

STATE OF ARKANSAS
Department of Parks, Heritage, and Tourism
 1100 North Street
 Little Rock, AR 72201

Park Operations Major Maintenance QUOTE BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:	MMQB-26-024	Date Solicitation Issued:	03/13/2026
Description:	Shingle Roof Group Pavilion & Restrooms		
Division/Agency:	Parks Operations		

SUBMISSION DEADLINE AND DELIVERY OF RESPONSE DOCUMENTS			
Bid Due Date:	03/23/2026	Time:	5:00 p.m., Central Time
<p>Bid responses for this Competitive Bid must be emailed to adpht.procurement@arkansas.gov by the designated due date and time. Bids received after the submission deadline may be rejected as untimely.</p> <p>Response email subject line must be Bid Submission for Bid MMQB-26-024</p> <p>Your Bid Submission could be misplaced and not considered if the email subject line is anything else.</p>			

PARK CONTACT INFORMATION			
Location Contact:	Caleb Howell		
Email Address:	Caleb.howell@arkansas.gov	Telephone Number:	870.925.4003
Department Website:	https://adpht.arkansas.gov/		

PROCUREMENT CONTACT INFORMATION			
Buyer:	Ashley Holligan		
Email Address:	Adpht.procurement@arkansas.gov	Telephone Number:	(501) 682-7619
Department Website:	https://adpht.arkansas.gov/		

IMPORTANT NOTICES:

Any contract awarded as a result of this solicitation that exceeds \$50,000.00 in value is subject to the Performance and Payment Bond requirements of Ark. Code Ann. §18-44-501et seq., §19-4-1401et seq., and §22-9-401et seq. The Surety guarantees that the Principal shall comply with Ark. Code Ann. §22-9-301 et seq. by payment and full compliance with all prevailing hourly wage contract provisions. The bond must be filed in the county where the work is to be performed

A Purchase Order will be issued to the lowest priced responsive and responsible bidder. Pre-payment or deposit will not be made for any amount for any reason. Contractor may invoice for 100% of the Purchase Order amount upon completion and acceptance of the project.

SECTION 1 – GENERAL INFORMATION AND INSTRUCTIONS

1.1 INTRODUCTION

This Quote Bid is issued by the Department of Parks Heritage and Tourism for the Parks Operations division to obtain pricing and a contract for a Major Maintenance project.

Direct all communications regarding this Solicitation to the Buyer on page one (1) of the Quote Bid.

1.2 TYPE OF CONTRACT

- A. As a result of this Quote Bid, the Department intends to award a contract to a single Contractor (see *Contractor Selection*).
- B. The anticipated starting date for any resulting contract is within 30 days of Bid Due Date except that the actual contract start date may be adjusted unilaterally by the State for up to three (3) calendar months. By submitting a signed bid in response to the Quote Bid, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.

1.3 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law have the same meaning herein.
- B. The terms “Quote Bid,” “QB,” and “Solicitation” are used synonymously in this document.
- C. “Prospective Contractor” means a responsive and responsible bidder who submits a bid that meets the Requirements and criteria set forth in this Solicitation.
- D. “Requirement” means a term, condition, provision, deliverable, Specification, or a combination thereof, that is obligated under the Solicitation, resulting contract, or both.
- E. “Responsive Bid” means a bid submitted in response to this Solicitation that conforms to all Requirements, criteria, and Specifications in this QB.
- F. “Shall” and “must” mean the imperative and are used to identify Requirements and Specifications.
- G. “Specification” means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. “Specification” may include a description of any Requirement for inspecting, testing, or preparing a commodity or service for delivery.
- H. “State” means the State of Arkansas. When the term “State” is used herein to reference any obligation of the State under a contract that results from this Solicitation, that obligation is limited to the Department using such a contract.

1.4 CONTRACTOR SELECTION

- A. If it is in the best interest of the State to do so, award will be made to the responsive and responsible Prospective Contractor determined to have submitted the lowest priced Responsive Bid, based on the Official Bid Price amount entered on the Bid Signature Page.
- B. The State reserves the right to determine that received costs from any vendor are unreasonable (too high for the requirements of the subject solicitation) or unrealistic (too low to reflect the ability of the offeror to meet the requirements of the solicitation). When it is determined by the State that pricing is potentially unrealistic or unreasonable, the State may request an offeror to clarify elements of pricing, and the offeror may be removed from consideration for a solicitation, at the sole discretion of the State.
- C. If the State so chooses, negotiations may be conducted with the lowest-bidding, responsive and responsible Prospective Contractor if:
 - 1. All bids received from responsive and responsible bidders exceed available funding; or
 - 2. It appears that additional savings to the state may result from negotiation.

- D. If negotiations fail to result in a contract, the State may negotiate with the next lowest-bidding, responsive and responsible Prospective Contractor.
 - 1. The negotiation process may be repeated until an acceptable lower bid price is negotiated, or until such time the State determines negotiations are no longer in the best interest of the state.
 - 2. Negotiations are conducted at the sole discretion of the State.
- E. A contract is not effective prior to final award being made by the State; some contracts may be subject to Legislative review prior to final award.

1.5 RESPONSE DOCUMENTS

- A. All bids **must** be submitted to the adpht.procurement@arkansas.gov before the submission deadline on page one (1) of the QB.
 - 1. The following are bid submission Requirements and **ALL must** be submitted for a response to be considered responsive:
 - a. Fully completed, legible and Signed Bid Signature Page; signature may be ink or digital.
 - b. Official Bid Price Sheet **must** be completed and price proposed in U.S. dollars and cents.
 - i. Official Bid Price **must** be a firm offer and adjustments may be negotiated prior to contract award. The State has the right to approve or deny any request for a price adjustment.
 - ii. State and local sales taxes should not be included in the bid price.
 - iii. Prospective Contractor may submit additional documentation to support the price quoted.
 - c. Proposed Subcontractors Form (See [SRV-1](#) section 14)
 - d. Completed and Signed Site Visit Verification Form
 - 2. The following items, which **must** be completed, signed, and submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's bid response:
 - a. Combined Certifications Form
 - b. EO 98-04 Contract & Grant Disclosure Form
 - c. Performance Bid Bond Form if contract award exceeds \$50,000
 - 3. Prospective Contractors should not include any other documents or ancillary information, such as a cover letter or promotional/marketing information.
- B. Prospective Contractors shall not alter any language in Solicitation document(s) or Official Bid Signature Page provided by the State.
- C. Prospective Contractors' bids cannot be altered or amended after the bid opening except as permitted by law or rule.
- D. As requested, Prospective Contractors **shall** provide clarification regarding Prospective Contractor's bid response.
- E. Prospective Contractors may submit multiple bids.

SECTION 2 – SPECIFICATIONS AND REQUIREMENTS

See Attachment A Specifications

SECTION 3 – SOLICITATION TERMS AND CONDITIONS

3.1. ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is responsible (OSP Rule R1:19-11-235).
 - 1. Bids submitted by Prospective Contractors determined to be non-responsible will be rejected.
- B. A single Prospective Contractor **must** be identified as the prime contractor.
 - 1. The prime Contractor **shall** be responsible for the resulting contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.
- C. By submitting a bid, the Prospective Contractor represents and warrants:
 - 1. That the prices in the bid have been arrived at independently, without any collusion with another competing Prospective Contractor.
 - a. Collusion violates Arkansas Procurement Law and can lead to suspension, debarment, and can be referred to the Attorney General's officer for investigation and appropriate legal action (Arkansas Code Annotated § 19-11-240 and 19-11-245).
 - 2. That the Prospective Contractor has not retained a person to solicit or secure the resulting contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Prospective Contractor for the purpose of securing business.
- D. Qualifications, services, and commodities **must** meet or exceed the required Specifications as set forth in the Solicitation.

3.2. GENERAL TERMS AND CONDITIONS

- A. The Contractor **must** be registered as a vendor to receive payment and may register online by visiting ark.org/vendor/index and clicking the *Start Here* button.
- B. All payments to the Contractor under a resulting contract **shall** be made exclusively through ACH (Automated Clearing House) direct deposit.
 - 1. The Contractor **shall** provide the necessary banking information, including account number, routing number, and any other details required to facilitate ACH direct deposits.
 - 2. The Contractor **shall** be responsible for ensuring that the provided banking information is accurate and up to date. Any delays or errors in payment caused by incorrect or outdated information provided by the Contractor **shall not** be the responsibility of the Department.
 - 3. The Department will process payments according to the agreed payment schedule, and all payments made via ACH direct deposit **shall be** considered as duly received upon successful transmission to the Contractor's designated bank account.
- C. Pursuant to Arkansas State Procurement Law, the Contractor **shall** certify that, unless they offer to provide the goods or services for at least twenty percent (20%) less than the lowest certifying Prospective Contractor:
 - 1. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of Israel (Arkansas Code Annotated § 25-1-503),
 - 2. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry (Arkansas Code Annotated § 25-1-1102).

- D. Pursuant to Arkansas Procurement Law, the Contractor **shall** certify that the Contractor does not knowingly employ or contract with illegal immigrants and that the Contractor **shall not** knowingly employ or contract with illegal immigrants during the aggregate term of any contract with the State or any of its departments, institutions, or political subdivisions (Arkansas Code Annotated § 19-60-105).
- E. The Contractor **shall** invoice the State as required by the Department and should not invoice the State in advance of delivery and acceptance of any commodities or services (Arkansas Code Annotated § 19-4-1206).
 - 1. The Contractor should invoice the agency by an itemized list of charges. The Department's purchase order number and/or the contract number should be referenced on each invoice.
 - 2. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of commodities and services by the Department.
 - 3. Payment will be made only after the Contractor has successfully satisfied the Department as to the reliability and effectiveness of the commodities or services purchased as a whole.
- F. The Contractor should be able to accept the State's authorized VISA Procurement Card (p-card) as a method of payment. Price changes or additional fee(s) **must not** be levied against the State when accepting the p-card as a form of payment.
- G. The Prospective Contractor **shall** certify that they are not a company owned in whole or with a majority ownership by the government of the People's Republic of China (a "Scrutinized Company") and that they do not and **shall not** during the aggregate term of the resulting contract employ a Scrutinized Company as a contractor (Arkansas Code Annotated § 25-1-1203).
- H. This QB incorporates all terms of the Form [SRV-1](#)
 - 1. A Prospective Contractor's bid may be rejected if a Prospective Contractor takes exception to any terms, conditions, or Requirements in this QB.
- I. The Prospective Contractor agrees and **shall** adhere to all terms, conditions, and Requirements if selected as the Contractor.
 - 1. Items may only be modified if the legal requirement is satisfied and approved by the State during negotiations.

3.3. INSPECTION AND ACCEPTANCE

- A. The State may inspect all work and commodities delivered, tendered, or identified to the State as being procured under a resulting contract to determine whether they conform to the contract.
 - 1. The State's right to inspection may be exercised at any reasonable place and time and in any reasonable manner, as determined in the State's reasonable discretion, prior to acceptance of and payment for any commodities procured under a resulting contract.
 - 2. If the work or commodities are found to be conforming as the result of inspection, the State will bear the cost of inspection, if any.
 - 3. If any of the work or commodities are found to be non-conforming, the State:
 - a. May elect to recover expenses of inspection, if any, from the Contractor and the Contractor **shall** bear the cost
 - b. The Contractor **shall** be responsible for the cost of any retrieval, return, or disposal of the commodities. Payment for commodities does not constitute acceptance of the commodities as conforming to the contract if the State has not had a reasonable opportunity to inspect the commodities or in the event of Contractor's fraud or concealment of defects.
- B. The State has the option to return any product(s) within the thirty (30) day timeframe for any reason.

- C. The Contractor **shall** include a total satisfaction return policy for all products and **shall not** impose any liability on the State for such returns.

3.4. PROPRIETARY INFORMATION

- A. The release of public records is governed by the Arkansas Freedom of Information Act (Arkansas Code Annotated § 25-19-101 et. seq.).
- B. Submission documents pertaining to the Solicitation become the property of the State and may be subject to the Arkansas Freedom of Information Act (FOIA).
- C. In accordance with FOIA, and to promote maximum competition in the State competitive sealed bidding, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets and other information exempted from public disclosure pursuant to FOIA.
- D. Under no circumstances will pricing information submitted in response to an invitation for sealed bids be designated as confidential after the sealed bids have been opened.
- E. Consistent with and to the extent permitted under FOIA, any Prospective Contractor may designate appropriate portions of a bid as confidential by submitting a redacted copy of the bid. By so redacting any information contained in the bid, the Prospective Contractor warrants that, after having received such necessary or proper review by counsel or other knowledgeable advisors, it has formed a good faith opinion that the portions redacted are not considered public records under FOIA.
- F. If a Prospective Contractor deems part of the information contained in a response not to be a public record, the Prospective Contractor should submit one (1) complete copy of the submission documents from which any proprietary or confidential information has been redacted in their bid response. Except for the redacted information, the redacted copy **must** be identical to the original copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- G. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- H. The redacted copy will be open to public inspection under the FOIA without further notice to the Prospective Contractor. If the State deems redacted information to be subject to a public record request under FOIA, the State will endeavor to notify the Prospective Contractor prior to release of the redacted record.
- I. The State has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential or proprietary information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

MMQB-26-024 Specifications Attachment A

Common Name of Building: Group Pavilion & Restrooms

AASIS Asset Number: 120005607

Building Number: 11.31

GPS Coordinates Lat/Long: 34.0330,-93.6684

Contact Information

Asst. Superintendent: Waymon Cox Email: waymon.cox@arkansas.gov

Phone: 870.925.4004

Superintendent: Caleb Howell Email: caleb.howell@arkansas.gov

Phone: 870.925.4003

Mailing Address

209 State Park Road

Murfreesboro, AR 71958

Deliveries

209 State Park Road

Murfreesboro, AR 71958

Specifications: Shingle Roof

The Contractor shall furnish all labor, materials, tools, equipment, supervision, transportation, and incidentals necessary to complete the entire Scope of Work that follows:

1. Prospective contractor shall perform the removal of existing Standing seam. And the removal of all debris from project site.
2. Prospective contractor shall install 2.5" Hunter H-Shield NB ridge roof insulation composite panel composed of a closed cell polyisocyanurate foam core manufactured online to a fiber reinforced 5/8" facer or equivalent. And must meet manufacturers' fastening requirements.
3. Prospective contractor shall note that all Eve and Rake fascia must be wider to compensate for the added thickness of the Polyiso.
4. Prospective contractor shall be responsible for all safety barriers like orange construction fence to keep bystanders out of work areas and at a safe distance or equivalent.
5. Prospective contractor shall be responsible for any permits that may be required.
6. Prospective contractor shall furnish all materials, tools and labor, equipment to install new drip edge and StormTread synthetic roofing underlayment or equivalent and a (class 3 impact) 60-mph wind architectural shingles Approx. (3,588 sq. ft.) of roof area. And Approx. (286' lin. Ft. drip edge) and Approx. (100' lin. Ft. vent ridge)
7. The color of shingles shall best match existing (Weatherwood) and other roofs if close to the one that's being replaced.
8. Prospective contractor shall install a premium starter strip around the eaves and rakes to help prevent wind uplift.
9. Prospective contractor shall nail the shingles with a minimum one inch in length and a

minimum four nails per shingle.

10. Prospective contractor shall install the entire roof system to meet manufacturers' specifications and any state, county, and city building codes.
11. Prospective contractor shall install new roof vent boots/jacks. Roof vent boots & flashing, and chimney flashing to be painted color to best match roof.
12. Prospective contractor shall remove turbine vents if applicable and patch decking.
13. Prospective contractor shall be responsible for re-sealing all roof penetrations.
14. Prospective contractor shall be responsible for replacing any damage, rotten decking or fascia and drip edge lumber to match existing and the re-nailing of any loose decking or fascia.
15. Any fascia, drip edge lumber removed or replaced contractor will caulk all joints and fill all nail holes and paint with two coats of BEHR Premium Plus Ultra paint and primer in one semi-gloss or equivalent.
16. If any paint is needed Travis McClure will be the one to give you the color codes to use.
17. Prospective contractor shall also be responsible to cover and protect anything that overspray or paint drips can possibly get on.
18. Prospective contractor shall also use an insecticide paint additive on final coat.
19. Prospective contractor shall work during normal business hours.
20. Prospective contractor shall be responsible for all materials delivered and protection of during construction.
21. Prospective contractor shall be responsible for the daily clean-up and the removal of all demolition/ construction debris including nails and metals offsite.
22. Prospective contractor shall be responsible for removing cable or satellite dishes and no dishes shall be attached to new shingle roof.
23. Prospective contractor shall install ice and water shield in all valleys and roof transitions.
24. Photographs may be requested by Travis McClure during installation.
25. Prospective contractor shall be responsible for protection of building from elements during construction and the precautions to be taken to prevent damage to landscaping.
26. Prospective contractor shall remove and reinstall and protect all gutters and down spouts, if applicable.
27. Park is not responsible for equipment and materials left on project site.

28. All work to be done with in (60days) from time of bid being awarded.
29. Contact Travis McClure 501.837.3082 once project is complete so final inspection can be completed.
30. Prospective contractor shall be required to do a site visit and is responsible for all estimates and measurements being verified and make an appointment with park for site visit.

(SITE VISIT IS REQUIRED AND CONTRACTOR IS RESPONSIBLE FOR ALL ESTIMATES AND MEASUREMENTS BEING VERIFIED) Make appointment with Park for site visit. ***Any damage discovered will be reported to park representative in writing and will be submitted to ADPT Central Office Buyer, prior to any repair work being completed.***

Title	<input type="text"/>	
Name	CRATER OF DIAMONDS STATE PARK	
Street/House Number	209 STATE PARK ROAD	<input type="text"/>
District	PIKE	
Postal Code/City	71958	MURFREESBORO
Country	<input type="text" value="US"/>	USA

PERFORMANCE STANDARDS

Criteria	Standard	Damages
Compliance with Specifications of SOW	All materials, methods, and installation match contract specifications and applicable codes.	Corrective work at Contractor's expense; withholding payment until corrected.
Quality of Work	Shingle and structural repairs must be free of leaks, defects or visible installation errors. No avoidable damage to structure. Proper precautions taken to prevent water intrusion. Passing inspection by ADPHT Maintenance Coordinator.	Repairs or replacement at Contractor's expense; delayed or possible reduced payment for work that does not pass inspection.
Painting Standards	All painting completed following requirements set in the SOW.	Repainting or correction at Contractor's expense; withholding payment until corrected.
Material Protection & Security	All materials stored and protected from weather.	Contractor responsible for replacement of damaged materials at no additional cost.
Timeliness of Work	Work to be completed within 60 days of award	Extensions must be approved by ADPHT Maintenance Coordinator. Possible termination for cause.
Safety & Protection Measures	Work areas are cordoned off, debris removed, and work area cleaned up daily, staff are following industry standard safety precautions	Work stoppage until compliant. Possible termination for cause
Permit & Insurance Compliance	Obtained and maintained throughout project	Work stoppage. Possible termination for cause