

CITY OF CONWAY
CITY OF CONWAY STREET DEPARTMENT
BID INVITATION

Bid Number: 2007- 33

BID OPENING LOCATION:
 City of Conway Mayor's Office
 1201 Oak Street

MAIL TO:
 City of Conway Mayor's Office
 1201 Oak Street

DELIVER TO:
 City of Conway Mayor's Office
 1201 Oak Street

Bid Opening Date: May 15, 2007 Time: 10:00AM Conway, AR 72032 Conway, AR 72032 Conway, AR 72032

Sealed bids for furnishing the commodities and/or services described below, subject to the Conditions on the reverse hereof and as may be attached hereto will be received at the above-noted mail and delivery locations until the above-noted bid opening date and time, and then publicly opened at the above-noted bid opening location. **Bids must be submitted on this form, with attachments when appropriate, or bids will be rejected. Late bids and unsigned bids will not be considered.**

In compliance with this Bid Invitation and subject to all the Conditions thereof, the undersigned offers and agrees to furnish any and all items upon which prices are quoted, at the price set opposite each item.

Company Name: _____

Name (Type or Print): _____

Address: _____

Title: _____

Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Federal Tax ID or Social Security No.: _____

Signature: _____

photocopied) and in ink. Unsigned bids will be rejected.

Signature must be original (not

Item No.	Description	Quantity	Unit	Unit Price	Amount
1.	<u>CONWAY STREET DEPARTMENT UTILITY VEHICLE</u> Four Wheel Dive Four Door Compact Utility Vehicle (equal to a Jeep Liberty) as detailed on the attached specifications. FOB: – CITY OF CONWAY Street Department Proposed Equipment to Be furnished Make _____ Model _____	1	EACH		
				TOTAL AMOUNT BID	

For clarifications or questions regarding this project contact Ronnie Hall, 100 East Robins Street, Conway, Arkansas 72032, phone 501-450-6165.

CONDITIONS

1. **ACCEPTANCE AND REJECTION:** The City of Conway (reserves the right to reject any or all bids, to accept bids in whole or in part (unless otherwise indicated by bidder), to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications where efficiency of operation will not be impaired, and to award bids to best serve the interest of the City of Conway.
2. **PRICES:** Unless otherwise stated in the Bid Invitation, the following will apply: (1) unit prices shall be bid, (2) prices should be stated in units of quantity specified (feet, each, lbs., etc.), (3) prices must be F.O.B. destination specified in bid, (4) prices must be firm and not subject to escalation, (5) bid must be firm for acceptance for 30 days from bid opening date. In case of errors in extension, unit prices shall govern. Discounts from bid price will not be considered in making awards.
3. **BID BONDS AND PERFORMANCE BONDS:** If required, a **Bid Bond** in the form of a cashier's check, certified check, or surety bond issued by a surety company, in an amount stated in the Bid Invitation, must accompany bid. **Personal and company checks are not acceptable as Bid Bonds.** Failure to submit a Bid Bond as required will cause a bid to be rejected. The Bid Bond will be forfeited as liquidated damages if the successful bidder fails to provide a required Performance Bond within the period stipulated by CITY OF CONWAY or fails to honor their bid. Cashier's checks and certified checks submitted as Bid Bonds will be returned to unsuccessful bidders; surety bonds will be retained. The successful bidder will be required to furnish a **Performance Bond** in an amount stated in the Bid Invitation and in the form of a cashier's check, certified check, or surety bond issued by a surety company, unless otherwise stated in the Bid Invitation, as a guarantee of delivery of goods/services in accordance with the specifications and within the time established in the bid. **Personal and company checks are not acceptable as Performance Bonds.** In some cases, a cashier's check or certified check submitted as a Bid Bond will be held as the Performance Bond of the successful bidder. Cashier's checks or certified checks submitted as Performance Bonds will be refunded shortly after payment has been made to the successful bidder for completion of all terms of the bid; surety bonds will be retained. Surety bonds must be issued by a surety company authorized to do business in Arkansas, and must be signed by a Resident Local Agent licensed by the Arkansas State Insurance Commissioner to represent that surety company. Resident Agent's Power-of-Attorney must accompany the surety bond. Certain bids involving labor will require Performance Bonds in the form of surety bonds only (no checks of any kind allowed). In such cases, the company issuing the surety bond must comply with all stipulations herein and must be named in the U. S. Treasury listing of companies holding Certificates of Authority as acceptable sureties on Federal Bonds and as acceptable reinsuring companies. Any excess between the face amount of the bond and the underwriting limitation of the bonding company shall be protected by reinsurance provided by an acceptable reinsuring company.
4. **TAXES:** The CITY OF CONWAY is not exempt from Arkansas State Sales and Use Taxes, or local option city/City of Conway sales taxes, when applicable, and bidders are responsible to the State Revenue Department for such taxes. These taxes should not be included in bid prices, but where required by law, will be paid by the CITY OF CONWAY as an addition thereto, and should be added to the billing to the CITY OF CONWAY. The CITY OF CONWAY is exempt from Federal Excise Taxes on all commodities except motor fuels; and excise taxes should not be included in bid prices except for motor fuels. Where applicable, tax exemption certificates will be furnished by the CITY OF CONWAY.
5. **"ALL OR NONE" BIDS:** Bidders who wish to bid "All or None" on two or more items shall so stipulate on the face of bid sheet; otherwise, bid may be awarded on an individual item basis.
6. **SPECIFICATIONS:** Complete specifications should be attached for any substitution or alternate offered, or where amplification is necessary. Bidder's name must be placed on all attachments to the bid.
7. **EXCEPTIONS TO SPECIFICATIONS:** Any exceptions to the bid specifications must be stated in the bid. Any exceptions to manufacturer's published literature must be stated in the bid, or it will be assumed that bidder is bidding exactly as stated in the literature.
8. **BRAND NAME REFERENCES:** All brand name references in bid specifications refer to that commodity or its equivalent, unless otherwise stated in Bid Invitation. Bidder should state brand or trade name of item being bid, if such name exists.
9. **FREIGHT:** All freight charges should be included in bid price. Any change in common carrier rates authorized by the Interstate Commerce Commission will be adjusted if such change occurs after the bid opening date. Receipted common carrier bills that reflect ICC authorized rate changes must be furnished.
10. **SAMPLES AND LITERATURE:** Samples or technical literature must be provided within 14 days of CITY OF CONWAY request unless CITY OF CONWAY extends time. Failure to provide samples or literature within this period may cause bid to be rejected. When required, samples of items must be furnished free of charge, prior to or after the opening of bids, and, if not destroyed, will be returned upon request at the bidder's expense. Each individual sample must be labeled with bidder's name and item number. Request for return of samples must be made within 10 days following submission of sample. Samples from successful bidders will be retained for comparison with items actually furnished.
11. **GUARANTY:** Unless otherwise indicated in Bid Invitation, it is understood and agreed that any item offered or shipped on this bid shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.
12. **BACKORDERS OR DELAY IN DELIVERY:** Backorders or failure to deliver within the time required may constitute default. Vendor must give written notice to the CITY OF CONWAY, as soon as possible, of the reason for any delay and the expected delivery date. The CITY OF CONWAY has the right to extend delivery if reasons appear valid. If reason or delivery date is not acceptable, vendor is in default.
13. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance by CITY OF CONWAY after delivery. Default in promised delivery or failure to meet specifications authorizes the CITY OF CONWAY to cancel award or any portion of same, to reasonably purchase commodities or services elsewhere and to charge full increase, if any, in cost and handling to defaulting vendor. Applicable bonds may be forfeited.
14. **ETHICS:** *"It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business."* (Arkansas Code, Annotated, Section 19-11-708).

ACCEPTANCE (City of Conway Use Only)

Bid No. #2007-33 is hereby accepted for the item "4-Wheel Drive, 4-Door Compact Utility Vehicle " as detailed on the bid form, specification and plans.

Date _____ By _____
Mayor, City of Conway

City of Conway, Arkansas
Specifications for Bid No. 2007- 33
Compact 4 WD 4 Door Utility Vehicle
For Street Department

Compact Four (4) Wheel Drive Four Door Utility Vehicle (State bid Type PFA) conforming to following Specifications.

Standard Equipment with the following features and options:

- a. Air conditioning: all weather, factory installed and all tinted glass with standard tint.
- b. Alternator: minimum 95 amperes.
- c. Antifreeze: serviced to -29°C (-20°F) or lower.
- d. Battery: maintenance free, type recommended by manufacturer for vehicle as equipped.
- e. Bumpers: standard front, heavy duty step type rear.
- f. Cooling system: heavy duty, including heavy duty radiator, heavy duty fan, and factory installed coolant recovery system.
- g. Differential: ratio as recommended by manufacturer.
- i. Engine: 6 cylinder for gasoline fuel, a minimum of 3.7 L
- j. Insulation: top, including full length headliner; sides, including trim panels; may be dealer installed if equivalent in quality to standard type offered by vehicle manufacture.
- k. Hubs: automatic locking
- l. Inside hood latch control
- m. License plate brackets: front and rear
- n. Stabilizer equipment front.
- o. Mirrors: two (2) outside, low mount, right and left with one interior center mount.
- p. Operator's manual
- q. Paint: white exterior color.
- r. Power brakes: factory installed
- s. Power steering: factory installed
- t. Radio: factory installed in dash AM/FM
- u. Suspension and Shocks: Type recommended by manufacturer for vehicle as equipped
- v. Tires: four (4) radial, tubeless, with spare, type recommended by manufacturer for vehicle as equipped.
- x. Transmission: automatic, with minimum of three (3) forward speeds and one (1) reverse.
- y. Upholstery: manufacturer's standard materials and gray color.
- z. Doors: Four doors with electric locks and power windows.
- aa. Windshield washer and two speed wipers.
- bb. Seats: Bucket or split bench in front, fold down bench in rear with seat belts for all seats.
- cc. Skid Plate