

Request for Proposal

Date Issued: January 15, 2026 Date & Time Bid Opening: February 2, 2026 @ 9:00 a.m.

Floor Replacement
Faulkner County Courthouse
Assessor/Collector Building
806 Faulkner Street, Conway, AR 72034

Please direct technical questions to: Wes Scroggins
Maintenance Supervisor
wesley.scroggin@faulknercountyar.gov
501-472-6416

Faulkner County (hereinafter referred to as the “County”) encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

**GENERAL TERMS AND CONDITIONS FOR FAULKNER
COUNTY, AR**

1. When submitting an "Request for Proposal," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Request for Proposal."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the County may accept the bid for the lesser amount, whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the County qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. The County reserves the right to reject any and all bids.
5. The County Judge reserves the right to award items, all or none, or by line item(s).
6. Quality, time, and probability of performance may be factors in making an award.
7. Bid quotes submitted will remain firm for 60 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the County.
8. Bidder must submit a completed signed copy of the front page of the "Request for Proposal" and must submit any other information required in the "Request for Proposal."
9. In the event a contract is entered into pursuant to the "Request for Proposal," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
10. Sales or use tax **must** be included in the bid price.
11. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in Conway. Charges may not be added after the bid is opened.
12. 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 them at the discretion of the County.
13. Samples of items when required, must be furnished free, and, if not called for within

30 days from date of bid opening, will become property of the County.

14. Bids will **not** be considered if they are:
 1. Submitted after the bid's opening time.
 2. Submitted electronically or faxed.
15. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
16. **CONSTRUCTION**
 - A. Contractor is to supply the County 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 County be responsible in case of accident.
 - B. The bid security shall be 5% of the bid amount if the bid is \$50,000 or more.
17. **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 County.
18. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
19. Faulkner County 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, Faulkner County may accept the bid for the lesser amount, whether reflected by the extension or by the correct multiple of the unit price.
20. Additional information or bid forms may be obtained from:
Faulkner County Judge's Office, 801 Locust Street, Conway, Arkansas 72034

(501)450-4900 <https://www.faulknercountyar.gov/business/rfp/>

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:

**Faulkner County Judge's Office
Attn: Courthouse Floor Bid
801 Locust Street
Conway, AR 72034**

**Request for Proposal
Floor Replacement
Faulkner County Assessor/Collector Building – 806 Faulkner Street**

1.0 PURPOSE

The intent of this Request for Proposal is to secure, on a competitive basis, a Floor Replacement for the Faulkner County Courthouse (Assessor/Collector) building located at 806 Faulkner Street, Conway, AR.

2.0 COMPETITION INTENDED

It is Faulkner County's (hereinafter referred to as the "County") intent that this Request for Proposal (RFP) permit competition.

3.0 INSTRUCTIONS TO BIDDERS

3.1 Submission of Bids

Before submitting a bid, read the ENTIRE solicitation. Failure to read any part of this solicitation will not relieve a bidder of the obligations. The Bidder is responsible for being familiar with all conditions, instructions, and documents governing this project and bid. Failure to make such investigation and preparations shall not excuse the Vendor from performance of the duties and obligations imposed under the terms of this bid. Pricing must be submitted on Request for Proposal on Bid Sheet only. Include other information, as requested or required. Bids must be received by the County BEFORE the hour specified on the opening date. Bids may be either mailed or hand delivered to:

**Faulkner County Judge's Office
Attn: Courthouse Floor Bid
801 Locust Street
Conway, AR 72034**

The County is not responsible for delays from the US Post Office or any other courier.
Faxed and emailed bids will not be accepted.

3.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all bidders. Contact the following person for questions regarding the bid specifications:

Wes Scroggin
Maintenance Supervisor
wesley.scroggin@faulknercountyar.gov

3.3 Firm Pricing for County Acceptance

Bid price must be firm for the County's acceptance for a minimum of sixty (60) days from bid opening date. See Bid Sheet Attachment "A".

3.4 Authority to Bind Firm in Contract

Bids MUST give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid should show TITLE or AUTHORITY TO BIND THE

FIRM IN AN AGREEMENT. Firm name and authorized signature must appear on cover page of bid.

3.5 Late Bids

LATE bids will not be OPENED.

3.6 Basis for Award

The award will be made to the lowest responsive, qualified and responsible bidder based upon the price and meeting the specifications.

- a) The County reserves the right to cancel invitations for bids or requests for proposals without penalty when it is in the best interest of the County. Notice of cancellation shall be addressed on the County's website under current Bids.
- b) The County reserves the right to reject any and all bids, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to award the bid to bidder deemed to be the most advantageous to the County. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color, handicap, sex, national origin or religious creed.
- c) Any bid not conforming to the specifications or requirements set forth in the bid request may be rejected.
- d) Bids may also be rejected if they are made by a bidder that is deemed un-responsible due to a lack of qualifications, capability, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.
- e) The County will enter into one contract with the approved bidder.

3.7 Negotiation with the Lowest Responsible Bidder

Unless all bids are cancelled or rejected, the County reserves the right to negotiate with the lowest responsive, qualified, responsible bidder to obtain a Contract price within the funds available whenever such low bid exceeds the available funds. Negotiations with the low bidder may include both modifications of the low price and the specifications/scope of work to be performed.

3.8 Debarment

By submitting a bid, the bidder is certifying that bidder is not currently debarred by the County, or in a procurement involving federal funds, by the Federal Government.

3.9 W-9 Form Required

Each bidder shall submit a completed W-9 form with their bid.

3.10 Acknowledgement of Contract

Respondents acknowledge and understand that upon award of the winning bid, the selected bidder will be required to review and sign a contract with Faulkner County prior to providing any services to the County.

3.11 Subcontracts

The Contractor is fully responsible for all work performed under this Contract, even if some of the work is performed by subcontractors.

No subcontract, which the Contractor entered into with respect to performance under this Contract, shall in any way relieve the Contractor of any responsibility for performance of its duties. Contractor must notify the County if he/she intends to use a subcontractor and get the County's approval of the subcontractor.

4.0 FLOOR REPLACEMENT BID SPECIFICATIONS

Floor

The specifications require the removal and installation of new flooring. Cost must also include removing all materials, debris, and trash from the site and disposing of it properly.

Installation is to take place on weekends or after hours.

Contractor must keep the site in a clean condition at the end of each day and never interfere with the Courthouse operations and duties.

Contractor will provide _____ years of warranty on the floor – materials and labor. (Please fill in the years of warranty when submitting your bid.)

There is approximately 3,511.26 square feet of floor area.

- Move Furniture
- Tear off and dispose of existing floor material and cove base.
- Install new lock & fold floating vinyl floor and rubber molding.
- Move Furniture back.

Bids shall include all materials, including but not limited to:

- 1) Lock & fold floating vinyl floor
- 2) 4" rubber base molding

BID SHEET

Attachment "A"

Floor Replacement	
Bids shall include all materials, including but not limited to:	
1) Lock and Fold Floating Vinyl Floor 2) 4" Rubber Base Molding	
Floor Replacement	
Price includes all materials, removing debris off the site and disposing of the debris, labor, etc.	
Turn Key Price	
TOTAL PRICE INCLUDING TAX	\$

EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: _____ Phone No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____, 2026

UNSIGNED BID SHEET WILL BE REJECTED.