



CITY OF CONWAY
1201 Oak Street
Conway, Arkansas 72032

Invitation and Bid 2007-52

**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, Thursday, November 1st, 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.

**Bid Specifications for (2) HVAC Units for the Guy Murphy
Building**

The City of Conway is soliciting bids to replace two HVAC Units at the Guy Murphy Building, located at 1234 Main Street, Conway, AR 72032

MINIMUM SPECIFICATIONS ARE AS FOLLOWS:

- Remove existing units and curbs.
- Install two (2) heat pump systems:
 - One (1) 5-ton roof top package unit and
 - One (1) 2-ton roof top package unit.
- Install new curbs for each unit.
- Install new and modify existing duct work, as needed.
- Install new ceiling grills and diffusers.
- Install a new digital thermostat for each unit. Install control wiring, as needed.

- Furnish all equipment, materials and perform all labor necessary for the completion of HVAC work.
- Remove all debris from job site.
- Contractor will consult and coordinate installation of HVAC with roofing contractor.
- All work will meet all state and local codes and comply with manufacturer's recommendations.
- Five (5) year manufacturer's warranty.
- Five (5) year contractor's warranty.

The bidder shall include all charges, including taxes, fees, shipping (if applicable)

In submitting this bid, it is understood by the undersigned Bidder that the right is reserved by the City of Conway to reject any and all bids.

Contact person:
Amanda Stanton / Jan Meeks
City of Conway Attorney's Office
501.450.6193

Bid specifications can be obtained from our website:
www.cityofconway.org
City of Conway - Guy Murphy Building (2 HVAC Units)

Bid Number: 2007-52
Bid Opening Date: Thursday, November 1st, 2007

Total Cost (2) HVAC Units
Guy Murphy Building

\$ _____

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

Please feel free to submit additional information on this bid on a separate piece of paper; however this sheet has to be included & signed.

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 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.