



City of Conway - Mayor's Office
1201 Oak Street
Conway, AR 72032
www.cityofconway.org



Invitation and Bid - 2009-22

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 Office of the Mayor no later than **10 am, Friday, March 27th, 2009** at which time all bids will be opened and read in the Downstairs Conference Room in City Hall. Successful bidders will receive purchase order, if necessary **within 30 days after the City Council approval.**
Unsigned bids will be rejected.

**City of Conway Planning & Development Department
Renovation Plans & Specifications**

BID SPECIFICATIONS ATTACHED

Additional Information

The bidder shall include all charges, including taxes, fees, 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: Bryan Patrick
Planning & Development Director
bryan.patrick@cityofconway.org
(501)450-6105

Bid Specifications can be obtained from our website:

www.cityofconway.org

****Please be sure to mark envelope:
Bid Number 2009-22
Bid Opening Date: Friday, March 27th, 2009**



City of Conway Planning & Development
2009-22 Renovations/Furniture
Bid Opening Date: Friday, March 27th, 2009
City Hall - Downstairs Conference Room @ 10:00am
www.cityofconway.org

Unsigned bids will be rejected:

Authorized Agent Bidding on this project:

Company Name

Company Representative Name

Representative's Signature

Address

Email Address

City

State

Zip

Telephone Number

Fax Number

Date

Please feel free to submit additional information on this bid on a separate piece of paper; however this sheet should be included & signed with any bid submitted.

City of Conway

TERMS AND CONDITIONS

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 fees and taxes shall be included in prices quoted.
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. **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.
18. **EQUAL OPPORTUNITY IN EMPLOYMENT:** All qualified bidders will receive consideration without regard to race, color, religion, sex, age, disability or national origin.

Planning and Development Department Renovation Plans and Specifications **Furniture**

Second Floor
City Hall
1201 Oak Street
Conway AR

FURNITURE SPECIFICATIONS:

General Specifications: Below are general specifications, bidder will need to compile an individual component list based on the below general specifications. Power panels may be required. Price shall include delivery and setup. Colors and finishes to be determined.

Building Code Official Area

Hon Initiate System similar to "Triplex" or Equivalent (see Building Code Official Area Illustration pg. 4)
8' x 8' Desk unit consisting of L shaped countertop, panels, shelving units, under counter file cabinet/
base/pedestal units, peninsula island, peninsula support, etc.

Cubicle shall include a pencil drawer and have an adjustable computer keyboard shelf
9' x 14' x 81"h partition panels with 36" door. Glass panels as shown in illustration.

Reception Area

Hon Initiate System "Welcome" or Equivalent (See Reception Area Illustration and Photo pg. 5):

(3) L shaped counter-reception areas 8' x 9' x 42"h

Each unit shall include 3 under-counter file cabinet/base/pedestal units.

Each unit shall include pencil drawers and an adjustable computer keyboard shelf

Panels not facing a wall shall have top tier frosted glass panels

One reception counter top

Building Inspector Area

Hon Initiate System "Triplex" or Equivalent (See Triplex/Building Inspector Illustration and Photo pg. 6):

(3) 6' x 6' cubicles consisting of L shaped countertop, panels, shelving units,
under counter file cabinet/base/pedestal units, etc.

Panels shall have top tier frosted glass panels as illustrated in photo

Panels shall 42" high as illustrated in photo

Each cubicle shall include a pencil drawer and have an adjustable computer keyboard shelf

Planner Area

Hon Initiate System similar to "Triplex" or Equivalent (see Planner Area Illustration and Photo)

8' Cubicle

(3) 8' x 8' Cubicles consisting of L shaped countertop, panels, shelving units, under counter file cabinet/
base/pedestal units, etc.

Each cubicle shall include a pencil drawer and have an adjustable computer keyboard shelf

Panels shall be 68" in height and include shelving units as illustrated

Peninsula Unit

(1) 10' x 8' Cubicle unit consisting of L shaped countertop, panels, shelving units, under counter file
cabinet/base/pedestal units, etc.

Each cubicle shall include a pencil drawer and have an adjustable computer keyboard shelf

One peninsula island with support

Two combined units cannot exceed 16'-2" maximum dimension.

Department Director Area

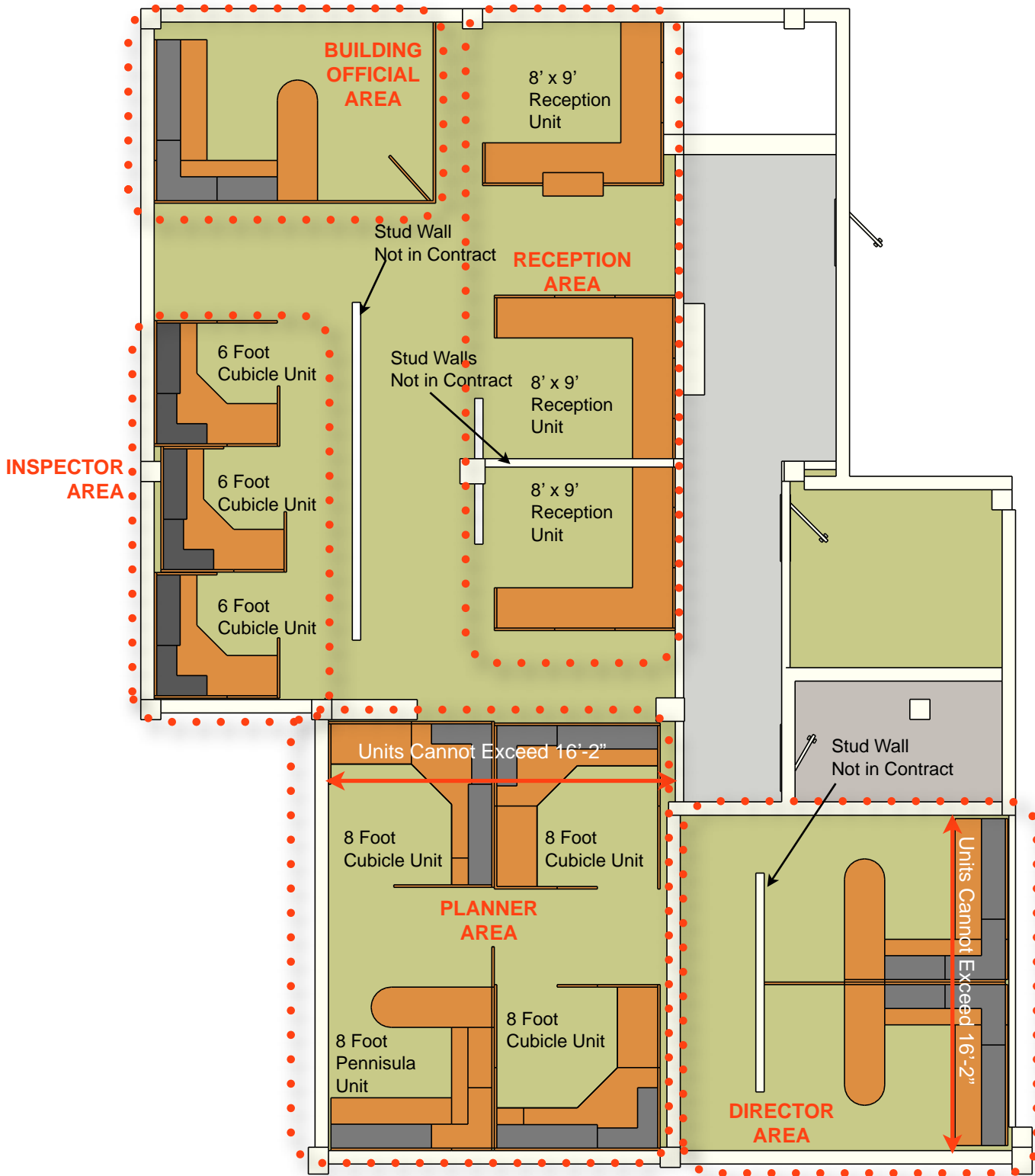
Hon Initiate System similar to "Triplex" or Equivalent (see Director Area Illustration pg. 8)

(2) 12' x 8' Cubicle units consisting of L shaped countertop, panels, shelving units, under counter file
cabinet/base/pedestal units, peninsula island, peninsula support, etc.

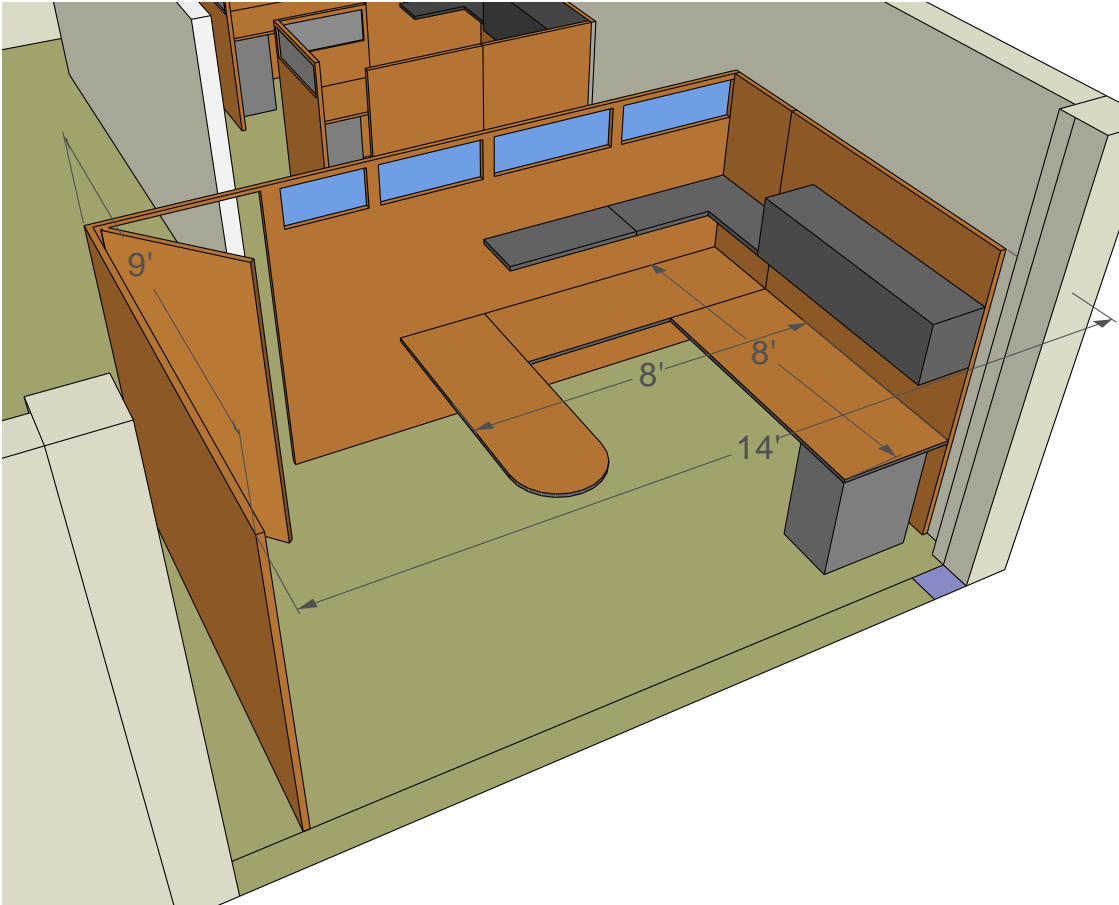
Panels shall be 68" in height and include shelving units as illustrated

Each cubicle shall include a pencil drawer and have an adjustable computer keyboard shelf

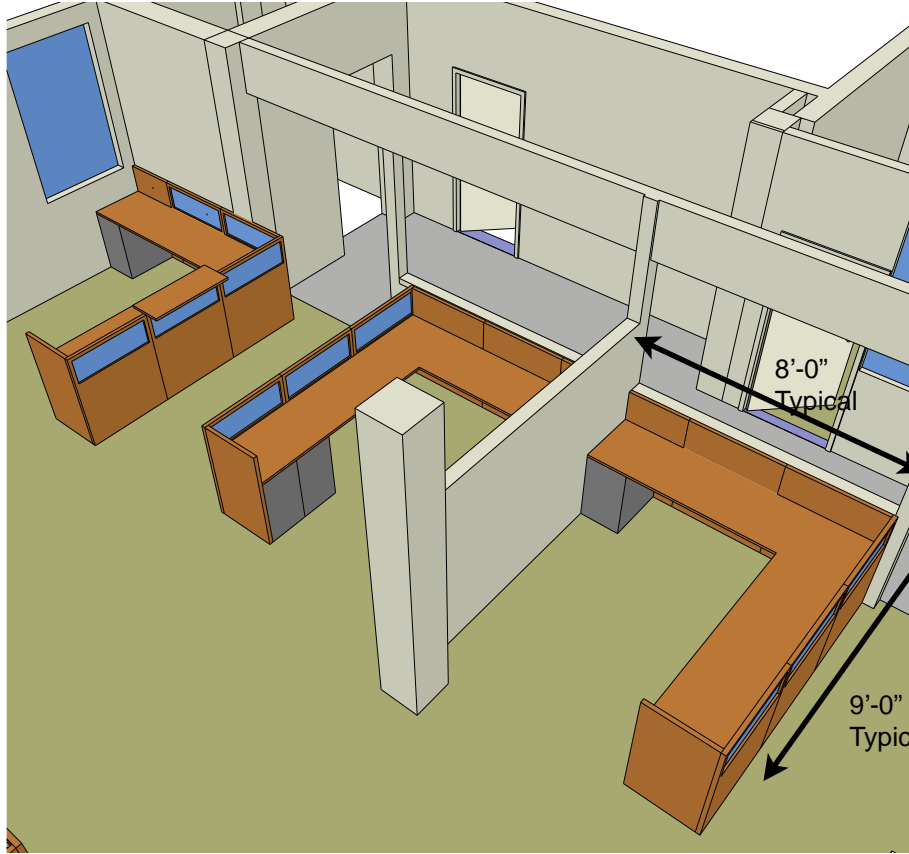
Combined units cannot exceed 16'-2" maximum dimension



Furniture - Plan View



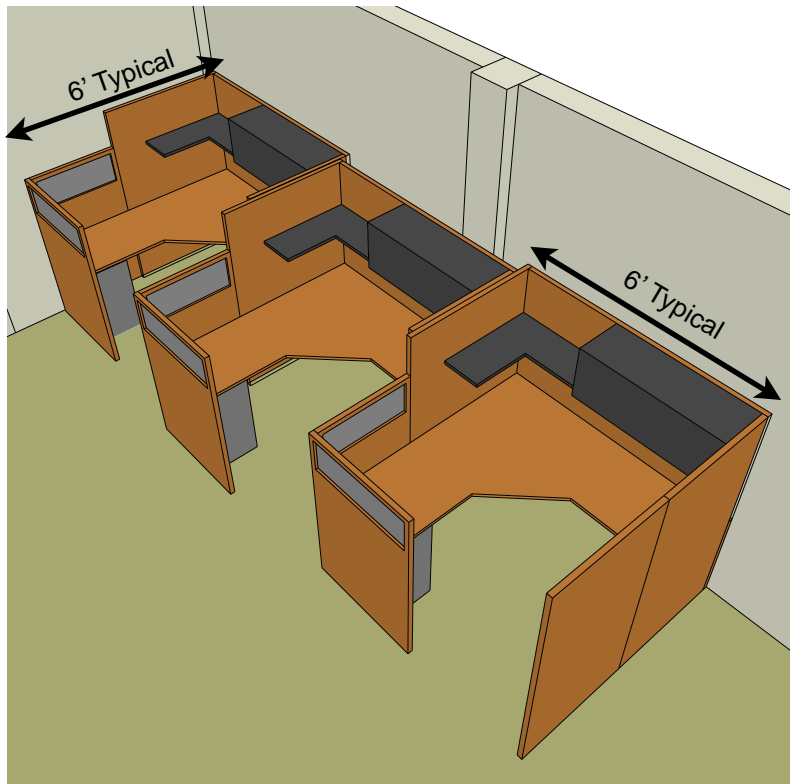
Building Code Official Area Illustration



Reception Area Illustration



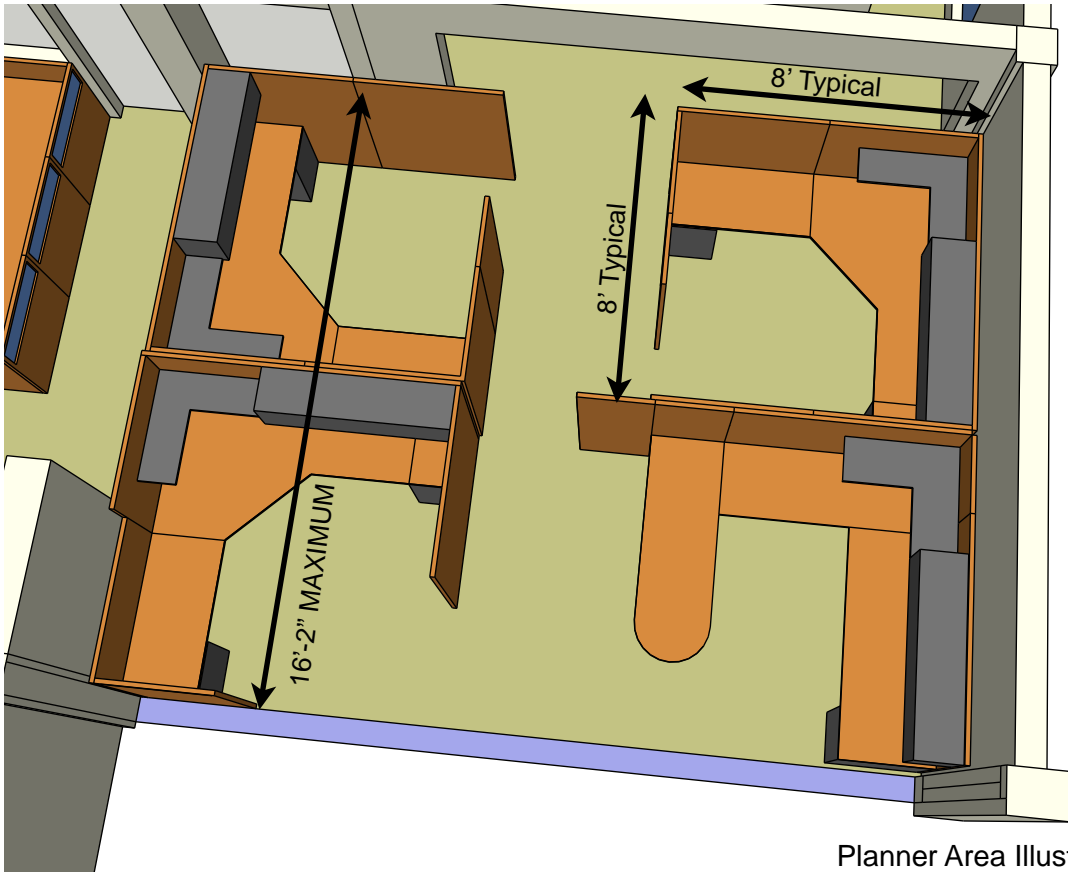
Reception Area Photo



Triplex/Building Inspector Area Illustration



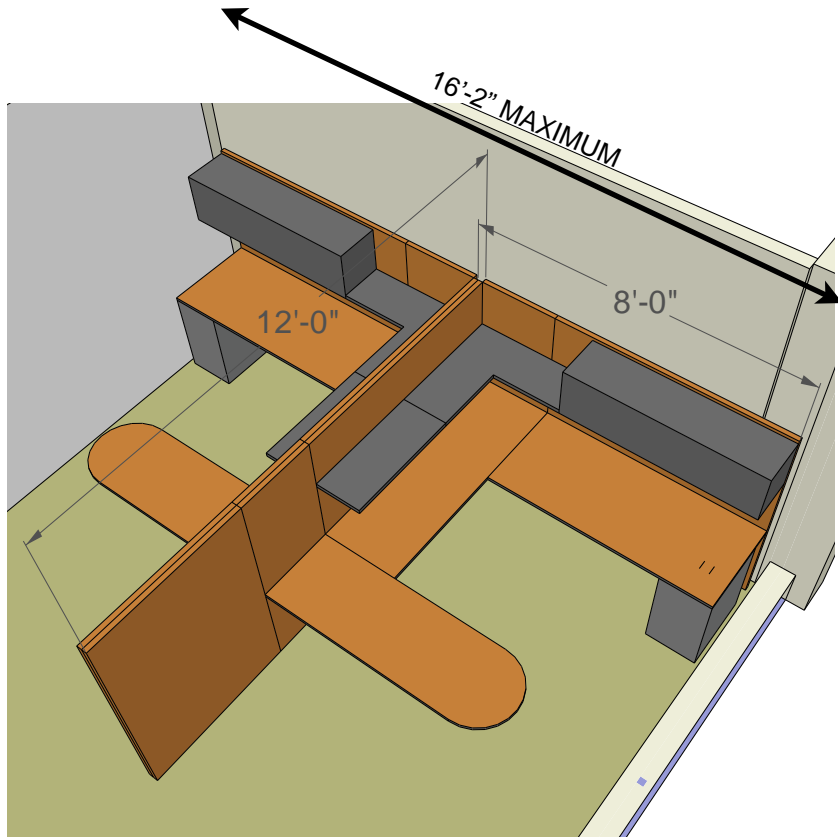
Triplex/Building Inspector Area Photo (Similar)



Planner Area Illustration



Planner Area Photo
(8 foot units required - 6
foot units shown)



Director Area Illustration