

State of Arkansas  
Department of Finance and Administration  
Purchasing  
1515 W. 7<sup>th</sup> Street, Suite 700  
Little Rock, AR 72201

<b>Bid Number:</b>	1000872978	<b>Bid Opening Date:</b>	December 9, 2019
<b>Commodity Description:</b>	Persons with Disabilities Parking Placards	<b>Bid Opening Time:</b>	10:00 AM
<b>AGENCY'S CONTACT INFORMATION</b>			
Name:	Pia McDonald	Phone:	501-324-9068
Fax:	501-324-9212	Email:	pia.mcdonald@dfa.arkansas.gov
<b>MAILING ADDRESS:</b>		<b>BID OPENING LOCATION:</b>	
Department of Finance and Administration 1515 W. Seventh Street, Suite 700 Little Rock, AR 72201		Department of Finance and Administration 1515 W. Seventh Street, Suite 700 Little Rock, AR 72201	

**Instructions:**

- Bids should be submitted by the time and date specified above.
- Faxed or emailed bids are acceptable and may be faxed or emailed to the above number/email address.
- The Prospective Contractor should provide the information below.

<b>PROSPECTIVE CONTRACTOR INFORMATION</b>			
Company Name: _____			
Name (type or print): _____		Title: _____	
Address: _____			
City: _____		State: _____	ZIP Code: _____
Telephone Number: _____		Fax Number: _____	
E-Mail Address: _____			
<b>Signature:</b> _____ <i>Use ink only.</i>			
Business Designation (check one):	Individual [ ] Partnership [ ]	Sole Proprietorship [ ] Corporation [ ]	Public Service Corp [ ] Government/ Nonprofit [ ]

<b>ILLEGAL IMMIGRANT CONFIRMATION</b>	
By signing and submitting a response to this CB, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.	
<b>ISRAEL BOYCOTT RESTRICTION CONFIRMATION</b>	
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.	
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.	

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**BID FORMAT**

Any statement in this document that contains the word “**must**” or “**shall**” means that compliance with the intent of the statement is mandatory. Failure by the Prospective Contractor to satisfy that intent will cause the bid to be rejected.

All bid pricing **must** be United States dollars and cents.

Bids will only be accepted in the English language.

**COST**

All charges **must** be included on the Official Bid Price Sheet(s) and **must** include all associated costs (including but not limited to delivery, freight etc.) for the goods or services being bid. Do not include sales taxes in pricing. Bid pricing should be valid for 90 days following Competitive Bid (CB) opening to allow sufficient time to tabulate and evaluate bid responses.

**SCOPE**

Department of Finance Administration-Motor Vehicle (DFA/MV) to obtain pricing and a contract to manufacture the State's Persons with Disabilities Parking Placards and provide associated services as specified herein.

**TYPE OF CONTRACT**

The anticipated starting date of any resulting contract is February 1, 2020, except that the actual contract start date may be adjusted forward unilaterally by the State for up to three (3) calendar months. By submitting a signed bid in response to the CB, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.

The initial term of the resulting contract will be for one (1) year. Upon mutual agreement by the Contractor and the agency, the contract may be renewed by DFA/MV for up to six (6) additional one-year terms or portions thereof, not to exceed a total contract term of seven (7) consecutive years.

**AWARD CRITERIA AND RESPONSIBILITY**

Bids **must** meet or exceed all defined specifications. Bids **must** meet all terms and conditions of this Competitive Bid and the laws of the State of Arkansas.

**DELIVERY: FOB DESTINATION**

Department of Finance and Administration  
Office of Motor Vehicle (DFA/MV)  
Charles Ragland Bldg.  
1900 West 7th Street Room B140, MV Tag Room  
Little Rock, AR 72201

- A. The agency requests delivery within 30 working days after receipt of the order. If this delivery schedule cannot be met, the bidder **must** state the number of days required to place the commodity in the ordering agency's designated location. Failure to state the delivery time obligates the Prospective Contractor to complete delivery by the agency's requested date. Extended delivery dates may be considered when in the best interest of the State.

Delivery \_\_\_\_\_ calendar days after receipt of order.

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B. All deliveries **must** be made during normal State work hours and within the agreed upon number of days unless otherwise arranged and coordinated with the agency. The Contractor **shall** give the agency immediate notice of any anticipated delays or plant shutdowns that will affect the delivery requirement.

C. All deliveries **must** be made between 8:00 a.m. to 4:30 p.m. Central Time and within the agreed upon number of days unless otherwise arranged and approved by Motor Vehicle.

1. A current listing of State holidays may be found on the Arkansas Secretary of State's website at <https://www.sos.arkansas.gov/news/state-holiday-calendar/>.

D. The Contractor **shall** give Motor Vehicle 24-hour notice of any anticipated delays or plant shutdowns that will affect the delivery requirement.

1. Motor Vehicle will provide the agency contact information after contract award.

E. 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.

#### **PAYMENT AND INVOICE PROVISIONS**

All invoices **shall** be forwarded to the:  
Arkansas Department of Finance Administration  
Administrative Services  
PO Box 2485  
Little Rock, AR 72203

Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the Agency. The State may not be invoiced in advance of delivery and acceptance of any equipment, service or commodity. Payment will be made only after the Contractor has successfully satisfied the agency as to the goods and/or services purchased. Contractors should invoice the agency by an itemized list of charges. Purchase Order Number and/or Contract Number should be referenced on each invoice.

### **SPECIFICATIONS or SCOPE OF WORK**

Historically, Motor Vehicle orders an average of 100,000 Permanent Placards (blue) and 50,000 Temporary Placards (red) per fiscal year. The State of Arkansas is strictly providing this estimate as a courtesy to Prospective Contractors. The Prospective Contractor **shall not** interpret this estimate, or any other estimate provided in this competitive bid (CB) or on the official bid price sheet, to be a guarantee of actual contract volume or conditions existing during the term(s) of any contract resulting from this CB.

#### **PROSPECTIVE CONTRACTOR QUALIFICATIONS:**

The Prospective Contractor **shall** have manufactured placards to at least three (3) jurisdictions similar in size and scope to the State of Arkansas.

Upon response submission, the Prospective Contractor **shall** have an open and operational manufacturing facility.

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1. The manufacturing facility **must** contain all applicable tools, equipment, and materials to efficiently and effectively manufacture and ship Placards to the State of Arkansas and to meet all Requirements specified herein.

**PARKING PLACARD SAMPLES:**

- A. As a Bid Submission Requirement, Prospective Contractor(s) **shall** submit one (1) 3 ½ inch wide x 9 to 9 ½ inch high of each Placard sample of the Permanent and Temporary Placard with their bid response.
- B. The Prospective Contractor **shall** manufacture the Permanent and Temporary Placard sample in accordance with the Requirements of this solicitation.
- C. The State will provide an example of both Placards in current circulation that the Prospective Contractor may use as a guide in manufacturing the Permanent and Temporary Placard samples submission Requirement.
  1. To obtain the Placard examples, the Prospective Contractor **shall** make a request in writing to the DFA buyer.
    - A. Email, fax, or hard copy deliveries of requests are acceptable.
    - B. Upon receipt of the request and necessary shipping information, the Prospective Contractor will be notified by email that a copy of the Placard examples will be shipped within one (1) business day.
    - C. Standard shipping will be through the U.S. Postal Service. If requested, shipment can also be made through UPS or FedEx. If the Prospective Contractor requests delivery via UPS or FedEx, the Prospective Contractor must provide a FedEx pre- paid account number or a UPS shipping label to cover costs for these deliveries.
    - D. To request the Placard examples:
      - i. By mail: Office of Administrative Services  
Attn: Pia McDonald  
1515 W. Seventh Street, Suite 700  
Little Rock, AR 72203
      - ii. By email: pia.mcdonald@dfa.arkansas.gov
      - iii. By fax: 501-324-9212  
Attn: Pia McDonald
    - E. In the request, the Prospective Contractor **shall** provide:
      - i. Prospective Contractor name and shipping address.

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- ii. Contact name, address, email, and phone number.
  - iii. Desired method of shipment: USPS, FedEx, Or UPS.
  - iv. If FedEx or UPS:
    - State desired shipping time (standard, 2-day, overnight, etc.).
    - Provide pre-paid FedEx account number or UPS shipping label to cover cost of shipping.
    - Provide physical shipping address (not a PO Box).
- D. Motor Vehicle will examine the Placard samples submitted by the lowest bidding Prospective Contractor for compliance with the Requirements of this solicitation including but not limited to:
- 1. Colors.
  - 2. Graphics.
  - 3. Alphanumeric sizing.
  - 4. Placard measurements.
- E. Should the examination performed by Motor Vehicle reveal the Placard samples submitted by the lowest-bidding Prospective Contractor does not adhere to the Requirements of this solicitation, the Prospective Contractor's bid will be rejected.
- F. Should the lowest-bidding Prospective Contractor's bid be rejected, Motor Vehicle will examine the Placard samples submitted by second lowest-bidding Prospective Contractor for compliance with the Requirements of this solicitation. Motor Vehicle will continue this process until a responsive Prospective Contractor has been determined.

#### **GENERAL REQUIREMENTS**

Finished Placards **must** have a Useful Performance Life of three (3) consecutive calendar years from the date the State receives the shipment of Placards from the Contractor.

- 1. The Contractor **shall** replace any placard(s) that has a useful performance life of less than three (3) calendar years at no cost to the State, as determined and requested by Motor Vehicle.

The Contractor **shall not** skip or duplicate Placard alphanumeric sequences during the manufacturing process.

- 1. Motor Vehicle will notify the Contractor via email regarding any duplicated or skipped Placard number(s).
- 2. Upon receipt of the notification, the Contractor **shall** credit the State's account equal to the initial amount charged for each duplicated and skipped Placard number(s).
- 3. The Contractor **shall** apply the credit to the first invoice generated after the receipt of notification by the Contractor regarding the duplicated or skipped Placard number(s).

Alphanumeric sequence **must** be the same size, style, color, and placement as current issue Placards or as otherwise specified by Motor Vehicle.

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**PROOFS:**

Agency requires a proof prior to printing (with first order). The Contractor **shall** manufacture and ship the full Placard order within thirty (30) days of order receipt.

**NEW DESIGN/RE-DESIGN**

Periodically throughout the contract term(s), the State may add new Placard designs and/or may redesign Placards currently in production.

1. The new designs and redesigns will fall under the most appropriate existing Placard category, as mutually agreed upon by Motor Vehicle and the Contractor. Motor Vehicle reserves the right to have final determination of category placement.
2. The Contractor **shall** apply the same price to all new designs and redesigns as is applied to the existing Placards included in the category which the new design is placed.

The Contractor **shall** manufacture all new designs and redesigns requested by Motor Vehicle.

Prior to manufacture of a newly designed or redesigned Placard, Motor Vehicle will submit the artwork design to the Contractor.

**Item #1 PERMANENT PERSONS WITH DISABILITIES PARKING PLACARDS (BLUE DESIGN)**

The Contractor **shall** maintain a compatible color match consistent with current Arkansas Placards or any redesign requested by Motor Vehicle during the contract term(s).

**SIZE:** Approximately 3-1/2" wide x 9" to 9-1/2" high, die cut into an irregular rectangular shape with a "hanger hoop" to allow hanging on vehicle rear-view mirror.

**STOCK:** WHITE, tear-resistant, .023" minimum Polypropylene, for repetitive daily use of hanging and removing on rear view mirrors. The material and printing **must** not exhibit any color change when exposed to sunlight for a period of three (3) years.

**INKS:** The placards **must** be printed and numbered in sunfast weather resistant inks. All printing and numbering to be guaranteed for three (3) years. The placard background color is Blue, Pantone 293. The numbering is black ink.

**COMPOSITION:** Contractor **shall** be responsible for total composition and any copy changes if requested on future orders.

**PRESSWORK:** Placards print on both sides with bleeds on all edges. All copy reverses out of background coverage in WHITE.

There is also a 3/4" high x 3-1/2" wide "EXPIRES" box which reverses out in WHITE. The "EXPIRES" area **must** be designed to accept over printing.

**EMBLEM:** Wheelchair emblem **must** be printed on front and back side in 3" wide and 3 1/4" high. The emblem reverses out in WHITE.

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**ALPHANUMERIC SEQUENCE:** Sequence numbers **must** not rub off or smudge under normal use. The same alphanumeric sequence **must** be printed on front and back side in 3/4" high BLACK ink and will be provided at the time of order. The Contractor **shall** take every precaution to prevent missing or duplicated numbers (See *General Requirements*).

- The sequence consists of one (1) letter followed by six (6) digits

The wording on the Permanent Placard has additional print below the "EXPIRES" area at the bottom of placard in all caps is as follows:

ARK. DEPT. OF FINANCE  
AND ADMINISTRATION

HANGER MUST BE REMOVED WHILE VEHICLE IS IN MOTION.

**Item #2 TEMPORARY PERSONS WITH DISABILITIES PARKING PLACARDS  
(RED DESIGN).**

**SIZE:** Approximately 3-1/2" wide x 9" to 9-1/2" high, die cut into an irregular rectangular shape with a "hanger hoop" to allow hanging on vehicle rear-view mirror.

**STOCK:** WHITE, tear-resistant, .023" minimum Polypropylene, for repetitive daily use of hanging and removing on rear view mirrors. The material and printing **must** not exhibit any color change when exposed to sunlight for a period of three (3) years.

**INKS:** The placards **must** be printed and numbered in sunfast weather resistant inks. All printing and numbering to be guaranteed for three (3) years. The placard background color is Red, Pantone 185. The numbering is black ink.

**COMPOSITION:** Contractor **shall** be responsible for total composition and any copy changes if requested on future orders.

**PRESSWORK:** Placards print on both sides with bleeds on all edges. All copy reverses out of background coverage in WHITE.

There is also a 3/4" x 3-1/2" "EXPIRES" box which reverses out in WHITE. The "EXPIRES" area **must** be designed to accept over printing.

**EMBLEM:** Wheelchair emblem **must** be printed on front and back side in 3" wide and 3 1/4" high. The emblem reverses out in WHITE.

**ALPHANUMERIC SEQUENCE:** Sequence numbers **must** not rub off or smudge under normal use. The same alphanumeric sequence **must** be printed on front and back side in 3/4" high BLACK ink and will be provided at the time of order. The Contractor **shall** take every precaution to prevent missing or duplicated numbers (See *General Requirements*).

- The sequence consists of six (6) digits followed by one (1) letter

The wording on the Temporary Placard has additional print below the "EXPIRES" area at the bottom of placard in all caps is as follows:

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3 MO. FROM ISSUE DATE  
ARK. DEPT. OF FINANCE  
AND ADMINISTRATION

HANGER MUST BE REMOVED WHILE VEHICLE IS IN MOTION.

**PACKING & SHIPPING REQUIREMENTS**

The Contractor **shall** package Placards in forty (40) pound capacity or other weight rating as appropriate for the shipment of fifteen hundred (1,500) finished Placards.

Whenever order quantity permits, the Contractor **shall** package one hundred (100) Placards shrink wrapped in clear film in each box, placed in ascending, consecutive, numerical order by alphanumeric sequence.

The Contractor **shall** include a packing slip in each box that includes:

1. The packing slip number.
2. The State-issued purchase order number(s).
3. The total number of Placards contained within the box
4. The box number of the shipment (i.e. Box 1 of 10).
5. The range of the Placard alphanumeric sequence numbers.
6. The date of the order.

The Contractor **shall** secure the box for shipping and take all reasonable precautions to prevent damage to the Placards during shipping.

1. Motor Vehicle will notify the Contractor via email regarding receipt of any damaged Placards.
2. The Contractor **shall** credit the State's account for each Placard damaged during shipment.
3. Contractor **shall** apply the credit to the first invoice generated after receipt of damaged Placard notification.

The Contractor **shall** affix a barcode shipping label to each box that clearly indicates the following information:

1. Motor Vehicle's shipping address, contact name, and phone number.
2. The State-issued purchase order number(s).
3. The alphanumeric number sequence contained within the box.
4. The box number of the shipment (i.e., Box 1 of 10).

The Contractor **shall** adhere to all packaging and shipping specifications provided by Motor Vehicle for smaller orders.

- A. The Contractor **shall** adhere to the delivery schedule as specified by Motor Vehicle.
  1. Motor Vehicle reserves the right to delay delivery of Placards and to specify a later schedule for delivery.



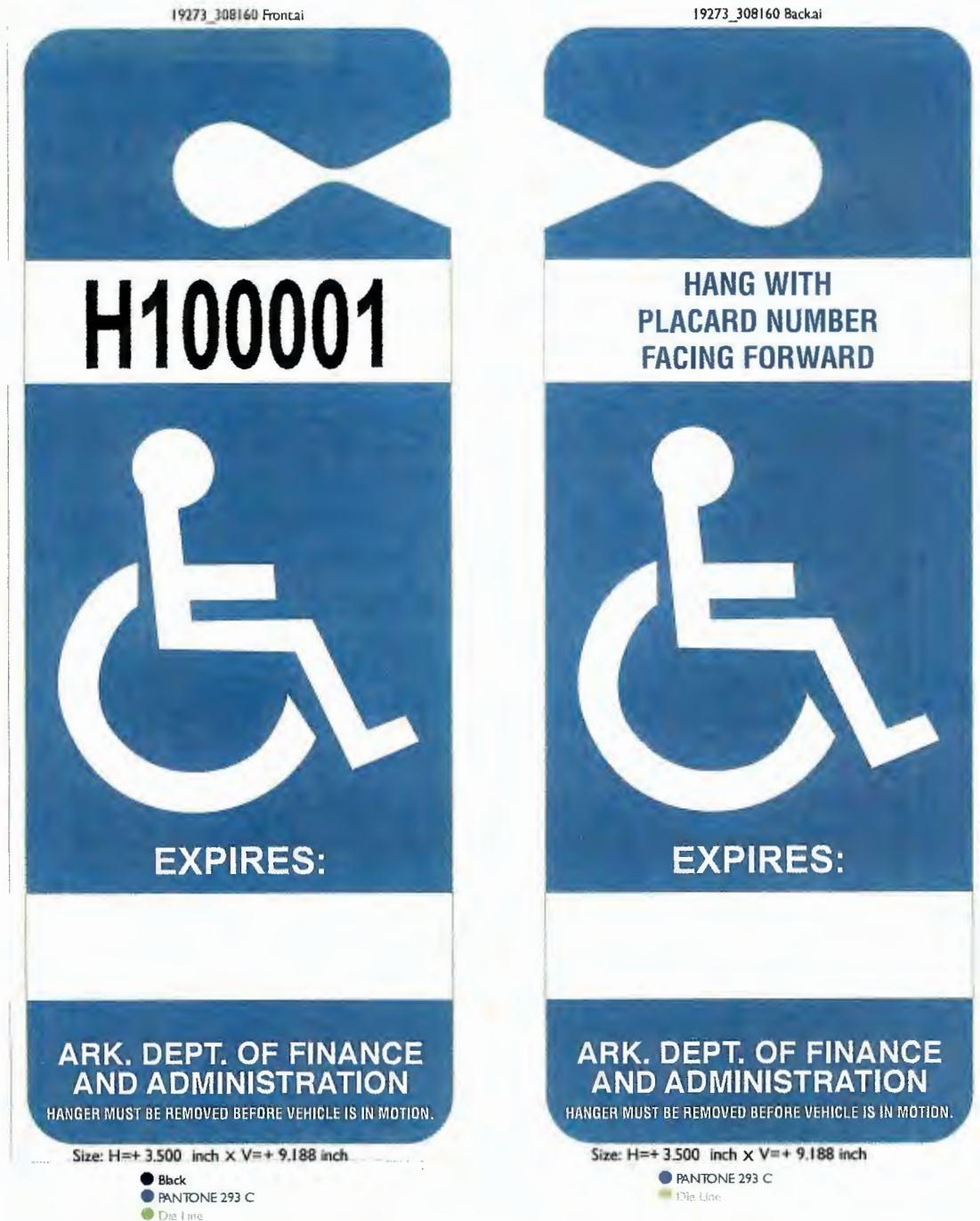
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- B. The Contractor **shall** provide inside delivery service at no additional cost to the State.
  
- C. All deliveries **must** be made between 8:00 a.m. to 4:30 p.m. Central Time and within the agreed upon number of days unless otherwise arranged and approved by Motor Vehicle.
  - 1. A current listing of State holidays may be found on the Arkansas Secretary of State's website at <https://www.sos.arkansas.gov/news/state-holiday-calendar/>.
  
- D. The Contractor **shall** give Motor Vehicle 24-hour notice of any anticipated delays or plant shutdowns that will affect the delivery requirement.
  - 1. Motor Vehicle will provide the agency contact information after contract award.
  
- E. The Contractor **shall** properly package shipments to prevent damage.
  - 1. The Contractor **shall** cover all loss or damage that occurs during shipping prior to the order being received by the agency.

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The front and back will be identical. Currently the back has "Hang with Placard Number Facing Forward". That will be taken out and the placard number will replace it.



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19273\_308159 Frontal



Size: H=+ 3.500 inch X V=+ 9.188 inch

- Black
- PANTONE 185 C
- Die Line

19273\_308159 Backal



Size: H=+ 3.500 inch X V=+ 9.188 inch

- Black
- PANTONE 185 C
- Die Line

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**OFFICIAL BID PRICE SHEET**

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
1.	Permanent Handicap Hooked Parking Placards (Blue Design)	100,000	Per 1,000		
2.	Temporary Handicap Hooked Parking Placards (Red design)	50,000	Per 1,000		
3.					
4.					
5.					
6.					

GRAND TOTAL       \$ \_\_\_\_\_

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**MINORITY AND WOMEN-OWNED BUSINESS POLICY**

- 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 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. Check certification type:

\_\_\_\_ African American      \_\_\_\_ Hispanic American      \_\_\_\_ American Indian      \_\_\_\_ Asian American  
\_\_\_\_ Pacific Islander American      \_\_\_\_ Service-Disabled Veteran      \_\_\_\_ Women-Owned

Arkansas minority-owned or women-owned Certification Number \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

- A. In compliance with Arkansas Code Annotated § 19-11-104, the State is required to have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.
- B. *EO Policies* may be submitted in electronic format to the following email address: [eeopolicy.osp@dfa.arkansas.gov](mailto:eeopolicy.osp@dfa.arkansas.gov), but should also be included as a hardcopy accompanying the bid response.
- C. The submission of an *EO Policy* to DFA 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 that must also comply with this statute.
- D. Prospective Contractors who are not required by law by to have an *EO Policy* **must** submit a written statement to that effect.

**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 DFA 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. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

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**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:
1. A company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
  2. 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.

**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.

**VISA ACCEPTANCE**

- A. Awarded Contractor should have the capability of accepting the State's authorized VISA Procurement Card (p-card) as a method of payment.
- B. Price changes or additional fee(s) **must not** be levied against the State when accepting the p-card as a form of payment.
- C. VISA is not the exclusive method of payment.

**GOVERNOR'S EXECUTIVE ORDER 98-04**

For bids over \$25,000, bidders should complete the Disclosure Forms issued with this competitive bid.

**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.

**RESERVATION**

This CB does not commit the State to award a contract(s) or to pay costs incurred in the preparation of a bid in response to this request.

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**PRIME CONTRACTOR RESPONSIBILITY**

- A. The Prospective Contractor who signs this bid **shall** serve as the prime Contractor.
- B. The prime Contractor **shall** be responsible for the contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.

**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 affect the completion of the work.
- B. Indemnify and save harmless the agency 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.

**STATEMENT OF LIABILITY**

- A. The State 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 State 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 State will be limited to the value of the Contract or \$1,000,000.00, 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 State 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 State's waiver of its right of sovereign immunity. The Contractor agrees that any claims against the State, whether sounding in tort or in contract, will be brought before the Arkansas Claims Commission as provided by Arkansas law and governed accordingly.

**DELEGATION AND/OR ASSIGNMENT**

The Contractor **shall not** assign the contract in whole or in part or any payment arising therefrom without the prior written consent of the State Procurement Official. The Contractor **shall not** delegate any duties under this contract to a subcontractor unless the State Procurement Official has given written consent to the delegation.

**ACCEPTANCE STANDARDS**

Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt. The State 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 State for such returns.



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**STANDARD TERMS AND CONDITIONS**

1. **GENERAL:** Any special terms and conditions included in the invitation for bid override these standard terms and conditions. The standard terms and conditions and any special terms and conditions become part of any contract entered into if any or all parts of the bid are accepted by the State of Arkansas.
2. **ACCEPTANCE AND REJECTION:** The State reserves the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the State.
3. **BID SUBMISSION:** Bids must be submitted to the Department of Finance and Administration on this form, with attachments when appropriate, on or before the date and time specified for bid opening. If this form is not used, the bid may be rejected. The 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 firm in a contract. Each bid should be placed in a separate envelope completely and properly identified. Late bids will not be considered under any circumstances.
4. **PRICES :** Bid unit price F.O.B. destination. In case of errors in extension, unit prices shall govern. Prices are firm and not subject to escalation unless otherwise specified in the bid invitation. Unless otherwise specified, the bid must be firm for acceptance for thirty days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the bid invitation.
5. **QUANTITIES:** Quantities stated in **term contracts** are estimates only and are not guaranteed. Bid unit price on the estimated quantity and unit of measure specified. The state may order more or less than the estimated quantity on term contracts. Quantities stated on **firm contracts** are actual requirements of the ordering agency.
6. **BRAND NAME REFERENCES:** Any catalog brand name or manufacturer's reference used in the bid invitation is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid must show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The State reserves the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the State may require the bidder to supply additional descriptive material. The bidder guarantees that the product offered will meet or exceed specifications identified in this bid invitation. If the bidder takes no exception to specifications or reference data in this bid he will be required to furnish the product according to brand names, numbers, etc., as specified in the invitation.
7. **GUARANTY:** All items bid shall be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the bid invitation. The bidder hereby guarantees that everything furnished hereunder will be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it will conform thereto and will serve the function for which it was furnished. The bidder further guarantees that if the items furnished hereunder are to be installed by the bidder, such items will function properly when installed. The bidder also guarantees that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The bidder's obligations under this paragraph shall survive for a period of one year from the date of delivery, unless otherwise specified herein.
8. **SAMPLES:** Samples or demonstrators, when requested, must be furnished free of expense to the State. Each sample should be marked with the bidder's name and address, bid number and item number. If samples are not destroyed during reasonable examination, they will be returned at bidder's expense, if requested, within ten days following the opening of bids. All demonstrators will be returned after reasonable examination.
9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and requirements of the specifications, the cost of the sample used, and the reasonable cost of the testing shall be borne by the bidder.
10. **AMENDMENTS:** The bid cannot be altered or amended after the bid opening except as permitted by regulation.
11. **TAXES AND TRADE DISCOUNTS:** Do not include state or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
12. **AWARD:** **Term Contract:** A contract award will be issued to the successful bidder. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering agency. **Firm Contract:** A written state purchase order authorizing shipment will be furnished to the successful bidder.
13. **DELIVERY ON FIRM CONTRACTS:** The invitation for bid 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 delivery schedules may become a factor in an award. The Department of Finance and Administration has the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere, and any additional cost will be borne by the Prospective Contractor.
14. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of the Department of Finance and Administration. Delivery shall be made during agency work hours only 8:00 a.m. to 4:30 p.m., unless prior approval for other delivery has been obtained from the agency. Packing memoranda shall be enclosed with each shipment.
15. **STORAGE:** The ordering agency is responsible for storage if the contractor delivers within the time required and the agency cannot accept delivery.
16. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance of the ordering agency after delivery. Back orders, default in promised delivery, or failure to meet specifications authorize the Department of Finance and Administration to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting contractor. The contractor must give written notice to the Department of Finance and Administration and ordering agency of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the bidders list or suspension of eligibility for award.
17. **VARIATION IN QUANTITY:** The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.
18. **INVOICING:** The contractor shall be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the bid and purchase order numbers, where itemized in the invitation for bid, (2) delivery and acceptance of the commodities and (3) proper and legal processing of the invoice by all necessary state agencies. Invoices must be sent to the "Invoice To" point shown on the purchase order.



State of Arkansas  
Department of Finance and Administration  
Purchasing  
1515 W. 7<sup>th</sup> Street, Suite 700  
Little Rock, AR 72201

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19. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the contractor hereunder or in contemplation hereof or developed by the contractor for use hereunder shall remain property of the State, be kept confidential, be used only as expressly authorized and returned at the contractor's expense to the F.O.B. point properly identifying what is being returned.
20. **PATENTS OR COPYRIGHTS:** The contractor agrees to indemnify and hold the State harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
21. **ASSIGNMENT:** Any contract entered into pursuant to this invitation for bid is not assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
22. **CLAIMS:** Any claims the Contractor may assert under this Agreement **shall** be brought before the Arkansas State Claims Commission ("Commission"), which **shall** have exclusive jurisdiction over any and all claims that the Contractor may have arising from or in connection with this Agreement. Unless the Contractor's obligations to perform are terminated by the State, the Contractor **shall** continue to provide the Services under this Agreement even in the event that the Contractor has a claim pending before the Commission.
23. **CANCELLATION:** In the event, the State no longer needs the commodities or services specified for any reason, (e.g., program changes; changes in laws, rules or regulations; relocation of offices; lack of appropriated funding, etc.), the State **shall** have the right to cancel the contract or purchase order by giving the Contractor written notice of such cancellation thirty (30) days prior to the date of cancellation. Any delivered but unpaid for goods will be returned in normal condition to the Contractor by the State. If the State is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims. If upon cancellation the Contractor has provided services which the State has accepted, the Contractor may file a claim. **NOTHING IN THIS CONTRACT SHALL BE DEEMED A WAIVER OF THE STATE'S RIGHT TO SOVEREIGN IMMUNITY.**
24. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the bidder agrees that: (a) the bidder will not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the bidder will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the bidder will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the bidder to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause shall be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the bidder will include the provisions of items (a) through (d) in every subcontract so that such provisions will be binding upon such subcontractor or Prospective Contractor.
25. **CONTINGENT FEE:** The bidder guarantees that he has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the bidder for the purpose of securing business.
26. **ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this invitation for bid, the bidder named on the front of this invitation for bid, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this state for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.
27. **DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

## CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☐ No

IS THIS FOR:

TAXPAYER ID NAME:

☐ Goods?

☐ Services? ☐ Both?

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

**AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:**

### FOR INDIVIDUALS \*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☐ None of the above applies

### FOR AN ENTITY (BUSINESS) \*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☐ None of the above applies

## Contract and Grant Disclosure and Certification Form

**Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.**

**As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:**

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

**I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Vendor Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Agency use only

Agency _____	Agency _____	Agency _____	Contact _____
Number _____	Name _____	Contact Person _____	Phone No. _____ or Grant No. _____