

ARKANSAS TECH UNIVERSITY

PROCUREMENT SERVICES

REQUEST FOR PROPOSALS

VINYL SIGNAGE SUPPLIES, FABRICATION, INSTALLATION, AND RELATED LABOR

RFP Number	RFP 26-053
Issue Date	October 1, 2026
Proposal Due	October 30, 2026 2 p.m.
Procurement Contact	Jennifer Warren, Director of Procurement
Submission Method	Sealed submissions must be received by due date and time at: ATU Procurement RFP 26-053 514 West M Street Russellville, AR 72801
Contract Term	Four years with up to three one-year renewals

IMPORTANT

Complete all bracketed placeholders before release. Late proposals will not be considered. The proposal must be signed by a person authorized to bind the respondent.

Russellville, Arkansas | www.atu.edu/purchasing

1. Purpose

Arkansas Tech University is seeking qualified vendors to provide vinyl signage materials, fabrication, installation, removal, and related services on an as-needed basis.

The University intends to establish a contract for routine campus signage projects, including interior and exterior graphics, window film, floor graphics, banners, directional signage, vehicle graphics, and related installation services.

The contract term will be four (4) years with up to three (3) one-year renewal options.

2. Scope of Services

The contractor shall furnish all labor, supervision, materials, equipment, transportation, tools, and incidentals necessary to perform authorized signage work. Services may include:

- Interior and exterior vinyl graphics
- Window graphics and window film
- Floor graphics
- Directional and promotional signage
- Banners and rigid-substrate signs
- Vehicle graphics
- Design and proofing
- Installation, removal, replacement, cleanup, and disposal

The contractor shall provide digital proofs when requested and perform all work in accordance with manufacturer recommendations. Materials must be commercial grade and suitable for the intended application.

3. Proposal Requirements

3.1 Required Attachments

- Attachment A, Cost Sheet
- Attachment B, Vendor Submission Checklist
- Attachment C, References Form
- Attachment D, Additional Terms and Conditions

3.2 Vendor Information

- Company profile and primary contact information
- Description of relevant experience and capabilities
- Three (3) references for similar work
- Representative project samples
- Warranty information for primary products and workmanship

The University may request insurance certificates, licenses, a W-9, disclosure forms, or other compliance documents before award.

4. Pricing

- Prices must be FOB destination and include freight and delivery.
- Do not include Arkansas State Sales Tax.
- Prices must remain firm for at least thirty (30) days after proposal opening.
- Include all labor, equipment, materials, overhead, and profit unless separately identified.
- Estimated quantities are for evaluation only and do not guarantee purchases.

5. Evaluation and Award

The University will evaluate proposals based on pricing, experience and qualifications, product quality, references, and ability to meet University requirements.

The University reserves the right to reject any or all proposals, waive minor irregularities, request clarification, award to one or more vendors, or cancel the solicitation.

Evaluation Criteria	
Cost	30%
References	30%
Company profile and capabilities	30%
Warranty Information	10%

6. Contract Terms

The [Arkansas Tech University Standard Terms & Conditions](#), Revised 2026, are incorporated by reference and will become part of any resulting contract. Any special requirement in this RFP controls if it conflicts with the Standard Terms & Conditions. Attachment

Attachment B. Simplified Cost Sheet

Vendor Name: _____ RFP No.: **RFP 26-053**

Item	Category	Unit	Unit Price
1	Standard vinyl graphics	Sq. Ft.	\$
2	Premium or reflective vinyl	Sq. Ft.	\$
4	Wall and floor graphics	Sq. Ft.	\$
5	Banner material	Sq. Ft.	\$
6	Rigid sign substrates	Sq. Ft.	\$
7	Graphic design services	Hour	\$
8	Installation labor	Hour	\$
9	Removal labor	Hour	\$
10	After-hours or expedited labor	Hour	\$
11	Site survey or measurement	Hour	\$
12	Lift equipment	Day	\$

PRICING CERTIFICATION

Prices are FOB destination, freight prepaid; Arkansas State Sales Tax is excluded; and all ordinary costs are included unless separately identified.

Authorized Signature: _____ Date: _____

Attachment C. Vendor Submission Checklist

No.	Submission Item	Included
1	Signed proposal	☐
2	Company profile and capabilities	☐
3	Three references	☐
4	Project samples	☐
5	Warranty information	☐
6	Completed Cost Sheet	☐
7	Addenda acknowledged, if issued	☐
8	Signed Attachment A	☐

Attachment D. References Form

Reference 1

Organization	
Contact Name / Title	
Email / Phone	
Description of Similar Work	

Reference 2

Organization	
Contact Name / Title	
Email / Phone	
Description of Similar Work	

Reference 3

Organization	
Contact Name / Title	

Email / Phone	
Description of Similar Work	

Attachment A

Additionally, any resultant contract/agreement will include the following:

1. Nothing in this Agreement shall be deemed to waive the sovereign immunity of the State of Arkansas, Arkansas Tech University, the Arkansas Tech University Board of Trustees, or Arkansas Tech University administrators, officers, faculty, staff, employees or agents.
2. This Agreement shall be governed by the laws of the State of Arkansas. The exclusive jurisdiction for any dispute by Company regarding this agreement shall, pursuant to A.C.A. §19-10-204, shall be the Arkansas State Claims Commission.
3. Company agrees that it is solely responsible for complying with all laws as well as obtaining all required permission, licenses, or other authority for all items, services, goods, products, or activities that it performs or provides. Violation by Company or its employees of local, state or federal law during the performance of the contract shall permit the University to cancel this contract immediately with no penalty. Further, Company states that it is in compliance with all applicable laws and further, that it has or will obtain all required and necessary rights, licenses, titles, and permits necessary for all items, services, goods, products, or activities to be performed or provided. Company further agrees to fully indemnify and hold harmless Arkansas Tech University from any and all copyright, copyright infringement, license, royalties, title or other claims that arise or are made as a result of Company's service, goods, product, or activity on the campus of, or provided to, Arkansas Tech University.
4. Company agrees that it will be solely responsible for any harm, damage or injury that it, its product, its equipment, its goods, its service, or its employees, agents or guests cause or permit to occur to any person or their real or personal property as the result of Company's actions or failure to act. Company further agrees to fully indemnify and hold harmless Arkansas Tech University from any and all losses, damages, or expenses, including reasonable attorney's fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage, financial loss, or other injury or damage caused by Company's product, goods, service or otherwise, as well as all claims alleging any negligent act or omission of Company, its employees, subcontractors, or agents.

5. The parties shall comply with all federal, state and local laws as required in connection with the performance of their obligations under this Agreement, including but not limited to, Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veteran's Readjustment Act of 1974, as amended. The parties hereby incorporate the requirements of 41 C.F.R. §60-1.4(a) (7), 60-250.5 and 60-741.5, if applicable.
6. Upon the signing of this Agreement by all parties, terms of the Agreement shall become available to the public, pursuant to the provisions of A.C.A. §25-18-501.
7. Licensor shall obtain and maintain in force and effect at all times during the term of this contract, at its sole expense, a general commercial liability insurance policy which policy shall have minimum limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate.
8. Company will not assign or otherwise transfer its duties under this contract to another person or entity without Arkansas Tech University's express written permission. Further, this agreement shall be binding upon the Company's successors and assigns.
9. Company agrees that it will not allow any of its employees, subcontractors or agents to engage in behavior that constitutes sexual harassment.
10. The parties agree and understand that approval of this Agreement or any amendments to this Agreement are subject to review and/or approval by the Arkansas General Assembly and/or any committee or sub-committee of the Arkansas General Assembly in its or their sole discretion. The parties further agree that in the event such legislative review or approval is not granted or is otherwise withheld, this Agreement shall terminate automatically with no penalty to Arkansas Tech University.
11. Any information of Arkansas Tech University or relating to Arkansas Tech University's business, including student information, which Company obtains as a result of the services contemplated by this Agreement, which information is not generally available to the public or subject to the Arkansas Freedom of Information Act, shall be considered Confidential Information. All requests for Confidential Information shall be directed to Arkansas Tech University's

representative, who will determine in his/her sole discretion whether disclosure of the requested Confidential Information is necessary to enable Company to perform the service under this Agreement. Regardless of how it is obtained, Company shall not disclose to any third party or parties, or use, except expressly for the sole purpose of performing its obligations under this Agreement, any Confidential Information given to Company by Arkansas Tech University or learned or developed during the course of the services under this Agreement, except that that Company may disclose such Confidential Information in order for Company to perform its obligations under this Agreement. Company shall cause all of its representatives to comply with the provision of this paragraph and shall be responsible for any breach by such representatives.

12. When Company handles or possesses personal and confidential Arkansas Tech University student, employee, faculty, staff or other individual's data such as, but not limited to, home addresses, banking information, health information (including but not limited to medical records), social security numbers, credit card numbers, birth dates, or medical information, Company must have procedures in place to ensure that the confidential information is protected against unauthorized disclosure or theft. Company agrees to keep secure all information or data that it receives under this Agreement. Company further agrees that if it determines that the security of this information or data has been breached, it will notify Arkansas Tech University within 24 hours of when it had notice of the breach. In the event Company fails in its responsibility to keep secure all information or data that it receives under this agreement, Company agrees to be fully responsible for all damages to any person or entity that result from the breach in security.
13. Company agrees that any data provided to it by Arkansas Tech University under or pursuant to this Agreement: (a) will be used by Company only for the purpose of performing this contract; (b) will be treated as confidential information; and (c) will not be used, sold or shared with any third party inconsistent with this provision.
14. Upon termination of this Agreement Company shall, upon request, aid and assist Arkansas Tech University in the retrieval or return of any or all of the University's data or records that are in the possession of Company.

15. During the performance of this Agreement, Company shall remain in full compliance with the General Data Protection Regulation.
16. In the event the Arkansas General Assembly fails to appropriate sufficient funds or make monies available for any fiscal year covered by the term of the underlying agreement, the underlying agreement shall be terminated on the last day of the last fiscal year for which sufficient funds were appropriated or monies made available for such purposes. This provision shall not be construed to abridge any other right of termination the University may have.
17. The underlying agreement may be terminated at any time upon thirty (30) days' written notice by either party. Any such termination of the agreement is without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
18. If any local, state or federal government or government agency changes or amends any laws, rules, or regulations affecting the rights, requirements, or relationships contemplated herein, Arkansas Tech University reserves the right to amend this Agreement in order to bring it into compliance with such changes.
19. Pursuant to A.C.A. §21-1-503, Company certifies that it is not currently engaged in, and further, hereby agrees that for the duration of the contract, not to engage in, a boycott of Israel.
20. The parties agree that pursuant to A.C.A. §19-11-247, before a contract is ratified and affirmed under subdivision (c)(1)(A) of A.C.A. §19-11-247, it shall be presented to the Legislative Council or, if the General Assembly is in session, to the Joint Budget Committee, for review if the contract is required to be submitted for review under A.C.A. §19-11-1006.
21. Pursuant to Act 557 of 2015, and A.C.A. §19-11-267, the service criteria for this Agreement is as follows: to provide competent services in the area of advertising as well performing all items set forth in paragraph one ("The Services") of the Agreement.

Acceptable performance of this Agreement shall be measured as follows: The Company shall perform its services consistent with the professional skill, quality,

timeliness and care of other entities that perform/provide the same or similar advertising and public relations services.

Neither the University's review, approval, or acceptance of, nor payment for, the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the Company shall be and remain liable to the University in accordance with applicable laws for all damages to the University caused by the Company's negligent performance of any of the services rendered under this Agreement.

In the event that the Company shall fail to maintain or keep in force any of the terms and conditions of this Agreement, the University may notify the Company in writing of such failure and demand that the same be remedied within 10 days. Should the Company fail to remedy the same within said period, the University shall then, in its sole discretion, have the right to immediately terminated this agreement without penalty.

22. Company hereby approves all strikethroughs and deletions made by the University to the face of the Agreement, and further agrees that the terms of this Addendum supersede and are controlling over any conflicting terms set forth in the Agreement.

Signature

Date

Printed Name and Title