



A CAMPUS OF THE
UNIVERSITY OF
ARKANSAS SYSTEM
200 Whittington Ave.
Hot Springs, AR 71901
Phone: 501-622-5100
Web: asmsa.org
Social: [/armathsciarts](https://www.facebook.com/armathsciarts)

Invitation for Bid (IFB)

SOLICITATION INFORMATION			
Solicitation Number:	ASMSA FB-25-006	Solicitation Issued:	June 20, 2025
Description:	Maintenance Building & Wood Shop Construction		

Bid Opening Date:	July 17, 2025	Bid Opening Time:	2:00 PM CST
Per Arkansas Procurement Law and Bid Rules, it is the supplier's responsibility to submit bids at the designated location on or before the bid opening date and time. Submissions received after the designated bid opening date and time may be rejected as untimely. Procurement Services shall return them to the supplier without review. It is not necessary to return "no bids."			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	<p>Arkansas School for Mathematics, Sciences, and the Arts 200 Whittington Avenue Hot Springs, AR 71901</p> <p>Suppliers are responsible for delivering their bid documents to ASMSA on or before the scheduled bid opening time. Postage service providers—USPS, UPS, and FedEx—deliver mail to our offices based on our street address. Supplier assumes all risk for timely and properly submitted deliveries.</p>
Bid's Outer Packaging:	<p>Seal the outer packaging and mark it with the following information.</p> <ul style="list-style-type: none">• Solicitation number• Date and time of bid opening• Prospective supplier's name and return address <p>Improperly marked packages may be opened for identification purposes.</p>

ASMSA PROCUREMENT SERVICES CONTACT			
Buyer:	Corey Alderdice	Email:	alderdicec@asmsa.org

Section 1 - General Instructions and Information

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

1.1. Introduction

The Arkansas School for Mathematics, Sciences, and the Arts is soliciting sealed bids from qualified contractors to furnish all labor, materials, equipment, and supervision for the construction of a maintenance building and wood shop as detailed in the construction documents (drawings & project manual / specifications) as prepared by Architecture Plus, inc. 24-69.

1.2. Current Environment

The Arkansas School for Mathematics, Sciences, and the Arts is looking to complete the construction of a maintenance building and wood shop for the purpose of supporting operational/storage needs as well as establishing a hands on learning center for wood shop students.

1.3. Objective and Goals

The objective is to engage a qualified contractor to construct a new Maintenance and Wood Shop Building at ASMSA—fully operational, code-compliant, and aligned with campus needs. Goals include completing all site and building work, adhering to applicable codes, staying on schedule and within budget, ensuring safe and sustainable construction, coordinating with stakeholders, and integrating the facility into existing campus infrastructure.

1.4. About ASMSA

The Arkansas School for Mathematics, Sciences, and the Arts is one of seventeen public, residential high schools in the country specializing in the education of talented and motivated students who have an interest and aptitude for mathematics and science as well as a passion for creativity, humanities, and the arts.

ASMSA is unique in its mission and service to education in Arkansas. Created in 1991 by an act of the General Assembly, we have the distinction of being one of the nation's top secondary schools for superior students. The Washington Post, Newsweek, and The Daily Beast have ranked ASMSA among the "Top 25" public high schools in America.

For more information on ASMSA, please see [About Us – Arkansas School for Mathematics, Sciences, and the Arts](#).

1.5. Type of Contract

- A. As a result of this IFB, ASMSA intends to **award a contract to a single supplier**.
- B. By submitting a signed proposal in response to this IFB, the prospective supplier represents and warrants that it will honor its proposal as being held open as irrevocable after this period.
- C. Pursuant to Ark. Code Ann. § 19-11-249, any campus, unit or division of the School of Arkansas System or any college or school in Arkansas will be eligible to acquire from the successful purchaser or bidder goods or services that are the subject of this procurement, on all of the terms and conditions contained in any contract issued under this solicitation.

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1.6. Schedule of Events

Event Description	Date
Release of IFB	6/20/2025
Site Visit	6/30/2025
Pre-Bid Meeting	7/2/2025
Questions from Bidders due	7/8/2025
Answers to questions posted*	7/11/2025
Bid Deadline/ Bid Opening	7/17/2025
Evaluation complete*	7/18/2025
Recommended award submitted for legislative approval*	TBD (July 2025)
Final legislative review*	TBD (July 2025)
Award Commences*	TBD (July 2025)

Table A

*Anticipated Dates.

1.7. Delivery and Shipping

- A. The contractor must begin work within 10 days of Notice to Proceed and complete all work within 1 calendar year
- B. All materials and equipment shall be delivered to the site at the contractor's expense and risk.
- C. Deliveries must occur during standard business hours (8:00 AM–4:00 PM, Monday–Friday).
- D. Any loss or damage incurred during transit or prior to acceptance by ASMSA is the responsibility of the contractor.
- E. Contractor must provide notice of anticipated delivery delays due to force majeure.

1.8. Clarification of IFB Solicitation

Submit any questions requesting clarification of information contained in this solicitation via email to the buyer no later than the date and time listed in Table A. Questions will be consolidated and responded to by the school as deemed appropriate. The school's consolidated, written response is anticipated to be posted on the school's website by the close of business on the date provided in Table A.

- A. For each question submitted, the prospective supplier should reference the specific solicitation item number to which the question refers.
- B. Prospective suppliers' If a prospective supplier's questions are unclear or non-substantive, the school may request clarification of a question(s) or decline to answer.
- C. Prospective suppliers may contact the buyer with non-substantive questions before the proposal opens.
- D. The prospective supplier should notify the buyer of any term, condition, etc., that precludes the prospective supplier from submitting a compliant, responsive proposal. Prospective suppliers should note that it is their responsibility to seek resolution of all such issues, including those relating to the terms and conditions of the contract, before submitting a proposal.

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- E. An oral statement by ASMSA will not be part of any contract resulting from this solicitation. It may not reasonably be relied on by any prospective supplier as an aid to interpretation unless it is expressly adopted in writing by ASMSA.

1.9. Response Documents

All responses should be submitted in English. **Do not** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

A. Bid Response Packet

The following are submission requirements and should be submitted in the original bid response packet.

- a. Original signed Bid Signature Page (see Bid Response Packet)
 - o An official authorized to bind the prospective supplier(s) to a resultant contract should sign the Bid Signature Page included in the Bid Response Packet.
 - o The prospective supplier's signature signifies agreement to and compliance with all requirements in this IFB. Any exception that conflicts with Terms and Conditions or a requirement of this solicitation will cause the prospective supplier's bid to be rejected.
- b. **One (1)** original hard copy of the Official Bid Price Sheet.
 - o Any management fees or costs should be disclosed below as well.
 - o Pricing should be proposed in US dollars and cents.
- c. Prospective Supplier's Equal Opportunity Policy, if available
- d. Proposed Subcontractors Form, if applicable
- e. **One (1)** flash drive with the following documents in PDF format.
 - o Bid Signature Page
 - o Official Bid Price Sheet
 - o Prospective Supplier's Equal Opportunity Policy
 - o Proposed Subcontractors Form

1.10. Additional Terms and Conditions

- A. This solicitation incorporates all of the Solicitation Terms and Conditions located on the UA Little Rock Procurement Services website here: <https://ualr.edu/procurement/bids/>.
 - a. Any special terms and conditions included in this solicitation shall override the Solicitation Terms and Conditions.
- B. Any purchase or contract as a result of this solicitation incorporates all the UA System Procurement Terms and Conditions as posted here: <https://www.uasys.edu/system-office/finance-and-administration/procurement/>.
 - a. Any special terms and conditions included in this solicitation shall override the UA System Procurement Terms and Conditions.

Section 2 - Specifications

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

2.1. BACKGROUND

The Arkansas School for Mathematics, Sciences, and the Arts (ASMSA) is a premier public residential high school located in historic Hot Springs, Arkansas. As part of its ongoing commitment to providing a world-class learning and living environment, ASMSA is undertaking the construction of a new Maintenance and Wood Shop Building. This facility will support both the operational infrastructure of the school and serve as a hands-on learning center for students engaged in woodworking and applied arts.

This project reflects ASMSA's continued investment in campus modernization and functional expansion. The new building will house maintenance operations and provide dedicated space for a wood shop, allowing the institution to centralize essential support services while enriching student experience through practical learning opportunities. The design will integrate seamlessly with existing campus facilities and uphold the school's standards for safety, accessibility, and sustainability.

Site development will include grading, drainage, utility connections, paving, and other infrastructure improvements. The layout includes sidewalks, fencing, concrete ramps, and designated preservation areas. Emphasis will be placed on compliance with applicable building codes, ADA guidelines, and sustainable construction practices.

The total project must be completed within one calendar year following the Notice to Proceed. Qualified contractors will be responsible for furnishing all necessary labor, materials, supervision, and equipment to complete the work as outlined in the project specifications.

This initiative highlights ASMSA's dedication to fostering both operational excellence and educational innovation in a supportive, forward-looking campus environment.

2.2 SCOPE OF WORK

The scope shall include, but not be limited to, the following:

- A. FURNISHING ALL LABOR, MATERIALS, EQUIPMENT, AND SUPERVISION FOR CONSTRUCTION OF THE BUILDING & ALL SITE IMPROVEMENTS,
- B. CONSTRUCTION OF A NEW MAINTENANCE AND WOOD SHOP BUILDING PER ALL DRAWINGS AND SPECIFICATIONS, AS PREPARED BY ARCHITECTURE PLUS, INC.
- C. COMPLETION OF ALL BUILDING & SITE WORK
- D. INSTALLATION OF ALL SIDEWALKS, RAMPS, FENCING, & PAVING & LANDSCAPING
- E. CONNECTION AND/OR EXTENSION OF UTILITY SERVICES INCLUDING ELECTRICAL, WATER, AND SEWER,
- F. IMPLEMENTATION OF EROSION CONTROL AND STORMWATER MANAGEMENT FEATURES,

- G. PRESERVATION OF DESIGNATED SITE FEATURES,
- H. ADHERENCE TO ALL APPLICABLE CODES AND STANDARDS,
- I. COORDINATION & COMPLIANCE WITH CAMPUS STAKEHOLDERS AND ARCHITECTURAL CONSTRUCTION DOCUMENTS,
- J. DELIVERY AND STORAGE OF MATERIALS IN UNDAMAGED CONDITION,
- K. MAINTENANCE OF CLEAN AND SAFE CONSTRUCTION SITE THROUGHOUT THE PROJECT,
- L. COMPLETION OF ALL WORK WITHIN ONE CALENDAR YEAR FROM NOTICE TO PROCEED.

2.3 CONSTRUCTION DOCUMENTS

The construction documents (drawings & specifications) for the ASMSA Maintenance and Wood Shop Building project include detailed specifications for grading, paving, drainage, utility connections, erosion control, site access, and construction of a new building & exterior improvements to two existing buildings. They show the proposed building, site improvements, stormwater features, and utility service points, along with areas designated for demolition and preservation. All work must follow applicable codes and standards as shown. Refer to the "24-69 ASMSA Shop Building" construction documents for full details.

2.4 MANDATORY REQUIREMENTS

- **Proof of current professional liability insurance coverage** \$1,000,000 minimum required.
- **Proof of licensure or eligibility:** In the State of Arkansas, a contractor's license is required for commercial projects exceeding \$50,000. Eligible firms not currently licensed in Arkansas must submit a letter to the Arkansas Contractors Licensing Board (501-372-4661) stating their intent to respond to an IFB issued by the University of Arkansas. The letter must include the project name and submittal date. Consulting and joint venture firms are also required to be licensed by the Arkansas Contractors Licensing Board. Notification to the Licensing Board must be made PRIOR to responding to this solicitation, and A COPY OF EITHER A VALID ARKANSAS CONTRACTOR'S LICENSE OR THE LETTER OF INTENT TO THE LICENSING BOARD DESCRIBED ABOVE FOR ALL TEAM MEMBER FIRMS MUST BE INCLUDED WITH THE RESPONSE. The final selected firm(s) will have 30 days to obtain the required license after award of the contract.

Section 3 - Terms and Conditions

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

3.1. Doing Business With ASMSA

Compliance with Procurement Processes

- To conduct business with ASMSA, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system.
- Procurement Services will issue the apparent successful supplier an invitation to PaymentWorks upon completion of the evaluation, release of the Intent to Award letter, **and** ALC approval.
- Failure to register in PaymentWorks may result in the cancellation of this award or resulting contract.
- For more information, see <https://ualr.edu/procurement/suppliers/>.

Regulatory Compliance

- All work shall comply with the latest edition of the Arkansas Fire Prevention Code, local codes, ordinances, and applicable laws. Where conflicts occur, the most stringent requirement shall apply.
- Contractors must comply with the Americans with Disabilities Act (ADA) and Arkansas accessible design guidelines, where applicable.

Familiarity with Drawings and Site Conditions

- Contractors shall verify all dimensions shown in the drawings and shall report any discrepancies to the Architect before proceeding.
- Contractors shall visit the site prior to bidding to examine conditions and verify all information affecting the work.
- No extra compensation will be made for difficulties encountered due to the contractor's failure to examine the site or contract documents.

Materials and Substitutions

- Materials listed in the specifications establish standards of quality. No substitutions may be made without prior written approval.
- All materials and equipment must be delivered in undamaged condition and stored securely. Damaged materials must be replaced at no cost to the Owner.

Workmanship and Standards

- All vertical surfaces must be plumb, horizontal surfaces level, and alignments true within 1/8" in 10'.
- Finished surfaces must be free of defects such as waves, bulges, or unevenness.
- All moving parts shall operate freely without sticking or binding.

Coordination and Integration

- Contractors shall coordinate with all trades and subcontractors to ensure proper sequencing and avoid conflicts.
- Work must be laid out accurately, especially at intersections of multiple systems.
- Contractors shall review architectural, civil, structural, electrical, and mechanical drawings for discrepancies.

Project Cleanliness and Waste Removal

- Rubbish and waste must be removed regularly and not allowed to accumulate.
- Final cleaning is required at project completion before final acceptance.

Temporary Facilities and Utilities

- Contractor shall provide and remove all temporary facilities immediately after project completion.
- All utilities required for construction must be supplied by the contractor unless otherwise noted.

Safety and Protection

- Contractor shall protect all finished work, adjacent property, and utilities from damage.
- Work shall be executed with proper barricades, lighting, and signage as necessary for safety.

Insurance

- General Contractor must purchase and maintain insurance coverage in accordance with project requirements.

Construction Tolerances and Precision

- No unauthorized deviation from drawings will be permitted. Work must conform to indicated lines, grades, and dimensions.
- Installation of work must comply with manufacturer instructions and applicable codes.

3.2. Piggyback Clause

Pursuant to Ark. Code Ann. § 19-11-249, any campus, unit, or division of the University of Arkansas System or any college or school in Arkansas will be eligible to acquire from the successful purchaser of bidder goods or services that are the subject of this procurement, on all of the terms and conditions contained in any contract issued under this solicitation.

3.3. Minority Business Policy

Minority participation is encouraged in this and all other procurements by state agencies. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this State who is: African American, Hispanic American, American Indian, Asian American, Pacific Islander American, or a Service Disabled Veteran as designated by the United States Department of Veterans Affairs. The Arkansas Economic Development Commission conducts a certification process for minority businesses. Bidders unable to include minority-owned businesses as subcontractors "may explain the circumstances preventing minority inclusion."

- 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.

3.4. Equal Employment Opportunity Policy

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

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- A. *EO Policies* may be submitted electronically to the following email address: procurement@ualr.edu, but a hard copy should also be included with the bid response.
- B. Submitting an *EO Policy* to ASMSA is a one-time Requirement. Contractors are responsible for providing updates or changes to their policies and supplying *EO Policies* upon request to other state agencies, which must also comply with this statute.
- C. Prospective Contractors who are not required by law to have an *EO Policy* must submit a written statement to that effect.

3.5. 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 ASMSA that they do not employ or contract with illegal immigrants.
- B. By signing and submitting a response to this Bid Solicitation, a Prospective Contractor for services of \$25,000 or greater agrees and certifies that they do not employ or contract with illegal immigrants. In addition, if selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

3.6. Restriction Of Boycott Of Israel

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to:
 - a. A company that offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
 - b. Contracts with a total potential value of less than \$1,000.
- C. By checking the designated box on the first page of this bid, a Prospective Contractor agrees and certifies that they do not, and will not, for the duration of the contract, boycott Israel.

3.7. Restriction Of Boycott Of Energy, Fossil Fuel, Firearms, and Ammunition Industries

In accordance with Ark. Code Ann. § 25-1-1002, the respondent certifies that it is not currently engaged in a boycott of the energy, fossil fuel, firearms, and ammunition industries and agrees for the duration of its agreement not to engage in a boycott of the energy, fossil fuel, firearms or ammunition industries.

- A. The preceding does not apply to:
 - a. A financial services provider as defined at Ark. Code Ann. § 25-1-1001(8)(A),
 - b. An agreement with a total potential value of less than \$75,000, or
 - c. A contract under which the supplier's price for the goods or services is at least 20% less than the lowest certifying business.

3.8. Restriction Of Contracts with Scrutinized Companies

- A. In accordance with Ark. Code Ann. § 25-1-1001, the respondent certifies that the government of the People's Republic of China ("PRC") does not wholly own the bidder or hold a majority interest in the bidder. Bidder further certifies that the PRC does not own or hold a majority interest in a for-profit parent company, subsidiary, or affiliate of the bidder or in a subcontractor to be employed by the bidder
- B. A "scrutinized company" is an entity in which the People's Republic of China holds 51% or greater ownership and includes any for-profit parent, subsidiary, or affiliate of such a company.

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- C. This restriction applies regardless of the source of the funds but does not apply to exempt commodities and services.

3.9. Payment and Provisions

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

PHYSICAL ADDRESS**EMAIL**

Arkansas School for Mathematics,
Sciences, and the Arts
ATTN: Accounts Payable
200 Whittington Avenue
Hot Springs, AR 71901

ACCOUNTSPAYABLE@ASMSA.ORG

- B. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the school.
- C. ASMSA may not be invoiced before delivery and acceptance of any equipment, service or commodity.
- D. Payment will be made only after the contractor has successfully satisfied the school as to the goods and/or services purchased.
- E. Suppliers shall provide an itemized invoice for all charges.
- F. The Purchase Order Number and/or ASMSA Supplier Contract Number (SPC) should be referenced on each invoice.

Section 4 - Official Bid Price Sheet

Official Bid Price Sheet

Bidder Information:

Company Name

Mailing Address

City, State, ZIP

Phone Number

Email Address

Arkansas Contractor License Number