



Bidder's Application

University of Arkansas – Fort Smith • [Procurement Services](#)
5317A Grand Avenue, PO Box 3649
Fort Smith, AR 72913-3649 Phone (479) 788-7070 - Fax (479) 788-7075

Please type or print. Complete sections A, B and C in their entirety.

Section A

1. Mail bid invitations to:

Name of business: _____

Attention: _____

Street or PO Box: _____

City: _____

State: _____ ZIP code: _____

Telephone number: _____ Fax number: _____

Email address: _____

2. Federal employer ID number: _____
(Social Security number if applicant is an individual)

3. Home office address: _____

NOTICE

Bidder is responsible for updating the above information. Bids returned to UA Fort Smith for incorrect address will cause bidder to be removed from the mailing list.

4. Type of organization: 5. Type of business: 6. Ownership of business:
- Individual Manufacturer/Producer Black, not Hispanic
- Partnership Factory Representative White, not Hispanic
- Corporation Service Establishment Hispanic
- Date of incorporation: Insurance agent/company Amer. Indian/Alaskan Native
- _____ Jobber Asian or Pacific Islander
- Which state: Wholesaler
- _____ Retailer

7. Do you qualify as a minority supplier? Yes No
8. Do you qualify as a small business? Yes No
9. How long in present business? _____ If time period does not coincide with date of incorporation (response to number 4), attach separate sheet with explanation.
10. (A) Have you and/or any individuals serving as officers, key employees, principals, or partners in your current business, or you and/or the above-mentioned individuals employed in any previous business entities, been suspended or debarred from any state, city, county, federal or other governmental entity? Yes No
- (B) Has anyone filed a complaint against you or others as listed in (A) above, or your merchandise or service? Yes No
- (C) Has a performance penalty ever been assessed against you or others as listed in (A) above? Yes No

If your response was yes to any of the questions in number 10, please attach a separate sheet with an explanation.

11. Person(s) authorized to sign bids (this must be signed in ink and kept current):

Signature	Name	Title	Telephone
Signature	Name	Title	Telephone
Signature	Name	Title	Telephone

Section B

- 1. Net worth of business: \$_____ as of (date) _____
- 2. Dun and Bradstreet financial rating of business: _____
If business is not rated by Dun and Bradstreet, copies of financial statements must be made available if requested.

3. Approximate inventory normally stocked: \$_____

4. References:

(A) Other governmental units or businesses that you have sold to or serviced (list three):

Name	Address	City, State, ZIP
1.	_____	_____
2.	_____	_____
3.	_____	_____

(B) Bank(s) and account number(s) or contact person(s):

- 5. Attach any additional information that you would like to have considered in determining your eligibility to be placed on the bidders list. Factors that are relevant include evidence of experience, financial capacity, and quality of performance.

Section C

From the [attached commodity class index](#), select only those classes and subclasses that you can furnish. Applications will not be accepted that shows only commodity classes, subclass ranges or commodity descriptions. All subclasses must be indicated. Attach additional pages if needed.

The following example shows a request to be placed on the bidders lists for antifreeze, batteries, filters, and shock absorbers (see page 3 of the commodity class index):

Example: Class 060 Subclasses 03, 12, 42, 83...

Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____
Class _____	Subclasses _____, _____, _____, _____, _____, _____, _____, _____, _____, _____

I, the undersigned, hereby certify that the information submitted in sections A, B, and C is a full, true, and correct statement of the facts. I agree to faithfully abide by the procurement laws of the State of Arkansas and regulations of the Department of Finance and administration now in effect and any subsequent revisions thereof. I also understand and agree that it is my responsibility to inform UA Fort Smith Procurement Services in writing of any changes to this application.

Signature: _____

Name (typed or printed): _____

Title (typed or printed): _____

Date: _____