



City of Conway  
*Office of the Mayor*

Mayor Tab Townsell

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

**INVITATION  
TO THE VENDOR ADDRESSED:**

Bidders are invited to furnish 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 10:00am, Thursday, March 5<sup>th</sup>, 2015 at which time all bids will be opened and read in the Downstairs Conference Room in City Hall. Successful bidders will receive purchase order, within 30 days after City Council approval, if necessary. ***Unsigned bids will be rejected.***

**Bid Specifications – Parks & Recreation Department**  
**2015-14 – Access Control Parking System Bid Specification**

The City of Conway will be taking bids for an Access Control Parking System for Lake Beaverfork in Conway, Arkansas.

- Bid must include all cost, installation, shipping and handling, state and local taxes.

Please indicate hourly service rate for out-of-warranty repairs.

Access control items #1, 2 and 3 should be priced together on one line item. Please place pay station item #4 as a second line item on your bid.

The winning bidder will furnish and install an Access Control System that includes the following list of equipment:

1. One (1) – Gate Operator System – Hy-Security StrongArm Park operator, 14ft lighted break-away gate arm, two Hy-Security HY-5A loop detectors and two new traffic detector loops - size 10X6ft BD Loops brand, non-reflective send/receive safety photocell, Multi-Code remote radio receiver. This will be a card or pay to enter and free exit set up. (Includes 1 year limited Parts & labor warranty on equipment & installation. Guarantee available service for at least two years.)
2. One (1) – Access control: DoorKing 1838 access controller w/3000 memory installed in the guard shack, serial to USB direct PC connection.  
AWID prox card reader mounted to face of pay station and connected to the DK 1838 and

provide 1000 cards.

Run Low Voltage conduit from guard shack to pay station and provide necessary wire to connect card reader and gate operator to DK 1838.

Includes 1 year limited Parts & labor warranty on equipment & installation. Guarantee available service for at least two years.

3. Seven (7) – Multi-Code Radio Transmitters.
  4. One (1) – Pay station: Parking Products Inc. M400, w/ bill acceptor & receipt printer. Includes internal cash collection and service alerts.  
Must be upgradeable to accept credit cards and producing remote reports and alerts. Include delivery, initial setup and a 90 day parts and labor warranty. Guarantee available service for at least two years.
- Alternate equipment must be equal to the equipment specified or better.

ACCEPTANCE AND REJECTION: The City of Conway reserves the right to accept or reject all or any part of a bid or any and all bids, to waive any informalities and minor technicalities and to award the bid to best serve the interest of the City of Conway. This Invitation for Bid does not in any way commit City of Conway to contract for the commodities/services listed herein.

### **Additional Information**

**The bidder shall include all charges, including taxes, fees, freight and shipping (if applicable)**

The bidder needs to include an anticipated delivery date. (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: Steve Ibbotson  
[Steve.ibbotson@cityofconway.org](mailto:Steve.ibbotson@cityofconway.org)

Bid Specifications can be obtained from our website:

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

# Bid Proposal:

**Company Submitting Bid:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

\_\_\_\_\_

**Items #1 – 3 \$** \_\_\_\_\_

**Items#4 \$** \_\_\_\_\_

**Bid total including all equipment, installation, shipping, and taxes**

**\$** \_\_\_\_\_

**Hourly service rate for out of warranty repair \$** \_\_\_\_\_

**Number of Days to complete Project** \_\_\_\_\_



City of Conway – Conway Parks & Recreation Department

Bid Number: 2015-14

Access Control Parking System

Bid Opening Date: Thursday, March 5<sup>th</sup>, 2015

City Hall, Downstairs Conference Room @ 10:00am

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

***Authorized Agent bidding on this project:***

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative Name

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

***\*Unsigned bids will not be accepted.***

**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:** The City of Conway is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital or veteran status, political status, disability status or other legally protected status