



SOUTHERN ARKANSAS UNIVERSITY TECH

PURCHASING OFFICE
 P.O. BOX 3499
 Camden, Arkansas 71711

INVITATION FOR BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:	SAUT/24-25/03	Solicitation Issued:	March 17, 2025
Description:	Contractor for Replacement of Shingle Roofs at the Rocket Arena & the Activity Center Old Gym		
Division/Agency:	Southern Arkansas University Tech		

SUBMISSION DEADLINE			
Bid Opening Date:	April 10, 2025	Bid Opening Time:	1:00 p.m., Central Time
Bid responses for this Invitation for Bid must be delivered to Southern Arkansas University Tech on or before the submission deadline. Bids received after the submission deadline may be rejected as untimely.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address and IFB Opening Location	<p>Southern Arkansas University Tech Keisha Robinson 6251 Hussey Road Camden, Arkansas 71701</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to the delivery street address on a schedule determined by each individual provider. These providers will deliver based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries. Telephone, email, and/or FAX responses to this bid will not be accepted.</p>
Bid's Outer Packaging	<p>Seal outer packaging and properly mark with the following information. If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes.</p> <ul style="list-style-type: none"> Solicitation number Date and time of bid opening Prospective Contractor's name and return address

DEPARTMENT NAME CONTACT INFORMATION			
Buyer:	Keisha Robinson	Buyer's Direct Phone Number:	870-574-4515
Email Address:	krobinso@sautech.edu	Department's Main Number:	870-574-4515
Department Website:	https://www.sautech.edu/invitation-to-bid/		

SECTION 1 – INFORMATION AND INSTRUCTIONS

1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Southern Arkansas University Tech Purchasing Office to obtain pricing for a Contractor to replace the Roofs on two (2) Buildings: 1. The Rocket Arena Building and 2. The Activity Center Old Gym Building.

Direct all communications regarding this Solicitation to the Buyer on page one (1) of the IFB.

1.2 BID OPENING

The bid opening will be in the SAU Tech Manning Hall Administration Conference Room on the date and time specified on page one of this solicitation document. Any proposals received after the scheduled opening date and time will be immediately disqualified. All proposals shall be guaranteed and binding for not less than sixty (60) days after the opening date. **Telephone, email, and/or FAX responses to this bid will not be accepted.**

The proposal opening will be open to any interested party and the public. However, openings will serve only to open, read, and record the receipt of each proposal. No discussion will be entered into with any vendor as to quality or provisions.

1.3 TYPE OF CONTRACT

- A. As a result of this IFB, SAU Tech intends to award a contract to a single Contractor (see *Contractor Selection*).
- B. The anticipated starting date for any resulting contract is Monday, [April 28, 2025](#), except that the actual contract start date may be adjusted unilaterally by Southern Arkansas University Tech for up to three (3) calendar months. By submitting a signed bid in response to the IFB, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.

1.4 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law have the same meaning herein.
- B. The terms “Invitation for Bid,” “IFB,” and “Solicitation” are used synonymously in this document.
- C. “Prospective Contractor” means a responsive and responsible bidder who submits a bid that meets the Requirements and criteria set forth in this Solicitation.
- D. “Requirement” means a term, condition, provision, deliverable, Specification, or a combination thereof, that is obligated under the Solicitation, resulting contract, or both.
- E. “Shall” and “must” mean the imperative and are used to identify Requirements and Specifications.
- F. “Specification” means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. “Specification” may include a description of any Requirement for inspecting, testing, or preparing a commodity or service for delivery.
- G. “State” means the State of Arkansas. When the term “State” is used herein to reference any obligation of the State under a contract that results from this Solicitation, that obligation is limited to the Department using such a contract.
- F. “SAU Tech” stands for Southern Arkansas University Tech.

1.5 CONTRACTOR SELECTION

- A. Award is expected to be made to the responsive and responsible Prospective Contractor determined to have submitted the lowest bid that meets the Requirements and criteria set forth in the IFB, based on the **Total Annual Cost/Estimated Total Cost, etc. of the Official Bid Price Sheet submitted by the Prospective Contractor.**
- B. If SAU Tech chooses, negotiations may be conducted with the lowest-bidding, responsive and responsible Prospective Contractor if:
 - 1. All bids received from responsive and responsible bidders exceed available funding; or
 - 2. It appears that additional savings to the state may result from negotiation.
- C. If negotiations fail to result in a contract, SAU Tech may negotiate with the next lowest-bidding, responsive and responsible Prospective Contractor.
 - 1. The negotiation process may be repeated until an acceptable lower bid price is negotiated, or until such time SAU Tech determines negotiations are no longer in the best interest of the state.
 - 2. Negotiations are conducted at the sole discretion of SAU Tech.
- D. Once the anticipated awardee has been determined, the anticipated award will be posted to the Solicitation posting at <https://www.sautech.edu/invitation-to-bid/>, generally for a period of fourteen (14) days prior to the issuance of a contract. The postings are anticipated awards only, subject to protest.
- E. A contract is not effective prior to final award being made by SAU Tech; some contracts may be subject to Legislative review prior to final award.

1.6 CLARIFICATION OF SOLICITATION

- A. Submit questions regarding this Solicitation via email to the Buyer on page one (1) of the IFB by midnight, Central Time on or before Friday, **April 4, 2025.**
 - 1. For each question submitted, the Prospective Contractor should reference the specific Solicitation item number to which the question refers, as applicable.
 - 2. Prospective Contractors' written questions will be consolidated and answered by the State as deemed appropriate. SAU Tech's consolidated written response is anticipated to be posted to the Solicitation posting at <https://www.sautech.edu/invitation-to-bid/> by the close of business on **April 7, 2025.** If Prospective Contractor questions are unclear or non-substantive in nature, SAU Tech may request clarification of a question(s) or decline to answer.
- B. The Prospective Contractor should notify the Buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a Responsive Bid. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a bid.
- C. Prospective Contractors may contact the Buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by Southern Arkansas University Tech will not be part of any contract resulting from this Solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by Southern Arkansas University Tech.

1.7 RESPONSE DOCUMENTS

- A. All bids **must** be submitted to the delivery address and by the submission deadline on page one (1) of the IFB.

B. *Bid Response Packet*

1. Prospective Contractors **shall** utilize the *Bid Response Packet* attached to the Solicitation to submit their bids.
 2. The following are bid submission Requirements and **must** be submitted as part of a Prospective Contractor's bid.
 - a. Signed *Bid Signature Page*; signature may be ink or digital.
 - b. Completed *Bid Response Packet*, which **must** be in English.
 - c. Completed *Official Bid Price Sheet* in the Bid Response Packet.
 - i. Pricing **must** be proposed in U.S. dollars and cents.
 - ii. Quantities stated are estimates only and are not guaranteed. Prospective Contractor **must** bid unit price on the estimated quantity and unit of measure specified.
 - The State may order more or less than the estimated quantity on term contracts, and the Contractor **shall** sell to the Department quantities ordered at no more than the bid price.
 - iii. If pricing documents do not allow for accurate pricing, Prospective Contractor should notify the Buyer at least seventy-two (72) hours before the bid opening time.
 - iv. Prices **must** be firm offers.
 - v. Discount from list bids pricing is not acceptable unless requested elsewhere in the Solicitation.
 - vi. State and local sales taxes should not be included in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
 - d. Copy of Prospective Contractor's *Equal Opportunity Policy*
 - i. Pursuant to Arkansas Code Annotated § 19-11-104, OSP requires a Prospective Contractor bidding on a state contract to submit a copy of the Prospective Contractor's *Equal Opportunity (EO) Policy*. Prospective Contractors not required by law to have an *EO Policy* **must** submit a written statement to that effect.
 3. 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 response:
 - a. *EO 98-04 Contract & Grant Disclosure Form* that is in the Bid Response Packet.
 4. Prospective Contractors should not include any other documents or ancillary information, such as a cover letter or promotional marketing information.
- C. Prospective Contractors should not alter any language in Solicitation document(s) or *Official Bid Price Sheet* provided by Southern Arkansas University Tech.
- D. Prospective Contractors' bids cannot be altered or amended after the bid opening except as permitted by law or rule.
- E. As requested, Prospective Contractors **shall** provide clarification regarding Prospective Contractor's bid response.
- F. Prospective Contractors may submit multiple bids.

SECTION 2 – SPECIFICATIONS AND REQUIREMENTS

2.1 SPECIFICATIONS

SAU Tech requires a contractor to replace the roof of the Rocket Arena/Gymnasium and the Activity Center Building. The campus is in East Camden, Calhoun County, Arkansas.

Building 1. ROCKET ARENA/GYMNASIUM

The Contractor shall provide the following: labor, equipment, and materials to remove the existing three (3) tab shingles. Provide an ice and water shield forty (40) feet up each side of the gym roof and use synthetic felt for the remainder of the gym roof. Install new laminated composition shingle roofing. Color Landmark Series Re-sawn Shake or an equivalent that must be approved by the SAU Tech Representative.

All work to be completed in compliance with all industry standards and in compliance with all local, state and federal safety standards. Location 14411 Carr Road, East Camden, Arkansas on SAU Tech Campus.

- A. Tear off, haul off, and dispose of existing 3-tab shingles.
- B. Install Ice and water shield (40 feet up each side).
- C. Install new Synthetic felt underlay on remainder of roof.
- D. Install new laminated comp. shingle roofing.
- E. Ridge cap standard profile, Continuous Ridge vent shingle over style.
- F. New pipe flashing for roof penetrations.
- G. Project includes all canopies style roof on Rocket arena.

Pricing for this building should include all taxes, bonds, insurance, freight etc

Building 2. SAU TECH ACTIVITY CENTER

The Contractor shall provide the following: labor, equipment, and materials to remove the existing three (3) tab shingles, provide an ice and water shield on the eaves, and install new laminated composition shingle roofing. The Color must be Landmark Series Re-sawn Shake or an equivalent that must be approved by the SAU Tech Representative.

All work to be completed in compliance with all industry standards and in compliance with all local, state and federal safety standards. Location 14411 Carr Road, East Camden, Arkansas, on SAU Tech Campus.

- A. Tear off, haul off, and dispose of existing 3-tab shingles
- B. Install Ice and water shield on eaves.
- C. Install new Synthetic felt underlay.
- D. Install new laminated comp. shingle roofing.
- E. Ridge cap standard profile, Continuous Ridge vent shingle over style
- F. New pipe flashing for roof penetrations.

Pricing for this building should include all taxes, bonds, insurance, freight etc.

2.2 WALKTHROUGH

There will be a Pre-Bid Walkthrough on Monday, March 31, 2025 at 11:00 am CST at the Project Site, 14411 Carr Rd., East Camden, Arkansas, 71701. Interested bidders are highly encouraged to attend. Please email krobinso@sautech.edu and cramsay@sautech.edu to inform that you are attending.

2.3 PROPOSAL SECURITY (BOND)

Performance Bond will be required if cost of project exceeds \$50,000. Vendors must include a proposal security in an amount of 5% of the firm purchase price. Bid Bond may be cashier's check or Bid Bond form. The proposal security should be made out to Southern Arkansas University Tech and

include the Solicitation number. All proposed securities will be returned upon contract award.

2.4 CONTRACTOR LICENSE

Arkansas contractor license is required, include license number or copy of license.

2.5 CERTIFICATE OF INSURANCE

Successful bidder must also furnish proof of Liability Insurance in the amount of \$250,000.

SECTION 3 – SOLICITATION TERMS AND CONDITIONS

3.1. ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is responsible (OSP Rule R1:19-11-235).
 - 1. Bids submitted by Prospective Contractors determined to be non-responsible will be rejected.
- B. A single Prospective Contractor **must** be identified as the prime contractor.
 - 1. The prime Contractor **shall** be responsible for the resulting contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.
- C. By submitting a bid, the Prospective Contractor represents and warrants:
 - 1. That the prices in the bid have been arrived at independently, without any collusion with another competing Prospective Contractor.
 - a. Collusion violates Arkansas Procurement Law and can lead to suspension, debarment, and can be referred to the Attorney General's office for investigation and appropriate legal action (Arkansas Code Annotated § 19-11-240 and 19-11-245).
 - 2. That the Prospective Contractor has not retained a person to solicit or secure the resulting contract 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 Prospective Contractor for the purpose of securing business.
- D. Qualifications, services, and commodities **must** meet or exceed the required Specifications as set forth in the Solicitation.

3.2. GENERAL TERMS AND CONDITIONS

- E. The Contractor **must** be registered as a vendor to receive payment and may register by emailing a request for the New Vendor Forms to Keisha Robinson at krobinso@sautech.edu.
- F. If EFT payment is wanted, the Successful Contractor represents and warrants that, before any work is done for this Solicitation, the Successful Contractor has taken or **shall** take all actions necessary to receive payment from SAU Tech through Electronic Funds Transfer (EFT) for the services and/or commodities to be provided under any such contract. This includes, without limitation, the following actions:
 - 1. Providing all information requested by SAU Tech to set up EFT payments, including either a voided check or a letter from their financial institution that contains the following information:
 - a. Account holder's name
 - b. Account number
 - c. Routing number
 - d. Financial institution official's contact information and signature

2. Email Keisha Robinson, Procurement Manager, at krobinso@sautech.edu all EFT information requested above or mail to:

Southern Arkansas University Tech

Attn: Procurement Manager

PO Box 3499

Camden, Arkansas 71711

3. In the event the EFT information changes, the Contractor **shall** be responsible for providing the updated information to SAU Tech at krobinso@sautech.edu. No interest or late payment penalty will apply if payment is delayed because of the Contractor's failure to initially provide or update information necessary for the State to make EFT payment.

- G. Pursuant to Arkansas State Procurement Law, the Contractor **shall** certify that, unless they offer to provide the goods or services for at least twenty percent (20%) less than the lowest certifying Prospective Contractor:

1. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of Israel (Arkansas Code Annotated § 25-1-503),
2. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry (Arkansas Code Annotated § 25-1-1102).

- H. Pursuant to Arkansas Procurement Law, the Contractor **shall** certify that the Contractor does not knowingly employ or contract with illegal immigrants and that the Contractor **shall not** knowingly employ or contract with illegal immigrants during the aggregate term of any contract with the State or any of its departments, institutions, or political subdivisions (Arkansas Code Annotated § 19-11-105).

- I. The Contractor **shall** invoice the SAU Tech as required by the Purchasing Office and should not invoice the SAU Tech in advance of delivery and acceptance of any commodities or services (Arkansas Code Annotated § 19-4-1206).

- J. **The Contractor must submit an itemized invoice to SAU Tech, billing separately for each building: the Rocket Arena Roof Replacement and the Activity Center Building Roof Replacement.** SAU Tech's purchase order number and/or the contract number should be referenced on each invoice. Invoices must be emailed to acctpay@sautech.edu or mailed to:

Southern Arkansas University Tech

Attn: Accounts Payable

PO Box 3499

Camden, Arkansas 71711

- K. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of commodities and services by the Department.

- L. Payment will be made only after the Contractor has successfully satisfied SAU Tech as to the reliability and effectiveness of the commodities or services purchased as a whole.

- M. The Prospective Contractor **shall** certify that they are not a company owned in whole or with a majority ownership by the government of the People's Republic of China (a "Scrutinized Company")

and that they do not and **shall not** during the aggregate term of the resulting contract employ a Scrutinized Company as a contractor (Arkansas Code Annotated § 25-1-1203).

N. This IFB incorporates all terms of this contract.

1. A Prospective Contractor's bid may be rejected if a Prospective Contractor takes exception to any terms, conditions, or Requirements in this IFB.

O. The Prospective Contractor agrees and **shall** adhere to all terms, conditions, and Requirements if selected as the Contractor.

1. Items may only be modified if the legal requirement is satisfied and approved by the SAU Tech during negotiations.

3.3. MINORITY AND WOMEN-OWNED BUSINESS

A. A minority-owned business is defined by Arkansas Code Annotated § 15-4-303 as a business owned by a lawful permanent resident of this State who is:

- African American
- American Indian
- Asian American
- Hispanic American
- Pacific Islander American
- A Service-Disabled Veteran as designated by the United States Department of Veteran Affairs

B. A women-owned business is defined by Act 1080 of the 91st General Assembly Regular Session 2017 as a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this State.

C. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses. If certified, the Prospective Contractor's Certification Number should be included on the *Bid Signature Page*.

3.4. PROPRIETARY INFORMATION

A. The release of public records is governed by the Arkansas Freedom of Information Act (Arkansas Code Annotated § 25-19-101 et. seq.).

B. Submission documents pertaining to the Solicitation become the property of the State and may be subject to the Arkansas Freedom of Information Act (FOIA).

C. In accordance with FOIA, and to promote maximum competition in the State competitive sealed bidding, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets and other information exempted from public disclosure pursuant to FOIA.

D. Under no circumstances will pricing information submitted in response to an invitation for sealed bids be designated as confidential after the sealed bids have been opened.

E. Consistent with and to the extent permitted under FOIA, any Prospective Contractor may designate appropriate portions of a bid as confidential by submitting a redacted copy of the bid. By so redacting any information contained in the bid, the Prospective Contractor warrants that, after having received such necessary or proper review by counsel or other knowledgeable advisors, it has formed a good faith opinion that the portions redacted are not considered public records under FOIA.

F. If a Prospective Contractor deems part of the information contained in a response not to be a public record, the Prospective Contractor should submit one (1) complete copy of the submission documents from which any proprietary or confidential information has been redacted in their bid response. Except for the redacted information, the redacted copy **must** be identical to the original copy, reflecting the same pagination as the original and showing the space from which information was redacted.

- G. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- H. The redacted copy will be open to public inspection under the FOIA without further notice to the Prospective Contractor. If the State deems redacted information to be subject to a public record request under FOIA, the State will endeavor to notify the Prospective Contractor prior to release of the redacted record.
- I. The SAU Tech has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential or proprietary information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.