

Arkansas Fire Training Academy
A division of Southern Arkansas University Tech
Purchasing Office
PO Box 3499,
Camden, Arkansas 71711

REQUEST FOR PROPOSALS
SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	SAUT/23-24/01	Solicitation Issued:	October 6, 2023
Description:	Mobile Fire Training Simulator Mounted on Chassis		
Agency:	Arkansas Fire Training Academy, a division of Southern Arkansas University Tech		

SUBMISSION DEADLINE			
Bid Opening Date:	October 24, 2023	Bid Opening Time:	2:00 pm, CT
Sealed bids must be delivered to the South Arkansas University Tech Purchasing Office before the bid opening time and on or before the bid opening date. Sealed bids are opened at the bid opening time. Late bids 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 Southern Arkansas University Tech'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

SOUTHERN ARKANSAS UNIVERSITY 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 - GENERAL INFORMATION AND INSTRUCTIONS

1.1 INTRODUCTION

This Request for Proposal (RFP) is issued by Southern Arkansas University Tech on behalf of Arkansas Fire Training Academy to obtain pricing to supply and deliver a mobile container style training simulator building mounted on a DOT compliant chassis capable of handling consistent transport. The training simulator should be capable of handling live fire training and shall be a fully insulated secondary structure designed specifically for repeated Class "A" Fueled Live Fire Training.

1.2 PROPOSAL OPENING DATE AND LOCATION

Proposals will be accepted and opened by the Purchasing Agent in the Southern Arkansas University Tech Purchasing Office if received no later than time and date specified. All proposals shall be guaranteed and binding for a period of not less than sixty (60) days past the proposal opening date.

Proposal openings will be open to any interested proposing party and to the general 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

As a result of this RFP, the College intends to award a contract to a single Vendor.

1.4 CLARIFICATION OF SOLICITATION

A. Submit questions for clarification by email to Angela Fry at afry@sautech.edu. Questions must be submitted by October 16th, 2023.

1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
2. 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 registered prospective bidders. If 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 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 email the buyer with non-substantive questions at any time prior to the bid opening.

D. An oral statement by the College or Academy 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 in writing and expressly adopted by SAUT.

1.5 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 "Request for Proposal", "RFP" and "Solicitation" are used synonymously in this

document.

- D. "Responsive Proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this RFP.
- 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" shall mean 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/Agency using such a contract.
- I. SAUT, "SAU Tech", or "the College" refers to Southern Arkansas University Tech. AFTA, or "the Academy" refers to Arkansas Fire Training Academy.

1.6 PREPARATION COST

The Contractor must bear all costs associated with the preparation of the proposal or any presentation. No compensation will be provided to the Contractor for any expenses incurred.

1.7 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 SELECTION PROCESS

A contract shall be awarded to the most responsive and responsible Contractor whose proposal is determined to be most advantageous to the College/Academy. The College is not bound to accept any proposal based on price alone, but will make an award based on the evaluation factors set forth herein. The College further reserves the right to reject any and all proposals, or parts thereof, to waive informalities and technicalities in proposals received. The College will be the sole judge as to whether the Contractor's proposal has or has not satisfactorily met the requirements of this RFP.

Should none of the received proposals be considered reasonable, the College may re-advertise for proposals, or complete any other action consistent with Arkansas purchasing laws.

A Contractor's past performance with the State may be used to determine if the Contractor is "responsible." Proposals submitted determined to be non-responsible will be disqualified.

1.9 EVALUATION AND AWARD OF CONTRACT

An evaluation committee will review all proposals to ensure all requirements are met. Additional information may be requested prior to final election. The evaluation committee will score Proposals based on the criteria herein, **Respondents should address these criteria in their proposal**. It must be recognized by the interested parties submitting proposals that some of these factors are judgment items.

Proposal Evaluation Scoring Criteria	(100 Points)
Experience and Qualifications	30 Points
Pricing	30 Points
Service Offered by Vendor	25 Points
Customer Services/References	15 Points

Once an anticipated successful vendor has been determined, the Anticipated to 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. All vendors submitting a proposal will be notified by email of Award.

SECTION 2 - REQUIREMENTS

2.1 SPECIFICATIONS

The Training Simulator will be delivered to 14668 Highway 203 at the Arkansas Fire Training Academy near the City of Camden, Arkansas.

1. The training simulator shall be constructed from a **New** 48ft Long x 8ft Wide x 8.5ft Tall International Organization for Standardization (ISO) Container and mounted on a DOT Compliant Chassis with kingpin hitch and capable of handling consistent transport or similar product.
2. Vendor shall provide a **graphical representation** of their training simulator solution at time of proposal which meets or exceeds the requirements contained herein (requirements should be considered a minimum, configuration as recommended by vendor).
3. The selected vendor shall prepare layout drawings and coordinate a design review meeting upon project award.
4. The Live-Fire Component of the training facility shall be a fully insulated secondary structure within the container unit designed specifically for repeated Class "A" Fueled Live Fire Training.
5. Include an adjustable pitched roof prop for vertical ventilation training purposes.
6. Include multiple points of egress via personnel doors and OSHA compliant stairs.
7. Include an exterior folding stair system for rooftop access.
8. Include windows of differing types to alter the training scenarios.
9. Include a 4' x 8' wall breach simulator designed to hold 2" x 4" wood studs and drywall.

10. Include an SCBA reconfigurable maze system allowing the interior floor space to be reconfigured to support various interior fire attack scenarios.
11. Include rooftops with galvanized bar grating (no substitutes) and OSHA compliant galvanized guard railing.
12. Include a standpipe system with a Siamese FDC connection at ground level and a hose connection at all story-levels, and sprinkler system.
13. Include a forcible entry and cutting door system.

2.2 GENERAL REQUIREMENTS/ADDITIONAL INFORMATION

1. Vendor shall submit certification from a Nationally Recognized (third-party) Testing Laboratory (NRTL) noting NFPA 1402 2019 Edition Compliance. At time of delivery, the training facility shall bear a Placard issued by an NRTL noting NFPA 1402 2019 Compliance.
2. Vendor shall employ Certified Welders as required by AWS D1.1 Structural Welding Code. Vendor shall submit certificates showing compliance on request.
3. Vendor shall employ a Registered Professional Engineer (PE) and shall submit certificate showing compliance on request.
4. Vendor shall provide Past Performance along with customer contact information showing capability to fabricate/deliver/assemble a similar simulator at time of proposal.
5. The product shall be Delivered within 7 to 10 months upon project award and layout drawing approval.
6. The product shall be painted the Fire Academy's choice of color.
7. Proposals shall include all costs associated with delivery and any required assembly at the Fire Academy's site.
8. The product shall contain a Warranty for a period of (1) year for workmanship & materials.
9. Awarded Vendor shall include a (1) One day "Train the Trainer Course" for up to 12 students within two weeks of training simulator delivery. The course shall be conducted on-site by a certified fire instructor (CFI).
10. Vendor shall include an electronic version of the training simulator Operations and Maintenance Manual upon delivery.

2.3 CERTIFICATE OF INSURANCE

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

2.4 PROJECTED TIMETABLE

ACTIVITY	DATE
RFP Issued	October 6, 2023
Deadline for Questions on Proposal	October 16, 2023
Responses to Questions on Website	October 17, 2023
Opening of Proposals	October 24, 2023
Completion of proposal review/contract selection	October/November 2023
Intent to award letter emailed	October/November 2023
Contract issued	November 2023
Delivery required	7-10 months after award

SECTION 3 – TERMS AND CONDITIONS

3.1 TERMS AND CONDITIONS

By submitting a proposal, the Contractor agrees to be governed by the terms and conditions set forth in this document. Any proposal containing variations from terms and conditions set forth herein which are determined to be unacceptable to the College may result in the disqualification of your proposal. Examples include, but are not limited to, indemnification statements, subjugation to the laws of another state, and limitations on remedies. A contract agreement to be executed by all duly authorized representatives, this RFP, and the successful Contractor’s proposal will constitute the awarded contract.

3.2 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.

3.3 PROPOSAL RESPONSE

Proposals must be made in the official name under which business is conducted (showing the official business address) and must be signed by a person duly authorized to legally bind the business submitting the proposal. Corporations must indicate place and date of incorporation.

Proposals are to be prepared simply and, in a manner, designed to provide a straightforward and concise presentation of the Contractor’s ability to satisfy the requirements of this RFP. Emphasis should be on completeness, clarity of content and responsiveness to the RFP requirements. Elaborate brochures and other promotional materials are not required but will be allowed. Vendors are encouraged to submit any additional information or comments they wish considered.

Proposals must include all applicable requested information and meet all specification requirements. If significant errors are found in the proposal, or if the proposal fails materially to conform to the requirements of the RFP, the proposal will be rejected.

Proposal should include but not limited to:

- Proposed scope of work
- Cost Proposal
- A description of your firm's history and experience with providing services in accordance with the RFP and up to three (3) related projects showing for each:
 - Name, address, and phone number for each client
 - Brief project description
 - Qualifications of staff and key individuals who would be involved in the project
 - Location of the office from which the management of the project will take place
- Vendor shall include a graphical representation of their training facility solution with their proposal which satisfies the specifications above.

Include two hard copies of proposal and one flash drive with copy of proposal and response pack documents. Document should be in PDF format. In case of discrepancy hard copy shall govern.

3.4 PROPRIETARY INFORMATION

The College considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and, therefore; shall be subject to public disclosure. Any portion of the proposal will be disclosed to the members of the evaluation team and other necessary staff prior to the contract award. The College retains the right to disclose the name of the successful bidder, the amount of the contract, and any information in the proposal that is pertinent to the selection of the Contractor.

Any information of a proprietary nature that the respondent does not want disclosed to the public or used for any purpose other than evaluation of this offer should be on separate sheets. Each sheet containing such information must be appropriately marked "Confidential" at the top and bottom.

3.5 BEST AND FINAL OFFER

SAUT reserves the right to request an official "Best and Final Offer" from Respondents if it deems such an approach in the best interest of the College. In general, the "Best and Final Offer" will consist of an updated cost proposal in addition to an opportunity for the vendor to submit a final response to specific questions or opportunities identified in subsequent discussions related to the original proposal response submitted to SAUT. If SAUT chooses to invoke a "Best and Final Offer" option, all responses will be re-evaluated by incorporating the information as requested in the official "Best and Final Offer" document, including costs and answers to specific questions presented in the document. The specific format for the official "Best and Final Offer" request will be determined during evaluation discussions. The official request for a "Best and Final Offer" will be issued by the SAUT Purchasing Department.

SECTION 4 - STATE REQUIREMENTS

4.1 NON-DISCRIMINATION

The College 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.

4.2 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.

4.3 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.

4.4 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.

4.5 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.

4.6 DISCLOSURE OF CONTRACTS OVER \$25,000 – GOVERNOR'S EXECUTIVE ORDER 98-04

No contract for commodities or services greater than \$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 RFP. 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.

SUBMISSION REQUIREMENT CHECKLIST
SAUT/2023-24/01

The following items **must** be submitted **with** the Prospective Bidders Proposal:

- Completed and Signed Proposal Signature Document*
- Cost Proposal*
- Graphical Representation of Simulator*
- Two hard copies of proposal and one flash drive with copy of proposal/response pack documents.*
- Exceptions Form (if applicable)*
- Signed Addendum, (if applicable)*
- Proposed Subcontractor Form*

The following items, which **must** be submitted prior to a contract award, **may** also be included with the Prospective Bidders proposal:

Forms are available at <https://www.sautech.edu/invitation-to-bid/>

- Contract and Grant Disclosure and Certification Form*
- Illegal Immigration Form*
- Equal Opportunity Policy /Form*
- Israel Boycott Restriction Form*
- Certificate of Liability Insurance*

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.
 - Prospective Contractor **shall** complete and submit the *Proposed Subcontractors Form*
 - Additional subcontractor information may be required or requested
 - The utilization of any proposed subcontractor is subject to approval by the College/Academy

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

Prospective Contractor does NOT propose to use subcontractors to perform services.

**EXCEPTIONS FORM
SAUT/2023-24/01**

Prospective Contractor should document all exceptions related to terms and conditions in the RFP.

ITEM #	REFERENCE SECTION PAGE PARAGRAPH	DESCRIPTION	PROPOSED LANGUAGE

OFFICIAL PROPOSAL SIGNATURE DOCUMENT
Mobile Fire Training Simulator Mounted on Chassis
RFP # SAUT/23-24/01

THIS PAGE MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL RESPONSE

PROPOSED AMOUNT: \$ _____

I, the undersigned, duly authorized representative of the proposing parties, understand that the proposal must be signed by the proposing party or an authorized representative of the proposing party. Further, I acknowledge that I have read and understand all the proposal instructions, specifications, terms, and conditions, and agree, on behalf of myself and the proposing party, to be bound by them. Furthermore, I acknowledge receiving, reading, and understanding the listed addendums below.

Signature

Name & Title (Typed or Printed)

Company Name

Address

Telephone Number

Email Address

List all addendums that were received, read, and understood (if none, so indicate).

1. _____

2. _____

3. _____