



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-24-019	Solicitation Issued:	10/20/2023
Description:	Planetarium Dome Theater - NASA		

SUBMISSION DEADLINE FOR RESPONSE

Bid Opening Date:	10/30/2023	Bid Opening Time:	4:00 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. **Bid submissions received after the designated opening date and time shall not be considered** and shall be returned to the supplier without review. It is not necessary to return "no bids."

DELIVERY OF RESPONSE DOCUMENTS

Delivery Address:	University of Arkansas at Little Rock Office of Procurement University Services Building C100 2801 South University Little Rock, AR 72204 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 solely on our street address. Each provider determines delivery schedules. Supplier assumes all risk for timely, properly submitted deliveries.
Bid's Outer Packaging:	Seal the outer packaging and mark it with the following information. <ul style="list-style-type: none"> • Solicitation number • Date and time of bid opening • Prospective Supplier's name and return address Improperly marked packages may be opened for identification purposes.

UA LITTLE ROCK CONTACT INFORMATION

Buyer:	Nancy Riethoff	Buyer's Direct Number:	501-916-5015
Email:	nriethoff@ualr.edu	Main Office Phone Number:	501-916-3144

Section 1 - General Instructions and Information

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

1.1. Purpose

The University of Arkansas at Little Rock (UA Little Rock) solicits proposals from qualified and experienced suppliers for 4 inflatable, portable 6 meter dome planetariums. The Arkansas Space Grant Consortium (ASGC) is expanding the planetarium program.

On April 8, 2024 a total solar eclipse will cross North America, passing through the state of Arkansas. The ASGC Program office, which is 100% NASA funded, has been identified by NASA to organize these events for the state of Arkansas. The purchase of the planetariums (4 additional) will be used for aerospace education related projects and activities that enhance and broaden the knowledge of both education mentors and students. ASGC plans to engage communities in public outreach and hands-on STEM activities. This will be used to broaden adult knowledge in aerospace and inspires kids to enter STEM education across the state of Arkansas. They will be distributed geographically to our affiliate campuses. UA Little Rock's Arkansas Space Grant Consortium is excited to promote and prepare Arkansas for the April 8, 2024 Total Solar Eclipse.

Product must be delivered no later than 1/5/24, and the university is closed from 12/21/2023-1/2/2024.

1.2. Background

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/.

UA Little Rock currently has one portable planetarium in use of the Nasa Program. It is the university's desire to expand the portable planetarium program with 4 additional portable planetariums. The expanded program parts must be interchangeable.

1.3. Live Bid Opening

Use the information below to view the proposal opening online.

Zoom Meeting Link:

<https://ualr-edu.zoom.us/j/82760727810?pwd=WXJtay9OR0VzQTNYR2s3VW9MSnRBZz09>

Meeting ID: 827 6072 7810

Meeting Passcode: 826710

Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

1.4. Type of Contract

As a result of this IFB, UA Little Rock intends to award a single supplier. 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.

- 1.4.1. The anticipated starting date for any resulting contract is **November 6, 2023**. However, the university may adjust the contract start date for up to three calendar months.

- 1.4.2. All IT procurement must comply with all state laws and appropriate Legislative Review, including Act 557 (see: www.arkleg.state.ar.us/Acts/Document?type=pdf&act=557&ddBienniumSession=2015%2F2015R).

1.5. 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.

- 1.5.1. For each question submitted, the prospective supplier should reference the specific solicitation item number to which the question refers.
- 1.5.2. 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.
- 1.5.3. Prospective suppliers may contact the buyer with non-substantive questions before the proposal opens.

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.

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.

1.6. Schedule of Events

ID	Event Description	Date
1	Release of IFB	10/20/2023
2	Pre-Bid Meeting	N/A
3	Questions from Bidders due	10/24/2023 5:00 pm CST
4	Answers to questions posted*	10/25/2025 5:00 pm CST
5	Bid Deadline/ Bid Opening	10/30/2023 4:00 pm CST
6	Evaluation complete*	10/31/2023
8	Intent to award posted*	11/1/2023
9	Award Commences/Purchase Order Created*	11/6/2023

Table A

*Anticipated Dates.

1.7. Response Documents

1.7.1. Bid Response Packet

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.

The prospective supplier's signature signifies agreement to and compliance with all requirements in this IFB.

Any exception that conflicts with a requirement or requirement of this solicitation will cause the prospective supplier's bid to be rejected.

Responses must be submitted in the English language.

Do not include any other documents or ancillary information, such as a cover letter or promotional/marketing information. The following documents are required and should be submitted in the technical response packet.

- 1.7.1.1. Signed Bid Signature Page
- 1.7.1.2. Official Bid Price Sheet (hard copy and a PDF copy on a flash drive). Pricing should be proposed in US dollars and cents.
- 1.7.1.3. Prospective Supplier's Equal Opportunity Policy (hard copy and a PDF copy on a flash drive).
- 1.7.1.4. Proposed Subcontractors Form (hard copy and a PDF copy on a flash drive).

1.8. Additional Terms and Conditions

The supplier shall adhere to UA Little Rock's Standard Solicitation Terms and Conditions. Any special terms and conditions included in this solicitation shall override similar Standard Solicitation Terms and Conditions.

Section 2 - Specifications

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

2.1. Specifications

2.1.1. Inflatable, portable 6 meter dome planetarium

- Dimensions: approximately 25' x 25' with a minimum 11.5' high ceiling clearance
- Must be able to accommodate approximately 40-50 average size second-grade students
- Light tight wheelchair accessible airlock vestibule walk-in doorway with a minimum 6' height
- Must include a 3 speed blower and storage bag
- Interior Color: Gray and/or neutral tones; final selection by university if supplier has options
- External Color: Gray and/or neutral tones; final selection by university if supplier has options
- Set Up Area Dimensions: Minimum 25'
- Features:
 - Must be fire retardant
 - Interior should be shine -free
 - Self-regulated outlet vents
- Warranty: at least one (1) year manufacturer's warranty
- Referenced Brand: Discovery Dome or university approved alternative. Submissions that do not include a specification sheet may be disqualified.

2.1.2. Full dome spherical mirror projections system with 1920 X 1080 pixel resolution

- Must meet or exceed the specifications of the Rover 360 Full Dome Spherical Mirror Projection system
- Referenced Brand: Rover 360 full dome system or university approved alternative. Submissions that do not include a specification sheet may be disqualified.

2.1.3. Sound Bar with Remote Control

- Referenced Brand: Bose Solo Sound Bar with Remote Control or university approved alternative. Submissions that do not include a specification sheet may be disqualified.

2.1.4. Handicap accessible with negatives pressure door

2.1.5. Four-wheel collapsible cart

- Used for the storage and transportation of the dome

2.1.6. Media tray/cart

- Used to organize and keep media in one location while in use
- Preference would include color code system to enhanced organization

2.1.7. Training - Optional, if needed.

2.1.8. Shipping/Delivery: Supplier must coordinate with the university department on shipping requirements and details; building location has loading dock and freight elevator.

2.1.9. Product must be delivered no later than 1/5/24, and the university is closed from 12/21/2023-1/2/2024.

Section 3 - Terms and Conditions

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

3.1. 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.”

- 3.1.1. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses.
- 3.1.2. 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
- 3.1.3. 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.

3.2. 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. The submission is a one-time requirement, but suppliers are responsible for providing updates or changes to their respective policies and supplying EO policies upon request to other state agencies that must comply with this statute. Suppliers that do not have an established EO policy will not be prohibited from receiving a contract award but are required to submit a written statement to that effect.

- 3.2.1. *EO Policies* may be submitted in electronic format to the following email address: procurement@ualr.edu, but should also be included as a hardcopy accompanying the bid response.
- 3.2.2. The submission of an *EO Policy* to UA Little Rock is a one-time Requirement. Contractors are responsible for providing updates or changes to their respective policies and for supplying *EO Policies* upon request to other state agencies, which must also comply with this statute.
- 3.2.3. Prospective Contractors who are not required by law to have an *EO Policy* must submit a written statement to that effect.

3.3. Prohibition Of Employment Of Illegal Immigrants

- 3.3.1. 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.
- 3.3.2. 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.

3.4. Restriction Of Boycott Of Israel

- 3.4.1. 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.
- 3.4.2. This prohibition does not apply to:
 - A. A company which 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.
- 3.4.3. 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.

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

- 3.5.1. In accordance with Ark. Code Ann. § 25-1-1002, 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.
- 3.5.2. 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.

3.6. Restriction Of Contracts with Scrutinized Companies

- 3.6.1. In accordance with Ark. Code Ann. § 25-1-1001, 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 bidder, or in a subcontractor to be employed by bidder.
 - A. 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 and affiliate of such a company.
 - B. This restriction applies regardless of the source of the funds, but does not apply to exempt commodities and services.

3.7. Payment And Invoice Provisions

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

PHYSICAL ADDRESS

University of Arkansas at Little Rock
ATTN: Accounts Payable
2801 South University Ave
Little Rock, Arkansas 72204

EMAIL

ACCOUNTSPAYABLE@UALR.EDU

UNIVERSITY OF ARKANSAS AT LITTLE ROCK
INVITATION FOR BID

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