

City of Jonesboro
Invitation to Bid - Not an Order
P.O. Box 1845
300 South Church St. Room 421 (72401)

Purchasing Office
 Bid No. 2018:33

Jonesboro, Arkansas 72403
 Date September 19, 2019

Sealed bids, subject to the conditions on the reverse hereof, and as may be attached hereto, will be received at this office until **2:00pm Wed Oct 9, 2019** and then publicly opened, for furnishing the supplies, materials and/or services as described below and tabulated for presentation to the City Council on n/a.

F.O.B. Jonesboro Fire Department
 Maximum Delivery or completion time after issuance of Purchase
 Order or work ordered by the City see below

By: **Steve A. Kent**
 Purchasing Agent
 (870) 932-0740

Item #	Description	Quantity	Unit	Unit Price	Amount
1.	Scope: The Jonesboro Fire Department wishes to receive bids from physicians specializing in Occupational Medicine for annual physicals of its firefighters for 2019. There will be approximately 31 +/- hazmat physicals and 80 +/- routine physicals. The quote should, at a minimum, include all of the items listed for each type physical. The quote needs to state pricing for each type physical and any contingencies of said pricing. The Jonesboro Fire Department administration will schedule small groups at a time with the successful bidder's office for each exam. Due to vacations and sick leave, employees may take up to 4 (four) weeks of office visits. Bidder shall have office facilities in the City of Jonesboro, AR. The City requests that the successful vendor bill each individual patient as seen in their office to the City of Jonesboro direct	31	Each	\$ _____	\$ _____
2.	Hazmat physical as per items on page 3 -----	80	Each	\$ _____	\$ _____
3.	Routine physical/wellness exam as per items on page 3 -----	80	Each	\$ _____	\$ _____
4.	Routine physical/wellness exam as per #2 above without Audiometric Test -----	20	Each	\$ _____	\$ _____
	PSA test as per item on page 3 -----				\$ _____
<p>All total number of employees are subject to change (+/-) at time of services.</p> <p>There are 3 (three) pages to this bid. All pages must be returned to complete bid.</p> <p>The City of Jonesboro reserves the right to accept or reject, split any and or all or any part of any bids received.</p> <p>Bid number (2019:30) <u>must</u> be annotated on the outside of the bidder's envelope</p> <p>Bid <u>must</u> be signed or bid will be rejected.</p> <p>Email Address: _____</p> <p>Fax Number: () _____</p> <p>Any addendum to this bid will be posted on the Purchasing website no later than 1 (one) week before bid opening www.jonesboro.org -> doing business</p> <p>Bid opening will be in Engineering Conference Room on 3rd floor if bidder is attending.</p> <p>NOTE: To receive more bids like this when they become available, Vender's can sign up by going to the Jonesboro web site, click on Doing Business and sign up for bid notices.</p> <p>Cash Discount _____% _____ Days</p>					

Execution of Bid

Date _____

We, the undersigned, have read all the requirements set forth in this bid proposal including specification, instructions, conditions and pertinent information regarding the articles being bid on, and we agree to furnish articles at the prices stated.

Arkansas Use Tax Register No. _____ Phone # () _____

Bidder _____ Address _____

By _____ City _____
 (Person Authorized to Sign Bids) (Title)

Unsigned Bids Will Be Rejected
Bids number MUST be annotated on Bidder's Envelope.
Bids are subject to rejection unless submitted on this form.
Notice to Bidders: See reverse side for instructions and conditions.

CITY OF JONESBORO, ARKANSAS

CONDITIONS OF BIDDING

COMPLIANCE WITH THE FOLLOWING CONDITIONS IS NECESSARY FOR CONSIDERATION OF THIS BID:

1. **SIGNATURE** - This bid must be signed with the firm name and by an authorized officer, employee, or agent.
2. **SALES OR USE TAX** - is not to be shown in the bid price (unless otherwise stated) but is to be added by the vendor to the invoice billing to the City. The City is not exempt from Arkansas State Sales & Use Tax. Although Use Tax is not included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
3. **FREIGHT & OTHER DELIVERY CHARGES** - to designated City facility in Jonesboro must be included in bid. Charges may not be added after the bid is opened.
4. **DISCOUNTS** - Show rate, total amount, and latest day any discounts will be allowed after receipt of article and invoice, otherwise City will deduct allowed discount when payment is made.
5. **FIRM PRICE** - All prices quoted will remain firm for at least 30 days from date of bid, unless otherwise specified by the City or bidder. Payment(s) will be made by a pre-numbered check as per Ar Code 14-59-105.
6. **IDENTICAL BIDS** - In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between the said two or more bidders at the discretion of City.
7. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
8. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
9. **CONSTRUCTION** -
 - A. When noted, the Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
 - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
 - C. A performance Bond equaling the total amount of any bid exceeding \$3,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Ark. Stat. SS51-632.SS51-565 as amended.)
10. The City reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
11. **Minority Business Policy** - It is the policy of the City of Jonesboro that minority business enterprises shall have the maximum opportunity to participate in the city purchasing process. Therefore, the City of Jonesboro encourages all minority businesses to compete for, win and receive contracts for goods, services, and construction. The city also encourages all companies to subcontract portions of any city contract to minority business enterprises.

INSTRUCTIONS TO BIDDERS

(PLEASE READ CAREFULLY)

1. Submit bid on bid form on reverse side of this sheet. NO Facsimiles will be accepted.
2. Address all bids to: Purchasing Agent. P.O. Box 1845, Jonesboro, Arkansas 72403-1845 and make certain to indicate identifying bid number on the outside of bidder's envelope.
3. DO NOT include Federal Excise Tax in bid. City will furnish exemption certificate.
4. State Manufacturer, Brand Name, Model, etc for each item bid on.
5. Samples of items, when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will be disposed of by City
6. Bids received after stated time will not be considered.
7. Be sure and read all conditions and verify amounts before submitting bids. No changes or additions will be allowed after submission.
8. Guarantees and warranties should be attached as a part of the bid as they may be a consideration in awarding a contract.
9. Delivery or contract completion time is to be shown, as this date may, where time is of the essence, determine the contract award.
10. Additional information may be obtained from the Purchasing Office.
11. Bidders shall be aware of Davis-Bacon wage rates and Buy America regulations if applicable.

THE CITY RESERVES THE RIGHT TO ACCEPT PART OR ALL OF ANY SPECIFIC BID OR BIDS AND TO ACCEPT ANY BID WITH OR WITHOUT TRADE-IN. THE CITY FURTHER RESERVES THE RIGHT TO REJECT ALL BIDS, OR PART OR ALL OF ANY SPECIFIC BID OR BIDS.

Click on Doing Business - Bids at www.jonesboro.org for any additional information.

SPECIFICATION FOR PHYSICALS

* Hazmat physical to include:

- * Patient medical history and physical exam (comprehensive)
- * Chest X-ray
- * EKG
- * Pulmonary Function test
- * Audiometric Text
- * Routine labs to include:
 - CBC
 - SMAC
 - Lipid panel
 - Micro Urinalysis
 - Cholinesterase
 - Heavy Metals (Arsenic, lead, mercury, cadmium)

* Routine physical / wellness exam to include:

- * Patient medical history and physical exam (comprehensive)
- * Chest X-ray
- * EKG
- * Pulmonary function test
- * Routine labs to include:
 - CBC
 - SMAC
 - Lipid panel
 - Micro Urinalysis

* Audiometric Test (Routine physical should include pricing with and without Audiometric testing) See page 1

* Twenty (20) employees who are age 50 or older should have a PSA test as part of their physical - price separately on page one.