



REQUEST FOR PROPOSAL

BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:	UAPB P224	Solicitation Issued:	July 27, 2026
Description:	Protective Security Guard Services	Type of Contract:	Term
Agency:	The University of Arkansas at Pine Bluff		

SUBMISSION DEADLINE FOR RESPONSE			
Bid Opening Date:	August 20, 2026	Bid Opening Time:	11:00 a.m., CST
Deliver proposal submissions for this Request for Proposal to UAPB Procurement Office on or before the designated bid opening date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of Prospective Contractors to submit proposals at the designated location on or before the proposal opening date and time. Proposals received after the designated bid opening date and time may be considered late and may be returned to the Prospective Contractor without further review. It is not necessary to return "no bids" to UAPB.			

DELIVERY OF RESPONSE DOCUMENTS			
Submit To:	UAPB Procurement Department P.O. Box 4979 Pine Bluff, AR 71601	F.O.B.	UAPB Warehouse 1200 North University Drive Hazzard Gym/Annex Building Pine Bluff, Arkansas 71601
Messenger:	1200 N. University Drive Office of Procurement Administration Bldg., Room 102 Pine Bluff, Arkansas 71601		
Delivery providers, USPS, UPS, and FedEx deliver mail to UAPB street address on a schedule determined by each individual provider. These providers will deliver to UAPB based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries. Late bids- bids enroute, bids left at locations other than the Office of Procurement by special carrier or other will not be considered if they are not in the Office of Procurement by or before the time as indicated on this IFB document as "Bid Opening Date and Time."			
Proposal's Outer Packaging:	Seal outer packaging and properly mark with the following information. If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes. - Solicitation number - Date and time of bid opening - Prospective Contractor's name and return address		

THE UNIVERSITY OF ARKANSAS AT PINE BLUFF PROCUREMENT CONTACT INFORMATION			
UAPB Official:	Patricia Cole	Official Phone Number:	(870) 575-8736
Email Address:	colep@uapb.edu	Official Fax Number:	(870) 575-4647
UAPB Website:	http://www.uapb.edu/administration/finance_administration/purchasing/bids.aspx		

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

- **Do not provide responses to items in this section unless specifically and expressly required.**

1.1 INTRODUCTION AND BACKGROUND

The Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas at Pine Bluff is soliciting proposals to identify a single company for security services and on an “as needed” basis. Bidders are guaranteed no work nor a specified number of projects per year.

The University of Arkansas at Pine Bluff (UAPB) is a state land-grant institution with historically black colleges and universities (HBCU) heritage. It was found in 1873 and is the second oldest public institution of higher education in Arkansas, one of two with a land-grant mission, and the state’s only public historically black college or university.

Today, UAPB is a member of the University of Arkansas System and is governed by a Board of Trustees. The UA System provides communities in Arkansas with access to academic and professional opportunities, develops intellectual growth and cultural awareness in its students, and applies knowledge and research skills to an ever-changing human condition.

UAPB offers one Ph.D. degree, nine master’s degrees, and 30 baccalaureate degree programs through five schools/colleges: The School of Education, the School of Arts and Sciences, the School of Business and Management, the School of Agriculture, Fisheries and Human Sciences, and the University College. Three non-degree programs/divisions complete this academic structure: the Carolyn F. Blakely Honors College, Graduate and Continuing Education, and Military Science. Since inception, the University has grown in stature as a center for teaching, research, and public service. The University is accredited by the Higher Learning Commission.

UAPB has a tremendous legacy and history, and an even brighter future. The institution has a proud history of serving a diverse student body. Including many first-generation students. A new campus master plan has been developed and features numerous enhancement and upgrade projects as well as a number of key new facility opportunities.

For a deeper look at the University’s history, mission and programs, candidates should visit UAPB at www.uapb.edu.

1.2 TYPE OF CONTRACT

- A. As a result of this RFP, this contract is a term contract that will be awarded to a **Single** Contractor.
- B. The anticipated starting date for any resulting contract is **September 21, 2026**, except that the actual contract start date may be adjusted unilaterally by the State for up to three calendar months. By submitting a signed proposal in response to the RFP, the Prospective Contractor represents and warrants that it will honor its proposal 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 UAPB for up to **three (3)** additional one-year terms or portions thereof, not to exceed six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

1.3 **SOLICITATION SCHEDULE**

For informational purposes, a Solicitation Schedule is provided below; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the discretion of the University.

ACTIVITY	DATE
RFP Release to Prospective Contractors	July 27, 2026
Mandatory Pre-Bid Conference	August 5, 2026, at 1:00pm 1601 L.A. Prexy Davis Drive Pine Bluff, AR 71601
Deadline for Prospective Contractor Questions	August 10, 2026, 12:00 P.M. CST
Deadline for UAPB to respond to questions	August 14, 2026, 4:00 P.M. CST
Proposal Due Date	August 20, 2026, 11:00 A.M.
Evaluation Period*	August 21-26, 2026*
Interview Topmost Qualified Firms (If needed) *	TBD
ALC Review prior to Award*	September 18, 2026
Award Contract*	September 21, 2026*

1.4 **PRE-BID CONFERENCE**

There will be a mandatory pre-bid conference held on **August 5, 2026, at 1:00 pm, CST.** Bidders must come to the Facilities Management Building 1601 L.A. "Prexy" Davis Drive, Pine Bluff, AR 71601, as we will leave here at 1:00 pm promptly and walk to the installation site for a brief meeting and to see the site. Owner will not accept a bid from any Bidder failing to attend mandatory meeting(s). The University reserves the right to schedule additional mandatory meetings, if it determines them to be in its best interests.

1.5 **ACCEPTANCE OF REQUIREMENTS**

- A. A Prospective Contractor **must** unconditionally accept all requirements in the Requirements Section(s) of the RFP to be considered a responsive Prospective Contractor.
- B. A Prospective Contractor's bid will be rejected if a Prospective Contractor takes exceptions to any Requirements in the Requirements Section(s) of this RFP.

1.6 **DEFINITION OF TERMS**

- A. The UAPB Procurement Official has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- B. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.
- C. "Prospective Contractor" means a responsible offeror who submits a proposal in response to this Solicitation.
- D. "Contractor" means a person who sells or contracts to sell commodities and/or services.

- E. The terms “Request for Proposal”, “RFP,” “Bid Solicitation,” and “Solicitation” are used synonymously in this document.
- F. “Responsive proposal” means a proposal submitted in response to this solicitation that conforms in all material respects to this RFP.
- G. “Proposal Submission Requirement” means a task a Prospective Contractor **must** complete when submitting a proposal response. These requirements will be distinguished by using the term “**shall**” or “**must**” in the requirement.
- H. “Requirement” means a specification that a Contractor’s product and/or service **must** perform during the term of the contract. These specifications will be distinguished by using the term “shall” or “must” in the requirement.
- I. “UAPB” means the University of Arkansas at Pine Bluff. When the term “UAPB” is used herein to reference any obligation of the university under a contract that results from this solicitation, that obligation is limited to UAPB agency using such a contract.
- J. “University” or “Owner” Shall be interpreted to mean **University of Arkansas Board of Trustees acting for and on behalf of the University of Arkansas at Pine Bluff.**

1.7 **RESPONSE DOCUMENTS**

A. Original Technical Proposal Packet

- 1. The following items are Proposal Submission Requirements and **must** be submitted in the original Technical Proposal Packet.
 - a. Original signed *Proposal Signature Page*. (See Technical Proposal Packet.)
 - b. *One (1) original hard copy of the proposal response package which includes:*
 - i. Technical Proposal response to the information for Evaluation section included in the Technical Proposal Packet. **Proposal response must be in the English language.**
 - ii. Response to the Official Bid Price Sheet which is the cost section. Pricing **must** be proposed in U.S. dollars and cents

B. Additional Copies and Redacted Copy of the Technical Proposal Packet and Official Bid Price Sheet

In addition to the original Technical Proposal Packet and the Response Package, the following items should be submitted.

- 1. Additional Copies of the Technical Proposal Packet
 - a. Five (5) soft copies (marked “COPY”) of the Technical Proposal Response Packet.
 - b. one (1) electronic copies of the Technical Proposal with the Technical Response Packet, preferably on flash drives and in PDF format. Do not send electronic copies via email or fax.
 - c. All additional hard copies and electronic copies **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy governs.
 - d. If UAPB requests additional copies of the proposal, the copies **must** be delivered within twenty-four (24) hours of request.

1.8 ORGANIZATION OF RESPONSE DOCUMENTS

- A. It is strongly recommended that Prospective Contractors adhere to the following format and suggestions when preparing their Technical Proposal response.
- B. The original Technical Proposal Packet and all copies should be arranged in the following order.
 - Proposal Signature Page.
 - Proposed Subcontractor Form
 - Signed Addenda, if applicable.
 - E.O. 98-04 – Contract Grant and Disclosure Form.
 - Equal Opportunity Policy.
 - W-9 Form
 - Combined form for Boycotts and Illegal Immigrant Certification
 - Voluntary Product Accessibility Template (VPAT), if applicable
 - Technical Proposal response to the information for Evaluation section of the Technical Proposal Packet.
 - **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

1.9 CLARIFICATION OF BID SOLICITATION

- A. Submit any questions requesting clarification of information contained in this *Bid Solicitation* in writing via email by 12:00 p.m., Central Time on or before **08/10/2026** to the UAPB official as shown on the front cover of this *Proposal Solicitation* (**Note the Schedule of Events**).
 - For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
 - Prospective Contractors' written questions will be consolidated and responded to by UAPB. If Prospective Contractor questions are unclear or non-substantive in nature, UAPB may request clarification of a question(s) or reserves the right not to respond to that question(s).
- B. The Prospective Contractor should notify the UAPB official of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, responsive proposal. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a proposal.
- C. Prospective Contractors may contact the UAPB official with non-substantive questions at any time prior to the proposal opening.
- D. An oral statement by UAPB will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by UAPB.
- E. Prospective Contractors entering into a contract with UAPB **shall** comply with all the terms and conditions contained herein.

1.10 PROPOSAL SIGNATURE PAGE

- A. An official authorized to bind the Prospective Contractor(s) to a resultant contract **must** sign the Proposal Signature Page included in the Technical Proposal Packet.

- B. Prospective Contractor's signature on this page signifies Prospective Contractor's agreement to and compliance with all Requirements of this RFP, and that any exception that conflicts with a Requirement or Proposal Submission Requirement of this Bid Solicitation will cause the Prospective Contractor's proposal to be rejected.

1.11 **FINANCIAL CONSIDERATION PROPOSAL PRICING**

- A. Vendor(s) **must** include all pricing in the Financial Consideration Proposal only. Any cost not identified by the successful vendor but subsequently incurred in order to achieve successful operation **shall** be borne by the vendor.
- B. To allow time to evaluate proposals, financial proposals **must** be valid for 120 days following the bid opening.
- C. The *Financial Proposal*, including the hard copy and electronic copy, **must** be separately sealed from the *Technical Proposal Packet* and should be clearly marked as "Financial Proposal".
- D. Vendor **must not** include any pricing in the hard copies or electronic copies of their *Technical Proposal Packet*. Should hard copies or electronic copies of their *Response Packet* contain any pricing, the response **shall be** disqualified.
- E. Failure to complete and submit a Financial Consideration Proposal **shall** result in disqualification.
- F. All proposal pricing **must** be in United States dollars and cents.

1.13 **PRIME CONTRACTOR RESPONSIBILITY**

1. Single and joint vendor proposals and multiple proposals by vendors are acceptable. However, a single vendor must be identified as the prime contractor in each proposal. The prime contractor will be responsible for the contract and will be the sole point of contact with regard to the software and services described herein.
2. The Vendor shall not assign the contract in whole or in part or any payment arising there from without the prior written consent of UAPB.
3. The contractor shall give UAPB immediate notice, in writing, by certified mail of any action which, in the opinion of the Contractor, may result in litigation related in any way to the contract of UAPB. Contractor.

1.14 **INDEPENDENT PRICE DETERMINATION**

- A. By submission of this proposal, the Prospective Contractor certifies, and in the case of a joint response, each party thereto certifies as to its own organization, that in connection with this proposal:
 - The prices in the proposal have been arrived at independently, without collusion.
 - No prior information concerning these prices has been received from, or given to, a competitive company.
- B. Evidence of collusion warrants consideration of this bid by the Office of the Attorney General. All Prospective Contractors **shall** understand that this paragraph may be used as a basis for litigation.

1.15 **RESERVATION**

This proposal does not commit **UAPB** to pay any cost incurred in the preparation of proposals. Further, **UAPB** reserves the right to accept or reject any or all proposals or any part of a proposal in the best interest of the University. Proposals which fail to comply fully with any provisions of the specifications and proposal documents will be considered invalid and will not receive consideration.

1.16 **PROPRIETARY INFORMATION**

- A. Submission documents pertaining to this *Proposal Solicitation* become the property of UAPB and are subject to the Arkansas Freedom of Information Act (FOIA).

- B. In accordance with FOIA and to promote maximum competition in UAPB competitive bidding process, UAPB may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets defined by FOIA and other information exempted from the Public Records Act pursuant to FOIA.
- C. Prospective Contractor may designate appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by submitting a redacted copy of the response.
- D. By redacting any information contained in the response, the Prospective Contractor warrants that it has formed a good faith opinion having received such necessary or proper review by counsel and other knowledgeable advisors that the portions redacted meet the requirements of the Rules and Statutes set forth above.
- E. Under no circumstances will pricing information be designated as confidential.
- F. One (1) complete copy of the submission documents from which any proprietary information has been redacted should be submitted on a flash drive in the *Technical Proposal Packet*. A CD is also acceptable. Do not submit documents via email or fax.
- G. Except for the redacted information, the redacted copy **must** be identical to the original hard copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- H. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- I. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the Prospective Contractor.
- J. If a redacted copy of the submission documents is not provided with Prospective Contractor's *response packet*, 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).
- K. If UAPB deems redacted information to be subject to FOIA, the Prospective Contractor will be contacted prior to release of the documents.
- L. UAPB has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

1.17 CAUTION TO PROSPECTIVE CONTRACTORS

- 1. Prior to any contract award, address all communication concerning this *Proposal Solicitation* through UAPB official.
- 2. Do not alter any language in any solicitation document provided by UAPB.
- 3. Do not alter the Official Proposal Price Sheet.
- 4. All official documents and correspondence related to this solicitation become part of the resultant contract.

5. UAPB has the right to award or not award a contract, if it is in the best interest of the University to do so. **Failure to provide performance security shall result in a proposal rejection.**
6. As requested, provide clarification regarding Prospective Contractor's bid response to UAPB.
7. Qualifications and proposed services **must** meet or exceed the required specifications as set forth in this *Proposal Solicitation*.

1.18 **REQUIREMENT OF ADDENDUM**

1. Only an addendum written and authorized by UAPB will modify this *Proposal Solicitation*.
2. An addendum posted within three (3) calendar days prior to the proposal opening may extend the opening and may or may not include changes to the Proposal Solicitation.
3. The Prospective Contractor is expected to check the UAPB website, http://www.uapb.edu/administration/finance_administration/purchasing/bids.aspx, for any and all addenda up to proposal opening.

1.19 **AWARD PROCESS**

A. Successful Contractor Selection

1. The Grand Total Score for each Prospective Contractor, which is the sum of the Technical Score and Cost Score, will be used to determine the ranking of proposals. UAPB may move forward to negotiations with those responsible Prospective Contractors determined, based on the ranking of the proposals, to be reasonably susceptible or being selected for award.

B. Negotiations

1. If UAPB chooses, negotiations may be conducted with the highest-ranking Prospective Contractor. Negotiations are conducted at the sole discretion of UAPB.
2. If negotiations fail to result in a contract, UAPB may begin the negotiation process with the next highest ranking Prospective Contractor. The negotiation process may be repeated until the anticipated successful Contractor has been determined, or until such time UAPB decides not to move forward with an award.

C. Anticipation of the Award

1. Once the anticipated successful Contractor has been determined, the anticipated award will be posted on UAPB website at http://www.uapb.edu/administration/finance_administration/purchasing/bids.aspx.
2. The anticipated award **will be posted for a period of fourteen (14) days** prior to the issuance of a contract. Prospective Contractors and agencies are cautioned that these are preliminary results only, and **a contract will not be issued prior to the end of the fourteen-day posting period.**
3. UAPB may waive the policy of Anticipation to Award when it is in the best interest of the University.
4. It is the Prospective Contractor's responsibility to check the UAPB website for the posting of an anticipated award.

D. ADMINISTRATION RESPONSIBILITY

1. Any resultant contract of this *Proposal Solicitation* is subject to UAPB approval processes which may include Legislative review.
2. The UAPB Procurement Official will be responsible for award of any resulting contract, and the **Chief of Police or designee** will be responsible for administration and contract compliance.

1.20 BID PROTEST

In the case of protest associated with this IFB, the protest will be resolved by the Vice Chancellor for Finance and/or the Office of State Procurement.

1.21 INTERGOVERNMENTAL/COOPERATIVE USE OF COMPETITIVELY BID PROPOSALS AND CONTRACTS

In accordance with Arkansas Code Annotated § 19-11-249, any State public procurement unit may participate in any contract resulting from this solicitation with a participating addendum signed by the Contractor and approved by the chief procurement officer of the procurement agency issuing this solicitation.

1.22 DISCLOSURE OF CONTRACTS OVER \$25,000-GOVERNOR'S EXECUTIVE ORDER 98-04

- No contract for commodities or services greater than \$25,000 and no discretionary grant greater than \$25,000 shall be awarded, extended, amended, or renewed by any agency to any bidder who has not disclosed as required in this proposal with the exception of bidders in Section 3D (emergencies) for goods and services for which disclosure may be obtained after purchase or service.
- 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 bidder, 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.

1.23 EQUAL OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, UAPB must have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.
- B. *EO Policies* should be included as a hard copy accompanying the solicitation response.
- C. Contractors are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute.
- D. Prospective Contractors who are not required by law by to have an *EO Policy* **must** submit a written statement to that effect.

1.24 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

- A. Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) providing services **shall** certify with UAPB that they do not employ or contract with illegal immigrants.
- B. By signing and submitting a response to this *Proposal Solicitation*, 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.

1.25 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 company which offers to provide goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Proposal Signature Page of the response packet, a Prospective Contractor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

1.26 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically UAPB Rule R5:19-11-230(b)(1), a Prospective Contractor's past performance with UAPB may be used to determine if the Prospective Contractor is "responsible". Proposals submitted by Prospective Contractors determined to be non-responsible will be rejected.

1.27 TECHNOLOGY ACCESS

- A. When procuring a technology product or when soliciting the development of such a product, the University is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Prospective Contractor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that technology meets the statutory Requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.
- B. Accordingly, the Prospective Contractor expressly represents and warrants to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) for 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, that the technology provided to the University for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:
 - 1. Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means.
 - 2. Presenting information, including prompts used for interactive communications, in formats intended for non-visual use.
 - 3. After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.
 - 4. Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means.

5. Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact.
6. Integrating into networks used to share communications among employees, program participants, and the public.
7. Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by people who are not blind or visually impaired.
- C. State agencies cannot claim a product as a whole is not reasonably available because no product in the marketplace meets all the standards. Agencies must evaluate products to determine which product best meets the standards. If an agency purchases a product that does not best meet the standards, the agency must provide written documentation supporting the selection of a different product, including any required reasonable accommodation.
- D. For purposes of this section, the phrase “equivalent access” means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired **shall** be provided a reasonable accommodation as defined in 42 U.S.C. § 12111(9), as it existed on January 1, 2013.
- E. If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

1.28 PUBLICITY

- A. Do not discuss the solicitation nor your proposal response, nor issue statements or comments, nor provide interviews to any public media during the solicitation and award process.
- B. Failure to comply with this Requirement may be cause for a Prospective Contractor’s bid to be rejected.

1.29 RESTRICTION OF BOYCOTT OF ENERGY, FOSSIL FUEL, FIREARMS AND AMMUNITIONS INDUSTRIES

In accordance with Ark. Code Ann. § 25-1-1002, Respondent hereby certifies to UA that Respondent: (a) is not currently engaged in a boycott of the energy, fossil fuel, firearms, and ammunition industries; and (b) agrees for the duration of any Contract not to engage in any boycott of the energy, fossil fuel, firearms or ammunition industries. The preceding does not apply to: (i) a financial services provider as defined at Ark. Code Ann. § 25-1-1001(8)(A), (ii) an agreement with a total potential value of less than \$75,000, or (iii) a contract under which the Contractor’s price for the goods or services is at least 20% less than the lowest certifying business.

1.30 CERTIFICATION OF NON-SCRUTINIZED COMPANY

The Respondent certifies that the government of the People’s Republic of China (“PRC”) does not wholly own the Respondent or hold a majority interest in the Respondent. Respondent further certifies that the PRC does not own or hold a majority interest in a for-profit parent company, subsidiary, or affiliate of Respondent, or in a subcontractor to be employed by Respondent.

1.31 CERTIFICATION OF NON-SCRUTINIZED COMPANY

The Respondent certifies that the government of the People's Republic of China ("PRC") does not wholly own The Respondent or hold a majority interest in the Respondent. Respondent further certifies that the PRC does not own or hold a majority interest in a for-profit parent company, subsidiary, or affiliate of Respondent, or in a subcontractor to be employed by Respondent.

1.32 TOBACCO FREE CAMPUS

Smoking and the use of tobacco products (including cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), by students, faculty, staff, contractors, and visitors, are prohibited at all times on and within all property, including buildings, grounds, and facilities, owned or operated by UAPB, including all vehicles on UAPB property.

1.33 FUNDING OUT CLAUSE

If, in the sole discretion of UAPB, funds are not allocated to continue any resultant Contract, or any activities related herewith, in any future period, then UAPB will not be obligated to pay any further charges for services, beyond the end of the then current period. Contactor will be notified of such non-allocation at the earliest possible time. No penalty shall accrue in the event this section is exercised. This section shall not be construed so as to permit UAPB to terminate any Contract awarded in order to acquire similar service from a third party.

1.34 PERMITS/LICENSES AND COMPLIANCE

Contractor covenants and agrees that it shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of obligations under this RFP, and shall post or display in a prominent place such permits and/or notices as required by law. Contractor is responsible for compliance with all applicable laws and regulations, including but not limited to, OSHA requirements as well as any Fair Labor Standards Act requirements pertaining to compensation of Contractors employees or subcontractor (if any) working on the project; further, upon request, Contractors shall provide copies of all such permits or licenses to UAPB.

1.35 CAMPUS RESTRICTIONS

Contractor shall not permit tobacco, electronic cigarettes, alcohol, or illegal drugs to be used by any of its officers, agents' representatives, employees, subcontractors, licensees, partner organizations, guests or invitees while on the campus of UAPB. Respondents further agree that it will not permit any of its officers, directors, agents, employees, contractors, subcontractors, licensees, partner organizations, guests or invites to bring any explosives, firearms or other weapons onto the campus of UAPB, except to the extent expressly permitted by UAPB policies and the Arkansas enhanced concealed carry laws. Respondent shall not allow any of its officers, directors, agents, employees, contractors, subcontractors, licensees, partner organizations, guests or invites that are registered sex offenders to enter the campus of the University. Respondent agrees that it will not permit any of its officers, directors, agents, employees, contractors, subcontractors, licensees, partner organizations, guests or invitees who have been convicted of a felony involving force, violence, or possession or use of illegal drugs to work on this campus. Respondent will fully comply with all applicable UAPB policies, and federal, state and local laws, ordinances, and regulations.

1.36 BACKGROUND CHECKS

Contractor shall be responsible to obtain and to pay for background checks (including, but not limited to, checks for registered sex offenders) for all individuals performing any services related to this RFP on the UAPB campus, whether on a paid or volunteer basis, in a manner requested by UAPB and consistent with procedures established by UAPB for its background checks. No person may perform any duties or services for Contractor on the UAPB campus under any circumstances whatsoever until a satisfactory background check has been completed for each individual and copies furnished to UAPB.

1.37 NO ASSIGNMENT AND SUBLICENSING

Respondents may not assign or sublicense any resulting Contract without the prior written consent of an authorized representative of UAPB as provide by UAPB's Board of Trustee Policy.

1.38 BEST AND FINAL OFFER

UAPB reserves the right to request an official "Best and Final Offer" from Bid Respondents if it deems such an approach is in the best of the institution. In general, the "Best and Final Offer" will consist of an updated cost Proposal in addition to an opportunity for the Respondent to submit a final response to specific questions or opportunities identified in subsequent discussions related to the original Proposal response submitted to UAPB. If UAPB chooses to invoke a "Best and Final Offer" option, all responses will be re-evaluated by incorporating the information as requested in the official "Best and Final Offer" document, including costs and answers to specific questions presented in the document. The specific format for the official "Best and Final Offer" request will be determined during evaluation discussions. The official request for a "Best and Final Offer" will be issued by the UAPB Procurement Department.

SECTION 2 – REQUIREMENTS

MANDATORY REQUIREMENTS AND SPECIAL TERMS AND CONDITIONS MAY OVERRIDE STANDARD TERMS AND CONDITIONS

2.1 SCOPE OF WORK

It is the intent of the University of Arkansas at Pine Bluff to contract with a single Arkansas licensed security company to provide all labor, materials, equipment and supplies needed to provide security guard services for Athletics and other campus events such as homecoming activities, fraternity and sorority events, and other events as herein specified. Work periods are determined by the type of event and will generally begin at least 30 minutes prior to the start of some events and as much as three hours in advance of other events (football games, commencements, other major events). **There is no requirement of off-campus security services, nor security for any dormitories.**

This will “NOT” be a 24/7 service rather on call as needed for both armed and unarmed officers who will supplement our existing Office of Public Safety.

As services are needed, the successful contractor will be contacted to provide services at the rates bid in the proposal with any subsequent year increases applicable.

The University guarantees no fixed number of work hours.

2.2 EVENT HISTORY

There are a lot of events that are listed as Special Events and Athletic activity. The following are some activities but not all:

1. Football games
2. Softball/Baseball games
3. Homecoming Activities
4. Lion Fever Day
5. Silent Headphone parties
6. Founders’ Week
7. Fraternity/Sorority events

Note: A schedule of the above events will be provided to the awardee immediately after the contract is fully executed and/or prior to the start of the activity.

2.3 TYPES OF GUARDS

Although we are requesting pricing for both armed and unarmed security guards, the final determination will be made collaboratively between the awarded contractor and the UAPB Director of Public Safety.

2.4 LOGISTICS FOR CONTRACTING WITH SECURITY COMPANY

Once the successful Security Company has been selected notifications for service should only come from the Director of Public Safety. The University will take no fiscal or other responsibility when the company responds to calls for service from other individuals.

2.5 PRIMARY RESPONSIBILITIES OF THE UNARMED/ARMED GUARDS

The University of Arkansas at Pine Bluff’s contact person for the Armed/Unarmed Guard (officer) shall be the Program Coordinator for the assignment area of facility where he/she is working.

1. Contract Security Services includes but is not limited to the following:
 - a. Crowd control
 - b. Ticket takers
 - c. Ushers,

- d. Attendee bag checks
 - e. Traffic control
 - f. Parking
 - g. Guards for officials, coaches, players, and staff
 - h. Monitor access points
 - i. Monitoring season ticket sections
 - j. Searching for weapons while using handheld wands
 - k. Perform other duties as assigned
2. The contract security is expected to conduct gate checks by implied consent of the patron of their belongings to prevent any prohibited items (as defined by the University) from entering the premises, while using a customer centric approach.
 3. Security Personnel shall support perimeter security around the field, monitor and maintain safety within the student section.
 4. Responsible for reporting all incidents to UAPB Campus Police and/or the Program Coordinator/Athletics Manager.
 5. Emergency services may be necessary at times. The contracted security company will work with UAPB to provide immediate service upon request.
 6. Professional dress code should be always maintained while on campus. Security service personnel must wear their standard uniform to designate their security status such as matching uniform with the security logo. A reflective vest may be required or color-coded wrist bands may be used. ID badge/access cards should be included as well.
 7. Services also shall be provided at commencement exercises, tournaments, UAPB M4 Band concerts, or any other University related events.
 8. The Contractor may also be requested to provide service at major off-campus events such as Tournaments, major concerts, etc.
 9. Budget Constraints- Due to budgetary constraints, the University may opt, without penalty, to use in-house security services for some functions. Should that be necessary, it will be either UAPB or Privatized Contractor, not both together.

2.6 **WORK HOUR ADJUSTMENTS FOR GUARDS**

UAPB reserves the right to increase or decrease the **hours** worked based on the needs of the events and/or facility. The Chief of Campus Police will document changes in writing. The charges (payment) will be adjusted according to the **hourly rate per guard in any location**. No other rates or costs will apply. No claim or relief due to increased labor costs or material costs will be accepted.

2.7 **LICENSE AND CERTIFICATION REQUIREMENTS**

- A. Bidder must be licensed as a Class B, C or G with the Arkansas Security Services Contractor's License Board the day this project bids.

The successful security company and each officer utilized in the fulfillment of these services must be certified by and fully compliant with the Arkansas State Policy and Arkansas Board of Private Investigators and Private Security Agencies rules and regulations.

The Contractor must meet the following qualifications:

- Must have been a duly licensed security company with the State of Arkansas for a minimum of three (3) years.
- Must have a clean record of compliance with the State of Arkansas Board of Private Investigators and Security agencies.
- Must have an established office in Pine Bluff, Little Rock or any area of a 60-mile radius of Pine Bluff.
- Must have a resident manager duly licensed with the State of Arkansas.

A. SUPERVISION

- The Security Contractor will be responsible for the total liability of its employees (fiscal and all other), not UAPB. Such individuals are not employees of the University of Arkansas at Pine Bluff.
- All payments will be made to the Selected Security Company identified through this process not to individual guardspersons.
- The Contractor along with the Contract Administrator shall provide all supervision to the personnel performing the work specified in this RFP. The Contractor agrees to replace any personnel who becomes incompatible with UAPB and UAPB will be sole judge of the incompatibility.
- Supervisors shall be competent in their knowledge of security procedures, aggressive in solving problems and providing quality control. The Contractor agrees to provide all necessary liaisons with the Contract Administrator, to include phone numbers and contact information.
- The supervisor shall write reports and forwards information reported to designated Program Coordinator and Contract Administrator.

B. SECURITY GUARD REQUIREMENTS AND QUALIFICATIONS

In addition to meeting all requirements for private security guards as established by law or regulations prior to assignment, contractor **certifies** the following:

- Unarmed guards shall be 18 years or older
- Armed guards shall be 21 years or older
- Be exempt from all criminal convictions, no class A misdemeanor or felony nor crime that is an act of violence or moral turpitude
- Be able to read, write and verbally communicate effectively in English, particularly in emergency situations (Spanish-not mandatory but would be helpful as well)
- Have no history of unsatisfactory performance in a similar work assignment
- Possess binocular vision, correctable 20/30
- Able to perform normal emergency duties requiring moderate to arduous physical exertion such as: **standing or working for any period of time, climbing stairs, and ladders, lifting or carrying objects weighing up to 30 pounds.**
- Successfully pass a drug test designed to detect the following elements:
 - Marijuana**
 - Cocaine**
 - Opiates**
 - Amphetamines**
 - PCP**
- Mentally competent as required by law for such employees (armed and unarmed)

C. EQUIPMENT/UNIFORM REQUIREMENTS

All guards shall have walkie-talkies or instant direct communication for constant communication with supervisor. A supervisor must always be on duty at their central location.

Unarmed guards shall be equipped with defense spray and other devices used to subdue violators, to include flashlights, batteries, bulbs, and notebooks.

Armed guards must be certified and commissioned by the Arkansas Board of Private Investigators and Private Security Agencies rules and regulations. They shall be equipped with defense spray and other devices used to subdue violators, to include flashlights, batteries, bulbs, notebooks, and the appropriate leather holster-duty belt and accessories.

Weapons: The contractor shall provide the Chief of Campus Police with the names of all armed security guards along with the make, model, serial number, and caliber of weapon they will be carrying.

Each guard will wear a neat, clean uniform (to include shirt, trousers, jacket and have available rain gear during inclement weather).

Guardsmen must be easily distinguished among the students during duty periods. Uniforms shall be provided by the Contractor at no added expense to the University.

D. TRAINING

Training for both management as well as guards shall be as prescribed by law with the Arkansas Security Services Contractor's License Board for Arkansas State Police and Arkansas Board of Private Investigators and Private Security Agencies.

E. SECURITY CHECK

The Contractor must perform a background investigation of each employee prior to being assigned to UAPB and keep the information on file.

UAPB reserves the right to have Contractor's employees take polygraph examinations under the provisions of Public Law #100-347-29 USC 2001 Et. Seq.

F. EMPLOYEE IDENTIFICATION

The Contractor shall furnish all employees with identification indices containing the name of the Contractor and the employee.

G. COMPLIANCE WITH BUILDING REGULATION

Guardsmen shall comply with regulations for control of personnel entering and leaving the building. Such regulation will be furnished to the Contractor by the Program Coordinator and/or Contract Administrator.

H. SECURITY POST

The Contractor shall keep the designed post orderly, clean, sanitary, odorless, and free of hazards. Upon arrival at the campus, those personnel assigned must report to the Program Coordinator.

I. COMMUNICATION RADIOS

- UAPB will not pay for or furnish any two-way communication radios or any equipment. The contractor may choose to purchase, lease, rent or otherwise obtain in fulfillment of this contract. This will always be wholly a contractor expense-not a UAPB expense.

J. TRANSPORTATION FOR OFFICERS WHILE ON DUTY

- UAPB cannot provide any golf carts, or other modes of transportation.
- For your information, electric golf cars will be acceptable to use.

2.8 **CONTRACT TERMINATION**

- A. If the responses to this RFP are acceptable to the Owner, a contract will be entered into for **Security Services** with the bidder who receives the **highest score based on the Selection Criteria as stated herein** and who meets all other requirements.
- B. Should the Contractor fail at any point to comply with the mandatory requirements, the Contract Administrator or designated University Official shall address summarily as required in this **RFP those are of non-compliance**. A copy of the same shall be forwarded to the Contractor for remedy. Should remedy not be made within a **mutually agreed time to the Contract Administrator's satisfaction**, this shall be grounds for breach of contract, termination and/or possible disqualification from participation in future bids.

The following conditions shall be deemed good and have sufficient reason (however, not exhaustive) for termination of service awarded under these specifications:

- 1. Failure to provide and manage the service in an acceptable manner.
 - 2. Late reporting to assigned post or leaving post early.
 - 3. Conduct unbecoming by guards in UAPB's opinion.
 - 4. Violating of the "No Smoking" Prohibition for the campus
 - 5. Failure to comply with any other mandatory requirements once a contract is established.
 - 6. Any infraction with may be contrary to what is required by the Arkansas Security Services Contractor's License Board for Arkansas State Police and Arkansas Board of Private investigators and Private Security Agencies for such a service.
 - 7. The Contract resulting from this RFP may be terminated by UAPB convenience by furnishing the Contractor forty-five (45) days written notice for termination.
- C. In such case of default for any other reason, the Owner or an owner appointed agent shall provide the service and charge the Contractor and his surety bondsman for the cost of such operation until another Contractor is selected.

2.9 **CONTRACTOR'S INSURANCE REQUIREMENT**

- A. Successful Contractor must provide and maintain during the life of the contract and any renewals a certificate of insurance indicating the type and amount of insurance provided. Insurance coverage is outlined **under item #2.9 B this document**.
 - 1. The Certificate of Insurance shall be furnished to the University of Arkansas at Pine Bluff prior to the issuance of the purchase order to commence services.
 - 2. The policy shall be written by a Casualty Company authorized to do business in the State of Arkansas. Company must have an A.M. Best Rating of "A" VII or better.
 - 3. The Certificate of Insurance shall show the agent's signature, business name, address and telephone number and be submitted to the UAPB Office of Procurement, prior to contract award.
 - 4. It must carry a 30-day notice of cancellation clause.
 - 5. The certificate must be current and bear the name of the University of Arkansas Board of Trustees acting on behalf of the University of Arkansas at Pine Bluff as the Certificate Holder. It must also be indicated in the description of the exact name of this project and the amount bid which will indicate that this certificate is valid for this project.
 - 6. In the event that the bidder fails to maintain and keep in force product liability

insurance, commercial general liability insurance, automobile and worker's compensation insurance, the University **shall have the right to cancel and terminate the agreement immediately and without notice.**

B. The bidder shall purchase and maintain such insurance as will protect him from claims set forth which may arise out of or result from the bidder's operation under this contract, whether such operations be by himself or by anyone directly or indirectly employed by any of them or by anyone for whose acts many of them may be liable.

- Workers Compensation: As required by the State of Arkansas. Additionally, the Contractor shall maintain Employer's Liability Insurance with a policy limit of not less than \$100,000 each accident, \$500,000 disease, and \$100,000 disease each employee.
- Comprehensive General Liability, with no less than \$1,000,000 each occurrence/\$2,000,000 aggregate for bodily injury, products liability, contractual liability, and property damage liability.
- Comprehensive Automobile Liability, with no less than combined coverage for bodily injury and property damage of \$1,000,000 each occurrence.

2.10 LAW AND COMPLIANCE AND RESPONSIBILITY

PERMITS AND LICENCES

Contractor must comply with all regulations of the federal government, the State of Arkansas, and the City of Pine Bluff – Jefferson County, UAPB and any other inspection and control measures, which may be required. **Proof that such applications have been submitted to the proper agency may be required prior to the issuing of the Purchase Order to the successful Contractor. Contractor agrees to indemnify and hold UAPB harmless against all claims for damages to successful Contractor owed merchandise which may become damaged or stolen during the life of this contract.**

2.11 PERFORMANCE SECURITY

In order to assure full performance of all obligations imposed on a bidder by a contract with UAPB, the successful bidder will be required to provide performance security in the amount of **(Two thousand dollars) \$2,000.00 within ten (10) working days from date of receipt of notification of UAPB's intent to award a contract. The performance bond shall be payable to the University of Arkansas at Pine Bluff.** The form of security shall be a performance bond in such form as is usually and customarily written and issued by surety companies licensed and authorized to do business in Arkansas. The security may also be a certified or cashier's check or irrevocable letter of credit from an Arkansas bank.

If the bidder fails to deliver the required performance security, the bid shall be rejected, and the contract shall be awarded to the provider of the next ranked bid. In the event of a breach of contract, either through quality problems, late delivery, substitutions, or other areas within the control of the bidder, the Contract Administrator will notify the bidder in writing of the default and may assess reasonable charges against the bidder's performance security. If, after notification of default, the bidder fails to remedy UAPB's damage within ten (10) working days, the Agency Procurement Official may initiate procedures for collection against the bidder's performance security.

In order to achieve the greatest economy for UAPB, the Agency Procurement Official may choose the next ranked bid, re-advertise for bids, negotiate a purchase, or complete any other action consistent with the purchasing laws. The performance security will be released upon completion of the contractual requirements, with any renewals.

2.12 PARKING

Parking on University property by Contractor's employees shall be governed by the same regulations and fees which apply to university employees. The Contractor will also be responsible for the payment of any and all unpaid fines levied for parking violations by his/her employees.

2.13 AWARD

This proposal will be awarded to the company which received the highest score from the selection criteria and who is responsive and responsible to all other terms and conditions of this proposal. Cost is "**NOT**" the only basis for award.

SECTION 3

PERFORMANCE BASED CONTRACTING

Act 557 of 2015 of the Arkansas Legislature requires that all contracts \$100,000 or greater have included in the proposal document, performance standards for monitoring and evaluating projects.

Service Criteria	Acceptable Performance	Compensation/Damages
Adherence to University Requirements	Reference standard terms, conditions, and all articles of RFP	Termination of Contract: Reference section 2 of RFP. This termination clause will apply for insufficient performance of services by vendor at the sole discretion of the University of Arkansas at Pine Bluff
Scope of Services	Reference Sections 1 & 2 of RFP: Description, Overview and Scope.	Termination of Contract: Reference section 2 of RFP. This termination clause will apply for insufficient performance of services by vendor at the sole discretion of the University of Arkansas at Pine Bluff
<u>Specifications, Requirements and Deliverables</u>	<u>Reference section 2 of RFP: Specifications and Contractor's Responsibilities.</u>	<u>Termination of Contract:</u> Reference section 2 of RFP. This termination clause will apply for insufficient performance of services by vendor at the sole discretion of the University of Arkansas at Pine Bluff

SECTION 4 – SELECTION CRITERIA **BEST VALUE PROPOSALS EVALUATION**

The Competitive Sealed Request for Proposal method and award shall be the basis for evaluating each proposal. Interested contractor's proposal shall include responses to the following criteria which will be used in evaluating the "Best Value" proposal (pursuant to Arkansas Code 19-4-1416 (a) (1)) for the campus.

4.1 QUALIFICATIONS AND EVALUATION CRITERIA

The Contractor(s) selected for an award will be the Contractor(s) who submits the most advantageous proposal to the University. The University of Arkansas at Pine Bluff is not bound to accept the lowest priced proposal if that proposal does not provide the "Best Value". Where Contract negotiations with a Respondent do not proceed to an executed Contract within a time deemed reasonable by UAPB (for whatever reasons), UAPB may reconsider the Proposals of other Respondents and, if appropriate, may enter into Contract negotiations with one or more of the other Respondents. Proposals shall remain valid and current for the period of ninety (90) days after the due date and time for submission of Proposals. The criteria for evaluation of qualified proposals, and selection of the successful Contractor(s) for this award, will be based on the factors listed below. Each criterion should be on a separate page, numbered and titled as listed below. The University will evaluate Proposals submitted based on the criteria listed below. When responding to this RFP, firms must reply to each of the items set forth in Sections 4.2 through 4.6

Selection of the successful contractor will be determined in committee by evaluation of several factors:

1. **Preliminary Evaluation**-assignment of tentative rating points by individual selection committee member.
2. **Final evaluation**-assignment of final rating points by full selection committee.

Note: All proposals must be typewritten in single spaced, size 11 Arial or Times New Roman font on standard 8 ½ x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) with appropriated binding and tabs that index each section. Margins shall be set at 1" on all sides of the pages. Pages must be numbered. All responses to this RFP shall be organized in the same order as listed below in sections

4.2 through 4.6, and should be thorough, clear, concise, and avoid duplication of information.

The maximum number of points is 200

4.2 HISTORY AND PAST PERFORMANCE (MAXIMUM OF 55 POINTS)

1. Submit your company's profile and experience
2. Staffing/Departments List
3. List number of years in security guard services or relative
4. Discuss your experience and ability to provide security services to the campus
5. Include resume of the point of personnel in your company who will work directly with the campus
6. Include the contact information of the personnel who will deal with maintenance and other technical issues

7. Provide a statement of whether, in the last ten years, Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.

4.3 MARKETPLACE (MAXIMUM OF 40 POINTS)

1. List three (3) references of where you have provided Security Guard Services in the last three (3) years. (**See Technical Response Package**)
2. Provide three (3) letters of recommendation from other commercial corporations, another state agencies, or a higher education institution.
3. List of any Arkansas references

4.4 BIDDER'S LEVEL OF RESPONSIVENESS TO RFP (MAXIMUM OF 45 POINTS)

1. Outline specific steps or strategies that, when implemented, will effectively reduce security concerns and enhance the overall environment across designated locations—without incurring additional costs to the University.
2. Explain your company's screening of employees who will be providing services (for example, background checks).
3. Explain your company's employee training program and how often training is required.

4.5 INTERVIEW (MAXIMUM OF 30 POINTS)

The two (2) companies with the highest scores from the preliminary evaluation may be requested to attend a thirty (30) minute conference interview. The date and time will be emailed to those companies later in this process

The University may also opt to do oral interviews, which if done, interviews points will be eliminated from the evaluation criteria.

The total interview time will be 30 minutes, broken down as follows:

- ✓ 15 minutes for the firm's presentation
- ✓ 15 minutes for questions and answers

Interview: the interview criteria and their associated maximum points are as follows:

- ✓ Presentation: **15 points**
- ✓ Response to questions: **10 points**
- ✓ Quality of overall interaction between team members and with the University: **5 points**

Subtotal: 30 points

4.6 COST (MAXIMUM OF 30 POINTS)

Contractor's Cost (**Technical Response Package**) (30points)

4.7 EVALUATION CRITERIA

The Proposal criteria and their associated maximum points are as follows:

Section	Points
History and Past Performance	55
Marketplace	40
Bidder's Level of Responsiveness to RFP	45
Interview	30
Subtotal (RFP Responses)	170
Cost	30
Total Points	200

SECTION 5 – GENERAL CONTRACTUAL REQUIREMENTS

- **Do not** provide responses to items in this section.

5.1 PAYMENT AND INVOICE PROVISIONS

A. Forward invoices to:

Accounts Payable Department
University of Arkansas at Pine Bluff
1200 N. University Drive, Mail Slot 4984
Pine Bluff, AR 71601

- A. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of goods and services by the agency.
- B. Do not invoice UAPB in advance for delivery and acceptance of any goods or services.
- C. Payment will be made only after the Contractor has successfully satisfied the agency as to the reliability and effectiveness of the goods or services purchased as a whole.
- D. The Contractor should invoice the UAPB by an itemized list of charges. The agency's Purchase Order Number and/or the Contract Number should be referenced on each invoice.
- E. Other sections of this RFP Solicitation may contain additional Requirements for invoicing.

5.2 GENERAL INFORMATION

A. The State will not:

1. Lease any equipment or software for a period of time which continues past the end of a fiscal year unless the contract allows for cancellation by UAPB upon a 30-day written notice to the Contractor/lessor in the event funds are not appropriated.
 2. Contract with another party to indemnify and defend that party for any liability and damages.
 3. Continue a contract once any equipment has been repossessed.
 4. Agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
 5. Enter a contract which grants to another party any remedies other than the following:
 - a. The right to possession.
 - b. The right to accrued payments
 - c. The right to expenses of deinstallation
 - d. The right to expenses of repair to return the equipment to normal working order, normal wear and tears excluded.
 - e. The right to recover only amounts due at the time of repossession and any unamortized non-recurring cost as allowed by Arkansas Law.
- B. Any litigation involving the State **must** take place in Pulaski County, Arkansas
- C. The laws of the State of Arkansas govern this contract
- D. A contract is not effective prior to award being made by a State Procurement Official.

CONDITIONS OF CONTRACT

- E. Observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affects the completion of the work.
- F. Indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the Controller.

5.3 STATEMENT OF LIABILITY

- A. The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of Contractor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The Contractor will retain total liability for equipment, software and technical and business or operations literature. The State will not at any time be responsible for or accept liability for any Contractor-owned items.
- B. The Contractor's liability for damages to the State will be limited to the value of the Contract or \$X,000,000, whichever is higher. The foregoing limitation of liability will not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract. The Contractor and the State will not be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability will not apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract.
- C. Language in these terms and conditions **must not** be construed or deemed as the UAPB's waiver of its right of sovereign immunity. The Contractor agrees that any claims against UAPB, whether sounding in tort or in contract, will be brought before the Arkansas Claims Commission as provided by Arkansas law and governed accordingly.

5.4 RECORD RETENTION

- A. Maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by the State of Arkansas Law. Upon request, grant access to State or Federal Government entities or any of their duly authorized representatives.
- B. Make financial and accounting records available, upon request, to the State of Arkansas's designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.
- C. Other sections of this Bid Solicitation may contain additional Requirement regarding record retention.

5.5 PRICE ESCALATION

- A. Price increases will be considered at the time of contract renewal
- B. The Contractor **must** provide to UAPB a written request for the price increase. The request **must** include supporting documentation demonstrating that the increase in contract price is based on an increase in market price. UAPB has the right to require additional information pertaining to the requested increase.
- C. Increases will not be considered to increase profit or margins.
- D. UAPB has the right to approve or deny the request.

5.6 CONFIDENTIALITY

- A.** The Contractor, Contractor's subsidiaries, and Contractor's employees will be bound to all laws and to all Requirements set forth in this Bid Solicitation concerning the confidentiality and secure handling of information of which they may become aware of during the course of providing services under a resulting contract.
- B.** Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and UAPB has the right to cancel the contract on these grounds.
- C.** Previous sections of this Bid Solicitation may contain additional confidentiality Requirements.

5.7 CONTRACT INTERPRETATION

Should UAPB and Contractor interpret specifications differently, either party may request clarification. However, if an agreement cannot be reached, the determination of UAPB is final and controlling.

5.8 CANCELLATION

- A.** For Cause. The State may cancel any contract resulting from this solicitation for cause when the Contractor fails to perform his obligations under it by giving the Contractors written notice of such cancellation at least thirty (30) days prior to the date of proposed cancellation. In any written notice of cancellation for cause by curing any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. To the extent permitted by law and at the discretion of the parties, the parties may agree to minor amendments to the contract and avoid the cancellation for cause upon mutual agreement.
- B.** For Convenience. The State may cancel any contract resulting from the solicitation by giving the Contractor written notice of such cancellation sixty (60) days prior to the date of cancellation.
- C.** If upon cancellation the Contractor has provided commodities or services which the State of Arkansas has accepted, and there are no funds legally available to pay for the commodities or services, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

5.9 SEVERABILITY

If any provision of the contract, including items incorporated by reference, is declared of found to be illegal, unenforceable, or void, then both the agency and the Contractor will be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it will not be affected by such declaration or finding and **must** be fully performed.

APPENDIX A Building List

E&G Buildings		
Building Name	Location	Sq. Ft.
HPER Complex	Academic and Administrative Bldg.	130,000.00
Rust Tech	Academic and Administrative Bldg.	36,913.00
Corbin Hall	Academic and Administrative Bldg.	26,073.00
Facilities Management	Academic and Administrative Bldg.	19,218.00
Caine-Gilleland (AC II)	Academic and Administrative Bldg.	49,295.00
Dawson Hicks (AC I)	Academic and Administrative Bldg.	49,660.00
Administration Building	Academic and Administrative Bldg.	27,427.00
Watson Memorial Library	Academic and Administrative Bldg.	37,810.00
Hathway Fine Arts	Academic and Administrative Bldg.	62,914.00
Hazzard GYM (ROTC)	Academic and Administrative Bldg.	41,745.00
Home Economic	Academic and Administrative Bldg.	44,721.00
HPER Complex	Academic and Administrative Bldg.	130,000.00
Information Center	Academic and Administrative Bldg.	1,040.00
Kountz Kyle	Academic and Administrative Bldg.	35,874.00
Walker Research Center	Academic and Administrative Bldg.	17,000.00
Campus Police/Public Safety	Academic and Administrative Bldg.	1,920.00
Brown Infirmary	Academic and Administrative Bldg.	11,000.00
Henderson-Young (Bus. Bldg.)	Academic and Administrative Bldg.	45,000.00
Caldwell Hall	Academic and Administrative Bldg.	28,883.00
Communication I	Academic and Administrative Bldg.	280.00
Communication II	Academic and Administrative Bldg.	784.00
Communication III	Academic and Administrative Bldg.	784.00
Motor Pool	Academic and Administrative Bldg.	2,500.00
Central Stores/Inventory	Academic and Administrative Bldg.	6,000.00
Mail Center	Academic and Administrative Bldg.	1,000.00
Home Ec. Child Development	Academic and Administrative Bldg.	9,000.00
Campus Police Substation	Academic and Administrative Bldg.	1,200.00
STEM	Academic and Administrative Bldg.	28,000.00
1890 Research Ex.	Agri./Aquaculture Related Facilities	24,000.00
Woodard Hall	Agri./Aquaculture Related Facilities	21,168.00
Fish Processing Building	Agri./Aquaculture Related Facilities	2,900.00
Food Science Lab	Agri./Aquaculture Related Facilities	7,800.00
S.J. Parker Agriculture Research	Agri./Aquaculture Related Facilities	16,800.00
Fish Station	Agri./Aquaculture Related Facilities	6,000.00
Lonoke Farm	Agri./Aquaculture Related Facilities	Lonoke, AR
Holiday Hall (Applied Science)	Agri./Aquaculture Related Facilities	25,325.00
Golden Lion Stadium	Athletic Facilities	30,998.00
J. Thomas May Field House	Athletic Facilities	23,918.00
Baseball Complex (Tori Hunter)	Athletic Facilities	150.00
Student Union Cafeteria	Aramark Dining Services	Excluded From Contract
Delta Cafeteria	Aramark Dining Services	Excluded From Contract
J.B. Johnson Cafeteria	Aramark Dining Services	Excluded From Contract

University Housing Buildings		
Building Name	Location	Sq. Ft.
Harrold Complex	Residence Halls	107,280.00
Hunt Hall	Residence Halls	26,680.00
J.B. Johnson Complex	Residence Halls	79,094.00
Lewis Hall	Residence Halls	17,760.00
Residential Life	Residence Halls	2,340.00
Delta Student Housing	Residence Halls	91,338.00
Douglas Hall	Residence Halls	16,157.00

University of Arkansas at Pine Bluff

Standard Terms and Conditions

STANDARD TERMS AND CONDITIONS

- **Do not provide responses to items in this section.**
- 1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** become part of any contract entered into if any or all parts of the bid are accepted by the **University of Arkansas at Pine Bluff**.
- 2. **ACCEPTANCE AND REJECTION:** The University of Arkansas at Pine Bluff **shall** have the right to accept or reject all or any part of a bid or any and all proposals, to waive minor technicalities, and to award the proposal to best serve the interest of the University and the State.
- 3. **CERTIFICATION:** By submission of a proposal response, the bidder certifies that he/she has read all standard terms and conditions and any special term and conditions included in the Request for Proposal and that the proposal submitted is in accordance therewith.
- 4. **PROPOSAL SUBMISSION:** Original Proposal Packets **must** be submitted to the University of Arkansas at Pine Bluff on or before the date and time specified for proposal opening. The Proposal Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Proposal Solicitation*. The proposal **must** be typed or printed in ink. The signature **must** be in ink. Unsigned proposals **shall** be rejected. The person signing the proposal should show title or authority to bind his firm in a contract. Multiple proposals **must** be placed in separate packages and should be completely and properly identified. Late proposals shall not be considered under any circumstances. In responses to an Invitation for Bid or a Request for Proposal, bidder response in no way commits **UAPB** to pay any costs incurred in the preparation of the bid or response.
- 5. **PRICES:** Bid unit price F.O.B. destination. In case of errors in extension, unit prices **shall** govern. Prices **shall** be firm and **shall not** be subject to escalation unless otherwise specified in the *Proposal Solicitation*. Unless otherwise specified, the proposal **must** be firm for acceptance for **thirty (30)** days from the proposal opening date. "Discount from list" proposals are not acceptable unless requested in the *Proposal Solicitation*.
- 6. **TYPE OF CONTRACTS/QUANTITIES:** There are two basic types of contracts awarded and/or administered by the **University of Arkansas at Pine Bluff Procurement Department**.
 - A) A FIRM** Contract is one entered for the purpose of obtaining a fixed number of commodities and/or services to be delivered immediately upon receipt of award or at such other time(s) in such quantities as delineated in the contract. Quantities stated on firm contracts are actual requirements of the **University** on behalf of the ordering department.
 - B) A TERM** Contract is one entered for the purpose of obtaining an estimated number of commodities and/or services during a definite period of time. The estimated quantities stated in the proposal are not guaranteed, and the University may ordered more or less than the estimated quantity during the contract period. Contract award will be made through issuance of a University purchase order which will indicate the estimated quantities to be ordered along with the dollar expenditures. However, the Contractor is to make actual delivery only after receipt of a

purchase order which will reference the purchase order number and will request a specific number of commodities and/or services. Quantities stated in a *Proposal Solicitation* for term contracts are estimates only, and are not guaranteed. 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. Quantities stated on firm contracts are actual Requirements of the ordering department.

7. **BRAND NAME REFERENCES:** Unless otherwise specified in the *Proposal Solicitation*, any catalog brand name or manufacturer reference used in the *Proposal Solicitation* is descriptive only, not restrictive, and used to indicate the type and quality desired. Proposals on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the proposal **must** show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The University **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and UAPB may require the Contractor to supply additional descriptive material. The Contractor **shall** guarantee that the product offered will meet or exceed specifications identified in this *Proposal Solicitation*. Contractors not bidding an alternate to the referenced brand name or manufacturer **shall** be required to furnish the product according to brand names, numbers, etc., as specified in the solicitation.
8. **GUARANTY:** All items bid **shall** be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the *Proposal Solicitation*. The Contractor hereby guarantees that everything furnished hereunder **shall** be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it **shall** conform thereto and **shall** serve the function for which it was furnished. The Contractor **shall** further guarantee that if the items furnished hereunder are to be installed by the Contractor, such items **shall** function properly when installed. The Contractor **shall** guarantee that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The Contractor's obligations under this paragraph **shall** survive for a period of one year from the date of delivery, unless otherwise specified herein.
9. **SAMPLES:** Samples or demonstrators, when requested, **must** be furnished free of expense to UAPB. Each sample should be marked with the Contractor's name and address, proposal or contract number and item number. If requested, samples that are not destroyed during reasonable examination will be returned at Contractor's expense. After reasonable examination, all demonstrators will be returned at Contractor's expense.
10. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the proposal or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and Requirements of the specifications, the cost of the sample used and the reasonable cost of the testing **shall** be borne by the Contractor.
11. **AMENDMENTS:** Contractor's proposals cannot be altered or amended after the proposal opening except as permitted by regulation.
12. **TAXES AND TRADE DISCOUNTS:** Do not include State or local sales taxes in the proposal price. Trade discounts should be deducted from the unit price and the net price should be shown in the proposal.
13. **AWARD:** Term Contract: A contract award will be issued to the successful Contractor. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from UAPB. Firm Contract: A written UAPB purchase order authorizing shipment will be furnished to the successful Contractor.
14. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in the ordering UAPB's designated location under normal conditions. If the Contractor cannot meet UAPB's delivery, alternate delivery schedules may become a factor in an award. The University of Arkansas at Pine Bluff **shall** have the right to

extend delivery if reasons appear valid. If the date is not acceptable, UAPB may buy elsewhere and any additional cost **shall** be borne by the Contractor.

15. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of UAPB Procurement. Delivery **shall** be made during UAPB work hours only 8:00 a.m. to 4:30 p.m. Central Time, unless prior approval for other delivery has been obtained from UAPB Official. Packing memoranda **shall** be enclosed with each shipment. Vendor must include the cost and responsibility for inside delivery.
16. **STORAGE:** The ordering department is responsible for storage if the Contractor delivers within the time required and UAPB cannot accept delivery.
17. **DEFAULT:** All commodities furnished **shall** be subject to inspection and acceptance of the ordering requester after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize UAPB Procurement to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting Contractor. The Contractor **must** give written notice to UAPB Procurement and ordering department of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the Contractors list or suspension of eligibility for award.
18. **VARIATION IN QUANTITY:** UAPB assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the ordering department purchase order.
19. **INVOICING:** The Contractor **shall** be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the proposal and purchase order numbers, where itemized in the *Proposal Solicitation*, (2) delivery and acceptance of the commodities and (3) proper and legal processing of the invoice by UAPB. Invoices **must** be sent to the "Invoice To" point shown on the purchase order.
20. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the Contractor hereunder or in contemplation hereof or developed by the Contractor for use hereunder **shall** remain property of UAPB, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be returned at the Contractor's expense to the F.O.B. point provided by the UABP. Contractor **shall** properly identify items being returned.
21. **PATENTS OR COPYRIGHTS:** The Contractor **must** agree to indemnify and hold UAPB harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
22. **ASSIGNMENT:** Any contract entered into pursuant to this solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
23. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the Contractor agrees that: (a) the Contractor **shall not** discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the Contractor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the Contractor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the Contractor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause **shall** be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the Contractor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or Contractor.

- 24. OTHER REMEDIES:** In addition to the remedies outlined herein the contractor and the **University of Arkansas at Pine Bluff** have the right to pursue any other remedy permitted by law or in equity.
- 25. LACK OF FUNDS:** The **University of Arkansas at Pine Bluff** may cancel a contract to the extent funds are no longer available for expenditures under said contract. Any delivered but unpaid goods will be returned in normal condition to the contractor by the University. If the University is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods the contractor may file claim with the **Arkansas Claims Commission**. If the contractor has provided services and there are no funds legally available to pay for the services, the contractor may file claim also.
- 26. CONTINGENT FEE:** The Contractor guarantees that he has not retained a person to solicit or secure this 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 Contractor for the purpose of securing business.
- 27. ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the Contractor named on the *Proposal Signature Page* for this solicitation, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the **University of Arkansas at Pine Bluff** all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by **University of Arkansas at Pine Bluff** pursuant to this contract.
- 28. DISCLOSURE:** 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.
- 29. IRS TAX CERTIFICATION INFORMATION:** The **University of Arkansas at Pine Bluff** is a State Institution. It is an organization described in the Internal Revenue Code 170(b) (1) (A) (V), in that it is described in code 170© (1). The University also falls within Code 509(a) (1) in that it is an organization described in Code 170(b) (1) (A). The taxpayer ID# 71601-0030. No other **IRS** certification will be agreed to or stated by the University.
- 30. MINORITY BUSINESS POLICY:** It is the policy of the State of Arkansas that Minority Business Enterprises shall have the maximum opportunity to participate in the State Purchasing Process. Therefore, the State of Arkansas encourages all Minority Businesses to complete 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.
- 31. ALTERNATE PROPOSAL:** Will not be considered, only one (1) proposal response will be evaluated.
- 32. OTHER AGREEMENTS:** There are no other contractual agreements other than what is stated and agreed to between the University of Arkansas at Pine Bluff campus and the successful contractor in this RFP, except for annual renewals. **TO BIDDER:** Any other agreement that the bidder wants signed by UAPB must be included with your proposal response package. **Please Note:** Other agreement that conflict with the laws of the State of Arkansas shall require modification and in some cases deletion such sections would include **"indemnification and governing laws."** **If bidder is unwilling to make such deletions or modifications, no further consideration shall be given to his/her bid.**