

1700 Newcastle Road, Forrest City, AR 72335-2204 | 870-633-4480 ext. 207 | (F)870-633-7222

Invitation for Bid (IFB)

SOLICITATION INFORMATION

Solicitation Number:	FB-25-027	Solicitation Issued:	
Description:	Signage: FAC Driveway, West building, building tower, and building ticket office		

Bid Opening Date:		Bid Opening Time:	9:00 AM/PM CST
<p>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."</p>			

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. <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>

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 new signage for the campus.

1.2. Current Environment

The University of Arkansas – East Arkansas Community College (UA-EACC) is seeking qualified contractors to replace exterior signage on the Fine Arts Building and campus entrances.

Following our recent merger with the University of Arkansas system, UA-EACC has expanded its academic offerings, including enhanced pathways to four-year degrees. This transformation reflects our ongoing commitment to better serve our students, community, and surrounding areas.

To visually represent this exciting new chapter, we are updating the signage on key campus buildings. We invite experienced contractors to submit bids for this project in accordance with the specifications outlined in this IFB.

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.

1.5. Schedule of Events

Event Description	Date
Release of IFB	04/02/2026

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Questions from Bidders due	04/15/2026
Answers to questions posted*	04/17/2026
Bid Deadline/ Bid Opening	05/07/2026
Evaluation complete*	05/13/2026
Recommended award submitted for legislative approval*	05/13/2026
Final legislative review*	05/15/2026
Award Commences*	05/15/2026

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. **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.
- b. Prospective Supplier’s Equal Opportunity Policy, if available
- c. Proposed Subcontractors Form, if applicable
 - o Prospective Supplier’s Equal Opportunity Policy

- 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 /](#).
 - 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

- Entrances - Two stone/brick monuments (one near the road by the Fine Arts Center and one near the Allied Health building near the North entrance from Newcastle)
 - Fine Arts Center: A dragon head logo on each side (2) and the UAEACC wordmark on each side (2)
 - Allied Health Building letters on walls of the Front and Back: 6" aluminum letters UNIVERSITY OF ARKANSAS EAST ARKANSAS COMMUNITY COLLEGE
- Clock Tower
 - All 4 sides of the Clock Tower with 2 sides (East and West) the dragon head logo aluminum 58.5" x 72" backlit logo
 - two sides the UAEACC state logo (North and South) 37.625" x 72" backlit logo
- Fine Arts Center
 - Fine Arts Center West The vertical FAC letters (EACC) to replace vertical aluminum letters with horizontal backlit letters UAEACC on West
 - Fine Arts Center South facing tower wall replace vertical aluminum letters with UA side-by-side at the top and run EACC backlit letters beneath UA
 - Fine Arts Center letters on wall near Ticket Booth: aluminum UAEAC state logo and letters Fine Arts Center to the right of the logo
- Student Welcome Center
 - Façade facing interstate 40: fabricated aluminum 3' backlit letters UAEACC
 - Student welcome center front desk: ½" thick acrylic, metal letters (2' height) on front of desk UAEACC
- Allied Health Building
 - West - facing wall at rear entrance: 4" deep x 36" tall aluminum letters UAEACC and 4" deep x 12" tall aluminum letters ALLIED HEALTH CENTER
 - East – facing wall at front entrance: 4" deep x 36" tall aluminum letters UAEACC and 4" deep x 36" tall aluminum letters UAEACC and 4" deep x 12" tall Aluminum letters ALLIED HEALTH CENTER

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.

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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 blynch@uaeacc.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.

3.8. Existing signage

Fine Arts Center
West





Entrance- Fine Arts Center -Side 2

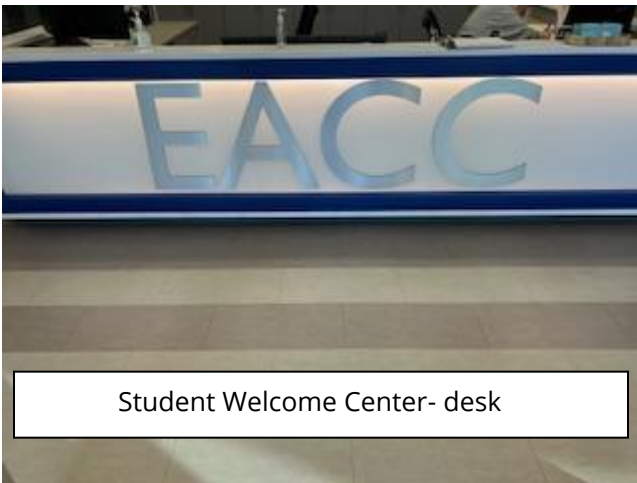


Clock Tower





Entrance- Allied Health Building



Student Welcome Center- desk



Allied Health building facing West

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Allied health Building facing East



New signage should include the below designs



UAEACC