Procurement Services
University of Arkansas at Little Rock

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Invitation for Bid (IFB)

SOLICITATION INFORMATION			
Solicitation Number:	**FB-27-010**	**Solicitation Issued:**	**September 15, 2026**
Description:	**MidSOUTH Tri-Fold Brochures**		

Bid Opening Date:	**September 25, 2026**	**Bid Opening Time:**	1:00 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:	University of Arkansas at Little Rock Office of Procurement Dickinson Hall, Suite 314 2801 South University Little Rock, AR 72204 Suppliers are responsible for delivering their bid documents to the University of Arkansas at Little Rock 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.
Bid's Outer Packaging:	Seal the outer packaging and mark it with the following information. • Solicitation number • Date and time of bid opening • Prospective supplier's name and return address **Improperly marked packages may be opened for identification purposes.**

UA LITTLE ROCK PROCUREMENT SERVICES CONTACT			
Buyer:	**Jen Haygood**	**Email:**	**jlhaygood@ualr.edu**

Section 1 - General Instructions and Information

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

1.1. Introduction

The University of Arkansas at Little Rock (UA Little Rock) is soliciting proposals from qualified and experienced suppliers for **430,100 4/4 Full Color, Full Bleed Tri-Fold Brochures**.

1.2. About UA Little Rock

The University of Arkansas at Little Rock is a metropolitan research university that provides access to quality education through flexible learning and unparalleled internship opportunities. At UA Little Rock, we prepare our students to be innovators and responsible leaders in their fields. Committed to its mission, UA Little Rock is a driving force in Little Rock's thriving cultural community and a significant component of the city and state's growing profile as a regional leader in research, technology transfer, economic development, and job creation.

For more information on the university, please see ualr.edu/about/.

1.3. Type of Contract

A. As a result of this IFB, UA Little Rock intends to **issue a purchase order** 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. § 19-61-802, any State public procurement unit may participate in this Contract with a participating addendum signed by the Contractor and approved by the chief procurement officer of the procurement agency issuing the contract.
D. The pricing and discounts established under this Agreement shall be made available to all campuses, divisions, and units within the University of Arkansas System ("UA System Entities"). Consistent with Ark. Code Ann. § 19-61-802, any eligible State public procurement unit may participate in this Contract through execution of a participating addendum signed by the Contractor and approved by the chief procurement officer of the procurement agency issuing the contract.
   a. While pricing shall remain consistent, each participating entity reserves the right to negotiate or incorporate its own specific terms and conditions, which shall be documented in a separate participating addendum, Purchase Order, or Supplemental Agreement, as applicable. No entity shall be bound by the non-pricing terms of this Master Agreement unless it has executed the required participation document. Each participating entity shall be solely responsible for its own budget, procurement actions, and payments.
   b. In the event of a conflict between this Master Agreement and a participating entity's addendum, Purchase Order, or Supplemental Agreement, the terms of the participating entity's document shall control with respect to that specific procurement.

1.4. Schedule of Events

Event Description	Date
Release of IFB	**September 15, 2026**
Questions from Bidders due	**September 18, 2026 @ 5:00 PM CST**
Answers to questions posted*	**September 23, 2026 @ 12:00 PM CST**
Bid Deadline/ Bid Opening	**September 25, 2026 @ 1:00 PM CST**
Evaluation complete*	**September 25, 2026**
Recommended award submitted for legislative approval*	**September 25, 2026**
Final legislative review*	**October 16, 2026**
Award Commences*	**October 19, 2026**

Table A

*Anticipated Dates.

1.5. Live Proposal Opening

Use the information below to view the proposal opening online on the day and time listed in Table A.

Zoom Meeting Link: https://ualr-edu.zoom.us/j/82123041689?jst=2
Meeting ID: 821 2304 1689
Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

1.6. 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 university as deemed appropriate. The university's consolidated, written response is anticipated to be posted on the university'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 university 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.
E. An oral statement by UA Little Rock 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 UA Little Rock.

1.7. 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)
   - 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.
   - 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.
   - Any management fees or costs should be disclosed below as well.
   - 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.
   - Bid Signature Page
   - Official Bid Price Sheet
   - Prospective Supplier's Equal Opportunity Policy
   - Proposed Subcontractors Form

1.8. Substitutions

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

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

1.9. Additional Terms and Conditions

A. This solicitation incorporates all of the Solicitation Terms and Conditions 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. Specifications

Item	Print Services Tri-Fold Brochures
Paper	100# Gloss
Finished Size	8.5" x 11"
Bindery/Stitching	Tri-Fold/Letter-Fold
Text Print, Other Details	4/4 Full Color, Full Bleed
Quantity	19,550 each of 22 different brochures, totaling 430,100 pieces
Additional Instructions	Printer to print and fold Deliver back to UA Little Rock Print shop with each box labeled with QTY and a sample attached to each box. All labeling must be generic
Example/Sample	Art provided by appendix to this document

2.2. Quality

All printed items must meet or exceed industry standards and be free of press and production defects such as:

A. Hairlines
B. Fluctuating alignment
C. Roller marks
D. Bleeds

2.3. Proof Approval

A product proof must be provided to Bill Buddenberg for final approval before bulk production commences. Supplier must obtain written approval of the proof via email.

2.4. Overruns and Underruns

Underruns are not permissible under any circumstances. **A 2% overrun is allowable.**

2.5. Brand of Stock

Recycled paper as it applies to coated stock shall mean any paper that contains not less than 10% post-consumer material by fiber weight.

2.6. Soybean Oil Ink Requirement

In compliance with Arkansas Code Annotated § 19-60-102, notwithstanding any law or rule to the contrary, all printing that is chargeable to or which is paid for with funds appropriated wholly or in part by the state, or any state department, division, bureau, board, commission, or agency, shall be printed in soybean ink;

provided, however, that the soybean ink is comparable in price to other inks, and that it is equally suitable for use.

2.7. Delivery and Shipping

A. The university requests delivery within **30** 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.

B. Failure to communicate the delivery time obligates the bidder to complete the delivery by the requested date.

C. 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.

D. 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 the name and location specified on the purchase order.

E. 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. Damage to goods that is not apparent prior to acceptance will be inspected and reported to the supplier within thirty (30) days of receipt.

Section 3 - Terms and Conditions

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

3.1. Doing Business With UA Little Rock

A. To conduct business with UA Little Rock, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system.

B. 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.

C. Failure to register in PaymentWorks may result in the cancellation of this award or resulting contract.

D. For more information, see https://ualr.edu/procurement/suppliers/.

3.2. Piggyback Clause

Pursuant to Ark. Code Ann. § 19-61-802, any campus, unit, or division of the University of Arkansas System or any college or university 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. Equal Employment Opportunity Policy

In compliance with Arkansas Code Annotated § 19-60-104, UA Little Rock must have a copy of the supplier's Equal Opportunity Policy before issuing a contract award. UA Little Rock will maintain a file of all supplier EO policies submitted in response to solicitations issued by this office.

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 UA Little Rock 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.

3.4. Prohibition Of Employment Of Illegal Immigrants

A. Pursuant to Arkansas Code Annotated § 19-60-105, Contractor(s) providing services of $25,000 or greater shall certify with UA Little Rock 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.

3.5. 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.

3.6. 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.

3.7. **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.

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

3.8. **Payment and Provisions**

E. 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	ACCOUNTSPAYABLE@UALR.EDU

F. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university.

G. UA LITTLE ROCK may not be invoiced before delivery and acceptance of any equipment, service or commodity.

H. Payment will be made only after the contractor has successfully satisfied the university as to the goods and/or services purchased.
I. Suppliers shall provide an itemized invoice for all charges.
J. The Purchase Order Number and/or UA Little Rock Supplier Contract Number (SPC) should be referenced on each invoice.