



HENDERSON STATE UNIVERSITY

EXCELLENCE • SPIRIT • TRADITION

OFFICIAL BID SHEET

Purchasing Department

BID NUMBER: 18-18
FIRM CONTRACT
DATE: 05-15-18

Box 7894
870-230-5117 Phone
870-230-5486 Fax
jonest@hsu.edu

INVITATION

Bids must be signed in Ink. Unsigned bids will not be considered.

Bids are invited for the Purchase of One factory Remanufactured Aircraft engine with the LIKE Core exchange for Henderson State University. Bids must be returned to Womack Hall, room 208, by the close of business (1:00PM, CST) on Wednesday, May 23, 2018 at which time all bids will be opened publicly and read. Inquiries concerning this bid should be directed to Tim Jones at 870-230-5117 phone, 870-230-5486 fax.

BID

I hereby certify that I have read and understand the terms and conditions stated within the bid documents and that my bid is submitted in accordance herewith:

Name: _____ Signed: _____

Company: _____ Title: _____

Address: _____ Date: _____

Telephone: _____ Email: _____

Fax: _____

DESCRIPTION

In submitting this bid, it is understood that the right is reserved by the Owner to reject any or all bids:

Lycoming Aircraft Engine – IO-360C1C6	Quantity= one (1).....	Each \$
12 volt		Total \$
Aircraft: Piper – N877HS, SN: RL-34018-51E		

GENERAL INFORMATION

Introduction

This Invitation for Bid, hereinafter referred to as the IFB, is an invitation to the Distributors of Lycoming Remanufactured Aircraft Engines to prepare and submit quotes to Henderson State University (HSU) 1100 Henderson Street, Arkadelphia, Arkansas 71923. Bids should be prepared simply and economically to provide a straightforward, concise response to the requirements set forth in the IFB. Elaborate proposals are neither required nor desired. It is the intent of the staff coordinating this IFB to provide equal and objective information and assistance to all bidders concerned.

Scope of Request

The purpose of the IFB specified herein is to furnish and deliver one remanufactured Lycoming IO-360C1C6 Aircraft 12volt engine as specified herein to Arkadelphia Airport, Arkadelphia, Arkansas 71923.

Condition of Core: Factory Remanufactured.

Core is NOT a Factory run-out, nor has it been disassembled in the field.

Engine has NOT undergone field overhaul.

Core has been active in the last 12 months and has NOT been modified.

Core is running, airworthy, assembled and complete condition.

Core has the original data-plate installed.

Engine logbook is available including the total time.

Like Core.

Terms and Conditions of Bid

To be considered, bidders must include as part of their bids all of the provisions of this IFB.

Bids must be signed (in ink) by an official authorized to bind the bidder to the resultant contract.

If the bidder submits standard terms and conditions with the bid, and if any section of those terms is in conflict with the laws of the State of Arkansas, the State laws shall govern. Bidder's standard terms and conditions may need to be altered to adequately reflect and include all of the conditions of this Invitation for Bid, the bidder's proposal, and Arkansas State Law.

Agencies of the State of Arkansas are not permitted to pay in advance for items not received. Therefore, deposits and or core charges must be waived.

Core items will be returned immediately upon installation of new engine.

Bid Format Requirements

Bidders response should contain sufficient information and/or detail for HSU to determine that bidder has met all aspects of the requirements and for HSU to further evaluate the merit of the bidder's response. If the bidder refers to handbooks and technical documentation as part of their response, such references must include page and paragraph information (highlighted) to allow HSU to quickly locate the reference. Bidder responses containing ONLY page and paragraph references to handbooks and technical documentation may not be acceptable.

Bid Requirements

One (1) signed original of the bidder's quote is all that is required for this bid. Please include; bid documentation, descriptive literature and reference material.

Type of Contract

This contract shall be for a fixed quantity (Firm Contract).

Issuing Agency

Henderson State University is an Arkansas State institution of higher education.

The taxpayer ID# is 71-6000286. Arkansas Agencies are not exempt from sales tax.

Vendors questions regarding IFB-related matters should be addressed to Tim Jones, Director of Purchasing at (870) 230-5117 (phone), 870-230-5486 (fax), jonest@hsu.edu (email), 1100 Henderson Street, Arkadelphia, AR 71923.

Proprietary Information

Proprietary information submitted in response to this IFB will be processed in accordance with applicable State procurement procedures. Bids and documents pertaining to the IFB become the property of HSU and shall be open to public inspection subsequent to the bid opening. Should the bidder require non-disclosure of user manuals, said manuals must be clearly marked as Proprietary Information and separately sealed from the bid response documents.

Other Conditions and Requirements

The successful bidder shall at all times observe and comply with all federal and state laws, local laws, ordinances, orders, decrees, and regulations existing at the time of or enacted subsequent to the execution of this contract which in any manner affect the completion of the contract. The successful bidder and surety shall indemnify and save harmless the agency(HSU) and all its officers, representatives, agents and employees against claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree, whether by himself, his employees, or his subcontractors.

Reservation

This IFB does not commit Henderson State University or the State of Arkansas to award a contract, to pay any costs incurred in the preparation of a bid in response to this request, or to procure or contract for services or supplies. Henderson State University reserves the right to reject any and all bids

Statement of Liability

The bidder is required to assume liability for the aircraft until delivery is complete and has been accepted by HSU in accordance with acceptance requirements.

Acceptance Requirements

The acceptance consists of the Director of Aviation of HSU and/or his designated representative agreeing that the product is satisfactory.

Delivery Requirements

Delivery of aircraft engines will be delivered as soon as possible after receipt of Purchase Order

from HSU to the lowest bidder. The engines shall be delivered to 635 Nowlin Drive (#1 Airport Rd) Arkadelphia, AR. 71923

Bid Opening Date and Location

To be considered, bids must be delivered in a sealed envelope clearly marked **18-18** no later than the date and hour indicated on the official bid sheet to the following address:

If mailed:
Henderson State University
Purchasing Department
1100 Henderson Street
P.O. Box 7894
Arkadelphia, AR 71999-0001

If hand delivered:
Henderson State University
Purchasing Department
Womack Hall, Room 208
Arkadelphia, AR

Email bids are accepted: jonest@hsu.edu

Bids will be publicly opened and become public information under the laws of the State of Arkansas.

Invoice and Payment Provision

All invoices must reference the bid and purchase order numbers. Henderson State University will authorize payment in accordance with applicable State of Arkansas accounting procedures.

Contract and Grant Disclosure and Certification Form

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

NUMBER NAME: TAXPAYER ID #:	SOCIAL SECURITY NUMBER SUBCONTRACTOR:	OR	FEDERAL ID SUBCONTRACTOR
----	----		----
<input type="checkbox"/> Yes <input type="checkbox"/> No			

IS THIS FOR:

TAXPAYER ID NAME:

Goods?

Services? Both?

YOUR LAST NAME: _____ M.I.: _____ FIRST NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTRY: _____

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

F O R I N D I V I D U A L S *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her position? [i.e., Jane Q. Public, spouse, etc.] Person's Name(s)
	Current	Former		From MM/YY	To MM/YY	
General Assembly						
Constitutional Officer						
State Board or Commission Member						
State Employee						

None of the above applies

F O R A N E N T I T Y (B U S I N E S S) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her position? [i.e., Jane Q. Public, spouse, etc.] Person's Name(s)
	Current	Former		From MM/YY	To MM/YY	
General Assembly						
Constitutional Officer						
State Board or Commission Member						
State Employee						

None of the above applies

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, 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.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:
Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party 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 contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____

_____ Date _____

Vendor Contact Person _____ Title _____

_____ Phone _____
No. _____

HENDERSON STATE UNIVERSITY
Purchasing Department
1100 HENDERSON STREET
ARKADELPHIA, ARKANSAS 71923
870-230-5117 PHONE
870-230-5486 FAX

Act 157 of 2007 of the Arkansas Regular Legislative Session **requires** that any business or person responding to a Request for Proposal (RFP) certify, *prior to the award of the contract*, that they do not employ or contract with any illegal immigrants. Bidders are to certify online at:

<https://www.ark.org/dfa/immigrant/index.php/user/login>

<https://www.dfa.arkansas.gov/procurement/procurement-forms-and-reporting/>

This is a mandatory requirement. Failure to certify may result in rejection of your proposal, and no award will be made to a vendor who has not so certified.

If you have any questions, please call the Purchasing Department at 870-230-5117.

Thank you.

Tim Jones
Director of Purchasing
jonest@hsu.edu

TO BE COMPLETED BY BUSINESS OR PERSON SUBMITTING RESPONSE:

Please check the appropriate statement below:

_____ We have certified on-line that we do not employ or contract with any illegal immigrants
Date on-line certification completed: _____

_____ We have NOT certified on-line at this time, and we understand that no contract can awarded to our firm until we have done so.
Reason for non-certification: _____

Name of Company: _____

Signature: _____

Name & Title: _____
(printed or typed)

Date: _____

ATTENTION BIDDERS

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.

This is a mandatory requirement when submitting an offer as described above.

Should you have any questions regarding this requirement, please contact my office by calling (870) 230-5117.

Sincerely,

Tim L. Jones

Tim L. Jones, APO
HSU Director of Purchasing

To be completed by business or person submitting response: (check appropriate box)

_____ **EO Policy Attached [this is mandatory, if available]**

_____ **If an EO Policy cannot be provided – a written signed and dated statement must accompany this page indicating, 'No EO Policy is available.'**

**Company Name
Or Individual:** _____

Title: _____ **Date:** _____

Signature: _____

MINORITY BUSINESS POLICY: Minority participation is encouraged this all procurements by state agencies. "Minority" is defined by Arkansas Code Annotated § 1-2-503 as "black or African American, Hispanic American, American Indian or Native American, Asian, and Pacific Islander". The Arkansas Economic Development Commission conducts a certification process for minority businesses. Bidders unable to include minority-owned business as subcontractors "may explain the circumstances preventing minority inclusion".

Check minority type: African American Hispanic American American Indian
 Native American Asian Pacific Islander Disabled Veteran

Arkansas Economic Development Commission certification (if available) #:
