



## OFFICIAL BID QUOTE REQUEST FORM

Pursuant to Ark. Code Ann. § 19-11-234 the State of Arkansas encourages all small, minority, and women owned business enterprises to submit competitive bid quotes. Encouragement is also made to all general contractors that in the event they subcontract portions of their work, consideration is given to the identified groups.

### INSTRUCTIONS TO UA DEPARTMENTS:

- **UA Department Contact:**  
Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_
- **Bid Due:**  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ CST
- Attach to this form the minimum specifications of your request.
- A minimum of three (3) bids must be received, one of which should be a minority or woman-owned business if available for that commodity.
- Departments should search the Arkansas Economic Development Commission (AEDC) [Minority and Women-Owned Business Directory](#) to research businesses by name, description, etc. and to help facilitate bid requests.
- **NOTE:** Purchases of up to \$40,000 can be made without competitive bid solicitation if using an AEDC certified minority business or AEDC certified women-owned business enterprise.

### INSTRUCTIONS TO BIDDERS:

- **Please complete, sign and return this form with your bid quote.**
- Provide bid quotes for the attached item(s)/service(s). **See attached minimum specifications.** If bidding a manufacturer name and/or part number other than those listed, you must provide the alternate brand name and part number. Also, indicate any change in container size or standard package from that specified.
- Quotes must include all freight charges for material to be delivered F.O.B Destination, University of Arkansas, Fayetteville, AR, 72701 or other address as specified in request. Do not include local or state taxes in bid price. Discounts should be deducted from the unit price and net price should show in the quote.
- Awards will be on a per item or an all or none basis, whichever is more advantageous to the University. The University of Arkansas reserves the right to decline any and all bids based upon the experience and qualifications of the company.
- **Minority and Women-Owned Business Reporting:**  
To ensure the University of Arkansas is meeting its goal to support minority and women-owned businesses, we ask that bidders disclose if they, or, if applicable, any subcontractors, are minority or women-owned businesses. Please check the appropriate statement below:

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**Minority and Women-Owned Business Information Attached.**

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**Minority and Women-Owned Business Information Not Applicable.**

**Bid Price**

Total Bid Item/Service Amount	
Total Shipping	
TOTAL OVERALL BID AMOUNT	

Anticipated Delivery: Within \_\_\_\_ days after receipt of order.

**Bidder Information/Signature**

Bidder/Company Name	
Mailing Address	
City, State & Zip	
Authorized Signature	
Name & Title	
Date	

To be considered, this form along with your bid quote and other applicable information must be completed and emailed to the UA Department Contact by the Due Date/Time as listed above.