



Procurement Services

University of Arkansas at Little Rock

2801 S. University Ave., Little Rock, AR 72204-1099 | (O)501.916.3144 | (F)501.916.3425

Invitation for Bid (IFB)

SOLICITATION INFORMATION

Solicitation Number:	FB-24-034	Solicitation Issued:	April 4, 2024
Description:	Center for Simulation Innovation Hospital Beds		

Bid Opening Date:	April 30, 2024	Bid Opening Time:	2:00 PM CST
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Per Arkansas Procurement Law and Bid Rules, it is the supplier's responsibility to submit bids at the designated location on or before the bid opening date and time. **Submissions received after the designated bid opening date and time may be rejected as untimely.** Procurement Services shall return them to the supplier without review. It is not necessary to return "no bids."

DELIVERY OF RESPONSE DOCUMENTS

Delivery Address:	<p>University of Arkansas at Little Rock Office of Procurement University Services Building C100 2801 South University Little Rock, AR 72204</p> <p>Suppliers are responsible for delivering their bid documents to the University of Arkansas at Little Rock on or before the scheduled bid opening time. Postage service providers—USPS, UPS, and FedEx—deliver mail to our offices based on our street address. Supplier assumes all risk for timely and properly submitted deliveries.</p>
Bid's Outer Packaging:	<p>Seal the outer packaging and mark it with the following information.</p> <ul style="list-style-type: none"> • Solicitation number • Date and time of bid opening • Prospective supplier's name and return address <p>Improperly marked packages may be opened for identification purposes.</p>

UA LITTLE ROCK PROCUREMENT SERVICES CONTACT

Buyer:	Noel Johnson	Email:	njohnson1@ualr.edu
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Section 1 - General Instructions and Information

Do not respond to items in this section unless specifically and expressly required

1.1. Introduction

The University of Arkansas at Little Rock (UA Little Rock) is soliciting proposals from qualified and experienced suppliers to provide **18 refurbished hospital beds and 2 hospital grade birthing beds**. Each bed must come with a 1-year warranty and 5-year extended warranty must be offered for each bed. Mattresses must be included.

The beds will be used to replace worn equipment currently in the School of Nursing's simulation lab. The UA Little Rock Center for Simulation Innovation (CSI) is proud to offer nursing students and healthcare professionals access to one of the most innovative simulation healthcare facilities in the South. Located in the UA Little Rock Pat Walker Center for Nursing Education, CSI is a 20-bed state-of-the-art simulation hospital offering clinical learning experiences within a 9,500-square-foot facility. To serve our growing student enrollment and surrounding communities, CSI typically runs simulations five days a week, eight hours a day.

1.2. About UA Little Rock

The University of Arkansas at Little Rock is a metropolitan research university that provides access to quality education through flexible learning and unparalleled internship opportunities. At UA Little Rock, we prepare our students to be innovators and responsible leaders in their fields. Committed to its mission, UA Little Rock is a driving force in Little Rock's thriving cultural community and a significant component of the city and state's growing profile as a regional leader in research, technology transfer, economic development, and job creation.

For more information on the university, please see ualr.edu/about/.

1.3. Type of Contract

- A. This IFB shall result in a firm contract purchase.
- B. UA Little Rock intends to **issue a purchase order to a single supplier or multiple suppliers**, whichever award method is most favorable to the university.
- C. By submitting a signed proposal in response to this IFB, the prospective supplier represents and warrants that it will honor its proposal as being held open as irrevocable after this period.

1.4. Schedule of Events

Event Description	Date
Release of IFB	April 11, 2024
Questions from Bidders Due	April 17, 2024
Questions and Answers Posted*	April 23, 2024
Proposal Opening	April 30, 2024 @ 2:00 PM CST
Evaluation Complete*	May 1, 2024
Intent to Award Posted	May, 2024

Issuance of PO*	June/July 2024
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Table A

*Anticipated Dates.

1.5. Live Proposal Opening

Use the information below to view the proposal opening online.

Zoom Link:

<https://ualr-edu.zoom.us/meeting/register/tZUvc-uppz0rHtZiTBMvfXSqN5R0ibTR-xWA>

Dial-In Information: 877 853 5257 US Toll-free

888 475 4499 US Toll-free

1.6. Delivery and Shipping

- A. The university requests **delivery no later than August 14, 2024**. If this delivery schedule cannot be met, the supplier must state the number of days required to place the commodity in the designated location.
- B. Failure to communicate the delivery time obligates the bidder to complete the delivery by the requested date.
- C. The supplier shall give the university immediate notice of any anticipated delays or delays caused by force majeure. See our Standard Terms and Conditions for the force majeure clause. Extended delivery dates may be considered when in the university's best interest
- D. All deliveries must be made during normal state work hours, within the agreed-upon number of days unless otherwise arranged and coordinated with the university, and delivered F.O.B. Destination to:

University of Arkansas at Little Rock

ATTN: Joanna Hall

2801 S. University Ave

Little Rock, AR 72204

- E. Loss or damage that occurs during shipping or at any point before the university receives the order is the supplier's responsibility. All orders should be properly packaged to prevent damage during shipping. Damage to goods that is not apparent prior to acceptance will be inspected and reported to the supplier within thirty (30) days of receipt.

1.7. Clarification of IFB Solicitation

Submit any questions requesting clarification of information contained in this solicitation via email to the buyer no later than the date and time listed in Table A. Questions will be consolidated and responded to by the university as deemed appropriate. The university's consolidated, written response is anticipated to be posted on the university's website by the close of business on the date provided in Table A.

- A. For each question submitted, the prospective supplier should reference the specific solicitation item number to which the question refers.
- B. Prospective suppliers' If a prospective supplier's questions are unclear or non-substantive, the university may request clarification of a question(s) or decline to answer.
- C. Prospective suppliers may contact the buyer with non-substantive questions before the proposal opens.
- D. The prospective supplier should notify the buyer of any term, condition, etc., that precludes the prospective supplier from submitting a compliant, responsive proposal. Prospective suppliers should

note that it is their responsibility to seek resolution of all such issues, including those relating to the terms and conditions of the contract, before submitting a proposal.

- E. An oral statement by UA Little Rock will not be part of any contract resulting from this solicitation. It may not reasonably be relied on by any prospective supplier as an aid to interpretation unless it is expressly adopted in writing by UA Little Rock.

a.

1.8. Response Documents

Do not include any other documents or ancillary information, such as a cover letter or promotional/marketing information. **All responses should be submitted in English.**

A. Bid Response Packet

The following are submission requirements and should be submitted in the original bid response packet.

- a. Original signed Bid Signature Page (see Bid Response Packet)
 - i. An official authorized to bind the prospective supplier(s) to a resultant contract should sign the Bid Signature Page included in the Bid Response Packet.
 - ii. The prospective supplier's signature signifies agreement to and compliance with all requirements in this IFB. Any exception that conflicts with Terms and Conditions or a requirement of this solicitation will cause the prospective supplier's bid to be rejected.
- b. **One (1)** original hard copy of the Official Bid Price Sheet. Pricing should be proposed in US dollars and cents.
- c. Prospective Supplier's Equal Opportunity Policy, if available
- d. Proposed Subcontractors Form, if applicable
- e. **One (1)** flash drive with the following documents in PDF format
 - i. Bid Signature Page
 - ii. Official Bid Price Sheet
 - iii. Prospective Supplier's Equal Opportunity Policy
 - iv. Proposed Subcontractors Form

B. Additional Copies of the Bid Response Packet

In addition to the original *Bid Response Packet* and the *Official Bid Price Sheet*, the following items should be submitted:

- a. **One (1)** redacted (marked "REDACTED") electronic copy of the original *Bid Response Packet*, on the flash drive. (See *Proprietary Information*.)

1.9. Additional Terms and Conditions

A. This solicitation incorporates all of the Solicitation Terms and Conditions located on the UA Little Rock Procurement Services website here: <https://ualr.edu/procurement/bids/>.

- a. Any special terms and conditions included in this solicitation shall override the Solicitation Terms and Conditions.

B. Any purchase or contract as a result of this solicitation incorporates all the UA System Procurement Terms and Conditions as posted here:

<https://www.uasys.edu/system-office/finance-and-administration/procurement/>.

- a. Any special terms and conditions included in this solicitation shall override the UA System Procurement Terms and Conditions.

Section 2 - Specifications

Do not respond to items in this section unless specifically and expressly required.

2.1. Items and Specifications

Proposed goods must meet or exceed the specifications listed below for each bed type.

A. Hill-Rom VersaCare Bed w/ Scale, Model P3200 OR Comparable Bed

Specifications	Minimum Requirement
Mattress Included	Yes
Bed Style	Full Electric
Headboard/Footboards Included	Yes
Latex Free	Yes
Max Height (Inches)	37"
Min Height (Inches)	18"
Width (Inches)	40"
Side Rails Included	Yes
Sleep Surface	35" Wide x 86" Long
Weight Capacity (pounds)	550 lbs

B. Refurbished Hill-Rom Affinity III Birthing Bed OR Comparable Bed

Specifications	Minimum Requirement
Mattress Included	Yes
Total Length	90"
Length	
From Roller Bumpers to Break in Seat Section	61.88"
From Break in Seat Section to End of Bed	28.13"
Maximum Width	
Siderails Stored	36"
Siderails Up	39"
Sleep Surface	35" Wide x 78" Long

Headboard Height	52" (Maximum)
Siderail Height	14.75" (Maximum)
Minimum Under-Bed Clearance	5"
Wheel Base	50" x 29"
Casters	6"
Total Weight	480 lbs (Maximum)
Head Section Inclination	65° (Maximum)
Seat Section Inclination	15° (Maximum)
Trend-Like Position	8° (Maximum)
Bed Height Range	18 - 34"
Bed Lift Capacity (Maximum Safe Working Load)	500 lbs
Foot Section Lift Capacity	400 lbs (Maximum)
Head Section Lift Capacity	200 lbs (Maximum)

2.2. Delivery & Location Details

- A. The Center for Simulation Innovation is located inside the UA Little Rock Pat Walker Center for Nursing Education.
- B. All 20 beds must be offered with inside delivery.
- C. Delivery location has stairs.

Section 3 - Terms and Conditions

Do not respond to items in this section unless specifically and expressly required

3.1. Doing Business With UA Little Rock

- A. To conduct business with UA Little Rock, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system.
- B. Procurement Services will issue the apparent successful supplier an invitation to PaymentWorks upon completion of the evaluation, release of the Intent to Award letter, **and** ALC approval.
- C. Failure to register in PaymentWorks may result in the cancellation of this award or resulting contract.
- D. For more information, see <https://ualr.edu/procurement/suppliers/>.

3.2. Piggyback Clause

Pursuant to Ark. Code Ann. § 19-11-249, any campus, unit, or division of the University of Arkansas System or any college or university in Arkansas will be eligible to acquire from the successful purchaser of bidder goods or services that are the subject of this procurement, on all of the terms and conditions contained in any contract issued under this solicitation.

3.3. Minority Business Policy

Minority participation is encouraged in this and all other procurements by state agencies. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this State who is: African American, Hispanic American, American Indian, Asian American, Pacific Islander American, or a Service Disabled Veteran as designated by the United States Department of Veterans Affairs. The Arkansas Economic Development Commission conducts a certification process for minority businesses. Bidders unable to include minority-owned businesses as subcontractors "may explain the circumstances preventing minority inclusion."

- A. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses.
- B. Per Arkansas Code Annotated § 15-4-303, a minority-owned business is defined as a business that is at least fifty-one percent (51%) owned by one (1) or more minority persons, and a minority is defined as 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
- C. Per Act 1080 of the 91st General Assembly Regular Session 2017, a women-owned business is defined 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.

3.4. Equal Employment Opportunity Policy

In compliance with Arkansas Code Annotated § 19-11-104, UA Little Rock must have a copy of the supplier's Equal Opportunity Policy before issuing a contract award. UA Little Rock will maintain a file of all supplier EO policies submitted in response to solicitations issued by this office.

- A. *EO Policies* may be submitted electronically to the following email address: procurement@ualr.edu , but a hard copy should also be included with the bid response.
- B. Submitting an *EO Policy* to UA Little Rock is a one-time Requirement. Contractors are responsible for providing updates or changes to their policies and supplying *EO Policies* upon request to other state agencies, which must also comply with this statute.
- C. Prospective Contractors who are not required by law to have an *EO Policy* must submit a written statement to that effect.

3.5. Prohibition Of Employment Of Illegal Immigrants

- A. Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) providing services of \$25,000 or greater shall certify with UA Little Rock that they do not employ or contract with illegal immigrants.
- B. By signing and submitting a response to this Bid Solicitation, a Prospective Contractor for services of \$25,000 or greater agrees and certifies that they do not employ or contract with illegal immigrants. In addition, if selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

3.6. 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. A company that offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
 - b. Contracts with a total potential value of less than \$1,000.
- C. By checking the designated box on the first page of this bid, a Prospective Contractor agrees and certifies that they do not, and will not, for the duration of the contract, boycott Israel.

3.7. Restriction Of Boycott Of Energy, Fossil Fuel, Firearms, and Ammunition Industries

In accordance with Ark. Code Ann. § 25-1-1002, the respondent certifies that it is not currently engaged in a boycott of the energy, fossil fuel, firearms, and ammunition industries and agrees for the duration of its agreement not to engage in a boycott of the energy, fossil fuel, firearms or ammunition industries.

- A. The preceding does not apply to:
 - a. A financial services provider as defined at Ark. Code Ann. § 25-1-1001(8)(A),
 - b. An agreement with a total potential value of less than \$75,000, or
 - c. A contract under which the supplier's price for the goods or services is at least 20% less than the lowest certifying business.

3.8. Restriction Of Contracts with Scrutinized Companies

- 3.8.1. In accordance with Ark. Code Ann. § 25-1-1001, the respondent certifies that the government of the People’s Republic of China (“PRC”) does not wholly own the bidder or hold a majority interest in the bidder. Bidder further certifies that the PRC does not own or hold a majority interest in a for-profit parent company, subsidiary, or affiliate of the bidder or in a subcontractor to be employed by the bidder
- 3.8.2. A “scrutinized company” is an entity in which the People’s Republic of China holds 51% or greater ownership and includes any for-profit parent, subsidiary, or affiliate of such a company.
- 3.8.3. This restriction applies regardless of the source of the funds but does not apply to exempt commodities and services.

3.9. Payment and Provisions

- 3.9.1. Invoices are accepted by mail or email. Supplier shall send invoices to one of the following:

PHYSICAL ADDRESS	EMAIL
University of Arkansas at Little Rock ATTN: Accounts Payable 2801 South University Ave Little Rock, Arkansas 72204	ACCOUNTSPAYABLE@UALR.EDU

- 3.9.2. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university.
- 3.9.3. UA LITTLE ROCK may not be invoiced before delivery and acceptance of any equipment, service or commodity.
- 3.9.4. Payment will be made only after the contractor has successfully satisfied the university as to the goods and/or services purchased.
- 3.9.5. Suppliers shall provide an itemized invoice for all charges.
- 3.9.6. The Purchase Order Number and/or UA Little Rock Supplier Contract Number (SPC) should be referenced on each invoice.