



UNIVERSITY
of ARKANSAS
AT PINE BLUFF

1873

BID RESPONSE PACKET
UAPB P207
2025 CAMPUS PROMOTIONAL ITEMS

BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:				
Address:				
City:		State:		Zip Code:
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit			
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned			
AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>				

PROSPECTIVE CONTRACTOR CONTACT INFORMATION	
<i>Provide contact information to be used for bid solicitation related matters.</i>	
Contact Person:	
Phone:	
Email:	

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of the 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.
<i>Note: 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, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>
ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.
ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be rejected:

Authorized Signature: _____ Title: _____
Use Ink Only.
 Printed/Typed Name: _____ Date: _____

VENDOR REFERENCES

Please list below at **least two (2) references** for where delivery has been made of the type of merchandise you are proposing:

(1)	(2)
Company Name: _____	Company Name: _____
Phone No: _____	Phone No: _____
Address: _____	Address: _____
City & State: _____	City & State: _____
Contact Person: _____	Contact Person: _____

A vendor whose bid is under consideration shall, upon request, promptly furnish satisfactory evidence of his financial resources, his experiences, and the organization and merchandise he has available to meet this request.

SUBSTITUTIONS ("OR EQUAL")

- A. These specifications are intended to establish a minimum desired quality or performance level, or other minimum dimensions and capabilities, which will provide the best product available at the best price. When a brand and/or model is designated, and a bidder offers other than the designated brand and/or model the other than designated brand and/or model, must be listed; specifications and descriptive literature provided; and, if requested, a sample made available for testing. **Other than designated brands and/or models approved as equal to designated products shall receive equal consideration.**
- B. When proofs of compliance for materials and equipment are called for in the technical specifications or requested by the University of Arkansas at Pine Bluff, such proofs of compliance shall be furnished by the vendor by supplying the following:
- (1) Certificates of compliance from the manufacturer
 - (2) Mill Certificates
 - (3) Testing laboratory certificates
 - (4) Report of actual laboratory test

SUBSTITUTE/ALTERNATE PRODUCTS:

- C. Bidders are advised that they may bid other than specified however, it must **meet or exceed the specifications as herein listed and color brochures and fact sheet (specification) must be included with your bid response**. If the bidder makes no exception to specifications, they will be required to furnish material and/or equipment according to the brand names, etc., as specified.

_____ **Check if bidding brand specified**

_____ **Check if bidding substitute**

Name of brand substituted: _____

Brand names listed are for "specification only" not as a statement of preference.

ACT 943 COMPLIANCE CERTIFICATION FORM

University of Arkansas at Pine Bluff

Bid Solicitation: Campus Promotional Items – IFB# P207

In accordance with Arkansas Code § 25-1-1204 (Act 943 of 2025), the University of Arkansas at Pine Bluff shall not use public funds to purchase promotional items manufactured in the People's Republic of China.

Promotional items include, but are not limited to:

- Apparel (e.g., shirts, hats)
- Keychains
- Mugs and drinkware
- Pens, pencils, and writing instruments
- Stickers, decals, and buttons
- Bags and Totes
- Any item intended for marketing, branding, or public distribution

By signing below, the bidder certifies that any promotional items offered or provided under this solicitation are **not manufactured in China**.

Solicitation Number: _____

Bidder Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

☐ I certify compliance with Act 943 of 2025.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

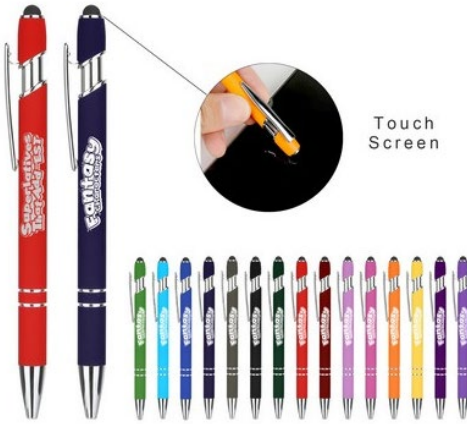
PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

☐ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

University of Arkansas at Pine Bluff Cost Sheet

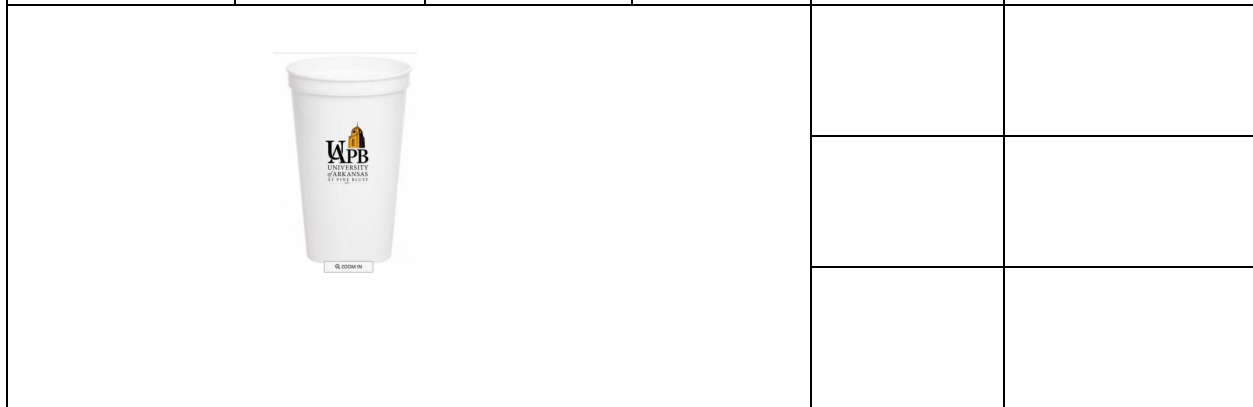
1.	Ellipse Soft w/Stylus-laser metal pen				
Quantity					
Price	100	500	1000	2500	5000
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					
					
Specification:					
Color & logo will be given when ordered					
2.	Lobster Clip Lanyard				
Quantity	50	100	300	500	1,000
Price					
Freight					
Shipping					
Set-up fee					
Art Fee					
Total					



Specification: As shown in picture


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3.	22 oz Stadium cups				
Quantity	50	100	300	500	1,000
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					



Specification: Apply Bell Tower Logo. Color: Black/Gold, Prop 65. 5 7/16"h x 3 9/16"w. Two Side Printing 3 1/2" w x 3 1/2" h per side. Two color imprints on two sides- Black and Gold OR Yellow cup with Black imprint

4.	Rally Pom-pom				
Quantity	50	100	300	500	1,000

Price					
Freight					
Shipping					
Set-up					
Art Fee					
Total					
					
Specification: Black and gold - Color: Black/Gold. Classic two-color cheering pompoms feature approximately 500 streamers and a white contoured handle. Size: 1/4" x 12".one color imprint on the handle of the pom-pom-Black.					
5.	Tablecloth				
Quantity	1	2	3	4	5
Price					
Freight					
Shipping					
Set-up					
Art Fee					
Total					

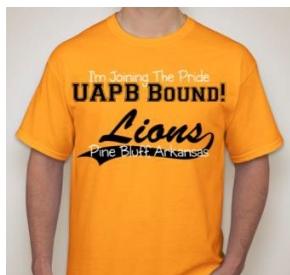


Specification: Color & logo may change when ordered

6.

Custom T-Shirts-Screen Print

Size	Small- XLarge	2X-large	3X-large
Quantity	1	1	1
Price			
Freight			
Shipping			
Set-up			
Art Fee			
Total			



Specification: Apply Bell Tower Logo. Color may vary. Short-sleeve tee made of 5.5-oz 50/50 preshrunk cotton/polyester blend. Sizes: S-3XL. Color imprint on the front
Imprint will be provided. **Screen Print**


6.1 Custom T-shirts – Embroidery (if the pricing is different)


Size	Small-X Large	2x Large	3X Large	
Quantity	1	1	1	
Unit Price:				
Artwork Fee				
Setup Fee				
Shipping Charge				
Total:				

7.	Clear tote				
Quantity	50	300	500	1,000	2,000
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					



Specification: Logo & color will be provided

8.	Antibacterial hand sanitizer sprayer				
Quantity	50	200	400	500	1,000
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					
					
Specification: Apply Bell Tower logo. Color: Gold and Imprint: Black-					
9.	Colored frosted die-cut convention bag 18" x 15"				
Quantity	50	200	400	500	1,000
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					

		
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[Download Image](#)

Specification: Color: Gold Size: 15x18x4 Gold bag with Black imprint- UAPB Bell Tower logo- Office of Procurement

10.	Portable Mini Bluetooth Speaker				
Quantity	100	500	1000	3000	10,000
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					
					
Specification: Logo will be given when quoted					
11.	Miniature Football				
Quantity	50	200	400	500	1,000


Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					



Specification: Black or Gold football. Imprint will be given when ordered

12.	Tent				
Quantity	1	2	3	4	5
Price					
Freight					
Shipping					
Set-up fee					
Art Fee					
Total					



Specification: Tents 10"-Color: Black; Apply Bell Tower - UAPB logo					
Same logo as shown in line item one					
14.	Plastic Retractable Badge Holder Clip				
Quantity	100	500	1000	2500	5000
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					
					
Specification: Logo will be given when order is placed					
15.	Drawstring Sport Pack				
Quantity	50	200	300	400	500
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					



Sports Pack with Front Zipper & Earbud Slot – reorder


Specification: Apply Bell Tower Logo. size: 16-1/2" x 13" and one-color imprint on the front of the sports pack. The department name will change when ordered.

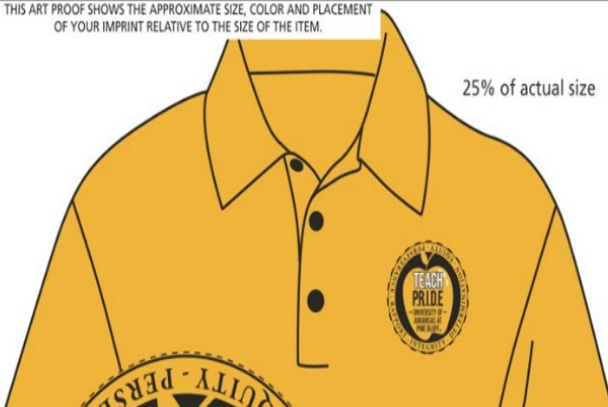
16.	Silicone Bracelet				
Quantity	50	500	700	1,000	2,000
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					



Specification:

17.	Clear Drawstring Backpack				
Quantity	50	100	300	500	1000
Price					
Freight					
Shipping					

Set-up Fee					
Art Fee					
Total					
					
Specification: Department name will be provided. One-color imprint on the front.					

18.	Polo shirts short sleeves-Screen Print		
Size	SM- XLarge	2X Large	3X Large
Quantity	1	1	1
Price			
Freight			
Shipping			
Set-up Fee			
Art Fee			
Total			
<p>THIS ART PROOF SHOWS THE APPROXIMATE SIZE, COLOR AND PLACEMENT OF YOUR IMPRINT RELATIVE TO THE SIZE OF THE ITEM.</p> <p>25% of actual size</p> 			

Specification:

1. Pole shirts should be Cotton or Dri-fit **short sleeve**.
2. Pole shirts sizing ranging from SM to 2XL.
3. Bell Tower logo

Polo shirts short sleeve - Embroidery

Size	Small-X Large	2x Large	3X Large	
Quantity	1	1	1	
Unit Price:				
Artwork Fee				
Setup Fee				
Shipping Charge				
Total:				

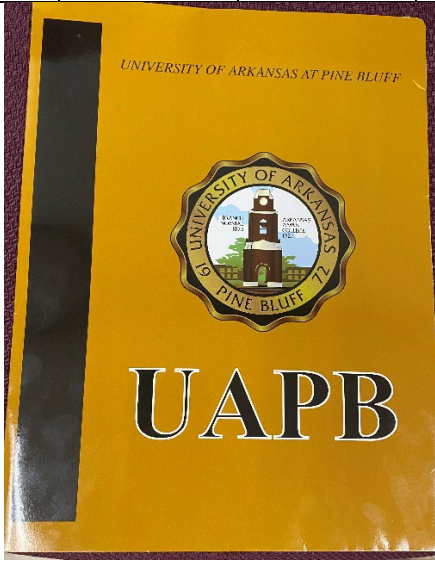
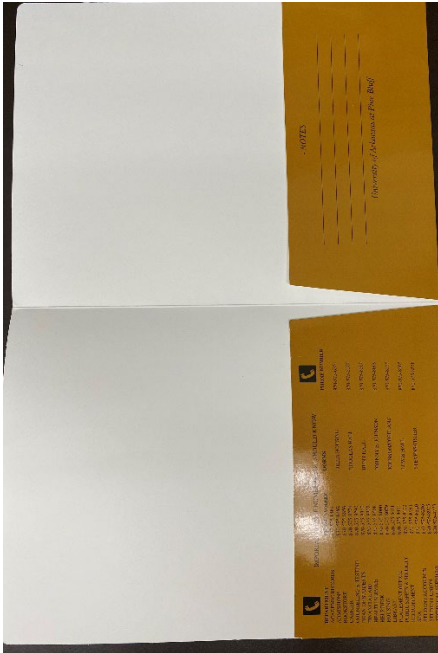
19.	Step and Repeat Banner 8' x 8'				
Quantity	1	2	3	4	5
Price					
Freight					
Shipping					
Art Fee					
Set-up Fee					
Total					

Step and Repeat Banners





Specification: Logo will be added later

20.	UI listed 2200 Mah Charge-it-up Portable Charger				
Quantity	50	100	200	300	500
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					
Specification: Colors will be given when quoted					
21.	Two pocket folders				
Quantity	25	50	100	150	200
Price					
Freight					
Shipping					

Set-up Fee					
Art Fee					
Total					
					
					
Specification: Colors: Black or Gold; imprint on front, inside & back					


22.	Squeezable Stress Balls				
Quantity	25	50	100	150	200
Price					
Freight					

Shipping					
Set-up fee					
Art fee					
Total					
					
Specification:					

23.	Handheld retractable banner				
Quantity	300	500	1000	2500	5000
Price					
Freight					
Shipping					
Set-up Fee					
Art Fee					
Total					
					
Specification: 9.45" W x 27.55" H; Self Retracts; UAPB (word only) or UAPB w/Lion Head-Black background					

24.	24 oz. Clear Water Bottle				
Quantity	50	250	1000	2500	
Price					
Freight					
Shipping					

Set-up fee					
Art fee					
Total					
					
Specification: logo will be given when ordered					

25.	White Vinyl Decal with Custom Die Cut Shape				
Quantity	250	500	1000	1500	2000
Price					
Freight					
Shipping					
Set-up fee					
Art fee					
Total					
					
Specification: 18-28 square inch size logo approximately (5" x 5")					

26.	Megaphone					
Quantity	100	250	500	1000	2500	5000

Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
						
Specification: 7" Megaphones; One color imprint; UAPB Golden Lions (artwork subject to change)						

27.	1" Lanyard with Lobster Clip					
Quantity	100	250	500	1000	2500	5000
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



Specification: Lion head logo (Regular Black w/Full color imprint)


28.	Twist and Chill Fans					
Quantity	500	1000	2500	5000	10,000	25,000
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



Twist and chill fans

Specification: Polyester with plastic handle
Size: 7-3/4" Dia (open); 3-3/4" H x 3" W (closed)

29.	4" Mini Volleyball					
Quantity	50	100	200	300	500	700
Price						
Freight						

Shipping						
Set-up fee						
Art fee						
Total						
						
Specification: Color & logo will be given when ordered						

30.	Bamboo Hand Fans					
Quantity	300	500	1000	2000	3000	5000
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						




31.	Spiral Notebook with Pen					
Quantity	100	250	500	1000	2500	5000
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



32.	Mouse Pads	
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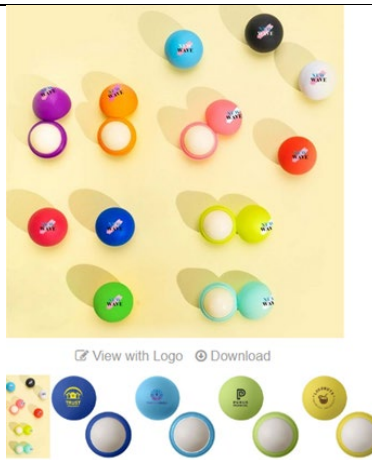
Quantity	100	250	500	1000	2500	
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
						
Specification: Color & logo will be given when ordered						

33.	Outdoor Wide Brim Booney Hat					
Quantity	100	300	500	2000		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
						

Specification: Unisex	
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34.	Noman Modern Sling Bag					
Quantity	25	50	100	500	1000	
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
						
Specification: Color & logo will be given when ordered						

35.	Lip Balm Ball with Moisturizer					
Quantity	100	250	500	1000		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



Specification: Lanyard

36.	Clear PE Shoe Bags					
Quantity	1500	4500	9000	18,000		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



Specification: logo will be given when ordered

37.	Collapsible Can Cooler					
Quantity	25	50	100	500	1000	
Price						

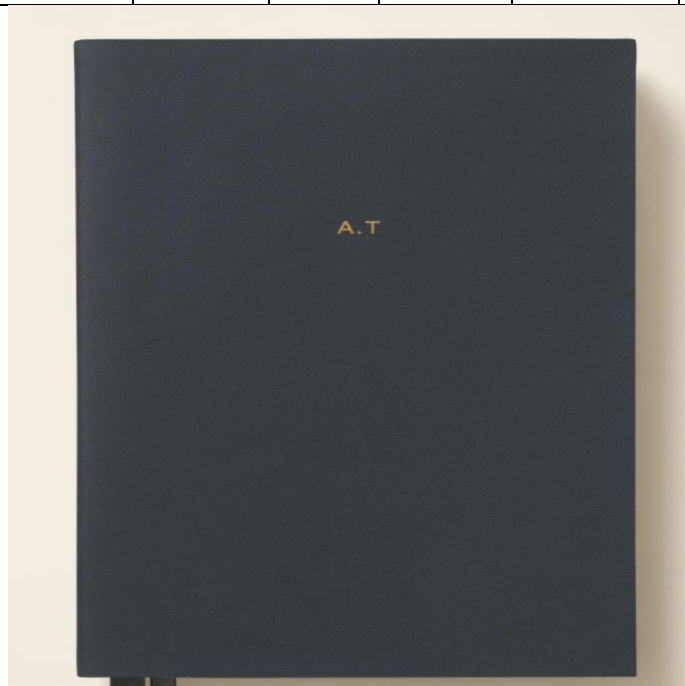
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
						
Specification: Color & logo will be given when ordered						

38.	Bucket Hat					
Quantity	100	250	500	1000		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



Specification:

39.	Leather Notebook					
Quantity	100	250	500	1000		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						





Specification: Leather

40.	Bistro Coffee Mugs -White with 1 color imprint					
Quantity	72	144	288	576	1008	2016
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
<div style="text-align: center;">  <p>Mug</p> </div>						
Specification:						
41.	Stainless Steel Tumbler					
Quantity	75	150	250	500		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



Specification:

42.	Mop Toppers Screen Cleaner with Stylus Pen					
Quantity	250	1200	2600	5200		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
						
Specification:						
43.	Phone Stands					

Quantity	250	500	1,000	2,500		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
						
Specification: Color & logo will be given when ordered						

44.	Therm-O Snack Insulated Bag					
Quantity	500	3000	10,000	50,000		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



Specification:

Color & logo will be given when ordered

45. Clear Water Bottle with flip straw



Quantity	100	200	500	1,000		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



**Specification: Two-tone flip straw lid- 24oz
logo will be given when ordered**

46. Cushioned Jar Opener

Quantity	100	200	500	1,000		
Price						
Freight						
Shipping						

Set-up fee						
Art fee						
Total						
						
Specification: Color & logo will be given when ordered						
47.	Standing Lion Stress Reliever					
Quantity	500	1000	3000	5000		
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
						
Specification: logo will be given when ordered						

48.	3-n-1 Long Charging Cables					
Quantity	50	100	300	500	1000	3000

Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



Specification: Lanyard


49.

Pop Sockets

Quantity	25	350	700	1025	1350	
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						



Specification: Color & logo will be given when ordered

50.	Convention Natural Canvas Tote Bag					
Quantity	100	200	500	1000	5000	
Price						
Freight						
Shipping						
Set-up fee						
Art fee						
Total						
						
Specification: Color & logo will be given when ordered						

RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract valued at \$1,000 or greater 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.

By signing below, the Contractor agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with any public entity as defined in § 25-1-503* If at any time after signing this certification the contractor decides to engage in a boycott of Israel, the contractor must notify the contracting public entity in writing.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Name of public entity	The University of Arkansas at Pine Bluff Arkansas
AASIS Vendor Number	Not Applicable
Contractor/Vendor name	

Contractor Signature: _____
Signature must be handwritten, in ink

Date: _____

“Public Entity” means the State of Arkansas, or a political subdivision of the state, including all boards, commissions, agencies, institutions, authorities, and bodies politic and corporate of the state, created by or in accordance with state law or regulations, and does include colleges, universities, a statewide public employee retirement system, and institutions in Arkansas as well as units of local and municipal government.

08102018

**Request for Taxpayer
IDENTIFICATION NUMBER AND CERTIFICATION**

**Give form to the
requester. Do NOT
send to the IRS.**

Please print or type

Name (See **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other =

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state and ZIP code

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter

Social security number

OR

Employer identification number

List account number(s) here (optional)

Part II

**For Payees Exempt From
Withholding** (See the instructions
on page 2.)

Part III

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. person (including a U.S. resident alien).

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 on page 2.)

**Sign
Here**

**Signature of
U.S. person ▶**

Date

Date ▶

Purpose of Form. -A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if your are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What Is Backup Withholding? - Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure To Furnish TIN. -If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. -If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal Penalty for Falsifying Information. - Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

ILLEGAL IMMIGRANT CERTIFICATION REQUIRED PRIOR TO AWARD PROHIBITION AGAINST CONTRACTING WITH ILLEGAL IMMIGRANTS – Acts 157 of 2007.

Regarding those contracts over \$25,000.00 – No state agency may enter into or renew a public contract with a contractor who knows that the contractor or a subcontractor employs or contracts with an illegal immigrant to perform work under the contract. Certification Required by Contractor prior to award of contract.

It is the requirement of the Office of State Procurement that prior to an award the contractor must certify on the Office of State Procurement's web site which is <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/> that his company does not employee nor will employee illegal immigrants for this project or service. (MUST BE DONE WITHIN FIVE (5) DAYS OF NOTICE)

Instructions:

When the DFA page opens you will see :

- (1) On the right click on Illegal Immigrant Reporting**
- (2) Under Vendor Submit Disclosure Form**
- (3) Click on Submit Disclosure Form**
- (4) Complete Form**

DFA | Office of State Procurement | Illegal Immigrant Certification

The screenshot shows a web browser window with the URL ark.org/dfa/immigrant/index.php?c=user&m=welcome&_ga=2.57404522.1945312742.1596498092-287535036.1594827231. The page title is "Illegal Immigrant Disclosure Certification". The header includes the Arkansas Department of Transportation logo and the text "Home" and "Contact Us Live Technical Support". The main content area has a blue navigation bar with "Home" and "Welcome Agency - Login". Below this, the text "TSS Illegal Immigrant Contractor Disclosure Certification" is displayed. A central box titled "Vendor Submit Disclosure Form" contains the text "Are you a vendor and need to submit a disclosure form?" and "Disclosure forms are valid for one year." Below this text is a blue button labeled "Search/Submit Disclosure Forms".

Instructions conti'...

You are to click on the section that says

Vendor Illegal Immigrant Contracting Disclosure Reporting Screen.

The next **screen** you will see says

DFA ILLEGAL IMMIGRANT CONTRACTOR DISCLOSURE CERTIFICATION LOGIN (click on the right side to open the box that reads: "Submit Disclosure Form").

DFA Illegal Immigrant Contractor Disclosure Certification Login

Agency Login

Vendor Submit Disclosure Form

Username:

Password:

Login

Are you a vendor and need to submit a disclosure form?

[Submit Disclosure Form](#)

Forget your password? [Click here](#)

Instructions conti'...

The opened screen will LOOK LIKE THIS:

Answer the questions and "Submit".

DFA Illegal Immigrant Contractor Disclosure Certification Form

Navigation : [Home](#) >> Certification Form

[Help](#)

Note: *Required fields are marked with an asterisk.

*Vendor Name:

*Contract Type:

Bid Number:

*Disclosure Statement:

I do not employ or contract with any illegal immigrant(s).

*E-mail Address:

*Select Agency:

Submit

THE AGENCY LOGIN BOX IS FOR UAPB – We are required to check this web site to make sure you have certified prior to Purchase Order issue or Contract Award.
