

**Bid #C12003**  
**2/29/2012 @ 3:00 pm**  
**INVITATION TO BID**

1. It is the intent of this Invitation to Bid to solicit and obtain competitive bids in order to establish a contract under which the City of Little Rock may acquire HVAC control work, as needed on an "On-Call at all hours" basis, when the City HVAC personnel are unable to perform such work.
2. The successful bidder shall be factory authorized to work on Andover Controls in the Little Rock area; have one (1) full-time staff person dedicated to software generation and maintenance located in the Little Rock area. Contractor shall have no less ten (10) years experience working as an authorized Andover Controls contractor in the Little Rock area. Contractor must be licensed to perform work in the City of Little Rock.
3. Travel time from one job to another shall be recorded on each work order or invoice. All work orders shall be signed by someone on the job site after work is completed.
4. The contractor will have to secure permission from Building Services for any repairs that will exceed \$500.00 in parts. Failure to secure permission for these repairs will be grounds for termination of annual purchase order.
5. Public Works Department will not be responsible for any invoice in which the work orders were not generated through Building Services.
6. The contractor shall respond within one hour to all work requests labeled as "emergency" by the City.
7. The contractor shall supply parts and materials used on each job authorized by the City.
8. Bidder must list at least three favorable references from clients served within the past six months.
9. **Examples of Work:** Trouble shoots and diagnoses malfunctions in HVAC control equipment; repairs or replaces malfunctioning components. Installs and connects control wiring to HVAC equipment. Ability to read and interpret blueprints and schematic drawings. Ability to work with most current version AutoCAD or greater in order to draw and alter floor plans to show HVAC controls. Contractor must itemize each job, giving hours and materials used on

- each job. Contractor shall have workmen compensation and liability insurance of \$1,000,000.
10. Award shall be made based on the lowest Total Cost submitted on Invitation to Bid.
  12. All work shall be performed by the contractor unless prior approval has been granted by OWNER.
  13. Successful contractor shall secure a permit on all jobs as required by the City Codes Department.
  14. The City reserves the right to get other quotes from additional HVAC Control companies for major alterations and new installations.
  16. All work will be performed at the quoted hourly rate, no consideration will be given to overtime rates for after hours work.
  17. Perspective bidders **Must Attend** a **Mandatory** pre-bid conference to be held, February 22, 2012 at 10:00 A. M., in the Building Services located 3312 J. E. Davis Drive, Little Rock, AR 72209. Questions concerning this or any other parts of the bid call Mr. Jessie Trigleth at (501) 918-3664 or Mobile (501) 580-8240 or email: [jtrigleth@littlerock.org](mailto:jtrigleth@littlerock.org). Bid packets will be passed out at this pre-bid conference.
  18. Sealed bids will be received in Room 301, City Hall, Little Rock, AR 72201, Until 3:00 P. M., February 29, 2012. At that time bids will be publicly opened and read aloud.
  19. This contract will be for one (1) year from date of award. Upon agreement of both parties, the contract may be extended yearly for two (2) additional years.

**The City reserves the right to reject any or all bids and to waive any informality or irregularity in any bid.**

The City of Little Rock selects its board and commission members through a process that utilizes an executive session. Under Arkansas law, this fact deems a volunteer an employee for a limited purpose. The City cannot contract with an employee, and cannot contract with a corporation with an employee in an executive or managerial position who also serves as a volunteer on a City board or commission unless it first passes an ordinance to approve the contract. Is any person involved with this Bid an employee of the City, or a volunteer board or commission member who also holds an executive or managerial position with the Bidder? If the answer is "yes," please identify the person(s) and the nature of the relationship. THIS DOES NOT MEAN that the Bidder is disqualified; but, the apparent successful Bidder will not be selected if the Board of Directors fails to pass an ordinance to authorize the contract, regardless of the amount.