



City of Conway - Mayor's Office  
[www.cityofconway.org](http://www.cityofconway.org)

**Invitation and Bid 2007-42**

**INVITATION**

**TO THE VENDOR ADDRESSED:**

Bidders are invited to furnish the items listed herein in accordance with the terms and conditions attached. **Sealed** bids must be in the Mayor's Office (1201 Oak Street) no later than **10 am, Friday, July 6<sup>th</sup>, 2007** at which time all bids will be opened and read in the Downstairs Conference Room in City Hall. Successful bidders will receive purchase order, if necessary within 30 days after approval from City Council. **Unsigned bids will be rejected.**

**City of Conway Parks & Recreation**  
**Additional Office Space**  
**Don Owens Sports Center**

The City of Conway - Parks and Recreation Department are requesting sealed bids on construction of additional office space.

**SCOPE OF WORK:**

Construct six (6) additional offices and a conference room in an existing 25' x 51' Meeting Room at the Don Owens Sport Center.

**TYPE OF CONSTRUCTION:**

- Metal studs on 16" O.C.
- ½" Sheetrock.
- 36" metal hollow core doors and jambs (like existing doors thru-out the building).
- Lever style door knobs with keyed privacy locks on each door (also like existing).
- Box out around the three (3) existing metal I-Beams with drywall.
- All walls to be insulated to make sound proof.

- 4" vinyl baseboards to be installed.
- Sheetrock finishing and painting will be part of this bid.
- Paint should be two (2) coats of semi-gloss enamel on sheetrock, doors and trim.
- Existing floor tile to remain (Care should be taken to protect).
- Existing ceiling tile to remain (Care should be taken to protect).
- Electrical will be furnished and installed by Owner.
- Cable and phone drops furnished and installed by Owner.
- All sprinkler heads to be relocated by Owner.
- All HVAC work to be completed by Owner.

**SPECIAL TERMS AND CONDITIONS:**

1. Contractor responsible for getting building permits, etc.
2. All work to be coordinated with Owner.
3. Work must be completed on or before August 24, 2007.
4. All workmanship and materials to comply with accepted industry standards, codes and with requirements of the plans and specifications. Using material different from existing, will require prior approval from Owner's Representative.
5. The contractor will be responsible for keeping area clean.
6. See attached plans.

If we can be of any assistance or you have any questions please feel free to call:

Parks Dept. Contact Person: Jim Elliott  
Phone Number: 501/733-4279  
Fax Number: 501/450-6189

*Please be sure to include all charges, including taxes, shipping and freight (if applicable)*

**City of Conway -Parks Department**  
**Don Owens Sports Center**  
**Additional Office Space Renovation**  
**Bid Number: 2007-42**  
**Bid Opening Date: July 6, 2007**

**Total cost of all renovations** \$ \_\_\_\_\_

*Unsigned bids will be rejected:*

Authorized Agent Bidding on this project:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative Name

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Address Email Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number Fax Number

\_\_\_\_\_  
Date

**City of Conway**  
**TERMS AND CONDITIONS**

**Important – Read Carefully**

By Submission of bid, bidder certifies that he has read all terms and conditions and that bid is submitted in accordance therewith.

1. Prices quoted will be considered to be net prices unless otherwise stated by the bidder. Cash discounts requiring payments in less than 30 days will not be considered in making awards.
2. Prices quoted shall be FOB Conway unless otherwise specifically stated on proposal. In either case, delivery charges must be prepaid.
3. All fees and taxes shall be included in prices quoted.
4. Bidder certifies that he will make delivery of items for which he bids within 10 days after receipt of award – unless otherwise specifically stated. Time of delivery in excess of 10 days may be considered a factor in making awards.
5. In case of default of contractor in making deliveries as per contract, the City may procure the articles or services from other sources and hold the contractor responsible for all excess costs occasioned thereby. Bidder's record as to satisfactory performance under previous contracts will be considered a factor in making awards and retention on bid lists.
6. The City reserves the right to reject any or all bids, in part or in whole and to waive information in bids received.
7. If not otherwise specified, bidder must furnish brand names with catalog number, if any, on items which are offered as "equal." In all such cases the burden of establishing equality is upon the bidder and failure to do so within a reasonable time may result in rejection. Alternative bids will not be considered unless no other type bid for the item is received.
8. In the case of equal or tie bids, preference will be given to Arkansas bidders. Other than as stated in the first sentence, awards on tie bids will be made at the discretion of the purchasing official. In such cases, "splitting" will be avoided and awards of previous contract(s) to one or more of the bidders will not be a factor.
9. In the event that bidder is unable to furnish all of an item, bids on portions thereof may be considered.
10. Final inspections and acceptance or rejection will be made after delivery. Items rejected because of non-conformance shall be removed and replaced immediately with those which meet specifications, all at the expense of the contractor. In the event that necessity requires the use of non-conforming items, payment therefore will be made at a proper reduction in price which shall be not greater than contractor's actual cost by purchase, fabrication, manufacture or other production method plus transportation paid to carriers. All costs in connection with testing items that do not meet specifications shall be paid by contractor.
11. Quality, time of performance, probability of performance, and location of bidder will be factors in awards of all contracts.
12. The City reserves the right to purchase any, all or none of the items listed, in combinations thereof that may be in the best interest of the City of Conway.
13. The City reserves the right to change any specifications, terms and/or conditions at any time, with adequate notice in writing to bid invitees of those changes, if any.
14. The City is qualified for "GSA" pricing schedules, if available and applicable.
15. The City reserves the right to waive any informalities or minor defects, but this shall not be construed to indicate waiver of any specification, term and/or condition unless in the best interest of the City in the judgment of the City.
16. **CONSTRUCTION/INSTALLATION:** Any construction work that is worth \$20,000 or more must comply with Arkansas Code Annotated § 22-9-204.
17. **PROHIBITED INTEREST CONDITION:** No official of the City authorized on behalf of the City to specify, plan, design, negotiate, make, accept or approve, or take part in specifying, planning, negotiating, making, accepting or approving any construction or material purchase contract or any subcontract in connection with any purchase made by the City of Conway shall become directly or indirectly interested personally in the purchase in the purchase or any part thereof.
18. **EQUAL OPPORTUNITY IN EMPLOYMENT:** All qualified bidders will receive consideration without regard to race, color, religion, sex, age, disability or national origin.

