



**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**

<b>BID NUMBER:</b> C15022	<b>DATE ISSUED:</b> 10/14/15	<b>DATE &amp; TIME OF BID OPENING:</b> 11/05/15 @ 3:00 PM
<b>COMMODITY CLASSIFICATION:</b> Annual Contract for Lease of Mowers	<b>BUYER:</b> Louise Drayton	<b>DELIVERY REQUIRED:</b> Yes
<b>F.O.B.:</b> City of Little Rock Fleet Service Division 3314 J. E. Davis Drive Little Rock, AR 72209	<b>PRE-BID MEETING:</b> None	<b>BIDDERS DELIVERY DATE:</b>

It is the intent of this Invitation to Bid to solicit and obtain competitive bids in order to establish an annual contract for Lease of Mowers for the City of Little Rock Fleet Service Division.

AS PER ATTACHED SPECIFICATIONS.

For additional information contact Thelton Cobb @ 501-918-4213.

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.

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.

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

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 of 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.

**CITY OF LITTLE ROCK**  
**FLEET SERVICES DEPARTMENT**  
**Bid C15022**

**SPECIFICATION#: MOWERS.15 60" and 72" Lease**

1. **GENERAL:**

- 1.1 The intent of these specifications are to request the Lease of eight (8) 60" mowers and thirty five (35), 72" mowers for the City of Little Rock.
- 1.2 Bids are to be submitted on the attached forms with descriptive literature or bids will be rejected as incomplete.
- 1.3 Each apparent low bid will be reviewed line by line prior to recommendation for award.
- 1.4 Bid extension. The City reserves the right to purchase additional units at the successful bid price for a period of one (1) year, if agreed to by both parties.
- 1.5 City of Little Rock Fleet Services reserves the right to revise or amend the specifications up to the time set for opening the bids. Such revisions and amendments, if any, shall be announced by amendments to this solicitation. Copies of such amendments shall be furnished to all prospective bidders. Prospective bidders are defined as those bidders listed on the City of Little Rock Fleet Services Invitation to Bid list for this service, or who have obtained bid documents subsequent to the bid advertisement. If the revisions and amendments require changes in quantities or prices proposed, or both, the date set for opening bids may be postponed by such number of days as in the opinion of City of Little Rock Fleet Services shall enable bidders to revise their bids
- 1.6 State estimated delivery date on bid sheet.
- 1.7 The City of Little Rock would like the option of leasing the stated equipment for an initial period of one (1) year. The lease agreement may be renewed for additional one (1) year periods not to exceed three (3) years if both parties are in agreement. If either party does not wish to renew the lease, written notification must be sent ninety (90) days prior to the lease end date.
- 1.8 Cash discount must be shown on the cost document, otherwise prices will be considered net. Unless prices and all information requested are complete, bid may be disregarded and given no consideration. City of Little Rock preferred payment term is 2%N10. This Invitation to Bid shall result in a firm, fixed price contract to purchase. In case of default by the bidder, City of Little Rock may procure the services from other sources and may deduct from any monies due, or that may thereafter become due to the bidder, the difference between the price named in the contract or purchase order and actual cost thereof to City of Little Rock.

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Prices paid by City of Little Rock shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Manager. All prices and bids must be in ink or typewritten.

- 1.9 Provide a list of at least three (3) most current references for which you have provided services of a similar scope to those proposed. References are to include agency name, address, contact person, title, and phone number.
- 1.10 At contract end, the incumbent company shall coordinate with City of Little Rock Fleet Services Department for the retrieval of the mowers as new replacements are fielded. Per contract, the timeframe should be within thirty (30) days of contract end. In the event that new replacements are not available within the delivery dates, City of Little Rock Fleet Services may enter into a short term lease agreement with incumbent company.
- 1.11 The Agreement shall not be modified, except by written amendment, executed by all parties. Oral change orders are not permitted. No change in the Agreement shall be made unless City of Little Rock Fleet Services gives prior written approval. Any specification change not properly ordered by written modification to the Agreement executed by City of Little Rock Fleet Services shall be void and the **CONTRACTOR** shall be liable for all costs or expenses arising there from and/or for satisfactorily correcting or replacing same.

**2. MANUFACTURER / MODEL:**

- 2.1 Unit bid must be new and of the latest standard production model as offered for commercial trade.
- 2.2 Unit bid price shall be valid for the current year model for which unit is being bid.

**3. SPECIFICATION VARIANCES:**

- 3.1 All specifications written are to minimums, unless otherwise noted. If any of the equipment bid varies from the specifications, such variation(s) must be listed in writing and attached as part of the bid proposal. The City of Little Rock reserves the right to waive minor variation(s) if in the City's opinion basic unit meets the general intent of these specifications.

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**4. SPECIFICATIONS: 60" Mower**

**4.1 DIMENSIONS:**

- a. \_\_\_ 60" inch cutting width
- b. \_\_\_ Wheel base minimum 51"
- c. \_\_\_ Weight 1,500 pounds minimum
- d. \_\_\_ AF9364 & AF8603 Turf Tires
- e. \_\_\_ Front tire- 16 x 6.50-8 R3 Titan Multi Trac; Rear tire- 23 x 10.50-12 R3 Titan Multi Trac
- f. \_\_\_ Cutting height of 1" to 5
- g. \_\_\_ Minimum of 3 blades

**4.2 MECHANICAL:**

- a. \_\_\_ Diesel engine
- b. \_\_\_ 33 cylinder, 1123 cu
- c. \_\_\_ 3000 RPM
- d. \_\_\_ Alternator, 40 AMPS
- e. \_\_\_ CARB certified
- f. \_\_\_ Hydraulic multi-disk PTO
- g. \_\_\_ Single speed PTO
- h. \_\_\_ 6 GPM remote outlet
- i. \_\_\_ 2500 minimum PTO revolution

**4.3 SHIELDING / SAFETY:**

- a. \_\_\_ All drives shielded to OSHA standards
- b. \_\_\_ Retractable Seat Belt
- c. \_\_\_ Safety start switch
- d. \_\_\_ Operator presence control
- e. \_\_\_ Parking brake
- f. \_\_\_ Overheat alarm buzzer

**4.4 Transmission:**

- a. \_\_\_ Hydrostatic Drive
- b. \_\_\_ Forward Speed 0-12.5 mph
- c. \_\_\_ Reverse Speed 0-6.8 mph
- d. \_\_\_ Front differential lock
- e. \_\_\_ 4 x 4 wheel drive

**4.5 Fluid Capacity:**

- a. \_\_\_ Fuel Tank 16 gal.
- b. \_\_\_ Cooling system 4.9 qts.
- c. \_\_\_ Engine oil 3.7 qts.

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d.\_\_\_\_ Transmission and hydraulics 14.8 qts.

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- 4.6 Hydraulics:
- a. \_\_\_ Open center-Gear type
  - b. \_\_\_ 2 point hitch lift
  - c. \_\_\_ Cap at lift point-573 lbs.
  - d. \_\_\_ 8.6 GPM hydraulic Pump capacity

5. **SPECIFICATIONS: 72" Mower**

- 5.1 DIMENSIONS:
- a. \_\_\_ 72" inch cutting width.
  - b. \_\_\_ Tires: 15 x 6.0-6 Front semi-pneumatic flat free; 26 x 12.0-12 rear
  - c. \_\_\_ Cutting height of 1" to 5
  - d. \_\_\_ Wheel base 55" minimum
  - e. \_\_\_ Minimum of 3 blades

- 5.2 MECHANICAL:
- a. \_\_\_ Diesel engine
  - b. \_\_\_ 3200 RPM
  - c. \_\_\_ 12 Volt 450 Amp hour battery
  - d. \_\_\_ Charging output 14 Amps
  - e. \_\_\_ Total displacement 61.08 cu. In.

- 5.3 SHIELDING / SAFETY:
- a. \_\_\_ All drives shielded to OSHA standards
  - b. \_\_\_ Electric key shut off
  - c. \_\_\_ Safety start switch
  - d. \_\_\_ Operator presence control
  - e. \_\_\_ Parking brake

- 5.4 Transmission:
- f. \_\_\_ Hydrostatic Drive
  - g. \_\_\_ Forward Speed 0-10 mph
  - h. \_\_\_ Reverse Speed 0-5 mph
  - i. \_\_\_ 2- HST with gear reduction
  - j. \_\_\_ Brake- wet multi-disk

- 5.5 Fluid Capacity:
- a. \_\_\_ Fuel Tank 12 gal. minimum
  - b. \_\_\_ Cooling system 3.9 qts.
  - c. \_\_\_ Engine oil 4 qts.
  - d. \_\_\_ Transmission and hydraulics 12.8 qts.

- 5.6 Hydraulics:

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- a. \_\_\_\_ Open center vane type
- b. \_\_\_\_ Hydrostat charge pump
- c. \_\_\_\_ Hydraulic mower lift (hands free)
- d. \_\_\_\_ 8.6 GPM hydraulic Pump capacity
- e. \_\_\_\_ Hydraulic PTO clutch

**6. WARRANTY:**

- 6.1 Warranty will be a minimum of 1 year. Bidder will state all other warranties on bid sheet.
- 6.2 Warranty shall include all parts, labor, and transportation to the location of the warranty administrator and back to Fleet Services. Manufacturer's new unit warranty which shall be honored at any local manufacturer-authorized dealership.

**7. DELIVERY / DOCUMENTATION:**

- 7.1 All units are to be delivered F.O.B. to the Fleet Services facility, located at 3314 J. E. Davis Drive, Little Rock, Arkansas 72209
- 7.2 Completed unit is to be viewed at successful bidder's facility prior to delivery for ***compliance review and final acceptance***
- 7.3 Units must be fully assembled, serviced, and ready for operation and will be delivered in a clean, well-maintained condition.

**8. MANUALS:**

- 8.2 Furnish one (1) operators manual.
- 8.3 Payment(s) may be held until required manuals and certifications are delivered to the City of Little Rock Fleet Service's Department.

**9. SUPPORT SERVICES:**

- 9.1 Repair Parts Inventory - stock of standard repair parts for units bid must be available to the City of Little Rock within twenty-four (24) hours of part(s) requested. Parts inventory availability will be considered in the purchasing decision.

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9.2 Maintenance Service - Fully trained maintenance personnel shall be available for service within twenty-four (24) hours of repair requests. This shall include warranty service. Availability of maintenance personnel will be considered in the purchasing decision.

10. ***BIDDERS CERTIFICATION AND RESPONSE: (See Next Page)***

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***BIDDERS CERTIFICATION AND RESPONSE:***

I certify that I have read and understand the above Minimum Requirements. The unit bid and listed below has the general intent to meet or exceed all of these requirements as specified by the City of Little Rock. Bidder can and will comply with all requirements for documentation and support. I further agree to meet with a representative of the City's Fleet Acquisition Department and provide all requested information for compliance of specifications prior to bid award recommendation.

- ◆ (35) 72" Mowers - Lease Price per Standard Unit \$\_\_\_\_\_each
- ◆ (8) 60" Mowers - Lease Price per Standard Unit \$\_\_\_\_\_each
- ◆ Total Lease Price \$\_\_\_\_\_
- ◆ Manufacturer Warranty:\_\_\_\_\_
- ◆ Deck Rust Through Warranty:\_\_\_\_\_
- ◆ Estimated Delivery Date: \_\_\_\_\_

**BIDDER:**

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Person Authorized to Sign Bid)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(FEIN or SSN#)

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**11. Repurchase Agreement**

- 11.1 Sale of the above mowers to City of Little Rock shall include a guaranteed "Repurchase Price" of the mowers requested, one year from the delivery date in accordance with the following conditions:
- 11.2 The mowers will be used by City of Little Rock to city property. Preventative maintenance will be performed by the Fleet Services department of City of Little Rock. After one year, the mowers may be released back to the successful bidder.
- 11.2 City of Little Rock shall have the option of retaining possession of one or all mowers at the end of the one year period. If City of Little Rock elects to retain possession of any (or all) units, that decision will be made known to the vendor a minimum of 90 days prior to the end of the contract year.
- 11.3 If City of Little Rock elects to release the mowers, the mower(s) will be picked up at the delivery location.
- 11.4 City of Little Rock will be responsible for shortages or damages beyond regular wear and tear caused by operations. No adjustment for such shortages or damages will be allowed without written consent from City of Little Rock.
- 11.5 Payment for "Repurchase" is to be made to City of Little Rock, within 30 days after tractor(s) are returned.

***Pricing as specified***

	Purchase Price	Repurchase Price
8 – 60" Mowers	\$ _____ each	\$ _____ each
35 – 72" Mowers	\$ _____ each	\$ _____ each
Total Purchase Price	\$ _____ each	\$ _____ each

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_____ (Company Name)	_____ (Telephone Number)
_____ (Address)	_____ (Fax Number)
_____ (Address)	_____ (Email)
_____ (Person Authorized to Sign Bid)	_____ (Title)
_____ (Print Name)	_____ (FEIN or SSN#)

**CITY OF LITTLE ROCK  
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**Attachment Three  
References**

(One) Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ ALT #: \_\_\_\_\_

(Two) Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ ALT #: \_\_\_\_\_

(Three) Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ ALT #: \_\_\_\_\_