



UNIVERSITY
of ARKANSAS
AT PINE BLUFF

1873

BID RESPONSE PACKET
UAPB P182

**MAINTENANCE AND
REPAIR SERVICES FOR
STATE VEHICLES**

BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:			
Address:			
City:		State:	
Zip Code:			
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned		
AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>			

PROSPECTIVE CONTRACTOR CONTACT INFORMATION	
<i>Provide contact information to be used for bid solicitation related matters.</i>	
Contact Person:	Title:
Phone:	Alternate Phone:
Email:	

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of the 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.
<p><i>Note: 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, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i></p>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.
 The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be rejected:

Authorized Signature: _____ Title: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

VENDOR REFERENCES

Please list below at **least two (2) references** where delivery has been made of the type of merchandise you are proposing:

(1)	(2)
Company Name: _____	Company Name: _____
Phone No: _____	Phone No: _____
Address: _____	Address: _____
City & State _____	City & State _____
Contact Person: _____	Contact Person: _____

A vendor whose bid is under consideration shall, upon request, promptly furnish satisfactory evidence of his financial resources, his experiences, and the organization and merchandise he has available to meet this request.

SUBSTITUTIONS ("OR EQUAL")

- A. These specifications are intended to establish a minimum desired quality or performance level, or other minimum dimensions and capabilities, which will provide the best product available at the best price. When a brand and/or model is designated, and a bidder offers other than the designated brand and/or model the other than designated brand and/or model, must be listed; specifications and descriptive literature provided; and, if requested, a sample made available for testing. **Other than designated brands and/or models approved as equal to designated products shall receive equal consideration.**
- B. When proofs of compliance for materials and equipment are called for in the technical specifications or requested by the University of Arkansas at Pine Bluff, such proofs of compliance shall be furnished by the vendor by supplying the following:
- (1) Certificates of compliance from the manufacturer
 - (2) Mill Certificates
 - (3) Testing laboratory certificates
 - (4) Report of actual laboratory test

SUBSTITUTE/ALTERNATE PRODUCTS:

- C. Bidders are advised that they may bid other than specified however, it must **meet or exceed the specifications as herein listed and color brochures and fact sheet (specification) must be included with your bid response**. If the bidder makes no exception to specifications, they will be required to furnish material and/or equipment according to the brand names, etc., as specified.

_____ **Check if bidding brand specified**
_____ **Check if bidding substitute**

Name of brand substituted: _____

Brand names listed are for "specification only" not as a statement of preference.

UAPB SPECIFICATIONS IFB # UAPB P182

Please duplicate the enclosed label and affix it to the outside of your sealed submittal envelope/package or cut along the outer border and affix this label to the outside of the submittal envelope/package to identify it as a "Sealed Bid/Proposal". Be sure to include the name of the company submitting the response where requested.

SEALED BID/PROPOSAL * DO NOT OPEN

TITLE: INVITATION FOR BID- MAINTENANCE AND REPAIR

Bid Number: UAPB IFB# UAPB P182

Bid Open: Wednesday, February 21, 2024 @ 11:00 A.M.

Submitted By

Company Name: _____

Contact Name: _____

Telephone: _____

Contact and Delivery Information Contact

colep@uapb.edu

870.575.8736

**Purchasing Department Room 102
1200 N. University Drive
Pine Bluff, AR 71601**

ITEM	DESCRIPTION	UNIT OF MEASURE	Per Labor Hour	Parts	EXTENDED AMOUNT
1.	Brake Pads/brake rotors	YEAR			
2.	Brake Replacement	YEAR			
3.	Brake Replacement per axle	YEAR			
4.	Engine Oil Change and filters	YEAR			
5.	Electrical Repair Unknown power drain on batteries	YEAR			
6.	General Inspection	YEAR			
7.	A/C Filters	YEAR			
8.	Transmission Fluid and Filters	YEAR			
9.	Parts Replacement + Parts	YEAR			
10.	Annual Checkups	YEAR			
11.	Software Inspection & Repair	YEAR			
12.	Heating & A/C Repair	YEAR			
13.	Proper Equipment to check Freon Levels & injecting Freon as needed.	YEAR			
14.	Wheel Alignment	YEAR			
15.	Air Bags inspection & replacement	YEAR			
16.	Alternator: Removal & replace	YEAR			
17.	Starter: Removal & replace	YEAR			
18.	Thermostat with or without housing: Removal & Replace	YEAR			
19.	Water pump: Removal & Replace	YEAR			
20.	Fuel pump: Removal & Replace	YEAR			
21.	AC Compressor: Removal & replace	YEAR			
22.	Expansion Valve: Removal & replace	YEAR			
23.	Filter Drier: Removal & replace	YEAR			
24.	Head light bulbs: Removal & Replace	YEAR			
25.	Taillight bulbs: Removal & Replace	YEAR			
26.	Entry Door Handles: Removal & replace	YEAR			
27.	Catalytic Converter: Removal & replace	YEAR			
28.	Steering Box: Removal 7 Replace	YEAR			
29.	Warranty Period				

GRAND TOTAL \$ _____

Note: Contractor will be fully responsible for arranging inside delivery of this merchandise into UAPB's Warehouse or otherwise designated location.

NOTE: ALL COST FOR WHICH THE UNIVERSITY WILL BE BILLED MUST BE INCLUDED IN YOUR BID PRICE (Commodity, freight, handling, and other transportation). DO NOT INCLUDE TAXES (state or local) if you are an

Arkansas vendor. You must add it to your invoice if you are the successful Contractor. For your information, our current tax rate is 10.00%. If you are an out-of-state vendor, you may do the same or we will calculate it in our USE TAX report.

UNIVERSITY OF ARKANSAS AT PINE BLUFF SPECIFICATION SHEET

Mandatory Requirement for: Maintenance and Repair Service for State Vehicles

What is the name of the brand you are bidding _____?
(Whether bidding as specified or an alternate, you must complete the check list below.)

Failure to respond to each item below will cause for bid rejection. If your specifications are less than, you must explain the specifications in the comment section.

Please Note: The brand name is listed as a specification, not a statement of preference. Alternate brands meeting these specifications shall be considered as an equal if accompanied by a brochure indicating specification and performance requirements.

Specifications:	Equal To	Less Than	Exceeds	Comments
Brake Pads/brake rotors				
Brake Replacement				
Brake Replacement per axle				
Engine Oil Change and filters				
Electrical Repair Unknown power drain on batteries				
General Inspection				
A/C Filters				
Transmission Fluid and Filters				
Parts Replacement + Parts				
Annual Checkups				
Software Inspection & Repair				
Heating & A/C Repair				
Proper Equipment to check Freon Levels & injecting Freon as needed.				
Wheel Alignment				
Air Bags inspection & replacement				
Alternator: Removal & replace				
Starter: Removal & replace				
Thermostat with or without housing: Removal & Replace				
Water pump: Removal & Replace				
Fuel pump: Removal & Replace				
AC Compressor: Removal & replace				
Expansion Valve: Removal & replace				
Filter Drier: Removal & replace				

Head light bulbs: Removal & Replace				
Taillight bulbs: Removal & Replace				
Entry Door Handles: Removal & replace				
Catalytic Converter: Removal & replace				
Steering Box: Removal 7 Replace				
Warranty period				
Deliver To: UAPB Warehouse 1200 North University Drive Hazzard Gym/Annex Building Pine Bluff, Arkansas 71601				

RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract valued at \$1,000 or greater 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.

By signing below, the Contractor agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with any public entity as defined in § 25-1-503* If at any time after signing this certification the contractor decides to engage in a boycott of Israel, the contractor must notify the contracting public entity in writing.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Name of public entity	The University of Arkansas at Pine Bluff Arkansas
AASIS Vendor Number	Not Applicable
Contractor/Vendor name	

Contractor Signature: _____ Date: _____
Signature must be handwritten, in ink.

“Public Entity” means the State of Arkansas, or a political subdivision of the state, including all boards, commissions, agencies, institutions, authorities, and bodies politic and corporate of the state, created by or in accordance with state law or regulations, and does include colleges, universities, a statewide public employee retirement system, and institutions in Arkansas as well as units of local and municipal government.

ILLEGAL IMMIGRANT CERTIFICATION REQUIRED PRIOR TO AWARD PROHIBITION AGAINST CONTRACTING WITH ILLEGAL IMMIGRANTS – Acts 157 of 2007.

Regarding those contracts over \$25,000.00 – No state agency may enter into or renew a public contract with a contractor who knows that the contractor or a subcontractor employs or contracts with an illegal immigrant to perform work under the contract. Certification Required by Contractor prior to award of contract.

It is the requirement of the Office of State Procurement that prior to an award the contractor must certify on the Office of State Procurement's web site which is https://www.ark.org/dfa/immigrant/index.php?c=user&m=welcome&_ga=2.57404522.1945312742.1596498092-287535036.1594827231 that his company does not employ nor will employ illegal immigrants for this project or service. (MUST BE DONE WITHIN FIVE (5) DAYS OF INTENT TO AWARD NOTICE)

Instructions:

Click the Search/Submit Disclosure Forms. Complete the questions to become certified. Once done you must print a copy of the certificate to submit with your bid proposal. Certificate must be submitted prior to Purchase Order issue or Contract Award

The screenshot shows a web browser window with the URL [ark.org/dfa/immigrant/index.php?c=user&m=welcome&_ga=2.57404522.1945312742.1596498092-287535036.1594827231](https://www.ark.org/dfa/immigrant/index.php?c=user&m=welcome&_ga=2.57404522.1945312742.1596498092-287535036.1594827231). The page title is "Illegal Immigrant Disclosure Certification". The navigation bar includes "Home" and "Welcome Agency - Login". The main content area features a "Vendor Submit Disclosure Form" section with the following text: "Are you a vendor and need to submit a disclosure form?" and "Disclosure forms are valid for one year." Below this text is a blue button labeled "Search/Submit Disclosure Forms".

Instructions conti. . .

You are to click on the section that says
Vendor Illegal Immigrant Contracting Disclosure Reporting Screen.

The next **screen** you will see says
DFA ILLEGAL IMMIGRANT CONTRACTOR DISCLOSURE CERTIFICATION LOGIN (click on the right side to open the box that reads: "Submit Disclosure Form").

DFA Illegal Immigrant Contractor Disclosure Certification Login

[Agency Login](#)

[Vendor Submit Disclosure Form](#)

Are you a vendor and need to submit a disclosure form?

[Submit Disclosure Form](#)

Username:	<input type="text"/>
Password:	<input type="password"/>

Login

Forget your password? [Click here](#)

Instructions conti'...

The opened screen will LOOK LIKE THIS:
Answer the questions and "Submit".

DFA Illegal Immigrant Contractor Disclosure Certification Form

Navigation : [Home](#) >> Certification Form

[Help](#)

Note: *Required fields are marked with an asterisk.

*Vendor Name:	<input type="text"/>
*Contract Type:	Construction <input type="button" value="v"/>
Bid Number:	<input type="text"/>
*Disclosure Statement:	I do not employ or contract with any illegal immigrant(s). <input type="button" value="v"/>
*E-mail Address:	<input type="text"/>
*Select Agency:	<input type="button" value="v"/>
	<input type="button" value="Submit"/>

THE AGENCY LOGIN BOX IS FOR UAPB – We are required to check this web site to make sure you have certified prior to Purchase Order issue or Contract Award.