



**STATE OF ARKANSAS**  
**OFFICE OF STATE PROCUREMENT**  
1509 West 7th Street, Room 300  
Little Rock, Arkansas 72201-4222

**INVITATION FOR BID**  
**BID SOLICITATION DOCUMENT**

SOLICITATION INFORMATION			
Bid Number:	SP-20-0104	Solicitation Issued:	7/28/2020
Description:	School Buses		
Agency:	TSS Office of State Procurement - Statewide		

SUBMISSION DEADLINE			
Bid Opening Date:	8/18/2020	Bid Opening Time:	2:00 p.m., Central Time
Sealed bids must be delivered to the Office of State Procurement before the bid opening time and on or before the bid opening date. Sealed bids are opened contemporaneously at the bid opening time. Late bids shall be rejected as untimely. See section 1.2 for information regarding Live Bid Openings.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address and Bid Opening Location:	<p>Office of State Procurement 1509 West 7<sup>th</sup> Street, Room 300 Little Rock, AR 72201-4222</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to OSP's street address on a schedule determined by each individual provider. These providers will deliver to OSP based solely on the street address. <b>Prospective Contractors assume all risk for timely, properly submitted deliveries.</b></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"><li>• Bid number</li><li>• Date and time of bid opening</li><li>• Prospective Contractor's name and return address</li></ul>

OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
OSP Buyer:	John Leverett	Buyer's Direct Phone Number:	501-683-2222
Email Address:	<a href="mailto:john.leverett@dfa.arkansas.gov">john.leverett@dfa.arkansas.gov</a>	OSP's Main Number:	501-324-9316
OSP Website:	<a href="http://www.dfa.arkansas.gov/offices/procurement/Pages/default.aspx">http://www.dfa.arkansas.gov/offices/procurement/Pages/default.aspx</a>		

## SECTION 1 – REQUIREMENTS

- **Do not** provide responses to items in this section unless specifically and expressly required.

### 1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Office of State Procurement (OSP) for the State of Arkansas to obtain pricing and contracts for School Buses.

As a result of this IFB, OSP intends to award a TERM contract to MULTIPLE Contractors. The initial term of a resulting contract will be for one (1) year. Upon mutual-agreement by the Contractor and agency, the contract may be renewed by OSP for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

### 1.2 LIVE BID OPENING

See instructions below to view the bid opening online.

Zoom Meeting Link: <https://arkansas-gov.zoom.us/j/93177403229?pwd=dXJ2UTZScXQ0NjNuQjJlbS9Vd2lXUT09>

Meeting ID: 931 7740 3229

Meeting Password: 839514

Dial-In Information: 877 853 5257 US Toll-free  
888 475 4499 US Toll-free

### 1.3 CLARIFICATION OF BID SOLICITATION

- A. The Prospective Contractor should notify the OSP buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, responsive proposal. 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.
- B. Prospective Contractors may contact the OSP buyer with non-substantive questions at any time prior to the bid opening.
- C. An oral statement by OSP 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 reduced to writing and expressly adopted by OSP.

### 1.4 DEFINITION OF TERMS

Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.

“Prospective Contractor” means a responsible bidder who submits a responsive bid in response to this solicitation.

The terms “Invitation For Bid”, “IFB,” “Bid Solicitation,” and “Solicitation” are used synonymously in this document.

“Responsive bid” means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.

“Bid Submission Requirement” means a task a Prospective Contractor **must** complete when submitting a bid response. These requirements will be distinguished by using the term “**shall**” or “**must**” in the requirement.

“Requirement” means a specification that a Contractor’s commodity **must** and/or service **shall** meet or exceed in the performance of its contractual duties under any contract awarded as a result of this IFB. These specifications will be distinguished by using the terms “shall” or “must” in the requirement.

“State” means 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 State Department using such a contract.

### 1.5 PROSPECTIVE CONTRACTOR QUALIFICATIONS

- A. The Prospective Contractor **shall** have provided school buses which meet the Commission for Arkansas Public School, Academic Facilities and Transportation Rules for The Specifications Governing School Bus Design, to school districts within the State of Arkansas.
- B. The Prospective Contractor **shall** have provided, within 180 calendar days, school buses which meet Arkansas Public School, Academic Facilities and Transportation requirements, to public school districts in the State of Arkansas.
- C. At the time of bid submission, the Prospective Contractor **shall** have in place all facilities, staff, and other operations necessary for providing school buses listed in this IFB to school districts in the State of Arkansas as required by this IFB.

### 1.6 PROSPECTIVE CONTRACTOR REQUIREMENTS

- A. The Contractor’s offering **shall** conform to the State of Arkansas specifications referenced herein.
- B. The Contractor may bid more than one (1) model for each bus type but **must** meet or exceed the minimum specifications. The specifications listed for these buses are a minimum.

### 1.7 SPECIFICATIONS

- A. All buses **must** be new, and the latest model of proven performance and in standard production by the manufacturer at the time of delivery.
- B. Bus specifications will be found on Attachment-A, SP-20-0104 Official School Bus Specifications & Pricing Spreadsheets, also called the *Official Bid Price Sheet*. Attachment-A *Official Bid Price Sheet* is provided as a separate electronic file posted with this Bid Solicitation.

### 1.8 DELIVERY: FOB DESTINATION

BID PRICE **MUST** INCLUDE ALL SHIPPING AND HANDLING COSTS.

Deliver to:

As specified on purchase order.

- A. The agency requests delivery within 180 calendar days after receipt of the order. If this delivery date cannot be met, the Prospective Contractor **must** state the alternate number of days required to place the commodity in the ordering agency's designated location. (See *Bid Response Packet*.) Failure to state the alternate 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.
- B. All deliveries **must** be made during normal state work hours and within the agreed upon number of days unless otherwise arranged and coordinated with the agency. The Contractor **shall** give the agency immediate notice of any anticipated delays or plant shutdowns that will affect the delivery requirement.

- C. Loss or damage that occurs during shipping, prior to the order being received by the agency, is the Contractor's responsibility. All orders should be properly packaged to prevent damage during shipping.
- D. The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.

### 1.9 ACCEPTANCE STANDARDS

- A. Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt.
- B. The State has the option to return any product(s) within the thirty (30) day timeframe for any reason.
- C. Bid **must** include a "total satisfaction" return policy for all products and **must not** impose any liability on the State for such returns.

### 1.10 QUANTITIES

Actual quantities of buses that will be ordered are not known at this time.

### 1.11 WARRANTY

- A. From the date the bus is put into service, the body **must** have a five (5) year, 100,000 miles warranty. The limited warranty **must** include the main body structural components, rust perforation of interior and exterior sheet metal paint adhesion, and passenger/driver seat frames.
- B. From the date the bus is put into service, the remaining items manufactured by the final stage manufacturer **must** have a two (2) year unlimited miles warranty.
- C. From the date the bus is put into service, all items supplied by an outside Contractor **must** be warranted by the final stage manufacturer for a one (1) year unlimited miles warranty.

### 1.12 ACKNOWLEDGEMENTS AND PAYMENTS

- A. Awarded Contractors **shall** send, to the ordering entity, an order acknowledgement within ten (10) days after receipt of order.
- B. Upon delivery of the bus(es), the Contractor **shall** provide, to the ordering entity, the original invoice, odometer statement, certificate of origin, and any other documentation required to license and pay sales tax on the vehicle.
- C. To ensure prompt payment, Contractor **shall** provide, to the ordering entity, a copy of the invoice and the signature of the agency representative on a copy of the purchase order or any other receiving document and date received to the "bill to address".

### 1.13 DELIVERY TO ARKANSAS STATE AGENCIES F.O.B. DESTINATION

- A. Bid prices **must** include delivery of all buses to the ordering agency regardless of location within the State of Arkansas.
- B. Contractor **shall** state approximate delivery days for each bus, in the space provided for alternate delivery days, located in the *Bid Response Packet*. If delivery time stated for a particular bus is considered excessive by the Office of State Procurement, bid for that bus may be rejected.
- C. Failure to deliver the bus(es) within the stated time may result in cancellation of the order of bus(es). If cancellation occurs, the Office of State Procurement may purchase the bus(es) from another source and charge the difference (if any) to the defaulting Contractor.

#### 1.14 OPTIONS/ADDITIONAL OPTIONS

- A. State agencies, school districts and local public procurement units may add any options referenced in the *Official Bid Price Sheet* of this IFB for the specified bus.
- B. Additional options, not found in the *Official Bid Price Sheet*, should be approved by the proper authorities and be submitted on a separate purchase order.

#### 1.15 DEALERSHIP REQUIREMENTS

Contractors **shall** hold a valid license issued by the Arkansas Motor Vehicle Commission as allowed by Arkansas Code §23-112-301 and §23-112-312 and should submit a copy of their Arkansas Dealers License with their *Bid Response Packet*.

#### 1.16 CONTRACT USAGE REPORT

- A. Awarded Contractor(s) **shall** provide, to the Office of State Procurement, an electronic detailed quarterly report on all sales made against this agreement within the State of Arkansas to the State's primary contact listed below.

Primary Contact: John Leverett  
 Phone: 501-683-2222 Fax: 501-324-9311  
 E-mail: john.leverett@dfa.arkansas.gov

Participating Entity: TSS Office of State Procurement  
 1509 West 7th Street, Room 300  
 Little Rock, AR 72201-4222

- B. The report file format should be Microsoft Excel compatible format.
- C. The report **must** reflect the total sales of each bus ordered against the contract.
- D. The report **must** include the item number, quantities sold, manufacturer, and model of bus, name of state agency or cooperative purchasing agency.
- E. The Contract Quarterly Reporting Schedule Requirements are as follows:

Due April 30: (1st Quarter) January 1 through March 31  
 Due July 30: (2nd Quarter) April 1 through June 30  
 Due October 30: (3rd Quarter) July 1 through September 30  
 Due January 30: (4th Quarter) October 1 through December 31

#### 1.17 INSPECTION AND TEST PROCEDURES

- A. The awarded Contractor **shall** be responsible for performing all inspections required herein.
- B. The Office of State Procurement reserves the right to make any inspections on selected buses deemed necessary, for evaluation purposes, to ensure compliance with this specification.

#### 1.18 PRE-DELIVERY REQUIREMENTS

- A. All buses furnished to the State of Arkansas **must** be new and delivered as specified by this IFB.
- B. Buses **must** be furnished with all interior, exterior trim and appointments listed by the manufacturer in printed specifications and literature as standard equipment.

- C. Buses **must** also be equipped with any-and-all safety equipment required by the State of Arkansas and/or applicable Federal Regulations.
- D. Any upgrades and/or additional equipment necessitated by selection of any listed option by the ordering entity **must** be included in the prices bid, and no additional charge **shall** be made by the Contractor.
- E. Each bus **must** be completely serviced, cleaned, and thoroughly inspected by the awarded Contractor prior to delivery to the purchasing entity.
- F. No dealer advertisement **shall** be on any bus purchased by the State of Arkansas. The following **shall** be accomplished by the Contractor prior to delivery:
  - 1. Complete lubrication.
  - 2. Fill crankcase with oil.
  - 3. Adjustment of engine to proper operating conditions.
  - 4. Inflate tires to proper pressure.
  - 5. Careful check to assure perfect operation of all mechanical features.
  - 6. Front end alignment and wheels balanced.
  - 7. Cleaning of vehicle, if necessary, and removal of all unnecessary tags, stickers, papers, etc.
  - 8. Window price sticker **must not** be removed.
  - 9. No dealer's insignia **shall** be affixed to vehicle.
  - 10. A minimum five gallons of fuel in each vehicle.
  - 11. Delivery **shall** be during normal working hours, 8 A.M. to 4 P.M., Monday through Friday.
  - 12. License plate holders installed, front and rear.

#### 1.19 REGISTRATION FEES

In accordance with Act 484 of 2009 and Act 351 of 2011, all Arkansas motor vehicle dealers are required to print and place Temporary Buyer's Tags on all unregistered vehicles at the time of sale. Temporary Tag Fees will be ascertained and added to the Vehicle Registration Certificate Form. Contractors may not charge fees higher than the established amounts. Fees may be increased only as rate changes are imposed by the Arkansas Legislature.

## SECTION 2 – GENERAL INSTRUCTIONS AND INFORMATION

- **Do not** provide responses to items in this section unless specifically and expressly required.

### 2.1 ISSUING AGENCY

OSP, as the issuing office, is the sole point of contact regarding the IFB throughout this solicitation process.

### 2.2 TYPE OF CONTRACT

- A. As a result of this IFB, OSP intends to award a TERM contract to MULTIPLE Contractors.
- B. The anticipated starting date for any resulting contract is the award date, except that the actual contract start date may be adjusted unilaterally by the State for up to three calendar months. By submitting a signed bid in response to the IFB, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.
- C. The initial term of a resulting contract will be for one (1) year. Upon mutual agreement by the Contractor and agency, the contract may be renewed by OSP for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

### 2.3 CONTRACTOR SELECTION

Award will be made to MULTIPLE CONTRACTORS.

### 2.4 RESPONSE DOCUMENTS

#### A. *Bid Response Packet*

1. The following are Bid Submission Requirements and a hardcopy **must** be submitted in the original *Bid Response Packet*.
  - a. Original signed *Bid Signature Page*. (See *Bid Response Packet*.)
    - i. A signed Bid Signature Page included in the *Bid Response Packet*. The signature must be that of a person authorized to contractually bind the Prospective Contractor.
    - ii. *Bid Response Packet*, which **must** be in the English language.
  - b. One (1) original copy of the *Official Solicitation Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents.
2. The following items should be submitted in the original *Bid Response Packet*, preferably on a flash drive and in PDF format.
  - a. One (1) copy of the *Official Solicitation Price Sheet*.
  - b. EO 98-04 Disclosure Form.
  - c. Copy of Prospective Contractor's *Equal Opportunity Policy*.
  - d. Proposed Subcontractors Form.
3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

## 2.5 ACCEPTANCE OF REQUIREMENTS

- A. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Specifications Section(s) of this IFB by listing them on the *Exceptions Form* (See Bid Response Packet), Prospective Contractor understands its submission of a bid to represent that its bid meets all such Requirements.
- B. A Prospective Contractor's bid may be rejected if the Prospective Contractor takes exception to any Requirements in the Specifications Section(s) of this IFB.

## 2.6 ADDITIONAL TERMS AND CONDITIONS

- A. Any special terms and conditions included in this solicitation shall override the Solicitation Terms and Conditions located on the OSP website here:  
<https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.
- B. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the Standard Commodities Contract Template, Prospective Contractor agrees and will adhere to all terms if selected as the successful Contractor. Items identified as non-negotiable may only be modified if the legal requirement is satisfied and approved by the State. The Standard Contract can be viewed on the OSP website here:  
<https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.

## 2.7 CONVENIENCE FEE

### A. Convenience Fee

Contractor **shall** remit a convenience fee in the amount of one percent (1%) of all Contract Sales made to State, State Departments, and to local entities as defined in Arkansas Code Annotated § 19-11-206 (i.e. local governments, cities, counties, school districts, water districts, and other participants, collectively "State"). The convenience fee is based on Contractor invoice date and is effective upon the date of execution of this amendment or July 1, 2020, whichever is earlier. Contract Sales is defined as gross sale amounts less credits, taxes, regulatory fees and separately stated shipping charges not included in the unit prices. The State, at its sole discretion, may expand the applicability of this fee after providing notice to Contractors.

Unit prices are inclusive of the convenience fee and Contractor is not to charge the fee directly to the State in the form of a separate line item. Contracts **shall not** have separate or different prices for State Agency customers and local entities as defined in Arkansas Code Annotated § 19-11-206 participants.

### B. Quarterly Reporting and Fee Remittance

Contractor **shall** submit a Sales Report documenting all contract sales, made to State and such submission, including any supplemental information submitted, is deemed public record.

The Sales Report **shall** be submitted, and the related convenience fee **shall** be remitted no later than thirty (30) calendar days after the end of each calendar quarter. The calendar quarters will end March 31, June 30, September 30, and December 31. The Sales Report **must** contain the following information:

1. Complete and accurate details of all sales, credits, returns, refunds, and the like for the reporting quarter
2. Purchasing entity
3. Total of Convenience Fee amount due
4. Such other information as the State may reasonably request
5. If no Sales were made to State during the reporting quarter, then a report shall be submitted showing zero sales and zero convenience fees due.



C. Payment of Convenience Fee

The Contractor **shall** timely remit Convenience Fee via Automated Clearing House (ACH) transactions, unless otherwise directed by State, to the bank account directed by the State. Failure to remit convenience fees timely and accurately in accordance with State requirements may result in Contractor's goods and services being made ineligible for purchase by State or any other recourse available, including contract cancellation, or as further provided for by law.

D. Retention and Inspection of Records

The Contractor **shall** keep records of Sales to State in sufficient detail to enable the State to determine the Convenience Fee payable by the Contractor. State may examine and audit, at its own expense, Contractor's sales records and Sales Reports for completeness and accuracy. In the event that such examination reveals underpayment of the Convenience Fee, the Contractor **shall** immediately pay to the State the amount of deficiency. If the examination reveals an underpayment of 5% or more, then the Contractor **shall** reimburse the State for the cost of the audit.

**2.8 CONFIDENTIALITY**

- A. The Contractor, Contractor's subsidiaries, and Contractor's employees **shall** be bound to all laws and to all Requirements set forth in this Bid Solicitation concerning the confidentiality and secure handling of information of which they may become aware of during the course of providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State has the right to cancel the contract on these grounds.
- C. Previous sections of this Bid Solicitation may contain additional confidentiality Requirements.

**2.9 CONTRACT INTERPRETATION**

Should the State and Contractor interpret specifications differently, either party may request clarification. However, if an agreement cannot be reached, the determination of the State is final and controlling.

## SECTION 3 – COOPERATIVE PURCHASING PROGRAM PARTICIPANTS

### 3.1 DELIVERY TO ARKANSAS COOPERATIVE PURCHASING PROGRAM PARTICIPANTS, FOB: CONTRACTOR (DEALERSHIP)

Arkansas cooperative purchasing participants will have the option to pick up bus(es) at the dealership location or have bus(es) delivered to the ordering entity's location. Contractor may charge a one-way fee per mile added to the delivered bus(es). If the Contractor is charging CO-OP participants, the delivery fee **must** be included in the area titled: CO-OP Purchasing One Way Delivery Charge Per Mile, located on the *Official Vehicle Specifications & Pricing Sheet – Official Bid Price Sheet*.