation of a complete/addition to the existing tube system. Any work or services required to the existing even though not indicated is understood to be part of this specification.
 - 2. This is a continuation/completion of the currently installed tube system. The system shall be a 4.5 inch, pressure, vacuum type installation arranged on the principal of one customer station with blower mounted in pedestal and one non-powered teller station.
 - 3. The system shall be of the latest standard design of the manufacturer. Materials used for this installation shall be those established as the best suited for pneumatic tube service.
- C. Customer Stations
 - 1. The Customer Station send and receive body shall be fabricated from 304 stainless steel with ABS scratch-resistant plastic to insure a permanent, hard finish.
 - 2. The door shall be made of heavy duty Black ABS hard plastic.
 - 3. A push button send and call button.
 - 4. The Customer Station will be a Down-send design with blower mounted in Customer Station.
 - 5. The blower will have single stage thermal protected U.L. listed blowers two (2) pressure and two (2) vacuum.

Specifications

- C. Customer Stations *(Continued)*
 - 6. System electronics shall be industrial-quality; solid-state controls mounted on a plug-in PC board that can be replaced in minutes if necessary and include electronic system timing for precise blower shutdown. Wiring shall be color coded.

- D. Teller Stations
 - 1. The Teller Station terminal shall be made of 16 gauge painted steel.
 - 2. A push button send and recall button.
 - 3. The Teller station will be a Down-send design.

- E. Controls
 - 1. Low Voltage control cable supplied and installed by the contractor shall be tie-wrapped to the tubing or installed in conduit if required by code.

- F. Power Operating Unit
 - 1. Motors are to be 115V, 60 Hz.F.L. 20 Amps. A combination of motors may be used depending on the tube size and distance of installation. 110V power is required at remote blower location.

- G. Carriers
 - 1. The contractor shall furnish two (2) carriers "side-open" per system for loads up to three (3) pounds.

- H. Transmission Tube
 - 1. Tubing shall be 4.5" outside diameter, 16 gauge electric welded steel tubing "millwrapped" designed for underground installation and especially manufactured for pneumatic tube carrier transmission service. Tubing shall be cut square and be free from burrs and other imperfections.
 - 2. Bend shall be made of the same material as straight tubing, formed on the centerline to a radius of 24 inches. Bends are to be of true circular cross section throughout and be free of wrinkles or distortions.

Specifications

- H. Transmission Tube *(Continued)*
3. All connections of tubing and bends shall be sealed with approved compound. Care shall be taken in applying compound to avoid formation of beads or ridges on the inside at connections. All surpluses on the outside shall be wiped clean.
- I. Clamps and Hangers
1. All tubing and bends shall be installed from ceilings and in riser and secured with steel clamps space on not greater than ten (10) foot centers, unless deemed not possible or impractical due to lack of available space or any foreign object or material considered harmful. Horizontal runs shall be supported from the ceiling with 3/8-inch diameter hanger rods attached to clamps. On vertical runs, clamps for each tube at each floor shall be provided. Suitable expansion threaded rods shall be used for ceiling attachments. All tube lines shall be installed straight, level and plumb, where possible, and shall be securely held in place and shall be braced against any motion caused by passage of carriers.
- J. Field Quality Control and Adjustments
1. Upon completion of installation, the Contractor shall provide all personnel and devices required for adjusting and preoperational testing of the system. This testing shall be completed prior to presenting the system to the Owner for acceptance.
 2. Upon completion of a satisfactory inspection and an operational test, the Owner will present the pneumatic tube contractor with a written final acceptance.
 - a. Requirements to meet the terms a satisfactory inspection shall include the following, but not limited to:
 1. Dispatch/receive sequence.
 2. Carriers shall be inspected for nicks, cuts, and other marks which indicate a faulty installation.

Specifications

K. Training and Maintenance

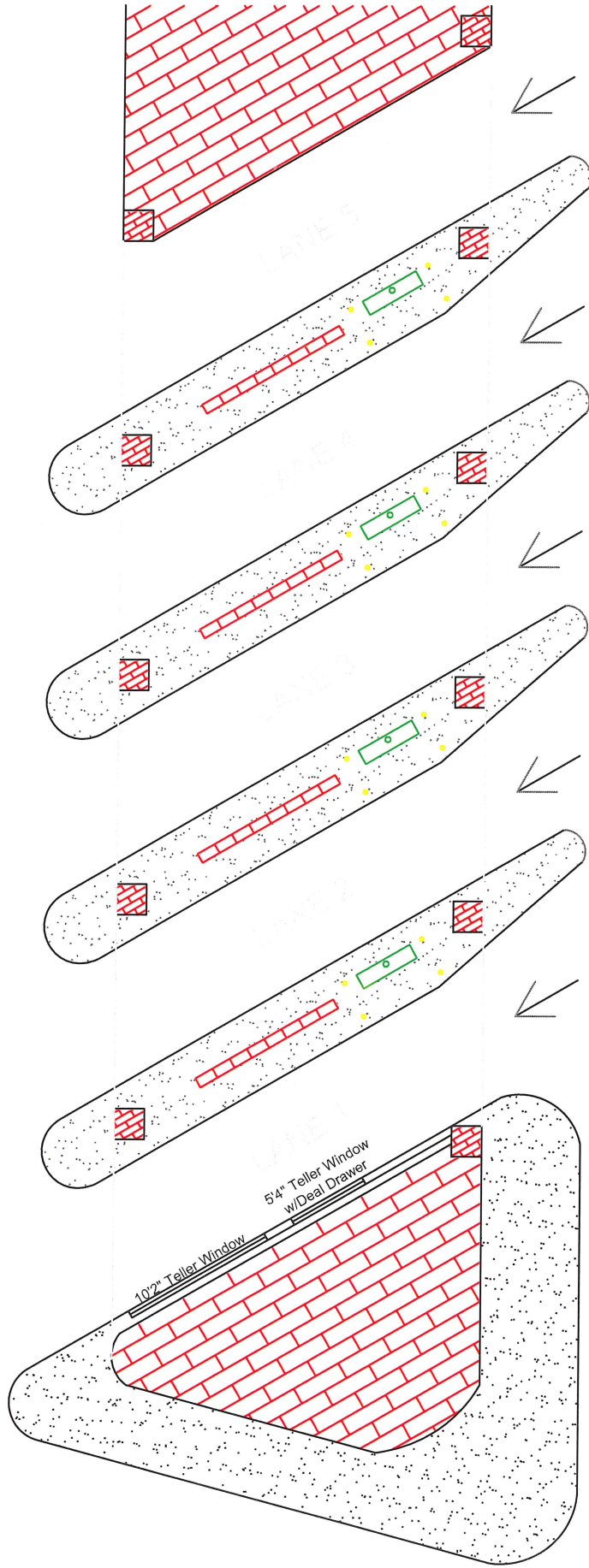
1. The System Contractor shall provide comprehensive Operational Training and Maintenance Training to the Owner or his representative.
2. Instruction Manuals containing complete operating, maintenance and repair instructions shall be provided to the Owner.

L. Warranty

1. Materials and workmanship of the PTS installation shall comply in every respect with Contract Documents. Unless due to ordinary wear and tear, or improper use or care by the Owner, correct defects which develop within one year.

M. Related Work *(if applicable)*

1. Provide painting, patching and fire sealing for passage of all tubing.
2. Provide cutting, fittings repainting, patching and finishing of installed work. Include installed work of other sections where it is necessary to disturb such work to permit installation of PTS work.
3. Provide access doors, panels and frames of the style, type and rating required for any mechanical/electrical component.



**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

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