

***BID RESPONSE PACKET***

***EMS BUILDING GENERAL CONTRACTOR  
SAUT/24-25/01***

## 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*
- Combined Certification Form*
- 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:** \_\_\_\_\_

BID FORM

EMS TRAINING CENTER  
SAU TECH  
CAMDEN, ARKANSAS

Proposal of \_\_\_\_\_

License No. \_\_\_\_\_ of \_\_\_\_\_  
City State  
Date \_\_\_\_\_

To the:  
SAU TECH  
CAMDEN, ARKANSAS

1. Pursuant to and in compliance with the invitation to bid and the Proposed Contract Documents relating to construction of:

EMS TRAINING CENTER  
SAU TECH  
CAMDEN, ARKANSAS

Including  
addenda \_\_\_\_\_

The undersigned, having become thoroughly familiar with the terms and conditions of the Proposed Contract Documents and with local conditions affecting the performance and cost of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work within the time stated and in strict accordance with the proposed Contract Documents, including furnishing any and all labor, and materials, and to do all of the work required to construct and complete said work in accordance with the Contract Documents, for the following sum of money:

A. BASE BID: All labor, materials, services, and equipment necessary for completion of the Work as shown on the Drawings and in the Specifications.

\_\_\_\_\_ dollars (\$ \_\_\_\_\_)

B. TRENCHING SAFETY SYSTEMS: Ark. Code Ann. §22-9-212 requires the Contractor to indicate on this bid form the cost of Trenching Safety Systems. (Note: This cost shall be included in the above Base Bid.)

\_\_\_\_\_ dollars (\$ \_\_\_\_\_)

C. SITE UNDERCUT: Remove unsuitable soil and replace with compacted select fill as directed by the Architect's Representative.

Base Bid to include an allowance of 500 cubic yards undercut and backfill soils at \_\_\_\_\_/per cubic yard. Undercut shall be paid at the unit price quoted. Measurement for payment will be based on cross sectional measure established by soil removed below a stripping depth of 8 inches in fill areas and below planned subgrade in cut areas. Payment shall be made at the unit price for quantities less than or greater than the allowance quantity given herein.

2. Undersigned hereby agrees to use the following subcontractors subject to the approval of the Owner and Architect.

SUBCONTRACTOR	LICENSE NO.
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Plumbing: \_\_\_\_\_

HVAC: \_\_\_\_\_

Electrical: \_\_\_\_\_

3. I understand that the Owner reserves the right to reject this bid, but that this bid shall remain open and not be withdrawn for a period of thirty (30) days from the date prescribed for its opening.

4. If written notice of the acceptance of this bid is mailed or delivered to the undersigned within thirty (30) days after the date set for the opening of this bid, or at any time thereafter before it is withdrawn, the undersigned will execute and deliver the Contract Documents to the Owner in accordance with this bid as accepted, and will also furnish and deliver to the Owner the Performance Bond, Labor, and Material Payment Bond and proof of insurance coverage, all within ten days after personal delivery or after deposit in the mails of the notification of acceptance of this bid.

5. Accompanying this proposal is a bid bond or cashiers check in the amount of \_\_\_\_\_dollars (\$\_\_\_\_\_) which will become the property of SAU Tech as liquidated damages if the undersigned fails to perform the requirements of Paragraph 4.

6. The accompanying "Bidder Assurances and Disclosure" form has been completed, signed and notarized.

7. The undersigned hereby agrees to complete the work within \_\_\_\_\_calendar days after issuance of Notice To Proceed, and that the Owner may retain the sum of one thousand dollars (\$1,000) from the amount of compensation to be paid the undersigned for each calendar day after the above mentioned time that the work remains incomplete. The amount is agreed upon as the proper measure of liquidated damages which the Owner will sustain per day by the stipulated time and is not construed in any sense as a penalty.

8. The undersigned respectfully submits this bid:

Sign here:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Bidder

NOTE: If bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_

END OF BID FORM

## 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 [krobinso@sautech.edu](mailto:krobinso@sautech.edu).

Keisha Robinson  
Procurement Manager  
Southern Arkansas University Tech

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**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:** \_\_\_\_\_

# CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR NAME:

Yes  No

IS THIS FOR:

Goods?  Services?  Both?

TAXPAYER ID NAME:

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

**AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:**

## FOR INDIVIDUALS \*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

## FOR AN ENTITY (BUSINESS) \*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

## Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Vendor Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Agency use only

Agency Number \_\_\_\_\_ Agency Name \_\_\_\_\_

Agency Contact Person \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

Contact or Grant No. \_\_\_\_\_



## COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

- 1. Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.  
A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated §25-1-503.
- 2. Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.  
No state agency may contract for services with a Contractor who knowingly employs or contracts with an illegal immigrant. The Contractor shall certify that it does not knowingly employ, or contract with, illegal immigrants. See Arkansas Code Annotated §19-11-105.
- 3. Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.  
A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
- 4. Scrutinized Company Restriction:** Required with bid or proposal submission.  
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of any resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Employ a Scrutinized Company as a subcontractor.

Contract Number: SAUT23-24/01 Description: EMS Building General Contractor

Agency Name: Southern Arkansas University Tech

Vendor Number: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date