

City of Fayetteville Staff Review Form

2017-0260

Legistar File ID

6/6/2017

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Anthony Rankin

5/9/2017

Animal Services /
Development Services Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Acceptance of a bid from Shor-Line (Schroer Mfg.) for the purchase of new cat adoption area cages and new veterinary clinic recovery cages in the amount of \$30,382.52, plus all applicable taxes.

Budget Impact:

1010.671.2740-5210.00

Animal Sevices minor equipment donations

Account Number

Fund

33048-1

Animal Services donations

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 2,492.00

Funds Obligated \$ -

Current Balance \$ 2,492.00

Does item have a cost? Yes

Item Cost \$ 30,382.52

Budget Adjustment Attached? No

Budget Adjustment \$ 30,000.00

Remaining Budget \$ 2,109.48

V20140710

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Approval Date: _____

Comments: Acceptance of a bid from Shor-Line (Schroer Mfg.) for the purchase of new cat adoption area cages and new veterinary clinic recovery cages, in the amount of \$30,382.52, plus all applicable taxes.



MEETING OF 6/6/2017

TO: Mayor and City Council

THRU: Yolanda Fields, Community Resources Director
Justine Lentz, Fayetteville Animal Services Superintendent

FROM: Anthony Rankin, Fayetteville Animal Services Programs Manager

DATE: 5/9/2017

SUBJECT: Acceptance of bid from Shor-Line (Schroer Mfg.) for the purchase of new adoption cat cages and vet clinic recovery cages.

RECOMMENDATION:

Staff recommends the acceptance of a bid from Shor-Line (Schroer Mfg.) for the purchase of new cat area adoption cages and new animal recovery cages for the shelter's veterinary clinic in the amount of \$30,382.52, plus all applicable taxes.

BACKGROUND:

Animal Services wishes to purchase these cages to finish renovations of the facility.

DISCUSSION:

Fayetteville Animal Services is in the process of renovating the cat adoption and the veterinary clinic animal recovery area of the Lib Horn Animal Shelter of Fayetteville, utilizing donation monies donated to the shelter. The purchase of these cages will finalize the renovations to both of these areas. These renovations will increase the holding capacity of the cat adoption area and will provide our veterinary clinic with necessary cages for the treatment of ill or injured animals.

BUDGET/STAFF IMPACT:

The funds for this purchase exist already in the Animal Services donation account. A budget adjustment will go to Budget to move the funds to the proper account. There is no staff impact expected, assembly can be done in house.

ATTACHMENTS:

Bid

CITY OF



City of Fayetteville, Arkansas
Purchasing Division – Room 306
113 W. Mountain
Fayetteville, AR 72701
Phone: 479.575.8220

TDD (Telecommunication Device for the Deaf): 479.521.1316

INVITATION TO BID

INVITATION TO BID: Bid 17-38, Cat Adoption and Recovery Equipment

DEADLINE: Tuesday, May 02, 2017 before 2:00 PM, Local Time

DELIVERY LOCATION: Room 306 – 113 W. Mountain, Fayetteville, AR 72701

PURCHASING AGENT: Les McGaugh, lmcgaugh@fayetteville-ar.gov

DATE OF ISSUE AND ADVERTISEMENT: Monday, April 17, 2017

INVITATION TO BID

Bid 17-38, Cat Adoption and Recovery Equipment

No late bids will be accepted. Bids shall be submitted in sealed envelopes labeled with the name and address of the bidder.

All bids shall be submitted in accordance with the attached City of Fayetteville specifications and bid documents attached hereto. Each bidder is required to fill in every blank and shall supply all information requested; failure to do so may be used as basis of rejection.

The undersigned hereby offers to furnish & deliver the articles or services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by the Proposer/Bidder and City Purchasing Manager.

Name of Firm: Shor-Line (Schroer Mfg.)

Contact Person: Douglas Nietfeld Title: Sales Representative

E-Mail: Dougn@Shor-Line.com Phone: 913-281-1500 x 2214

Business Address: 511 Osage Avenue

City: Kansas City State: Kansas Zip: 66105

Signature:  Date: 05/02/2017

City of Fayetteville
Bid 17-38, Cat Adoption and Recovery Equipment
Advertisement

City of Fayetteville, Arkansas
INVITATION TO BID
Bid 17-38, Cat Adoption and Recovery Equipment

The City is seeking bids from qualified vendors for the purchase of Cat adoption kennels and recovery room equipment.

All sealed bids are due by Tuesday, May 02, 2017 before 2:00 PM, Local Time. All bids are due before the time stated. Late bids shall not be accepted. City of Fayetteville reserves the right to deviate from the estimated purchase quantities. Bids will be opened and read aloud immediately following the stated deadline.

Bid forms can be downloaded from the City's website at <http://fayetteville-ar.gov/bids> . All questions should be directed to Les McGaugh, (479)-575-8220, lmcgaugh@fayetteville-ar.gov.

The City reserves the right to reject any and all bids and to waive formalities deemed to be in the City's best interest.

Pursuant to Arkansas Code Annotated §22-9-203 The City of Fayetteville encourages all *qualified* small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, City of Fayetteville encourages all general contractors to subcontract portions of their contract to *qualified* small, minority and women business enterprises.

City of Fayetteville
By: Les McGaugh, Purchasing Agent
P: 479.575.8220
lmcgaugh@fayetteville-ar.gov
TDD (Telecommunications Device for the Deaf): (479) 521-1316
Date of advertisement: 04/17/2017

DELIVERY DATE REQUIRED: 60 CALENDAR DAYS FROM DATE OF ORDER

F.O.B. Fleet Operations Division, 1525 S. Happy Hollow Road, Fayetteville, AR 72701

Bid Form - Bid 17-38, Cat Adoption and Recovery Equipment

Bids shall be submitted on this bid package providing information products being bid. The City reserves the right to award this bid based on the City's best interest at the time of product order.

Item #	Description	Manufacturer	Estimated Quantity		Price Per Each		Total Line Item Price
1	30"x30" Laminate cat condo with resting shelf, grill door and clear back		9	x	\$ \$556.60	=	\$ \$5009.40
2	12"x30" Laminate litter areas		6	x	\$ \$368.00	=	\$ \$2,208.00
3	24"x30" Laminate cat condo with resting shelf & grill door		4	x	\$ \$478.80	=	\$ \$1,915.20
4	Laminate cat condo corner unit with grill door, 2 living areas per unit		4	x	\$ \$1,081.00	=	\$ \$4,324.00
5	Corner unit storage areas		4	x	\$ \$517.04	=	\$ \$2,068.16
6	Corner unit mobile bases with toe kick		4	x	\$ \$276.00	=	\$ \$1,104.00

THIS BID FORM CONTINUES ON THE NEXT PAGE.

7	24" Mobile bases with toe kick		2	x	\$ \$202.40	=	\$ \$404.80
8	24"x30" storage areas		2	x	\$ \$409.40	=	\$ \$818.80
9	24" Mobile base with toe kick		1	x	\$ \$202.40	=	\$ \$202.40
10	42" Mobile base with toe kick		1	x	\$ \$230.00	=	\$ \$230.00
11	72" Mobile base with toe kick		1	x	\$ \$276.00	=	\$ \$276.00
12	36"x24" Stainless steel kennels		2	x	\$ \$502.32	=	\$ \$1,004.64
13	36"x30" Stainless steel kennel		1	x	\$ \$509.68	=	\$ \$509.68
14	36" Mobile kennel base, 4" tall		1	x	\$ \$230.00	=	\$ \$230.00
15	24"x24" Mobile kennel base, 4" tall		1	x	\$ \$198.72	=	\$ \$198.72
16	36"x24" Oxygen door		1	x	\$ \$540.96	=	\$ \$540.96
17	60" wide puppy kennel with mobile base		1	x	\$ \$5,237.00	=	\$ \$5,237.00
18	46" Stainless steel exam top for Tub/table		1	x	\$ \$161.00	=	\$ \$161.00
19	46" Stainless steel tub/table with grill top		1	x	\$ \$3,546.00	=	\$ \$3,546.00

THIS BID FORM CONTINUES ON THE NEXT PAGE.

20	Deck mounted mixing faucet with hose and spray head		1	x	\$ \$366.16	=	\$ \$366.16
21	3.5" Stainless steel drain assembly		1	x	\$ \$27.60	=	\$ \$27.60
Total Base Bid :							\$ \$29,976.12

Bids shall be submitted on this bid form in its entirety AND accompanied by descriptive literature on the products being bid. The City reserves the right to award this bid based on the City's best interest at the time of product order.

THIS BID FORM CONTINUES ON THE NEXT PAGE.

Unsigned bids will be rejected. Items marked * are mandatory for consideration.

*NAME OF FIRM: Shor-Line

Purchase Order/Payments shall be issued to this name

*D/B/A or Corporation Name Schroer Mfg.

*BUSINESS ADDRESS: 511 Osage Avenue

*CITY: Kansas City *STATE: KS *ZIP: 66105

*PHONE: 913-281-1500 FAX: 913-281-5339

*E-MAIL: Dougn@Shor-Line.com

*BY: (PRINTED NAME) Douglas Nietfeld

*AUTHORIZED SIGNATURE: 

*TITLE: Sales Representative

DUNS NUMBER: _____ CAGE NUMBER: _____

*TAX ID NUMBER: 44-0510045

Acknowledge Addendums:

Addendum No. _____ Dated: _____ Acknowledged by: _____

Addendum No. _____ Dated: _____ Acknowledged by: _____

Addendum No. _____ Dated: _____ Acknowledged by: _____

Addendum No. _____ Dated: _____ Acknowledged by: _____

**ALL BIDDERS SHALL COMPLETE THE "TECHNICAL SPECIFICATION" SECTION WITH BID.
FAILURE TO SUBMIT A RESPONSE ON THE PROVIDED "TECHNICAL SPECIFICATION" FORM
IN A COMPLETED FORMAT CAN RESULT IN BID REJECTION.**

1. SUBMISSION OF BID & BID EVALUATION:

- a. Bids shall be reviewed following the stated deadline, as shown on the cover sheet of this document.
- b. Bidders shall submit bids based on documentation published by the Fayetteville Purchasing Division.
- c. Bids shall be enclosed in sealed envelopes or packages addressed to the City of Fayetteville, Purchasing Division, Room 306, 113 W. Mountain, Fayetteville, AR 72701. The name, address of the firm and Bid, RFP, or RFQ number shall be on the outside of the packaging as well as on any packages enclosed in shipping containers or boxes.
- d. The City will not be responsible for misdirected bids. Vendor should call the Purchasing Office at 479.575.8220 to ensure correct receipt of bidding documents prior to opening time and date listed on the bid form.
- e. Bidders shall have experience in providing products and/or services of the same or similar nature.
- f. Bidder is advised that exceptions to any of the terms contained in this bid must be identified in its response to the bid. Failure to do so may lead the City to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.
- g. Local time is defined as the time in Fayetteville, Arkansas on the due date of the deadline. Bids shall be received before the time as shown by the atomic clock located in the Purchasing Division Office.
- h. Bids will be evaluated and awarded based on the best interest of the City of Fayetteville. The City reserves the right to award bids in their entirety, none, or by line item.

2. WRITTEN REQUESTS FOR INTERPRETATIONS OR CLARIFICATION:

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this bid must be sent in writing via e-mail to the Purchasing Agent. Responses to questions may be handled as an addendum if the response would provide clarification to the requirements of the bid. All such addenda shall become part of the contract documents. The City will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract.

3. DESCRIPTION OF SUPPLIES AND SERVICES:

Any reference to a particular brand or manufacturer is done in an effort to establish an acceptable level of quality for this project. Brands or manufacturers that are included in bid that are of at least equal quality, size, design, and specification as to what has been specified, will be acceptable for consideration only if approved by the City of Fayetteville Purchasing Division. The City of Fayetteville reserves the right to accept or reject any requested equal.

4. RIGHTS OF CITY OF FAYETTEVILLE BID PROCESS:

In addition to all other rights of the City of Fayetteville, under state law, the City specifically reserves the following:

- a. The City of Fayetteville reserves the right to select the bid that it believes will serve the best interest of the City.
- b. The City of Fayetteville reserves the right to accept or reject any or all bids.
- c. The City of Fayetteville reserves the right to cancel the entire bid.
- d. The City of Fayetteville reserves the right to remedy or waive technical or immaterial errors in the invitation to bid or in bids submitted.
- e. The City of Fayetteville reserves the right to request any necessary clarifications, additional information, or data without changing the terms of the bid.

5. COSTS INCURRED BY BIDDERS:

All expenses involved with the preparation and submission of bids to the City, or any work performed in connection therewith, shall be borne solely by the bidder(s). No payment will be made for any responses received, or for any other effort required of, or made by, the bidder(s) prior to contract commencement.

6. CONFLICT OF INTEREST:

- a. The bidder represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided in City of Fayetteville Code Section 34.26 titled "Authority of City Employee to Contract with the City".
- b. All bidders shall promptly notify Les McGaugh, City Purchasing Agent, in writing, of all potential conflicts of interest for any prospective business association, interest, or other circumstance which may influence or appear to influence the bidder's judgment or quality of services being provided. Such written notification shall identify the prospective business association, interest or circumstance, the nature of which the bidder may undertake and request an opinion to the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the bidder. The City agrees to communicate with the bidder its opinion via e-mail or first-class mail within thirty days of receipt of notification.

7. WITHDRAWAL OF PROPOSAL:

A bid may be withdrawn prior to the time set for the bid submittal, based on a written request from an authorized representative of the firm; however, a bid shall not be withdrawn after the time set for the bid unless approved by the Purchasing Division.

8. LATE PROPOSAL OR MODIFICATIONS:

Bid modifications received after the time set for the bid submittal shall not be considered. Modifications in writing received prior to the deadline will be accepted. The City will not be responsible for misdirected bids. Bidders should call the Purchasing Division at (479) 575-8220 to insure receipt of their submittal documents prior to opening time and date listed.

9. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:

- a. The laws of the State of Arkansas apply to any purchase made under this bid. Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this proposal

and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Disadvantaged Business Enterprises (DBE), & OSHA as applicable to this contract.

- b. Pursuant to Arkansas Code Annotated §22-9-203 The City of Fayetteville encourages all *qualified* small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, City of Fayetteville encourages all general contractors to subcontract portions of their contract to *qualified* small, minority and women business enterprises.

10. PROVISION FOR OTHER AGENCIES:

Unless otherwise stipulated by the bidder, the bidder agrees to make available to all Government agencies, departments, municipalities, and counties, the proposal prices submitted in accordance with said proposal terms and conditions therein, should any said governmental entity desire to buy under this proposal. Eligible Users shall mean all state of Arkansas agencies, the legislative and judicial branches, political subdivisions (counties, local district school boards, community colleges, municipalities, counties, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the contract.

11. COLLUSION:

The Proposer, by affixing his or her signature to this proposal, agrees to the following: "bidder certifies that his or her bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s) and/or services and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action."

12. RIGHT TO AUDIT, FOIA, AND JURISDICITON:

- a. The City of Fayetteville reserves the privilege of auditing a vendor's records as such records relate to purchases between the City and said vendor.
- b. Freedom of Information Act: City contracts and documents prepared while performing City contractual work are subject to the Arkansas Freedom of Information Act. If a Freedom of Information Act request is presented to the City of Fayetteville, the (Contractor) will do everything possible to provide the documents in a prompt and timely manner as prescribed in the Arkansas Freedom of Information Act (A.C.A. §25-19-101 et. seq.). Only legally authorized photocopying costs pursuant to the FOIA may be assessed for this compliance.
- c. Legal jurisdiction to resolve any disputes shall be in Washington County, Arkansas with Arkansas law applying to the case.

13. CITY INDEMNIFICATION:

The successful bidder(s) agrees to indemnify the City and hold it harmless from and against all claims, liability, loss, damage or expense, including but not limited to counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the goods or any part thereof covered by this order, and such obligation shall survive acceptance of the goods and payment thereof by the City.

14. VARIANCE FROM STANDARD TERMS & CONDITIONS:

All standard terms and conditions stated in this request for bid apply to this contract except as specifically stated in the subsequent sections of this document, which take precedence, and should be fully understood by bidders prior to submitting a proposal on this requirement.

15. ADA REQUIREMENT FOR PUBLIC NOTICES & TRANSLATION:

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 479.521.1316 (telecommunications device for the deaf), not later than seven days prior to the deadline. Persons needing translation of this document shall contact the City of Fayetteville, Purchasing Division, immediately.

16. PROCUREMENT POLICY FOR RECYCLED MATERIALS:

The City of Fayetteville wishes to encourage its bidders to use recycled products in fulfilling contractual obligations to the City and that such practices will serve as a model for other public entities and private sector companies.

17. PAYMENTS AND INVOICING:

The bidder must specify in their bid the exact company name and address which must be the same as invoices submitted for payment as a result of award of this bid. Further, the successful bidder is responsible for immediately notifying the Purchasing Division of any company name change, which would cause invoicing to change from the name used at the time of the original bid. Payment will be made within thirty days of invoice received. The City of Fayetteville is very credit worthy and will not pay any interest, fees, or penalty for untimely payments. Payments can be processed through bidder's acceptance of Visa at no additional costs to the City for expedited payment processing. The City will not agree to any nonrefundable deposit or retainer that would remain property of the bidder even if the hourly work actually performed by the bidder would not justify such fee.

The City will pay the awarded bidder based on unit prices provided on invoicing. Progress payments will be made after approval and acceptance of work and submission of invoice. Payments will be made within 30 days of accepted invoice.

18. CANCELLATION:

- a. The City reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the Contractor in writing of the intention to cancel or with cause if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified.
- b. Failure of the contractor to comply with any of the provisions of the contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City of Fayetteville.
- c. In addition to all other legal remedies available to the City of Fayetteville, the City reserves the right to cancel and obtain from another source, any items and/or services which have not been delivered within the period of time from the date of order as determined by the City of Fayetteville.
- d. In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate of the last day of the current fiscal period without penalty or expense to the City.

19. ASSIGNMENT, SUBCONTRACTING, CORPORATE ACQUISITIONS AND/OR MERGERS:

- a. The Contractor shall perform this contract. No assignment of subcontracting shall be allowed without prior written consent of the City. If a bidder intends to subcontract a portion of this work, the bidder shall disclose such intent in the bid submitted as a result of this bid.

- b. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the City within thirty (30) calendar days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the City, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the City awarding a proposal to a firm that has disclosed its intent to assign or subcontract in its response to the bid, without exception shall constitute approval for purpose of this Agreement.

20. NON-EXCLUSIVE CONTRACT:

Award of this bid shall impose no obligation on the City to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar work if it deems such an action to be in the City's best interest. In the case of multiple-term contracts, this provision shall apply separately to each item.

21. LOBBYING:

Lobbying of selection committee members, City of Fayetteville employees, or elected officials regarding request for proposals, request for qualifications, bids or contracts, during the pendency of bid protest, by the bidder/proposer/protestor or any member of the bidder's/proposer's/protestor's staff, and agent of the bidder/proposer/protestor, or any person employed by any legal entity affiliated with or representing an organization that is responding to the request for proposal, request for qualification, bid or contract, or has a pending bid protest is strictly prohibited either upon advertisement or on a date established by the City of Fayetteville and shall be prohibited until either an award is final or the protest is finally resolved by the City of Fayetteville; provided, however, nothing herein shall prohibit a prospective/bidder/proposer from contacting the Purchasing Division to address situations such as clarification and/or questions related to the procurement process. For purposes of this provision lobbying activities shall include but not be limited to, influencing or attempting to influence action or non-action in connection with any request for proposal, request for qualification, bid or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such actions may cause any request for proposal, request for qualification, bid or contract to be rejected.

22. ADDITIONAL REQUIREMENTS:

The City reserves the right to request additional services relating to this bid from the bidder. When approved by the City as an amendment to the contract and authorized in writing prior to work, the Contractor shall provide such additional requirements as may become necessary.

23. ADD OR DELETE LOCATIONS OR SERVICES:

The City reserves the right to unilaterally add or delete locations and/or services, either collectively or individually, at the City's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the City. In such case, the Contractor(s) will be required to provide services to this contract in accordance with the terms, conditions, and specifications.

24. INTEGRITY OF BID DOCUMENTS:

Bidders shall use the original bid form(s) provided by the Purchasing Division and enter information only in the spaces where a response is requested. Bidders may use an attachment as an addendum to the bid form(s) if sufficient space is not available on the original form for the bidder to enter a complete response. Any modifications or alterations to the original documents by the bidder, whether intentional or otherwise,

will constitute grounds for rejection of such response. Any such modifications or alterations a bidder wishes to propose shall be clearly stated in the bidder's response and presented in the form of an addendum to the original bid documents.

25. OTHER GENERAL CONDITIONS:

- a. Bidder is presumed to be familiar with all federal, state, and city laws, ordinances, and regulations which in any manner affect those engaged or employed in the Work, or the materials or equipment used, or that in any way affect the Work and shall in all respects comply with said laws, ordinances, and regulations. No claim of misunderstanding or ignorance on the part of Bidder or Proposer will in any way serve to modify the provisions of the contract. No representations shall be binding unless embodied in the contract.
- b. Prices shall include all labor, materials, overhead, profit, insurance, shipping, freight, etc., to cover the products and services presented. *Sales tax shall not be included in the bid price.* Applicable Arkansas sales tax laws will apply when necessary but will not be considered in award of this project.
- c. Each bidder should state the anticipated number of days from the date of receipt of an order for delivery of services to the City of Fayetteville.
- d. Bidders must provide the City with their bids signed by an employee having legal authority to submit bids on behalf of the bidder. The entire cost of preparing and providing responses shall be borne by the bidder.
- e. The City reserves the right to request any additional information it deems necessary from any or all bidders after the submission deadline.
- f. The request for bid is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the city to pay for any costs incurred by bidder in preparation. It shall be clearly understood that any costs incurred by the Proposer in responding to this request for proposal is at the bidder's own risk and expense as a cost of doing business. The City of Fayetteville shall not be liable for reimbursement to the Proposer for any expense so incurred, regardless of whether or not the proposal is accepted.
- g. If products, components, or services other than those described in this bid document are proposed, the bidder must include complete descriptive literature for each. All requests for additional information must be received within five working days following the request.
- h. NOTE: Any uncertainties shall be brought to the attention to Les McGaugh immediately via telephone (479.575.8220) or e-mail (lmcgaugh@fayetteville-ar.gov). It is the intent and goal of the City of Fayetteville Purchasing Division to provide documents providing a clear and accurate understanding of the scope of work to be completed and/or goods to be provided. We encourage all interested parties to ask questions to enable all bidders to be on equal bidding terms.
- i. Any inquiries or requests for explanation in regard to the City's requirements should be made promptly to Les McGaugh, City of Fayetteville, Purchasing Agent via e-mail (lmcgaugh@fayetteville-ar.gov) or telephone (479.575.8220). No oral interpretation or clarifications will be given as to the meaning of any part of this request for proposal. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms via written addendum. Names of firms submitting any questions, clarifications, or requests will not be disclosed until after a contract is in place.
- j. Any information provided herein is intended to assist the bidder in the preparation of proposals necessary to properly respond to this bid. The bid is designed to provide qualified Proposers with

sufficient basic information to submit proposals meeting minimum specifications and/or test requirements, but is not intended to limit a bid's content or to exclude any relevant or essential data.

- k. Bidders irrevocably consent that any legal action or proceeding against it under, arising out of or in any manner relating to this Contract shall be prevailed by Arkansas law. Proposer hereby expressly and irrevocably waives any claim or defense in any said action or proceeding based on any alleged lack of jurisdiction or improper venue or any similar basis.
 - l. The successful bidder shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of City of Fayetteville. In case the successful bidder assigns all or any part of any monies due or to become due under this Contract, the Instrument of assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any monies due or to become due to the successful bidder shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the services called for in this contract.
 - m. The successful bidder's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the services shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full herein. The successful bidder shall keep himself/herself fully informed of all laws, ordinances and regulations of the Federal, State, and municipal governments or authorities in any manner affecting those engaged or employed in providing these services or in any way affecting the conduct of the services and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, s/he shall herewith report the same in writing to City of Fayetteville.
26. **INVOICING:** All invoices shall be presented to the City with the minimum information listed below.
- a. City Department that ordered the materials or services
 - b. Order Date
 - c. Delivery date or the date of services
 - d. Name of the City Employee that requested or picked up the goods, materials, or service
 - e. Bid Number that applies to the purchase and invoices. Amounts in the bid shall match invoicing.

27. **ATTACHMENTS TO BID DOCUMENTS:** N/A

City of Fayetteville
Bid 17-38, Cat Adoption and Recovery Equipment
Technical Specification

1. GENERAL:

- 1.1 All unit(s) bid shall meet or exceed the minimum requirements or they will be deemed incomplete and will not be considered for bid award.
- 1.2 All specifications written are to minimums unless otherwise noted.
- 1.3 The City intends to order the estimated quantity presented in the bid form in a single order.
- 1.4 Pricing bid shall be inclusive of all items, shipping, and warranty. Bid pricing shall NOT include sales tax. Applicable taxes will apply upon invoicing but will not be considered for bid evaluation.

2. DESIGN SPECIFICATIONS:

2.1 Cat condos

Qty. of 9 - 30"x30" Laminate cat condo with resting shelf, grill door and clear back

Qty. of 6 - 12"x30" Laminate litter areas

Qty. of 4 - 24"x30" Laminate cat condo with resting shelf & grill door

Qty. of 4 - Laminate cat condo corner unit with grill door, 2 living areas per unit

Qty. of 4 - Corner unit storage areas

Qty. of 4 - Corner unit mobile bases with toe kick

Qty. of 2 - 24" Mobile bases with toe kick

Qty. of 2 - 24"x30" storage areas

Qty. of 1 - 24" Mobile base with toe kick

Qty. of 1 - 42" Mobile base with toe kick

Qty. of 1 - 72" Mobile base with toe kick

2.2 Animal Recovery Room Equipment

Qty. of 2 - 36"x24" Stainless steel kennels

Qty. of 1 - 36"x30" Stainless steel kennel

Qty. of 1 - 36" Mobile kennel base, 4" tall

Qty. of 1 - 24"x24" Mobile kennel base, 4" tall

Qty. of 1 - 36"x24" Oxygen door

Qty. of 1 - 60" wide puppy kennel with mobile base

Qty. of 1 - 46" Stainless steel exam top for Tub/table

Qty. of 1 - 46" Stainless steel tub/table with grill top

Qty. of 1 - Deck mounted mixing faucet with hose and spray head

Qty. of 1 - 3.5" Stainless steel drain assembly



**CITY OF
FAYETTEVILLE
ARKANSAS**

Bid: 17-38
DATE: 05.02.2017
TIME: 2:00 PM
CITY OF FAYETTEVILLE

Bid 17-38, Equipment Bid

****Official Bid Tabulation****

Item	Description	Manufacturer	Shor-Line		
			Estimated Qty.	Unit Price	Extended Price
1	30" x 30" Laminate cat condo with resting shelf, grill door and clear back		9	\$ 556.60	\$ 5,009.40
2	12" x 30" laminate litter areas		18	\$ 368.00	\$ 2,208.00
3	24" x 30" laminate litter areas		4	\$ 478.80	\$ 1,915.20
4	Laminate Cat Condo Corner Unit with Grill Door, 2 Living Areas per Unit		4	\$ 1,081.00	\$ 4,324.00
5	Corner unit storage areas		4	\$ 517.04	\$ 2,068.16
6	Corner unit mobile bases with toe kick		4	\$ 276.00	\$ 1,104.00
7	24" Mobile bases with toe kick		2	\$ 207.40	\$ 404.80
8	24" x 30" storage areas		2	\$ 409.40	\$ 818.80
9	24" Mobile base with toe kick		1	\$ 202.40	\$ 202.40
10	42" Mobile base with toe kick		1	\$ 230.00	\$ 230.00
11	72" Mobile base with toe kick		1	\$ 276.00	\$ 276.00
12	36" x 24" Stainless steel kennels		2	\$ 502.32	\$ 1,004.64
13	36" x 30" Stainless steel kennel		1	\$ 509.68	\$ 509.68
14	36" Mobile kennel base, 4" tall		1	\$ 230.00	\$ 230.00
15	24" x 24" Mobile kennel base, 4" tall		1	\$ 198.72	\$ 198.72
16	36" x 24" Oxygen door		1	\$ 540.96	\$ 540.96
17	60" wide puppy kennel with mobile base		1	\$ 5,237.00	\$ 5,237.00
18	46" Stainless steel exam top for tub/table		1	\$ 161.00	\$ 161.00
19	46" Stainless steel tub/table with grill top		1	\$ 3,546.00	\$ 3,546.00
20	Deck mounted mixing faucet with hose and spray head		1	\$ 366.16	\$ 366.16
21	3.5" Stainless steel drain assembly		1	\$ 27.60	\$ 27.60
Total Base Bid					\$ 30,382.52

*NOTICE: Bid award is contingent upon vendor meeting minimum specifications and formal authorization by City officials

CERTIFIED:

Andrea Rennie
A. Rennie, Purchasing Manager

[Signature]
Witness

05/08/2017
Date