



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



**Invitation and Bid – 2011-21**

**INVITATION**

**TO THE VENDOR ADDRESSED:**

Bidders are invited to offer to purchase the items listed herein in accordance with the terms and conditions attached. Sealed bids must be in the Office of the Mayor no later than 10 am, Wednesday, June 1<sup>st</sup>, 2011 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**

**BID SPECIFICATIONS**

**FUEL CARD SYSTEM**

### **Minimum Bid Requirements**

The bid must reflect the TOTAL cost to the city, including shipping and taxes).  
Bids will be awarded by comparing the TOTAL cost to the city.

- Ability to be used at minimum of 10 locations within Conway with five of those locations being 24 hour facilities.
- Monthly billing
- We are not charged federal tax
- Ability to control access through PIN numbers and vehicle numbers
- No charge for initial issue of cards or for replacement cards
- Ability to limit what is purchased with card to only fuel
- Mileage and fuel usage statement for each vehicle provided via website

**City of Conway**  
**Additional Information**

**The bidder shall include all charges, including taxes, fees, freight, and 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 Information:  
Maj. Joe Taylor  
Conway Police Department  
501.450.6120

[Joe.taylor@cityofconway.org](mailto:Joe.taylor@cityofconway.org)

Bid Specifications can be obtained from our website:

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

*If you have any questions regarding submission of bids, please contact Felicia Rogers @ 501.450.6110. All bids must be sealed.*

*No faxed, emailed or late bids will be accepted.*

*As always the City of Conway appreciates your business.*

**City of Conway – Mayor’s Office**  
**2011-21 – Fuel Card System**  
**Bid Opening Date: Wednesday, June 1<sup>st</sup>, 2011**  
**City Hall - Downstairs Conference Room @ 10:00am**

***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 – Mayor’s Office**  
**Terms & Conditions**  
**[www.cityofconway.org](http://www.cityofconway.org)**  
**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 charges including taxes, shipping, freight, and any miscellaneous taxes shall be included in prices quoted, if applicable.
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. **Arkansas Prevailing Wage Law A.C.A. §22-9-301 through 3-15:** The City of Conway, general contractors or any subcontractors is subject to the Arkansas Prevailing Wage Law, A.C.A. **§22-9-301 through 3-15.** The Labor Standards Division enforces laws related to [prevailing wage](#) (PDF). Arkansas's prevailing wage law is commonly referred to as the "little Davis-Bacon Act." The law requires the division to issue a wage determination for each public works project where the cost of all labor and materials exceeds \$75,000. *Exemptions are public school construction; work done for or by any drainage, improvement, or levee district; highway, road, street or bridge construction and maintenance, or related work contracted for or performed by incorporated towns, cities, counties, or the Arkansas Highway Department.* If you need a copy of the Prevailing wage Regulation and Laws that are required; this information is available at [http://www.arkansas.gov/labor/pdf/prevailing\\_wage\\_regs.pdf](http://www.arkansas.gov/labor/pdf/prevailing_wage_regs.pdf).
18. **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.
19. **EQUAL OPPORTUNITY IN EMPLOYMENT:** All qualified bidders will receive consideration without regard to race, color, religion, sex, age, disability or national origin.