



**UNIVERSITY OF CENTRAL ARKANSAS
PROCUREMENT OFFICE
201 DONAGHEY AVENUE
WINGO HALL STE. 113
CONWAY, AR 72035**

**Invitation for Bids
#UCA-26-005**

HVAC Filter Replacement Service

**BIDS MUST BE RECEIVED BEFORE:
9:00 A.M. Central Time on Thursday, June 12, 2025**

Bid Delivery and Opening Location

**University of Central Arkansas
Attention: Pam Gible
Procurement Department
201 Donaghey Ave.
Wingo 113
Conway, AR 72035**

BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED
ABOVE. THE BID ENVELOPE MUST BE SEALED AND SHOULD BE
PROPERLY MARKED WITH THE BID NUMBER, DATE AND HOUR OF BID OPENING AND COMPANY'S
RETURN ADDRESS

SECTION 1: INSTRUCTIONS TO BIDDERS

Bid Due Date & Submission: The deadline for receipt of bid is no later than 9:00 a.m. (CST) June 12, 2025. **Addendum or amendments, if any, shall be signed, dated and included with the respondent's proposal submission. Failure to do so may be cause for the rejection of the proposal.**

Issuing Officer:

Pam Giblet, Construction and Contract Manager

Phone: (501) 450-33156

Email: pgiblet@uca.edu

Contract Administrator:

Andy Anderson V, Director of Energy Management

Phone: (501) 450-3610

Email: ganderson9@uca.edu

Anticipated Procurement Timeline:

The timeline below is to be followed by all parties. The University of Central Arkansas reserves the right to change or modify the dates below as necessary:

	Date
Invitation for Bid Released:	5/28/2025
BIDS Due	6/12/2025 at 9:00 A.M.CST
Contract Start Date	7/1/2025

Protest of Award

Within fourteen (14) days after the date that the proposer knew or should have known of the cause giving rise to protest, the prospective offeror must file a formal written notice of that protest with the Vice President of Finance. Failure to do so shall constitute a waiver of any rights to administrative decision under ACA Section 19-11-244. Further details on protesting awards may be obtained by contacting the Issuing Officer.

Payment and Invoice Provisions

All invoices shall be forwarded to the University of Central Arkansas Accounts Payable Department and must show an itemized list of charges by type of equipment, service, etc. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon written acceptance by UCA Contract Administrator.

Intergovernmental/Cooperative Use of Proposal and Contract

BID#UCA-26-001 HVAC Filter Replacement Service

In accordance with Arkansas Code §19-11-249, this proposal and resulting contract is available to any college or university in Arkansas that wishes to utilize the services of the selected proposer, and the proposer agrees, they may enter into an agreement as provided in this RFP.

Purpose

The **University of Central Arkansas (UCA)** is soliciting bids from qualified vendors for HVAC filter changing services across the campus. This **includes routine replacement and inspection** of HVAC air filters in various campus buildings, including academic buildings, dormitories, and specialized facilities. The selected vendor will be responsible for ensuring optimal **indoor air quality (IAQ)** and maintaining the energy efficiency of the HVAC systems.

About the Project

The vendor will be required to:

- **Inspect, clean, and replace HVAC filters** in various campus buildings on a quarterly basis or as specified by building needs.
- Provide a **detailed schedule** for each building with specific dates for filter replacement.
- Offer **emergency replacement services** within **24 hours** if filters need immediate attention due to poor IAQ or system performance.
- Maintain **inventory tracking** and log all filter types, brands, and change dates.
- **Provide documentation** on the filter condition, the work performed, and recommendations for HVAC system maintenance.
- **Notify** the Contract Administrator of any changes, filters or modifications these must be preapproved.
- Ensure that all work complies with relevant health, safety, and building codes, including **ASHRAE 62.1 standards**.

Minimum Requirements

- Be licensed and insured to perform HVAC maintenance work.
- Use high-quality filters, such as MERV 10 or higher, and offer a variety of filter options suitable for UCA's needs.
- Be able to meet tight deadlines for scheduled replacements and emergency responses.
- Provide clear pricing and billing structures for labor, materials, and any additional services.
- Provide a breakdown of costs for each service (filter replacements, inspections, emergency services, etc.), including unit pricing for different filter types and sizes.
- Provide details of any warranties on labor or filters.

Contract Term

The contract award will be a one-year term contract with the option to renew in one-year increments not to exceed a total of seven years. If, at any time during the term of this contract either the University or the contractor considers terminating the agreement, they shall give the other party a 60 day written notice that it is considering such action.

Certificate of Insurance Requirements

The vendor shall procure and maintain insurance at all times when it performs any portion of the agreement. The following insurance with minimum limits equal to the amount indicated below:

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Workers' Compensation	Statutory Limits

- [Rules of Procurement](#) can be found [here](#).
- [UCA Standard Terms and Conditions](#) can be found [here](#).

UCA RIDER

Any contract or agreement to which the University of Central Arkansas is a party shall be deemed to have the following provisions incorporated by reference:

(1) ***“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall not be responsible or liable for any type of special or consequential damage to the other party, specifically including, but not limited to, lost profits or commissions, loss of goodwill, or any other damages of such nature.”***

(2) ***“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall never indemnify or hold another party harmless from any damages, liability, claims, demands, causes of action or expenses. However, with respect to any loss, expense, damage, liability, claim or cause of action, either at law or in equity, for actual or alleged injuries to persons or property, arising out of any negligent act or omission by UCA, or its employees or agents, in the performance of this agreement, UCA agrees that:***

(a) it will cooperate with the other party to this agreement in the defense of any action or claim brought against the other party seeking damages or relief;

(b) it will, in good faith, cooperate with the other party to this agreement should such other party present any claims or causes of action of the foregoing nature against UCA to the Arkansas State Claims Commission;

(c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the Arkansas State Claims Commission, and will make reasonable efforts to expedite any hearing thereon.

UCA reserves the right, however, to assert in good faith any and all defenses available to it in any proceedings before the Arkansas State Claims Commission or any other forum.

Nothing herein shall be interpreted or construed to waive the sovereign immunity of UCA.”

(3) ***“The University of Central Arkansas does not have any form of general liability insurance. It does have liability insurance coverage on vehicles, as well as certain professional liability coverage for clinical programs (and students assigned through those programs). Please contact the university department with responsibility for the program involved or the Office of General Counsel, if you have questions concerning insurance coverage.”***

Attachment #1-Signature Certification Page

Description: HVAC Filter Replacement Services

Proposal Number: UCA-26-005

Issue Date: May 28, 2025

Buyer: Pam Gible

Bid Opening Date: June 12, 2025

Bid Opening Time: 9:00 A.M. CST

Company Name: _____

Name (Type or Print) _____

Title: _____

Address: _____

Telephone Number: _____ E-Mail Address: _____

FAILURE TO PROVIDE A TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN BID REJECTION:

Federal Employer Identification Number or Social Security Number

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any employee of University of Central Arkansas prior to the official review of this bid. **THE BID MUST BE SIGNED. UNSIGNED BIDS WILL NOT BE CONSIDERED.**

Signature: _____

Attachment #2-HVAC Filters

The following is a list of filters presently installed in campus locations. Note: These filters are subject to change during the term of the contract. This list is only provided for the purpose of obtaining cost.

UCA E&G FILTERS				
<u>BUILDING</u>	<u>QUANTITY</u>	<u>FILTER SIZE</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>
B2 HPER BUILDING				
	2	12X24X1	MERV-10	QUARTERLY
	2	13.5X27X1	CUSTOM M-10	QUARTERLY
	1	16X24X1	MERV-10	QUARTERLY
	8	16X25X2	MERV-10	QUARTERLY
	36	20X20X2	MERV-10	QUARTERLY
	16	20X25X2	MERV-10	QUARTERLY
	26	24X24X2	MERV-10	QUARTERLY
	5	12X24X2	MERV-10	QUARTERLY
	9	16X25X4	MERV-10	QUARTERLY
	6	20X25X4	MERV-10	QUARTERLY
	2	24X24X4	MERV-10	QUARTERLY
	2	20X24X4	MERV-10	QUARTERLY
	1	11.5X36.5X1	CUSTOM M-10	QUARTERLY
	1	11.5X37.5X1	CUSTOM M-10	QUARTERLY
	1	12X24.5X1	CUSTOM M-10	QUARTERLY
	20	24X24X12	95% RIGIDFLOW NH	YEARLY
B4 REYNOLDS PERFORMANCE HALL				
	3	20X20X1	MERV-10	QUARTERLY
	8	20X20X2	MERV-10	QUARTERLY
	28	20X25X2	MERV-10	QUARTERLY
	3	7.75X31X1	CUSTOM M-10	QUARTERLY
	7	7.75X57X1	CUSTOM M-10	QUARTERLY
	1	9.5X32.5X1	CUSTOM M-10	QUARTERLY
B6 STANLEY RUSS				
	14	16X25X2	MERV-10	QUARTERLY
	1	10.5X31X1	CUSTOM M-10	QUARTERLY
B9 COLLEGE OF BUSINESS				
	6	20X20X2	MERV-10	QUARTERLY
	24	24X24X4	MERV-10	QUARTERLY
	8	20X24X4	MERV-10	QUARTERLY
	48	20X20X4	MERV-10	QUARTERLY
	24	20X25X4	MERV-10	QUARTERLY
	3	13.5X48X1	CUSTOM M-10	QUARTERLY

	1	10.5X42.5X1	CUSTOM M-10	QUARTERLY
	2	8X41.5X1	CUSTOM M-10	QUARTERLY
B12 BEAR HALL - ATHLETIC OFFICES				
	10	20X20X2	MERV-10	QUARTERLY
	10	12X24X2	MERV-10	MONTHLY
	12	24X24X2	MERV-10	MONTHLY
	4	12X24X12	3 PKT 95%	6-MONTH
	8	24X24X12	6 PKE 95%	6-MONTH
B18 THOMPSON HALL				
	2	18X19X1	CUSTOM M-10	QUARTERLY
	12	20X24X4	MERV-10	QUARTERLY
	2	8X24X1 A.S.	CUSTOM M-10	QUARTERLY
	6	16X20X4	MERV-10	QUARTERLY
	8	16X25X2	MERV-10	QUARTERLY
B19 MATH TECH				
	2	9.5X58X1	CUSTOM M-10	QUARTERLY
	1	9.5X43.5X1	CUSTOM M-10	QUARTERLY
	8	24X24X2	MERV-10	QUARTERLY
	24	20X24X2	MERV-10	QUARTERLY
	16	20X20X2	MERV-10	QUARTERLY
B22 BURDICK BUSINESS ADMIN				
	3	20X20X1	MERV-10	QUARTERLY
	4	20X20X4	MERV-10	QUARTERLY
	2	20X24X4	MERV-10	QUARTERLY
	1	8.75X34.5X1	CUSTOM M-10	QUARTERLY
	44	10.5X39X1	CUSTOM M-10	QUARTERLY
	8	11.5X59X1	CUSTOM M-10	QUARTERLY
	13	11.5X54X1	CUSTOM M-10	QUARTERLY
	1	10.75X59.75X1	CUSTOM M-10	QUARTERLY
	13	10.5X54X1	CUSTOM M-10	QUARTERLY
	2	10.5X59X1	CUSTOM M-10	QUARTERLY
	24	10.5X49X1	CUSTOM M-10	QUARTERLY
	2	11X54X1	CUSTOM M-10	QUARTERLY
B23 MASHBURN				
	22	9.5X45.5X1	CUSTOM M-10	QUARTERLY
	66	16X25X1	MERV-10	QUARTERLY
	2	20X22X1	MERV-10	QUARTERLY
	15	16X20X2	MERV-10	QUARTERLY
	2	16X21X2	CUSTOM M-10	QUARTERLY
	20	16X25X2	MERV-10	QUARTERLY
	2	20X22X1	MERV-10	QUARTERLY
	2	11.5X43.75X1	CUSTOM M-10	QUARTERLY
	2	9.5X21.75X1	CUSTOM M-10	QUARTERLY
	1	9.5X27.5X1	CUSTOM M-10	QUARTERLY

	5	9.5X35.75X1	CUSTOM M-10	QUARTERLY
	1	21X55X1	CUSTOM M-10	QUARTERLY
	2	17X20X2	CUSTOM M-10	QUARTERLY
	2	32X60X1	GW POLY PAD	QUARTERLY
	4	32X78X1	GW POLY PAD	QUARTERLY
	1	9.5X30X1	CUSTOM M-10	QUARTERLY
B24 FARRIS CENTER				
	1	20X20X1	MERV-10	QUARTERLY
	1	12X12X2	MERV-10	QUARTERLY
	36	12X24X2	MERV-10	QUARTERLY
	36	16X20X2	MERV-10	QUARTERLY
	55	24X24X2	MERV-10	QUARTERLY
	12	20X25X2	MERV-10	QUARTERLY
	7	11.5X29.5X1	CUSTOM M-10	QUARTERLY
	1	12.5X21.5X1	CUSTOM M-10	QUARTERLY
	36	12X24X15	3 PKT 95%	YEARLY
	55	24X24X15	6 PKE 95%	YEARLY
B25 FERGUSON CHAPEL				
	2	21.5X24X1	MERV-10	QUARTERLY
B26 PRINCE				
	4	16X20X2	MERV-10	QUARTERLY
	4	16X24X2	MERV-10	QUARTERLY
	1	24X27X1	CUSTOM M-10	QUARTERLY
	1	16X22X1	CUSTOM M-10	QUARTERLY
	4	18.25X24X1	CUSTOM M-10	QUARTERLY
	1	14X25X1	MERV-10	QUARTERLY
	2	20X25X4	MERV-10	QUARTERLY
	1	16X25X4	MERV-10	QUARTERLY
	7	24X24X2	MERV-10	QUARTERLY
	6	24X24X12	M15 VARICELL W/H	YEARLY
B27 HARRIN HALL				
	2	16X16X1	MERV-10	QUARTERLY
	24	16X20X2	MERV-10	QUARTERLY
	100	20X20X1	MERV-10	QUARTERLY
	3	9.5X33.75X1	CUSTOM M-10	QUARTERLY
	1	9.5X30X1	CUSTOM M-10	QUARTERLY
	1	10X20X1	MERV-10	QUARTERLY
B28 DOYNE HEALTH SCIENCE				
	1	16X25X1	MERV-10	QUARTERLY
	20	20X20X1	MERV-10	QUARTERLY
	4	16X25X2	MERV-10	QUARTERLY
	30	16X24X2	MERV-10	QUARTERLY
	30	20X24X2	MERV-10	QUARTERLY

	1	8X44X1	CUSTOM M-10	QUARTERLY
	1	9.5X77X1	CUSTOM M-10	QUARTERLY
	1	10.5X42X1	CUSTOM M-10	QUARTERLY
	5	10.5X49.5X1	CUSTOM M-10	QUARTERLY
	1	10.5X20.75X1	CUSTOM M-10	QUARTERLY
	2	10.5X33.5X1	CUSTOM M-10	QUARTERLY
	22	10.5X39.5X1	CUSTOM M-10	QUARTERLY
	21	10.5X49.5X1	CUSTOM M-10	QUARTERLY
	8	10.5X53.5X1	CUSTOM M-10	QUARTERLY
	1	19.5X36.5X1	CUSTOM M-10	QUARTERLY
	2	17X25X2	CUSTOM M-10	QUARTERLY
	1	12X50X1	GW POLY PAD	QUARTERLY
	1	48X71X1	GW POLY PAD	QUARTERLY
	2	10X45X1	CUSTOM M-10	QUARTERLY
	2	10.5X50X1	CUSTOM M-10	QUARTERLY
B29 SCHICHTL				
	8	24X24X2	MERV-10	QUARTERLY
	2	12X24X2	MERV-10	QUARTERLY
	2	20X24X2	MERV-10	QUARTERLY
	2	20X20X2	MERV-10	QUARTERLY
	2	7.75X41.75X1	CUSTOM M-10	QUARTERLY
B31 MANION (LANEY)				
	8	20X24X4	MERV-10	QUARTERLY
	4	8X21.5X1	CUSTOM M-10	QUARTERLY
	2	8X25.5X1	CUSTOM M-10	QUARTERLY
	13	8X31.75X1	CUSTOM M-10	QUARTERLY
	22	8X41.75X1	CUSTOM M-10	QUARTERLY
	1	9X43.75X1	CUSTOM M-10	QUARTERLY
	1	9X57.5X1	CUSTOM M-10	QUARTERLY
	2	10.75X49X1	CUSTOM M-10	QUARTERLY
	2	10.75X56X1	CUSTOM M-10	QUARTERLY
	2	16X21.5X4	CUSTOM M-10	QUARTERLY
	4	7.75X31.5X1	CUSTOM M-10	QUARTERLY
	1	7.75X43.5X1	CUSTOM M-10	QUARTERLY
	1	8.5X21.5X1	CUSTOM M-10	QUARTERLY
	1	9.5X31.5X1	CUSTOM M-10	QUARTERLY
	1	9.5X21.5X1	CUSTOM M-10	QUARTERLY
	4	20X25X4	MERV-10	QUARTERLY
	2	8X57.5X1	CUSTOM M-10	QUARTERLY
	12	8X43.75X1	CUSTOM M-10	QUARTERLY
	4	16X20X4	MERV-10	QUARTERLY
	1	9X31.75X1	CUSTOM M-10	QUARTERLY
	5	8X44X1	CUSTOM M-10	QUARTERLY
	4	8.5X25.5X1	CUSTOM M-10	QUARTERLY
	1	8X23ASX1	CUSTOM M-10	QUARTERLY

B32 IRBY				
	30	7.75X41.5X1	CUSTOM M-10	QUARTERLY
	52	7.75X25.5X1	CUSTOM M-10	QUARTERLY
	52	7.75X31.5X1	CUSTOM M-10	QUARTERLY
	11	7.75X43.5X1	CUSTOM M-10	QUARTERLY
	1	7.75X30.5X1	CUSTOM M-10	QUARTERLY
	69	7.75X57.5X1	CUSTOM M-10	QUARTERLY
	4	8.75X20.75X1	CUSTOM M-10	QUARTERLY
	8	22X25X4	CUSTOM M-10	QUARTERLY
	16	20X25X4	MERV-10	QUARTERLY
	1	8.75X43.5X1	CUSTOM M-10	QUARTERLY
	6	8.75X30.5X1	CUSTOM M-10	QUARTERLY
	2	8.75X21.5X1	CUSTOM M-10	QUARTERLY
	1	12X30X1	CUSTOM M-10	QUARTERLY
B33 LEWIS SCIENCE				
	50	8X25.75X1	CUSTOM M-10	QUARTERLY
	6	20X20X1	MERV-10	QUARTERLY
	6	12X24X2	MERV-10	QUARTERLY
	13	16X20X2	MERV-10	QUARTERLY
	13	16X25X2	MERV-10	QUARTERLY
	6	20X20X2	MERV-10	QUARTERLY
	2	20X24X2	MERV-10	QUARTERLY
	8	20X25X2	MERV-10	QUARTERLY
	33	8X35.75X1	CUSTOM M-10	QUARTERLY
	22	8X56X1	CUSTOM M-10	QUARTERLY
	5	9.5X19.5X1	CUSTOM M-10	QUARTERLY
	1	9.5X61.25X1	CUSTOM M-10	QUARTERLY
	2	10.75X53X1	CUSTOM M-10	QUARTERLY
	2	21.5X45.5X2	CUSTOM M-10	QUARTERLY
	1	10.75X33X1	CUSTOM M-10	QUARTERLY
B34 MCALISTER				
	19	7.5X21.5X1	CUSTOM M-10	QUARTERLY
	2	7.5X25.5X1	CUSTOM M-10	QUARTERLY
	34	7.5X31.75X1	CUSTOM M-10	QUARTERLY
	33	7.5X41.75X1	CUSTOM M-10	QUARTERLY
	2	9X41.5X1	CUSTOM M-10	QUARTERLY
	11	7.5X43.5X1	CUSTOM M-10	QUARTERLY
	4	7.5X65.5X1	CUSTOM M-10	QUARTERLY
	4	9X37.75X1	CUSTOM M-10	QUARTERLY
	1	24X24X1	MERV-10	QUARTERLY
	2	24X24X2	MERV-10	QUARTERLY
	2	12X24X2	MERV-10	QUARTERLY
	2	20X20X1	MERV-10	QUARTERLY
	1	18X24X2	MERV-10	QUARTERLY

B38 OLD MAIN				
	45	9.5X19.5X1	CUSTOM M-10	QUARTERLY
	12	9.5X39X1	CUSTOM M-10	QUARTERLY
	1	20X20X1	MERV-10	QUARTERLY
	8	20X25X2	MERV-10	QUARTERLY
	2	21X25X2	CUSTOM M-10	QUARTERLY
	90	9.5X29.5X1	CUSTOM M-10	QUARTERLY
	4	9.5X61.25X1	CUSTOM M-10	QUARTERLY
	1	8X28X1	CUSTOM M-10	QUARTERLY
	6	8X27.5X1	CUSTOM M-10	QUARTERLY
	12	24X24X2	MERV-10	QUARTERLY
B40 STUDENT SUCCESS CENTER				
24	24	18X24X2	MERV-10	QUARTERLY
4	4	16X25X2	MERV-10	QUARTERLY
4	4	16X16X2	MERV-10	QUARTERLY
4	4	20X20X2	MERV-10	QUARTERLY
B41 SNOW FINE ARTS				
	9	20X25X2	MERV-10	QUARTERLY
	14	16X25X2	MERV-10	QUARTERLY
	10	16X20X2	MERV-10	QUARTERLY
	4	18X20X2	MERV-10	QUARTERLY
	2	14X20X2	MERV-10	QUARTERLY
	3	20X24X4	MERV-10	QUARTERLY
	6	20X20X4	MERV-10	QUARTERLY
	24	24X24X4	MERV-10	QUARTERLY
	2	10X20X1	MERV-10	QUARTERLY
	9	9.5X29.5X1	CUSTOM M-10	QUARTERLY
	1	9X30.75X1	CUSTOM M-10	QUARTERLY
	2	16.5X25X2	CUSTOM M-10	QUARTERLY
	1	9.5X44.5X1	CUSTOM M-10	QUARTERLY
	2	24X24X2	MERV-10	QUARTERLY
B42 TORREYSON LIBRARY				
	11	12X24X2	MERV-10	QUARTERLY
	12	16X25X2	MERV-10	QUARTERLY
	12	20X25X2	MERV-10	QUARTERLY
	27	24X24X2	MERV-10	QUARTERLY
	3	12X26X2	CUSTOM M-10	QUARTERLY
	2	14X24X2	MERV-10	QUARTERLY
	5	24X26X2	CUSTOM M-10	QUARTERLY
	32	24X24X12	95% RIGIDFLOW W/H	YEARLY
	16	12X24X12	95%	YEARLY

			RIGIDFLOW W/H	
B43 PHYSICAL PLANT				
	2	16X25X1	MERV-10	QUARTERLY
	4	16X20X2	MERV-10	QUARTERLY
	4	20X20X2	MERV-10	QUARTERLY
	4	16X25X2	MERV-10	QUARTERLY
B52 BERNARD				
	4	20X20X2	MERV-10	QUARTERLY
	8	8X26X1	CUSTOM M-10	QUARTERLY
	26	8X36X1	CUSTOM M-10	QUARTERLY
	26	9X43.5X1	CUSTOM M-10	QUARTERLY
	36	9X33.5X1	CUSTOM M-10	QUARTERLY
	7	9.5X26.5X1	CUSTOM M-10	QUARTERLY
	2	8.5X36.5X1	CUSTOM M-10	QUARTERLY
	1	9X32X1	CUSTOM M-10	QUARTERLY
	1	8X26.5X1	CUSTOM M-10	QUARTERLY
	3	7.75X41.75X1	CUSTOM M-10	QUARTERLY
B54 CHRISTIAN CAFETERIA				
	38	16X20X2	MERV-10	QUARTERLY
	8	24X24X2	MERV-10	QUARTERLY
B55 MCCASTLAIN				
	2	15X20X1	MERV-10	QUARTERLY
	2	12X24X1	MERV-10	QUARTERLY
	1	24X30X1	MERV-10	QUARTERLY
	5	12X24X2	MERV-10	QUARTERLY
	4	24X24X2	MERV-10	QUARTERLY
	3	20X20X2	MERV-10	QUARTERLY
	3	20X25X2	MERV-10	QUARTERLY
	6	20X25X4	MERV-10	QUARTERLY
	1	6.5X56X1	CUSTOM M-10	QUARTERLY
	3	10.5X21.75X1	CUSTOM M-10	QUARTERLY
	1	11.5X38.5X1	CUSTOM M-10	QUARTERLY
	3	20X33.75X2	CUSTOM M-10	QUARTERLY
	1	10.75X21X1	CUSTOM M-10	QUARTERLY
	1	20X25X1	MERV-10	QUARTERLY
	1	20X20X1	MERV-10	QUARTERLY
B63 STUDENT CENTER				
	2	9.5X33.5X1	CUSTOM M-10	QUARTERLY
	1	20X25X1	MERV-10	QUARTERLY
	4	14X20X2	MERV-10	QUARTERLY
	12	16X20X2	MERV-10	QUARTERLY
	12	16X24X2	MERV-10	QUARTERLY

	12	16X25X2	MERV-10	QUARTERLY
	4	18X25X2	MERV-10	QUARTERLY
	12	20X20X2	MERV-10	QUARTERLY
	30	20X25X2	MERV-10	QUARTERLY
	12	16X20X4	MERV-10	QUARTERLY
	4	20X25X4	MERV-10	QUARTERLY
	2	8.5X18.75X1	CUSTOM M-10	QUARTERLY
	2	8.5X15.75X1	CUSTOM M-10	QUARTERLY
	1	9.5X37X1	CUSTOM M-10	QUARTERLY
B64 ESTES STADIUM				
	9	12X24X2	MERV-10	QUARTERLY
	13	24X24X2	MERV-10	QUARTERLY
	2	20X25X2	MERV-10	QUARTERLY
B65 WINGO HALL				
	2	12X24X2	MERV-10	QUARTERLY
	16	24X24X2	MERV-10	QUARTERLY
	4	20X25X4	MERV-10	QUARTERLY
	2	7X42X1	CUSTOM M-10	QUARTERLY
	3	9.5X39X1	CUSTOM M-10	QUARTERLY
	2	9.5X54X1	CUSTOM M-10	QUARTERLY
	2	20X24X2	MERV-10	QUARTERLY
	2	9.5X42X1	CUSTOM M-10	QUARTERLY
B69 STUDENT HEALTH				
	20	20X25X2	MERV-10	QUARTERLY
	4	18X25X2	MERV-10	QUARTERLY
	8	16X25X2	MERV-10	QUARTERLY
	16	16X20X2	MERV-10	QUARTERLY
	1	9.5X33.5X1	CUSTOM M-10	QUARTERLY
B72 POLICE				
	1	16X20X1	MERV-10	QUARTERLY
	1	14X24X1	MERV-10	QUARTERLY
	1	16X25X1	MERV-10	QUARTERLY
	4	20X20X1	MERV-10	QUARTERLY
	1	16X24X1	MERV-10	QUARTERLY
B74 INDOOR PRACTICE FACILITY				
	2	20X20X2	MERV-10	QUARTERLY
	4	20X24X2	MERV-10	QUARTERLY
B75 CONWAY CORP				
	3	20X24X2	MERV-10	MONTHLY
	12	20X20X2	MERV-10	MONTHLY
	35	24X24X2	MERV-10	MONTHLY
	7	12X24X2	MERV-10	MONTHLY
	3	11.5X37.75X1	CUSTOM M-10	MONTHLY
	1	11.5X20.5X1	CUSTOM M-10	MONTHLY

	1	9.35X35.75X1	CUSTOM M-10	MONTHLY
	20	24X24X12	95% RIGIDFLOW W/H	YEARLY
	4	12X24X12	95% RIGIDFLOW W/H	YEARLY
	3	20X24X4	VARICELL M15 95% W/H	YEARLY
	12	20X20X4	VARICELL M15 95% W/H	YEARLY
B84 DONAGHEY HALL				
	8	16X20X2	MERV-10	QUARTERLY
	4	20X25X2	MERV-10	QUARTERLY
B85 BREWER HEGEMAN CONF CENTER				
	16	20X25X2	MERV-10	QUARTERLY
	15	20X24X2	MERV-10	QUARTERLY
B97 PHYSICAL THERAPY				
	12	16X20X2	MERV-10	QUARTERLY
	16	20X20X2	MERV-10	QUARTERLY
	8	6.5X19.5X1	CUSTOM M-10	QUARTERLY
	2	20X24X2	MERV-10	QUARTERLY
	2	12X24X2	MERV-10	QUARTERLY
	16	20X20X12	95% RIGIDFLOW W/H	YEARLY
	20	16X16X1	MERV-10	6-MONTH
	19	20X25X1	MERV-10	6-MONTH
B122 INTEGRATED HEALTH SCIENCES				
	1	20X24X1	MERV-10	QUARTERLY
	2	16X25X1	MERV-10	QUARTERLY
	4	10.75X52.25X1	CUSTOM M-10	QUARTERLY
	1	10.75X21X1	CUSTOM M-10	QUARTERLY
	4	10X12X1	CUSTOM M-10	QUARTERLY
	1	7.75X30X1	CUSTOM M-10	QUARTERLY
	1	8.75X16X1	CUSTOM M-10	QUARTERLY
	12	20X24X2	MERV-10	QUARTERLY
	48	20X20X2	MERV-10	QUARTERLY
	4	17.75X27.5X2	CUSTOM M-10	QUARTERLY
	2	7ASX48ASX1	CUSTOM M-10	QUARTERLY

[illegible]

UCA - HOUSING & OFF CAMPUS FILTERS				
<u>BUILDING</u>	<u>QUANTITY</u>	<u>FILTER SIZE</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>
B1 2331 COLLEGE ST				
	1	20X25X1	MERV-10	6-MONTH
B2 HPER BUILDING				
	2	12X24X1	MERV-10	QUARTERLY
	2	13.5X27X1	CUSTOM M-10	QUARTERLY
	1	16X24X1	MERV-10	QUARTERLY
	8	16X25X2	MERV-10	QUARTERLY
B03 NEW HALL				
	94	16X20X1	MERV-10	6-MONTH
	10	7.5X31.5X1	CUSTOM M-10	6-MONTH
	3	7.5X41X1	CUSTOM M-10	6-MONTH
	4	16X25X4	MERV-10	QUARTERLY
B08 FARRIS HONORS				
	3	9.5X17.5X1	CUSTOM M-10	6-MONTH
	5	9.5X36X1	CUSTOM M-10	6-MONTH
	2	8X19.5X1	CUSTOM M-10	6-MONTH
	24	12X20X1	MERV-10	6-MONTH
	49	16X20X1	MERV-10	6-MONTH
	1	10X20X1	MERV-10	6-MONTH
	4	20X20X1	MERV-10	6-MONTH
	2	20X24X2	MERV-10	6-MONTH
	2	16X25X2	MERV-10	6-MONTH
	12	20X20X2	MERV-10	QUARTERLY
	4	20X24X2	MERV-10	QUARTERLY
B10 BEAR HALL				
	187	12.75X22.75X1	CUSTOM M-10	6-MONTH
	1	15.75X26.75X1	CUSTOM M-10	6-MONTH
	15	20X20X2	MERV-10	6-MONTH
B30 1903 BRUCE ST				
	1	12X12X1	MERV-10	6-MONTH
	1	20X25X1	MERV-10	6-MONTH

B51 ARKANSAS HALL				
	127	11.5X28X1	CUSTOM M-10	6-MONTH
	2	15.5X39.5X1	CUSTOM M-10	6-MONTH
	2	11.5X38X1	CUSTOM M-10	6-MONTH
	10	11.5X45X1	CUSTOM M-10	6-MONTH
	8	11.5X35X1	CUSTOM M-10	6-MONTH
	8	9.5X39.5X1	CUSTOM M-10	6-MONTH
	1	9.5X45X1	CUSTOM M-10	6-MONTH
	3	10X24X1	MERV-10	6-MONTH
B52R BERNARD HALL				
	12	8X26X1	CUSTOM M-10	6-MONTH
	79	8X36X1	CUSTOM M-10	6-MONTH
	6	12X12X1	MERV-10	6-MONTH
B53 CARMICHAEL HALL				
	26	9.5X33X1	CUSTOM M-10	6-MONTH
	13	9.5X28X1	CUSTOM M-10	6-MONTH
	1	9.5X62X1	CUSTOM M-10	6-MONTH
	5	9.5X45X1	CUSTOM M-10	6-MONTH
	1	9.5X38X1	CUSTOM M-10	6-MONTH
	130	10X24X1	MERV-10	6-MONTH
B56 CONWAY HALL				
	158	9.5X28X1	CUSTOM M-10	6-MONTH
	2	7.5X57.5X1	CUSTOM M-10	6-MONTH
	2	9.5X37X1	CUSTOM M-10	6-MONTH
	4	7.5X31.5X1	CUSTOM M-10	6-MONTH
	4	9.5X48X1	CUSTOM M-10	6-MONTH
B58 HUGHES HALL				
	9	9.5X45X1	CUSTOM M-10	6-MONTH
	2	7.75X57X1	CUSTOM M-10	6-MONTH
	146	9.5X28X1	CUSTOM M-10	6-MONTH
	2	9.5X36X1	CUSTOM M-10	6-MONTH
B62 STATE HALL				
	2	7.75X43.75X1	CUSTOM M-10	6-MONTH
	129	9.5X28X1	CUSTOM M-10	6-MONTH
	25	9.5X33X1	CUSTOM M-10	6-MONTH
	1	9.5X45X1	CUSTOM M-10	6-MONTH

B66 BARIDON HALL				
	16	24X24X2	MERV-10	QUARTERLY
	23	13.5X33.5X1	CUSTOM M-10	6-MONTH
	10	8.5X43.75X1	CUSTOM M-10	6-MONTH
	56	16X24X1	MERV-10	6-MONTH
	2	20X24X2	MERV-10	6-MONTH
	1	16X25X2	MERV-10	6-MONTH
	2	16X24X2	MERV-10	6-MONTH
B84 DONAGHEY HALL				
	96	20X20X1	MERV-10	6-MONTH
	3	7.5X19.5X1	CUSTOM M-10	6-MONTH
	2	8.75X24.5X1	CUSTOM M-10	6-MONTH
	4	16X25X2	MERV-10	6-MONTH
	4	20X20X2	MERV-10	6-MONTH
	3	16X16X1	MERV-10	6-MONTH
B103 400 FARRIS				
	1	20X20X1	MERV-10	6-MONTH
	1	16X25X1	MERV-10	6-MONTH
B107 439 WESTERN				
	2	12X20X1	MERV-10	6-MONTH
B109 315 ELIZABETH				
	1	16X25X1	MERV-10	6-MONTH
B117 2031 SIMMS				
	1	20X20X1	MERV-10	6-MONTH
B118 204 DONAGHEY				
	1	20X30X1	MERV-10	6-MONTH
B119 233 MITCHELL				
	1	16X24X1	MERV-10	6-MONTH
B121 1910 SOUTH STREET				
	1	16X24X1	MERV-10	6-MONTH
B124 EMERGENCY SHELTER				
	8	16X24X2	MERV-10	6-MONTH
B128 418 WESTERN				
	1	14X25X1	MERV-10	6-MONTH
B133 401 AUGUSTA				
	1	16X25X1	MERV-10	6-MONTH
B145 405 WESTERN				
	1	16X25X1	MERV-10	6-MONTH
B146 OAK TREE				
	17	14X25X1	MERV-10	6-MONTH

B148 STADIUM PARK				
	97	12X20X1	MERV-10	6-MONTH
	10	16X20X1	MERV-10	6-MONTH
	2	16X25X1	MERV-10	6-MONTH
B149 TORREYSON				
	2	14X20X1	MERV-10	6-MONTH
	12	20X20X1	MERV-10	6-MONTH
B158 BEAR VILLAGE				
	12	16X20X1	MERV-10	6-MONTH
	1	12X24X1	MERV-10	6-MONTH
	54	20X20X1	MERV-10	6-MONTH
	10	14X25X1	MERV-10	6-MONTH
	1	16X25X1	MERV-10	6-MONTH
	79	18X18X1	MERV-10	6-MONTH
	3	16X16X1	MERV-10	6-MONTH
	1	14X20X1	MERV-10	6-MONTH
B160 965 S. DONAGHEY				
	1	18X25X1	MERV-10	6-MONTH
B161 1015 S. DONAGHEY				
	1	24X24X1	MERV-10	6-MONTH
B170 110 BARIDON				
	2	14X20X1	MERV-10	6-MONTH
B180 2329 COLLEGE				
	1	12X24X1	MERV-10	6-MONTH
B182 405 AUGUSTA				
	1	14X25X1	MERV-10	6-MONTH
B199 ERBACH				
	33	16X25X1	MERV-10	6-MONTH
B212 425 AUGUSTA				
	1	14X20X1	MERV-10	6-MONTH
B216 360 FARRIS				
	1	25X25X1	MERV-10	6-MONTH
GEORGETOWN SOUTH				
	10	14X25X1	MERV-10	6-MONTH
GREEK MEETING HOUSE				
	2	20X20X1	MERV-10	6-MONTH
	4	20X25X1	MERV-10	6-MONTH
	1	16X20X1	MERV-10	6-MONTH
	3	20X22X1	MERV-10	6-MONTH

GREEK VILLAGE I				
	59	20X20X1	MERV-10	6-MONTH
	1	16X20X1	MERV-10	6-MONTH
GREEK VILLAGE II				
	15	16X20X1	MERV-10	6-MONTH
	6	20X25X1	MERV-10	6-MONTH

Attachment 3-HVAC Filter Replacement Service Pricing Sheet

Note: You must use this pricing sheet do not add any additional sheets or your own document. Bids will be rejected if not submitted on these sheets.

Building/Location	Total Annual Cost for Filter Replacement Service
B2 HPER Building	
B4 Reynolds Performance Hall I	
B6 Stanley Russ	
B9 College of Business	
B12 Bear Hall-Athletic Offices	
B18 Thompson Hall	
B19 Math Tech	
B22 Burdick Business Admin	
B23 Mashburn I	
B24 Farris Center I	
B25 Ferguson Chapel	
B26 Prince	
B27 Harrin Hall	
B28 Doyne Health Science	
B29 Schichtl	
B31 Manion (Laney)	
B32 Irby	
B33 Lewis Science	
B34 McAlister	
B38 Old Main	
B40 Student Success Center	
B41 Snow Fine Arts	
B42 Torreyson Library	
B43 Physical Plant	
B52 Bernard	
B54 Christian Cafeteria	

B55 McCastlain	
B63 Student Center	
B64 Estes Stadium	
B65 Wingo Hall	
B69 Student Health I	
B72 Police	
B74 Indoor Practice Facility	
B75 Conway Corpl	
B84 Donaghey Hall	
B85 Brewer Hegeman Conf. Center	
B97 Physical Therapy	
B122 Integrated Health Sciences	
B123 Windgate	
B147 Lewis Annex	
Total for E&G Buildings	\$
B1 2331 College St	
B2 HPER Building	
B03 New Hall	
B08 Farris Honors	
B10 Bear Hall	
B30 1903 Bruce St	
B51 Arkansas Hall	
B52R Bernard Hall	
B53 Carmichael Hall	
B56 Conway Hall	
B58 Hughes Hall	
B62 State Hall	
B66 Baridon Hall	
B84 Donaghey Hall	
B103 400 Farris	
B107 439 Western	
B109 315 Elizabeth	

B117 2031 Simms	
B118 204 Donaghey	
B119 233 Mitchell	
B121 1910 South Street	
B124 Emergency Shelter	
B128 418 Western	
B133 401 Augusta	
B145 405 Western	
B146 Oak Tree	
B148 Stadium Park	
B149 Torreyson	
B158 Bear Village	
B160 965 S. Donaghey	
B161 1015 S. Donaghey	
B170 110 Baridon	
B188 2329 College	
B182 405 Augusta	
B199 Erbach	
B212 425 Augusta	
B216 360 Farris	
B10 Bear Hall	
Georgetown South	
Greek Meeting House	
Greek Village I	
Greek Village II	
Total Cost for Housing & Off Campus Buildings	\$
Grand Total for ALL Locations	\$

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Contact Name for RFP (Type or Print): _____

Email: _____

FAILURE TO PROVIDE A TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN BID REJECTION:

Federal Employer Identification Number or Social Security Number

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any employee of University of Central Arkansas prior to the official review of this bid. **THE BID MUST BE SIGNED. UNSIGNED BIDS WILL NOT BE CONSIDERED.**

Signature of Authorized Official: _____

NOTE:

1. Any cost not identified by the bidder but subsequently incurred in order to achieve successful operation of the commodities/service will be borne by the vendor.
2. The fees will include the services and requirements described in this request for bids.
3. All charges associated with the work to be performed shall be included on this Official Pricing Sheet and shall be valid for 90 days following the bid opening.
4. Failure to use the Pricing Sheet will result in the rejection of the bid.
5. UCA reserves the right to accept, reject or negotiate any bids.

ATTACHMENT 4- EO POLICY

ATTENTION CONTRACTORS

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

Although contractors are encouraged to have a viable equal opportunity policy, a written response stating the contractor does not have such an EO Policy will be considered that contractor's response and will be acceptable in complying with the requirements of Act 2157.

Submitting the EO Policy is a one-time requirement. The UCA Procurement Department will maintain a file of policies or written responses received from bidders.

Effective August 2005, this is a mandatory requirement when submitting an offer as described above.

Should you have any questions regarding this requirement, please contact my office by calling (501) 450-3173.

Sincerely,

Cassandra McCuien-Smith, CPPO CPPB
Director of Procurement

To be completed by business or person submitting response: (check appropriate box)

_____ EO Policy Attached

_____ EO Policy previously submitted to UCA Procurement Office

_____ EO Policy is not available from business/person (must provide a written response)

Company Name Or Individual:

Title: _____ Date: _____

Signature: _____

ATTACHMENT 5

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

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

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.
A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If the Contractor decides to boycott Israel, the Contractor shall notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
2. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.
No state agency may contract for services with a Contractor who employs or contracts with an illegal immigrant. The Contractor shall certify that it does not employ, or contract with, an illegal immigrant. See Arkansas Code Annotated § 19-11-105.
3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.
A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1203.
4. **Scrutinized Company Restriction:** Required with bid or proposal submission.
A state agency shall not contract with a Scrutinized Company or a company owned or controlled by a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned or controlled with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and do not currently and shall not for the aggregate term a resultant contract:

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

ATTACHMENT 6: CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

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

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☐ No

IS THIS FOR:

TAXPAYER ID NAME:

☐ Goods?

☐ Services?

☐ Both?

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

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

FOR INDIVIDUALS*

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

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

☐ None of the above applies

FOR A VENDOR (BUSINESS)*

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

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

☐ None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

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

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

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

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

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

Signature_____Title_____Date_____

Vendor Contact Person_____Title_____Phone No._____

Agency use only

Agency Number_____Agency Name_____Agency Contact Person_____Agency Phone No._____Contract or Grant No. _____