

**INVITATION FOR BID
IFB # RWU-SS-2024-1-1
PUBLIC PROPERTY INSURANCE**

Bid Submittal Due Date
April 8, 2024
No Later than 1:00 P.M.



To

Jered Sigmon
Controller
Rogers Water Utilities
601 S. 2nd Street
Rogers, AR 72756
jeredsigmon@rwu.org

Advertisement for Bids
Rogers Water Utilities of Rogers, Arkansas
Public Property Insurance

The Rogers Water Utilities (RWU) is inviting sealed bids from qualified bidders to provide property insurance for RWU's property including all buildings, water towers, machinery, and inventory.

The IFB and bid packet is expected to be available during the week of March 11, 2024. Once available, copies of the IFB may be obtained at <https://www.rwu.org/developers-and-contractors/bids-contracts/> or from the RWU administration office at 601 S. 2nd St. in Rogers, Arkansas between the hours of 8:00 a.m. and 4:30 p.m. M-F or by email request to the email address listed below. Prospective bidders may register with the RWU contact listed below to receive an IFB and bid packet once it becomes available. Bids may be turned in at the RWU administration office until Monday, April 8, 2024, at 1:00 p.m. Submissions will be publicly opened in a live stream web meeting at 1:30 p.m. local time on April 8, 2024. A link to view and participate in the live stream web meeting will be made available at the above web page no later than one week prior to the bid opening. No solicitation conference is planned.

For a copy of the IFB and bid packet or more information, contact:

Jered Sigmon
Controller
Rogers Water Utilities
601 S. 2nd Street
Rogers, AR 72756
jeredsigmon@rwu.org

RWU reserves the right to reject any and all bids, to accept any bid or bid alternate deemed to be in the best interest of RWU, to waive any technicalities, formalities and/or informalities in the IFB or any other formality, and to waive any informalities or irregularities in bids received, where such acceptance, rejection, or waiver is considered to be in the best interest of RWU. RWU reserves the right to accept the bid that appears from all consideration to be in the best interest of RWU. In determining and evaluating the best bid, price will not necessarily be controlling, but reliability, efficiency, expertise, rating, and the reputation of the insurer will be considered along with any other relevant factors. RWU may reject the bid of any bidder that RWU finds, after reasonable inquiry or evaluation, to not be responsible. RWU shall be the sole judge in the determination of these matters. RWU reserves the right to cancel this bid process and/or to withhold the awarding of the bid as permitted by law. The actual award of a contract pursuant to this bid process is contingent on approval by the Rogers Waterworks and Sewer Commission.

Dated this 10th day of March 2024.

Invitation for Bid (IFB)
2024 Public Property Insurance

The Rogers Water Utilities (“RWU” or “the Utility”) is the municipal water and sewer utility of the City of Rogers, Arkansas. RWU operates under the supervision and management of the Rogers Waterworks and Sewer Commission (“the Commission”). RWU is inviting sealed bids from qualified bidders to provide public property insurance in accordance with the following specifications:

Bid Specifications
For
Public Property Insurance

Public Property Insurance

- Blanket Building and Contents coverage at locations shown on attached Statement of Values; items must be insured for full insurable value.
- 90% Co-Insurance provisions apply.
- Coverage should be written on a “Special” coverage form with Replacement Cost provisions and include Terrorism Coverage; coverage should be provided against loss or damage from, among other hazards, fire, lightning, tornados, winds, riot, strike, civil commotion, malicious damage, explosion and against any other loss or damage from any other causes customarily insured against by private companies engaged in a similar type of business.
- Each bid should include a premium quotation with a \$10,000 deductible per occurrence, and a \$25,000 deductible per occurrence for purposes of comparing premiums.
- Include separate optional earthquake coverage at 5% deductible (of total Insured Value).
- Policy should be in effect for a term of one year.

Requirements

- Insuring company should have an A. M. Best rating of A- or better and a financial class category of VIII or higher.
- Insurer must be authorized and qualified to do business in the State of Arkansas.
- Bids should be delivered to the main office of the Rogers Water Utilities at 601 S. 2nd Street, Rogers AR 72756 in a SEALED envelope.
- The envelope should be addressed to the Rogers Water Utilities and clearly marked as **“Property Insurance Bid, Attn: Jered Sigmon”**

Bids may be turned in at the RWU administration office until Monday, April 8, 2024, at 1:00 p.m. Bids will be publicly opened and read aloud online in a live stream web meeting at 1:30 p.m. local time on April 8, 2024. A link to view and participate in the live stream web meeting will be made available at <https://www.rwu.org/developers-and-contractors/bids-contracts> no later than one week prior to the bid opening. No solicitation conference is planned.

Bids may be turned in at the RWU office drive up window at 601 S 2nd St., Rogers, AR until 1:00 p.m. the day of the opening. Postage, transmission, transportation, or shipping cost of the bid is the responsibility of the bidder and RWU shall not be responsible for any bidding costs.

RWU reserves the right to reject any and all bids, to accept any bid or bid alternate deemed to be in the

best interest of RWU, to waive any technicalities, formalities and/or informalities in the IFB or any other formality, and to waive any informalities or irregularities in bids received, where such acceptance, rejection, or waiver is considered to be in the best interest of RWU. In determining and evaluating the best bid, price will not necessarily be controlling, but reliability, efficiency, expertise, and the reputation of the insurer will be considered along with any other relevant factors. RWU reserves the right to accept the bid that appears from all consideration to be in the best interest of RWU. RWU may reject the bid of any bidder that RWU finds, after reasonable inquiry or evaluation, to not be responsible. RWU shall be the sole judge in the determination of these matters. RWU reserves the right to cancel this bid process and/or to withhold the awarding of the bid as permitted by law. The actual award of a contract pursuant to this bid process is contingent on approval by the Rogers Waterworks and Sewer Commission.

The laws, regulations, and rules of the State of Arkansas and the City of Rogers, Arkansas pertaining to procurement by public entities are incorporated into this IFB, as applicable.

Conflicts

Each bidder should disclose any conflicts or potential conflicts with RWU including all contracts and/or transactions that might reasonably be construed to be adverse to the interests of RWU. Each responding firm should also disclose all relevant material facts regarding significant financial interests, or any influential interests, with any of RWU's employees, members of the Rogers Waterworks and Sewer Commission, elected officials of the City of Rogers, members of the Rogers City Council, and City officers and employees of the City of Rogers.

RWU may reject the bid of any bidder that RWU finds, after reasonable inquiry or evaluation, to not be responsible. RWU shall be the sole judge in the determination of these matters.

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 contract with RWU 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 contractor for the purpose of securing business.

GENERAL PROVISIONS

Sealed Bids

The Bid shall consist of

- (a) a complete proposal signed by a person authorized to bind the responding firm meeting the requirements listed herein together with a copy of this IFB and any addenda or amendments;
- (b) a copy of the proposed insurance policies;
- (c) additional pages with any other information requested by this IFB.

Should any addenda or amendments to this IFB be issued prior to the time of opening the bids, a copy of each addendum or amendment shall be acknowledged by the bidder with its signature, and attached to and filed with its bid.

Each bid must be submitted in a sealed envelope with IFB name and number, closing date and time on the outside. No bid will be accepted by telephone, facsimile, or electronic mail.

Bidders should submit full and complete bids with all information requested. If information is incomplete, the bid may be disregarded and given no consideration.

The bid and all its contents must be in ink and/or typewritten and/or prepared using computer/word processor. No pencil figures or erasures are permitted. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the bid. Bids cannot be altered or amended after the submission deadline. Submission of a bid indicates the bidder's acceptance of all terms and conditions of this IFB. **All bids must be submitted under the firm's legal name and with its letterhead and signed by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.**

IFB expenses shall be borne by the bidder.

IFB Addenda or Amendment

RWU reserves the right to revise, amend, and/or add to the specifications in this IFB up to the time set for opening the bids. Such revisions, amendments and/or additions, if any, shall be announced by addenda or amendments to this IFB. Copies of such addenda or amendments shall be furnished to all bidders. All bidders must register their name, address, telephone number, fax number and electronic mail address with RWU no later than one week prior to the bid submission deadline, to the contact listed below, in order to receive any addenda or amendments to this IFB. RWU reserves the right to postpone the opening of bids by such number of days as in the opinion of RWU shall enable bidders to revise their bids.

Single Bid Response

If only one bid is received in response to this IFB, a detailed bid review may be requested of the single bidder. RWU reserves the right to cancel this IFB process and solicit additional bids in the event only one bid is received.

Bid Withdrawal

After the bids are opened, bids may not be withdrawn for thirty (30) calendar days. Prior to the date/time set for the bid opening, however, bids may be modified or withdrawn by the bidder's authorized representative in person, or by written notice. If bids are modified or withdrawn in person, the authorized representative shall make his or her identity known and shall sign a receipt for the withdrawn bid. Written notices shall be received in the office indicated in this IFB no later than the exact date/time for the bid opening. A written modification or withdrawal received in the designated office by mail or facsimile from the receiving office no later than the date/time set for the bid opening shall be considered if such message is confirmed by receipt of RWU.

EVALUATION OF BIDS

Bidders are asked to provide information relevant to demonstrating that the bidder is a responsible bidder and can meet the requirements and specifications of this IFB. Each bid shall be evaluated to determine if the bidder submitting the proposal is a responsible bidder. Bids received from responsible bidders shall then be evaluated for the stated costs of providing the requested insurance coverage.

Award

Subject to approval by the Rogers Waterworks and Sewer Commission, the contract (or contracts) shall be awarded with reasonable promptness by written notice to the responsible bidder(s) submitting the lowest prices for the insurance coverage listed above.

RWU reserves the right to negotiate an adjustment of the bid price, including changes in the bid requirements, as permitted by law. RWU reserves the right to accept bids or any alternate bid, award bids and/or not award bids on individual items listed, on group items, or on the bid as a whole; to reject any and all bids, including, without limitation, nonconforming, nonresponsive, unbalanced bids, to waive any formality in the Invitation for Bid or any other formality, to waive any informality or irregularity in the bid, and to accept the bid and/or bids that appear from all consideration to be in the best interest of RWU. In determining and evaluating the best bid, the prices will not necessarily be controlling, but quality, efficiency, general terms, delivery, suitability of service offered, and the reputation of the contractor will be considered with any other relevant factors. RWU shall be the sole judge in the determination of these matters. Bid award is contingent on approval by the Rogers Waterworks and Sewer Commission.

Rejection

In addition to any other grounds for rejection stated herein, RWU may reject any and all bids for, among other reasons, failure of a bid to conform to the essential requirements of this IFB; any bid which does not conform to the specifications contained or referenced in this IFB unless the items offered as alternatives meet the requirements specified in this IFB; any bid which fails to conform to a delivery schedule established in this IFB, unless the IFB contains provisions for acceptance of offers with alternative delivery schedules; a bid imposing conditions which would modify the stated terms and conditions of this IFB, any bid determined by RWU in writing as to be unreasonable as to price. RWU may reject the bid of any bidder that RWU finds, after reasonable inquiry or evaluation, to not be responsible. RWU may reject any or all bids when RWU makes a written determination that doing so is in the best interest of RWU.

RWU shall be the sole judge in the determination of these matters.

Estimated Schedule

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|----------------------------|--|
| April 8, 2024 at 1:30 p.m. | Bid Opening |
| April 8-12, 2024 | Review by RWU staff; negotiations |
| April 15, 2024 | Review by Rogers Waterworks and Sewer Commission |
| April 16, 2024 | Notice of Intent to Award Contract Issued |

RWU reserves the right to modify this schedule in the best interests of RWU and as permitted by law.

Bidder Inquiries

For information concerning this IFB process and additional information, contact:

Jered Sigmon
Controller
Rogers Water Utilities
601 S. 2nd Street
Rogers, AR 72756
jeredsigmon@rwu.org

NOTE: Requests for information regarding this IFB must be submitted in writing by e-mail or letter no later than one week prior to the bid submission deadline to the contact above. RWU may elect to not answer questions submitted after said date. Questions and answers will be sent to all registered bidders no later than three business days prior to the bid submission deadline.

Compliance with Laws

RWU is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, sexual orientation, gender identity, transgender status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and bidder agrees during the term of the contract that bidder will strictly adhere to this policy in its employment practices and provision of services. Bidder shall comply with, and all activities under the contract shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

Business, Professional and Occupational License Requirement

All firms or individuals located in, or doing business in, Arkansas are required to be authorized to do business in Arkansas and properly licensed in accordance with all applicable federal, state, and local laws.

PROHIBITION ON CONTRACTING WITH ENTITIES THAT BOYCOTT ISRAEL

Pursuant to Ark. Code Ann. § 25-1-503, a public entity shall not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel. This prohibition does not apply to:

1. A company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
2. Contracts with a total potential value of less than \$1,000.

By submitting a response to this IFB, a prospective firm acknowledges the requirements of Ark. Code Ann. § 25-1-503 and certifies that they do not, and will not for the duration of the contract, boycott Israel.

**PROHIBITION ON CONTRACTING WITH ENTITIES THAT BOYCOTT ENERGY, FOSSIL FUEL,
FIREARMS, AND AMMUNITION INDUSTRIES**

Pursuant to Ark. Code Ann. § 25-1-1002, a public entity shall not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction, unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of energy, fossil fuel, firearms, and ammunition industries. This prohibition does not apply to:

1. A company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
2. Contracts with a total potential value of less than \$75,000.

By submitting a response to this IFB, a prospective firm acknowledges the requirements of Ark. Code Ann. § 25-1-1002 and certifies that they do not, and will not for the duration of the contract, boycott energy, fossil fuel, firearms, and ammunition industries.