

BID RESPONSE PACKET

Fire Apparatus (2)
SAUT/23-24/09

SUBMISSION REQUIREMENTS CHECKLIST

The following items **must** be submitted with the Prospective Contractor's bid:

- Completed Bid Response Packet, which must be in English*
- Completed and Signed Bid Signature Page*
- Completed Official Bid Price Sheet. Pricing must be proposed in U.S. dollars*
- Warranties Page*
- Proposed Subcontractors Form*
- Exceptions Form, if applicable*
- Equal Opportunity Policy/Form*

The following items, which **must** be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's bid:

- EO 98-04: *Contract and Grant Disclosure Form*

Form can be located at <https://www.sautech.edu/invitation-to-bid/>

BID SIGNATURE PAGE

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:			
Address:			
City:		State:	Zip Code:
Minority, Veteran, or Women-Owned <small>At least 51% owned by one or more minority persons</small>	<input type="checkbox"/> Not Applicable	AR Certification #: _____	
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for Solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Email:	
CONFIRMATION OF REDACTED COPY			
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, except for financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See the <i>Proprietary Information</i> Section of the Solicitation.			
REQUIRED CERTIFICATIONS			
By signing and submitting a response to this Solicitation, Prospective Contractor represents, warrants, and certifies that they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of a resultant contract:			
<input type="checkbox"/> Boycott Israel. <input type="checkbox"/> Knowingly employ or contract with illegal immigrants. <input type="checkbox"/> Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries. <input type="checkbox"/> Employ a Scrutinized Company as a contractor.			
Prospective Contractor further represents, warrants, and certifies that it shall not become a Scrutinized Company during the aggregate term of a contract resulting from this solicitation.			

An official authorized to bind the Prospective Contractor to a resultant contract **shall** sign below. The signature below signifies agreement that any exception that conflicts with a Requirement of this Solicitation may cause the Prospective Contractor's bid to be rejected.

Authorized Signature: _____ **Title:** _____

Printed/Typed Name: _____ **Date:** _____

OFFICIAL BID PRICE SHEET

(Cost Without Taxes)

The Fire Apparatus must include at a minimum all the requirements listed in the Specifications in Section 2. If your bid does not include all the requested items then document on the Exceptions Page in this Bid Response Pack.

PRICING

Total pricing should include all shipping and handling costs, all equipment cost, all trade discounts, the cost of training session, and all other cost to achieve successful operation that are allowed in the price. **The state and local use taxes should not be included.** Include all pricing stated above on this Official Bid Price Sheet. Please complete the Official Bid Price Sheet Breakdown Form on next pages for each Fire Apparatus. If any cost is not identified on this Official Bid Price Sheet by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor shall bear this additional cost.

ITEM	MAKE	MODEL	QUANTITY	UNIT PRICE (All Cost Before Taxes)	Total (All Cost Before Taxes)
FIRE APPARATUS 1			1		
FIRE APPARATUS 2			1		
Estimated Total Cost of Both Fire Apparatus Before Taxes:					

DELIVERY

Delivery is requested as soon as possible after the receipt of order. Contractor must state below the estimated date of delivery to the Academy. Extended delivery dates may be considered when in the best interest of the State. Pricing should include all shipping and handling, and a training session on the apparatus. Pricing should not include taxes.

Estimated Delivery Date after receipt of Purchase Order _____

OFFICIAL BID PRICE SHEET BREAKDOWN

Fire Apparatus 1 Price Stated on Official Bid Price Sheet Break Down (No Taxes Included)

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: Equipment Price: \$ _____

Item: Training Cost Price: \$ _____

Item: Shipping and Handling Price: \$ _____

Trade Discount Price : -\$ _____

Total cost of Fire Apparatus 1 before taxes: \$ _____

(The amount above should equal the total for this apparatus stated on Official Bid Price Sheet)

Total Cost of Fire Apparatus 1 before Taxes \$ _____

Now include the cost of 6.5% Arkansas State Tax \$ _____

Now Include the cost of 2.5% Calhoun County Tax \$ _____

Total Cost including taxes of Fire Apparatus 1 \$ _____

(This amount is just for our records only, do not include this amount on the Bid Official Price Sheet)

OFFICIAL BID PRICE SHEET BREAKDOWN

Fire Apparatus 2 Price Stated on Official Bid Price Sheet Break Down (No Taxes Included)

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: _____ Price: \$ _____

Item: Equipment Price: \$ _____

Item: Training Cost Price: \$ _____

Item: Shipping and Handling Price: \$ _____

Trade Discount Price : -\$ _____

Total cost of Fire Apparatus 2 before taxes: \$ _____

(The amount above should equal the total for this apparatus stated on Official Bid Price Sheet)

Total Cost of Fire Apparatus 2 before Taxes \$ _____

Now include the cost of 6.5% Arkansas State Tax \$ _____

Now Include the cost of 2.5% Calhoun County Tax \$ _____

Total Cost including taxes of Fire Apparatus 2 \$ _____

*(This amount is just for our records only, **do not include this amount** on the Bid Official Price Sheet)*

WARRANTIES

List all warranties included with fire apparatus

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PROPOSED SUBCONTRACTORS FORM

Prospective Contractors **shall** complete the form for all subcontractors the Prospective Contractor proposes to use under a resulting contract. If the Prospective Contractor does not intend to use subcontractor(s), Prospective Contractor should indicate so by checking the appropriate box.

Prospective Contractors should not include additional information relating to subcontractors on this form or as an attachment to this form.

Prospective Contractor proposes to use the following subcontractor(s) under a resulting contract:

SUBCONTRACTOR'S COMPANY NAME	STREET ADDRESS	CITY, STATE, ZIP

Prospective Contractor does not propose to use subcontractors under a resulting contract.

EXCEPTIONS FORM

Prospective Contractor should document all exceptions related to requirements, terms, and conditions in the Bid.

ITEM #	REFERENCE SECTION PAGE PARAGRAPH	DESCRIPTION	PROPOSED LANGUAGE

EQUAL OPPORTUNITY POLICY

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal or qualifications, or negotiating a contract with the state for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, a written response stating the bidder does not have such an EO Policy will be considered that bidder's response and will be acceptable in complying with the requirement of Act 2157.

Submitting the EO Policy is a one-time requirement. The SAU TECH Purchasing Department will maintain copies of policies or written responses received from bidders.

This is a mandatory requirement when submitting an offer as described above.

Should you have any questions regarding this requirement, please contact the Purchasing Department by calling (870) 574-4515 or by email at krbinso@sautech.edu.

Keisha Robinson
Procurement Manager
Southern Arkansas University Tech

To be completed by business or person submitting response: (check appropriate box)

_____ **EO Policy Attached**

_____ **EO Policy previously submitted to SAU Tech Purchasing**

_____ **EO Policy is not established**

Company Name or Individual: _____

Title: _____

Signature: _____

Date: _____