



INVITATION FOR BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:	06892023-001 Tractor Truck	Solicitation Issued:	August 18, 2022
Description:	For the purchase of a Tractor Truck for UACCM		
Department:	UA Community College at Morrilton		

SUBMISSION DEADLINE			
Bid Opening Date:	August 26, 2022	Bid Opening Time:	9:00 a.m., Central Time
Deliver sealed bids for this Invitation for Bid to UA Community College at Morrilton on or before the submission deadline of August 25, 2022 by no later than 4:30 p.m. Central Time. Bids received after the submission deadline may be rejected as untimely. See section 1.2 for information regarding Live Bid Openings.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address and Bid Opening Location:	<p>UA Community College at Morrilton ATTN: Anna Halbrook 1537 University Blvd Morrilton, AR 72110</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to UACCM's street address on a schedule determined by each individual provider. These providers will deliver to UACCM based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.</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"> Bid number Date and time of bid opening Prospective Contractor's name and return address

UA Community College at Morrilton CONTACT INFORMATION			
UACCM Buyer:	Anna Halbrook	Buyer's Direct Phone Number:	(501) 208-5310
Email Address:	halbrook@uaccm.edu	UACCM Main Number:	(501) 977-2000
UACCM Website:	www.uaccm.edu		

SECTION 1 – REQUIREMENTS

1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by [University of Arkansas Community College at Morrilton \(UACCM\)](#), ([UA Community College at Morrilton](#)), ([The College](#)) to obtain pricing for the purchase of a tractor truck.

1.2 LIVE BID OPENING

Responses submitted by the opening time and date shall be opened at the following location:

UACCM

Suite 104

Finance Conference Room

1537 University Blvd

Morrilton, AR 72110

1.3 CLARIFICATION OF SOLICITATION

- A. **Submissions must be received by no later than 4:30 p.m. August 25, 2022.**
- B. Submit any questions requesting clarification of information contained in this *Solicitation* in writing via email ONLY on or before **August 23, 2022 by 4:30 p.m.** Central Time to the [UACCM](#) buyer as shown on page one (1) of this *Solicitation*.
 - 1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
 - 2. Prospective Contractors' written questions will be consolidated and answered by UACCM as deemed appropriate. The College's consolidated written response is anticipated to be posted to the [College](#) website at <http://www.uaccm.edu/purchasing/index.html> by the close of business on **August 24, 2022**. If Prospective Contractor questions are unclear or non-substantive in nature, the College may request clarification of a question(s) or decline to answer.
- C. The Prospective Contractor should notify the buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, 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.
- D. Prospective Contractors may contact the buyer with non-substantive questions at any time prior to the bid opening.
- E. An oral statement by [the College](#) 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 [UACCM](#).

1.4 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law have the same meaning herein.
- B. "Prospective Contractor" means a responsible bidder who submits a Responsive Bid in response to this solicitation.

- C. The terms “Invitation For Bid”, “IFB” and “Solicitation” are used synonymously in this document.
- D. “Responsive Bid” means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.
- E. “Shall” and “Must” mean the imperative and are used to identify requirements.
- F. “Requirement” means something required.
- G. “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.
- H. “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.

1.5 SPECIFICATIONS

- Peterbilt 579/or approved equal
- Class 8
- PACCAR engine
- 2018 year model or newer
- Odometer reading less than 350,000 miles
- Must be a standard 10 speed transmission only
- Air slide 5th wheel
- Air ride seats on both driver and passenger side
- Sleeper cab
- Must have power mirrors
- Must have all aluminum wheels
- Must have 240 - 245 inch wheelbase
- Non- smoking truck or truck with no detectable smoke smell
- Any available vehicle history reports should be submitted with each vehicle bid
- All paperwork required to register and title the vehicle bid must be submitted at time of delivery
- No visual body damage
- Prior to award, vehicle must pass inspection and test drive by UA Community College at Morrilton
- Vehicle bid must have had a used truck inspection and all mechanical defects discovered during the inspection must be repaired prior to delivery
- Vehicle must be fully operational

1.6 DELIVERY: FOB DESTINATION

UACCM
1537 University Blvd
Morrilton, AR 72110

- A. The Department requests delivery within **10 working** days after ordering. If this delivery date cannot be met, the Prospective Contractor **must** state the alternate number of days required to begin the service and/or place the commodity in the ordering Department's designated location. (See Official Solicitation Price Sheet.) Failure to state the alternate delivery time obligates the Contractor to complete delivery by the Department's requested date. Extended delivery dates may be considered when in the best interest of the State.
- B. All deliveries **must** be made during normal state work hours and within the agreed upon number of days unless otherwise arranged and coordinated with the Department. The Contractor **shall** give the Department immediate notice of any anticipated delays or plant shutdowns that will affect the delivery requirement.
- C. Loss or damage that occurs during delivery, prior to the order being received by the Department, is the Contractor's responsibility.
- D. The College assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the Department's purchase order.

1.7 ACCEPTANCE STANDARDS

- A. Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt.
- B. The College has the option to return any product(s) within the thirty (30) day timeframe for any reason.
- C. Bid must include a "total satisfaction" return policy for all products and **must not** impose any liability on the College for such returns.

SECTION 2 – GENERAL INSTRUCTIONS AND INFORMATION

2.1 SELECTION

- A. Award will be made based on all specifications being met (1.5).
- B. Price and Educational needs of the college will also be apart of the selection process for the Prospective Seller.

2.2 RESPONSE DOCUMENTS

A. *Bid Response Packet*

1. The following are bid submission requirements and **must** be submitted as a hard copy in the original *Bid Response Packet*, located at <https://www.uaccm.edu/purchasing/index.html>.
 - a. Original signed *Bid Signature Page*. Signature may be ink or digital. (See *Bid Response Packet*.)

- b. Completed *Bid Response Packet*, which **must** be in the English language.
- c. One (1) original copy of the *Official Solicitation Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents.
- d. *Proposed Subcontractors Form*. The utilization of any proposed subcontractor is subject to approval by the Department.
- e. *Exceptions Form*.

- 2. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

2.4 ACCEPTANCE OF REQUIREMENTS

- A. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Requirements Section(s) of this IFB by listing them on the *Exceptions Form* (See *Bid Response Packet*), Prospective Contractor understands and agrees its submission of a bid to represent that its bid meets all such Requirements.
- B. A Prospective Contractor's bid may be rejected if the Prospective Contractor takes exception to any Requirements in the Requirements Section(s) of this IFB.

2.5 ADDITIONAL TERMS AND CONDITIONS

- A. This IFB incorporates all of the Solicitation Terms and Conditions located on the TSS OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.
- B. Any special terms and conditions included in this solicitation **shall** override the Solicitation Terms and Conditions.
- C. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the [Standard Commodities Contract](#) or the [Services Contract \(SRV-1\) Fillable Form](#) by listing them on the *Exceptions Form* (See *Bid Response Packet*), Prospective Contractor agrees and **shall** adhere to all terms if selected as the successful Contractor. Items identified as non-negotiable may only be modified if the legal requirement is satisfied and approved by the State. The Standard Commodities Contract can be viewed on the TSS OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>. The Services Contract (SRV-1) Fillable Form can be viewed on the TSS OSP website here (Agencies – Services – Forms): <https://www.transform.ar.gov/procurement/agencies/services/>.
- D. A Prospective Contractor's bid may be rejected if a Prospective Contractor takes exception to any terms or conditions in the documents listed in 2.5.A and 2.5.C.