



STATE OF ARKANSAS
TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT
1509 West 7th Street, Room 300
Little Rock, Arkansas 72201-4222

INVITATION FOR BID
BID SOLICITATION DOCUMENT

| SOLICITATION INFORMATION | | | |
|--------------------------|-----------------------|----------------------|----------------|
| Bid Number: | SP-20-0043 | Solicitation Issued: | 01 / 14 / 2020 |
| Description: | Stationary | | |
| Agency: | Arkansas State Senate | | |

| SUBMISSION DEADLINE FOR RESPONSE | | | |
|---|---------------|-------------------|-------------------------|
| Bid Opening Date: | 1 / 29 / 2020 | Bid Opening Time: | 1:00 p.m., Central Time |
| Responses to this Invitation for Bid must be received at the Office of State Procurement on or before the opening date and time. It is not necessary to return "no bids" to OSP. | | | |

| DELIVERY OF RESPONSE DOCUMENTS | |
|--------------------------------|--|
| Delivery Address: | Office of State Procurement 1509 West 7 th Street, Room 300 Little Rock, AR 72201-4222 Delivery providers, USPS, UPS, and FedEx deliver mail to OSP's street address on a schedule determined by each individual provider. These providers will deliver to OSP based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries. |
| Bid's Outer Packaging: | Seal outer packaging and properly mark with the following information. If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes. <ul style="list-style-type: none">• Bid number• Date and time of bid opening• Prospective Contractor's name and return address |

| OFFICE OF STATE PROCUREMENT CONTACT INFORMATION | | | |
|---|---|------------------------------|--------------|
| OSP Buyer: | Miranda Tucci | Buyer's Direct Phone Number: | 501-370-6054 |
| Email Address: | Miranda.tucci@dfa.arkansas.gov | OSP's Main Number: | 501-324-9316 |
| OSP Website: | http://www.dfa.arkansas.gov/offices/procurement/Pages/default.aspx | | |

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

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

1.1 PURPOSE

This Invitation for Bid (IFB) is issued by the Office of State Procurement (OSP) on behalf of the Arkansas State Senate to obtain pricing and a contract to provide printing, packaging, and delivery of Stationary products.

1.2 TYPE OF CONTRACT

- A. As a result of this IFB, OSP intends to award a contract to a single Contractor.
- B. The anticipated starting date for any resulting contract is March 1, 2020, except that the actual contract start date may be adjusted forward unilaterally by the State for up to three calendar months. By submitting a signed bid in response to the IFB, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.
- C. The initial term of a resulting contract will be for one (1) year. After the initial term and upon mutual agreement by the Contractor and agency, the contract may be renewed by OSP every two (2) years on a two-year basis, for up to three (3) additional two (2) year terms or a portion thereof. In no event shall the contract term exceed a total aggregate contract term of seven (7) consecutive years.

1.3 ISSUING AGENCY

OSP, as the issuing office, is the sole point of contact for Prospective Contractors to ask questions regarding the IFB throughout this solicitation process.

1.4 BID OPENING LOCATION

Bids will be opened at the following location:

Office of State Procurement
1509 West Seventh Street, Room 300
Little Rock, AR 72201-4222

1.5 ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Contractor **shall** unconditionally accept all Requirements in the Requirements Section(s) of this IFB to be considered a responsive Prospective Contractor.
- B. A Prospective Contractor's bid will be rejected if a Prospective Contractor takes exceptions to any Requirements in the Requirements Section(s) of this IFB.

1.6 DEFINITION OF TERMS

- A. The State Procurement Official has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- B. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.
- C. "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.
- D. "Contractor" means a person who sells or contracts to sell commodities and/or services.
- E. "Inside Delivery Service" means delivery to a building with or without an accessible dock where the product ordered is brought into the building by the delivery driver to certain rooms or areas.
- F. The terms "Invitation for Bid", "IFB", "Bid Solicitation", and "Solicitation" are used synonymously in this bid.
- G. "Overrun" means additional printed Stationary over the quantity ordered.

- H. "Prospective Contractor" means a person who submits a bid in response to this solicitation.
- I. "Recycled Paper", as it applies to coated stock, means any paper that contains not less than 10 percent (10%) post-consumer material by fiber weight. As it applies to uncoated stock, it means any paper that contains not less than 20 percent (20%) post-consumer material by fiber weight.
- J. "Registration" means the intended alignment and placement of the aspects and elements of Stationary.
- K. "Requirement" means a specification that a Contractor's product and/or service **must** perform during the term of the contract. These specifications will be distinguished by using the term "**shall**" or "**must**" in the requirement.
- L. "Responsive bid" means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.
- M. "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.
- N. "Stationary" means letterhead, blank second sheets, #10 envelopes, business cards, notecards, envelopes for notecards, and note pads.
- O. "Underrun" means less Stationary printed than the quantity ordered.
- P. "Working Days" means Monday through Friday (M-F) of each week, exclusive of official State holidays. A list of Arkansas State Holidays can be found here: <https://www.sos.arkansas.gov/news/state-holiday-calendar/>

1.7 **RESPONSE DOCUMENTS**

A. *Bid Response Packet*

1. The following are Bid Submission Requirements and **must** be submitted in the original Bid Response *Packet*.
 1. Original signed *Bid Signature Page*. (See *Bid Response Packet*.)
 - i. An official authorized to bind the Prospective Contractor(s) to a resultant contract **must** sign the Bid Signature Page included in the *Bid Response Packet*.
 - ii. Prospective Contractor's signature signifies agreement to and compliance with all Requirements in this IFB, and that any exception that conflicts with a Requirement or Bid Submission Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be rejected.
 - iii. Bid response **must** be in the English language.
 2. One (1) original copy of the *Official Bid 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* as a hard copy and as an electronic copy, preferably on a flash drive and in PDF format.
 - a. One (1) copy of the *Official Bid Price Sheet*,
 - b. EO 98-04 Disclosure Form. (See *Standard Terms and Conditions*, #25. *Disclosure*.)
 - c. Copy of Prospective Contractor's *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)
 - d. Proposed Subcontractors Form. (See Subcontractors.)

3. Do not include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

1.8 **CLARIFICATION OF BID SOLICITATION**

- A. The Prospective Contractor should notify the OSP buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, responsive proposal. 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.
- B. Prospective Contractors may contact the OSP buyer with non-substantive questions at any time prior to the bid opening.
- C. An oral statement by OSP 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 OSP.
- D. Prospective Contractors entering into a contract with the State **shall** comply with all the terms and conditions contained herein.

1.9 **SUBCONTRACTORS**

- A. Prospective Contractor should complete, sign and submit the *Proposed Subcontractors Form* included in the *Bid Response Packet*.
- B. Additional subcontractor information may be required or requested in following sections of this *Bid Solicitation*. Do not attach any additional information to the *Proposed Subcontractors Form*.
- C. Each Prospective Contractor agrees that it **shall not** use a subcontractor other than the subcontractor proposed in the Prospective Contractor's response without prior approval by the public procurement unit that contracts with the Contractor.

1.10 **PRICING**

- A. Prospective Contractor(s) **shall** include all pricing on the *Official Bid Price Sheet(s)* only.
- B. If any cost is not identified by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost.
- C. The *Official Bid Price Sheet* is provided as a separate electronic file posted with this *Bid Solicitation*.
- D. Table A:
 1. In the blue shaded cells under the Paper Stock Brand column, the Contractor **shall** enter the brand name of the paper stock that will be used to produce each Stationary item.
 2. In the blue shaded pricing cells under the Cost Per Order column, the Contractor **shall** enter the cost per order to print, package, and ship the Stationary in the quantities estimated.
- E. Table B:
 1. In the blue shaded pricing cell, the Contractor **shall** enter the cost per Stationary item for the allowable two percent (2%) overrun per contract term.
- F. Tables A and B will automatically total and auto populate into the Estimated Grand Total for the Initial Term Cell and be used to determine lowest cost.

G. Table C:

1. In the blue shaded pricing cell, the Contractor **shall** enter the cost for rush delivery. The Contractor **shall** only charge the rush delivery fee if elected by the Agency and indicated on the purchase order. Table C will not be used to determine lowest cost.

H. To allow time to review bids, prices **must** be valid for 90 days following the bid opening.I. The Prospective Contractor's pricing **must** include all costs associated with fulfilling the Requirements of this IFB including but not limited to:

1. Shipping and handling expenses required for proofs and the Inside Delivery Service of completed Cards to the Arkansas State Senate's desired location.

J. DO NOT submit any ancillary information not related to actual pricing on or with the Bid Price Sheet.

K. Prospective Contractor shall price all items on the *Official Bid Price Sheet*.**1.11 PRIME CONTRACTOR RESPONSIBILITY**

- A. A single Prospective Contractor **shall** be identified 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.

1.12 INDEPENDENT PRICE DETERMINATION

- A. By submission of this bid, the Prospective Contractor certifies, and in the case of a joint response, each party thereto certifies as to its own organization, that in connection with this bid:
 - The prices in the bid have been arrived at independently, without collusion.
 - No prior information concerning these prices has been received from, or given to, a competitive company.
- B. Evidence of collusion warrants consideration of this bid by the Office of the Attorney General. All Prospective Contractors **shall** understand that this paragraph may be used as a basis for litigation.

1.13 PROPRIETARY INFORMATION

- A. Submission documents pertaining to this *Bid Solicitation* become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).
- B. In accordance with FOIA and to promote maximum competition in the State competitive bidding process, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets defined by FOIA and other information exempted from the Public Records Act pursuant to FOIA.
- C. Prospective Contractor may designate appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by submitting a redacted copy of the response.
- D. By so redacting any information contained in the response, the Prospective Contractor warrants that it has formed a good faith opinion having received such necessary or proper review by counsel and other knowledgeable advisors that the portions redacted meet the requirements of the Rules and Statutes set forth above.
- E. Under no circumstances will pricing information be designated as confidential.

- F. One (1) complete copy of the submission documents from which any proprietary information has been redacted should be submitted on a flash drive in the *Bid Response Packet*. A CD is also acceptable. Do not submit documents via email or fax.
- G. Except for the redacted information, the redacted copy **must** be identical to the original copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- H. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- I. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the Prospective Contractor.
- J. If a redacted copy of the submission documents is not provided with Prospective Contractor's *Bid Response Packet*, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).
- K. If the State deems redacted information to be subject to FOIA, the Prospective Contractor will be contacted prior to release of the documents.
- L. The State has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

1.14 **CAUTION TO PROSPECTIVE CONTRACTORS**

- A. Prior to any contract award, address all communication concerning this *Bid Solicitation* through the OSP buyer.
- B. Do not alter any language in any solicitation document provided by the State.
- C. Do not alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation become part of the resultant contract.
- E. The State has the right to award or not award a contract, if it is in the best interest of the State to do so.
- F. As requested, provide clarification regarding Prospective Contractor's bid response to OSP.
- G. Qualifications and proposed services **must** meet or exceed the required specifications as set forth in this *Bid Solicitation*.
- H. Prospective Contractors may submit multiple bids.

1.15 **REQUIREMENT OF ADDENDUM**

- A. Only an addendum written and authorized by OSP will modify this *Bid Solicitation*.
- B. An addendum posted within three (3) calendar days prior to the bid opening may extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. The Prospective Contractor is expected to check the OSP website, <http://www.arkansas.gov/dfa/procurement/bids/index.php>, for any and all addenda up to bid opening.

1.16 **AWARD PROCESS**

- A. Successful Contractor Selection
 - 1. Award will be made to the lowest-bidding, responsible Prospective Contractor as determined by the amount auto populated into the Estimated Grand Total Cost for the Initial Term cell on the *Official Bid Price Sheet*.

B. Negotiations

1. If the State so chooses, negotiations may be conducted with the lowest-bidding Prospective Contractor. Negotiations are conducted at the sole discretion of the State.
2. If negotiations fail to result in a contract, the State may begin the negotiation process with the next lowest-bidding Prospective Contractor. The negotiation process may be repeated until the anticipated successful Contractor has been determined, or until such time the State decides not to move forward with an award.

C. Anticipation to Award

1. Once the anticipated successful Contractor has been determined, the anticipated award will be posted on the OSP website at http://www.arkansas.gov/dfa/procurement/pro_intent.php.
2. The anticipated award will be posted for a period of fourteen (14) days prior to the issuance of a contract. Prospective Contractors and agencies are cautioned that these are preliminary results only, and a contract will not be issued prior to the end of the fourteen day posting period.
3. OSP may waive the policy of Anticipation to Award when it is in the best interest of the State.
4. It is the Prospective Contractor's responsibility to check the OSP website for the posting of an anticipated award.

D. Issuance of Contract

1. Any resultant contract of this *Bid Solicitation* is subject to State approval processes which may include Legislative review.
2. A State Procurement Official will be responsible for the solicitation and award of any resulting contract.

1.17 INTERGOVERNMENTAL/COOPERATIVE USE OF COMPETITIVELY BID PROPOSALS AND CONTRACTS

In accordance with Arkansas Code Annotated § 19-11-249, any State public procurement unit may participate in any contract resulting from this solicitation with a participating addendum signed by the Contractor and approved by the chief procurement officer of the procurement agency issuing this solicitation.

1.18 MINORITY AND WOMEN-OWNED BUSINESS POLICY

A. A minority-owned business is defined by Arkansas Code Annotated § 15-4-303 as a business owned by 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

B. A women-owned business is defined by Act 1080 of the 91st General Assembly Regular Session 2017 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.

C. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses. If certified, the Prospective Contractor's Certification Number should be included on the *Bid Signature Page*.

1.19 EQUAL OPPORTUNITY POLICY

A. In compliance with Arkansas Code Annotated § 19-11-104, OSP **must** have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.

B. *EO Policies* should be included as a hardcopy accompanying the solicitation response.

- C. 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 to have an *EO Policy* **must** submit a written statement to that effect.

1.20 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 company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Bid Signature Page of the response packet, a Prospective Contractor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

1.21 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". Bids submitted by Prospective Contractors determined to be non-responsible will be rejected.

1.22 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.

1.23 PUBLICITY

- A. Do not discuss the solicitation nor your bid response, nor issue statements or comments, nor provide interviews to any public media during the solicitation and award process.
- B. Failure to comply with this Requirement may be cause for a Prospective Contractor's bid to be rejected.

1.24 RESERVATION

The State will not pay costs incurred in the preparation of a bid.

SECTION 2 – REQUIREMENTS

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

2.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Office of State Procurement (OSP) on behalf of the Arkansas State Senate to obtain pricing and a contract to provide the printing, packaging, and delivery of Stationary products in the quantities estimated herein.

The Stationary products provided **must** include letterhead, blank second sheets, #10 envelopes, business cards, note cards, envelopes for note cards, and note pads.

The State strictly provides estimates as a courtesy to Prospective Contractors. Prospective Contractors **shall not** interpret any estimate provided in this IFB or on the *Official Bid Price Sheet* to be a guarantee of actual contract volume existing during the aggregate term of a resulting contract.

2.2 PROSPECTIVE CONTRACTOR QUALIFICATIONS

- A. Upon bid response submission, the Prospective Contractor **shall** have an open and operational commercial printing facility.
- B. The State reserves the right to make whatever investigation is necessary to determine whether a Prospective Contractor meets the minimum qualifications in this IFB.

2.3 GENERAL REQUIREMENTS

- A. The Contractor **shall** print the Stationary in accordance with applicable State and Federal laws and industry standards.
- B. The Contractor **shall** provide precise Registration, consistent ink coverage and density, and accurate packaging which meets the Requirements of this IFB throughout the aggregate term of the resultant contract.
- C. The Contractor **shall not** make any paper stock substitutions without prior written approval from the Arkansas State Senate.

2.4 STATIONARY REQUIREMENTS

The Contractor **shall** print the stationary items mentioned herein according to the following Requirements. A sample of the Stationary items to be provided is listed and posted as Attachment A to this IFB.

A. Letterhead.

1. The size of the letterhead **must** be eight and one half by eleven inches (8-1/2" x 11").
2. The paper stock **must** be seventy-five (75) pound, text weight, Neenah classic laid recycled natural white or approved equal.
3. Ink **must** be PMS 540 plus gold foiled stamped.
4. The State of Arkansas Seal in gold foil measuring one and one quarter (1-1/4") inch in diameter and two (2) lines of type measuring one half inch high by one and three quarter inches long (1/2" H x 1-3/4" L) **must** be foil stamped at the top center of the letterhead.
5. One (1) line of type measuring three sixteenths of an inch high by six inches long (3/16" H x 6" L) **must** be foil stamped at the bottom of the letterhead.
6. The print **must** be on one side only and **must not** be thermographed.
7. The finished letterhead document **must** be compatible with being run through a laser jet printer.

B. Blank Second Sheets

1. The size of the blank second sheets **must** be eight and one half inch by eleven inches (8-1/2" x 11").
2. The paper stock **must** be seventy-five (75) pound, text weight, Neenah classic laid recycled natural white or approved equal.
3. The blank second sheets **must not** be printed, or foil stamped.

C. #10 Envelopes

1. The size of the envelopes **must** be four and one eighth by nine and one half inches (4-1/8" x 9-1/2").
2. The paper stock **must** be twenty-four (24) pound, writing, Neenah Classic Laid Recycled Natural White or approved equal.
3. Ink **must** be PMS 540 plus gold foiled stamped.
4. The State of Arkansas Seal in gold foil measuring one inch (1") in diameter **must** be foil stamped at the top left on the front of the envelope.
5. Print **must** be done on the corner card position only and **must not** be thermographed.

D. Business Cards

1. The size of the business cards **must** be two and one fourth by three and one half inches (2-1/4" x 3-1/2").
2. The paper stock **must** be eighty pound (80), cover weight, Neenah Classic Laid Recycled Natural White or approved equal.
3. Ink **must** be PMS 540 plus gold foiled stamped.
4. The Arkansas State Seal in gold foil measuring one inch (1") in diameter **must** be foil stamped at the top center on the front of the card.
5. The print **must** be thermographed on one (1) side.

E. Note Cards

1. The size of the notecards **must** be flat size nine inches by six and one fourth inches (9" x 6-1/4"), scored and folded to a finished size of four and one half inches by six and one fourth inches. (4-1/2" x 6-1/4").
2. The paper stock **must** be eighty pound (80), cover weight, smooth finish, Neenah Classic Crest Recycled Natural White or approved equal.
3. Ink **must** be PMS 540 plus gold foiled stamped.
4. The Arkansas State Seal in gold foil measuring three inches (3") in diameter **must** be foil stamped at the bottom right on the front of the note card.
5. The print **must** be thermographed on one (1) side.

F. Note Card Envelopes

1. The size of the note card envelopes **must** be a six (6) announcement style, four and three quarters inch by six and one half inch (4-3/4" x 6-1/2") with a flap depth of two and one fourth inches. (2-1/4").

2. The paper stock **must** be seventy pound (70), text weight, smooth finish, Neenah Classic Crest Recycled Natural White or approved equal.
3. Ink **must** be PMS 540 plus gold foiled stamped.
4. The Arkansas State Seal in gold foil measuring one inch (1") in diameter **must** be foil stamped at the top right on the front of the note card envelope.
5. The print **must** be thermographed on the flap.

G. Note Pads

1. The size of the note pads **must** be five and one half inches by eight and one half inches (5-1/2" x 8-1/2").
2. The paper stock **must** be seventy-five pound (75), text weight, Neenah Classic Laid Recycled Natural White or approved equal.
3. Ink **must** be PMS 540.
4. The print **must** be on one side with the Arkansas State seal and two lines of type centered at the top of the note pad.
5. The print on the notepads **must not** be thermographed.
6. The note pads **must** have a chipboard backing and each note pad **must** have two hundred fifty (250) sheets per pad.

2.5 QUALITY

- A. The Contractor **shall** provide printing quality for the Stationary that meets or exceeds industry standards and the Requirements of this IFB.
- B. Registration **must** be accurate, and the finished Stationary **must** be evenly trimmed and free of jagged or torn edges.
- C. Finished Stationary **must** be free of press and production defects including but not limited to:
 1. Hollow or Pitted Type: the misdistribution of ink that appears as a partially printed letter in type.
 2. Hairlines: unwanted tiny or fine lines that appear in the final printed product.
 3. Broken Serifs: the broken short lines stemming from, and at an angle, to the upper and lower ends of the strokes of a letter.
 4. Fluctuating Alignment: changing frequently and uncertainly the proper positioning or state of adjustment of parts or print in relation to each other.
 5. Varying Density: variations in the degree of color or darkness in print or an image.
 6. Roller Marks: the unwanted transfer of ink from equipment to a printed sheet or page.
 7. Ghosting: unwanted faint images of a design in solid printing areas that is not intended to receive that portion of the image.
 8. Bleeds: a printed image extending beyond the trim edge of the sheet or page.
 9. Hickeys: an unwanted spot or imperfection caused by debris on the printing plate, blanket, gravure cylinder, or other image carrying surface.

10. Hot Spots: unwanted weak ink coverage or visible dot gain caused by an air bubble or debris on the printing plate.

11. Ink Spots: inappropriate and unintended spots of ink throughout the printed document that are not supposed to be there.

D. Receipt of the merchandise does not necessarily constitute acceptance. The Arkansas State Senate reserves the right and the Contractor **shall** allow two (2) Working Days in which to inspect the merchandise and to determine if its quality meets the Requirements and standards of the contract.

2.6 COMPOSITION / SAMPLE MATERIALS

- A. The Arkansas State Senate will provide either a hardcopy or electronic file sample of the Stationary items when the initial order is placed. The Contractor **shall** retain the artwork at their location to use for future reprints, as needed. After contract's final expiration or upon termination or cancellation, the artwork **must** be returned back to the agency. Shipping and handling fees **must** be paid by the Contractor.
- B. The Contractor **shall** inspect and decide as to the usability of agency provided sample materials, including but not limited to electronic devices such as flash drives. Problems encountered with the provided sample materials **must** be reported immediately to the Arkansas State Senate.
1. If the Contractor fails to comply with this Requirement, the State may disallow claims involving agency provided production materials as a valid reason for failing to meet the required delivery schedule.

2.7 PROOF(S)

- A. The Contractor **shall** provide a digital printed color proof on comparable paper stock as specified within this IFB, for agency approval before the printing process begins on the initial order. Proofs may be sent to the Arkansas State Senate via email.
- B. The Contractor **shall** provide original proofs to the Arkansas State Senate within fifteen (15) calendar days after order submission.
- C. The Arkansas State Senate will review and make note of needed Author's Alternations (notated with an "AA") and / or Printer's Errors (notated with a "PE") in the margin of the copy alongside each correction.
- D. Should the Arkansas State Senate require revisions, the Contractor **shall** make revisions as indicated by the AA and PE notations on the returned proofs.
1. Within seven (7) Working Days, the Contractor **shall** make revisions as indicated by the AA and PE notations on the returned Stationery proof and resend a new proof to the Agency.
2. The Contractor **shall** repeat the proof process until the Stationary meets the approval of the Arkansas State Senate.
- E. Both the using agency and the Contractor **shall** be responsible for keeping accurate records showing the date and time that proofs are sent and received after each alteration.
- F. The time the proof is out of the Contractor's hands for agency approval will not count against production time.
- G. Contractor **shall** mail final proof after all PE's and AA's have been corrected and finalized with FOB Destination, Inside Delivery Service, freight paid to:

Arkansas State Senate
Attention: Ann Cornwell
State Capitol, Room 320
Little Rock, AR 72201

Email Address: ann.cornwell@senate.ar.gov

- H. Within twenty (20) Working Days of receiving the final approval from the Arkansas State Senate for the Stationary, the Contractor **shall** print, package, ship, and deliver the full Stationary order per the Requirements in the IFB and as specified by the Arkansas State Senate.

2.8 **ESTIMATED QUANTITY AND ORDERING**

- A. The quantity of Stationary is estimated for contract bidding purposes only and may vary according to individual agency needs. The Arkansas State Senate may require more or less during the term(s) of the contract.

| ITEM | ESTIMATED QUANTITY PER ORDER | ESTIMATED NUMBER OF ORDERS |
|-------------------------|---------------------------------|-------------------------------|
| Letterhead | 500 each | 35 |
| Second Sheets | 500 each | 5 |
| #10 Envelopes | 500 each | 35 |
| Business Cards | 500 each | 35 |
| Note Cards | 250 each | 10 |
| Envelopes for Notecards | 250 each | 10 |
| Note Pads | 5 each | 35 |

- B. Orders placed against this contract will be in the form of a written purchase order and on an as needed basis.

2.9 **OVERRUNS / UNDERRUNS**

- A. The Arkansas State Senate will allow for a two percent (2%) Overrun per Stationary Item per year. The Contractor **shall not** invoice the Arkansas State Senate for more than a two percent (2%) Overrun without written approval from the Arkansas State Senate.
- B. The Contractor **shall not** print less than the specified quantity for each order placed by the Arkansas State Senate. Underruns are not allowable.

2.10 **PACKAGING**

- A. The Contractor **shall** poly-wrap the completed Stationary items before placing them in corrugated shipping boxes.
- The shipping boxes **must** be comparable size to the Stationary items it contains in order to keep the Stationary in pristine condition and protect the contents from smudges and damage during shipping and handling.
 - The Contractor **shall** package the Stationary in shipping boxes not to exceed thirty-five pounds (35 lb.) total weight per box.
- B. Each box **must** be sealed with string-reinforced tape that will not break open in normal handling.
- C. The Contractor **shall** secure each box for shipping and take all reasonable precautions to prevent damage to the Stationary during shipping and handling.
- The Arkansas State Senate will notify the Contractor via email regarding receipt of damaged Stationary.

2. The Contractor **shall** credit a prorated amount to the State's account for each item of Stationary damaged during shipment.
- D. In addition to standard shipping information, The Contractor **shall** affix a shipping label to each box that clearly indicates the following:
 1. The purchase order number.
 2. The number of Stationary items contained within the box.
- E. Deliveries of Stationary not meeting the packaging Requirements as stated herein may be rejected upon attempted delivery.
 1. Should a Stationary delivery be rejected, the Contractor **shall** reschedule the delivery to meet the Requirements as stated herein for a time and date approved by the Arkansas State Senate at no additional cost to the State.

2.11 DELIVERY: FOB DESTINATION

- A. Deliveries **must** be made on Working Days from 9:00 a.m. through 3:00 p.m., Central Time, within the number of Working Days stated in the delivery schedule, unless otherwise arranged and coordinated with the Arkansas State Senate.
 1. Extended delivery dates may be considered when it is in the best interest of the State.
- B. The Contractor **shall** notify the Arkansas State Senate as soon as practicably possible after discovery of anticipated delivery delays or events that might affect delivery Requirements.
- C. The Contractor **shall** incur the loss or damage that occurs to delivery(s) prior to the delivery(s) being received by the Arkansas State Senate. Orders **shall** be properly packaged to prevent damage during shipping and handling.
- D. Pricing **must** include the Contractor providing Inside Delivery Service.

2.12 DELIVERY SCHEDULE

| | |
|------------------------------------|-----------------|
| Repeat orders not requiring proofs | 10 Working Days |
| New orders requiring proofs | 20 Working Days |

2.13 RUSH ORDER DELIVERY

- A. The Contractor **shall** provide rush delivery to the Arkansas State Senate on orders that require delivery in fewer Working Days than is stated in the delivery schedule. Such orders may be subject to a rush delivery fee.

2.14 ACCEPTANCE STANDARDS

- A. The completed Stationary **must** meet all Requirements stated herein.
- B. The bid **must** include a return policy that states if for any reason the Arkansas State Senate is not satisfied with the completed Stationary, they may return the items within 30 days, in original condition for a full refund. The Contractor **shall** also reprint and deliver replacement Stationary items within 30 days of receiving the returned documents.

2.16 PERFORMANCE STANDARDS

- A. Performance Standards are used for measuring the overall quality of services provided by a Contractor in order to avoid assessment of damages.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration. *Table A: Performance Standards* identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.
- C. The State has the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards and may include the input of the Contractor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards will become an official part of the contract.
- E. Performance Standards will continue throughout the aggregate term of the contract.
- F. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- G. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, the State has final determination of the performance acceptability.
- H. Should any compensation be owed to the State agency due to the assessment of damages, Contractor **shall** follow the direction of the State agency regarding the required compensation process.

TABLE A: PERFORMANCE STANDARDS

| CRITERIA | PERFORMANCE STANDARD | DAMAGES |
|------------|--|--|
| Quality | Printing, thermograph, and gold foil stamping quality meets or exceeds industry standards and the Requirements of this IFB. | 20% credit as an itemized notation on the first invoice generated after the Contractor receives notification from the State for each instance whereby the Contractor fails to provide Stationary items with quality that meets or exceeds industry standards and the Requirements of this IFB. |
| Timeliness | Stationary items are delivered to the Arkansas State Senate according to the delivery schedule or as otherwise requested by the Arkansas State Senate. | 5% credit as an itemized notation on invoice for each Working Day whereby the Stationary items are not received by the Arkansas State Senate. |
| Packaging | Packaging is completed according to the Requirements specified in the IFB. | Full cost of damages credited as an itemized notation to the first invoice generated after notification from the State that Stationary items were damaged during shipping and delivery due to improper packaging. |
| Delivery | Deliveries are made using Inside Delivery Service as stated in the IFB. | 20% credit as an itemized notation on the first invoice generated after the Contractor receives notification from the State for each instance whereby the Contractor fails to provide Inside Delivery Service as specified in the IFB. |

SECTION 3 – GENERAL CONTRACTUAL ITEMS

- **Do not provide responses to items in this section.**

3.1 PAYMENT AND INVOICE PROVISIONS

A. Forward invoices to:

Arkansas State Senate
Attention: Ann Cornwell
State Capitol, Room 320
Little Rock, AR 72201

- B. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of goods and services by the agency.
- C. Do not invoice the State in advance of delivery and acceptance of any goods or services.
- D. Payment will be made only after the Contractor has successfully satisfied the agency as to the reliability and effectiveness of the goods or services purchased as a whole.
- E. The Contractor should invoice the agency by an itemized list of charges. The agency's Purchase Order Number and/or the Contract Number should be referenced on each invoice.
- F. Other sections of this *Bid Solicitation* may contain additional Requirements for invoicing.
- G. Selected Contractor **shall** be registered to receive payment and future *Bid Solicitation* notifications. Contractors may register on-line at <https://www.ark.org/contractor/index.html>.

3.2 GENERAL INFORMATION

A. The State will not:

1. Lease any equipment or software for a period of time which continues past the end of a fiscal year unless the contract allows for cancellation by the State Procurement Official upon a 30 day written notice to the Contractor/lessor in the event funds are not appropriated.
2. Contract with another party to indemnify and defend that party for any liability and damages.
3. Pay damages, legal expenses or other costs and expenses of any other party.
4. Continue a contract once any equipment has been repossessed.
5. Agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
6. Enter a contract which grants to another party any remedies other than the following:
 - a. The right to possession.
 - b. The right to accrued payments.
 - c. The right to expenses of de-installation.
 - d. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.

- e. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.

- B. Any litigation involving the State **must** take place in Pulaski County, Arkansas.
- C. The laws of the State of Arkansas govern this contract.
- D. A contract is not effective prior to award being made by a State Procurement Official.

3.3 **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.

3.4 **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 \$12,000, 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.

3.5 **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.
- C. Other sections of this *Bid Solicitation* may contain additional Requirements regarding record retention.

3.6 **PRICE ESCALATION**

- A. Price increases will be considered at the time of contract renewal.
- B. The Contractor **shall** provide to OSP a written request for the price increase. The request **must** include supporting documentation demonstrating that the increase in contract price is based on an increase in market price. OSP has the right to require additional information pertaining to the requested increase.
- C. Increases will not be considered to increase profit or margins.
- D. OSP has the right to approve or deny the request.

3.7 **CONFIDENTIALITY**

- A. The Contractor, Contractor's subsidiaries, and Contractor's employees will be bound to all laws and to all Requirements set forth in this *Bid Solicitation* concerning the confidentiality and secure handling of information of which they may become aware of during the course of providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State has the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality Requirements.

3.8 **CONTRACT INTERPRETATION**

Should the State and Contractor interpret specifications differently, either party may request clarification. However if an agreement cannot be reached, the determination of the State is final and controlling.

3.9 **CANCELLATION**

- A. For Cause. The State may cancel any contract resulting from this solicitation for cause when the Contractor fails to perform its obligations under it by giving the Contractor written notice of such cancellation at least thirty (30) days prior to the date of proposed cancellation. In any written notice of cancellation for cause, the State will advise the Contractor in writing of the reasons why the State is considering cancelling the contract and provide the Contractor with an opportunity to avoid cancellation for cause by curing any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. To the extent permitted by law and at the discretion of the parties, the parties may agree to [minor amendments to the contract](#) and avoid the cancellation for cause upon mutual agreement.
- B. For Convenience. The State may cancel any contract resulting from the solicitation by giving the Contractor written notice of such cancellation sixty (60) days prior to the date of cancellation.
- C. If upon cancellation the Contractor has provided commodities or services which the State of Arkansas has accepted, and there are no funds legally available to pay for the commodities or services, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

3.10 **SEVERABILITY**

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the agency and the Contractor will be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it will not be affected by such declaration or finding and **must** be fully performed.

SECTION 4 – STANDARD TERMS AND CONDITIONS

- **Do not provide responses to items in this section.**
- 1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** 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 **shall** have 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:** Original Bid Packets **must** be submitted to the Office of State Procurement on or before the date and time specified for bid opening. The Bid Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Bid Solicitation*. The bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids **shall** be rejected. The person signing the bid should show title or authority to bind his firm in a contract. Multiple bids **must** be placed in separate packages and should be completely and properly identified. Late bids **shall 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 **shall** be firm and **shall not** be subject to escalation unless otherwise specified in the *Bid Solicitation*. 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 Solicitation*.
- 5. **QUANTITIES:** Quantities stated in a *Bid Solicitation* for term contracts are estimates only, and are not guaranteed. Contractor **must** 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:** Unless otherwise specified in the *Bid Solicitation*, any catalog brand name or manufacturer reference used in the *Bid Solicitation* 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 **shall** have 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 Contractor to supply additional descriptive material. The Contractor **shall** guarantee that the product offered will meet or exceed specifications identified in this *Bid Solicitation*. Contractors not bidding an alternate to the referenced brand name or manufacturer **shall** be required to furnish the product according to brand names, numbers, etc., as specified in the solicitation.
- 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 Solicitation*. The Contractor hereby guarantees that everything furnished hereunder **shall** be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it **shall** conform thereto and **shall** serve the function for which it was furnished. The Contractor **shall** further guarantee that if the items furnished hereunder are to be installed by the Contractor, such items **shall** function properly when installed. The Contractor **shall** guarantee that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The Contractor'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 Contractor's name and address, bid or contract number and item number. If requested, samples that are not destroyed during reasonable examination will be returned at Contractor's expense. After reasonable examination, all demonstrators will be returned at Contractor's expense.
- 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 Contractor.
- 10. **AMENDMENTS:** Contractor's bids 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 Contractor. 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 Contractor.
- 13. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in the ordering agency's designated location under normal conditions. If the Contractor cannot meet the stated delivery, alternate delivery schedules may become a factor in an award. The Office of State Procurement **shall** have the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere and any additional cost **shall** be borne by the Contractor.

14. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery **shall** be made during agency work hours only 8:00 a.m. to 4:30 p.m. Central Time, 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 **shall** be subject to inspection and acceptance of the ordering agency after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize the Office of State Procurement 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 Office of State Procurement 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 Contractors 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 *Bid Solicitation*, (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.
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, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be returned at the Contractor's expense to the F.O.B. point provided by the agency or by OSP. Contractor **shall** properly identify items being returned.
20. **PATENTS OR COPYRIGHTS:** The Contractor **must** agree 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 solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
22. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the Contractor agrees that: (a) the Contractor **shall 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 Contractor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the Contractor 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 Contractor 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 Contractor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or Contractor.
23. **CONTINGENT FEE:** The Contractor 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 Contractor for the purpose of securing business.
24. **ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the Contractor named on the *Bid Signature Page* for this solicitation, 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.
25. **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.