



MEMORANDUM

TO: Powers of Arkansas  
Comfort Systems USA (Arkansas), Inc.

FROM: Alisha Lewis, Interim Director of Procurement

DATE: June 8, 2026

RE: NOTICE OF AWARD FOR JOC FOR HVAC

**Contract Period: June 8, 2026 to June 30, 2027**

The University is awarding this contract for an initial term of one (1) year only. Upon mutual agreement by the Contractor and UAPB, the contract may be renewed for up to three (3) additional one-year terms, not to exceed four (4) consecutive years.

Thank you for your interest in the University of Arkansas at Pine Bluff. The Facilities Director has approved the use of both companies as listed above. Please note the following instructions that are to be observed when a project is requested:

**Project less than \$5,000**

- The Plant Director/Facilities Department will contact you directly.
- A Job Order estimate form completed by contractor
- A purchase requisition will be submitted
- A Purchase Order (PO) will be issued before work begins.
- If Federal Funds are used- The Davis Bacon wage determination is applicable to all projects over \$2,000

**Projects that are over \$5,000 but less than \$50,000**

- The Plant Director/Facilities Department will initiate the project
- A Job Order estimate form completed by contractor
- The Procurement Department will issue a Notice of Intent to award
- The Procurement Department will issue a Notice to Proceed along with executed agreement and Purchase Order (PO)
- Certificate of Insurance (annually requested)
- If Federal Funds are used- The Davis Bacon wage determination is applicable to all projects over \$2,000



**Projects that are over \$50,000 but less than \$1,200,000.00**

- The Plant Director/Facilities Department will initiate the project
- A Job Order estimate form completed by contractor
- Current license from the Contractors License Board must be obtained.
- The Procurement Department will issue a Notice of Intent to Award
- The Procurement Department will send a Notice to Proceed along with an executed agreement and the Purchase Order
- If Federal Funds are used- The Davis Bacon wage determination is applicable to all projects over \$2,000
- All costs should include the following:
- **100% FILED PERFORMANCE BOND**  
**YOU MUST USE THE DATED FORM THAT WILL BE SENT TO YOU NO SUBSTITUTE FORM WILL BE ACCEPTABLE “before” it is filed at the Jefferson County Court House (or the County Court house where the work is to be performed).**
  - Must be in the name of “**The Board of Trustees of the University of Arkansas**” (already stated on the form – must be exact wording)
  - Have your insurance company add the Power of Attorney page
  - The Contractor must take it to the Jefferson County Court house where they must stamp “each” page . THEY REQUIRE AN ORIGINAL AND SO DO WE, ADVISE YOU TAKE TWO (2).
- **CERTIFICATES OF INSURANCE-** shall be in the amounts and classifications so stated in the sample that I will send to you with the “*Board of Trustees of the University of Arkansas acting for the University of Arkansas at Pine Bluff*” listed as certificate holder. Have your insurance company check each block on the certificate and provide the limits requested. Must show a 30-day written Cancellation Notice.

**For Your Information:**

1. No JOB ORDER CONTRACT may exceed \$1,200,000 by law
2. Your hourly rate / and or coefficient (RS Means) must remain firm for the entire four (4) year period should the University opt to renew this contract for the full term.
3. To ensure timely payments there should be no deviations from the above procedure.
4. The purchase order is the only means by which the University is fiscally obligated

Again, thank you for your attention to these directives and your interest in the University of Arkansas at Pine Bluff.



UNIVERSITY  
*of* ARKANSAS  
AT PINE BLUFF  
1873

---

Office of Procurement

Sincerely,

Alisha Lewis  
Interim Director Procurement

Cc: Carla M. Martin, Vice Chancellor for Finance and Administration