

City of Jonesboro
Invitation to Bid - Not an Order

P.O. Box 1845
 300 South Church St. Rm 421 (72401)

Purchasing Office

Bid No. 2017:20

Jonesboro, Arkansas 72403

Date March 16, 2017

Sealed bids, subject to the conditions on the reverse hereof, and as may be attached hereto, will be received at this office until **2:00am Wed, April 5, 2017** and then publicly opened, for furnishing the supplies, materials and/or services as described below and tabulated for presentation to the City Council on n/a.

F.O.B Southside Ball Park - Caraway Road
 Maximum Delivery or completion time after issuance of Purchase Order or work ordered by the City n/a days.

By: **Steve A. Kent**
 Purchasing Agent
 (870)932-0740

Item #	Description	Quantity	Unit	Unit Price	Amount
	Bid on Southside Softball Park entrances and fence/backstop netting as per specs. It is the intent of the City of Jonesboro to receive bids to furnish fencing, backstop netting, and entrance gates for the Southside Softball Complex. New gates and fence at two (2) entrances ----- Fence Fabric installed ----- 2 Double gates replaced ----- Foul poles furnished or made ----- Backstop netting installed ----- Total project as quoted - shall contain all labor, freight, sales tax (invoice price) ----- A bid bond is required with this bid. See page 2, section 2b section 9 for details There will be a mandatory pre-bid meeting at 9:00am March 29, 2017 at the following location: 5003 S Stadium (East Entrance) A performance bond will be required with this bid for the successful bidder. See page 2c, section 9 for details. There are 4 total pages to this bid. All pages must be returned to complete bid. The City of Jonesboro reserves the right to accept or reject any and/or any portion of any bid received. Bid must be signed or bid will be rejected. Bid number (2017:20) must be annotated on the outside of bidder's envelope. Email address: _____ It shall be understood that any damage made by successful bidder during delivery, is the sole responsibility of the bidder. Bid opening will be in Engineering Conference Room on 3rd floor if bidder is attending. Any addendums to this bid will be posted on the purchasing page of the City's web site no later than 1 week before opening. See page 2 for web address. NOTE: To receive more bids like this when they become available, Vender's can sign up by going to the Jonesboro web site, click on Doing Business and sign up for bid notices. Cash Discounts _____ % _____ Days			\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____

Execution of Bid

Date _____

We, the undersigned, have read all the requirements set forth in this bid proposal including specification, instructions, conditions and pertinent information regarding the articles being bid on, and we agree to furnish articles at the prices stated.

Arkansas Use Tax Register No. _____ Phone # () _____

Bidder _____ Address _____

By _____ City _____

(Person Authorized to Sign Bids)

(Title)

Unsigned Bids Will Be Rejected

**Bids number MUST be annotated on Bidder's envelope.
 Bids are subject to rejection unless submitted on this form.
Notice to bidders: See reverse side for instructions and conditions.**

CITY OF JONESBORO, ARKANSAS

CONDITIONS OF BIDDING

COMPLIANCE WITH THE FOLLOWING CONDITIONS IS NECESSARY FOR CONSIDERATION OF THIS BID:

1. **SIGNATURE** - This bid must be signed with the firm name and by an authorized officer, employee, or agent.
2. **SALES OR USE TAX** - is not to be shown in the bid price (unless otherwise stated) but is to be added by the vendor to the invoice billing to the City. The City is not exempt from Arkansas State Sales & Use Tax. Although Use Tax is not included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
3. **FREIGHT & OTHER DELIVERY CHARGES** - to designated City facility in Jonesboro must be included in bid. Charges may not be added after the bid is opened.
4. **DISCOUNTS** - Show rate, total amount, and latest day any discounts will be allowed after receipt of article and invoice, otherwise City will deduct allowed discount when payment is made.
5. **FIRM PRICE** - All prices quoted will remain firm for at least 30 days from date of bid, unless otherwise specified by the City or bidder.
6. **IDENTICAL BIDS** - 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 the said two or more bidders at the discretion of City.
7. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
8. **AMBIGUITY IN BID** - 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.
9. **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 \$3,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Ark. Stat. SS51-632.SS51-565 as amended.)
10. The City reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
11. **Minority Business Policy** - It is the policy of the City of Jonesboro that minority business enterprises shall have the maximum opportunity to participate in the city purchasing process. Therefore, the City of Jonesboro encourages all minority businesses to compete for, win and receive contracts for goods, services, and construction. The city also encourages all companies to subcontract portions of any city contract to minority business enterprises.
12. Any addendum to this bid will be posted on the Jonesboro web site no later than 1 week before bid opening.

INSTRUCTIONS TO BIDDERS

(PLEASE READ CAREFULLY)

1. Submit bid on bid form on reverse side of this sheet. NO Facsimiles will be accepted.
2. Address all bids to: Purchasing Agent. P.O. Box 1845, Jonesboro, Arkansas 72403-1845 and make certain to indicate identifying bid number on the outside of bidder's envelope.
3. DO NOT include Federal Excise Tax in bid. City will furnish exemption certificate.
4. State Manufacturer, Brand Name, Model, etc for each item bid on.
5. Samples of items, when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will be disposed of by City
6. Bids received after stated time will not be considered.
7. Be sure and read all conditions and verify amounts before submitting bids. No changes or additions will be allowed after submission.
8. Guarantees and warranties should be attached as a part of the bid as they may be a consideration in awarding a contract.
9. Delivery or contract completion time is to be shown, as this date may, where time is of the essence, determine the contract award.
10. Additional information may be obtained from the Purchasing Office.

THE CITY RESERVES THE RIGHT TO ACCEPT PART OR ALL OF ANY SPECIFIC BID OR BIDS AND TO ACCEPT ANY BID WITH OR WITHOUT TRADE-IN. THE CITY FURTHER RESERVES THE RIGHT TO REJECT ALL BIDS, OR PART OR ALL OF ANY SPECIFIC BID OR BIDS.

Click on Purchasing at www.jonesboro.org for any additional information.

