

CITY OF CONWAY
CITY OF CONWAY STREET DEPARTMENT
BID INVITATION

Bid Number: 2016-09

BID OPENING LOCATION:
 City of Conway
 Mayor's Office
 1201 Oak Street
 Conway, AR 72032

MAIL TO:
 City of Conway
 Mayor's Office
 1201 Oak Street
 Conway, AR 72032

DELIVER TO:
 City of Conway
 Mayor's Office
 1201 Oak Street
 Conway, AR 72032

Bid Opening Date: Tues., Jan. 26, 2016 Time: 10:00 A.M.

Sealed bids for furnishing the commodities and/or services described below, subject to the Conditions on the reverse hereof and as may be attached hereto will be received at the above-noted mail and delivery locations until the above-noted bid opening date and time, and then publicly opened at the above-noted bid opening location. **Bids must be submitted on this form, with attachments when appropriate, or bids will be rejected. Late bids and unsigned bids will not be considered.**

In compliance with this Bid Invitation and subject to all the Conditions thereof, the undersigned offers and agrees to furnish any and all items upon which prices are quoted, at the price set opposite each item.

Company Name: _____

Name (Type or Print): _____

Address: _____

Title: _____

Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Federal Tax ID or Social Security No.: _____

Signature: _____

Signature must be original (not photocopied) and in ink. Unsigned bids will be rejected.

Item No.	Description	Quantity	Unit	Unit Price	Amount
1.	Crane Body	1	Ea.		
2.	Installation on chassis cab (Provided by City)	1	Ea.		
3.	Installation of crane (Provided by City)	1	Ea.		
4.	Installation of welder (Provided by City)	1	Ea.		
<p>FOB: 1 ea. – City of Conway Street Department</p> <p>Crane Body proposed to furnish: Make _____ Model _____ Warranty _____</p> <p>If any literature and/or specifications of items conflict with City of Conway specifications, The conflict(s) shall be specifically noted, corrected and submitted with the bid on a separate Letterhead.</p> <p>Note: Bid amount shall include all applicable taxes, fees, freight and delivery cost.</p> <p>The successful bidder will be required to complete delivery within 45 days after award.</p>					
	TOTAL BID (Trade-in Not Included)				_____
3.	Less Trade-In: <u>1999 F-450 Service Truck</u>	1	Ea.		
	TOTAL BID (With Trade-in)				_____

CONDITIONS

1. **ACCEPTANCE AND REJECTION:** The City of Conway (reserves the right to reject any or all bids, to accept bids in whole or in part (unless otherwise indicated by bidder), to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications where efficiency of operation will not be impaired, and to award bids to best serve the interest of the City of Conway regardless of low bidder.
2. **PRICES:** Unless otherwise stated in the Bid Invitation, the following will apply: (1) unit prices shall be bid, (2) prices should be stated in units of quantity specified (feet, each, lbs., etc.), (3) prices must be F.O.B. destination specified in bid, (4) prices must be firm and not subject to escalation, (5) bid must be firm for acceptance for 30 days from bid opening date. In case of errors in extension, unit prices shall govern. Discounts from bid price will not be considered in making awards.
3. **BID BONDS AND PERFORMANCE BONDS:** If required, a **Bid Bond** in the form of a cashier's check, certified check, or surety bond issued by a surety company, in an amount stated in the Bid Invitation, must accompany bid. **Personal and company checks are not acceptable as Bid Bonds.** Failure to submit a Bid Bond as required will cause a bid to be rejected. The Bid Bond will be forfeited as liquidated damages if the successful bidder fails to provide a required Performance Bond within the period stipulated by CITY OF CONWAY or fails to honor their bid. Cashier's checks and certified checks submitted as Bid Bonds will be returned to unsuccessful bidders; surety bonds will be retained. The successful bidder will be required to furnish a **Performance Bond** in an amount stated in the Bid Invitation and in the form of a cashier's check, certified check, or surety bond issued by a surety company, unless otherwise stated in the Bid Invitation, as a guarantee of delivery of goods/services in accordance with the specifications and within the time established in the bid. **Personal and company checks are not acceptable as Performance Bonds.** In some cases, a cashier's check or certified check submitted, as a Bid Bond will be held as the Performance Bond of the successful bidder. Cashier's checks or certified checks submitted as Performance Bonds will be refunded shortly after payment has been made to the successful bidder for completion of all terms of the bid; surety bonds will be retained. Surety bonds must be issued by a surety company authorized to do business in Arkansas, and must be signed by a Resident Local Agent licensed by the Arkansas State Insurance Commissioner to represent that surety company. Resident Agent's Power-of-Attorney must accompany the surety bond. Certain bids involving labor will require Performance Bonds in the form of surety bonds only (no checks of any kind allowed). In such cases, the company issuing the surety bond must comply with all stipulations herein and must be named in the U. S. Treasury listing of companies holding Certificates of Authority as acceptable sureties on Federal Bonds and as acceptable reinsuring companies. Any excess between the face amount of the bond and the underwriting limitation of the bonding company shall be protected by reinsurance provided by an acceptable reinsuring company.
4. **TAXES:** The CITY OF CONWAY is not exempt from Arkansas State Sales and Use Taxes, or local option city/City of Conway sales taxes, when applicable, and bidders are responsible to the State Revenue Department for such taxes. These taxes should not be included in bid prices, but where required by law, will be paid by the CITY OF CONWAY as an addition thereto, and should be added to the billing to the CITY OF CONWAY. The CITY OF CONWAY is exempt from Federal Excise Taxes on all commodities except motor fuels; and excise taxes should not be included in bid prices except for motor fuels. Where applicable, tax exemption certificates will be furnished by the CITY OF CONWAY.
5. **"ALL OR NONE" BIDS:** Bidders who wish to bid "All or None" on two or more items shall so stipulate on the face of bid sheet; otherwise, bid may be awarded on an individual item basis.
6. **SPECIFICATIONS:** Complete specifications should be attached for any substitution or alternate offered, or where amplification is necessary. Bidder's name must be placed on all attachments to the bid.
7. **EXCEPTIONS TO SPECIFICATIONS:** Any exceptions to the bid specifications must be stated in the bid. Any exceptions to manufacturer's published literature must be stated in the bid, or it will be assumed that bidder is bidding exactly as stated in the literature.
8. **BRAND NAME REFERENCES:** All brand name references in bid specifications refer to that commodity or its equivalent, unless otherwise stated in Bid Invitation. Bidder should state brand or trade name of item being bid, if such name exists.
9. **FREIGHT:** All freight charges should be included in bid price. Any change in common carrier rates authorized by the Interstate Commerce Commission will be adjusted if such change occurs after the bid opening date. Receipted common carrier bills that reflect ICC authorized rate changes must be furnished.
10. **SAMPLES AND LITERATURE:** Samples or technical literature must be provided within 14 days of CITY OF CONWAY request unless CITY OF CONWAY extends time. Failure to provide samples or literature within this period may cause bid to be rejected. When required, samples of items must be furnished free of charge, prior to or after the opening of bids, and, if not destroyed, will be returned upon request at the bidder's expense. Each individual sample must be labeled with bidder's name and item number. Request for return of samples must be made within 10 days following submission of sample. Samples from successful bidders will be retained for comparison with items actually furnished.
11. **GUARANTY:** Unless otherwise indicated in Bid Invitation, it is understood and agreed that any item offered or shipped on this bid shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.
12. **BACKORDERS OR DELAY IN DELIVERY:** Backorders or failure to deliver within the time required may constitute default. Vendor must give written notice to the CITY OF CONWAY, as soon as possible, of the reason for any delay and the expected delivery date. The CITY OF CONWAY has the right to extend delivery if reasons appear valid. If reason or delivery date is not acceptable, vendor is in default.
13. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance by CITY OF CONWAY after delivery. Default in promised delivery or failure to meet specifications authorizes the CITY OF CONWAY to cancel award or any portion of same, to reasonably purchase commodities or services elsewhere and to charge full increase, if any, in cost and handling to defaulting vendor. Applicable bonds may be forfeited.
14. **ETHICS:** *"It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business."* (Arkansas Code, Annotated, Section 19-11-708).

ACCEPTANCE (City of Conway Use Only)

Bid No. # _____ Accepted as to items numbered _____

Date _____ By _____
City of Conway Mayor's Office

CITY OF CONWAY STREET DEPARTMENT

SPECIFICATIONS

FOR

Crane Body

1. General: This specification is intended to cover a crane body with provision for auto crane 6406H crane. Unit furnished may be a factory demo model as long as it still has full factory warranty. The city has a right to inspect unit before the bid is awarded. Unit must be built for the U.S. market. Machines manufactured for foreign markets will not be accepted. All specifications are a minimum specification.
2. Installation: Winning bidder shall install the Crane body a chassis cab truck provided by the City of Conway. 6406H Series Auto Crane and Miller Bobcat welder shall also be provided by the City of Conway and installed by the winning bidder.
3. Dimensions: Minimum 132" body length, 94" body width, 44" body height with 60" driver and passenger raised front compartments with overlapping doors, 22" deep compartments, 50" cargo area with floor mounted D-rings. Unit shall be constructed to fit a 165" wheelbase, dual rear wheel, 2016 Ford F-450 4X2 Chassis Cab.
4. Doors: 14 gauge outer door panels on all doors with three point door latches all doors keyed alike.
5. Driver Side Front Compartment: Seven drawer heavy duty tool box with shelves above box.
6. Shelving: Each compartment, excluding the driver front and passenger rear, shall have a minimum of two removable shelves with four adjustable dividers.
7. Tailgate: Slammable tailgate.
8. Bumper: Heavy duty crane bumper with vise plate with eight inch heavy duty swivel vice, storage box and receiver tube.
9. Outriggers: Hydraulic outriggers.
10. Air Compressor: Hydraulic powered air compressor with 30 CFM at 100 PSI (10 GPM at 1,780 PSI) and 40 CFM at 100 PSI (15.1 GPM at 2.00 PSI). Air to oil compressor fluid cooler. Encapsulated oil-injected rotary screw. Spin on air oil separating element. On off solenoid valve High temp shutdown. High pressure Shutdown. Filter lubricator regulator. 3/8" X50' hose reel installed in passenger rear compartment.
11. Color: White
12. Keys: Minimum two, all service body doors keyed alike.
13. Warranty: Item purchased under this specification shall be warranted against defects in materials and workmanship for a minimum period of twelve (12) months from the date unit is placed in service. Warranty shall include all parts and labor. This is a minimum warranty required in order for a bid to be considered. Any warranty by the manufacturer on components of the unit purchased that exceeds the minimum warranty specified (and is so advertised and included in manufacturer's printed data sheets) shall be passed on to the CITY OF CONWAY.
14. Instruction Manual: The successful bidder shall furnish Operator's Instruction Manual with each unit delivered. In addition, one (1) copy of Operator's Instruction Manual. The successful bidder is to provide Shop Repair Manuals and Parts Manuals.
15. Parts: Units shall be assembled, adjusted and made ready for continuous operation at time of delivery. All parts, accessories and tools necessary for satisfactory operation of this unit shall be furnished whether or not they are specifically mentioned in these specifications (including standard equipment as regularly furnished by manufacturer as shown on printed literature and specifications - unless specifically excluded by this specification).
16. Training: The successful bidder shall furnish qualified personnel to instruct CITY OF CONWAY operators and service technicians on operation and maintenance of units purchased under this specification.
17. The successful bidder shall furnish information on any factory service schools, which would be available for CITY OF CONWAY service technicians.
18. The City of Conway reserves the right to require a demonstration, under actual working conditions, of machine bid under this specification before award is made. City of Conway reserves the right to accept or reject any bid in the best interest of the City of Conway.