SEBASTIAN COUNTY JUDGE
Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901
(479) 784-1502 Fax (479) 784-1550

April 2, 2013

NOTICE TO: Qualified Bidders

SUBJECT: Request for Proposal, Bid Number SC – 1307

Sebastian County is interested in receiving sealed written proposals for furnishing the products/services specified in the attached Request for Proposal (RFP). Complete details regarding the products and/or services required by the County, and instructions for participating in the bid process, are included in the attached bid package.

Bids must be received by the time and date indicated in the RFP. Bids received after the time and date set for opening will not be considered.

Bidders who do not wish to submit bids must submit a "No Bid" to continue to be eligible for retention on the Bid List. The Bid List is periodically reviewed and bidders who have not responded to proposal requests are deleted.

If you are interested in submitting a bid, please be sure that the requirements of the RFP are completed since failure to meet the requirements could cause your bid to be rejected.

Any questions regarding the Bid Invitation should be directed to the Purchasing Department, (479) 784-1502.

J. Scott Stubblefield
Assistant Administrator Purchasing/Facilities
Sebastian County, Arkansas

Attach: RFP

REQUEST FOR PROPOSAL

Sebastian County, Arkansas

COVER SHEET **SECTION I**

BID NUMBER: SC-1307

TITLE: Big Creek Rural Fire Station Building

OPENING: DATE: April 16, 2013
TIME: 11:00 A.M.
PLACE: Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas

MAIL SEALED PROPOSALS TO: County Judge's Office
Sebastian County Purchasing Dept.
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901

ON OUTSIDE OF PROPOSAL SHOW:
(1) Return address
(2) Bid opening date
(3) Bid number & title

BIDDER MUST COMPLETE THE FOLLOWING INFORMATION:

NAME OF BIDDER: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX Number: _____

INSTRUCTIONS:

1. Lump Sum prices and extensions are required on proposal form.
2. **Return three copies of the entire bid package and any other documents required by the specifications.**
3. Proposals must be signed to be accepted.
4. Any trade discounts should be deducted and net prices shown.
5. Bidder must guarantee product(s) offered will meet or exceed specifications contained in this Request for Proposals.
6. Bidding procedures will be in compliance with Arkansas Laws.
7. **QUOTE:** F.O.B. destination.
8. **TERMS:** Net 60 days.

PROPOSAL FORM

BID NO. SC-1307 **SECTION II**

We, the undersigned, agree to furnish the products and/or services indicated below in accordance with the specifications and conditions contained herein, at the bid price shown.

It is expressly agreed and understood by and between the parties hereto, and is made a condition precedent to the entering into of any purchase agreement resulting from this invitation to bid, that the County Judge, Sebastian County, shall determine any and all questions or disputes which may arise concerning conformity to the specifications and conditions, and proposals; and the quantity, suitability, and acceptability of all items to be furnished hereunder; and his decision as to such matters shall be final, binding, and conclusive upon the parties hereto.

That this Request for Proposal and proposals submitted hereunder shall be governed by the laws of the State of Arkansas.

We, the undersigned, affirm that this proposal is made on behalf of the undersigned, and is made without collusion on the part of any person, firm or corporation; and that the conditions and other provisions have been carefully examined and are agreed to.

Total Price _____

Written Amount $ _____

Contractor's License No. _____

Exceptions to specifications: NO____ YES____ (Attach itemized list)

From:_____ **Signature:** _____
(Vendor) (Printed name & signature)

Date: _____ **Title:** _____

SUPPLEMENTARY GENERAL CONDITIONS SECTION III

1. Bids must be received no later than the date and time set for bid opening. **Bids must be sealed.** Bids may be withdrawn, modified or corrected by the bidder after it has been submitted provided a written request to do so is filed with the County Judge prior to the time set for opening the bid. Telegrams or letters received prior to the time set for opening the bids will be accepted and attached to the unopened bid, and the bid will be considered withdrawn, modified, corrected, or otherwise changed accordingly. **NO BID MAY BE WITHDRAWN, MODIFIED, CORRECTED, OR OTHERWISE CHANGED AFTER THE TIME SET FOR OPENING THE BIDS.**

2. Specifications are designed to describe the type and quality of the product/services desired by the County. They are not intended to restrict bidding on any like product/service of equal or higher quality. Any exceptions to the specifications must be noted on a separate sheet by reference to the item number in the specifications where the exception is taken. If no exceptions are submitted with the Proposal, and accepted by the County, bidders will be expected to comply with the specifications. Products and/or services will be inspected for compliance prior to acceptance.

3. Prices quoted will be considered net prices unless otherwise stated by the bidder in the proposal. Bid prices must remain firm for 90 days unless otherwise stated in the specifications.

4. It shall be understood and agreed that any material or product purchased under this bid shall be new and in first class condition unless otherwise stated in or required by the bid invitation.

5. Bid bonds are required. Details are specified in Proposal.

6. **Bid Proposals must be signed to be accepted.** Signature must be that of the individual authorized to obligate the bidder who is submitting the bid or proposal.

7. The County is exempt from Federal Excise Taxes and such taxes shall not be included in the bid price. Documentation will be furnished where required.

8. BIDS WILL BE EVALUATED BASED UPON COMPLIANCE WITH THE SPECIFICATIONS, BID PRICE, APPLICABILITY AND SUITABILITY OF THE PRODUCT/SERVICES BEING OFFERED, PRODUCT AND VENDOR RELIABILITY, WARRANTY, DELIVERY TIME, AND SUCH OTHER FACTORS DEEMED APPROPRIATE TO ASSURE THE COUNTY RECEIVES A QUALITY PRODUCT MOST ADVANTAGEOUS TO THE COUNTY.

9. Assignment of any part or all of payments accruing under contracts or purchase agreements resulting from this Invitation to Bid will not be authorized. Payment shall only be made to the Contractor or vendor with whom the order is placed.

10. Applicants shall adhere to all state laws concerning procurement of services, provided that such procurement conforms to applicable federal laws and standards.

11. Bidders must comply with requirements of the Contractors Licensing Law (Act 150, 1965) and all Bonds shall comply with Arkansas Statutory Performance and Payment Bond Law, Act 351 of 1953, as amended by Act 209 of 1957.

12. The County reserves the right to accept part or all of any specific bid or bids, and to accept any bid or bids with or without trade-in whichever is most advantageous to the County.

13. The Sebastian County Judge reserves the right to reject any or all bids/proposals, to accept any deemed most advantageous to the County, and to waive any formalities.

A. GENERAL SPECIFICATIONS

1. Bidders shall provide complete details of work being proposed.
2. Bonds are required.
3. INSURANCE: A certificate of Insurance for liability covering the Contractor & Owner shall be supplied by the Contractor prior to the start of work. Insurance shall be effective for the time coverage of the contract.
4. PERMITS: The Contractor shall procure and pay for all required permits and invoice the Owner in the same amounts. Receipts shall be forwarded to Owner with the invoice.
5. PROJECT OFFICER: The Project Officer is Tommy Noel, Fire Chief, Big Creek Rural Fire Department, 479-651-5641
6. Contractor must be licensed in the State of Arkansas. License number shall be stated on the Proposal Form in the space provided.

B. SPECIFICATIONS

1. Form and pour 26' (ft.) x 45' (ft.) concrete aprons in front of building.
2. Dig, form and pour foundations and 8" (in.) floor slab for new building.
3. Supply and erect 45' (ft.) long x 45' (ft.) wide metal building with a 14' (ft.) eave height.
4. Metal building will have 26 gauge galvalume reinforced R-panel roof, 26 gauge colored walls, trim, gutter and downspouts.
5. Building will have 3" vinyl backed insulation in the roof and walls.
6. Supply and install 7' (ft.) 6" (in.) tall vinyl liner around interior of building.
7. Two 12' (ft.) x 12' (ft.) insulated overhead doors and remote controlled operators.
8. One walk thru door 3' (ft.) x 7' (ft.) on South side of the building.
9. Supply and install concrete filled steel pipe bollards on both inside and outside of each overhead door jamb.

There will be a pre-bid meeting on April 9, 2013 at 10:00 a.m. at 1618 South Hwy. 252, Charleston, AR. Attendance at this meeting is required for bid to be considered