



# STATE OF ARKANSAS

## Division of Correction Office of Procurement

2403 E. Harding  
Pine Bluff, AR 71602

## INVITATION FOR BID BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	ADC-21-C8785	Solicitation Issued:	March 19, 2021
Description:	Commercial Laundry Equipment and Supplies		
Agency:	Arkansas Division of Correction		

SUBMISSION DEADLINE			
Bid Opening Date:	April 12, 2021	Bid Opening Time:	2:00 p.m., Central Time
Sealed bids <b>must</b> be delivered to the Arkansas Division of Correction (ADC) 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.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address and Bid Opening Location:	Arkansas Division of Correction Attn: Procurement Department 2403 E. Harding Pine Bluff, AR 71602
United States mail (USPS)	Arkansas Division of Correction Attn: Procurement Department P.O. Box 6408 Pine Bluff, AR 71611
	Delivery providers, USPS, UPS, and FedEx deliver mail to ADC's street address on a schedule determined by each individual provider. These providers will deliver to ADC based solely on the street address. <b>Prospective Contractors assume all risk for timely, properly submitted deliveries.</b>
Bid's Outer Packaging:	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.  * Bid number      * Date and time of bid opening      * Prospective Contractor's name and return address

DIVISION OF CORRECTION CONTACT INFORMATION			
ADC Buyer:	Flora Johnson	Buyer's Direct Phone Number:	870-850-8583
Email Address:	Flora.johnson@arkansas.gov	ADC's Main Number:	870-850-8510
OSP Website:	<a href="https://www.arkansas.gov/tss/procurement/bids/index.php">https://www.arkansas.gov/tss/procurement/bids/index.php</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 Arkansas Division of Correction Procurement Office to obtain pricing and a contract(s) for Industrial Strength Commercial washer/extractors and gas/steam dryers (hereinafter collectively referred to as 'Laundry Equipment'), and/or associated supplies and services.

### 1.2 BID OPENING

- A. Bids submitted by the opening time and date **shall** be opened at the following location:  
Arkansas Division of Correction  
Procurement Office  
2403 E. Harding  
Pine Bluff, AR 71602

All attendees are required to obtain security clearance upon entrance to the building by submitting a current, valid photo ID, preferably a driver's license, to the Receptionist at the reception area. Attendees will be escorted to and from the bid opening location room.

### 1.3 CLARIFICATION OF BID SOLICITATION

- A. Submit any questions requesting clarification of information contained in this *Bid Solicitation* in writing via email by 4:00 p.m., Central Time on or before April 2, 2021 to the ADC buyer as shown on page one (1) of this *Bid Solicitation*.
1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
  2. Prospective Contractors' written questions will be consolidated and answered by the State as deemed appropriate. The State's consolidated written response is anticipated to be posted to the OSP website by the close of business on April 7, 2021. If Prospective Contractor questions are unclear or non-substantive in nature, the State may request clarification of a question(s) or decline to answer.
- B. The Prospective Contractor should notify the ADC buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, responsive bid. 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.
- C. Prospective Contractors may contact the ADC buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by ADC 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 ADC.

### 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** 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.

“Industrial-Strength Commercial” means equipment used in commercial and industrial settings and manufactured to withstand heavy duty, continual use per industry standards.

## 1.5 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Arkansas Division of Correction (ADC) Procurement Office to obtain pricing and a contract(s) for Industrial Strength Commercial washer/extractors and gas/steam dryers (hereinafter collectively referred to as ‘Laundry Equipment’), and/or associated supplies and services.

Prospective Contractors **shall** participate in a mandatory site visit at each ADC location as specified herein. (See 1.8 Mandatory Site Visit.)

The scope of this IFB includes:

- Providing Industrial Strength Commercial washer/extractors and gas/steam dryers and associated supplies and services in varying capacities
- Delivery to multiple ADC locations
- Initial start-up & Manuals
- Anchoring Industrial Strength Commercial washer/extractor to existing floor templates.
- Equipment Warranty

## 1.6 GENERAL REQUIREMENTS

- A. Contractor **shall** supply Laundry Equipment and associated supplies and services per the Requirements of this IFB.
- B. Contractor **shall** perform initial start-up of Laundry Equipment as specified for each ADC location (See Initial Start-up).
- C. Contractor **shall** provide Laundry Equipment and perform the initial start-up in accordance with industry standards, including but not limited to the following:

- Workmanship including updated technology
- Manufactured materials
- Construction

## 1.7 INITIAL START-UP

- A. Contractor **shall** perform the initial start-up of Laundry Equipment, which includes but is not limited to:
- i. Securing Laundry Equipment to the floor or existing pads as applicable to the ADC location. (See 1.14 Specifications)
  - ii. Providing items necessary to install and maintain Laundry Equipment (i.e., hardware fittings, connectors, hoses, etc.)
  - iii. Testing for leaks
  - iv. Confirming Laundry Equipment is functioning and operating properly.
- B. Upon completion of setup, Contractor **shall** provide a complete set of installation, operation, and maintenance technical manuals for the Laundry Equipment provided. At a minimum, technical manuals must include information regarding the following:
- 1. Laundry Equipment setup procedures
  - 2. Installation procedures
  - 3. Operation instructions
  - 4. Recommended Preventative Maintenance
  - 5. Supplied parts list
  - 6. Support availability including but not limited to a toll free telephone number
- C. Contractor **shall** deliver two (2) copies of the Laundry Equipment technical manuals, categorized separately in binders, to the maintenance department of each ADC location for all Laundry Equipment provided.

## 1.8 MANDATORY SITE VISIT

- A. Prospective Contractor **shall** attend and participate in a mandatory site visit(s) as specified in this IFB.
- a. Attendees **must** check in at the Site Location Entrance Building.
- B. Prospective Contractor **shall** only have one (1) representative present at each location to participate in the mandatory site visit(s).
- C. Prospective Contractor **shall** follow all required COVID-19 guidelines per site location.
- D. Late arrivals will not be permitted to join the mandatory site visit(s).
- E. Upon arrival at the location specified above, the Prospective Contractor's representative **shall** sign a sign-sheet provided by ADC.
- F. The Prospective Contractor's representative **shall** provide Mandatory Site Verification Form (see Bid Response Packet for ADC-21-C8785) to ADC personnel for signature upon completion of the mandatory site visit(s).
- G. The Prospective Contractor's representative should submit the original, signed Mandatory Site Verification Form for each location with their bid submission.
- H. Should the Prospective Contractor fail to participate in the mandatory site visit(s) at the location(s), date, and times specified in this section for any reason, or fail to submit the signed Mandatory Site Verification Form with their bid submission, the Prospective Contractor's bid will be rejected.
- I. Prospective Contractor representative participating in the mandatory site visit(s) will be given the opportunity to ask questions during the mandatory site visit(s).
- a. Although answers will be provided as a courtesy to all Prospective Contractors in attendance, no oral responses by ADC personnel to any question posed at the mandatory site visit(s), will become

part of any contract resulting from this solicitation unless the oral response provided is reduced to writing and attached as an addendum to this IFB.

- J. During the Mandatory Site Visit, Prospective Contractor **shall** confirm pad size and electrical requirements in this IFB are correctly stated. Any discrepancies between what is specified in this IFB and what is actually on-site at the ADC location will be reduced to writing as an Addendum.

- K. The mandatory site visit(s) are scheduled for the below location, date and time:

Please note: Every effort will be made to adhere to scheduled times; however, actual times could fluctuate due to unavoidable circumstances; i.e., prison security issues, etc. A delay at one location could impact the time for the next scheduled location. Should actual times be delayed for any reason, the duty officer at each location entrance building will have information concerning delays. Under no circumstances will the date/order of the locations change.

## 1.9 SITE VISIT SCHEDULE

See <https://doc.arkansas.gov/correction/facilities/> for site directions

DATE	TIME	LOCATION
Monday, March 29, 2021	8:00 AM CT	Ouachita River Unit 100 Walco Lane Malvern, AR 72104 501-467-3400
	9:30 AM CT	Benton Unit 6701 Hwy 67 Bldg 60 Benton, AR 72015-8909 501-315-2252
	11:30 AM CT	Tucker Unit 2400 State Farm Rd Tucker, AR 72168 501-842-2519
	2:00 PM CT	Cummins Unit Hwy 388 Grady, AR 71644 870-850-8899
	2:30 PM CT	Varner Unit Hwy 388 Grady, AR 71644 870-575-1800
	4:00 PM CT	Delta Unit 880 E. Gaines Dermott, AR 71638 870-538-2000
Tuesday, March 30, 2021	10:30 am CT	Mississippi County W/R 727 No. County Rd 599 Luxora, AR 72358 870-658-2214
	12:00 Noon CT	McPherson Unit 302 Corrections Dr. Newport, AR 72112 870-523-2639

Wednesday, March 31, 2021	11:00 AM CT	North Central Unit 10 Prison Circle Calico Rock, AR 72519 870-297-4311
Thursday, April 1, 2021	11:00 AM CT	Texarkana Reg. Corr Ctr 305 E. 5th St Texarkana, AR 71854 870-779-3939

### 1.10 WARRANTY

- A. Contractor shall include the following for each piece of Laundry Equipment provided.
1. One (1) year manufacturer's warranty
  2. In addition to the one (1) year manufacturer's warranty, Contractor **must** provide an additional one (1) year (2 year total) warranty on all:
    - Parts
    - Labor
    - Mileage – the Contractor **shall** not bill ADC for mileage incurred during the two (2) year warranty period.
  3. Warranty **must** only begin upon acceptance of Laundry Equipment by ADC personnel at each location as noted on the purchase order.
- B. Contractor **shall** deliver two (2) copies of Laundry Equipment warranty information, categorized separately in binders, to the maintenance department of each ADC location for all Laundry Equipment provided.

### 1.11 DELIVERY

- A. Contractor **shall** deliver Laundry Equipment, associated supplies, and services to the ADC location listed in Section 1.14 Specifications.
- B. ADC requests delivery within thirty (30) 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 begin the service and/or place the commodity in ADC's designated location. (See Official Bid Price Sheet). Failure to state the alternate delivery time obligates the Contractor to complete the delivery by ADC's requested date. Extended delivery dates may be considered when in the best interest of the State.
- C. All deliveries **must** be made during normal state hours (Delivery hours for Correctional Units are 8:00 am to 3:00 pm, Monday – Friday), and within the agreed upon number of days unless otherwise arranged and coordinated with ADC. The Contractor **shall** give ADC immediate notice of any anticipated delays or plant shutdowns that will affect the delivery requirement.
- D. 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.
- E. The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.

### 1.12 REQUIREMENT OF ADDENDUM

- A. This Bid Solicitation **shall** be modified only by an addendum written and authorized by ADC Procurement Office.

- B. An addendum posted within three (3) calendar days prior to the bid opening **shall** extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. The vendor **shall** be responsible for checking for the below website for any and all addenda up to bid opening:

<https://www.arkansas.gov/tss/procurement/bids/index.php>

### 1.13 AWARD PROCESS

#### A. Successful Contractor Selection

1. Award will be made to the lowest-bidding, responsible Prospective Contractor per each line item on the Official Bid Price Sheet.

#### B. Anticipation to Award

1. After the anticipated successful Contractor has been determined, the anticipated award will be posted on the OSP website ([http://www.arkansas.gov/dfa/procurement/pro\\_intent.php](http://www.arkansas.gov/dfa/procurement/pro_intent.php)).
2. The anticipated award will be posted for a period of fourteen (14) days prior to the issuance of a contract. Prospective Contractors are cautioned that these are preliminary results only, and a contract will not be issued prior to the end of the fourteen-day posting period
3. The Anticipation to Award policy may be waived when it is in the best interest of the State.
4. It is the Prospective Contractor's responsibility to check the OSP website for the posting of an anticipated award.

#### C. Issuance of Contract

1. Any resultant contract of this Bid Solicitation is subject to State approval processes which may include Legislative review.
2. An ADC Procurement Official will be responsible for the solicitation and award of any resulting contract.

### 1.14 SPECIFICATIONS

Delivery Location	Laundry Equipment Industrial Strength Commercial	Capacity	Pad Size	Electrical	Additional Features Required
Benton Unit Maintenance 6701 Hwy 67 Bldg 60 Benton, AR 72015-8909	Commercial Dryer - Steam Heat	75-lb	To be determined at site visit	208-240/60/3- phase	dual digital timer
Cummins Unit Maintenance Hwy 388 Grady, AR 71644	Washer- Extractor	80-lb	To be determined at site visit	208-240/60/3- phase	Rigid mount - final extract force of up to 200-Gs.
	Commercial Dryer - Steam Heat	120-lb	To be determined at site visit	208-240/60/3- phase	dual digital timer

Delta Unit Maintenance 880 E. Gaines Dermott, AR 71638	Washer- Extractor	105-lb	To be determined at site visit	220/240/60/3- phase	Rigid mount - final extract force of up to 200-Gs.
McPherson Unit Maintenance 302 Corrections Dr. Newport, AR 72112	Washer- Extractor	165-lb	To be determined at site visit	220/240/60/3- phase	Soft mount, final extract force of up to 350-Gs
	Commercial Dryer - Gas Heat	170-lb	To be determined at site visit	200-240/60/3- phase	dual digital timer (manual?)
Mississippi County W/R Maintenance 727 No. County Rd 599 Luxora, AR 72358	Washer- Extractor	65-lb	To be determined at site visit	200-240/60/3- phase	Rigid mount - final extract force of up to 400-Gs.
North Central Unit Maintenance 10 Prison Circle Calico Rock, AR 72519	Commercial Dryer - Steam Heat	120-lb	To be determined at site visit	200-240/60/3- phase	dual digital timer
Ouachita River Unit Maintenance 100 Walco Lane Malvern, AR 72104	Washer- Extractor	220-lb	To be determined at site visit	220-240/60/3- phase	Rigid mount - final extract force of up to 332-Gs.
Texarkana Reg. Corr Ctr Maintenance 305 E. 5th St Texarkana, AR 71854	Washer- Extractor	60-lb	To be determined at site visit	208-240/60/1- phase	Soft mount, final extract force of up to 450-Gs.
	Commercial Dryer - Gas Heat;	60-lb	To be determined at site visit	100-120/60/3 phase	dual digital timer



Tucker Unit Maintenance 2400 State Farm Rd Tucker, AR 72168	Washer- Extractor	105-lb	To be determined at site visit	208-240/60/1- phase	Rigid mount, final extract force of up to 200-Gs.
Varner Unit Maintenance Hwy 388 Grady, AR 71644	Washer- Extractor	130-lb	To be determined at site visit	440-480/60/3- phase	Rigid mount, final extract force of up to 200-Gs.
	Commercial Dryer - Steam Heat	120-lb	To be determined at site visit	440-480/60/3- phase	microprocessor control

#### 1.15 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.

## SECTION 2 – GENERAL INSTRUCTIONS AND INFORMATION

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

### 2.1 ISSUING AGENCY

The Arkansas Division of Correction (ADC), 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, ADC intends to award a firm contract to the lowest-bidding responsible Contractor by line item.
- B. The anticipated starting date for any resulting contract is **Month xx, 20xx**, 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.

### 2.3 CONTRACTOR SELECTION

- A. Award will be made to the lowest-bidding, responsible Prospective Contractor on a Firm Contract (Purchase Order) by line item.

### 2.4 RESPONSE DOCUMENTS

- A. *Bid Response Packet*
  1. The following are Bid Submission Requirements and **must** be submitted as a hard copy 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.
    - c. EO 98-04 Disclosure Form.
    - d. Product Specification Sheets
    - e. Warranty Information
    - f. Mandatory Site Visit Verification Form for each location.
  2. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

### 2.5 PRICING

- A. Prospective Contractor(s) **shall** include all pricing on the Official Bid Price Sheet(s) only. If any cost is not identified by the successful Contractor but is subsequently incurred in order to achieve

successful operation, the Contractor **shall** bear this additional cost. The Official Bid Price Sheet is provided as a separate electronic file posted with this Bid Solicitation.

- B. To allow time to review bids, prices **must** be valid for 90 days following the bid opening.
- C. DO NOT submit any ancillary information not related to actual pricing on or with the Bid Price Sheet.
- D. The Official Bid Price Sheet includes the pricing cells under the following headings for the purposes described below:
  - 1. Brand Name/Model Number: The Contractor **shall** provide the brand name and model number of the Laundry Equipment being bid.
  - 2. Total Cost: Prospective Contractor **shall** enter the total cost to provide ADC with the Laundry Equipment listed for the ADC location. The Prospective Contractor **shall** include all costs associated with providing the listed Laundry Equipment to the ADC location including but not limited to:
    - Delivery
    - Initial Start-Up
    - Training

## 2.6 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.

## 2.7 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 (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.

## 2.8 INVOICING AND PAYMENT AFTER DELIVERY

Forward invoices to:

Department of Correction  
Accounts Payable  
P.O. Box 6408  
Pine Bluff, AR 71611  
or emailed to: [ADC.goodsreceipt@arkansas.gov](mailto:ADC.goodsreceipt@arkansas.gov)

The Contractor should invoice the ADC by an itemized list of charges. ADC's Purchase Order Number and/or the Contract Number should be referenced on each invoice.