CITY OF LITTLE ROCK, ARKANSAS

INVITATION TO BID

FOR

Annual Contract for NON OEM Light Duty Vehicle Repair Parts

BID #C15013

ITB Issue Date:
6/24/15

Responses Due By:
2:00 p.m. on July 15, 2015

Pre-Bid Meeting:
No

INVITATION TO BID
CITY OF LITTLE ROCK
ARKANSAS

SUBMIT BIDS TO:
City Hall, Suite 300
500 West Markham
Little Rock, AR 72201
Phone 501-371-4560

BID NUMBER: **C15013**	**DATE ISSUED:** **06/24/15**	**DATE & TIME OF BID OPENING:** **07/15/15 @ 2:00 PM**
COMMODITY CLASSIFICATION: **Annual Contract for NON-OEM Light Duty Vehicle Repair Parts**	**BUYER:** **Louise Drayton**	**DELIVERY REQUIRED:** **As Needed**
F.O.B.: **City of Little Rock** **Fleet Services Division** **3314 J. E. Davis** **Little Rock, AR 72209**	**BUYERS PHONE:** **501-371-4560**	**BIDDERS DELIVERY DATE:**

It is the intent of this Invitation to Bid to solicit and obtain competitive bids in order to establish an annual contract for the purchase of NON-OEM Light Duty Vehicle Repair Parts for the City of Little Rock Fleet Services.

This contract will be for one year. Upon agreement of both parties it can be extended yearly for two (2) additional years.

AS PER ATTACHED SPECIFICATIONS

For additional information contact Anthony Bell @ 501-918-4207.

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

NOTICE

The City of Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

CASH DISCOUNT _____%_____

EXECUTION OF BID

Upon signing this Bid, the bidder certifies that they have read and agree to the requirements set forth in this bid proposal including specifications, conditions and pertinent information regarding the articles being bid on, and agree to furnish these articles at the price stated.

UNSIGNED BIDS WILL BE REJECTED **BIDS MUST BE SEALED** **FAXED BIDS WILL NOT BE ACCEPTED**		
NAME OF FIRM:	**PHONE NUMBER:**	**FAX NUMBER:**
BUSINESS ADDRESS:	**CITY:**	**STATE & ZIP:**
SIGNATURE OF AUTHORIZED PERSON:	**TITLE:**	**DATE:**

TERMS AND STANDARD CONDITIONS
CITY OF LITTLE ROCK, ARKANSAS
PLEASE READ CAREFULLY

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."

2. Prices quoted are to be net prices, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.

3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.

4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by the item in the "Invitation to Bid," and descriptive literature be submitted with the bid.

5. The City reserves the right to reject any and all bids.

6. The Purchasing office reserves the right to award items, all or none, or by line items (s).

7. Quality, time and probability of performance may be factors in making an award.

8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the City Purchasing Division.

9. Bidder must submit a completed, signed copy of the front page of the "Invitation to Bid," and must submit any other information required in the "Invitation to Bid".

10. **As a condition for doing business with the City of Little Rock, the contractor shall not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or genetic information and shall require such compliance in agreements with subcontractors and sub-subcontractors.**

11. Sales or Use Tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although Use Tax is not to be included in the bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.

12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated City facility in Little Rock. Charges may not be added after the bid is opened.

13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Purchasing Division.

14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price, other than designated brands and/or models approved as equal to designed products shall receive equal consideration.

15. Samples of items when required must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.

16. Bids received after stated time for opening will not be considered.

17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.

18. CONSTRUCTION

    A. When noted, the Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor; in no way will the City be responsible in case of accident.

    B. When noted, a certified check or bid bond in the amount of 5% of total bid shall accompany bid.

    C. A Performance Bond equaling the total amount of any bid exceeding $20,000 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 or 1953 as amended by Act 539 of 1979).

19. Liquidated Damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on the bid form and/or provided for by the plans and specifications.

20. Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions and all conditions of bidding shall be construed in the light most favorable to the City.

21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.

22. Attention is called to the fact that not less than the minimum prevailing salaries and wages as set forth in the contract documents must be paid on the project if applicable.

23. The City of Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.