



University of Arkansas at Fort Smith

5210 Grand Avenue
Fort Smith, AR 72904

Invitation for Bid AX-25-006

CAMPUS SIGNAGE

SOLICITATION INFORMATION			
Bid Number:	AX-25-006	Solicitation Issued:	May 13, 2025
Description:	Campus Signage		

SUBMISSION DEADLINE FOR RESPONSE			
Deadline:	May 19, 2025	Bid Opening Time:	2:00 p.m., Central Time
<p>Proposals shall not be accepted after the designated bid opening date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit proposals on or before the bid opening date and time. Proposals received after the designated deadline shall be considered late and shall be returned to the Vendor without further review.</p> <p>In the event that UAFS is closed for inclement weather, the bid opening shall be postponed until 3:00 p.m. the next fully open and operational workday.</p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	<p>One (1) hard copy, one (1) digital copy, and one (1) digital redacted copy should be mailed directly to UAFS, Attn: Lance Killough, 5210 Grand Avenue, Fort Smith, AR 72904. If using USPS, the mailing address is PO Box 3649, Fort Smith, AR 72913.</p> <p>Shipping label or outer packaging should reference: AX-25-006 Campus Signage Improperly marked packages may be opened for identification purposes</p>

UAFS PROCUREMENT SERVICES CONTACT INFORMATION			
Issuing Officer:	Lance Killough, Director Procurement & Contracts	Phone Number:	479-788-7041
Email Address:	lance.killough@uafs.edu	UAFS Website	https://uafs.edu

GENERAL INSTRUCTIONS AND INFORMATION

SECTION 1

1.1 Introduction

The Board of Trustees of the University of Arkansas, acting for and on behalf of the University of Arkansas - Fort Smith ("the University" or "UAFS" or "Client"), seeks proposals from qualified, experienced, and responsible vendors to provide campus signage to comply with the detailed minimum requirements specified herein.

Proposals shall be in accordance with the terms, conditions, and requirements set forth in this Invitation for Bid (IFB).

1.2 Institution Summary

The University of Arkansas at Fort Smith was established in 1928 as a junior college extension of the public-school system. Most of its history is that of a two-year institution that has operated under several names including Fort Smith Junior College, Westark Junior College, Westark Community College, and Westark College.

On December 15, 2000, the respective governing boards of Westark College and the University of Arkansas System entered into an agreement to merge Westark with the System as a four-year, baccalaureate institution. UAFS became a four-year university and joined the UA System on January 1, 2002.

UAFS is one campus with 922 total employees (575 full-time, 347 part-time). Today, UAFS is the third largest of the five universities in the University of Arkansas System and the sixth largest of the state's four-year institutions. In the fall of 2015, UAFS offered its first graduate degree, a Master of Science in healthcare administration. In 2019, it launched its second graduate degree, a Master of Education with emphasis areas of English and curriculum and instruction.

The University of Arkansas at Fort Smith is a vibrant mid-sized public university dedicated to breaking the higher education mold by bringing truly transformative, hands-on experiences to every student. From high school seniors to senior professionals, first-generation students to "second chancers", our goal is to provide a high-quality, future-focused education that honors each student's unique, personal situations and goals. Our tiered approach to learning offers students access to more than 80 degree plans and programs including certificate, associate, bachelor's, and master's degrees. We seek to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse population of Arkansas, to maintain the excellence of the University, and to offer students richly varied disciplines and perspectives.

The UAFS campus is comprised of 77 buildings and facilities located on 170 beautifully manicured acres and crowned with the Donald W. Reynolds Campus Plaza, Tower, and Campus Green. Students who choose to live on campus may do so in one of two residence hall complexes, complete with a full-service dining center, or the on-campus apartment complex for married students and upper-class students. Campus involvement is encouraged by participation in more than 100 registered student organizations, which includes academic societies, a dynamic Greek life system, intramural sports, and cultural/special interest groups. The UAFS Lions compete in the NCAA Division II MIAA Athletic Conference in men's baseball, women's volleyball, and men's and women's basketball, golf, cross country, and tennis.

Enrollment:

- Fall 2021 - 5,444
- Fall 2022 - 5,360
- Fall 2023 - 5,506
- Fall 2024 - 5,496

Location: Fort Smith, Arkansas

Website: <https://uafs.edu>

AX-25-006 Campus Signage

1.3 Delivery and Shipping

- A. All goods must be delivered no later than June 30, 2025. A timely delivery is a critical requirement of this contract. Failure to complete delivery by the specified date will render the bid non-responsive, and the vendor will not be eligible for the award.
- B. All deliveries must be made during normal stated work hours and delivered F.O.B. Destination.
- C. Loss of 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 vendor within thirty (30) days of receipt.

1.4 Term of Contract

- A. As a result of this IFB, UAFS intends to issue a purchase order to a single vendor.
- B. By submitting a signed proposal in response to the IFB, the prospective vendor 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.

1.5 Anticipated Calendar of Events (Table A)

TASK	DATE
Release of Invitation for Bid	May 13, 2025
Deadline for Written Questions by Vendors	May 15, 2025
Answers to questions posted (issued by addendum)*	May 16, 2025
Bid Deadline/Bid Opening	May 19, 2025
Intent to Award*	May 2025
Contract Start Date*	June 2025

Table A *Anticipated Dates

Should the time periods specified following the Proposals Due from Vendors date differ, UAFS will not be penalized. UAFS will make a good faith effort to follow the timeline above for evaluating, negotiating and issuing an award.

1.6 Virtual Proposal Opening

Use the information below to view the proposal opening online at the day and time listed in Table A.

Zoom Meeting Link: <https://uafs-edu.zoom.us/j/91585022359?pwd=TD9NGmD75lrS8aEwtWYkRszmASsohx.1>
 Meeting ID: 915 8502 2359
 Passcode: 365419

Attending the bid opening event is not required. No award will be made at the time of bid opening

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.

1.8 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)
 - 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 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.
 - Any management fees or costs should be disclosed below as well.
 - 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.
 - Bid Signature Page
 - Official Bid Price Sheet
 - Prospective Supplier's Equal Opportunity Policy
 - Proposed Subcontractors Form

1.9 Additional Terms and Conditions

A. This solicitation incorporates all of the Procurement Terms and Conditions located on the UAfS Procurement Services website here: <https://uafs.edu/about/offices-and-services/finance-and-administration/procurement/terms.php>.

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

SPECIFICATIONS/REQUIREMENTS SECTION 2

2.1 Specifications

A. Campus Ground Signs

HED-300 Post & Panel Signage System with
 Double Flush Face. (Building Ground Sign)
 Dimensions: H 27.0000" x L 37.0000" x D 3.0000"
 Posts: (2) 64.0000" - 3" Square Post
 Post Caps: (2) 3" Square Post Cap
 Topper: Standard
 Mounting: Double Post Mount
 Installation: Direct Embedment
 Illumination: Non Illuminated
 Finish: Frame, Panels, Post Caps, Posts: PMS Dark Blue
 295C, Satin Finish
 Panels, Frame, Wordbar: PMS Light Blue 279C,
 Satin Finish
 Copy: Having No Copy
 Wordbar: (1) H 6.0000" x L 48.0000"
 Misc.: (1) HED-300 Standard Face Top Header Sign H
 12" x W 43" x L 3"

Overall height is 51". Header width is 43" Square post legs.

1. Double post and panel, non-lighted sign. Painted to color with vinyl graphics applied to top header. Main panel size area for copy is 12" T x 43" W, Name copy applied with address and other information applied to 6" x 37" wordbar.

Quantity requested is 15

B. Flag Mounts Signs with Poles

Perma-Banner System - Rectangle
 Dimensions: H 48.0000" x L 24.0000" x D 0.1250"
 Mounting: Pole Mounted
 Finish: Duranodic Bronze, Satin Finish
 Mounting Bracket
 Off The Shelf, Satin Finish
 Pole height above ground up to 15' tall. Pole and panel painted with vinyl. Pole concreted into ground
 Panel to have copy and logo on each side. There will also need to be two aluminum panels and accompanying brackets per pole installed at right angles to one another.

The signs will be painted to color two tone:
 Light blue- Pantone 279C / color is sky
 Dk Blue – Pantone 295 C / color is Numa Navy
 Vinyl to be white

- 24" x 48" x .080 aluminum panel, flag mounted with brackets to a 5" pole. Pole height above ground up to 15' tall. Pole and panel painted with vinyl. Pole concreted into ground. Panel to have copy and logo on each side.

Quantity requested is 8 aluminum poles and brackets with 4 poles

2.2 Installation/Other Costs

The solicitation should also include shipping for all signs and installation of signs.

Installation of signs

- Dual leg signs and Flag mount pole signs – dig holes, set signs, and pour concrete into holes. Plumb sign and cover with dirt.

2.3 General Requirements

A. Insurance Requirements

- a. The vendor shall maintain liability insurance and shall file certificates of insurance with the university before contract commencement and every year thereafter.
- b. Insurance policies shall be written by a company or companies authorized to do business in the State of Arkansas.
- c. Failure to file certificates or acceptance by the university, which does not indicate the specified coverage, shall in no way relieve the vendor of their responsibility for maintaining adequate insurance.

B. Personnel Requirements

- a. The vendor(s) shall comply with all applicable governmental regulations related to the employment, compensation, and payment of personnel and shall abide by all rules and regulations concerning the employment of minors.
- b. The vendor(s) and all employees of the supplier(s) shall observe all university rules and regulations that apply to university employees while on campus.

TERMS AND CONDITIONS SECTION 3

3.1. Doing Business with the University of Arkansas at Fort Smith

- A. To conduct business with UAFS, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system.
- B. Procurement Services will issue the apparent successful vendor an invitation to PaymentWorks (if applicable) upon completion of the evaluation, release of the Intent to Award letter.
- C. Failure to register in PaymentWorks may result in the cancellation of this award or resulting contract.

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. Equal Employment Opportunity Policy

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

- A. EO Policies may be submitted electronically to the following email address: lance.killough@uafs.edu, but a hard copy should also be included with the bid response.
- B. Submitting an EO Policy to UAFS is a one-time Requirement. Vendors 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 Vendors who are not required by law to have an EO Policy must submit a written statement to that effect.

3.4. 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 UAFS 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.

3.5. 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.

3.6. 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.

3.7. 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 subsupplier 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.

3.8. 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 Fort Smith ATTN: Accounts Payable 5210 Grand Avenue Fort Smith, Arkansas 72904	ACCOUNTSPAYABLE@UAFS.EDU

- B. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university. UAFS may not be invoiced before delivery and acceptance of any equipment, service or commodity.
- C. Payment will be made only after the supplier has successfully satisfied the university as to the goods and/or services purchased.
- D. Vendors shall provide an itemized invoice for all charges.
- E. The Purchase Order number should be referenced on each invoice.

BID SIGNATURE PAGE
AX-25-006 CAMPUS SIGNAGE

The undersigned affirms they are duly authorized to execute any resulting contract, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any employee of the University of Arkansas at Fort Smith prior to the official review of this bid.

RECEIPT OF THE FOLLOWING ADDENDA ARE HEREBY ACKNOWLEDGED (LIST ALL / ANY ADDENDA)	CONFIRMATION OF REDACTED COPY
ADDENDUM NO. _____	<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is not enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
ADDENDUM NO. _____	
ADDENDUM NO. _____	
MINORITY AND WOMEN-OWNED DESIGNATION	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Not Applicable</div> <div style="width: 33%;"><input type="checkbox"/> American Indian</div> <div style="width: 33%;"><input type="checkbox"/> Service-Disabled Veteran</div> <div style="width: 33%;"><input type="checkbox"/> African American</div> <div style="width: 33%;"><input type="checkbox"/> Hispanic American</div> <div style="width: 33%;"><input type="checkbox"/> Women-Owned</div> <div style="width: 33%;"><input type="checkbox"/> Asian American</div> <div style="width: 33%;"><input type="checkbox"/> Pacific Islander American</div> </div>	

Pursuant to Arkansas law, a Vendor must submit the below certifications prior to entering into a contract with a public entity for an amount as designated by the applicable laws.

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater. 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 a boycott of Israel. 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. See Arkansas Code Annotated § 25-1-503.
2. **Illegal Immigrant Restriction:** For contracts exceeding \$25,000. No state agency may enter into or renew a public contract for services with a contractor who employs or contracts with an illegal immigrant. A contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.
3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at, or exceeding, \$75,000. 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 an Energy, Fossil Fuel, Firearms, or Ammunition Industry. If a company does boycott any of these industries, see Arkansas Code Annotated § 25-1-1102.

By signing this form, the contractor agrees and certifies that it does not, and shall not for the remaining aggregate term of the contract, participate in the activities checked below:

- ☐ Do not boycott Israel.
☐ Do not employ illegal immigrants.
☐ Do not boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.

Name of Vendor/Contractor	
---------------------------	--

Contractor Signature

Date

EQUAL OPPORTUNITY (EO) POLICY
AX-25-006 CAMPUS SIGNAGE

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

Submitting the EO Policy is a one-time requirement. The University of Arkansas at Fort Smith Procurement Department will maintain a database of policies or written responses from bidder.

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

Please complete this form and include policy with your bid.

Should you have any questions regarding this requirement, please contact this office by calling (479)788-7073.

REQUIRED EQUAL OPPORTUNITY POLICY INFORMATION (to be completed by businesses or person submitting response)

Check appropriate box:

- ☐ EO Policy attached
- ☐ EO Policy previously submitted to UAFS Procurement Department

Company Name _____

Print Name and Title _____

Signature of Authorized Person _____

Date _____

OFFICIAL BID PRICE SHEET
AX-25-006 CAMPUS SIGNAGE

If pricing is dependent on any assumptions that are not specifically stated on this Official Price Sheet, please list those assumptions accordingly on a separate spreadsheet and show detailed pricing. Any additional pricing lists should remain attached to the Official Price Sheet for purposes of accurate evaluation. All pricing set forth in any response to this IFB shall be unconditionally guaranteed for a minimum of six months from the published due date for responses to this IFB.

The University will not be obligated to pay any costs not identified accordingly. The vendor must certify that any costs not identified by the vendor, but subsequently incurred in order to achieve successful operation of the service, will be borne by the vendor. Failure to do so may result in rejection of the bid.

Vendor may use additional sheet if pricing model is different than the one provided.

ITEM	DESCRIPTION	PRICE (Each)	EXTENDED
1	Campus Building Ground Signs (Qty. 15)	\$	
2	Flag Mount Signs with Poles (Qty. 8 panels and supporting brackets, 4 poles)	\$	
3	Shipping	\$	
5	Installation of all signs and poles	\$	
4	Other Costs	\$	
	Grand Total		\$