

Invitation for Bid (IFB)

SOLICITATION INFORMATION

Solicitation Number:	FB-25-025	Solicitation Issued:	September 24, 2025
Description:	Fine Arts Center Carpet Removal and Replacement		

Bid Opening Date:	Thursday, October 9, 2024	Bid Opening Time:	9:00 AM/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-East Arkansas Community College Office of Procurement Business Building 1700 Newcastle Road Forrest City, AR 72335 Suppliers are responsible for delivering their bid documents to the University of Arkansas-East Arkansas Community College 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-EACC PROCUREMENT SERVICES CONTACT

Buyer:		Email:	
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Section 1 - General Instructions and Information

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

1.1. Introduction

- A. The University of Arkansas-East Arkansas Community College (UA-EACC) is soliciting proposals from qualified and experienced contractor to provide removal and installation of carpet.

1.2. Current Environment

The UA-EACC Fine Arts Center is planning to update the carpet in the banquet hall and two adjacent hallways, as illustrated on the final two pages of the provided documentation. The total area to be re-carpeted is approximately 14,000 square feet. The existing carpet will be removed and replaced. To support the removal process, the college will provide on-site dumpsters for disposal of the old carpet materials. Contractors are responsible for the removal, transport to the dumpsters, and installation of the new carpet.

1.3. About UA-EACC

The University of Arkansas-East Arkansas Community College is a full-service community college that serves Eastern Arkansas. UA-EACC's faculty and staff are committed to providing students of all ages and stages of life access to high-quality, affordable career-ready and transfer-ready degree programs, business and industry training, non-credit learning experiences, and cultural enrichment. UA-EACC's core of general education classes are considered fully transferable to other colleges and universities, and the College is a full participant in the Arkansas Course Transfer System (www.adhe.edu).

Students have the option of taking classes in Forrest City, in Wynne, at other locations within the five-county service area, and online.

UA-EACC has one of the lowest tuition rates in the state. The college participates in federal and state financial aid programs, offers payment plans, and provides institutional and foundation scholarships.

For more information on the college, please see [About EACC | East Arkansas Community College | Forrest City, AR](#).

1.4. Type of Contract

- A. As a result of this IFB, UAEACC 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 University of Arkansas System or any college or university 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.

INVITATION FOR BID

BID NO: FB-25-025

Page 3 of 9

1.5. Schedule of Events

Event Description	Date
Release of IFB	Wednesday, September 24, 2025
Questions from Bidders due	Monday, September 29, 2025
Answers to questions posted*	Friday, October 3, 2025
Bid Deadline/ Bid Opening	Thursday, October 9, 2024
Evaluation complete*	Friday, October 10, 2025
Award Commences*	Monday, October 13, 2025

Table A

*Anticipated Dates.

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-EACC 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-EACC.

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.

INVITATION FOR BID

BID NO: FB-25-025

Page 4 of 9

- 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

1.8. Additional Terms and Conditions

- A. This solicitation incorporates all of the Solicitation Terms and Conditions located on the UAEACC Procurement Services website here: [Bidding Opportunities | East Arkansas Community College | Forrest City, AR /](https://www.uasys.edu/system-office/finance-and-administration/procurement/).
 - 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. Qualifications and Expectations

A. The supplier shall be fully qualified to perform the specified service in a professional manner. The supplier must have at least three (3) years of experience just prior to this solicitation, providing services of similar scope and extent as the ones detailed herein. Supplier's experience must have been as a primary contractor. B. Service will be provided on an as-needed basis, with no minimum guarantee of work. The supplier must specify an expected response time, which shall not exceed three business days. Additionally, the supplier must report any preexisting damage to the university upon discovery and before the completion of service.

2.2. Specifications

The following is a list of specifications and requirements to complete the project and will be included in the final cost:

- Exact Measurements: 14,000 sq. ft.
- Preferred Thickness: .086"
- Design Preference: Carpet Tiles, Solution Dyed with Matrix style backing.
- Specs and Requirements: The Banquet Hall carpet will be replaced with the original color/ hues, though slightly darker. The new carpet for the hallway accent areas (lobbies and insets) and the hallways will be the same design and color, though not the same color as the Banquet Hall. The cove base will be replaced with the same color, or similar color, that coordinates with the aesthetics of the building interior
- Project will be accomplished within time-frame set by the college to accommodate student traffic
- All contractors require security bonding and licensure in accordance with Ark. Code Ann. § 22-9- 203 and § 22-9-204.

Section 3 - Terms and Conditions

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

3.1. 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 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.

3.2. Equal Employment Opportunity Policy

In compliance with Arkansas Code Annotated § 19-11-104, UA-EACC must have a copy of the supplier's Equal Opportunity Policy before issuing a contract award. UA-EACC 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-EACC 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.

3.3. 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 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.

3.4. 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.

3.5. 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.

3.6. 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.

3.7. Payment and Provisions

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

PHYSICAL ADDRESS**EMAIL**

University of Arkansas-
East Arkansas Community College
ATTN: Accounts Payable
1700 Newcastle Road
Forrest City, AR 72335-2204

blynch@eacc.edu

- B. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university.
- C. UA-EACC 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 university 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 UA-EACC Supplier Contract Number (SPC) should be referenced on each invoice.

INVITATION FOR BID

BID NO: FB-25-025

Page 8 of 9



