



**STATE OF ARKANSAS**  
**ARKANSAS DEPARTMENT OF PARKS, HERITAGE AND TOURISM**  
**PROCUREMENT DIVISION**  
One Capitol Mall, Suite 4A-900  
Little Rock, Arkansas 72201

## INVITATION FOR BID

SOLICITATION INFORMATION			
Bid Number:	ADPHT-23-015	Solicitation Issued:	May 11, 2023
Description:	Flooring		
Agency:	Mount Magazine State Park, Arkansas Department of Parks, Heritage and Tourism		

SUBMISSION DEADLINE AND DELIVERY OF RESPONSE DOCUMENTS			
Bid Opening Date:	May 24, 2023	Bid Opening Time:	4:00 p.m., Central Time
Submissions for this Invitation for Bid <b>must</b> be submitted to <a href="mailto:adpht.procurement@arkansas.gov">adpht.procurement@arkansas.gov</a> designating the IFB number and "Response" in the subject line of the email.			

OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
ADPHT Buyer:	Cara Bono	Buyer's Direct Phone Number:	501-682-6910
Email Address:	<a href="mailto:Cara.bono@arkansas.gov">Cara.bono@arkansas.gov</a>	ADPHT Purchasing Main Number:	501.682.4933
Bid Posting Website:	<a href="#">Office of State Procurement – Other Procurement Units</a>		

## SECTION 1 – REQUIREMENTS

- **Do not** provide responses to items in this section unless specifically and expressly required.

### 1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Arkansas Department of Parks, Heritage and Tourism (ADPHT or Department) for Mount Magazine State Park to obtain pricing and a contract for flooring repair.

### 1.2 SPECIFICATIONS

1. Contractor **shall**:
  - a. Complete all work within 45 calendar days from date of award.
  - b. Schedule all work with park superintendent or her designee.
  - c. Be responsible for all material deliveries and protection during construction.
  - d. Furnish all tools, equipment and labor to take up / remove any existing flooring (if necessary) and disposal from job site.
2. Contractor **shall**
  - a. Remove and reinstall existing door units and all new trim to a height that allows the doors to clear the new flooring.
  - b. Install new flooring under the door threshold at the 3' front and end doors and the 6' back door.
  - c. Install approximately 1,775 square feet of Marazzi Montagna Rustic Bay 6" x 24" glazed porcelain floor tile.
  - d. Install any base boards that might be necessary.
  - e. Install new base shoe (approx. 500 lin. ft.) and paint to match existing base boards.
3. Contractor **shall** construct any and all construction safety barriers to keep bystanders out of work areas and at a safe distance for the duration of the project.
4. Contractor **shall** do everything in their power to prevent unnecessary damage to any part of the building.
5. Contractor **shall** be responsible for any and all post-project clean up.
6. Contractor **shall** remove all debris (including nails and metals, all disposable materials offsite) at the end of each workday.
7. Contractor **shall** include all necessary taxes and freight in the bid proposal.
8. Contractor **shall** provide a one (1) year warranty that applies to all work performed.

9. Any discovered damage **must** be reported, in writing, to a park representative. Representative will then submit to ADPHT Central Office Buyer prior to any repair work being completed for approval. Information regarding the repair **must** include all labor, materials and cost.

### 1.3 REQUIRED SITE VISIT

- A. The Prospective Contractor **shall** schedule a site visit with the Park Superintendent.
- B. The Prospective Contractor **shall** meet the Park Superintendent or her designee at the Visitor Center at the park.
- C. Mount Magazine State Park location is:  
Mount Magazine State Park  
16790 Highway 309 S.  
Paris, AR 72855

### 1.4 PROJECT COMPLETION

- A. The Department requests delivery of or completion of project within 45 calendar days after receipt and acknowledgment of purchase order. If this delivery or project date cannot be met, the Prospective Contractor **must** state the alternate number of days required to begin the project/service and/or place the commodity in the ordering agency's designated location. Failure to state the alternate delivery time obligates the Contractor to complete delivery/project by the Department's requested date. Extended delivery dates or completion of projects may be considered when in the best interest of the Department.

### 1.5 INSURANCE

- A. The Prospective Contractor **shall** provide a Certificate of Insurance for the following:
  1. General Contractor's Liability
  2. Proof of vehicle insurance
  3. Worker's Compensation Certificate of Insurance
    - a. Should the Prospective Contractor have too few employees to carry Worker's Compensation insurance, then he **shall** provide a statement on his company letterhead that his company does not qualify for Worker's Compensation because of having too few employees.
  4. The Prospective Contractor **shall** list the Agency's name and address as the certificate holder.

### 1.6 BRAND NAMES OR MANUFACTURER MODEL NUMBERS

- A. Any brand name or manufacturer's reference used in the bid invitation is descriptive only, not restrictive, and used to indicate the type and quality desired.
- B. Bids on brands of like nature and quality will be considered.
- C. If bidding on other than referenced specifications, the bid must show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered.

- D. The Department reserves the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the Department may require the bidder to supply additional descriptive material.
- E. The bidder guarantees that the product offered will meet or exceed specifications identified in this bid invitation.
- F. If the bidder takes no exception to specifications or reference data in this bid, the bidder will be required to furnish the product according to brand names, model numbers, and all other items specified in the invitation.

#### **1.7 GUARANTY**

- A. All items bid shall be newly-manufactured, in first class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the bid invitation.
- B. Units bid shall be currently advertised and produced model with all the latest standard features whether or not called for in these specifications, except where these specifications require substitution in lieu of manufacturer's standard.
- C. The successful contractor must supply one (1) set of service, parts, and operating manuals, if applicable.
- D. The bidder hereby guarantees that everything furnished hereunder will be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it will conform thereto and will serve the function for which it was furnished.
- E. The bidder further guarantees that if the items furnished hereunder are to be installed by the bidder, such items will function properly when installed.
- F. The bidder also guarantees that all applicable laws have been complied with relating to construction, packaging, labeling, and registration.
- G. The bidder's obligations under this section shall survive for a period of one (1) year from the date of delivery, unless otherwise specified herein.

#### **1.8 DISCOVERY OF HIDDEN DAMAGE**

- A. Any discovered damage or additional repair needed must be reported to the park superintendent in writing.
- B. The park superintendent will submit the information to the ADPHT Central Office buyer prior to any repair work being performed, for approval and adjustment of the purchase order.
- C. The bidder may submit a quote for additional repair. Information regarding the repair should include an itemized list that includes all labor, materials, and any additional costs required to complete the repair.

#### **1.9 ACCEPTANCE STANDARDS**

- A. Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt.
- B. The State shall have the option to return any product(s) within the thirty (30) day timeframe for any reason.

- C. Bid must include a “total satisfaction” return policy for all products and **must not** impose any liability on the State for such returns.

## SECTION 2 – GENERAL INSTRUCTIONS AND INFORMATION

- **Do not** provide responses to items in this section unless specifically and expressly required.

### 2.1 ISSUING AGENCY

The ADPHT buyer listed on page 1 of this IFB is the sole point of contact regarding the IFB throughout the solicitation process.

### 2.2 TYPE OF CONTRACT

- A. As a result of this IFB, ADPHT intends to award a contract to a single contractor.
- B. The anticipated starting date for any resulting contract is upon award, except that the actual contract start date may be adjusted unilaterally by the State for up to three calendar months. By submitting a signed bid in response to the IFB, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.

### 2.3 CONTRACTOR SELECTION

Award will be made to the lowest-bidding, responsible Prospective Contractor on an all or none basis.

### 2.4 RESPONSE DOCUMENTS

#### A. *Bid Response Packet*

1. The following are Bid Submission Requirements and **must** be submitted electronically, in PDF format, to the ADPHT buyer listed on page 1 of this solicitation. The Prospective Contractor **shall** provide in the subject line the bid number and "Response." Should the Prospective Contractor omit adding the bid number and "Response" to the subject line, the bid will be rejected.
  - a. Signed *Bid Signature Page*. (See *Bid Response Packet*.)
    - i. A signed Bid Signature Page included in the *Bid Response Packet*. The signature **must** be that of a person authorized to contractually bind the Prospective Contractor.
    - ii. *Bid Response Packet*, which **must** be in the English language.
    - iii. Pricing **must** be proposed in U.S. dollars and cents and filled in at the bottom of the *Bid Signature Page*.
  2. The following items should be submitted electronically, in PDF format, with the *Bid Response Packet*. Should the Prospective Contractor omit any of the items listed below, upon notification by the ADPHT buyer, the Prospective Contractor **shall** submit these supporting documents to [adpht.procurement@arkansas.gov](mailto:adpht.procurement@arkansas.gov) with the subject line noting the bid number and "Supporting Contract Documents."
    - a. *EO 98-04 Disclosure Form*.
    - b. Copy of Prospective Contractor's *Equal Opportunity Policy*, if applicable.
    - c. *Voluntary Product Accessibility Template (VPAT)*, if applicable.
    - d. *Proposed Subcontractors Form*.

3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

## **2.5 ACCEPTANCE OF REQUIREMENTS**

- A. A Prospective Contractor **shall** unconditionally accept all Requirements in the Requirements Section(s) of this IFB to be considered a responsive Prospective Contractor.
- B. A Prospective Contractor's bid may be rejected if the Prospective Contractor takes exception to any Requirements in the Specifications Section(s) of this IFB.

## **2.6 ADDITIONAL TERMS AND CONDITIONS**

- A. The Department abides by the Solicitation Terms and Conditions set forth by the Office of State Procurement.
- B. Any special terms and conditions included in this solicitation shall override the Solicitation Terms and Conditions located on the OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.
- C. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the Standard Services Contract Template, Prospective Contractor agrees and will adhere to all terms if selected as the successful Contractor. Items identified as non-negotiable may only be modified if the legal requirement is satisfied and approved by the State. The Standard Services Contract can be viewed on the OSP website here (Agencies – Services – Forms): <https://www.transform.ar.gov/procurement/agencies/services/>.