



SOUTHERN ARKANSAS UNIVERSITY TECH

Purchasing Department
PO Box 3499
Camden, AR 71711

INVITATION FOR BID SOLICITATION DOCUMENT

| SOLICITATION INFORMATION | | | |
|--------------------------|-----------------------------------|----------------------|-------------|
| Bid Number: | SAUT/22-23/01 | Solicitation Issued: | Oct 6, 2022 |
| Description: | Replacement of Roofs | | |
| Agency: | Southern Arkansas University Tech | | |

| SUBMISSION DEADLINE | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|-------------------------|
| Bid Opening Date: | Oct 27, 2022 | Bid Opening Time: | 2:00 p.m., Central Time |
| Sealed bids must be delivered to Southern Arkansas University Tech Purchasing Office on or before the bid opening date. Bids received after the submission deadline shall be rejected as untimely. | | | |

| DELIVERY OF RESPONSE DOCUMENTS | |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery Address and Bid Opening Location: | <p>Southern Arkansas University Tech Purchasing Office 6251 Hussey Road Camden, AR 71701</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to SAUT's street address on a schedule determined by each individual provider. These providers will deliver to SAUT based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.</p> <p>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">• Bid number• Date and time of bid opening• Prospective Contractor's name and return address |

| SAU TECH CONTACT INFORMATION | | | |
|------------------------------|------------------|---------------|-----------------------------------------------------------------------------------------------------|
| SAUT Buyer | Angela Fry | Phone Number: | 870-574-4523 |
| Email Address: | afry@sautech.edu | SAUT Website: | https://www.sautech.edu/invitation-to-bid/ |

SECTION 1 – REQUIREMENTS

1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Southern Arkansas University Tech (SAUT) Purchasing Office in order to obtain pricing for roof replacement on the Technical Engineering and Manufacturing buildings. The issuing office is the sole point of contact in the selection process.

1.2 BID OPENING

- A. The bid opening will be in the Business Office Purchasing Office at the date and time specified in this solicitation document. All proposals shall be guaranteed and binding for a period of not less than sixty (60) days past the proposal opening date.
- B. Proposal openings will be open to any interested proposing party and to 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 CLARIFICATION OF SOLICITATION

- A. Submit any questions for clarification of information in this Bid Solicitation in writing via email to Angela Fry afry@sautech.edu. Questions must be submitted by October 20, 2022.
 - 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 the College as deemed appropriate. The College's written response will be posted to the SAUT website and emailed to prospective bidders. If Prospective Contractor questions are unclear or non-substantive in nature, the College may request clarification of 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 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.
- C. Prospective Contractors may contact the buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by SAUT 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 SAUT.

1.4 DEFINITION OF TERMS

Unless otherwise defined herein, all terms defined in Arkansas Procurement Law have the same meaning herein.

- A. "Prospective Contractor" means a responsible bidder who submits a Responsive Bid in response to this solicitation.
- B. The terms "Invitation for Bid", "IFB" and "Solicitation" are used synonymously in this document.
- C. "Responsive Bid" means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.
- D. "Bid Submission Requirement" means a task a Prospective Contractor must complete when submitting a bid response. These requirements will be distinguished by using the term "shall" or

“must” in the requirement. “Requirement” means something required.

- E. “Requirement” means a specification that a Contractor’s commodity must and/or service shall meet or exceed in the performance of its contractual duties under any contract awarded as a result of this IFB. These specifications will be distinguished by using the terms “shall” or “must” in the requirement.
- F. “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.
- G. “SAUT, “SAU Tech”, or “the College” refers to Southern Arkansas University Tech.

1.5 SPECIFICATIONS

SAU Tech is requiring roof replacement on the Technical Engineering and Manufacturing buildings. The campus is located in Camden, Calhoun County, South Arkansas.

Building 1 – Technical Engineering (RE)

Contractor to provide labor, equipment, and materials to remove existing 3 tab shingles and replace with new synthetic underlayment and install new laminated comp. shingle roofing without felt. Contractor to remove and dispose of modified bitumen roofing and replace with 2 inch ISO board and fully adhered 60 mil single ply membrane on flat roof system. Remove and replace 6 inch gutters and down spouts with new 6” seamless gutters. All work to be completed in compliance with all industry standards and in compliance all local, state and federal safety standards.

- 1. Shingle Roof
 - Tear off, haul off, and dispose of existing 3 tab shingles
 - Install new Synthetic under layment
 - Install new laminated comp. shingle roofing without felt
 - Install Ice and water barrier
 - Ridge cap standard profile, Continuous ridge vent shingle over style
- 2. Flat Roof Area
 - Tear off and haul off the modified bitumen roofing
 - Install new insulation 2” ISO Board
 - Install new single ply membrane 60 MIL – Fully adhered
 - All drip edge - TPO clad metal
 - Remove cap flashing - detach and reset

Building 2 - Manufacturing

The contractor to provide the following, labor, equipment, and materials to install a new TPO single ply 60 mil system on the flat roof of the SAU Tech Manufacturing Building. Removal of existing asphalt roofing not required. Inspect/Repair existing damaged areas marked in red paint before installation of new TPO 60 mil system. All work to be completed in compliance with all industry standards and in compliance all local, state and federal safety standards.

- Insulation 2” ISO Board
- Single Ply Membrane 60 MIL – Fully Adhered
- Remove cap flashing around windows and replace with new cap flashing
- All Drip Edge - TPO Clad Metal
- All Curb Flashing – TPO/PVC
- All exhaust caps through flat roofs – PVC / TPO
- All Pipe Jack Flashing -- PVC/TPO

Pricing should include all taxes, bonds, insurance, freight etc.

There will be a Pre-Bid Walkthrough on October 19, 2022, 1:00pm CST at the SAU Tech Physical Plant Directors Office, 6415 Spellman Rd, Camden, Arkansas 71701. Interested bidders are highly encouraged to attend.

Southern Arkansas University Tech requests completion of the project no later than April 1, 2023.

1.6 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 IFB number. All proposed securities will be returned upon contract award.

1.7 CONTRACTOR LICENSE

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

1.8 CERTIFICATE OF INSURANCE

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

1.9 PAYMENT AND INVOICE PROVISIONS

- A. All invoices **shall** be forwarded to: Southern Arkansas University Tech. Attn: Accounts Payable, PO Box 3499, Camden, AR 71711 or emailed to krobinso@sautech.edu
- B. Payment will be made in accordance with applicable SAU Tech accounting procedures upon acceptance by the College. Invoices shall not be submitted in advance of delivery and acceptance. Payment will be made only after the Contractor has successfully satisfied the College as to the goods and/or services purchased.
- C. Invoice should be itemized and include the Purchase Order number and/or contract number. In addition, SAUT is not a tax-exempt institution, so apply any applicable taxes on the invoice.

1.8 ACCEPTANCE STANDARDS

- A. Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt.
- B. SAUT 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.

1.9 ACCEPTANCE OF REQUIREMENTS

- A. Unless a Prospective Contractor expressly and conspicuously identifies any exception(s) to any of the Requirements in the Requirements Section(s) of this IFB, 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.

SECTION 2 – GENERAL INSTRUCTIONS AND INFORMATION.

2.1 ISSUING AGENCY

SAUT Purchasing Office, as the issuing office, is the sole point of contact regarding IFB throughout this solicitation process.

2.2 TYPE OF CONTRACT

As a result of this IFB, SAUT intends to award a contract to a single Contractor.

2.3 CONTRACTOR SELECTION

Award will be made to the lowest-bidding, responsible Prospective Contractor on a firm contract, all or none basis. Once an anticipated successful vendor has been determined, the anticipated award will be posted on the SAU Tech website for at least 3 days prior to the issuance of a contract. SAU Tech shall have the right to waive the policy of the Anticipation to Award when it is in the best interest of the college.

2.4 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*.
 - a. Original signed *Bid Signature Page*. (See *Bid Response Packet*.) *The signature must be that of a person authorized to contractually bind the Prospective Contractor.*
 - b. Completed *Bid Response Packet*, which **must** be in the English language.
 - c. One (1) original copy of the *Official Solicitation Price Sheet*. (See *Bid Response Packet*) Pricing **must** be proposed in U.S. dollars and cents.
2. The following items should be submitted in the original Bid Response Packet. **Forms are available from afry@sautech.edu or at <https://www.sautech.edu/invitation-to-bid/>.**
 - a. *EO 98-04 Contract & Grant Disclosure Form.*
 - b. *Equal Opportunity Policy Form.*
 - c. *Illegal Immigrant Certification Form.*
 - d. *Restriction of Boycott of Israel Form.*
3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

2.5 NON-DISCRIMINATION

SAU Tech does not discriminate against any entity, company, employee, applicant for employment or any person participating in any aspect of any project based on race, creed, color, national origin, religion, sex, age, or physical or mental disability.

2.6 MINORITY AND WOMEN OWNED BUSINESS POLICY

The State of Arkansas encourages all minority businesses to compete for, win and receive contracts for goods, services and construction. The state also encourages all companies to sub-contract portions and any state contract to minority business enterprises.

2.7 EQUAL OPPORTUNITY POLICY

Act 215 (SB#1123) of 2005 requires that each entity or person interested in contracting with the State must include with its proposal response a copy of the company's EQUAL OPPORTUNITY POLICY.

2.8 CERTIFICATION OF ILLEGAL IMMIGRANTS

Pursuant to Act 157 of 2007, the successful proposer must certify prior to award of the contract that they do not employ or contract with any illegal immigrants.

2.9 RESTRICTION OF BOYCOTT OF ISRAEL

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

2.10 CONTRACT DISCLOSURE– GOVERNOR’S EXECUTIVE ORDER 98-04

No contract for commodities or services over \$25,000, and no discretionary grant greater than \$25,000 shall be awarded, extended, amended or renewed by an agency to any bidder who has not complied with Governor’s Executive Order 98-04, as required in this proposal.

Failure to make any disclosure required by Governor’s Executive Order 98-04, or the violation of any rule, regulation, or policy adopted pursuant to the Order, shall be a material breach of the terms of this IFB. Any bidder 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.

2.11 PAST PERFORMANCE

In accordance with provisions of State procurement law, specifically OSP Rule R5:19-11-230 (b) (1), a Prospective Contractor’s past performance with the State may be used to determine if the Prospective Contractor is “responsible.” Proposals submitted by Prospective Contractors determined to be non-responsible will be disqualified.

2.12 RESERVATION

This IFB does not commit the College to award a contract or to pay costs incurred in the preparation of a bid in response to this request.

2.13 CONDITIONS OF CONTRACT

- A. Observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to, the execution of a resulting contract which in any manner affects the completion of the work.

- B. Indemnify and save harmless the College and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order, or decree by an employee, representative, or subcontractor of the Contractor.

2.14 ADDITIONAL TERMS AND CONDITIONS

The supplier shall adhere to SAUT’s Standard Terms and Conditions. Any special terms and conditions included in this solicitation shall be followed in addition to the SAUT Standard Terms and Conditions.