

***BID RESPONSE PACKET***  
***SP-19-0002***

# 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>				

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

<p style="text-align: center;"><b>CONFIRMATION OF REDACTED COPY</b></p> <p><input type="checkbox"/> YES, a redacted copy of submission documents is enclosed.</p> <p><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> <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>
<p style="text-align: center;"><b>ILLEGAL IMMIGRANT CONFIRMATION</b></p> <p>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.</p>
<p style="text-align: center;"><b>ISRAEL BOYCOTT RESTRICTION CONFIRMATION</b></p> <p>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.</p> <p><input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.</p>

***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 disqualified:**

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
*Use Ink Only.*

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **PROPOSED SUBCONTRACTORS FORM**

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

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

*Type or Print the following information*

<b>Subcontractor's Company Name</b>	<b>Street Address</b>	<b>City, State, ZIP</b>

☐ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

## **BID PRICING AND DELIVERY**

### **PRICING**

As required in Section 1.7, of IFB, SP-19-0002, fill in: SP-19-0002 Official Vehicle Specifications & Pricing Spreadsheets.

To locate pricing spreadsheets, see **Attachment-A, SP-19-0002 Official Vehicle Specifications & Pricing Spreadsheets**.

### **INSTRUCTIONS**

#### **SP-19-0002 Official Vehicle Specifications & Pricing Spreadsheets**

Download: Official Bid Price Sheet. Included are Excel spreadsheet items: 1 through 72

Locate the **Item tab bar** at the bottom of the spreadsheet. There is a total of 144 item tabs and a Table of Contents tab. Each vehicle item number has a **Base Tab** and an **Options Tab**.

**NOTE:** Pricing blanks, designated by a dollar sign (\$), **must** be filled in to indicate a bid price.

#### **Bidding a Vehicle:**

1. Click on the **Table of Contents Tab**

2. While in the Table of Contents Tab, OSP requests that the bidder enter their “**Dealership Name**” at the top of the spreadsheet. (Entering name at the top of the spreadsheet **first** will cause the name to automatically appear on all items.)

**NOTE:** Entering dealership name will not replace the need for an original signature, in ink, on hard copy of the bid.

**NOTE:** For your convenience, clicking on the hyperlinked item numbers will take you directly to the corresponding spreadsheets.

3. Click on each **Item Base Tab** to bid.

4. Dealer **must** enter Vehicle Make & Model and the **VEHICLE BID PRICE** on all items bid.

5. Click on the **Item Options Tab**.

6. Enter prices for **all available** options. A minus sign (-) should be placed before deduct-amounts.

Bidder **must** fill in all price blanks for optional equipment with either a **Price**, **N/A** (not available), **N/C** (no charge) or **Standard**. Options that are left blank will be deemed to be **not available**.

**DELIVERY**

As required in Section 2.2, of IFB, SP-19-0002, fill in projected number of calendar days for vehicle deliveries:

**The agency requests delivery within 30 calendar days after receipt of the order.** If this delivery date cannot be met, the Prospective Contractor **must** state the number of days required to place the commodity in the ordering agency's designated location. Failure to state the delivery time obligates the Contractor to complete delivery by the agency's requested date. Extended delivery dates may be considered when in the best interest of the State.

Delivery: \_\_\_\_\_ days after receipt of order.

**NOTE:**

See IFB Section 1.7 Response Documents:

- Fill out and return this Bid Response Packet
- Fill out and return Attachment - A, SP-19-0002 Official Vehicle Specifications & Pricing Spreadsheets
- Fill out and return EO 98-04 Disclosure Form. (See *Standard Terms and Conditions*, #27. *Disclosure*.)
- Fill out and return Copy of Prospective Contractor's *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)