



University of Arkansas at Fort Smith
 5210 Grand Avenue
 Fort Smith, AR 72904

INVITATION TO BID

BID INFORMATION

Bid Number:	CB-24-009	Solicitation Issued:	September 7, 2023
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Bid Deadline:	September 18, 2023	Bid Opening Time:	2:00 p.m., Central Time
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Bids **shall be** received no later than the time and date specified in this bid document.

DELIVERY OF BIDDER'S RESPONSE

Delivery Address:	<p>Bid responses should be emailed directly to rhonda.caton@uafs.edu. It is recommended that Bidder confirm receipt.</p> <p>Email subject line should read CB-24-009 Print Publication of <i>Bell Tower Magazine</i></p>
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UAFS PROCUREMENT SERVICES CONTACT INFORMATION

Buyer:	Rhonda Caton	Phone Number:	479-788-7073
Email Address:	Rhonda.caton@uafs.edu		
UAFS Website:	https://uafs.edu/		

GENERAL INSTRUCTIONS AND INFORMATION

PURPOSE

The University of Arkansas at Fort Smith (UAFS) is seeking bids for the annual print publication of its alumni *Bell Tower* magazine. UAFS is looking for a qualified firm to print the publication and to mail the magazine using a provided mailing list.

A term contract will be awarded to the responsive and responsible Bidder who has submitted the lowest bid that meets the requirements, criteria, and specifications.

Upon mutual agreement, the resulting contract will be renewed on an annual basis, for a total aggregate period not to exceed seven years.

This Invitation to Bid is for the publishing of the UAFS *Bell Tower* magazine. Bidder should also quote postage costs for mailing the magazines from the Bidder's location using their own Bulk Mail Permit. Postage costs would be billed on successful Bidder's invoice.

Note: If Bidder is local and is able to deliver magazines directly to campus to be mailed by UAFS, please note that in your response.

DELIVERY – The University requires inside delivery within 10 working days after receipt of production materials. The time that proofs are out of the contractor’s possession will not count against production time. “Working days” shall be defined as Monday through Friday of each week, exclusive of all official State Holidays. All transportation expenses for inside delivery will be the responsibility of the contractor.

Estimated Alternate Delivery within _____ working days after receipt of purchase order.

SPECIFICATIONS

ITEM 1: **Bell Tower Magazine**

Description: 9 x 10.875" magazine; saddlewire, trimmed three sides

Quantity: 17,000 magazines

Size: 18 x 10.875" folded and saddle stitched to trim size 9 x 1b7t 1 Tf-0t5 (877t 1 Tf)7.tC17.6 (w Tf)7.tC17.

The University of Arkansas at Fort Smith will be granted a reasonable time in which to inspect the merchandise and to determine if its quality meets the requirements or standards of the contract. If quality problems are

circumstances preventing minority exclusion. The Minority Business Economic Development Act (ARK. CODE ANN. § 15-4-301-314) at ARK. CODE ANN. § 154-303(2) defines a minority as a lawful permanent resident of the state of Arkansas who is: African American, Hispanic American, American Indian, Asian American or Pacific Islander American.

For purchasing records and informational purposes only, pursuant to ARK. CODE ANN. § 154-312, please designate if you, as an individual, or as a company qualify (must be 51% minority owned) as a minority business enterprise. Yes No

STANDARD TERMS AND CONDITIONS

Visit this link to view the full Standard Terms and Conditions for the University of Arkansas at Fort Smith.

<https://uafs.edu/about/offices-and-services/finance-and-administration/procurement/terms.php>

PRICE PROPOSAL / BID SIGNATURE PAGE / ACKNOWLEDGEMENT

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL RESPONSE

I, the undersigned duly authorized representative of the proposer, understand that the proposal must be signed by the proposer or an authorized representative of the proposer. Further, I acknowledge that I have read and understand all the proposal instructions, specifications, terms, and conditions, and agree, on behalf of myself and the proposer to be bound by them.

PRICE PROPOSAL	
TOTAL PROPOSED PRICE	\$
ILLEGAL IMMIGRANT CONFIRMATION	
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Vendor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Vendor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract. For contracts valued at \$25,000 or greater	
ISRAEL BOYCOTT RESTRICTION CONFIRMATION	
By checking the box below, a Prospective Vendor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. For contracts valued at \$1,000 or greater	
<input type="checkbox"/> Prospective Vendor does not and will not boycott Israel.	

Signature

Name & Title (Typed or Printed)

Company Name

Address and Telephone

ATTENTION BIDDERS – EO POLICY

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal, request for qualifications, or negotiating a contract with the State for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Submitting the EO Policy is a one-time requirement. The University of Arkansas at Fort Smith Procurement Department will maintain a database of policies or written responses from Bidder.

NOTE: This is a mandatory requirement when submitting an offer as described above.

Please complete and return the attached form with your bid.

Should you have any questions regarding this requirement, please contact this office by calling (479)788-7073.

REQUIRED EQUAL OPPORTUNITY POLICY INFORMATION (to be completed by businesses or person submitting response)

Check appropriate box:

EO Policy attached

Contract and Grant Disclosure and Certification Form

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement with any Arkansas State Agency.

SOCIAL SECURITY NUMBER FEDERAL ID NUMBER SUBCONTRACTOR: SUBCONTRACTOR NAME:
TAXPAYER ID #: --- --- OR --- Yes No

TAXPAYER ID NAME: IS THIS FOR:
 Goods? Services? Both?

YOUR LAST NAME: FIRST NAME: M.I.:

ADDRESS:

CITY: STATE: ZIP CODE: --- COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED

FOR INDIVIDUALS *

Indicate below if you, your spouse or the brother, sister, parent, or child of you or your spouse form member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held

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Contract and Grant Disclosure and Certification Form

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 contract. Any contractor, 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 the agency.

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

AND GRANT DISCLOSURE AND CERTIFICATION FORM

CONTRACT