

UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT HOPE-TEXARKANA

2500 South Main
Hope, AR 71081
870-777-5722

INVITATION FOR BID BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	0167-20-01	Solicitation Issued:	July 2, 2019
Description:	Roof Repair		
Agency:	University of Arkansas Community College at Hope-Texarkana (UACCH)		

SUBMISSION DEADLINE FOR RESPONSE			
Bid Opening Date:	July 23, 2019	Bid Opening Time:	1:30 p.m., Central Time
<p>Deliver bid submissions for this Invitation For Bid to UACCH on or before the designated bid opening date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of Prospective Bidders to submit bids at the designated location on or before the bid opening date and time. Bids received after the designated bid opening date and time may be considered late and may be returned to the Prospective Bidder without further review. It is not necessary to return "no bids" to UACCH.</p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	<p>UA Community College Hope Attn: Purchasing 2500 South Main. Hope, AR 71801</p> <p>Delivery providers, UPS, and FedEx deliver mail to UACCH's street address on a schedule determined by each individual provider. These providers will deliver to UACCH based solely on the street address. Prospective Bidders 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 Bidder's name and return address

UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE HOPE CONTACT INFORMATION			
Buyer:	Brian Berry	Buyer's Direct Phone Number:	870-722-8227
Email Address:	brian.berry@uacch.edu	UACCH's Main Number:	872-777-5722
UACCH Website:	www.uacch.edu		

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

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

1.1 PURPOSE

This Invitation for Bid (IFB) is issued by The University of Arkansas Community College at Hope-Texarkana (UACCH) to repair roof covering of the Technical and Industrial (T&I) and Library Complex buildings located on the Hope campus.

1.2 TYPE OF AWARD

As a result of this IFB, UACCH intends to award a written purchase order to the lowest bidder for entire project.

1.3 ISSUING AGENCY

UACCH, as the issuing office, is the sole point of contact throughout this solicitation. Vendor questions regarding IFB related matters should be made through Brian Berry at 870-722-8227, email brian.berry@uacch.edu. Vendor questions regarding job specifications should be made through John Pierson at 870-722-8557, email john.pierson@uacch.edu.

1.4 BID OPENING LOCATION

Bids received by the opening time and date shall be opened at the following location:

University of Arkansas Community College at Hope
Administrative Complex, Board Room
2500 South Main
Hope, AR 71801

1.5 ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Bidder **must** unconditionally accept all Requirements in the Requirements Section(s) of this IFB to be considered a responsive Prospective Bidder.
- B. A Prospective Bidder's bid will be disqualified if a Prospective Bidder takes exceptions to any Requirements in the Requirements Section(s) of this IFB.

1.6 DEFINITION OF TERMS

- A. The College Official has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- B. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.
- C. "Prospective Bidder" means a person who submits a bid in response to this solicitation.
- D. "Bidder" means a person who sells or contracts to sell commodities and/or services.
- E. "Contractor" means the successful bidder that receives a written purchase order for an item.
- F. "Contract" means the written purchase order from UACCH.
- G. The terms "Invitation for Bid", "IFB," "Bid Solicitation," and "Solicitation" are used synonymously in this document.
- H. "Responsive bid" means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.
- I. "Bid Submission Requirement" means a task a Prospective Bidder completes when submitting a bid response. These requirements will be distinguished by using the term "**shall**" or "**must**" in the requirement.

- J. "Requirement" means a specification that a Bidder's product and/or service **must** perform during the term of the contract. These specifications will be distinguished by using the term "shall" or "must" in the requirement.
- K. "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 agency using such a contract.

1.7 **RESPONSE DOCUMENTS**

A. Bid Response Packet

1. Bid Submission Requirements

a. Prospective Bidder **shall** provide the following:

i. Original signed *Bid Signature Page*. (See *Bid Response Packet*.)

- An official authorized to bind the Prospective Bidder(s) to a resultant contract **must** sign the Bid Signature Page included in the Bid Response Packet.
- Prospective Bidder's signature signifies agreement to and compliance with all Requirements in this IFB, and that any exception that conflicts with a Requirement or Bid Submission Requirement of this *Bid Solicitation* will cause the Prospective Bidder's bid to be disqualified.

ii. One (1) original hard copy of the *Official Bid Price Sheet*.

b. Bid response **must** be in the English language.

c. Pricing **must** be proposed in U.S. dollars and cents.

2. The following items should be submitted in the original *Bid Response Packet*.

a. One (1) electronic copy of the *Official Bid Price Sheet*, preferably on a flash drive. A CD will also be acceptable.

b. EO 98-04 Disclosure Form. (See *Standard Terms and Conditions, #27. Disclosure*.)

c. Copy of Prospective Bidder's *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)

d. Proposed Subcontractors Form. (See *Subcontractors*.)

e. Bid Guarantee. Each bid proposal shall include bid security in the amount of five percent of the total bid offered if the bid exceeds \$35,000.00. The bid security shall consist of either a cashier's check payable to the order of UACCH, drawn upon a bank or trust company doing business in Arkansas or a corporate bond issued by a surety company qualified and authorized to do business in the State of Arkansas and listed on the current United States Department of Treasury listing of approved sureties.

3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

1.8 **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 July 10, 2019 to the issuing officer as shown on page one (1) of this *Bid Solicitation*.

1. For each question submitted, Prospective Bidder should reference the specific solicitation item number to which the question refers.

2. Prospective Bidders' written questions will be consolidated and responded to by UACCH. UACCH's consolidated written response is anticipated to be posted to the UACCH website by the close of business on July 11, 2019. If Prospective Bidder questions are unclear or non-substantive in nature, UACCH may request clarification of a question(s) or reserves the right not to respond to that question(s).
- B. The Prospective Bidder should notify the UACCH buyer of any term, condition, etc., that precludes the Prospective Bidder from submitting a compliant, responsive proposal. Prospective Bidders should note that it is the responsibility of the Prospective Bidder 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 Bidders may contact the UACCH buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by UACCH will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Bidder as an aid to interpretation unless it is reduced to writing and expressly adopted by UACCH.

1.9 **SUBCONTRACTORS**

- A. Prospective Bidder should complete, sign and submit the *Proposed Subcontractors Form* included in the *Bid Response Packet*.
- B. **Do not** attach any additional information to the *Proposed Subcontractors Form*.
- C. The utilization of any proposed subcontractor is subject to approval by UACCH.

1.10 **PRICING**

- A. Prospective Bidder(s) **shall** include all pricing on the Official Bid Price Sheet(s) only. If any cost is not identified by the successful Bidder but is subsequently incurred in order to achieve successful operation, the Bidder **shall** bear this additional cost. The *Official Bid Price Sheet* is located in the Bid Response Packet.
- 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.

1.11 **PRIME CONTRACTOR RESPONSIBILITY**

- A. A single Prospective Bidder **must** be identified as the prime Contractor.
- B. The prime Contractor **shall** be responsible for the contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.

1.12 **INDEPENDENT PRICE DETERMINATION**

- A. By submission of this bid, the Prospective Bidder certifies, and in the case of a joint response, each party thereto certifies as to its own organization, that in connection with this bid:
 - The prices in the bid have been arrived at independently, without collusion.
 - No prior information concerning these prices has been received from, or given to, a competitive company.
- B. Evidence of collusion warrants consideration of this bid by the Office of the Attorney General. All Prospective Bidders **shall** understand that this paragraph may be used as a basis for litigation.

1.13 **PROPRIETARY INFORMATION**

- A. Submission documents pertaining to this *Bid Solicitation* become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).
- B. In accordance with FOIA and to promote maximum competition in the State competitive bidding process, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets defined by FOIA and other information exempted from the Public Records Act pursuant to FOIA.

- C. Prospective Bidder may designate appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by submitting a redacted copy of the response.
- D. By so redacting any information contained in the response, the Prospective Bidder warrants that it has formed a good faith opinion having received such necessary or proper review by counsel and other knowledgeable advisors that the portions redacted meet the requirements of the Rules and Statutes set forth above.
- E. Under no circumstances will pricing information be designated as confidential.
- F. One (1) complete copy of the submission documents from which any proprietary information has been redacted should be submitted on a flash drive in the *Bid Response Packet*. A CD is also acceptable. Do not submit documents via email or fax.
- G. Except for the redacted information, the redacted copy **must** be identical to the original hard copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- H. The Prospective Bidder is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- I. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the Prospective Bidder.
- J. If a redacted copy of the submission documents is not provided with Prospective Bidder's *Bid Response Packet*, 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).
- K. If UACCH deems redacted information to be subject to FOIA, the Prospective Bidder will be contacted prior to release of the documents.
- L. UACCH has no liability to a Prospective Bidder with respect to the disclosure of Prospective Bidder's confidential information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

1.14 CAUTION TO PROSPECTIVE BIDDERS

- A. Prior to any contract award, address all communication concerning this *Bid Solicitation* through the UACCH buyer.
- B. Do not alter any language in any solicitation document provided by UACCH.
- C. Do not alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation become part of the resultant contract.
- E. UACCH has the right to award or not award a contract, if it is in the best interest of UACCH to do so.
- F. As requested, provide clarification regarding Prospective Bidder's bid response to UACCH.
- G. Qualifications and proposed services **must** meet or exceed the required specifications as set forth in this *Bid Solicitation*.
- H. Prospective Bidders may submit multiple bids.

1.15 REQUIREMENT OF ADDENDUM

- A. Only an addendum written and authorized by UACCH will modify this *Bid Solicitation*.
- B. An addendum posted within three (3) calendar days prior to the bid opening may extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. The Prospective Bidder is expected to check the UACCH website, <http://www.uacch.edu/faculty-staff/procurement/> for any and all addenda up to bid opening.

1.16 AWARD PROCESS**A. Successful Bidder Selection**

1. Award will be made to the lowest-bidding, responsive Prospective Bidder meeting specifications.

B. Negotiations

1. If UACCH so chooses, negotiations may be conducted with the lowest-bidding Prospective Bidder. Negotiations are conducted at the sole discretion of UACCH.
2. If negotiations fail to result in a contract, UACCH may begin the negotiation process with the next lowest-bidding Prospective Bidder. The negotiation process may be repeated until the anticipated successful Bidder has been determined, or until such time that UACCH decides not to move forward with an award.

1.17 MINORITY AND WOMEN-OWNED BUSINESS POLICY

- A. A minority-owned business is defined by Arkansas Code Annotated § 15-4-303 as a business owned by a lawful permanent resident of this State who is:

- African American
- American Indian
- Asian American
- Hispanic American
- Pacific Islander American
- A Service Disabled Veteran as designated by the United States Department of Veteran Affairs

- B. A women-owned business is defined by Act 1080 of the 91st General Assembly Regular Session 2017 as a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this State.

- C. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses. If certified, the Prospective Bidder's Certification Number should be included on the *Bid Signature Page*.

1.18 EQUAL OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, OSP is required to have a copy of the anticipated Bidder's *Equal Opportunity (EO) Policy* prior to issuing a contract award.

- B. *EO Policies* may be submitted in electronic format to the following email address: eeopolicy.osp@dfa.arkansas.gov, but should also be included as a hardcopy accompanying the solicitation response.

- C. The submission of an *EO Policy* to OSP is a one-time Requirement. Bidders are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute.

- D. Prospective Bidders who are not required by law by to have an *EO Policy* **must** submit a written statement to that effect.

1.19 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

- A. Pursuant to Arkansas Code Annotated § 19-11-105, Bidder(s) providing services **shall** certify that they do not employ or contract with illegal immigrants.

- B. By signing and submitting a response to this *Bid Solicitation*, a Prospective Bidder agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Bidder certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

1.20 RESTRICTION OF BOYCOTT OF ISRAEL

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

- B. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Bid Signature Page of the response packet, a Prospective Bidder agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

1.21 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a Prospective Bidder's past performance with the State may be used to determine if the Prospective Bidder is "responsible". Bids submitted by Prospective Bidders determined to be non-responsible will be disqualified.

1.22 PUBLICITY

- A. Do not discuss the solicitation nor your bid response, nor issue statements or comments, nor provide interviews to any public media during the solicitation and award process.
- B. Failure to comply with this Requirement may be cause for a Prospective Bidder's bid to be disqualified.

1.23 RESERVATION

UACCH will not pay costs incurred in the preparation of a bid.

SECTION 2 – REQUIREMENTS

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

2.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by University of Arkansas Community College Hope-Texarkana (UACCH) to obtain pricing for roof covering repair of the Technical and Industrial (T&I) and Library Complex buildings.

2.2 DELIVERY: FOB DESTINATION

University of Arkansas Community College at Hope
2500 South Main
Hope, AR 71801

BID PRICE: MUST INCLUDE ALL SHIPPING AND HANDLING COSTS

- A. **UACCH requests that repairs begin within 30 calendar days after notification that the bid has been awarded.** If this delivery date cannot be met, the Prospective Bidder **must** state when the repairs will begin. Failure to state the delivery time obligates the Bidder to complete delivery by the agency's requested date. Extended dates may be considered when in the best interest of UACCH.

Fill in project begin date on the Official Bid Price Sheet in the Response Packet, page 5.

- B. All deliveries **must** be coordinated with UACCH and work completed within the agreed upon number of days unless otherwise arranged and coordinated with the agency. The Bidder **shall** give UACCH immediate notice of any anticipated delays or shutdowns that will affect the completion requirement.

2.3 PERFORMANCE AND PAYMENT BOND

The Contractor shall furnish a performance and payment bond in an amount equal to 100% of the contract price, on a standard form acceptable to UACCH, as security for the faithful performance of the contract and payment of all obligations arising thereunder. The bond shall be executed by a surety company qualified and authorized to do business in the State of Arkansas and listed on the current United States Department of Treasury listing of approved sureties. See <https://fiscal.treasury.gov/surety-bonds>. The bond shall be executed by a resident or non-resident agent licensed by the Arkansas State Insurance Commissioner to represent the surety company, and the agent shall file with the bond the power of attorney of the agent to act on behalf of the surety company. The bond shall be written in favor of the owner and the Contractor shall file the bond with the Circuit Clerk in the county in which the work is to be performed. The bidder shall include in the bid the performance and payment bond amount so that the bid represents the total cost to UACCH of all work included in the contract.

2.4 ACCEPTANCE STANDARDS

Inspection and acceptance/rejection of repairs will be made within thirty (30) days of completion. Bid **must** include a "total satisfaction" return policy for all products and **must not** impose any liability on UACCH for such returns.

Minimum Specifications

GENERAL REQUIREMENTS

- All roofing materials and workmanship purchased using the contract created from this IFB shall have a minimum Warranty as described per item listed below.

ITEM 1

Roofing system for library

Quantity: 19,097 Square Feet

Must Include:

IB PVC Single Ply 50

Roof Preparation:

Clean roof and prepare surface for material and dispose of debris on roof

Base Insulation Layer:

Install poly separator sheet over existing membrane. Poly sheet will be fastened with plates and fasteners to secure PVC membrane to be installed.

Metal Work/Flashing:

Install, PVC-clad edge flashing around perimeter of building.

Roof Drainage:

Existing roof drains will be left in place.

Install PVC drain inserts in existing roof drains.

Roof Membrane:

Apply 50 MIL PVC membrane over poly separator sheet.

Membrane will be mechanically fastened with plates and fasteners.

Warranty:

20-year total system warranty.

ITEM 2

Roofing system for Technical and Industrial Building

Quantity: 37,600 Square Feet Roof
2,500 Square Feet Wall

Must Include:

Aldocoat Acrylic Roof Restoration System

Roof Preparation:

Pressure wash substrate to remove all dirt, dust, debris, algae growth, and remains of previous paint and coatings that may impede the coating process. Pressure washer must operate at 3,000 psi.

Rusted Roof Surface:

Prime all rusted surface areas with ALDOPRIME 710 at rate of $\frac{3}{4}$ " to 1 gallon per square foot. Allow primer 1-2 hours to set up before proceeding.

Horizontal Seams:

All seams are to be inspected for openings. Any opening greater than 1/8" requires additional fastener to close Opening. Apply 16 wet mils of ALDOCOAT 374 to cover seam and extend 3" on either side. Immediately lay ALDOFABRIC 272 4" fabric into wet coating. Immediately apply another 16 we mils of ALDOCOAT 374 to saturate fabric. Allow 24 hours to set up before base coat application.

Fasteners:

Inspect all exposed fasteners for integrity. All loose fasteners must be tightened. If no washer is present or if fastener is backed out, replace with oversized fastener and new neoprene washer. Apply ALDOSEAL 750 Acrylic sealant over every fastener, totally encapsulating fastener head. Fastener head profile should not be visible.

Side Parapet Walls:

Any areas of ridge gasket should be in place. If gasket is deteriorated, a two-part SPF kit can be used for repair. Flashing along sides, parapet walls, will be sealed where possible with ALDOCOAT 272 fabric and ALDOCOAT

Elastomeric Coating System.

Parapet Cap:

Seams on parapet will be checked and repaired as necessary. All openings and cavities should be sealed with Solar Seal 900 Sealant. Entire top of parapet wall will be coated.

Rooftop Units and Components:

Flashing areas of any roof top units are to be sealed with ALDOSEAL 750 Acrylic Sealant. This is to be done to ensure proper water flow is maintained around unit. HVAC units and all other vents will be sealed with ALDOCOAT 272 fabric and ALDOCOAT elastomeric coating system.

Coating Application:

Base Coat: Apply ALDOCAOT 374 Acrylic (white) at a rate of 1.5 gallons per 100 square feet (24 wet mils) for the 10-year warranty requirements. Allow a minimum of 24 hours of drying time and inspect for holidays, flaws or defects and correct such conditions before notification of job completion.

Warranty:

10 year leak free warranty.

Manufacturer's cut sheet(s), with specifications of product being bid, should be included with bid response.

SECTION 3 – GENERAL CONTRACTUAL ITEMS

- ***Do not provide responses to items in this section.***

3.1 PAYMENT AND INVOICE PROVISIONS

A. Forward invoices to:

**University of Arkansas Community College at Hope-Texarkana
Accounts Payable
P.O. Box 140
Hope, AR 71802**

- B. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance goods and services by the agency.
- C. Do not invoice UACCH in advance of delivery and acceptance of any goods or services.
- D. Payment will be made only after the Contractor has successfully satisfied the agency as to the reliability and effectiveness of the goods or services purchased as a whole.
- E. The Contractor should invoice UACCH by an itemized list of charges. UACCH's Purchase Order Number should be referenced on each invoice.
- F. Other sections of this *Bid Solicitation* may contain additional Requirements for invoicing.

3.2 GENERAL INFORMATION

A. UACCH will not:

1. Lease any equipment or software for a period of time which continues past the end of a fiscal year unless the contract allows for cancellation by UACCH upon a 30 day written notice to the Contractor/lessor in the event funds are not appropriated.
 2. Contract with another party to indemnify and defend that party for any liability and damages.
 3. Pay damages, legal expenses or other costs and expenses of any other party.
 4. Continue a contract once any equipment has been repossessed.
 5. Agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
 6. Enter a contract which grants to another party any remedies other than the following:
 - a. The right to possession.
 - b. The right to accrued payments.
 - c. The right to expenses of de-installation.
 - d. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - e. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.
- B. Any litigation involving the State **must** take place in Pulaski County, Arkansas.
- C. The laws of the State of Arkansas govern this contract.

- D. A contract is not effective prior to award being made by UACCH.

3.3 **CONDITIONS OF CONTRACT**

- A. Observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.
- B. Indemnify and hold harmless UACCH and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the Contractor.

3.4 **STATEMENT OF LIABILITY**

- A. UACCH will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of Contractor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The Contractor will retain total liability for equipment, software and technical and business or operations literature. UACCH will not at any time be responsible for or accept liability for any Contractor-owned items.
- B. The Contractor's liability for damages to UACCH will be limited to the value of the Contract or \$5,000,000, whichever is higher. The foregoing limitation of liability will not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract. The Contractor and UACCH will not be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability will not apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract.
- C. Language in these terms and conditions **must not** be construed or deemed as UACCH's waiver of its right of sovereign immunity. The Contractor agrees that any claims against UACCH, whether sounding in tort or in contract, will be brought before the Arkansas Claims Commission as provided by Arkansas law and governed accordingly.

3.5 **RECORD RETENTION**

- A. Maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by the State of Arkansas Law. Upon request, grant access to State or Federal Government entities or any of their duly authorized representatives.
- B. Make financial and accounting records available, upon request, to UACCH's designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.
- C. Other sections of this *Bid Solicitation* may contain additional Requirements regarding record retention.

3.6 PRICE ESCALATION

- A. Price increases will be considered at the time of contract renewal.
- B. The Contractor **must** provide to UACCH a written request for the price increase. The request **must** include supporting documentation demonstrating that the increase in contract price is based on an increase in market price. UACCH has the right to require additional information pertaining to the requested increase.
- C. Increases will not be considered to increase profit or margins.
- D. UACCH has the right to approve or deny the request.

3.7 CONFIDENTIALITY

- A. The Contractor, Contractor's subsidiaries, and Contractor's employees will 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 UACCH has the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality Requirements.

3.8 CONTRACT INTERPRETATION

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

3.9 CANCELLATION

- A. For Cause. UACCH may cancel any contract resulting from this solicitation for cause when the Contractor fails to perform its obligations under it by giving the Contractor written notice of such cancellation at least thirty (30) days prior to the date of proposed cancellation. In any written notice of cancellation for cause, UACCH will advise the Contractor in writing of the reasons why UACCH is considering cancelling the contract and provide the Contractor with an opportunity to avoid cancellation for cause by curing any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. To the extent permitted by law and at the discretion of the parties, the parties may agree to minor amendments to the contract and avoid the cancellation for cause upon mutual agreement.
- B. For Convenience. UACCH may cancel any contract resulting from the solicitation by giving the Contractor written notice of such cancellation sixty (60) days prior to the date of cancellation.
- C. If upon cancellation the Contractor has provided commodities or services which UACCH has accepted, and there are no funds legally available to pay for the commodities or services, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

3.10 SEVERABILITY

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both UACCH and the Contractor will be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it will not be affected by such declaration or finding and **must** be fully performed.

SECTION 4 – STANDARD TERMS AND CONDITIONS

- *Do not provide responses to items in this section.*
- 1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** become part of any contract entered into if any or all parts of the bid are accepted by UACCH.
- 2. **ACCEPTANCE AND REJECTION:** UACCH **shall** have the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of UACCH.
- 3. **BID SUBMISSION:** Original Bid Packets **must** be submitted to UACCH on or before the date and time specified for bid opening. The Bid Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Bid Solicitation*. The bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids **shall** be disqualified. The person signing the bid should show title or authority to bind his firm in a contract. Multiple bids **must** be placed in separate packages and should be completely and properly identified. Late bids **shall not** be considered under any circumstances.
- 4. **PRICES:** Bid unit price F.O.B. destination. In case of errors in extension, unit prices **shall** govern. Prices **shall** be firm and **shall not** be subject to escalation unless otherwise specified in the *Bid Solicitation*. Unless otherwise specified, the bid **must** be firm for acceptance for thirty days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the *Bid Solicitation*.
- 5. **QUANTITIES:** Quantities stated in a *Bid Solicitation* for term contracts are estimates only, and are not guaranteed. Bidder **must** bid unit price on the estimated quantity and unit of measure specified. UACCH may order more or less than the estimated quantity on term contracts. Quantities stated on firm contracts are actual Requirements of the ordering agency.
- 6. **BRAND NAME REFERENCES:** Unless otherwise specified in the *Bid Solicitation*, any catalog brand name or manufacturer reference used in the *Bid Solicitation* is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid **must** show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. UACCH **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and UACCH may require the Bidder to supply additional descriptive material. The Bidder **shall** guarantee that the product offered will meet or exceed specifications identified in this *Bid Solicitation*. Bidders not bidding an alternate to the referenced brand name or manufacturer **shall** be required to furnish the product according to brand names, numbers, etc., as specified in the solicitation.
- 7. **GUARANTY:** All items bid **shall** be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the *Bid Solicitation*. The Bidder hereby guarantees that everything furnished hereunder **shall** be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it **shall** conform thereto and **shall** serve the function for which it was furnished. The Bidder **shall** further guarantee that if the items furnished hereunder are to be installed by the Bidder, such items **shall** function properly when installed. The Bidder **shall** guarantee that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The Bidder's obligations under this paragraph **shall** survive for a period of one year from the date of delivery, unless otherwise specified herein.
- 8. **SAMPLES:** Samples or demonstrators, when requested, **must** be furnished free of expense to UACCH. Each sample should be marked with the Bidder's name and address, bid or contract number and item number. If requested, samples that are not destroyed during reasonable examination will be returned at Bidder's expense. After reasonable examination, all demonstrators will be returned at Bidder's expense.
- 9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and Requirements of the specifications, the cost of the sample used and the reasonable cost of the testing **shall** be borne by the Bidder.
- 10. **AMENDMENTS:** Bidder's bids cannot be altered or amended after the bid opening except as permitted by regulation.
- 11. **TAXES AND TRADE DISCOUNTS:** Do not include State or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
- 12. **AWARD:** Term Contract: A contract award will be issued to the successful Bidder. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering agency. Firm Contract: A written State purchase order authorizing shipment will be furnished to the successful Bidder.
- 13. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in the ordering agency's designated location under normal conditions. If the Contractor cannot meet the stated delivery, alternate delivery schedules may become a factor in an award. UACCH **shall** have the right to extend delivery if reasons appear valid. If the date is not acceptable, UACCH may buy elsewhere and any additional cost **shall** be borne by the Contractor.

- 14. DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of UACCH. Delivery **shall** be made during agency work hours only 8:00 a.m. to 4:30 p.m. Central Time, unless prior approval for other delivery has been obtained from the agency. Packing memoranda **shall** be enclosed with each shipment.
- 15. STORAGE:** UACCH is responsible for storage if the Contractor delivers within the time required and UACCH cannot accept delivery.
- 16. DEFAULT:** All commodities furnished **shall** be subject to inspection and acceptance of the ordering agency after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize UACCH to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting Contractor. The Contractor **must** give written notice to UACCH of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the Contractors list or suspension of eligibility for award.
- 17. VARIATION IN QUANTITY:** UACCH assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the UACCH purchase order.
- 18. INVOICING:** The Contractor **shall** be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the bid and purchase order numbers, where itemized in the *Bid Solicitation*, (2) delivery and acceptance of the commodities and (3) proper and legal processing of the invoice by all necessary State agencies. Invoices **must** be sent to the "Invoice To" point shown on the purchase order.
- 19. STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the Contractor hereunder or in contemplation hereof or developed by the Contractor for use hereunder **shall** remain property of the State, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be returned at the Contractor's expense to the F.O.B. point provided by the agency or by UACCH. Contractor **shall** properly identify items being returned.
- 20. PATENTS OR COPYRIGHTS:** The Contractor **must** agree to indemnify and hold UACCH harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
- 21. ASSIGNMENT:** Any contract entered into pursuant to this solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
- 22. CLAIMS:** Any claims the Contractor may assert under this Agreement **shall** be brought before the Arkansas State Claims Commission ("Commission"), which **shall** have exclusive jurisdiction over any and all claims that the Contractor may have arising from or in connection with this Agreement. Unless the Contractor's obligations to perform are terminated by UACCH, the Contractor **shall** continue to provide the Services under this Agreement even in the event that the Contractor has a claim pending before the Commission.
- 23. CANCELLATION:** In the event, UACCH no longer needs the commodities or services specified for any reason, (e.g., program changes; changes in laws, rules or regulations; relocation of offices; lack of appropriated funding, etc.), UACCH **shall** have the right to cancel the contract or purchase order by giving the Contractor written notice of such cancellation thirty (30) days prior to the date of cancellation.
- Any delivered but unpaid for goods will be returned in normal condition to the Contractor by UACCH. If UACCH is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims. If upon cancellation the Contractor has provided services which UACCH has accepted, the Contractor may file a claim. **NOTHING IN THIS CONTRACT SHALL BE DEEMED A WAIVER OF UACCH'S RIGHT TO SOVEREIGN IMMUNITY.**
- 24. DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the Contractor agrees that: (a) the Contractor **shall not** discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the Contractor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the Contractor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the Contractor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause **shall** be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the Contractor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or Contractor.
- 25. CONTINGENT FEE:** The Bidder guarantees that he has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Bidder for the purpose of securing business.
- 26. ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the Bidder named on the *Bid Signature Page* for this solicitation, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.

27. **DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, **shall** be a material breach of the terms of this contract. Any Contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy **shall** be subject to all legal remedies available to UACCH.