



City of Little Flock
Jeff Van Sickler, Mayor
1500 Little Flock Drive, Little Flock, AR 72756
479-636-2081 | www.cityoflittleflock.com

REQUEST FOR BIDS

City of Little Flock City Hall Generator

The City of Little Flock (CITY) is seeking sealed bids for the supply, design, construction, and installation of a 53 kW, 3-phase, natural gas-powered, standby generator, at the Little Flock City Hall, 1500 Little Flock Drive, Little Flock, AR 72756, which is currently under construction. The generator installation and connection will need to be coordinated with the City of Little Flock, the architect managing the construction and ER Assist. Annual generator maintenance services are also requested as an optional and separate line item. This project will be partially funded through ADEM's Hazard Mitigation Grant Program with the purpose of ensuring uninterrupted power supply during emergency situations, safeguarding the continuous operation of critical systems within the facility during power outages.

BID SUBMISSION

- Bid and all required forms shall be submitted through the DFS Procurement Portal no later than May 1, 2026 at 12:00 p.m. CST.
- Bids received after the due date and time will be considered non-responsive and will not be considered.
- Questions regarding the scope or RFB should be submitted in the DFS Procurement Portal. For questions regarding registration or navigation, please email: procurement@erassist.com
- Bid opening will occur on May, 4, 2026 at 9 a.m. at City Hall located at 1500 Little Flock Drive, Little Flock, AR 72756.
- The bid award will occur at the City Council meeting May 19, 2026 at 6:00 PM at City Hall located at 1500 Little Flock Drive, Little Flock, AR 72756.
- Submission of any bid signifies the Contractor's agreement that their bid and the content thereof, are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between the City and the successful bidder. All prices submitted with the bid shall remain in effect for the ninety (90) day period.
- Bidders must provide insurance policies in the DFS Procurement Portal showing proof of general and professional liability coverage upon submission.

- Bidders shall submit a bid guarantee in the amount of 5% percent of the total bid price, which shall be in the form of a firm commitment such as a bid bond, postal money order, certified check, cashier's check, or irrevocable letter of credit. Bid guaranteed other than bid bonds will be returned (a) to unsuccessful bidders after the opening of bids; and (b) to the successful bidder upon execution of such further contractual documents (i.e., insurance coverage) and bonds as may be required by the bid.
- The CITY reserves the right to accept or reject any or all bids. The right is also reserved to waive any minor irregularities in this bid, and to award the bid to the bidder whose offer is most advantageous to the CITY and in the best interests of the CITY.
- The City of Little Flock is an Equal Opportunity Employer. All companies, including women, minority, and veteran owned businesses are encouraged to submit a bid.

GENERAL TERMS & INFORMATION

- The Little Flock City Hall is located 1500 Little Flock Drive, Little Flock, AR 72756. The exact site of the generator's location will be determined and coordinated with construction activities. The awarded contractor will be required to coordinate the installation of the generator with the City and the architect.
- The Contractor's products shall be guaranteed to be free from defects in material and/or workmanship and to perform as advertised when properly used and maintained in accordance with written instructions. Goods and Services furnished, whether manufactured or fabricated by Vendor or a third party, shall (a) be new; (b) be first quality; (c) strictly conform to the specifications and samples; and (d) be free from defects in materials and workmanship. Vendor shall be required to promptly replace Goods and Services, after receiving notification from the City of defects or nonconformance. A one-year (365 days) unconditional warranty shall be in effect on materials and workmanship.
- The unit proposed must meet current Environmental Protection Agency ("EPA") requirements for Federal Emission Regulation and comply with all applicable codes (local, state, federal), industry standards, laws, and regulations, including all applicable National Electrical Codes ("NEC") and National Fire Protection Association ("NFPA") codes.
- Contractor shall be responsible for all expenses incurred while performing services under this Agreement. This includes automobile, truck, and other travel expenses; vehicle maintenance and repair costs; vehicle and other license fees and permits; insurance premiums; road, fuel, and other taxes; fines; radio, pager, or cell phone expenses; meals; and all salary, expenses, and other compensation paid to employees or contract personnel the Contractor hires to complete the work under this Agreement.
- The contractor will restore any landscaping, asphalt, concrete, etc. disturbed by the installation to its original state or approved alternative. Any damage to the CITY's property caused by the installation of the generator will be repaired at the contractor's expense.

- Contractors will be responsible for determining all requirements and permits needed to complete the installation of the generator and any associated components needed to ensure the proper, efficient, and safe operation of the system. The awarded contractor will also be responsible for obtaining any and all engineering approvals mandated and required by federal, state, or local codes or regulations. All permits, inspections, engineering approvals and associated requirements are the responsibility of the selected Contractor. Copies of required permits and approvals must be provided to the City upon receipt.
- All equipment and components must be installed according to the manufacturer's instructions and in accordance with all local, state and federal codes and regulations.
- Installation of the unit shall be performed by licensed electricians and other certified installers. License and/or certification shall be provided to the City upon award.
- Awarded contractor shall be required to document all work performed throughout this project to ensure compliance with grant requirements. Documentation shall accompany invoice submittal(s) and include descriptions of all work performed and the date it occurred as well as photos of the project site before, during, and after installation.
- Invoice(s) shall be itemized in order to comply with ADEM grant reporting and reimbursement guidelines. The City of Little Flock reserves the right to request additional information or documentation from the contractor in order to comply with grant guidelines or formal requests from ADEM.
- Any temporary power disruptions or service disconnections necessary during the removal of the existing system or installation of the new system must be approved by and coordinated with the City. It shall be the responsibility of the contractor to ensure power is maintained at the facility throughout the performance of all work, unless it is deemed unnecessary by the City and Public Works.
- Removal and proper disposal of all construction debris and materials resulting from the project are the responsibility of the contractor. All costs of disposal are the responsibility of the contractor. Costs in this bid are all-inclusive, including disposal transportation and tipping fees.
- If the scope of work of this project changes for any reason, work may be required to stop until additional approvals are obtained from ADEM. If circumstances requiring a scope change arise during the performance of the work, the City must be notified immediately and all work must stop until a notice to proceed is provided by the City.
- The scope of work involves ground disturbance (pad, trenching). Documentation for any and all ground disturbances must be submitted with invoice, to include methods, dimensions, and photographs (before, during, and after).
- If fill or rock is needed to fulfill the scope of work, the contractor must first identify the source and location of the material and provide this information to the City for approval. Documentation of the source location (physical address and GPS) and the quantity of fill or rock installed must be provided (documentation example types: quarry tickets, invoice, calculation sheet, or third party document).

SCOPE OF WORK

The work required for this project includes providing all components, materials, equipment, labor needed to install an automatic backup emergency generator system to fully power the new City Hall building during power outages, as part of a project partially funded by ADEM's Hazard Mitigation Grant Program. This includes any design, electrical, and mechanical work needed to properly carry out the scope of work according to federal, state, and local codes and regulations.

The Bidder agrees to perform the following services:

Generator

Supply a new generator that meets or exceeds the specifications set forth in Appendix A of this RFB.

Installation

Provide all components, materials, equipment, and labor for the installation of the generator on a concrete pad. The contractor is also responsible for making all connections and the design and construction of the concrete pad according to the concrete pad specifications set forth in Appendix A of this RFB.

Installation activities must be confirmed by and coordinated with the City and the architect.

If any existing items directly involved in this project are found to be in need of replacement, the City must be notified and approve the replacement of any existing components.

Start-up & Testing

Contractor shall provide initial start-up and field acceptance testing to meet NFPA 110 requirements with a city representative present. The contractor will provide the report to the City after the conclusion of acceptance testing and start-up. Any special equipment or coordination with outside entities required for testing and start-up is the responsibility of the contractor.

Training & Manuals

The contractor will instruct select city personnel on all operations and safety features. On-site training will be provided to the City employees by the contractor. Contractor will provide the City with two (2) copies of all manuals and instructions.

Deliverables

In addition to aforementioned underlined items, final deliverables also include

- Design plans/drawing of the system and all connections,
- The running and starting load of the generator,
- A letter from an electrical engineer, licensed electrician or qualified technician confirming the installed generator system will provide the necessary backup to power the facility during extended power outages

APPENDIX A: SPECIFICATIONS

Proposed unit must meet or exceed the following specifications. Exceptions must be explained and justified as acceptable and appropriate for the purpose of this project.

Generator

- | | |
|---|---|
| <input type="checkbox"/> 53 kW | <input type="checkbox"/> Sound-attenuated, Weatherproof Enclosure |
| <input type="checkbox"/> 208/120 Volts | <input type="checkbox"/> NEMA MG1, IEEE, and ANSI standards |
| <input type="checkbox"/> THREE-Phase | <input type="checkbox"/> Low coolant shutdown |
| <input type="checkbox"/> 60 Hz | <input type="checkbox"/> Remote Emergency Stop Button |
| <input type="checkbox"/> Natural Gas - Powered | <input type="checkbox"/> Digital / Remote Controller |
| <input type="checkbox"/> Commercial Grade Generator | <input type="checkbox"/> UL 2200 Listing, CSA Certified |

Concrete Pad

- Level within ½ inch
- 3,000 psi, reinforced with 8-gauge wire mesh of #6 rebar on 12” centers
- Mix by volume of 1:2:3 parts of cement, sand and aggregate
- Pad weight equal to 125% of the generator’s “wet” weight
- Anchor generator to the pad using bolts set in concrete (no expansion anchors).

Attachment 2: NON-COLLUSION DECLARATION

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder.

All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the applicable laws that the foregoing is true and correct.

DFS Portal Confirmation / Declaration:

*Do you confirm that you have read the Non-Collusion declaration and therefore declare under penalty of perjury under the applicable laws that the Non-Collusion Declaration is true and correct?
(Y/N)*

Attachment 3: CERTIFICATION REGARDING LOBBYING

The undersigned certifies that, to the best of their knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.
3. The undersigned shall require that the language of this certification be included in the award document for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

DFS Portal Confirmation / Declaration:

Do you, the Contractor, confirm that you have read the Certification Regarding Lobbying form and certify or affirm the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any. (True/False)

Attachment 4: FORM 200.321 AFFIRMATIVE STEPS

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS §200.321

City of Little Flock is required to take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible. If contractor uses subcontractors, they are also required to take the following affirmative steps:

1. Placing qualified enterprises on solicitation lists.
2. Assuring that enterprises are solicited whenever they are potential sources.
3. Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

DFS Portal Confirmation / Declaration:

Do you confirm that you have read the 200.321 Affirmative Steps Confirmation and agree to take the listed affirmative steps when using subcontractors. (Y/N)

**Attachment 5: CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY and VOLUNTARY EXCLUSION**

Neither the entity or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

DFS Portal Confirmation / Declaration:

Do you confirm that neither the entity nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency? (Y/N)

Attachment 6: CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

To the best of our knowledge the bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project. [SELECT YES IF TRUE]

OR

The bidder, by attachment, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project. [SELECT NO IF TRUE & UPLOAD DOCUMENTATION]

Failure to answer appropriately may result in disqualification of your bid.

DFS Portal Confirmation / Declaration:

*Do you confirm that to the best of your knowledge the undersigned proposer has no potential conflict of interest due to any other clients, contracts, or property interest for this project?
(Y/N)*

If answered no, documentation must be uploaded containing information regarding what may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Attachment 7: DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned certifies that the responding firm has taken steps to :

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed, a copy of the drug- free workplace statement.
4. In the statement specified in drug-free workplace statement, notify the employees that as a condition of working on the commodities or contractual services that are under bid the employee will abide by the terms of the statement and will notify the employer of any conviction of or plea of guilty or nolo contendere to any violation of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

I certify that this firm complies fully with the above requirements.

DFS Portal Confirmation / Declaration:

Do you confirm that you have read the Drug-Free Workplace Affidavit and certify that the responding company complies fully with the listed requirements? (Y/N)

- *Upload the contractor's Drug Free Workplace Policy*