

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



P.O. BOX 5757
NORTH LITTLE ROCK, AR 72119
501-975-8881 Phone
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BID/PROPOSAL COVER SHEET

Bid Number: 16-3401 Date Issued: Friday, August 20, 2016

Date & Time Bid Opening: Wednesday, August 31, 2016 at 10:00 a.m.

The City of North Little Rock's Community Development Agency is seeking bids for:

Home Project: 6536 Whippoorwill Lane, NLR 72117
(\$25,000 Maximum Total Project Cost)

Specifications attached

A one hundred dollar (\$100) bid bond is required with the bid. A copy of bidder's current contractor's license and general liability insurance certificate must accompany bidding documents.

Please direct bid questions to Mr. Shannon Carroll, Rehabilitation Officer at 501-340-5342.

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.

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.: _____

Tax I.D. #: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____, 2016

UNSIGNED COVER SHEETS STATEMENTS 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 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

Judy Woods
6536 Whippoorwill Lane
North Little Rock, AR. 72117
501-503-5921

Description of work

Item 1: Electrical

\$ _____ **A.** Install new smoke and carbon monoxide detectors hardwired to home electrical system in each bedroom (3) and living room(1), for a total of 4.

\$ _____ **B.** Install new matching range top, oven and ducted vent-a-hood in kitchen (comparable G.E, Whirlpool or Frigidaire).

\$ _____ **C.** Upgrade entire system to meet minimum electrical standards including but not limited to new new 200 amp main with minimum 16 slot power panel / meter loop with mast and point of attachment through roof located at South East corner of house. Leave existing panel as junction box and connect to new with 100 amp breaker. Install new light switch in storage room and relocate receptacle to East wall to be wired in to new power panel. Repair light fixture pull cord in Dining Room. Install new 52" 5-blade ceiling fans with light kits and wall switch in LR, RightFront and RightRear Bedrooms (3 total). Install breaker blank in kitchen utility room panel and 220v 10-3 w/ ground, 4 wire receptacle with new pigtail to dryer. Place loose wiring in sink compartment and dishwasher compartment in junction boxes. Install new dedicated circuits for refrigerator, microwave and outside HVAC compressor with GFCIs (exterior gfcI is to be in bubble cover). Replace all kitchen and bathroom receptacles with new GFCIs. Install new heat/fan/light units in both batrooms. Remove and dispose of all illegal wiring on exterior (specifically in back porch area) and install new wire, in conduit to all exterior lights, receptacles and fixtures (replace existing flood lights with new motion detector lights and install new light fixture in porch both on separate switches). Repair all deficiencies to assure that all receptacles, switches, fixtures and appliances have adequate electrical service.

Total Cost Item 1 Electrical: \$ _____

Item 2: Plumbing

Cost \$ _____ **A.** Install new 4" cast iron sewer line from main drain at house foundation to city main. Includes double throated cleanouts at foundation and at property line as required by NLRWW. Plumbing contractor shall file a request with NLR Waste Water, on behalf of the homeowner, to televisc the stub out at the main and determine if a new connection will be

required. If so, contractor shall be reimbursed the additional \$350 cost of said connection to be performed by NLRWW.

\$ _____ **B.** Install new minimum 3/4" schedule 40 PVC, PEX or soft copper water supply line from meter with shut-off, pressure regulator and check valve in box at foundation.

\$ _____ **C.** Install new water supply and drain lines under kitchen sink. Repair all leaks.

\$ _____ **D.** Bring existing water heater up to meet plumbing code including but not limited to expansion tank, leak pan and new t&p to exterior.

\$ _____ **E.** Repair toilet in 1/2 bath to flush and fill properly.

Total Cost Item 2 Plumbing: \$ _____

Deductive alternative to A: verify that existing sewer line is damage free cast iron to main. Arrange for NLRWW to televise as above. Install cap on existing cleanout at house and install new double-throated at property line.

Line item cost only: \$ _____

Deductive alternative to B: verify that existing water line is damage free copper, pex or pvc and meets NLR Plbg. Code per capacity and material. Install new shutoff, pressure regulator and check valve in box at foundation.

Line item cost only: \$ _____

Item 3 Interior Repairs

Cost \$ _____ A. Install two (2) new 9-lite, pre-hung steel entry doors, one (1) each at front and carport. Includes lock sets, deadbolts, thresholds, keys and all hardware. Paint with two (2) coats enamel or paint specifically for metal. Install 2 new storm doors, like existing, at front and carport entries.

\$ _____ **B.** Install new pre-hung hollow core door unit to kitchen utility room. Paint or stain as directed by owner.

\$ _____ **C.** Repair all damaged drywall in utility room, float all seams and paint entire room.

\$ _____ **D.** Install new shelves and doors with hardware to base cabinets where dishwasher was previously removed. Sand, stain and seal with polyurethane all new and existing components to match as close as possible. Install new closers, pulls, hinges, etc. where missing or damaged.

Total Cost item 3 Interior Repairs: \$ _____

Item 4 Exterior

Cost \$ _____ **A.** Paint all wood posts in front and all wood components on rear porch with two (2) coats exterior latex. Color shall be approved by owner. Replace all damaged, secure all loose components.

\$ _____ **B.** Cover all fascia, shingle mold, rakes, brick friez, trim, door and window facings with new .019" aluminum coil stock. Color shall be approved by owner.

\$ _____ **C.** Install one (1) layer of new extruded polystyrene insulation board, **minimum ½" thick, R-2.5**, as manufactured by **DOW Chemical Corp.** or equal, to cover all exterior non brick wall surfaces.

\$ _____ **D.** Install new minimum .043" thick vinyl siding, "**Royal Journeyman**" or equal, to cover all exterior non brick walls. Includes all starter strip, corner pieces, j-channel, etc. Install one (1) matching vinyl gable vent where existing.

\$ _____ **E.** Install new vinyl soffit panels to enclose all soffit around entire perimeter of house. Install perforated panels every 4'. Specifically includes carport ceiling.

\$ _____ **F.** Remove and dispose of all metal roof panels over rear porch. Utilizing existing framework install new porch cover over all existing areas currently covered. New cover shall be built as an extension of existing roof, maintaining appropriate fall to direct rainwater and debris away from house. New cover may be minimum 26 gage steel or decked and covered with *Flintlastic* or similar torchdown bitumen as per manufacturers instructions.

\$ _____ **G.** Install new rip resistant screening, *heavy duty phifer TuffScreen* or equal, to cover entire rear porch and door. Repair door to open/close and latch properly.

\$ _____ **H.** Install 4 new window screens where missing or damaged.

\$ _____ **I.** Locate and repair as many as 4 existing leaks in roof. Includes new matching shingles and or polybutyl sealant as necessary.

\$ _____ **J.** Install new seamless gutters around perimeter of house and rear porch. Install minimum of 4 downspouts with splash blocks to affectively move rainwater away from house. Install new maintenance free debris shields, *Gutter Helmet, Gutter topper*, or equal. This line item considered a deductive alternate and may be withdrawn from project if cost prohibitive.

Total Cost Item 4 Exterior: \$ _____

Item 5 Termite Treatment

Cost \$ _____ **A.** Treat structure with a termiticide in accordance with label instructions and Arkansas Plant Board regulations, by a licensed exterminator. Exterminator shall provide owner with a written warranty. **Owner shall have the option of continued yearly renewals at their own expense.**

Total Cost Item 5 Termite Treatment: \$ _____

GENERAL CONDITIONS OF WORK:

- A. All work shall be done in an expeditious and workmanlike manner and in strict accordance with ADFG General Specifications for Housing Rehabilitation, which establishes the quality of work, desired.
- B. Colors of materials (floor coverings, shingles, paints, stains, etc.) approved by the owner shall be selected from sample chart(s) of manufacturer's standard colors to be submitted to the owner by the contractor.

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- C. All appliances, furniture, fixtures, furnishings or finished surfaces, including grass, soil, driveways, Sidewalks, etc., which are disturbed, disconnected, moved or damaged by the contractor, shall be repaired, Replaced, reconnected or relocated by the contractor at no charge to the owner.
- D. All painting shall be free from brush strokes, roller marks, bubbles, dust or runs and shall provide uniform coverage, texture, and sheen.
- E. **NO LEAD BASED PAINT SHALL BE USED ON THIS PROJECT.**
- F. **BEFORE** any electrical/plumbing work is started, contractor shall furnish copy of permit and name/number of licensed electrician/plumber who is to perform the work.
- g. During construction, contractor shall maintain premises and related properties from accumulations of waste, debris, and rubbish caused by the operation.
- h. At completion of work, remove waste materials, rubbish, tools, equipment, machinery, and surplus materials due to completion of this contract.

**NOTE: All permits and inspections required for completion of the project, (I.e. building, electrical, plumbing, etc.) shall be the responsibility of the contractor.
Copies of all permits shall be submitted to the NLR CDA BEFORE work begins and copies of all final inspections shall be submitted to the NLR CDA upon completion.**

TOTAL PROJECT COST: \$ _____

Contractor _____

By _____

Title _____

Date _____

I have read the proposed specifications for the work to be done on my home and fully agree to these specifications and terms for receiving said work.

Judy F. Woods Date 8-16-16

Judy Woods, Homeowner

Shannon Carroll - Rehabilitation Officer