



## INVITATION FOR BID (IFB) Competitive Sealed Bid

<b>Bid Number:</b>	24-25	<b>Issue Date:</b>	March 20, 2024
<b>Commodity Description:</b>	Janitorial Supplies	<b>Terms:</b>	NET 30
<b>FOB:</b>	ASU	<b>Bid Opening Date and Time:</b>	May 1, 2024 2:00 p.m. CST

### PROCUREMENT CONTACT INFORMATION

<b>Name:</b>	Mike Smith, CPCP	<b>Phone:</b>	870-680-4230
<b>Title:</b>	Assistant Director of Procurement Services	<b>Email:</b>	<a href="mailto:mismith@astate.edu">mismith@astate.edu</a>

### MAILING ADDRESS:

<p><b>Non-USPS Delivery Address</b>          Arkansas State University          Procurement Services          c/o Central Receiving          2713 Pawnee          State University, AR 72467</p>	<p><b>USPS Delivery Address</b>          Arkansas State University          Procurement PO Box 1860          State University, AR 72467</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------

**Instructions:**

- Bids should be submitted by the time and date specified above.
- The Prospective Contractor should provide the information below.
- **This IFB must be returned in a sealed envelope. Bids are not accepted via fax or email.**
- Terms and Conditions governing this request for bid can be found at <http://www.astate.edu/a/procurement>

### PROSPECTIVE CONTRACTOR INFORMATION

Company Name:	_____		
Name (type or print):	_____	Title:	_____
Address:	_____		
City:	_____	State:	_____ ZIP Code: _____
Telephone Number:	_____	Fax Number:	_____
E-Mail Address:	_____		
<b>Signature:</b> <i>Use ink only.</i>	_____		

Arkansas State University is an Equal Opportunity Employer

**INTERGOVERNMENTAL/COOPERATIVE USE OF PROPOSAL AND CONTRACT:** In accordance with Arkansas Code §19-11-249, this bid and resulting contract is available to any college or university in Arkansas that wishes to utilize the services of the selected proposer, and the proposer agrees, they may enter into an agreement as provided in this bid.



## SECTION 1 – GENERAL INFORMATION AND INSTRUCTIONS

### INTRODUCTION

This Competitive Bid (CB) is issued by Arkansas State University to obtain pricing and a contract(s) for janitorial supplies.

Direct all communications regarding this Solicitation to the Buyer on page one (1) of the CB.

### TYPE OF CONTRACT

- A. As a result of this CB, the Department intends to award a contract to multiple contractors (see *Contractor Selection*).
- B. The anticipated starting date for any resulting contract is July 1, 2024, except that the actual contract start date may be adjusted unilaterally by the university for up to three (3) calendar months. By submitting a signed bid in response to the CB, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.
- C. The initial term of a resulting contract will be for one (1) year. Upon mutual agreement by the Contractor and Department, the contract may be renewed by the University for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

### CONTRACTOR SELECTION

- A. Award will be made to the responsible Prospective Contractor determined to have submitted the lowest Responsive Bid, based on the Total Annual Cost/Estimated Total Cost, etc. of the Official Bid Price Sheet submitted by the Prospective Contractor.
- B. A contract is not effective prior to final award being made by the university; some contracts may be subject to Legislative review prior to final award.

### RESPONSE DOCUMENTS

- A. All bids **must** be submitted to Buyer and by the submission deadline on page one (1) of the CB.
- B. *Competitive Bid Response Packet*
  1. Prospective Contractors **shall** utilize the *Competitive Bid Response Packet* attached to the Solicitation to submit their bids.
  2. The following are bid submission Requirements and **must** be submitted with the Competitive Bid Response Packet.
    - a. Signed *Bid Signature Page*; signature may be ink or digital.
    - b. Completed *Competitive Bid Response Packet*, which **must** be English.
    - c. Completed forms attached to the CB.
      - i. Pricing **must** be proposed in U.S. dollars and cents.
      - ii. Quantities stated are estimates only and are not guaranteed. Prospective Contractor **must** bid unit price on the estimated quantity and unit of measure specified.
        - The university may order more or less than the estimated quantity on term contracts, and the Contractor **shall** sell to the Department quantities ordered at no more than the bid price.



- iii. If pricing documents do not allow for accurate pricing, Prospective Contractor should notify the Buyer at least seventy-two (72) hours before the bid opening time.
  - iv. Prices **must** be firm offers and adjustments may be negotiated at the time of contract renewal/annually/quarterly or **shall not** be subject to escalation.
    - A request for a price increase **must** include supporting documentation demonstrating that the increase in contract price is based on an increased cost to the Contractor and that the proposed pricing is still competitive in the marketplace. The university has the right to approve or deny any request for a price adjustment.
  - v. Discount from list bids pricing is not acceptable unless requested elsewhere in the Solicitation.
  - vi. State and local sales taxes should not be included in the bid price.
  - d. Copy of Prospective Contractor's Equal Opportunity Policy
    - i. Pursuant to Arkansas Code Annotated § 19-11-104, OSP requires a Prospective Contractor bidding on a contract to submit a copy of the Prospective Contractor's Equal Opportunity (EO) Policy. Prospective Contractors not required by law to have an EO Policy **must** submit a written statement to that effect.
3. The following items, which **must** be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's bid response:
- a. *EO 98-04 Contract & Grant Disclosure Form* and Certification
  - b. Prospective Contractors should not include any other documents or ancillary information, such as a cover letter or promotional/marketing information.
- C. Prospective Contractors should not alter any language in Solicitation document(s) or Official Bid Price Sheet provided by the university.
- D. Prospective Contractors' bids cannot be altered or amended after the bid opening except as permitted by law or rule.
- E. As requested, Prospective Contractors **shall** provide clarification regarding Prospective Contractor's bid response.
- F. Prospective Contractors may submit multiple bids.



## SECTION 2 – SPECIFICATIONS AND REQUIREMENTS

### 2.1 SPECIFICATIONS

- A. Quantities listed are estimates and will be ordered on an as needed basis.
- B. Must be brand names and numbers listed or an approved equal.

## SECTION 3 – SOLICITATION TERMS AND CONDITIONS

### ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Contractor's past performance with the University may be used to determine if the Prospective Contractor is responsible (OSP Rule R1:19-11-235).
  - 1. Bids submitted by Prospective Contractors determined to be non-responsible will be rejected.
- B. By submitting a bid, the Prospective Contractor represents and warrants:
  - 1. That the prices in the bid have been arrived at independently, without any collusion with another competing Prospective Contractor.
    - a. Collusion violates Arkansas Procurement Law and can lead to suspension, debarment, and can be referred to the Attorney General's officer for investigation and appropriate legal action (Arkansas Code Annotated § 19-11-240 and 19-11-245).
  - 2. That the Prospective Contractor has not retained a person to solicit or secure the resulting contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Prospective Contractor for the purpose of securing business.
- C. Qualifications, services, and commodities **must** meet or exceed the required Specifications as set forth in the Solicitation.

### GENERAL TERMS AND CONDITIONS

- A. Pursuant to Arkansas State Procurement Law, the Contractor **shall** certify that, unless they offer to provide the goods or services for at least twenty percent (20%) less than the lowest certifying Prospective Contractor:
  - 1. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of Israel (Arkansas Code Annotated § 25-1-503),
  - 2. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry (Arkansas Code Annotated § 25-1-1102).
- B. Pursuant to Arkansas Procurement Law, the Contractor **shall** certify that the Contractor does not knowingly employ or contract with illegal immigrants and that the Contractor **shall not** knowingly employ or contract with illegal immigrants during the aggregate term of any contract with the university or any of its departments, institutions, or political subdivisions (Arkansas Code Annotated § 19-11-105).
- C. The Contractor **shall** invoice the university as required by the department and should not invoice the university in advance of delivery and acceptance of any commodities or services (Arkansas Code Annotated § 19-4-1206).



1. The Contractor should invoice the agency by an itemized list of charges. The University's purchase order number and/or the contract number should be referenced on each invoice.
  2. Payment will be made in accordance with applicable the University accounting procedures upon acceptance of commodities and services by the Department.
  3. Payment will be made only after the Contractor has successfully satisfied the Department as to the reliability and effectiveness of the commodities or services purchased as a whole.
- D. The Contractor should be able to accept the University's authorized VISA Procurement Card (p-card) as a method of payment. Price changes or additional fee(s) **must not** be levied against the University when accepting the p-card as a form of payment.
- E. The Prospective Contractor **shall** certify that they are not a company owned in whole or with a majority ownership by the government of the People's Republic of China (a "Scrutinized Company") and that they do not and **shall not** during the aggregate term of the resulting contract employ a Scrutinized Company as a contractor (Arkansas Code Annotated § 25-1-1203).
1. A Prospective Contractor's bid may be rejected if a Prospective Contractor takes exception to any terms, conditions, or Requirements in this CB.
- F. The Prospective Contractor agrees and **shall** adhere to all terms, conditions, and Requirements if selected as the Contractor.
1. Items may only be modified if the legal requirement is satisfied and approved by the University during negotiations.

#### **GUARANTEES, SAMPLES, AND BRAND NAME REFERENCES**

- A. By submitting a bid, the Prospective Contractor represents and warrants that goods its sells to the Department under a resulting contract **shall** be merchantable.
- B. Samples or demonstrators, when requested, **must** be furnished for inspection free of expense to the University.
1. Each sample should be marked with the Prospective Contractor's name and address, bid or contract number, and item number.
    - a. If requested, samples that are not destroyed during reasonable examination will be returned at Prospective Contractor's expense.
    - b. After reasonable examination, all demonstrators will be returned at Prospective Contractor's expense.
  2. Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment.
    - a. If products tested fail to meet or exceed all Requirements and Specifications, the cost of the sample used and the reasonable cost of the testing **must** be borne by the Prospective Contractor.
- C. Unless otherwise specified in the Solicitation, a catalog brand name or manufacturer reference used in the Solicitation is descriptive only, not restrictive, and used to indicate the type and quality desired.
1. Bids on brands of like nature and quality will be considered.



- a. The University **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the University may require the Prospective Contractor to supply additional descriptive material.
- b. Prospective Contractors not bidding an alternate to the referenced brand name or manufacturer **shall** furnish the product according to brand names, numbers, etc., as specified in the Solicitation.

#### **DELIVERY: FOB DESTINATION**

This CB is for multiple departments. Each department will determine where the product must be delivered.

The Contractor must be able to deliver to multiple areas in the state of Arkansas according to the department's request.

- A. The Contractor **shall** take all reasonable measures to ensure that commodities purchased **must** be delivered within thirty (30) days of the Department's issuance of the relevant purchase order unless otherwise agreed upon in writing.
  1. The Contractor **shall** give the Department immediate notice of any anticipated delays or plant shutdowns that will affect the delivery requirement. **The Contractor** will not be liable for delays in performance or for non-performance due to unforeseen circumstances or causes beyond the Contractor's reasonable control.
- B. All deliveries **must** be made during normal University work hours.
- C. The Contractor **shall** pay all transportation and handling charges, unless otherwise agreed upon in writing by the Contractor and Department.
- D. Contractor must be able to deliver to the following site locations:
  - Bay**
  - A-State Campus**
  - 2 locations in Helena**
  - Hughes**
  - Poplar Grove**
  - Weiner**
  - 2 locations in West Memphis**
  - 2 locations in Wynne**
  - First National Bank Arena**
- E. The Contractor **shall** bear responsibility for loss or damage that occurs during shipping, prior to the order being received by the Department.
  1. Risk of loss of the order will pass to the Department upon Contractor's delivery of the order conforming to the resulting pursuant to a purchase order.
  2. All orders should be properly packaged to prevent damage during shipping.
- F. The University assumes no liability for commodities produced, processed, or shipped in excess of the amount specified on the Department's purchase order.



- G. Unless otherwise agreed upon in writing by the Contractor and Department, payment will be made within thirty (30) days of the date of the Contractor's delivery of product(s) conforming to the resulting contract and receipt of the Contractor's invoice, whichever is later.

### INSPECTION AND ACCEPTANCE

- A. The University may inspect any commodities delivered, tendered, or identified to the University as being procured under a resulting contract to determine whether they conform to the contract.
1. The University's right to inspection may be exercised at any reasonable place and time and in any reasonable manner, as determined in the University's reasonable discretion, prior to acceptance of and payment for any commodities procured under a resulting contract.
  2. If the commodities are found to be conforming as the result of inspection, the University will bear the cost of inspection, if any.
  3. If any of the commodities are found to be non-conforming, the University:
    - a. May elect to recover expenses of inspection, if any, from the Contractor and the Contractor **shall** bear the cost
    - b. The Contractor **shall** be responsible for the cost of any retrieval, return, or disposal of the commodities. Payment for commodities does not constitute acceptance of the commodities as conforming to the contract if the University has not had a reasonable opportunity to inspect the commodities or in the event of Contractor's fraud or concealment of defects.
- B. The University has the option to return any product(s) within the thirty (30) day timeframe for any reason.
- C. The Contractor **shall** include a total satisfaction return policy for all products and **shall not** impose any liability on the University for such returns.

### MINORITY AND WOMEN-OWNED BUSINESS

- A. A minority-owned business is defined by Arkansas Code Annotated § 15-4-303 as a business owned by 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
- G. A women-owned business is defined by Act 1080 of the 91<sup>st</sup> General Assembly Regular Session 2017 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.
- H. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses. If certified, the Prospective Contractor's Certification Number should be included on the *Bid Signature Page*.

### PROPRIETARY INFORMATION

- A. The release of public records is governed by the Arkansas Freedom of Information Act (Arkansas Code Annotated § 25-19-101 et. seq.).
- B. Submission documents pertaining to the Solicitation become the property of the University and may be subject to the Arkansas Freedom of Information Act (FOIA).



- C. In accordance with FOIA, and to promote maximum competition in the University competitive sealed bidding, the University may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets and other information exempted from public disclosure pursuant to FOIA.
- D. Under no circumstances will pricing information submitted in response to an invitation for sealed bids be designated as confidential after the sealed bids have been opened.
- E. Consistent with and to the extent permitted under FOIA, any Prospective Contractor may designate appropriate portions of a bid as confidential by submitting a redacted copy of the bid. By so redacting any information contained in the bid, the Prospective Contractor warrants that, after having received such necessary or proper review by counsel or other knowledgeable advisors, it has formed a good faith opinion that the portions redacted are not considered public records under FOIA.
- F. If a Prospective Contractor deems part of the information contained in a response not to be a public record, the Prospective Contractor should submit one (1) complete copy of the submission documents from which any proprietary or confidential information has been redacted in their bid response. Except for the redacted information, the redacted copy **must** be identical to the original copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- G. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- H. The redacted copy will be open to public inspection under the FOIA without further notice to the Prospective Contractor. If the University deems redacted information to be subject to a public record request under FOIA, the University will endeavor to notify the Prospective Contractor prior to release of the redacted record.
- I. The University has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential or proprietary information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.



**COMPETITIVE BID RESPONSE PACKET  
BID SIGNATURE PAGE**

<b>PROSPECTIVE CONTRACTOR'S INFORMATION</b>				
Company:				
Address:				
City:		State:		Zip Code:
Minority or Women-Owned Designation See the Minority and Women-Owned Business section of the Solicitation.	<input type="checkbox"/> Not Applicable			
<b>PROSPECTIVE CONTRACTOR CONTACT INFORMATION</b>				
<i>Provide contact information to be used for Solicitation related matters.</i>				
Contact Person:		Title:		
Phone:		Alternate Phone:		
Email:				
<b>CONFIRMATION OF REDACTED COPY</b>				
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.  If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, except for financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See the <i>Proprietary Information</i> section of the Solicitation.				
<b>REQUIRED CERTIFICATIONS</b>				
By signing and submitting a response to this Solicitation, Prospective Contractor represents, warrants, and certifies that they do not and shall not during the aggregate term a contract award as a result of this Solicitation: <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowingly employ or contract with illegal immigrants.</li> <li><input type="checkbox"/> Boycott Israel.</li> <li><input type="checkbox"/> Boycott an Energy, Fossil Fuel, Firearms, or Ammunition Industry.</li> <li><input type="checkbox"/> Knowingly employ a Scrutinized Company as a contractor.</li> </ul> Prospective Contractor further represents, warrants, and certifies that it shall not become a Scrutinized Company during the aggregate term of a contract resulting from this solicitation.				

An official authorized to bind the Prospective Contractor to a resultant contract **shall** sign below. The signature below signifies agreement that any exception that conflicts with a Requirement of this Solicitation may cause the Prospective Contractor's bid to be rejected.

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Printed/Typed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## SUBMISSION REQUIREMENTS CHECKLIST

The following items **must** be submitted with the Prospective Contractor's bid:

- Bid Signature Page
- Official Bid Price Sheet
- EO 98-04: Contract and Grant Disclosure Form and Certification Form
- W9 and Vendor Request Form



## OFFICIAL BID PRICE SHEET

All charges **should** be included on the Official Bid Price Sheet(s) which includes all associated costs (including but not limited to delivery, freight etc.) for the goods or services being bid. Do not include sales taxes in unit prices. Bid pricing should be valid for 30 days following bid opening to allow sufficient time to tabulate and evaluate bid responses

ITEM	QUANTITY/UNIT	DESCRIPTION	UNIT PRICE
1	59 CS	Dawn dish washing liquid, 8/case, 32 oz	
2	37 CS	Cups, foam 6 oz. 1,000/cs.	
3	15 RLS	Food wrap film, 18x2000 roll	
4	517 BXS	Gloves, CPX3 vinyl powder free, 100/box. Med, Large, X-Large	
5	18 CS	Lysol disinfectant, 4/cs, 1 gal.	
6	10 CS	Steam table ½ size pan, 100/cs.	
7	8 CS	Towel, brown multi-fold, 16 pks of 250; 4,000/cs.	
8	35 CS	Bowls, 5 oz foam; 1,000/cs.	
9	26 CS	Liners, sheet pan, 14x16; 1,000/cs.	
10	53 CS	Pine-Sol lemon, 3/cs; 144 oz.	
11	16 EA	Clothesline Fresh laundry detergent, 1 gal; 4/cs.	
12	11 RLS	Foil, heavy duty, 18/500 1 roll	
13	2 CS	Odor out rug and room deodorant, 12/cs, 12 oz.	
14	3 CS	Towel, preserve kitchen roll towel, 85 sheets/roll; 30 rls/cs, 2-ply	
15	14 GAL	Corrosive liquid NOS BUN, Sant-10	
16	15 CS	Mr. Clean Magic Eraser, 6 pads/pk - 6 pks/cs.	
17	4 GAL	Sani-Tyze 32 oz disinfectant/sanitizer; 12/cs.	



18	38 EA	Mop heads, 20 oz cotton standard	
19	1 EA	Mop bucket/wringer combo	
20	24 QTS	Orange Tough 15	
21	38 CS	Cups, 5 oz paper cup – 2,500/cs.	
22	1 CS	Bags, No. 5 grocery bag; 500/cs.	
23	11 CS	Foil, Pop-up aluminum foil sheets; 3,000/cs.	
24	29 CS	Neutra Air Lysol, 12/cs; 10 oz.	
25	10 CS	Ziploc Quart resealable bags, 500/cs.	
26	9 CS	Ziploc 1 gallon resealable bags, 250/cs.	
27	1 EA	Clean Sweep broom, Out Leader Broom	
28	26 EA	Rubber Maid 54" vinyl covered handle	
29	67 CS	Trash Bags, MT33, 12-16 gal, 45 mil or higher, 500/cs.	
30	63 CS	Trash Bags, EC434615K-762; 56 gal; 1.5 mil; 100/cs.	
31	16 CS	Straws; DixJW7 jumbo straws, individual wrapped; 500/bx; 24 bxs/cs.	
32	28 CS	Kleenex; 21400; Kimberly Clark No. 221269; 30 bx/cs; Premium facial 2-ply; 6x8; 95 tissues/bx	
33	60 CS	Freezer bags, DRK94604, 1 gal reclosable; 250/cs; 1.75 ml or stronger	
34	120 CS	Cups; 8J8; Dart 8 oz foam; 1,000/cs	
35	178 CS	Towels, 548W multi-fold; white, 9x9; 4,000/cs.	
36	55 CS	Plates, 6PWC Satinware, 6" foam, HD; 1,000/cs.	
37	97 CS	Plates, 9PWQ Satinware, 9" non-compartment HD, 500/cs.	



38	15 CS	Bowls, 12BWWC, 12 oz Dart foam bowl, no square bowls, 1,000/cs.	
39	75 CS	Bleach, 1 gal, A/P liquid, 6/cs. Must contain at least 5.25% Sodium Hypochlorite comparable to Clorox liquid bleach	
40	46 CS	Tissue, 5022 toilet tissue, 2-ply, 96 rls/cs; 500 sheets/roll; sheet size minimum 4.5 x 4.05	
41	76 CS	Spoons, GenPPSPK medium white PolyPro medium grade; 1,000/cs, no light weight	
42	70 CS	Forks; GenPPFK medium white PolyPro, 1,000/cs, no light weight	
43	72 CS	Sanitizer, 3195 Spartan, 32 oz, no rinse, 12/cs, concentrate must be spray bottle ready	
44	57 CS	Soap, 3007 Spartan, 1 gal, antibacterial hand soap, 4 gal/cs.	
45	40 CS	Cups; R53, 5 oz water cup, 3,000/cs	
46	12 EA	Detergent, 7003 low suds, laundry detergent, powder, 45 lb bucket	
47	40 CS	Coffee filters, 12 cup; 1,000/cs.	
48	40 CS	Disinfecting wipes, Clorox, Lemon scent, 75 count, 6/cs.	
49	40 CS	Steriphene, Spring Breeze, 12/cs.	
50	2 CS	Gym Floor Cleaner, Betco No. 69504-00, 4-1 gal/cs	
51	1 CS	Citrusolv Degreaser Concentrate, Betco No. 20904-00, 4-1 gal/cs	
52	12 EA	Toilet Bowl Mop	
53	50CS	Can Liners, 24 x 32 White, .5 mil rolls, 500 bags/cs	
54	85 CS	Can Liners, 43 x 47 black, 1.6 mil, Penny Lane 522	
55	5 CS	Mr. Clean Magic Erasers, 6/cs	
56	18 CS	Envirox H2Orange2 Concentrate 117, No. 103592-22A, 4-1 gal/cs	
57	15 BXS	Boardwalk BWK 6500 Facial Tissue, No. BWK62500, 100/box	



58	2 CS	Pads, ACS Type 41-20" White Floor Pads, 5/cs	
59	4 CS	Pads, ACS Type 72-20" Black Floor Pads, 5/cs	
60	100 CS	Gloves, Medium Powder-Free Nitrile Blue Gloves, 100/box	
61	15 CS	Mop, 20 oz Rayon Screw on Mop, Impact No. AWM3220, 12/cs	
62	3 CS	Baby Changing Station Liners, 500/cs	
63	50 CS	GOJO 5162-03 Foam Hand Wash Anti-Bacterial 3/1250 mil/cs	
64	6 CS	Scouring Sponges, Scotch Bright No 174 Green/Yellow, 20/cs	
65	2 CS	Claire 018, County Fresh Disinfectant Spray, Health Care 15.5 oz, 12/cs	
66	1 CS	Claire CB41 Stainless Steel Cleaner, 15 oz, 12/cs	
67	3 CS	Wipes, Sani Hand Sanitizing Hand Wipes, 300ct/ 6 per cs	
68	1 PKG	Cloth, CPI Double Sided 8 x 10 grey/gm Microfiber Cleaning Cloth Yellow, 25/pkg	
69	1 PKG	14 x 20 Square White Floor Pads for 20" Clark Boost Machine,	
70	1 CS	Pads, 14" White Floor Pads, 5/cs	
71	5 CS	Detergent, Hurancan 40 Laundry Detergent, Powder, 40lb/ pail	
72	85 CS	Liners, 60 Gallon, 38 x 58, 1.5 mil, Roll, Black, 100/cs	
73	1 CS	14 x 28 Square Scrub White Pad, 5/cs	
74	1 CS	14 x 28 Square Scrub Dry Chemical Free Strip SQP Pad, 10/cs	
75	1 PKG	G127 ScrubMax 19" Microfiber Bonnet Pads, Pack of 2	
76	1 CS	Supersorb Spill Pick Up Lemon 6/box, 24 Bottles/cs	
77	1 CS	Aerosol Windo Clean+ 19 oz 12/cs	



78	1 CS	Arsenal One Citrus Scrub, 4/cs	
79	1 CS	Arsenal One Super Shine All 4/cs	
80	1 CS	Arsenal One Windo Clean+ 4/cs	
81	1 CS	Strong Guard Primer, 4 gal/case	
82	1 CS	Nutra-Rinse, 1 gal 3/cs	
83	1 CS	1 1/8" x 72" Heavy Duty Extension Microfiber Handle, 12/cs	
84	1 CS	5" x 36" Blue Microfiber Wet Mop Pad with Blue Binding, 12/cs	
85	1 CS	Eco Air Dispenser, 12/cs	
86	1 CS	Wave 3D Urinal Screens – Cucumber Melon, 10/box, 6 boxes per case	
87	1 EA	Rubbermaid Commercial Prod. Toilet Bowl Brush, 15" Handle, White	
88	1 GAL	Combustible Liquids, N.O.S., NA 1993, Glass Cleaner	
89	1 QT	CDC- 10	
90	1 QT	Sparcreme	
91	1 EA	T-N-T Aero	
92	1 EA	Superior High Shine Stainless Steel Cleaner, Oil Based	
93	1 CS	Foam Antibacterial Hand Soap, 1250ml, Fresh Fruit, 4/cs	
94	1 CS	12-16 Gallon White Liner, 24 x 31, 0.5 Gauge, 500/cs	
95	1 CS	33 x 40 White Can Liner, 150/cs	
96	1 CS	43 x 47 1.5 Gauge Black Liner, 100/cs	
97	1 CS	Super Tuff 60 Gal. 3-Ply Liner, Black, 38x58, 1.5 EQ, 100/cs	



98	1 CS	Ultra Junior Jumbo Tissue 9" 2Ply 1000' Roll, 12/roll per case	
99	1 CS	Kleenex Facial Tissue, 100 Sheets/box, 30 boxes/cs	
100	1 EA	14 x 20 White Polish Pad	
101	1 EA	20" Black Floor Pad	
102	1 CS	14' x 20" Rectangular Red Buffing Pad 5/cs	
103	1 EA	Large Blue Comet Mop Head, 5" Headband	
104	1 EA	16 oz Rayon Sta-Flat Mop Head	
105	1 EA	20 oz Rayon Sta-Flat Mop Head	
106	1 BX	Nitrile x3 Xtreme Powder Free Gloves, 3 Mil, 100/box	

**ESCALATION CLAUSE:**

Bidder agrees that the fees will increase only at renewal time (July 1), and increase will not exceed from prior year:

2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	6 <sup>th</sup> Year	7 <sup>th</sup> Year
%	%	%	%	%	%

Will your company be able to deliver directly to the department or requested location in the State of Arkansas? Yes \_\_\_\_\_ No \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ **Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.**

<b>Print or type.</b>	<b>See Specific Instructions on page 3.</b>	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                  <input type="checkbox"/> C Corporation                  <input type="checkbox"/> S Corporation                  <input type="checkbox"/> Partnership                  <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____         </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table>					-	-		
-	-							
<b>or</b>								
<b>Employer identification number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td></td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table>						-		
	-							

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
------------------	-----------------------------------------	---------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

# Arkansas State University Vendor Information Request Form

Arkansas State University would like to request information to establish your business as a vendor. The information requested is necessary not only to maintain an accurate vendor file, but also to comply with the Internal Revenue Service Regulations. Federal law stipulates that each payee furnish an accurate Federal Tax Identification Number to the payer.

Please complete the appropriate fields below:

**Business/Individual Name:** \_\_\_\_\_

**Contact Name: First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Web site:** \_\_\_\_\_

**Select the appropriate ownership of business type(s):**

- African American
- American Indian
- Asian American
- Caucasian
- Disabled Veteran
- Hispanic American
- Pacific Islander
- Veteran
- Woman

**Select the appropriate category for tax purposes:**

- US Citizen
- Legal Permanent Resident (Green Card)
- Nonresident Alien
- US Entity
- Foreign Entity

Does your company qualify as a minority business enterprise according to the State of Arkansas definition?  
"Minority business enterprise" means a business that is at least 51% owned by one or more minority persons.

Yes  No

**Order Address:**

Address: \_\_\_\_\_ County: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Nation: \_\_\_\_\_

**Payment Address:**

Address: \_\_\_\_\_ County: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Nation: \_\_\_\_\_

**Important:** In order to expedite any current or future order, please email required forms to [procurement@astate.edu](mailto:procurement@astate.edu).  
W-9 (US Citizen, LPR)  
W-8BEN (Foreign Individuals)  
W-8BENE (Foreign Entities)

**Procurement Services**  
**PO Box 1860**  
**State University, AR 72467**  
**(870) 972-2028**  
**[procurement@astate.edu](mailto:procurement@astate.edu)**

## 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, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: \_\_\_\_\_ SUBCONTRACTOR NAME: \_\_\_\_\_

Yes  No

IS THIS FOR:

TAXPAYER ID NAME:  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 *is* a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

### FOR AN ENTITY (BUSINESS) \*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

## 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:**

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
  
2. I will include the following language as a part of any agreement with a subcontractor:

*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 subcontract. The party 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 contractor.*
  
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

**I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Vendor Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Phone No. \_\_\_\_\_

*Agency use only*

Agency \_\_\_\_\_ Agency \_\_\_\_\_ Agency \_\_\_\_\_ Contact \_\_\_\_\_ Contract  
Number \_\_\_\_\_ Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_ or Grant No. \_\_\_\_\_



**COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS**

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

- 1. **Minority Business Policy:** It is the policy of the State of Arkansas and this University that Minority Business enterprises shall have the maximum opportunity to participate in the State Procurement process. Therefore, the University encourages all minority businesses to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to subcontract portions of any state contract to Minority Business Enterprises. If contractors are unable to include minority owned businesses as subcontractors, they may explain the circumstances preventing minority exclusion. MINORITY PURCHASING REPORTING: The Minority Business Economic Development Act defines a "Minority" as a lawful permanent resident of this state who is: (A) African American; (B) Hispanic American; (C) American Indian; (D) Asian American; or (E) Pacific Islander American; (F) A service-disabled veteran as designated by the United States Department of Veterans For Veterans Affairs; (G) "Women-owned business enterprise" means a business that is at least fifty-one percent (51%) permanent residents of this state. For purchasing records and informational purposes only, pursuant to 15-4-312 (State Agency Reports) please designate below if you, as an individual, or as a company 51% (minority owned) qualify as being a minority business.
  
- 2. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater. A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
  
- 3. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater. No state agency may contract for services with a Contractor who employs or contracts with an illegal immigrant. The Contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105. Click this link to certify: <https://www.ark.org/tss/immigrant/index.php/user/search>
  
- 4. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater. A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
  
- 5. **Scrutinized Company Restriction:** Required with bid or proposal submission. A state agency shall not contract with a company owned in whole or with a majority ownership by the government of the People's Republic of China (a "Scrutinized Company") and shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a contractor. See Arkansas Code Annotated § 25-1-1203. By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term a resultant contract:

**Check boxes below:**

Minority Business  Yes  No If yes, describe minority status \_\_\_\_\_

**Check all boxes certifying your company does not participate in these restrictions:**

- Boycott Israel.**
- Knowingly employ or contract with illegal immigrants.**
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.**
- Knowingly employ a Scrutinized Company as a contractor.**

Vendor Name: \_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date