

**INVITATION FOR BID – BID NO. B014139**

**ARKANSAS TECH UNIVERSITY**  
 Purchasing Department  
 Young Building East End  
 203 West O Street  
 Russellville, AR 72801-2222

**BID RESPONSE MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER, BID OPENING DATE AND TIME SHOWN ON THE OUTSIDE OF THE ENVELOPE.**

***FAXED BID RESPONSES WILL NOT BE ACCEPTED.***

**RESPONSE DUE BY: September 30, 2014**

**TIME: 2:00 p.m.**

For additional information, contact Jessica Holloway, Purchasing Program Director. [purchasing@atu.edu](mailto:purchasing@atu.edu)  
 Tel: 479-968-0269 Fax: 479-968-0633

**SUCCESSFUL BIDDER:**

Successful bidder will be required to complete the following forms BEFORE a purchase order can be issued:

- Contract and Grant Disclosure and Certification Form
- EEO Policy Letter
- Illegal Immigrant Form

**INSURANCE:**

Successful bidder will be **required** to provide a Certificate of Insurance for General Public Liability, Workers' Comp (if firm has 3 or more employees) and Automobile Liability.

General Contractors License will be required if bid exceeds \$20,000.

**Campus Holiday Lights for Buildings**

**DESCRIPTION**

**Holiday lights for seven buildings on the Arkansas Tech University, Russellville Campus. Installation and yearly full maintenance of lighting to be included in this bid. Lights to be kept up year round.**

**Eaves, rooflines and overhangs of the following buildings per map attached.**

**Additional areas may be requested, but priced separately from building.**

**Lights should be green and gold LED C9 Opaque or approved alternate.**

**Installation should include all necessary equipment and supplies to hang lights on each building.**

**Supplies in lighting package should include: lights, bulbs, power cords, timers and any other necessary items to complete the project.**

**ATU will provide all electrical power only.**

**Mandatory site visit will be Tuesday, September 23, 2014, 10:00 a.m. Those interested should gather in the Purchasing Department, Young Bldg, 203 West O Street, Russellville, AR 72801. Contact number: 479-968-0269 You must attend the site visit to be considered for this contract.**

Item #	Buildings are as follows prices to include install and first years maintenance:	QUANTITY & AMOUNT
1.	<b>Administration - East &amp; West roof line, eaves and overhang South side (front) roofline, eaves and overhangs</b>	\$ _____
2.	<b>Tomlinson - East &amp; West roof line and overhang South side (front) roofline and overhangs Porch awning</b>  Tomlinson Cupola Additional \$ _____	\$ _____
3.	<b>Browning Hall - All sides, roof lines, eaves &amp; overhangs</b>  Dormers Additional \$ _____	\$ _____
4.	<b>Caraway Hall - All sides, roof lines, eaves, overhangs and dormers</b>  Double Strand Awning (West Side Entrance) Additional \$ _____	\$ _____
5.	<b>Alumni – All sides, roof lines, eaves and overhangs</b>	\$ _____
6.	<b>Hull - East &amp; North sides only, roof lines, eaves and overhangs</b>  Double strand overhang (North/West Corner) Additional \$ _____	\$ _____
7.	<b>Crabaugh - All sides, roof lines, eaves, overhangs and dormers</b>	\$ _____
8.	<b>Additional lighting per request</b>	\$ _____ ft.
<p><b><u>Full maintenance</u></b> contract to include yearly checks and <u>on-call assistance</u> for problems as they arise throughout the year. Maintenance to also include bulb replacement, wire repair and any other items needed for fully functioning lights. Year one should be included in installation price.</p> <p>Year 2: \$ _____      Year 3: \$ _____</p> <p>Year 4: \$ _____      Year 5: \$ _____</p> <p>Year 6: \$ _____      Year 7: \$ _____</p>		

**Vendor responsible for all accurate measurements.**

**Please include at least 3 references:**

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Business name if applicable \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Business name if applicable \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Business name if applicable \_\_\_\_\_

OSHA guidelines are to be followed by all employees.

Arkansas Tech University is a Tobacco Free Campus. The use of tobacco products or e-cigarettes is prohibited anywhere on the campus. Contractor agrees that it will not use or permit tobacco, alcohol, or illegal drugs to be used by any of its employees, subcontractors, guests, representatives, or agents while on the campus of Arkansas Tech University.

Contractor acknowledges that firearms are prohibited on campus, even if a person has a concealed weapon permit, and consistent with this policy, contractor shall not allow its employees, subcontractors, or sub-contractors employees to bring a firearm on to Arkansas Tech University property.

**AWARD WILL BE IN THE BEST INTEREST OF THE UNIVERSITY.**

Initial award will be for one (1) year with a possible six (6) additional years.

**General Contractors License:** \_\_\_\_\_

Prices firm until: \_\_\_\_\_ Date Quote Submitted: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Signature & Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

For standard terms & conditions, visit our website: [www.atu.edu/purchasing](http://www.atu.edu/purchasing)