

***BID RESPONSE PACKET***

***Ambulance Remount  
SAUT/25-26/06***

## 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

The Ambulance Remount **must** include at a minimum **all** the requirements listed in the Specifications in Section 2.

Any exceptions to the specifications indicated must be clearly pointed out. Otherwise, it will be considered that items offered are in strict compliance with these specifications and the successful bidder will be held responsible for delivering a vehicle meeting these specifications.

If your bid does not include **all** the requested items then document on the Exceptions Page in this Bid Response Pack.

ITEM	MAKE	MODEL	QUANTITY	UNIT PRICE	TOTAL
AMBULANCE (Remount)			1		

## 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 shall include all shipping and handling, and a training session on the apparatus.

Estimated Delivery Date after receipt of Purchase Order \_\_\_\_\_

## **WARRANTIES**

List all warranties included. You may continue on another page if needed.

## 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 shall document all exceptions related to requirements, terms, and conditions in the Bid.

Any exceptions to these specifications indicated must be clearly pointed out. Otherwise, it will be considered that items offered are in strict compliance with these specifications and the successful bidder will be held responsible for delivering a vehicle meeting these specifications.

ITEM #	REFERENCE SECTION PAGE PARAGRAPH	DESCRIPTION	PROPOSED LANGUAGE

You may continue on another page if needed.

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