

STATE OF ARKANSAS

Northwest Technical Institute (NWTI)
709 S. Old Missouri Road
Springdale, AR 72764

INVITATION FOR BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:	ISB23003312023	Solicitation Issued:	04/04/2023
Description:	Sleeper Cab Semi-Trucks		
Department:	Northwest Technical Institute (NWTI)		

SUBMISSION DEADLINE			
Bid Opening Date:	APRIL 10,2023	Bid Opening Time:	3:00 p.m., Central Time
Deliver sealed bids for this Invitation for Bid to the Northwest Technical Institute (NWTI) on or before the submission deadline. Bids received after the submission deadline may 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>Northwest Technical Institute (NWTI) 709 S. Old Missouri Road Springdale, AR 72764</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to NWTI street address on a schedule determined by each individual provider. These providers will deliver to based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.</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">• Bid number• Date and time of bid opening• Prospective Contractor's name and return address

CONTACT INFORMATION			
Buyer:	Michael Dewberry	Buyer's Direct Phone Number:	501-751-8824
Email Address:	mdewberry@nwti.edu		501-324-9316

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 Northwest Technical Institute (NWTI) to obtain pricing and a contract for six(6) new or pre-owned Semi-Trucks. Direct all questions, comments, or concerns you may have regarding this solicitation to Northwest Technical Institute.

1.2 CLARIFICATION OF SOLICITATION

- A. Submit any questions requesting clarification of information contained in this *Solicitation* in writing via email by 4:00 p.m., Central Time on or before 4/7/2023 to the NWTI buyer as shown on page one (1) of this *Solicitation*.
- B. The Prospective Contractor should notify the NWTI 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 NWTI buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by NWTI 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 NWTI.

1.3 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law have the same meaning herein.
- B. “Prospective Contractor” means a responsible bidder who submits a Responsive Bid in response to this solicitation.
- C. The terms “Invitation For Bid”, “IFB” and “Solicitation” are used synonymously in this document.
- D. “Responsive Bid” means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.
- E. “Shall” and “Must” mean the imperative and are used to identify requirements.
- F. “Requirement” means something required.
- G. “Specification” means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. “Specification” may include a description of any requirement for inspecting, testing, or preparing a commodity or service for delivery.

H. "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 Department using such a contract.

1.4 SPECIFICATIONS

- A. NWTI will test drive and inspect the condition of the Sleeper Cab Semi-Trucks prior to purchase. The Sleeper Cab Semi-Trucks **must** meet inspection and acceptance by NWTI prior to purchase.
- B. At a minimum, the Sleeper Cab Semi-Trucks **must** include all of the following components or component equivalents approved by NWTI.

Vehicle Type	Mid-Roof or Raised Roof Sleeper Cab
Wheelbase	225"
Commercial Grade	Class 8
Transmission	Automated 10 speed manual or greater
Model year	2014 or newer
Engine	Detroit DD13, DD15, Cummings ISX, or International A26
Engine Horsepower	400 to 450 bhp
Torque Rating	1450 Ft/Lbs. Torque
Suspension	Air ride suspension with valve dump
Fifth Wheel	Slide and Dash control
Mileage	700,000 miles or less
Condition	Great or Good
Mirrors	Motorized
Brake System	Air Braking
Seats	Air Ride
Heater and Air Conditioning	Yes, standard OE configuration
Tires	22.5 Low Pros with a minimum of 50% tread depth with no recaps. Or approved equal. No super-singles
Warranty	30 days is acceptable, however not required

C. Prior to contract award, the Prospective Contractor **shall** provide copies of warranties, service history, and history of all repairs. All equipment **must** have a new DOT Inspection and be test driven by NWTI.

1.5 DELIVERY: FOB DESTINATION

Northwest Technical Institute
 709 South Old Missouri Road,
 Springdale, AR 72765-2000

A. The Department requests delivery within seven (7) business days after ordering. 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 the ordering Department's designated location. Failure to

state the alternate delivery time obligates the Contractor to complete delivery by the Department'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 Department. The Contractor **shall** give the Department 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 Department, 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 Department's purchase order.

1.6 ACCEPTANCE STANDARDS

- A. Inspection and acceptance/rejection of product(s) will be made within seven (7) 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 TYPE OF CONTRACT

- A. As a result of this IFB, NWTI intends to award a contract to a single Contractor.
- B. The anticipated starting date for any resulting contract is upon award, except that the actual contract start date may be adjusted unilaterally by the State for up to three (3) 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.

2.2 CONTRACTOR SELECTION

- A. Award will be made to the lowest-bidding, responsible Prospective Contractor on an all or none basis.

2.3 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*. Signature may be ink or digital. (See *Bid Response Packet*.)
 - b. Completed *Bid Response Packet*, which **must** be in the English language.
 - c. One (1) original copy of the *Official Solicitation Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents.
 - d. Copy of Prospective Contractor's *Equal Opportunity Policy*.
 - e. *Proposed Subcontractors Form*. The utilization of any proposed subcontractor is subject to approval by the Department.
2. The following items, which **must** be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's bid response:
 - a. *EO 98-04 Contract & Grant Disclosure Form*.
3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

2.4 ACCEPTANCE OF REQUIREMENTS

- A. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Requirements Section(s) of this IFB, Prospective Contractor understands and agrees 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 Requirements Section(s) of this IFB.

2.5 ADDITIONAL TERMS AND CONDITIONS

- A. This IFB incorporates all of the Solicitation Terms and Conditions located on the TSS OSP website here (Agencies – Forms and Reporting – Solicitation Templates):
<https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.
- B. Any special terms and conditions included in this solicitation **shall** override the Solicitation Terms and Conditions.
- C. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the Standard Commodities Contract, Prospective Contractor agrees and **shall** adhere to all terms if selected as the successful Contractor. Items identified as nonnegotiable may only be modified if the legal requirement is satisfied and approved by the State. The Standard Commodities Contract can be viewed on the TSS OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/formsand-reporting/>. A Prospective Contractor's bid may be rejected if a Prospective Contractor takes exception to any terms or conditions in the documents listed in 2.5.A and 2.5.C.