



Southeast Arkansas College

Purchasing Office
 1900 Hazel Street
 Pine Bluff, Arkansas 71603

INVITATION FOR BID BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	SEAIFB-21-01	Solicitation Issued:	April 9, 2021
Description:	Truck Driving Simulator		
Agency:	Southeast Arkansas (SEARK) College		

SUBMISSION DEADLINE			
Bid Opening Date:	April 20, 2021	Bid Opening Time:	4:00 p.m., Central Time
<p>Sealed bids must be delivered to Southeast Arkansas College before the bid opening time and on or before the bid opening date. Sealed bids are opened contemporaneously at the bid opening time. Late bids shall be rejected as untimely. See section 1.2 for information regarding Live Bid Openings.</p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address and Bid Opening Location:	<p>Southeast Arkansas College ATTN: Alison Hunthrop 1900 Hazel Street Pine Bluff, AR 71603</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to SEARK's street address on a schedule determined by each individual provider. These providers will deliver to SEARK College based solely on the street address. Prospective Contractors assume all risk for timely and properly submitted deliveries.</p>
Bid's Outer Packaging:	<p>Seal outer packaging and properly mark with the following information:</p> <ul style="list-style-type: none"> • Bid number • Date and time of bid opening • Prospective Contractor's name and return address <p>If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes.</p>

OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
Buyer:	Alison Hunthrop	Buyer's Direct Phone Number:	870-850-8629
Email Address:	rfp@seark.edu	Main Number:	870-543-5900
Website:	www.seark.edu		

SECTION 1 – REQUIREMENTS

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

1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by Southeast Arkansas (SEARK) College in order to obtain pricing for a Tractor Truck Driving Simulator to be utilized for education and training purposes.

1.2 LIVE BID OPENING

Bid opening will be held live at 4:00 p.m., Central Time on April 20, 2021. To view the opening via Zoom, logon to: <https://seark-edu.zoom.us/j/95337415048?pwd=SXpGRmpFQUtsRmViM0dGWGh4ZVVFQT09>

Meeting ID: 953 3741 5048

Meeting Password: 070876

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

888-475-4499 US Toll-free

1.3 CLARIFICATION OF BID SOLICITATION

A. Submit any questions requesting clarification of information contained in this *Bid Solicitation* in writing via email by 8:00 a.m., Central Time on or before April 14, 2021 to the buyer as shown on page one (1) of this *Bid Solicitation*.

1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
2. Prospective Contractors' written questions will be consolidated and answered by the College as deemed appropriate. The College's consolidated written response is anticipated to be posted to the SEARK website by the close of business on April 16, 2021. If Prospective Contractor questions are unclear or non-substantive in nature, the College may request clarification of question(s) or decline to answer.

B. The Prospective Contractor should notify the buyer of any term, condition, etc. that precludes the Prospective Contractor from submitting a compliant, responsive bid. Prospective Contractors should note that it is the responsibility of the Prospective Contractor 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 Contractors may contact the buyer with non-substantive questions at any time prior to the bid opening.

D. An oral statement by SEARK College will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by SEARK College.

1.4 DEFINITION OF TERMS

Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.

- A. "Prospective Contractor" means a responsible bidder who submits a responsive bid in response to this solicitation.
- B. The terms "Invitation for Bid," "IFB," "Bid Solicitation," and "Solicitation" are used synonymously in this document.

- C. “Responsive bid” means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.
- D. “Bid Submission Requirement” means a task a Prospective Contractor **must** complete when submitting a bid response. These requirements will be distinguished by using the term “**shall**” or “**must**” in the requirement.
- E. “Requirement” means a specification that a Contractor’s commodity **must** and/or service **shall** meet or exceed in the performance of its contractual duties under any contract awarded as a result of this IFB. These specifications will be distinguished by using the terms “**shall**” or “**must**” in the requirement.
- F. “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.
- G. “SEARK College,” “SEARK,” or “the College” refers to Southeast Arkansas College.

1.5 SPECIFICATIONS

Southeast Arkansas College is requesting a brand new, proficiency-based tractor truck driving simulator.

At minimum, the Truck Driving Simulator **must** include but is not limited to:

A. Product Overview:

- a. The simulator **must** feature training scenarios that are based on research studies, consultations with industry experts, and proven teaching principles.
- b. **Must** expose users to training scenarios that develop simple skills or combine these skills into complex skills in an instructor-based, controlled environment.
- c. **Must** be able to collect student performance data, record operator reactions and response times, and provide after-action reviews to point out improvement areas for each driver.
- d. Simulator should improve driver’s critical driving skills, enhance decision-making abilities, and give actual documentation and confirmation of skill-level acquisition.
- e. Simulation **must** have a curriculum associated with CDL test scenarios and key training areas to provide options for the students to practice and rehearse responses to dangerous situations.
- f. Simulator **must** provide realistic, hands-on experience (sound, motion and vibrations, haptic feedback) and meet the standards set forth by the Federal Motor Carrier Safety Administration’s entry-level driver training criteria for proficiency-based training.

B. Simulation Standard Features:

- a. Enclosure and Frame – constructed of steel for durability and aluminum for reduced weight.
- b. Simulator – should consist of a realistic, motion base seat and station.
- c. Displays – three, 55-inch or larger, ultra-high-resolution LED/LCD, wide-aspect ratio monitors with resolutions of 1920 x 1080. These **must** provide sharp, bright, high-contrast images with a 180-degree field of view.
- d. Training Environments – **must** be realistic and versatile virtual environments providing a real-world experience. Included **must** be urban, suburban, rural, and freeway with weather environment options.
- e. Sample Scenarios – a large number of fully-customizable scenarios should be included. Training objectives **shall** include scanning, collision avoidance, space and speed management, emergency maneuvering, shifting, backing, and reaction times. Drivers should encounter cars, trucks, emergency vehicles with operational lights, pedestrians, bicyclists, motorcycles, animals, roadway barriers, traffic signs, etc.

i. Curriculum Topics:

1. Pre-trip inspection
 2. Coupling and uncoupling
 3. Clutch movement
 4. Up shifting
 5. Down shifting
 6. Backing with and without trailer
 7. Steering training
 8. Mirror Training
 9. Pneumatic brake systems troubleshooting
 10. Advanced challenges (hills, etc.)
 11. Controlling the fuel pedal
 12. Driving scenarios
 13. Lane changes
 14. Rollover prevention
 15. Negotiating intersections
 16. Close quarters maneuvering
 17. Adverse conditions: night and fog
 18. Adverse conditions: winter driving
 19. Map reading
 20. Defensive driving
 21. Distracted driving
 22. Emergency maneuvers
 23. Fatigue management
 24. Fuel management
- ii. **Must** have standard environment and commercial environment features.
- f. A scenario-building tool **must** be available as part of the simulator as well as multiple configurations for vehicle types, different motor and transmission types that simulate the characteristics of that motor and transmission selected, multiple trailer types and loads, and dash configurations for manual and automatic transmission driving scenarios. Simulator should offer multiple modes of simulation, such as normal, motion, speed, environment and/or surface conditions, and transmission selection.
 - g. Instructor Operation Station – **must** be included and provide an easy, non-intimidating instructional flow to start the simulator, monitor training processes, choose and make changes to scenario conditions, change own cab vehicle, and interact with the driver in real time.
 - h. Glass Dash – an LCD, virtual dashboard that provides accurate gauges, control indicators, and warning lights. The glass dash **must** automatically change to mimic dashboard of vehicle selected.
 - i. Transmission – a real-world, automatic transmission lever should be included for realism. Additionally, a manual transmission shift lever and modules that mimic the characteristics of the selected transmission (grinding gears, etc.) **must** be included.
 - j. Real-World Vehicle Components – drivers are able to focus training on training objectives while using real-world vehicle components including a three-axis, motion-adjustable, commercial vehicle air seat with 3-point seat belt, accelerator, brake, and clutch pedals, and a force-loaded steering column with tilt, automatic transmission lever on the column, turn signal lever, and hazard flashers.
 - k. Mirrors – adjustable, virtual left, right, and center rearview mirrors should be imbedded into the display and automatically adjust to correspond with vehicle type and model. Convex and flat mirrors should be simulated in real-time to reflect realistic visibility.
 - l. Touch Screen – password-protectable touch panel allows the instructor or student full control from the driving compartment, including the ability to load scenarios, modify simulation settings, and adjust vehicle features such as mirror settings.
 - m. One, high-speed internet connection is required.

- n. Steering – **must** have low-inertia, direct-drive motor that connects to the steering column directly to the motor shaft and updates 2,000 times per second, allowing the driver to experience real-time response from speed, friction, collision, vibration, and road surfaces without the lag imposed by chain or belt driving mechanisms. Steering **must** be programmable to emulate the performance of any vehicle and tuned to match that vehicle.
- o. Audio System – **must** be standard and provide a realistic audio sound and vibration experience for the driver. System should feature vehicle sounds and sensations that are critical to the training process. Should include:
 - i. 3-D directional sounds, including vehicles
 - ii. Dynamic sounds associated with any scenario object
 - iii. Static sounds with fixed spatial positioning
 - iv. Engine sound specific to selected vehicle
 - v. Horn sounds specific to selected vehicle
 - vi. Other sounds associated with vehicle
 - vii. Tire sounds
 - viii. Traffic, sirens, and other miscellaneous environmental sounds
 - ix. Wind distortion based on speed
 - x. Motion and vibration system – tactile transducer to simulate engine sounds, etc.
- p. Vehicle subsystem simulation should include and simulate a real experience:
 - i. Powertrain
 - ii. Braking system
 - iii. Suspension system
 - iv. Tire system
 - v. Chassis system
 - vi. Control inputs (throttle, brake, clutch, steering, gear selection, etc.)
 - vii. Disturbance inputs (wind, terrain, collisions)
 - viii. Instrument panel outputs (vehicle speed, engine speed, warning lights, etc.)
 - ix. On-screen displays of vehicle speed and compass
 - x. Animated windshield wipers controlled by in-cab switch
- q. Simulation to include:
 - i. Anti-lock braking system
 - ii. Collision detection
 - iii. Road modeling
 - iv. Surfaces including asphalt, sand, ice, concrete, dirt, snow, gravel, mud, pot holes
 - v. Tire modeling – normal forces and vertical displacement, lateral slip, slip angle, longitudinal force, rolling slip, composite vector limits on total reaction force and normal force
 - vi. Vehicle malfunctions
 - vii. Weather effects and road conditions
 - viii. In-cab camera display
 - ix. A lesson plan editor is required
 - x. Specific student data collection and reporting is required
 - xi. Information capture (driver ID, date/time, vehicle model, exercise name, length of drive, violations, and warnings)
 - xii. Assessment package (fastening seatbelt, collisions, following too closely, exceeding speed limits, driving too fast for conditions, hard braking, engine stalling, improper use of turn signal, etc.)
 - xiii. Startup and shutdown procedures
 - xiv. Speed management
 - xv. Space management

1.6 DELIVERY: FOB DESTINATION

Southeast Arkansas College
Technology Center Building
ATTN: Jeff Pulliam
1900 Hazel Street
Pine Bluff, AR 71603

- A. The agency requests delivery within sixty (60) to one hundred twenty (120) calendar days after ordering. If this delivery date cannot be met, the Prospective Contractor **must** state the alternate number of days required to begin the service and/or place the commodity in the ordering agency's designated location. (See Official Solicitation Price Sheet.) Failure to state the alternate delivery time obligates the Contractor to complete delivery by the agency's requested date. Extended delivery dates may be considered when in the best interest of the College.
- B. All deliveries **shall** be made during normal SEARK College work hours (Monday – Thursday, 8:00 AM to 6:00 PM and 8:00 AM until 12:00 PM on Fridays) and within the agreed upon number of days unless otherwise arranged and coordinated with the College. The Contractor **shall** give the agency immediate notice of any anticipated delays or plant shutdowns that will affect the delivery requirement.
- C. Loss or damage that occurs during shipping, prior to the order being received by the agency, is the Contractor's responsibility. All orders should be properly packaged to prevent damage during shipping.
- D. SEARK assumes no liability for commodities produced, processed, or shipped in excess of the amount specified on the College's purchase order.

1.7 PAYMENT AND INVOICE PROVISIONS

- A. All invoices **shall** be forwarded to the following location:
Southeast Arkansas College
ATTN: Accounts Payable
P.O. Box 1180
Pine Bluff, AR 71613-1180
- B. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of commodity/commodities by the College. Invoices **shall** not be submitted in advance of delivery and acceptance. Payment will be made only after the Contractor has successfully satisfied the College as to the goods and/or services purchased.
- C. Invoice should be itemized and include the purchase order (PO) number and/or contract number. In addition, SEARK College is not a tax-exempt institution, so any applicable taxes should be listed on the invoice.
- D. Invoices are also accepted by email at accounts.payable@seark.edu.

1.8 ACCEPTANCE STANDARDS

- A. Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt.
- B. SEARK College has the option to return any product(s) within the thirty (30) day timeframe for any reason.
- C. Bid **must** include a "total satisfaction" return policy for all products and **must not** impose any liability on the College for such returns.

SECTION 2 – GENERAL INSTRUCTIONS AND INFORMATION

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

2.1 ISSUING AGENCY

SEARK College Purchasing Office, as the issuing office, is the sole point of contact regarding the IFB throughout this solicitation process.

2.2 TYPE OF CONTRACT

A. As a result of this IFB, SEARK College intends to award a contract to a single Contractor.

2.3 CONTRACTOR SELECTION

A. Award will be made to the lowest-bidding, responsible Prospective Contractor on a firm contract, all or none basis.

2.4 RESPONSE DOCUMENTS

A. *Bid Response Packet*

1. The following are Bid Submission Requirements and **must** be submitted as a hard copy in the original *Bid Response Packet*.
 - a. Original signed *Bid Signature Page*. (See *Bid Response Packet*.)
 - i. A signed Bid Signature Page included in the *Bid Response Packet*. The signature **must** be that of a person authorized to contractually bind the Prospective Contractor.
 - ii. *Bid Response Packet*, which **must** be in the English language.
 - b. One (1) original copy of the *Official Solicitation Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents.
2. The following items should be submitted in the original *Bid Response Packet*, preferably on a flash drive and in PDF format.
 - a. One (1) copy of the *Official Solicitation Price Sheet*.
 - b. *EO 98-04 Disclosure Form*.
 - c. Copy of Prospective Contractor's *Equal Opportunity Policy*.
3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

2.5 MINORITY AND WOMEN OWNED BUSINESS POLICY

- A. The Arkansas Economic Development Commission conducts a certification 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 the following:
 - 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.
- D. If applicable, certification to be included in response packet.

2.6 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 the following:
 - a. A company which offers to provide the goods/services for at least twenty percent (20%) less than the lowest, certifying business.
 - b. Contracts with a total potential value of less than \$1,000.00.

2.7 GOVERNOR'S EXECUTIVE ORDER 98-04

For bids over \$25,000.00, bidders should complete the disclosure forms as part of their response packet.

2.8 PAST PERFORMANCE

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

2.9 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 the State of Arkansas'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.

2.10 RESERVATION

This IFB does not commit the College to award a contract or to pay costs incurred in the preparation of a bid in response to this request.

2.11 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 affects the completion of the work.
- B. Indemnify and save harmless the College 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.

2.12 STATEMENT OF LIABILITY

- A. The College 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. The College will not at any time be responsible for or accept liability for any Contractor-owned items.
- B. The Contractor's liability for damages to the College will be limited to the value of the Contract or the cost to return affected areas/items to their original state, 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 the College 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 the College's waiver of its right of sovereign immunity. The Contractor agrees that any claims against the College, whether sounding in tort or in contract, will be brought before the Arkansas Claims Commission as provided by Arkansas law and governed accordingly.

2.13 ACCEPTANCE OF REQUIREMENTS

- A. Unless a Prospective Contractor expressly and conspicuously identifies any exception or Exceptions to any of the Requirements in the Specifications Section(s) of this IFB by listing them on the *Exceptions Form* (See Bid Response Packet), Prospective Contractor understands its submission of a bid to represent that its bid meets all such Requirements.
- B. A Prospective Contractor's bid may be rejected if the Prospective Contractor takes exception to any Requirements in the Specifications Section(s) of this IFB.

2.14 ACCEPTANCE STANDARDS

- A. Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt. The College has the option to return any product(s) within the thirty (30) day timeframe for any reason. Bid **must** include a "total satisfaction" return policy for all products and **must not** impose any liability on the College for such returns.

2.15 ADDITIONAL TERMS AND CONDITIONS

- A. General: Any special terms and conditions included in the IFB supersede the Standard Terms and Conditions. Any special terms and conditions become part of any contract entered into if any or all parts of the bid are accepted by the College.
- B. Bid Submission: Bids **must** be submitted to the College on the proper response document provided by the College. This bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids will be disqualified. The person signing the bid should show title or authority to bind

his or her firm in a contract. Late bids will not be considered under any circumstance.

- C. Delivery on Firm Contracts: The IFB will show the number of days to place a commodity in the ordering agency's designated location under normal conditions. If the bidder cannot meet the stated delivery, alternate schedules may become a factor in an award. The College has the right to extend delivery if reasons appear valid. If the date is not acceptable, the College may buy elsewhere and any additional cost will be borne by the Prospective Contractor.
- D. ALL BIDS are subject to Southeast Arkansas College's Terms and Conditions, which can be found at [https://seark.edu/sites/default/files/2019-11/TERMS AND CONDITION.pdf](https://seark.edu/sites/default/files/2019-11/TERMS_AND_CONDITION.pdf).