

BID RESPONSE PACKET

SP-20-0119

Revised 7/1/2020

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"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit	
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> African American <input type="checkbox"/> Asian American	<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American	<input type="checkbox"/> Service Disabled Veteran <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 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. <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>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and shall not employ or contract with illegal immigrants during the term of a contract awarded as a result of this bid solicitation.

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: _____

SUBMISSION REQUIREMENTS

Per the Invitation for Bid, the following items **must** be submitted with the Prospective Contractor's bid response:

- ☐ *Original signed Bid Signature Page*
- ☐ *Original Official Solicitation Price Sheet Revised 6/29/20*
- ☐ *Completed Region Selection Checklist*
- ☐ *Orders of Appointment*
- ☐ *Completed Process Server Information Form*

It is strongly recommended that the following items are also included with the Prospective Contractor's bid response preferably on a flash drive and in PDF format:

- ☐ One (1) copy of the *Official Solicitation Price Sheet Revised 6/29/20*
- ☐ EO 98-04: *Contract and Grant Disclosure Form*
- ☐ Copy of Prospective Contractor's *Equal Opportunity Policy*
- ☐ *Proposed Subcontractors Form*, if applicable
- ☐ *Signed addenda*, if applicable

EXCEPTIONS

Prospective Contractor should document all exceptions related to terms in the “Standard Contract” and “Solicitation Terms and Conditions.”

ITEM #	REFERENCE (SECTION, PAGE, PARAGRAPH)	DESCRIPTION	PROPOSED LANGUAGE
1.			
2.			
3.			

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

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

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

REGION SELECTION CHECKLIST

For Statewide Coverage: Check the blue box next to Statewide Coverage below if your company intends to serve legal process in all Regions. **DO NOT STRIKE THROUGH ANY OF THE COUNTIES OR JUDICIAL DISTRICTS.** All judicial districts included in a Region must be serviced. See IFB Section 1.7.

For Regional Coverage: Check each blue box next to each Region in which your company intends to serve legal process. **DO NOT STRIKE THROUGH ANY OF THE COUNTIES OR JUDICIAL DISTRICTS.** All judicial districts included in a Region must be serviced. See IFB 1.7.

Statewide Coverage			
Selected Region(s)	Region Number	Counties included in Region	Judicial Districts included in Region
	1	Benton, Carroll, Washington, Madison (only Sherriff can serve Madison County)	4, 19W, 19E
	2	Boone, Newton, Marion, Baxter	14
	3	Fulton, Izard, Stone, Cleburne, Independence	16
	4	Sharp, Randolph, Lawrence, Jackson	3
	5	Clay, Greene, Craighead, Poinsett, Mississippi, Crittenden	2
	6	Crawford, Sebastian, Franklin, Johnson, Pope	5, 12, 21
	7	Searcy, Van Buren, Faulkner	20
	8	White, Lonoke, Prairie	17, 23
	9	Woodruff, Monroe, Cross, St. Francis, Lee, Phillips	1
	10	Logan, Scott, Yell, Conway	15
	11	Perry, Saline, Pulaski	6, 22
	12	Polk, Montgomery, Garland, Hot Spring, Grant	7, 18W, 18E
	13	Jefferson, Arkansas, Lincoln	11W, 11E
	14	Little River, Sevier, Howard, Pike, Clark	9W, 9E
	15	Miller, Lafayette, Hempstead, Nevada	8S, 8N
	16	Dallas, Cleveland, Ouachita, Calhoun, Columbia, Union	13
	17	Bradley, Drew, Desha, Ashley, Chicot	10

PROCESS SERVER INFORMATION FORM

- Complete all information for the Process Servers who will provide services under a resulting contract.
- List all Judicial Districts, corresponding counties, and Regions in which the Process Server is *qualified* to serve process.

Process Server Name	Email	Phone Number	Judicial District(s) Served	Counties Served	Regions Served