



# Procurement Services

University of Arkansas at Little Rock

2801 S. University Ave., Little Rock, AR 72204-1099 | (O)501.916.3144 | (F)501.916.3425

## Competitive Bid (CB) Form

### SOLICITATION INFORMATION

<b>Bid Number:</b>	<b>CB-24-010</b>	<b>Bid Opening Date:</b>	<b>09/22/2023</b>
<b>Commodity Description:</b>	<b>Holiday Light Display</b>	<b>Bid Opening Time:</b>	<b>3:00 p.m. CST</b>

### UA LITTLE ROCK CONTACT INFORMATION

<b>Buyer:</b>	<b>Jen Crosland</b>	<b>Email:</b>	<b>jcrosland@ualr.edu</b>
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#### Prospective Supplier Instructions:

For consideration, you, as the prospective supplier, must complete the following:

- Complete and return your quote by mail or email no later than the bid opening time and date listed above.
- Complete the Prospective Supplier Information section below.

#### Notes for Prospective Supplier:

- Awards will be on a per-item or an all-or-none basis, whichever is more advantageous to the university. The university reserves the right to decline any bids based on the company's experience and qualifications.

### PROSPECTIVE SUPPLIER INFORMATION

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

#### Signature:

*Use ink only.*

Business Designation (check one):	<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Public Service Corp
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Government/ Nonprofit

### MINORITY INFORMATION

Check Certification Type:	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Service Disabled Veteran
	<input type="checkbox"/> American Indian	<input type="checkbox"/> Pacific Island American	<input type="checkbox"/> Woman Owned
Certification#: _____	<input type="checkbox"/> Asian American		

### CERTIFICATION AND ACKNOWLEDGEMENT

- By signing and submitting a response to this *Bid Solicitation*, the Prospective Supplier acknowledges, agrees, and certifies that they do not boycott Israel and, if selected, will not do so during the aggregate term of the contract.
- The Prospective Supplier acknowledges, agrees, and certifies that they do not boycott energy, fossil fuel, firearms, or ammunition industries and if selected, will not do so during the aggregate term of the contract.
- The Prospective Supplier agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Supplier certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.
- The Prospective Supplier certifies that they are not a company owned in whole or in part by the Chinese government or that employs a company owned in whole or in part by the Chinese government as a subcontractor.

## **Section 1 - General Instructions And Information**

*Do not respond to items in this section unless specifically and expressly required.*

### **1.1. Purpose**

The University of Arkansas at Little Rock (UA Little Rock) is soliciting proposals from qualified and experienced suppliers for a Holiday Lighting Display to decorate the locations specified herein with themed holiday lights and decorations.

### **1.2. Non-Mandatory Site Visit**

- 1.2.1. Suppliers may request an appointment to visit the site by contacting Facilities Management at 501.916.3390 to speak with Sandra Vail.

### **1.3. Type of Contract**

- 1.3.1. As a result of this bid, UA Little Rock intends to award the contract to a single supplier.
- 1.3.2. By submitting a signed proposal in response to this CB Form, the supplier represents and warrants that it will honor its proposal as being held open and irrevocable for this period.
- 1.3.3. The anticipated start date for any resulting contract is **October 15, 2023**; however, the university may adjust the actual start date unilaterally for up to three calendar months.
- 1.3.4. The bid will be **firm**.

### **1.4. Delivery and Shipping**

- 1.4.1. The university requests delivery within **10** calendar days after the submission of an order. If this delivery schedule cannot be met, the supplier must state the number of days required to place the commodity in the designated location.
- 1.4.2. Failure to communicate the delivery time obligates the bidder to complete the delivery by the requested date.
- 1.4.3. The supplier shall give the university immediate notice of any anticipated delays or delays caused by force majeure. See our Standard Terms and Conditions for the force majeure clause. Extended delivery dates may be considered when in the university's best interest.
- 1.4.4. All deliveries must be made during normal state work hours, within the agreed-upon number of days unless otherwise arranged and coordinated with the university, and delivered F.O.B. Destination to:

University of Arkansas at Little Rock

**ATTN: Sandra Vail**

2801 S. University Ave

Little Rock, AR 72204

- 1.4.5. Loss or damage that occurs during shipping or at any point before the university receives the order is the supplier's responsibility. All orders should be properly packaged to prevent damage during shipping.

### **1.5. Restriction of Boycott of Israel**

- 1.5.1. 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.
- 1.5.2. This prohibition does not apply to:
  - 1.5.2.A. A company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
  - 1.5.2.B. Contracts with a total potential value of less than \$1,000.

- 1.5.3. 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.

**1.6. Equal Employment Opportunity Policy**

- 1.6.1. In compliance with Arkansas Code Annotated § 19-11-104, UALR is required to have a copy of the supplier's Equal Opportunity Policy prior to issuing a contract award.
- 1.6.2. UA LITTLE ROCK will maintain a file of all supplier EO policies submitted in response to solicitations issued by this office. The submission is a one-time requirement, but suppliers 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.
- 1.6.3. Suppliers that do not have an established EO policy will not be prohibited from receiving a contract award, but are required to submit a written statement to that effect.
- 1.6.4. 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 in the bid response.
- 1.6.5. Prospective Suppliers who are not required by law to have an EO Policy must submit a written statement to that effect.

**1.7. Doing Business With UA Little Rock**

- 1.7.1. To conduct business with UA Little Rock, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system.
- 1.7.2. Procurement Services will issue to the apparent winning supplier an invitation to PaymentWorks upon completion of the bid tabulation and release of the Intent to Award letter.
- 1.7.3. Failure to register in PaymentWorks may result in the cancellation of this award.
- 1.7.4. For more information, see <https://ualr.edu/procurement/suppliers/>.

**1.8. Payment and Provisions**

- 1.8.1. Invoices are accepted by mail or email. Supplier shall send invoices to one of the following:

PHYSICAL ADDRESS	EMAIL
University of Arkansas at Little Rock ATTN: Accounts Payable 2801 South University Ave Little Rock, Arkansas 72204	<a href="mailto:ACCOUNTSPAYABLE@UALR.EDU">ACCOUNTSPAYABLE@UALR.EDU</a>

- 1.8.2. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university.
- 1.8.3. UA LITTLE ROCK may not be invoiced in advance of delivery and acceptance of any equipment, service or commodity.
- 1.8.4. Payment will be made only after the contractor has successfully satisfied the university as to the goods and/or services purchased.
- 1.8.5. Suppliers shall provide an itemized invoice for all charges.
- 1.8.6. The Purchase Order Number and/or UA Little Rock Supplier Contract Number (SPC) should be referenced on each invoice.

**1.9. Substitutions**

- 1.9.1. If bidding a manufacturer name and/or part number other than those listed, you must provide the alternate brand name, model, part number, and specification sheets.

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1.9.2. Bidders are requested to submit technical and descriptive literature, with bid. Information submitted shall be sufficiently detailed to substantiate that product offered meets or exceeds specifications. Failure to comply with this request may result in bid rejection.

**1.10. Additional Terms and Conditions**

1.10.1. The supplier shall adhere to UA Little Rock's Standard Solicitation Terms and Conditions.

1.10.2. Any purchase or contract issued from this solicitation shall adhere to the [University of Arkansas System Terms and Conditions](#).

## Prospective Supplier Checklist

This checklist is provided to ensure all necessary information and documents are included in the submission packet. A copy of this list is also found in [bid number] Response Packet.

### Required Actions and Submission Documents

- Read all pages of the CB document.
- Complete alternate delivery requirements, if necessary.
- Complete the Official Pricing Sheet.
- Indicate Minority Business status, if applicable.
- Provide a copy of the Equal Employment Opportunity Policy, if applicable.
- Provide a copy of a W-9.
- Complete Contract Grant and Disclosure Form (EO 98-04) for bids over \$20,000.

### Recommended Documents

- Redacted copies of submitted documents.
- Additional terms, contracts, or user agreements
- Voluntary Products Accessibility Template [VPAT](#), if technology related.

## SECTION 2 – SPECIFICATIONS

*Do not respond to items in this section unless specifically and expressly required.*

### 2.1. Scope of Work

Interested firms shall submit proposals for holiday theme displays, lighting, and decorations located on the UA Little Rock Campus in the areas described below.

#### 2.1.1. Labor, Materials, and Equipment

- 1.1.1. The University is interested in renting holiday-themed displays, lighting, and decorations.
- 1.1.2. The contractor will be responsible for providing all materials, lights, and all installation and take down for the holiday lights and decorations
- 1.1.3. The awarded bidder shall provide their own ladders, hoist lifting, elevating equipment, aerial lifts, and tools necessary to install and remove all holiday theme displays, lighting, and decorations.
- 1.1.4. Including all waterproof cords, cables, wire splitters, pedestrian or traffic cable covers, and power strips. Existing electrical outlets will be utilized, these outlets are on existing photocells or timers.
- 1.1.5. Lights shall be commercial exterior grade warm white LED mini lights, 120v, unless otherwise noted.
- 1.1.6. Holiday decorations shall be commercial grade, non-shatter, wind proof, strongly secure ornaments only. Utilize zip-ties to secure the object from strong winds

#### 2.1.2. Time Frame

- 1.2.1. The installation will need to be complete by November 15, 2023 and can begin no sooner than October 23, 2023. The take-down will need to be complete by February 9, 2024 and can begin no sooner than February 1, 2024. Take-down and installation schedule must be approved by UALR Facilities Management.

#### 2.1.3. Maintenance

- 1.3.1. The awarded bidder shall maintain all holiday theme displays, lighting and decorations in good working order during the timeframe referenced above to ensure that the displays maintain a high level of quality throughout the contract period. All lights shall be continuously illuminated and fully functional from dusk until dawn. The awarded Bidder shall be able to respond within 48 hours for the duration of the above referenced time frame for any repairs. Repairs shall include but are not limited to: replacement of bulbs, electrical wiring and replacement of defective or damaged decorations and displays. Maintenance costs shall be included in the proposal. No additional charge will be incurred for services required to keep lighting, displays and decorations working properly.

#### 2.1.4. Field Verification

- 1.4.1. Field verify all quantities and sizes. Field verify the location of all existing electrical outlets.

## 2.2. Locations of Lights and Decorations

*Provide a separate lump sum price for each location* and a description of the proposed design elements, lighting elements, and quantity. If possible provide sample pictures of proposed lighting, decorations, and displays. Holiday themed holiday lights and decorations will be in the following areas:

### 2.2.1. University Avenue Location

- 2.1.1. Lighted decorations such as wreaths, splays, or garland at (75) brick fence posts along University Avenue starting north of 28th Street extending south of University Drive.
- 2.1.2. Decorations such as garland at (2) large campus signs at 28th Street. Lighting optional.
- 2.1.3. Decorations such as garland at (2) large campus signs at University Drive. Lighting optional.

### 2.2.2. Campus Drive East and Campus Drive West

- 2.2.1. Pole mounted lighted decorations, one on each pole. (11) poles on West Campus Drive. (10) poles on East Campus Drive. (2) poles at 32nd Street Bridge.

### 2.2.3. 32nd Street Traffic Circle

- 2.3.1. Decorations such as garland at campus sign at center of 32nd Street traffic circle. Lighting optional.
- 2.3.2. (6) multi-trunk trees (north side near sidewalk)
- 2.3.3. (7) multi-trunk trees (west side near SSC Building)
- 2.3.4. (4) maples (south side)
- 2.3.5. (4) oak trees, near Lot 1 gate and entrance drive lanes (north side)

### 2.2.4. Pedestrian walkway on campus between Student Services Center (SSC) and Donaghey Student Center (DSC)

- 2.4.1. (4) tall skinny maple trees (north side near sidewalk)
- 2.4.2. (4) multi-trunk trees (south side of walk)
- 2.4.3. (3) large multi-trunk trees (south side near Campus Drive)
- 2.4.4. (1) oak tree (south side near Campus Drive)
- 2.4.5. (4) small trees at Chi Omega Garde
- 2.4.6. (4) multi-trunk crepe myrtles between Lot 1 and Library Building

### 2.2.5. Bridge Student Services Center (SSC) and Donaghey Student Center (DSC)

- 2.5.1. Lighted decorative elements on each side of the 2nd story pedestrian bridge. Attachment method must be approved by UALR Facilities Management and cannot penetrate the glazing system.

### 2.2.6. Fine Arts Bridge

- 2.6.1. Fine Arts Bridge over Coleman Creek. Light the entire length and height of the rails on both sides of the bridge.

2.2.7. 32nd Street Bridge

2.7.1. 32nd Street Bridge over Coleman Creek between Campus Drive East and Campus Drive West. Light the entire length and height of the rails on both sides of the bridge.

2.2.8. Donaghey Student Center, west courtyard

2.8.1. A combination of lighting and decorative elements to provide a festive design. Lights can be mounted to the face of the DSC or adjacent TRA building and can be free standing elements.

**2.3. Current Environment**

Several transformative construction projects are underway across campus that should be taken into account as they will impact what areas can be decorated. A map of desired lighting and decoration locations is available on the UA Little Rock Procurement Bids website. Should construction areas change as the decor installation date stated herein approaches, Facilities Management will provide the awarded supplier with an updated map.

**2.4. Objectives and Goals**

The supplier awarded this contract will decorate the locations specified herein with themed holiday lights and decorations. These decorations will be displayed for the enjoyment of the campus community and our guests in the spirit of the Holiday Season. The respondent will propose creative designs consistent with the campus vision of a themed holiday display that, at a minimum, meets the requirements detailed herein. The proposal should illustrate their design concept and detail the lighting and display requirements that will be used.



## Official Price Sheet

Prices must include all costs of the materials, shipping, delivery, and any additional equipment and labor necessary to fully meet the specifications described in the Section 2.

Discounts should be deducted from the unit price, and the net price should be shown in Extended Amount. In the event of a calculation error, the unit price shall prevail.

ITEM	DESCRIPTION	DAYS TO INSTALL	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED AMOUNT
1	Lighted decorations such as wreaths, splays, or garland at (75) brick fence posts along University Avenue starting north of 28th street extending south of University Drive.					
2	Decorations, such as garland, at (2) large campus signs at 28th Street. Lighting optional.					
3	Decorations, such as garland, at (2) large campus signs at University Drive. Lighting optional.					
4	Pole mounted lighted decorations, one on each pole. (11) poles on West Campus Drive. (10) poles on East Campus Drive. (2) poles at 32nd Street Bridge.					
5	Pedestrian Bridge over Coleman Creek between Campus Drive East and Campus Drive West. Light the entire length and height of the rails on both sides of the bridge.					
6	32 Street Bridge over Coleman Creek between Campus Drive East and Campus Drive West. Light the entire length and height of the rails on both sides of the bridge.					
7	32nd Street Traffic Circle. (4) tall skinny maple trees (north side near sidewalk), (4) multi-trunk trees (south side of walk), (3) large multi-trunk trees (south side near Campus Drive), (1) oak tree (south side near Campus Drive), (4) small trees at Chi Omega Garden, (4) multi-trunk crepe myrtles between Lot 1 and Library Building					
8	Pedestrian walkway on campus between Student Services Center (SSC) and Donaghey Student Center (DSC). (4) tall skinny maple trees (north side near sidewalk), (4) multi-trunk trees (south side of walk), (3) large multi-trunk trees (south side near Campus Drive), (1) oak tree (south side near Campus Drive), (4) small trees at					

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	Chi Omega Garde, (4) multi-trunk crepe myrtles between Lot 1 and Library Building					
9	Bridge Student Services Center (SSC) and Donaghey Student Center (DSC). Lighted decorative elements on each side of the 2nd story pedestrian bridge. Attachment method must be approved by UALR Facilities Management and cannot penetrate the glazing system.					
<b>TOTAL COST</b>						

**Proposed alternate delivery date:** \_\_\_\_\_

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## Contract and Grant Disclosure and Certification Form

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

This is for:  Goods     Services     Both    Taxpayer ID Name: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country (if outside US): \_\_\_\_\_

Subcontractor:  Yes     No    Subcontractor Name: \_\_\_\_\_

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

None of the above applies

### FOR BUSINESSES

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

None of the above applies

## Contract and Grant Disclosure and Certification Form Cont.

Failure to make any disclosure required by Governor's Executive Order 98-04, or violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any supplier, 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 UA Little Rock.

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

1. Before entering into any agreement with any subcontractor, before or after 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, the supplier, enter into 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 UA Little Rock.

2. I will include the following language in 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 violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*

3. No later than **10** standard business days after entering into any agreement with a subcontractor, whether before or after the contract date, I will mail a copy of the subcontractor's Contract and Grant Disclosure Certification Form and a statement containing the dollar amount of the subcontract to UA Little Rock.

### Supplier Agreement

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: \_\_\_\_\_

Supplier Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

### Office of Procurement Services Use Only

Dept Name: \_\_\_\_\_

Contract #: \_\_\_\_\_

Grant #: \_\_\_\_\_

Dept Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_