



City of Conway - Mayor's Office  
1201 Oak Street  
Conway, AR 72032  
[www.cityofconway.org](http://www.cityofconway.org)



**Invitation and Bid - 2009-23**

**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 Office of the Mayor no later than **10:00 am, Friday, March 27<sup>th</sup>, 2009** 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 the City Council approval. Unsigned bids will be rejected.**

**City of Conway Planning & Development Department  
Renovation Plans & Specifications**

**BID SPECIFICATIONS ATTACHED**

**Additional Information**

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

The bidder needs to include an anticipated delivery date. (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 Information: Bryan Patrick  
Planning & Development Director  
[bryan.patrick@cityofconway.org](mailto:bryan.patrick@cityofconway.org)  
(501)450-6105

Bid Specifications can be obtained from our website:

[www.cityofconway.org](http://www.cityofconway.org)

**\*\*Please be sure to mark envelope:  
Bid Number 2009-23  
Bid Opening Date: Friday, March 27<sup>th</sup>, 2009**



City of Conway Planning & Development  
2009-22 Renovations/Demolition  
Bid Opening Date: Friday, March 27<sup>th</sup>, 2009  
City Hall - Downstairs Conference Room @ 10:00am  
[www.cityofconway.org](http://www.cityofconway.org)

***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 should be included & signed with any bid submitted.**

## 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.

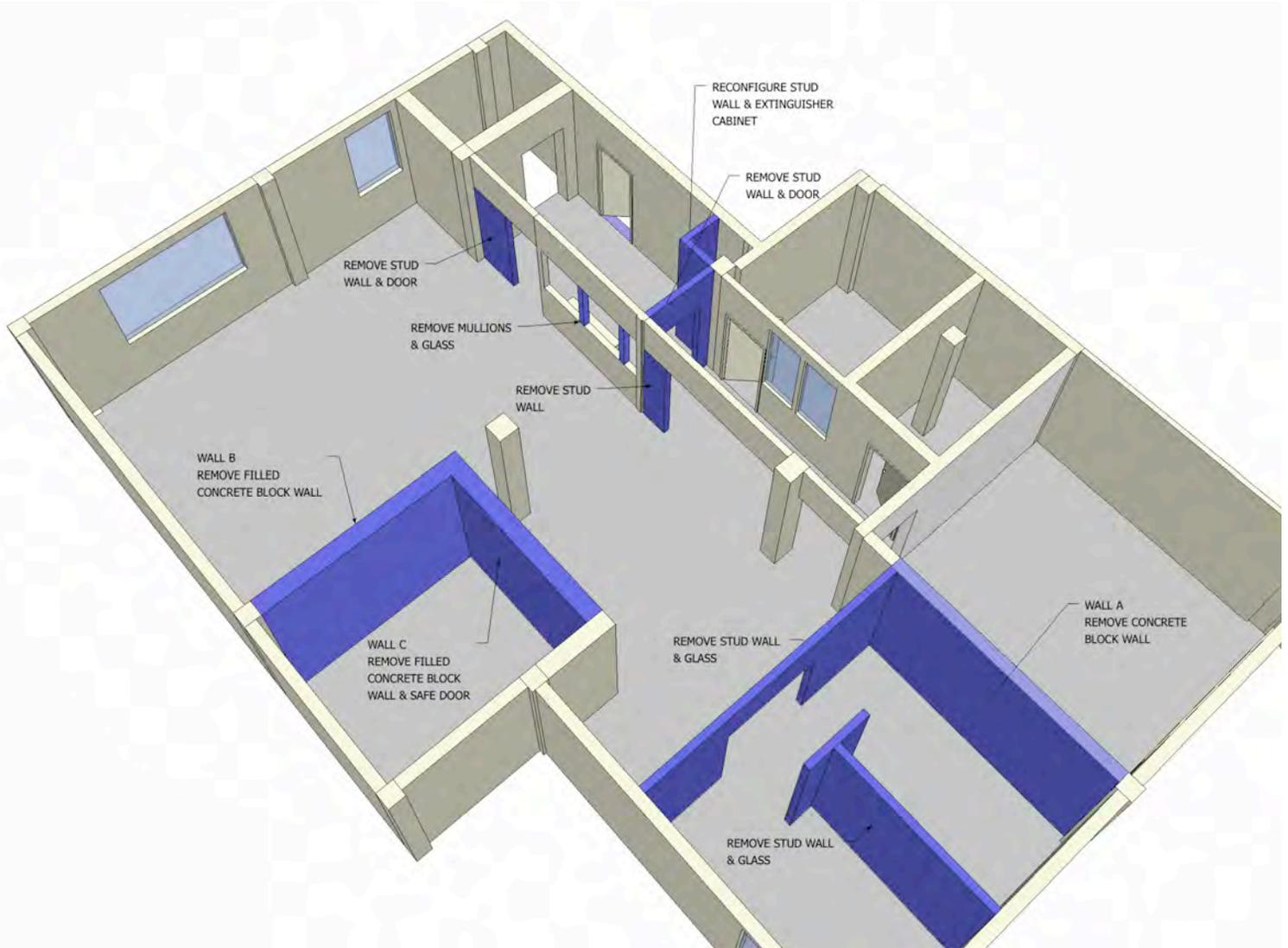
# Planning and Development Department Renovation Plans and Specifications **Demolition and Construction**

Second Floor  
City Hall  
1201 Oak Street  
Conway AR

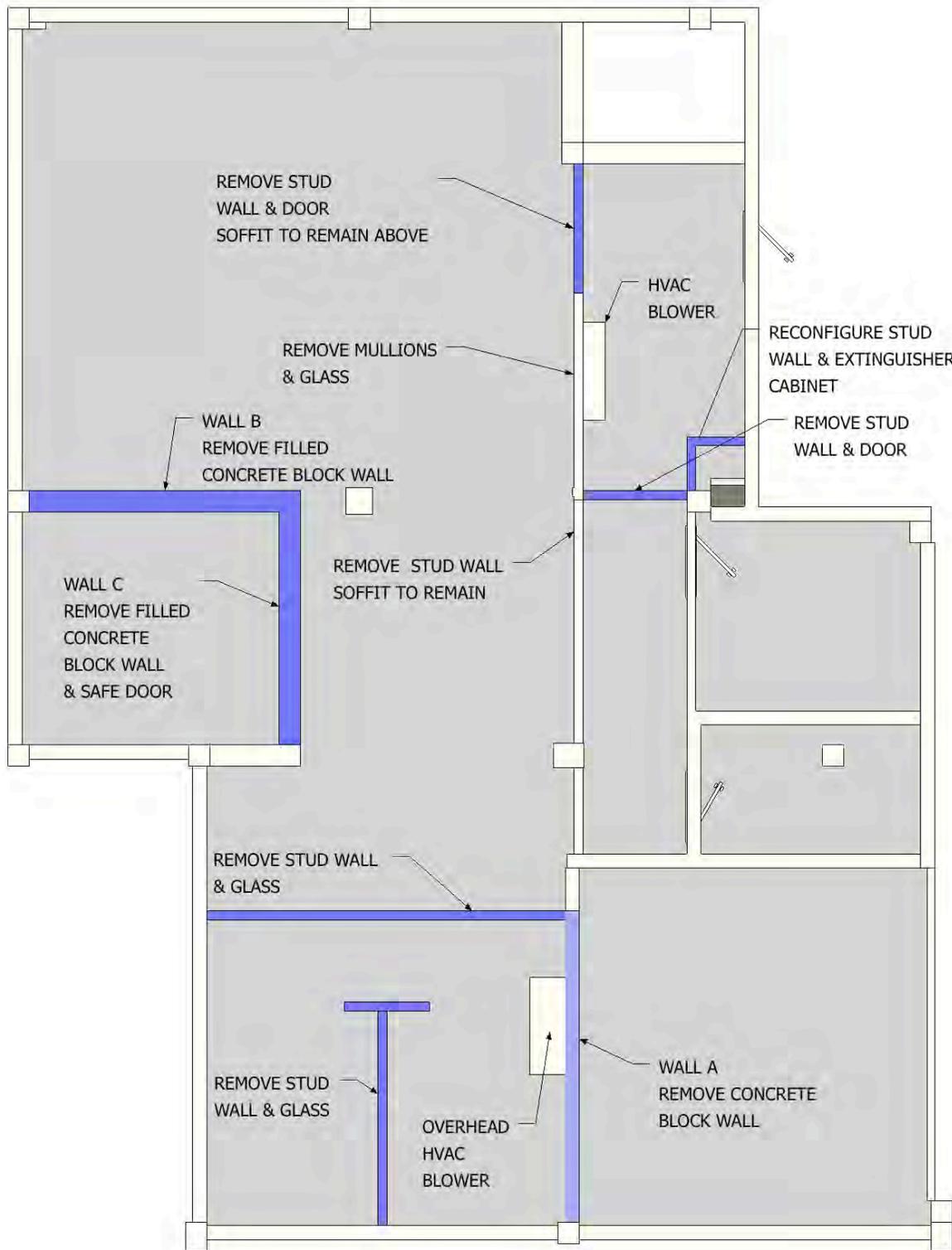
## SPECIFICATIONS:

Bidder is encouraged to make on-site inspection to access scope of work to be done.

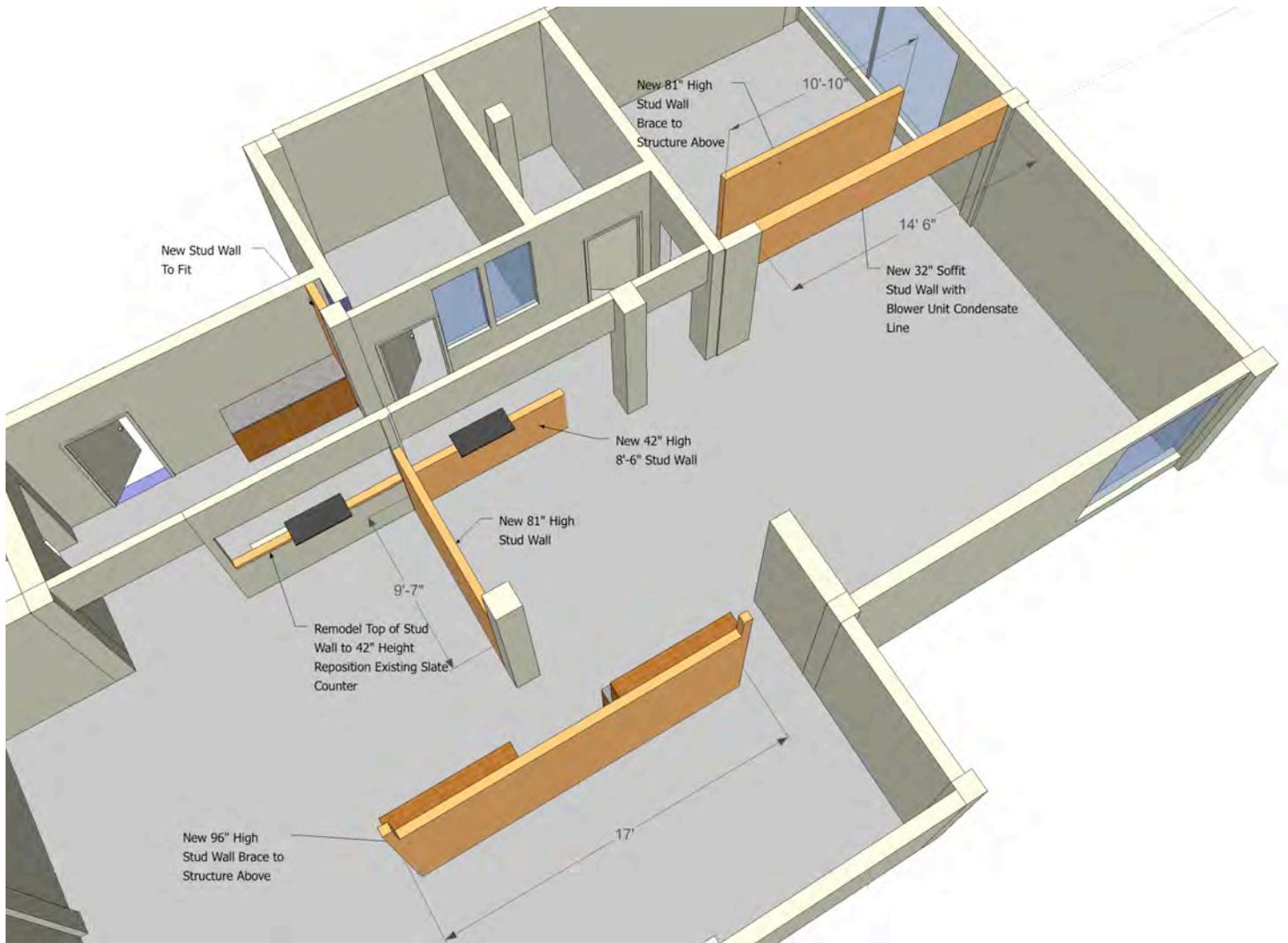
1. New carpet in office areas approximately 1600 square feet - commercial carpet squares - Flor Early Adopter or equivalent.
2. New vinyl commercial floor moulding to match carpet
3. Vinyl tile in hallway approximately 200 square feet - clean up existing or replace
4. Remove hallway wall studs and windows except for approximately 9 feet of wall behind HVAC blower unit. Add additional structure to remaining wall to achieve a 42" high wall. Reattach existing slate window counter.
5. Shore up hallway overhead soffit as needed.
6. Construct typical stud/drywall wall 81" high by 10 feet long in reception area
7. Construct typical stud/drywall wall 96" high by 17 feet long in copier area. Brace to structure above. Power should be run through bracing structure.
8. Construct typical stud/drywall wall 96" high by 10'-10" feet long in Director's office. Brace to structure above. Power should be run through bracing structure.
9. Remove walls and glass in Planner area
10. Rework suspended ceiling grid as needed and construct new suspended ceiling in vault area.
11. Kitchen style cabinets/cupboards in copier area with 42" high counter tops. Cabinets must be quality grade cabinets - not economy. Quality stain/clear finish. Color to be determined.
12. 42" high cabinet in hallway/reception area. Cabinet must be quality grade cabinet - not economy. Quality stain/clear finish. Color to be determined.
13. Rework chase/fire extinguisher cabinet in hallway area. Reduce size to minimum required.
14. Remove concrete block wall and door on east side (Wall A on plans). All concrete blocks are to be removed except for approximately 36" portion of block wall with roof drain chase. Construct 32" stud/drywall soffit. Relocate HVAC blower unit condensation drain through new soffit and drop through floor to chase below.
15. Remove north and west vault concrete block walls and door (Wall B & C as shown in plans). East wall must remain to accommodate roof drain.
16. Rework electric outlets / computer network ports / telephone jacks as needed. 2 new drop in fluorescent fixtures.
17. Painting and wall covering as needed
- 18. Time Frame - Forty Five days for demolition, construction, clean-up, and completion**
19. Field Inspection - An on-site inspection of the space is required to assess any difficulties with deliveries or removal of demolition
20. Phased construction may be required



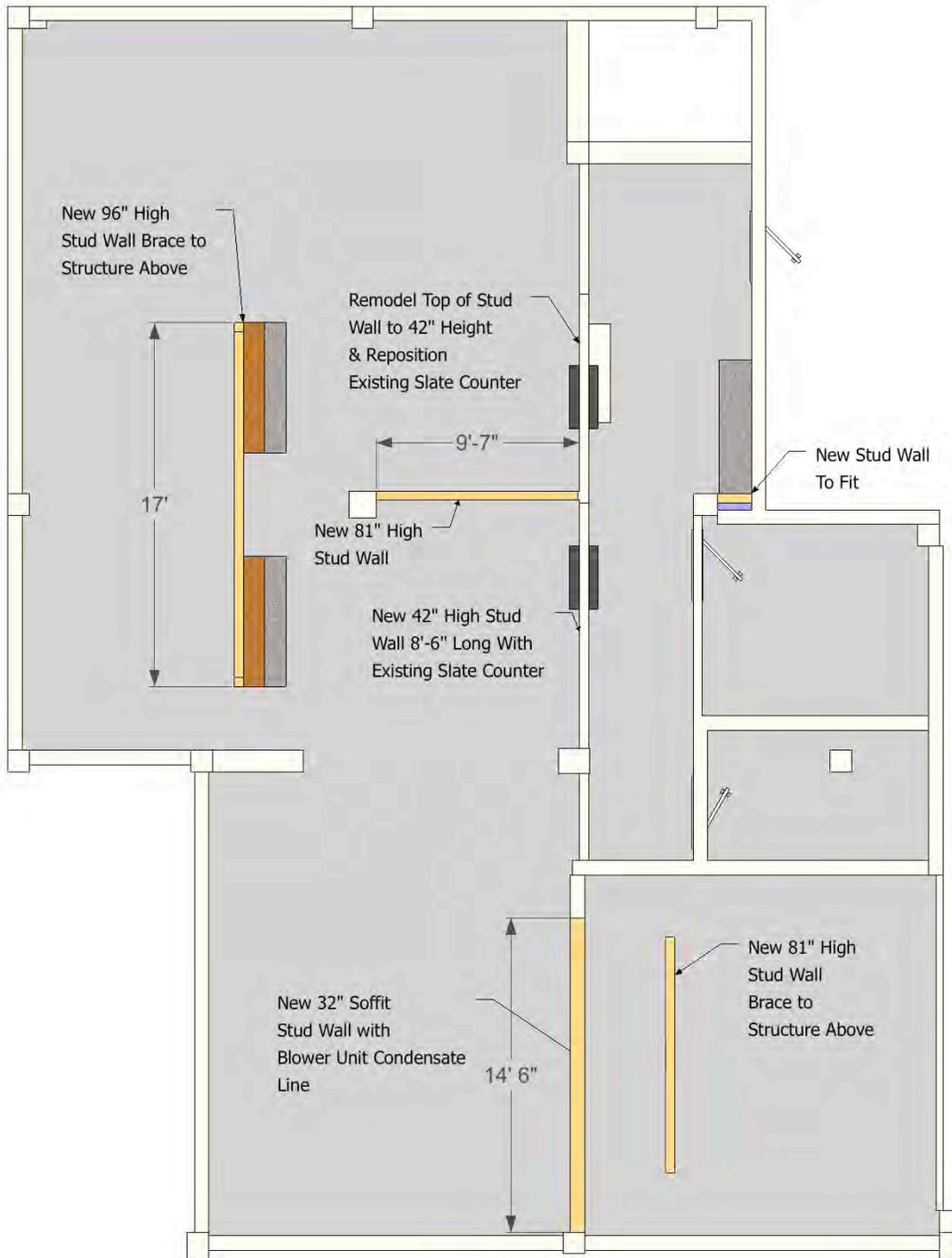
Demolition - Perspective View



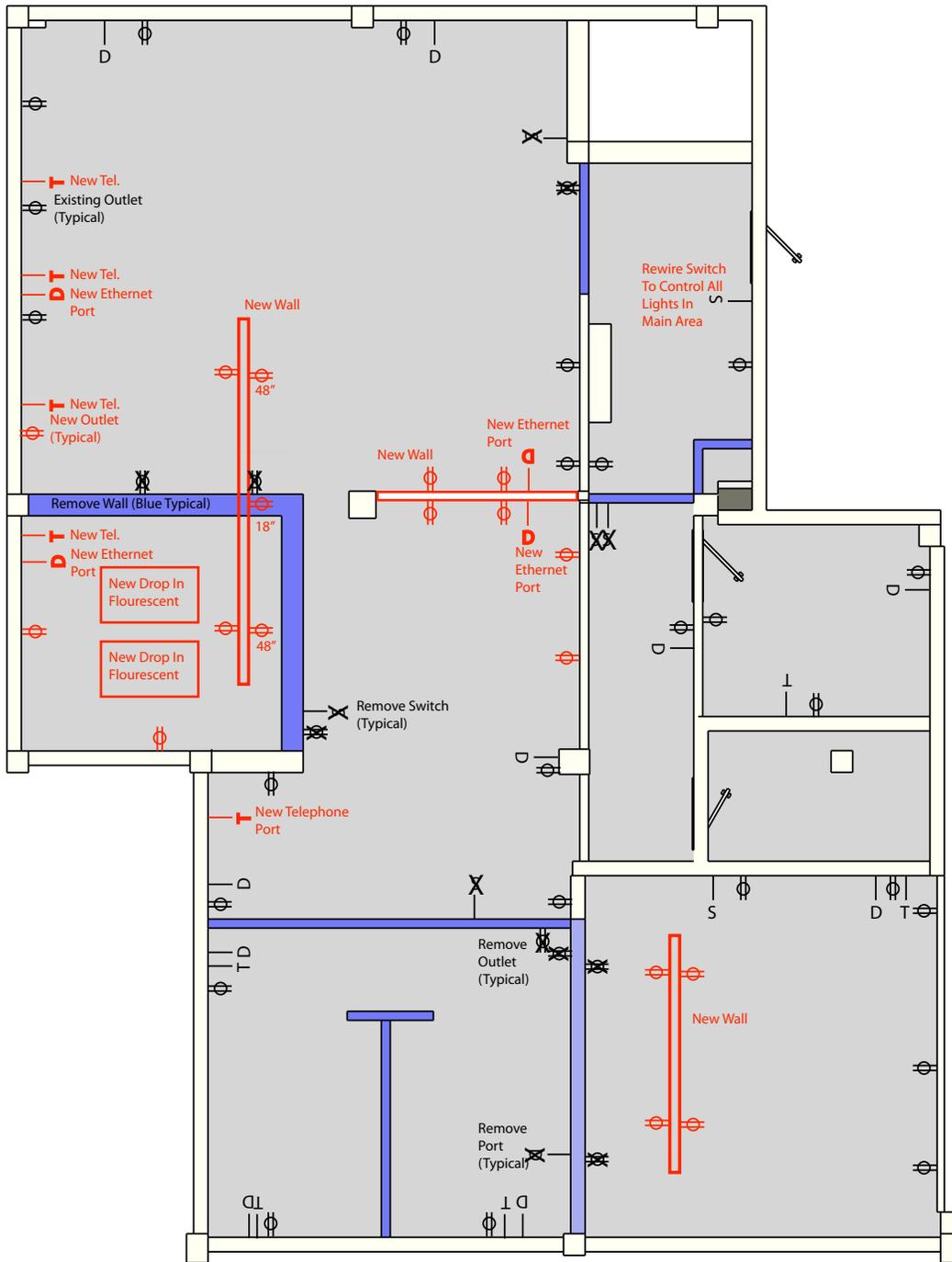
Demolition - Plan View



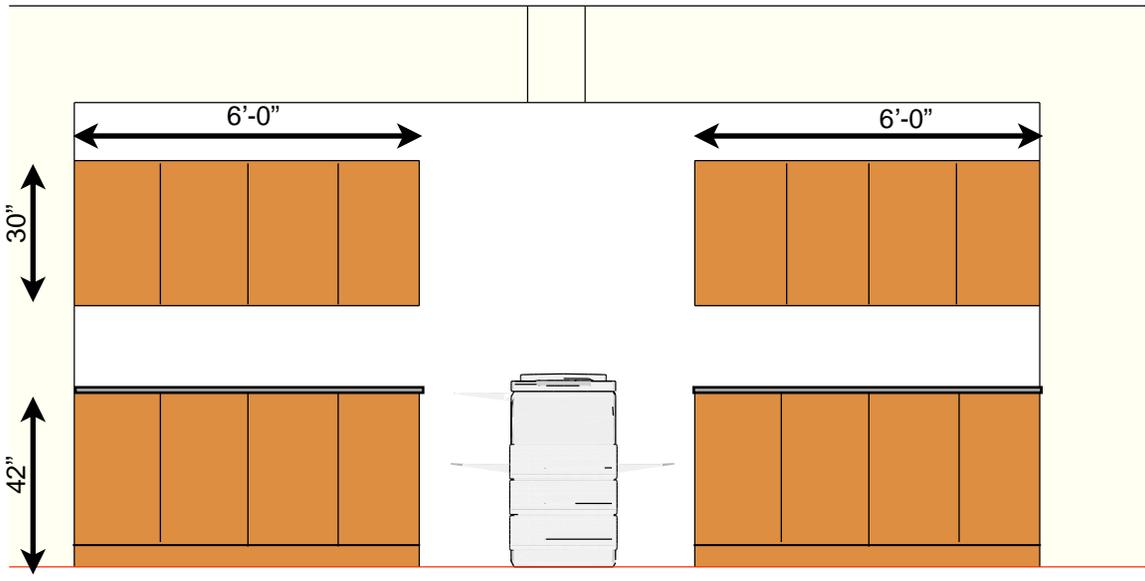
New Wall Construction - Perspective View



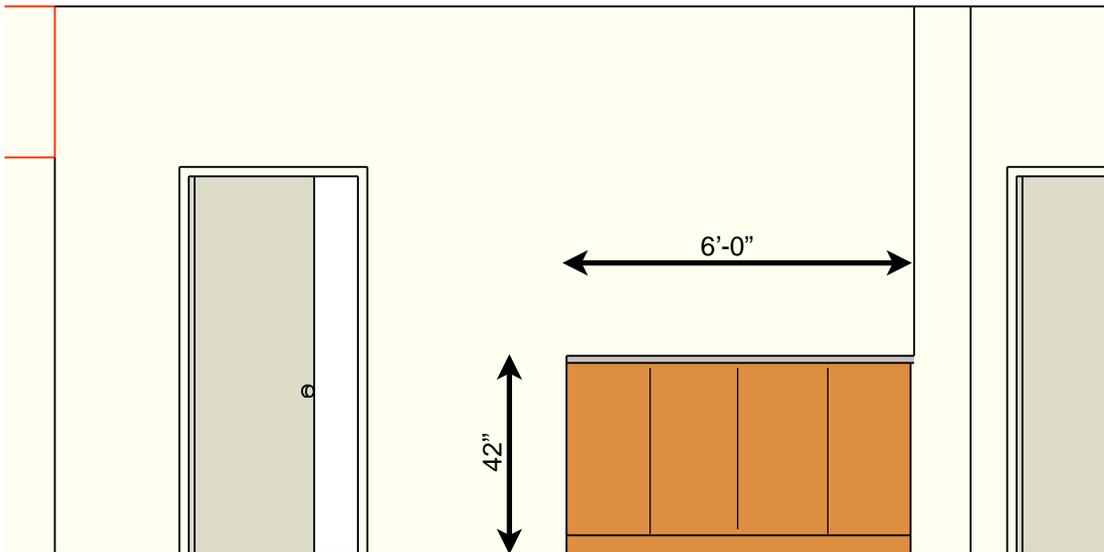
New Wall Construction - Plan View



**Electric/Data/Telephone Remodel Plan**  
 Planning & Development Department  
 Not to Scale



Copier Area



Reception Area

Cabinet Elevations