



## STANDARD BID CONDITIONS

M-07-117P

1. **ACCEPTANCE AND REJECTION:** The Arkansas State Highway and Transportation Department (AHTD) reserves the right to reject any or all bids, to accept bids in whole or in part (unless otherwise indicated by bidder), to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications where efficiency of operation will not be impaired, and to award bids to best serve the interest of the State.
2. **PRICES:** Unless otherwise stated in the Bid Invitation, the following will apply: (1) unit prices shall be bid, (2) prices should be stated in units of quantity specified (feet, each, lbs., etc.), (3) prices must be F.O.B. destination specified in bid, (4) prices must be firm and not subject to escalation, (5) bid must be firm for acceptance for 30 days from bid opening date. In case of errors in extension, unit prices shall govern. Discounts from bid price will not be considered in making awards.
3. **BID BONDS AND PERFORMANCE BONDS:** If required, a **Bid Bond** in the form of a cashier's check, certified check, or surety bond issued by a surety company, in an amount stated in the Bid Invitation, must accompany bid. Personal and company checks are not acceptable as Bid Bonds. Failure to submit a Bid Bond as required will cause a bid to be rejected. The Bid Bond will be forfeited as liquidated damages if the successful bidder fails to provide a required Performance Bond within the period stipulated by AHTD or fails to honor their bid. Cashier's checks and certified checks submitted as Bid Bonds will be returned to unsuccessful bidders; surety bonds will be retained. The successful bidder will be required to furnish a **Performance Bond** in an amount stated in the Bid Invitation and in the form of a cashier's check, certified check, or surety bond issued by a surety company, unless otherwise stated in the Bid Invitation, as a guarantee of delivery of goods/services in accordance with the specifications and within the time established in the bid. Personal and company checks are not acceptable as Performance Bonds. In some cases, a cashier's check or certified check submitted as a Bid Bond will be held as the Performance Bond of the successful bidder. Cashier's checks or certified checks submitted as Performance Bonds will be refunded shortly after payment has been made to the successful bidder for completion of all terms of the bid; surety bonds will be retained. Surety bonds must be issued by a surety company authorized to do business in Arkansas, and must be signed by a Resident Local Agent licensed by the Arkansas State Insurance Commissioner to represent that surety company. Resident Agent's Power-of-Attorney must accompany the surety bond. Certain bids involving labor will require Performance Bonds in the form of surety bonds only (no checks of any kind allowed). In such cases, the company issuing the surety bond must comply with all stipulations herein and must be named in the U. S. Treasury listing of companies holding Certificates of Authority as acceptable sureties on Federal Bonds and as acceptable reinsuring companies. Any excess between the face amount of the bond and the underwriting limitation of the bonding company shall be protected by reinsurance provided by an acceptable reinsuring company. Annual Bid and Performance Bonds on file with E & P Division must have sufficient unencumbered funds to meet current bonding requirements, or the bid will be rejected, unless the balance is submitted as set forth above, prior to bid opening.
4. **TAXES:** The AHTD is not exempt from Arkansas State Sales and Use Taxes, or local option city/county sales taxes, when applicable, and bidders are responsible to the State Revenue Department for such taxes. These taxes should not be included in bid prices, but where required by law, will be paid by the AHTD as an addition thereto, and should be added to the billing to the AHTD. The AHTD is exempt from Federal Excise Taxes on all commodities except motor fuels; and excise taxes should not be included in bid prices except for motor fuels. Where applicable, tax exemption certificates will be furnished by the AHTD.
5. **"ALL OR NONE" BIDS:** Bidders who wish to bid "All or None" on two or more items shall so stipulate on the face of bid sheet; otherwise, bid may be awarded on an individual item basis.
6. **SPECIFICATIONS:** Complete specifications should be attached for any substitution or alternate offered, or where amplification is necessary. Bidder's name must be placed on all attachments to the bid.
7. **EXCEPTIONS TO SPECIFICATIONS:** Any exceptions to the bid specifications must be stated in the bid. Any exceptions to manufacturer's published literature must be stated in the bid, or it will be assumed that bidder is bidding exactly as stated in the literature.
8. **BRAND NAME REFERENCES:** All brand name references in bid specifications refer to that commodity or its equivalent, unless otherwise stated in Bid Invitation. Bidder should state brand or trade name of item being bid, if such name exists.
9. **FREIGHT:** All freight charges should be included in bid price. Any change in common carrier rates authorized by the Interstate Commerce Commission will be adjusted if such change occurs after the bid opening date. Receipted common carrier bills that reflect ICC authorized rate changes must be furnished.
10. **SAMPLES, LITERATURE, DEMONSTRATIONS:** Samples and technical literature must be provided free of any charge within 14 days of AHTD request, and free demonstrations within 30 days, unless AHTD extends time. Failure to provide as requested within this period may cause bid to be rejected. Samples, literature and demonstrations must be substantially the same as the item(s) being bid, unless otherwise agreed to by AHTD. Samples that are not destroyed will be returned upon request at bidders expense. Samples from successful bidders may be retained for comparison with items actually furnished.
11. **GUARANTY:** Unless otherwise indicated in Bid Invitation, it is understood and agreed that any item offered or shipped on this bid shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.
12. **BACKORDERS OR DELAY IN DELIVERY:** Backorders or failure to deliver within the time required may constitute default. Vendor must give written notice to the AHTD, as soon as possible, of the reason for any delay and the expected delivery date. The AHTD has the right to extend delivery if reasons appear valid. If reason or delivery date is not acceptable, vendor is in default.
13. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance by AHTD after delivery. Default in promised delivery or failure to meet specifications authorizes the AHTD to cancel award or any portion of same, to reasonably purchase commodities or services elsewhere and to charge full increase, if any, in cost and handling to defaulting vendor. Applicable bonds may be forfeited.
14. **ETHICS:** *"It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement of 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 contractor for the purpose of securing business."* (Arkansas Code, Annotated, Section 19-11-708).

**ARKANSAS HIGHWAY AND TRANSPORTATION DEPARTMENT  
SPECIFICATION FOR HEADWEAR  
(Caps for summer use)**

Cap shall be constructed of a combination of a cotton/polyester blend. The combination shall consist of 65% polyester and 35% cotton. The fabric shall be colorfast. The cap and colors shall be free of fading and other major defects under normal use. The cap shall consist of six panels with the front two panels made from the above-mentioned fabric. The four back panels shall be made of polyester mesh. Each panel shall have one sewn eyelet.

All inside seams shall be covered with a matching color sewn in bias taping. The crown shall have an aluminum button covered with the same fabric as mentioned above. The sizing closure shall consist of two rows of plastic adjustable snaps. Seven adjustable snaps on top row and seven on the bottom row. The tab opening shall be no less than 3 inches wide before adjustment (all tabs closed). The cap shall be sized for adults.

The sweatband and sweatband lining shall be of an absorbent material and must be made of the same cotton fabric as mentioned above. The visor shall be constructed of a pre-curved PVE material with a thickness of .24cm. The visor shall be covered with the same cotton material as mentioned above and have eight rows of stitching. The color of the cotton fabric shall be navy blue.

Each cap shall have the AHTD logo embroidered on the front. The logo size shall be approximately 2-5/8 inches in diameter. Each embroidered logo shall not contain less than 15,100 stitches. Outline of State shall be white, AHTD letters shall be red, all other letters shall be gold in color and background shall be a non-fading blue over gold. Artwork will be furnished to successful bidder.



**ARKANSAS HIGHWAY AND TRANSPORTATION DEPARTMENT  
SPECIFICATION FOR HEADWEAR  
(Caps for winter use)**

Cap shall be constructed of a combination of a cotton/polyester blend. The combination shall consist of 65% polyester and 35% cotton. The fabric shall be colorfast. The cap and colors shall be free of fading and other major defects under normal use. The cap shall consist of six panels with all panels made from the above-mentioned fabric. Each panel shall have one sewn eyelet. The crown shall have an aluminum button covered with the same fabric as mentioned above. The sizing closure shall be made with the same fabric as mentioned above and use Velcro as the means to make size adjustments to cap.

The letters A.H.T.D. shall be embroidered on the adjusting strap on the back of the cap. These letters should be embroidered in gold as to match the circle on the front of the cap. The tab opening shall be no less than 3 inches wide before adjustment. The cap shall be sized for adults. The sweatband and sweatband lining shall be of an absorbent material and must be made of the same fabric as mentioned above. The visor shall be constructed of a pre-curved PVE material with a thickness of .24cm. The visor shall be covered with the same material as mentioned above and have eight rows of stitching. The color of the cotton twill fabric shall be navy blue.

Each cap shall have the AHTD logo embroidered on the front. The logo size shall be approximately 2-5/8 inches in diameter. Each embroidered logo shall not contain less than 15,100 stitches.

Outline of State shall be white, AHTD letters shall be red, lettering around emblem, all other letters shall be gold in color and background shall be a non-fading blue over gold. Artwork will be furnished to successful bidder.

