



# 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

<b>Solicitation Number:</b>	<b>FB-25-019</b>	<b>Solicitation Issued:</b>	<b>October 31, 2024</b>
<b>Description:</b>	<b>Planetary Scanner (FB-25-015 REBID)</b>		

<b>Bid Opening Date:</b>	<b>Monday, November 11, 2024</b>	<b>Bid Opening Time:</b>	<b>12:30 PM CST</b>
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. <b>Submissions received after the designated bid opening date and time may be rejected as untimely.</b> Procurement Services shall return them to the supplier without review. It is not necessary to return "no bids."			

### DELIVERY OF RESPONSE DOCUMENTS

<b>Delivery Address:</b>	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 on our street address. Supplier assumes all risk for timely and properly submitted deliveries.
<b>Bid's Outer Packaging:</b>	Seal the outer packaging and mark it with the following information. <ul style="list-style-type: none"> <li>• Solicitation number</li> <li>• Date and time of bid opening</li> <li>• Prospective supplier's name and return address</li> </ul> <b>Improperly marked packages may be opened for identification purposes.</b>

### UA LITTLE ROCK PROCUREMENT SERVICES CONTACT

<b>Buyer:</b>	<b>Jen Haygood</b>	<b>Email:</b>	<b>jcrosland@ualr.edu</b>
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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 an All-in-One (Integrated) Planetary Scanning System.

### 1.2. Current Environment

The UA Little Rock Center for Arkansas History and Culture (CAHC) is located at 407 President Clinton Ave, on the second floor, Suite 202 in the River Market district of downtown Little Rock. The building is accessible only through street parking; machinery must fit in a standard passenger elevator. The successful supplier must be able to deliver and install the new system and should haul off equipment being replaced, properly disposing of such. Delivery and installation will require coordination with the Contract Administrator named in this document and/or with University Police where access for initial installation is not available through said Contract Administrator. The Contract Administrator must be directly involved with, and present for, any and all system training dates. CAHC has established a total project budget, all inclusive, of \$120,000.00. "All inclusive" means provision, set up, and training for all components required to run the system to UA Little Rock and CAHC standards.

### 1.3. Objective and Goals

UA Little Rock seeks a new All-in-One (Integrated) Planetary Scanning System to replace its existing i2S QUARTZ A1. Such equipment is required to digitize archival materials of the following types:

- Print materials including photographs, documents, architectural drawings, maps, posters, and artworks
- Bound materials including books, scrapbooks, photo albums, and artist books
- Collections too large in area for a flatbed scanner including architectural drawings, maps, posters, books, scrapbooks, photo albums, and artworks

The desired equipment is anticipated to digitize large quantities of materials quickly and efficiently so as to maximize resources, such as labor, utilized in the digitization process.

### 1.4. 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/](http://ualr.edu/about/).

### 1.5. Type of Contract

A. As a result of this IFB, UA Little Rock intends to **issue a purchase order to a single supplier.**

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- B. 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.
- C. 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 or 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.

**1.6. Schedule of Events**

<b>Event Description</b>	<b>Date</b>
Release of IFB	<b>October 31st, 2024 @ 8:30 AM CST</b>
Pre-Bid Meeting	<b>November 4th, 2024 @ 12:00 PM CST</b>
Questions from Bidders due	<b>November 5th, 2024 @ 5:00 PM CST</b>
Answers to questions posted*	<b>November 6th, 2024 @ 12:30 PM CST</b>
Bid Deadline/Bid Opening	<b>November 11th, 2024 @ 12:30 PM CST</b>
Evaluation complete*	<b>November 12th, 2024 @ 11:00 AM CST</b>
Recommended award submitted for legislative approval*	<b>November 2024</b>
Final legislative review*	<b>December 2024 - January 2025</b>
Award Commences*	<b>January 2025</b>

Table A

\*Anticipated Dates.

**1.7. Non-Mandatory Bidders Conference**

UA Little Rock will host a bidders conference to provide additional information and clarification regarding the solicitation.

- A. The conference will take place on the date and time listed in Table A.
- B. The conference is important to prospective respondents to understand the tasks a respondent shall complete when submitting a proposal.
- C. Prospective respondents may attend the conference via Zoom.  
Please join us via Zoom at [time] CST for a bidders conference. See Table A for the date and time of the conference.

Zoom Registration Link: <https://ualr-edu.zoom.us/j/86712450305>  
 Meeting ID: 86712450305  
 Dial-In Information: 877 853 5257 US Toll-free  
 888 475 4499 US Toll-free

- D. The issuing buyer will post any updates from the bidders' conference on the bid page.

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**1.8. Live Proposal Opening**

Use the information below to view the proposal opening online.

Zoom Registration Link:	<a href="https://ualr-edu.zoom.us/j/83726311039">https://ualr-edu.zoom.us/j/83726311039</a>
Meeting ID:	83726311039
Meeting Password:	vdD68Y8f
Dial-In Information:	877 853 5257 US Toll-free 888 475 4499 US Toll-free

**1.9. Delivery and Shipping**

- A. The university requests delivery within **90** calendar days after the submission of an order. 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 the name and location specified on the purchase order.
- 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.

**1.10. 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.

**1.11. Response Documents**

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

**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)
  - o 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.
  - o 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.
  - o Bid Signature Page
  - o Official Bid Price Sheet
  - o Prospective Supplier's Equal Opportunity Policy
  - o Proposed Subcontractors Form

**1.12. 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. Specifications

#### a. System Type

The system will comprise an "all-in-one workstation" meaning all required components are housed or integrated within the system and work in conjunction to produce the required minimum standard results as defined below.

- i. The scanning area must be A1 size at a minimum.
- ii. The system must provide the following features:
  1. Autocalibration
  2. Autofocus
  3. Capture Pedal
- iii. The system must include a scan head with automatic positioning
- iv. A systematic capability to provide images at 600 dots per inch (DPI) within 20 seconds per scan is preferred.

#### b. Scanning glass

The system will include a flat scanning glass equipped with the following features

- i. Pressure Sensitivity
- ii. Automatic Positioning
- iii. Pedal Control
  1. Such a pedal will be provided with the system as an integral component.

#### c. Lighting Composition

The system will include an integrated LED lighting component with Anti-Glare functionality.

#### d. Cameras

The system will include a camera or cameras capable of producing images at a minimum resolution of 600 dots per inch (DPI) over the entire A1 (24" x 40") scanning surface.

#### e. Scanning Cradle

The system will include a scanning cradle/table with the following features.

- i. Vacuum Component
- ii. Minimum Area: 40 inches by 24 inches
- iii. UA Little Rock requests the inclusion of Maximum Book Height and Maximum Weight Capacity for reference purposes.

**f. Software Inclusion**

Software required to operate the scanning system, beyond the computer OS itself, must meet the following minimum specifications. LIMB capture software is preferred.

- i. Software must be compatible with/operable within the Windows 11 Pro OS environment.
- ii. Software must provide .jpg, .pdf, and .tiff output formats.
- iii. Software must provide Adobe RGB, sRGB, and Customizable Color Profile color spaces.
- iv. Software must provide the ability to sharpen and deskew images.
- v. Software must provide the ability to perform manual Factor Calibration.
- vi. Software must provide a Bit Depth of between 8 and 48.
- vii. Software must provide the ability to embed metadata.
- viii. Software must provide the ability to set Imaging Profiles and to devise and implement Workflows.
- ix. Software must provide the ability to calibrate the system to meet the Golden Thread FADGI 19264 Target.
  1. This provision is understood to mean the system will produce preservation-quality digital surrogates of archival materials meeting the FADGI Four-Star rating as described in the FADGI 3rd Edition 2023 Technical Guideline through the Golden NXT Thread System.

**g. Warranties and Technical Support**

For the purposes of this solicitation, UA Little Rock requires a minimum standard or combined Parts & Labor warranty life of 3 years or 36 months.

- i. The supplier will provide a Base Rate for Technical Support both in-person and via telephone, and a Trip Fee for in-person Technical Support, where such is rendered outside warranty provisions.
- ii. The supplier will provide Business Hours for all Technical Support options quoted.

**h. Discounts and Trade-Ins**

UA Little Rock requests details of all discounts or trade-in options available in the course of replacing its existing i2S QUARTZ A1 equipment/system. The supplier will provide haul-off of both traded *and* scrapped materials at no additional cost where any trade-in option is offered.

**i. Shipping**

The supplier will provide shipping details for the complete system including Shipping Company, Estimated Time of Arrival (shipping window), and Total Cost.

**j. Installation and Training**

The supplier will work with the Contract Administrator, Jess Porter, and building staff to schedule system installation and effect an installation strategy that addresses facility access and space.

- i. The supplier may be required to work with UA Little Rock Facilities Management to effect installation where the Contract Administrator and/or on-site staff are not available during the agreed-upon window.

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- ii. The supplier will provide pricing for on-site installation of, and in-person training for, both system hardware and software where such is not included in the price of the system itself.



## 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 Veterans 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](mailto: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**

- A. 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
- B. 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.
- C. This restriction applies regardless of the source of the funds but does not apply to exempt commodities and services.

**3.9. Payment and Provisions**

- A. 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	<a href="mailto:ACCOUNTSPAYABLE@UALR.EDU">ACCOUNTSPAYABLE@UALR.EDU</a>

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