



# HENDERSON<sup>®</sup>

S T A T E U N I V E R S I T Y

**OFFICIAL BID SHEET**

**Purchasing Department**

Box 7894

BID NUMBER: 20-29

870-230-5116 Phone

FIRM CONTRACT

DATE: 09-07-21

[davisc@hsu.edu](mailto:davisc@hsu.edu)

### INVITATION

Bids must be signed in Ink. Unsigned bids will not be considered.

Bids are invited for the Purchase of One factory Remanufactured Lycoming Aircraft engine for Henderson State University. Bids must be returned to Womack Hall, room 314, by (4:00PM, CST) on Thursday, September 16, 2021 at which time all bids will be opened publicly and read. Inquiries concerning this bid should be directed to Christi Davis at 870-230-5116 phone, [davisc@hsu.edu](mailto:davisc@hsu.edu).

### BID

I hereby certify that I have read and understand the terms and conditions stated within the bid documents and that my bid is submitted in accordance herewith:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### DESCRIPTION

In submitting this bid, it is understood that the right is reserved by the Owner to reject any or all bids:

Lycoming Aircraft Engine – O-360-C4F (Factory Remanufactured) 14 volt system With Carburetor	Quantity= one (1).....	Each \$
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Freight		Each \$
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Total \$:

## GENERAL INFORMATION

### Introduction

This Invitation for Bid, hereinafter referred to as the IFB, is an invitation to the Distributors of Lycoming Remanufactured Aircraft Engines to prepare and submit quotes to Henderson State University (HSU) 1100 Henderson Street, Arkadelphia, Arkansas 71923. Bids should be prepared simply and economically to provide a straightforward, concise response to the requirements set forth in the IFB. Elaborate proposals are neither required nor desired. It is the intent of the staff coordinating this IFB to provide equal and objective information and assistance to all bidders concerned.

### Scope of Request

The purpose of the IFB specified herein is to furnish and deliver one remanufactured Lycoming O-360-C4F Aircraft 14volt system engine with carburetor as specified herein to Arkadelphia Municipal Airport (KADF) Arkadelphia, Arkansas.

Current Core:

Lycoming Overhauled

O-360 C4F, S/N L-2110-36E

14 Volt System

W/Carburetor

### Terms and Conditions of Bid

To be considered, bidders must include as part of their bids all of the provisions of this IFB. Bids must be signed (in ink) by an official authorized to bind the bidder to the resultant contract.

If the bidder submits standard terms and conditions with the bid, and if any section of those terms is in conflict with the laws of the State of Arkansas, the State laws shall govern. Bidder's standard terms and conditions may need to be altered to adequately reflect and include all of the conditions of this Invitation for Bid, the bidder's proposal, and Arkansas State Law.

Agencies of the State of Arkansas are not permitted to pay in advance for items not received. Therefore, deposits and or core charges must be waived.

Core items will be returned immediately upon installation of new engine.

### Bid Format Requirements

Bidder's response should contain sufficient information and/or detail for HSU to determine that bidder has met all aspects of the requirements and for HSU to further evaluate the merit of the bidder's response. If the bidder refers to handbooks and technical documentation as part of their response, such references must include page and paragraph information (highlighted) to allow HSU to quickly locate the reference. Bidder responses containing ONLY page and paragraph references to handbooks and technical documentation may not be acceptable.

### Bid Requirements

One (1) signed original of the bidder's quote is all that is required for this bid. Please include; bid documentation, descriptive literature and reference material.

### Type of Contract

This contract shall be for a fixed quantity (Firm Contract).

### Issuing Agency

Henderson State University is an Arkansas State institution of higher education. The taxpayer ID# is 71-6000286. Arkansas Agencies are not exempt from sales tax. Vendor's questions regarding IFB-related matters should be addressed to Christi Davis, Purchasing - Buyer at (870) 230-5116 (phone), [davisc@hsu.edu](mailto:davisc@hsu.edu) (email), 1100 Henderson Street, Arkadelphia, AR 71923.

### Proprietary Information

Proprietary information submitted in response to this IFB will be processed in accordance with applicable State procurement procedures. Bids and documents pertaining to the IFB become the property of HSU and shall be open to public inspection subsequent to the bid opening. Should the bidder require non-disclosure of user manuals, said manuals must be clearly marked as Proprietary Information and separately sealed from the bid response documents.

### Other Conditions and Requirements

The successful bidder shall at all times observe and comply with all federal and state laws, local laws, ordinances, orders, decrees, and regulations existing at the time of or enacted subsequent to the execution of this contract which in any manner affect the completion of the contract. The successful bidder and surety shall indemnify and save harmless the agency (HSU) and all its officers, representatives, agents and employees against claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree, whether by himself, his employees, or his subcontractors.

### Reservation

This IFB does not commit Henderson State University or the State of Arkansas to award a contract, to pay any costs incurred in the preparation of a bid in response to this request, or to procure or contract for services or supplies. Henderson State University reserves the right to reject any and all bids

### Statement of Liability

The bidder is required to assume liability for the aircraft until delivery is complete and has been accepted by HSU in accordance with acceptance requirements.

### Acceptance Requirements

The acceptance consists of the Director of Aviation of HSU and/or his designated representative agreeing that the product is satisfactory.

Delivery Requirements

Delivery of aircraft engines will be delivered as soon as possible after receipt of Purchase Order from HSU to the lowest bidder. The engines shall be delivered to 635 Nowlin Drive (#1 Airport Rd) Arkadelphia, AR. 71923

Bid Opening Date and Location

To be considered, bids must be delivered in a sealed envelope clearly marked **20-29** no later than the date and hour indicated on the official bid sheet to the following address:

If mailed:  
Henderson State University  
Purchasing Department  
1100 Henderson Street  
P.O. Box 7894  
Arkadelphia, AR 71999-0001

If hand delivered:  
Henderson State University  
Purchasing Department  
Womack Hall, Room 314  
Arkadelphia, AR

Email bids are accepted: [davisc@hsu.edu](mailto:davisc@hsu.edu)

Bids will be publicly opened and become public information under the laws of the State of Arkansas.

Invoice and Payment Provision

All invoices must reference the bid and purchase order numbers. Henderson State University will authorize payment in accordance with applicable State of Arkansas accounting procedures.

**\*\*PLEASE DO NOT FORGET TO SUBMIT THE CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM WHEN YOU SUBMIT YOUR BID. I HAVE INCLUDED A LINK BELOW. THE FORM CAN ALSO BE FOUND ON PURCHASING'S WEBPAGE:**

<https://www.hsu.edu/pages/about/administration/finance-and-administration/purchasing/bidding-information/>

**Contract and Grant Disclosure and Certification Form:**

<https://www.dfa.arkansas.gov/images/uploads/procurementOffice/contgrantform.pdf>

**HENDERSON STATE UNIVERSITY**  
**Purchasing Department**  
1100 HENDERSON STREET  
ARKADELPHIA, ARKANSAS 71923  
870-230-5117 PHONE  
870-230-5486 FAX

Act 157 of 2007 of the Arkansas Regular Legislative Session **requires** that any business or person responding to a Request for Proposal (RFP) certify, *prior to the award of the contract that* they do not employ or contract with any illegal immigrants. Bidders are to certify online at:

<https://www.ark.org/dfa/immigrant/index.php/disclosure/submit/new>

**This is a mandatory requirement. Failure to certify may result in rejection of your proposal, and no award will be made to a vendor who has not so certified.**

If you have any questions, please call the Purchasing Department at 870-230-5117.

Thank you.

Christi Davis  
Buyer – Purchasing  
[davisc@hsu.edu](mailto:davisc@hsu.edu)

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*TO BE COMPLETED BY BUSINESS OR PERSON SUBMITTING RESPONSE:*

Please check the appropriate statement below:

\_\_\_\_\_ We have certified on-line that we do not employ or contract with any illegal immigrants  
Date on-line certification completed: \_\_\_\_\_

\_\_\_\_\_ We have NOT certified on-line at this time, and we understand that no contract can awarded to our firm until we have done so.  
Reason for non-certification: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_  
(printed or typed)

Date: \_\_\_\_\_

## ATTENTION BIDDERS

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal or qualifications, or negotiating a contract with the state for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, **a written response stating the bidder does not have such an EO Policy** will be considered that bidder's response and will be acceptable in complying with the requirement of Act 2157.

**This is a mandatory requirement when submitting an offer as described above.**

Should you have any questions regarding this requirement, please contact my office by calling (870) 230-5116.

Sincerely,

*Christi Davis*  
Buyer

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**To be completed by business or person submitting response: (check appropriate box)**

\_\_\_\_\_ **EO Policy Attached [this is mandatory, if available]**

\_\_\_\_\_ **If an EO Policy cannot be provided – a written signed and dated statement must accompany this page indicating, 'No EO Policy is available.'**

**Company Name**

**Or Individual:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**MINORITY BUSINESS POLICY:** Minority participation is encouraged this all procurements by state agencies. "Minority" is defined by Arkansas Code Annotated § 1-2-503 as "black or African American, Hispanic American, American Indian or Native American, Asian, and Pacific Islander". The Arkansas Economic Development Commission conducts a certification process for minority businesses. Bidders unable to include minority-owned business as subcontractors "may explain the circumstances preventing minority inclusion".

**Check minority type:**  African American  Hispanic American  American Indian  
 Native American  Asian  Pacific Islander  Disabled Veteran

**Arkansas Economic Development Commission certification (if available) #:** \_\_\_\_\_

## RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract valued at \$1,000 or greater 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.

By signing below, the Contractor agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with any public entity as defined in § 25-1-503\* If at any time after signing this certification the contractor decides to engage in a boycott of Israel, the contractor must notify the contracting public entity in writing.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Name of public entity	
AASIS Vendor Number	
Contractor/Vendor Name	

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature must be hand written, in ink

“Public Entity” means the State of Arkansas, or a political subdivision of the state, including all boards, commissions, agencies, institutions, authorities, and bodies politic and corporate of the state, created by or in accordance with state law or regulations, and does include colleges, universities, a statewide public employee retirement system, and institutions in Arkansas as well as units of local and municipal government.