

Arkansas State University-Newport

Procurement Department

7648 Victory Blvd., Newport, AR 72112



INVITATION FOR BID BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	2021-22-6	Solicitation Issued:	4/27/2022
Description:	Interior Signage Project FY22		
Agency:	Arkansas State University-Newport		

SUBMISSION DEADLINE FOR RESPONSE			
Bid Opening Date:	May 17, 2022	Bid Opening Time:	2:00 p.m., Central Time
<p>Deliver bid submissions for this Invitation for Bid to the Arkansas State University-Newport 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 bids at the designated location on or before the bid opening date and time. Bids 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 ASUN.</p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	<p>Arkansas State University-Newport 7648 Victory Blvd. Newport, AR 72112</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to OSP's street address on a schedule determined by each individual provider. These providers will deliver to ASUN based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.</p>
Bid's Outer Packaging:	<p>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.</p> <ul style="list-style-type: none">• Bid number• Date and time of bid opening• Prospective Contractor's name and return address

ARKANSAS STATE UNIVERSITY-NEWPORT CONTACT INFORMATION

Contact Person:	Lee Webb, Director of Procurement	Phone Number:	870-512-7849
Email Address:	lee_webb@asun.edu	ASUN Main Number:	870-512-7800
ASUN Website:	https://www.asun.edu/bids		

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

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

1.1 PURPOSE

Interior Signage Project per attached drawings.

1.2 TYPE OF CONTRACT

- A. As a result of this IFB, OSP intends to award a contract to a single Contractor.
- B. The anticipated starting date for any resulting contract is June 1, 2022, except that the actual contract startdate may be adjusted forward unilaterally by ASUN for up to three calendar months. By submitting a signed bid in response to the IFB, the Prospective Contractor represents and warrants that it will honor its bid 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 agency, the contract may be renewed by ASUN for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

1.3 ISSUING AGENCY

ASUN, as the issuing office, is the sole point of contact throughout this solicitation process.

1.4 BID OPENING LOCATION

Bids will be opened at the following location:

Arkansas State University-Newport
7648 Victory Blvd.
Newport, AR 72112

1.5 ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Contractor **must** unconditionally accept all Requirements in the Requirements Section(s) of this IFB 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 IFB.

1.6 DEFINITION OF TERMS

- A. ASUN 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 person who submits a bid in response to this solicitation.
- D. "Contractor" means a person who sells or contracts to sell commodities and/or services.
- E. The terms "Invitation For Bid", "IFB," "Bid Solicitation," and "Solicitation" are used synonymously in this document.
- F. "Responsive bid" means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.
- G. "Bid Submission Requirement" means a task a Prospective Contractor **must** complete when submitting a bid 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. "ASUN" means the Arkansas State University-Newport.

1.7 **RESPONSE DOCUMENTS**

A. Bid Response Packet

1. The following are Bid Submission Requirements and **must** be submitted in the original Bid Response Packet.
 - a. Original signed *Bid Signature Page*. (See *Bid Response Packet*.)
 - i. An official authorized to bind the Prospective Contractor(s) to a resultant contract **must** sign the Bid Signature Page included in the *Bid Response Packet*.
 - ii. Prospective Contractor's signature signifies agreement to and compliance with all Requirements in this IFB, and that any exception that conflicts with a Requirement or Bid Submission Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be rejected.
 - iii. Bid response **must** be in the English language.
 - b. One (1) original hard copy of the *Official Bid Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents.
2. The following items should be submitted in the original *Bid Response Packet* as a hard copy and as an electronic copy, preferably on a flash drive and in PDF format.
 - a. One (1) copy of the *Official Bid Price Sheet*.
 - b. EO 98-04 Disclosure Form. (See *Standard Terms and Conditions, #27. Disclosure.*)
 - c. Copy of Prospective Contractor's *Equal Opportunity Policy*. (See *Equal Opportunity Policy.*)
 - d. *Voluntary Product Accessibility Template (VPAT)*. (See *Technology Access.*)
 - e. Proposed Subcontractors Form. (See Subcontractors.)
 - f. Restriction to Boycott Form.
3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

1.8 **CLARIFICATION OF BID SOLICITATION**

- A. Submit any questions requesting clarification of information contained in this *Bid Solicitation* in writing via email by 2:00 p.m., Central Time on or before May 11, 2022, to the ASUN as shown on page one (1) of this Bid Solicitation.
 1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
 2. Prospective Contractors' written questions will be consolidated and responded to by the ASUN. ASUN's consolidated written response is anticipated to be posted to their website by the close of business on May 12, 2022. If Prospective Contractor questions are unclear or non-substantive in nature ASUN may request clarification of a question(s) or reserves the right not to respond to that question(s).
- B. The Prospective Contractor should notify ASUN 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 bid.

- C. Prospective Contractors may contact ASUN with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by ASUN 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 ASUN.
- E. Prospective Contractors entering into a contract with the ASUN **shall** comply with all the terms and conditions contained herein.

1.9 SUBCONTRACTORS

- A. Prospective Contractor should complete, sign and submit the *Proposed Subcontractors Form* included in the *Bid Response Packet*.
- B. **Do not** attach any additional information to the *Proposed Subcontractors Form*.
- C. The utilization of any proposed subcontractor is subject to approval by the State agency.

1.10 PRICING

- A. Prospective Contractor(s) **shall** include all pricing on the Official Bid Price Sheet(s) only. If any cost is not identified by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost. The *Official Bid Price Sheet* is provided as a separate electronic file posted with this *Bid Solicitation*.
- B. To allow time to review bids, prices **must** be valid for 90 days following the bid opening.
- C. DO NOT submit any ancillary information not related to actual pricing on or with the Bid Price Sheet.

1.11 PRIME CONTRACTOR RESPONSIBILITY

- A. A single Prospective Contractor **must** be identified as the prime Contractor.
- B. The prime Contractor **shall** be responsible for the contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to ASUN for the performance thereof.

1.12 INDEPENDENT PRICE DETERMINATION

- A. By submission of this bid, 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 bid:
 - The prices in the bid 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.

1.13 PROPRIETARY INFORMATION

- A. Submission documents pertaining to this *Bid Solicitation* become the property of the ASUN and are subject to the Arkansas Freedom of Information Act (FOIA).
- B. In accordance with FOIA and to promote maximum competition in the State competitive bidding process, the State 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 so 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 *Bid Response 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 *Bid 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 the State deems redacted information to be subject to FOIA, the Prospective Contractor will be contacted prior to release of the documents.
- L. ASUN 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.

1.14 CAUTION TO PROSPECTIVE CONTRACTORS

- A. Prior to any contract award, address all communication concerning this *Bid Solicitation* through ASUN.
- B. Do not alter any language in any solicitation document provided by the ASUN.
- C. Do not alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation become part of the resultant contract.
- E. ASUN has the right to award or not award a contract, if it is in the best interest of the ASUN to do so.
- F. As requested, provide clarification regarding Prospective Contractor's bid response to ASUN.
- G. Qualifications and proposed services **must** meet or exceed the required specifications as set forth in this *Bid Solicitation*.
- H. Prospective Contractors may submit multiple bids.

1.15 REQUIREMENT OF ADDENDUM

- A. Only an addendum written and authorized by ASUN will modify this *Bid Solicitation*.
- B. An addendum posted within three (3) calendar days prior to the bid opening may extend the bid opening and may or may not include changes to the Bid Solicitation.

1. The Prospective Contractor is expected to check ASUN's website, <https://www.asun.edu/bids> for any and all addenda up to bid opening.

1.16 AWARD PROCESS

A. Successful Contractor Selection

1. Award will be made to the lowest-bidding, responsible Prospective Contractor on a/ AWARD) (LINE ITEM, ALL OR NONE, basis.

B. Negotiations

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

C. Anticipation to Award

1. Once the anticipated successful Contractor has been determined, the anticipated award will be posted on the ASUN's website at <https://www.asun.edu/bids>
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. ASUN may waive the policy of Anticipation to Award when it is in the best interest of the ASUN.
4. It is the Prospective Contractor's responsibility to check the ASUN's website for the posting of an anticipated award.

D. Issuance of Contract

1. Any resultant contract of this Bid Solicitation is subject to the State approval processes which may include Legislative review.
2. ASUN Procurement Official will be responsible for the solicitation and award of any resulting contract.

1.17 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.

1.18 MINORITY AND WOMEN-OWNED BUSINESS POLICY

A. A minority-owned business is defined by Arkansas Code Annotated § 15-4-303 as a business owned by a lawful permanent resident of this State who is:

- African American
- American Indian
- Asian American
- Hispanic American
- Pacific Islander American
- A Service Disabled Veteran as designated by the United States Department of Veteran Affairs

B. A women-owned business is defined by Act 1080 of the 91st General Assembly Regular Session 2017 as a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this State.

- C. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses. If certified, the Prospective Contractor's Certification Number should be included on the *Bid Signature Page*.

1.19 EQUAL OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, ASUN 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 hardcopy 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 to have an EO Policy **must** submit a written statement to that effect.

1.20 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

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

1.21 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 the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Bid 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.

1.22 PAST PERFORMANCE

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

1.23 TECHNOLOGY ACCESS

- A. When procuring a technology product or when soliciting the development of such a product, the State of Arkansas 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 State 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 persons 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 accommodations.
- 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.

1.24 COMPLIANCE WITH THE STATE SHARED TECHNICAL ARCHITECTURE PROGRAM

The Prospective Contractor’s commodity or service **must** comply with the State’s shared Technical Architecture Program which is a set of policies and standards that can be viewed at: <https://www.dfa.arkansas.gov/intergovernmental-services/state-technology-cost-analysis/architecture-compliance/>. Only those standards which are fully promulgated or have been approved by the Governor’s Office apply to this solution.

1.25 VISA ACCEPTANCE

- A. Awarded Contractor should have the capability of accepting the State’s authorized VISA Procurement Card (p-card) as a method of payment.
- B. Price changes or additional fee(s) **must not** be levied against the State when accepting the p-card as a form of payment.
- C. VISA is not the exclusive method of payment.

1.26 PUBLICITY

- A. Do not discuss the solicitation nor your bid 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.

1.27 RESERVATION

ASUN will not pay costs incurred in the preparation of a bid.

SECTION 2 – REQUIREMENTS

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

2.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by ASUN to obtain pricing and a contract(s) for Interior Signage.

DELIVERY: FOB DESTINATION

Arkansas State University-Newport
7648 Victory Blvd.
Newport, AR 72112

Arkansas State University-Newport
5504 Krueger Drive
Newport, AR 72112

Arkansas State University-Newport
33500 Hwy 63 East
Marked Tree, AR 72365

- A. ASUN requests delivery within 30 working days after receipt of the order. If this delivery date cannot be met, the Prospective Contractor **must** state the alternate number of days required to begin the service and/or place the commodity in the ordering agency's designated location. (See Official Bid Price Sheet.) Failure to state the alternate delivery time obligates the Contractor to complete delivery by the agency's requested date. Extended delivery dates may be considered when in the best interest of the ASUN.
- B. All deliveries **must** be made during normal state work hours and within the agreed upon number of days unless otherwise arranged and coordinated with ASUN. The Contractor **shall** give ASUN immediate notice of any anticipated delays or plant shutdowns that will affect the delivery requirement.
- C. Loss or damage that occurs during shipping, prior to the order being received by the agency, is the Contractor's responsibility. All orders should be properly packaged to prevent damage during shipping.

BID SPECIFICATIONS

- Use drawings for visual reference.

2.2 ACCEPTANCE STANDARDS

Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt. ASUN has the option to return any product(s) within the thirty (30) day timeframe for any reason. Bid **must** include a "total satisfaction" return policy for all products and **must not** impose any liability on ASUN for such returns.

2.4 PERFORMANCE STANDARDS

- A. State law requires that all contracts for services include Performance Standards for measuring the overall quality of services provided that a Contractor **must** meet in order to avoid assessment of damages.
- B. ASUN may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration. *Attachment A: Performance*

Standards identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.

- C. ASUN has the right to modify, add, or delete Performance Standards throughout the term of the contract, should ASUN determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards, and may include the input of the Contractor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards will become an official part of the contract.
- E. Performance Standards will continue throughout the aggregate term of the contract.
- F. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- G. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. ASUN has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, ASUN has final determination of the performance acceptability.
- H. Should any compensation be owed to ASUN due to the assessment of damages, Contractor **shall** follow the direction of ASUN regarding the required compensation process.

SECTION 3 – GENERAL CONTRACTUAL ITEMS

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

3.1 PAYMENT AND INVOICE PROVISIONS

A. Forward invoices to:

Arkansas State University-Newport
7648 Victory Blvd.
Newport, AR 72112

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

3.2 GENERAL INFORMATION

A. ASUN 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 ASUN 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. Pay damages, legal expenses or other costs and expenses of any other party.
 4. Continue a contract once any equipment has been repossessed.
 5. Agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
 6. 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 de-installation.
 - d. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - e. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.
- B. Any litigation involving the ASUN **must** take place in Jackson 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 ASUN's Procurement Official.

3.3 CONDITIONS OF CONTRACT

- A. 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 affect the completion of the work.
- B. Indemnify and save harmless ASUN 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 Contractor.

3.4 STATEMENT OF LIABILITY

- A. ASUN 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. ASUN will not at any time be responsible for or accept liability for any Contractor-owned items.
- B. Language in these terms and conditions **must not** be construed or deemed as ASUN's waiver of its right of sovereign immunity. The Contractor agrees that any claims against ASUN, whether sounding in tort or in contract, will be brought before the Arkansas Claims Commission as provided by Arkansas law and governed accordingly.

3.5 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 ASUN'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 Requirements regarding record retention.

3.6 PRICE ESCALATION

- A. Price increases will be considered at the time of contract renewal.
- B. The Contractor **must** provide to ASUN 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. ASUN has the right to require additional information pertaining to the requested increase.
- C. Increases will not be considered to increase profit or margins.
- D. ASUN has the right to approve or deny the request.

3.7 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 the State has the right to cancel the contract on these grounds.
- C. Previous sections of this Bid Solicitation may contain additional confidentiality Requirements.

3.8 CONTRACT INTERPRETATION

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

3.9 CANCELLATION

- A. For Cause. ASUN may cancel any contract resulting from this solicitation for cause when the Contractor fails to perform its obligations under it by giving the Contractor 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, ASUN will advise the Contractor in writing of the reasons why ASUN is considering cancelling the contract and provide the Contractor with an opportunity to avoid 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. ASUN 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 ASUN 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.

3.10 SEVERABILITY

If any provision of the contract, including items incorporated by reference, is declared or 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.

SECTION 4 – 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 ASUN.
- 2. **ACCEPTANCE AND REJECTION:** ASUN **shall** have the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of ASUN.
- 3. **BID SUBMISSION:** Original Bid Packets **must** be submitted to the ASUN's Procurement Office on or before the date and time specified for bid opening. The Bid Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Bid Solicitation*. The bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids **shall** be rejected. The person signing the bid should show title or authority to bind his firm in a contract. Multiple bids **must** be placed in separate packages and should be completely and properly identified. Late bids **shall not** be considered under any circumstances.
- 4. **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 *Bid Solicitation*. Unless otherwise specified, the bid **must** be firm for acceptance for thirty days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the *Bid Solicitation*.
- 5. **QUANTITIES:** Quantities stated in a *Bid 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. ASUN may order more or less than the estimated quantity on term contracts. Quantities stated on firm contracts are actual Requirements of the ordering agency.
- 6. **BRAND NAME REFERENCES:** Unless otherwise specified in the *Bid Solicitation*, any catalog brand name or manufacturer reference used in the *Bid Solicitation* is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid **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. ASUN **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and ASUN 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 *Bid 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.
- 7. **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 *Bid 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.
- 8. **SAMPLES:** Samples or demonstrators, when requested, **must** be furnished free of expense to AUN. Each sample should be marked with the Contractor's name and address, bid 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.
- 9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid 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.
- 10. **AMENDMENTS:** Contractor's bids cannot be altered or amended after the bid opening except as permitted by regulation.
- 11. **TAXES AND TRADE DISCOUNTS:** Do not include State or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
- 12. **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 ASUN. Firm Contract: A written ASUN purchase order authorizing shipment will be furnished to the successful Contractor.
- 13. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in ASUN's designated location under normal conditions. If the Contractor cannot meet the stated delivery, alternate delivery schedules may become a factor in an award. ASUN **shall** have the right to extend delivery if reasons appear valid. If the date is not acceptable, ASUN may buy elsewhere and any additional cost **shall** be borne by the Contractor.

14. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of ASUN's Procurement Office. Delivery **shall** be made during ASUN's work hours only 8:00 a.m. to 4:30 p.m. Central Time, unless prior approval for other delivery has been obtained from ASUN. Packing memoranda **shall** be enclosed with each shipment.
15. **STORAGE:** ASUN is responsible for storage if the Contractor delivers within the time required and ASUN cannot accept delivery.
16. **DEFAULT:** All commodities furnished **shall** be subject to inspection and acceptance of ASUN after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize ASUN 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 ASUN 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.
17. **VARIATION IN QUANTITY:** ASUN assumes no liability for commodities produced, processed or shipped in excess of the amount specified on ASUN's purchase order.
18. **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 bid and purchase order numbers, where itemized in the *Bid Solicitation*, (2) delivery and acceptance of the commodities and (3) proper and legal processing of the invoice by ASUN. Invoices **must** be sent to the "Invoice To" point shown on the purchase order.
19. **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 ASUN and **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 ASUN. Contractor **shall** properly identify items being returned.
20. **PATENTS OR COPYRIGHTS:** The Contractor **must** agree to indemnify and hold the ASUN harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
21. **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.
22. **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.
23. **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.
24. **ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the Contractor named on the *Bid Signature Page* for this solicitation, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas 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 this State pursuant to this contract.
25. **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.

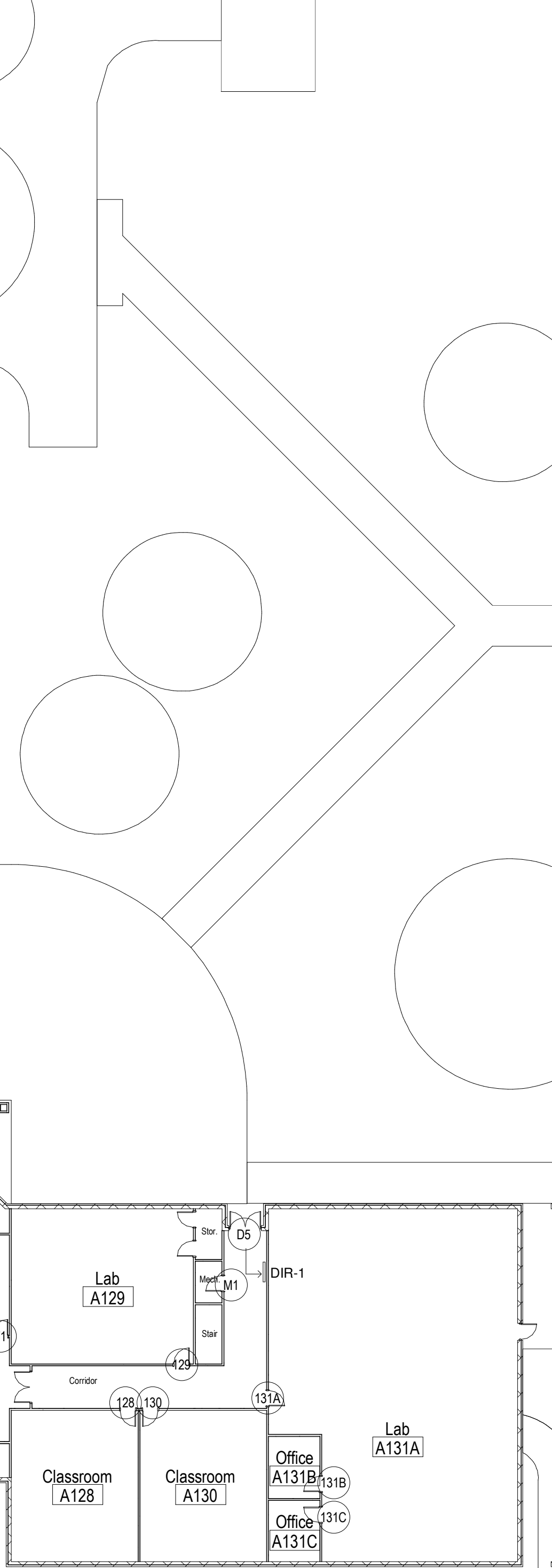
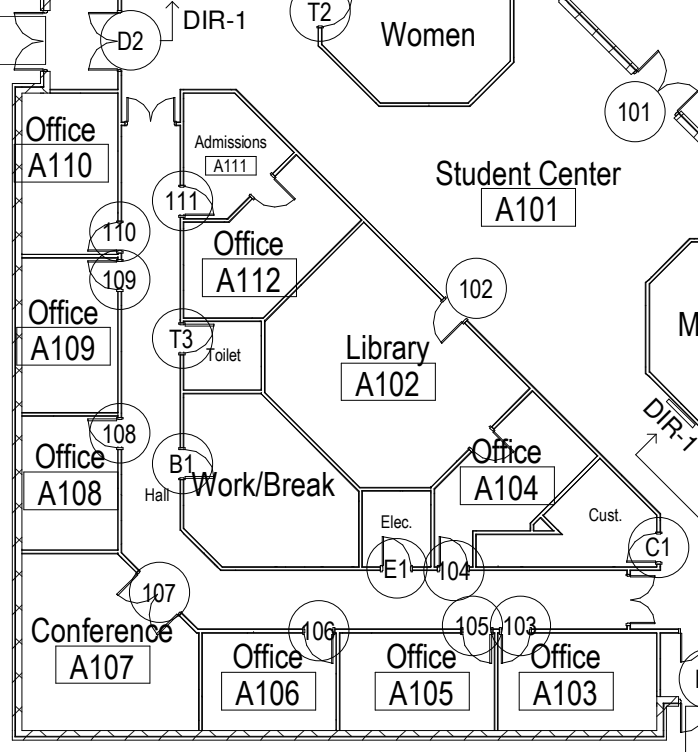
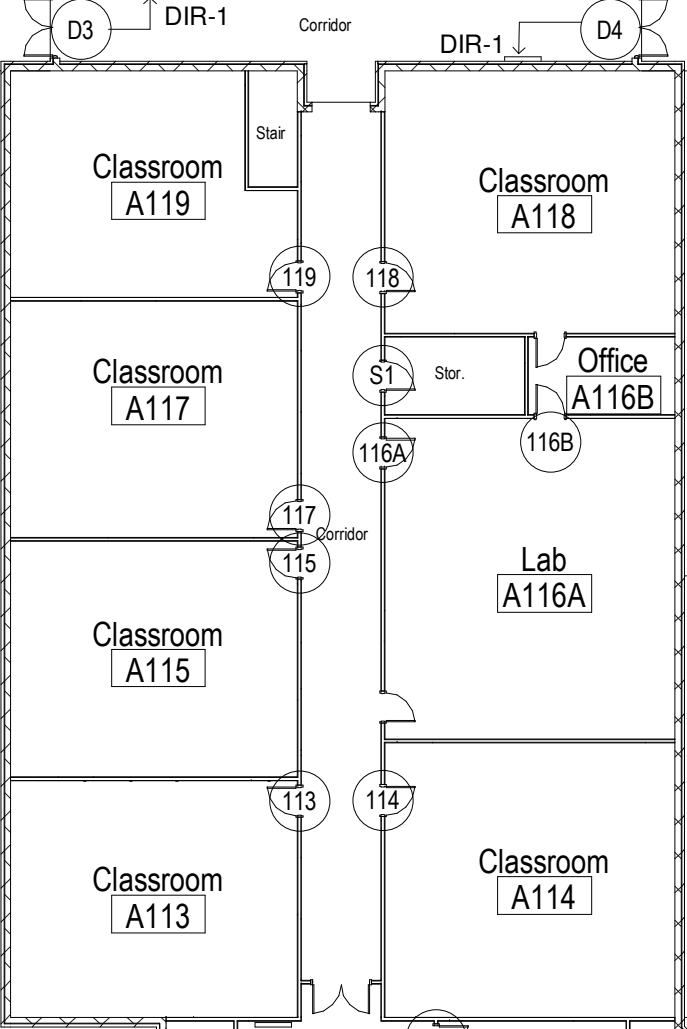
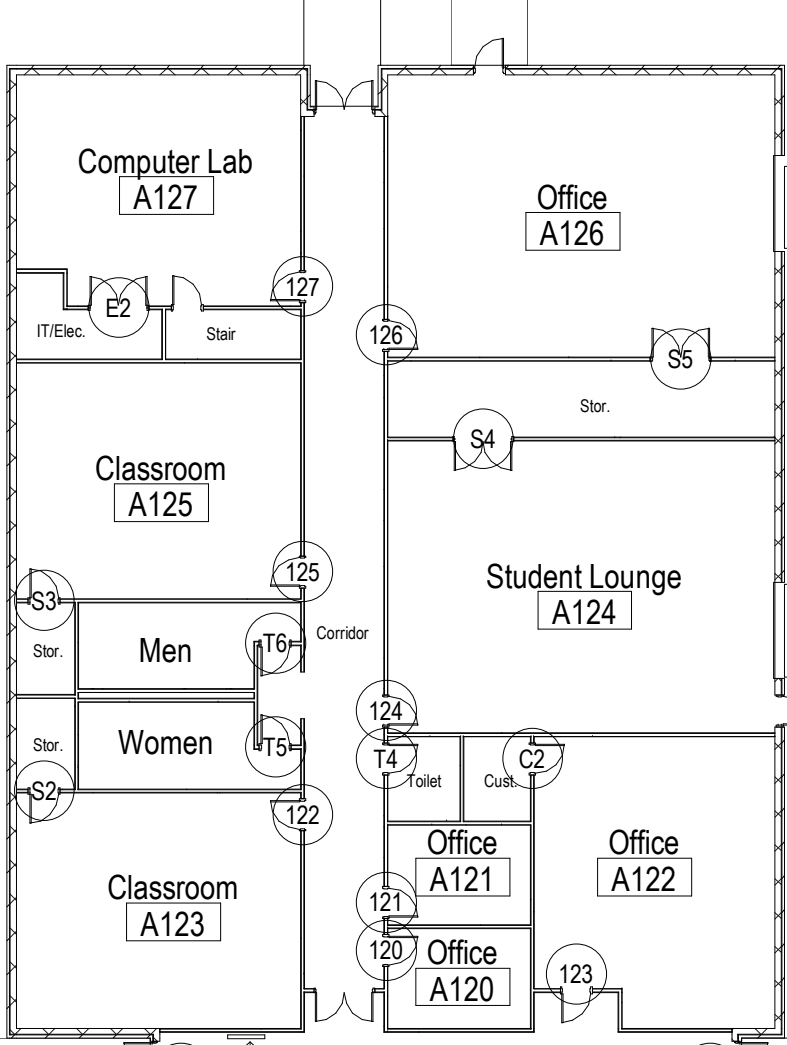
EXHIBIT "A"

Vendor Performance Standards

Act 557 of 2015 enacted by the Arkansas General Assembly requires, among other things, that technical services contracts include performance standards. We generally issue two basic kinds of service contracts – milestone based and time/materials based. We have defined the following performance standards and remedies for each.

Milestone Payment Contracts	
Standards	Remedies
Milestone deadlines are met	Vendor must provide an acceptable remediation plan
Work products are professional & comprehensive	Payment may be withheld in part or in whole until milestones are met or acceptable work products are produced
	Replacement resources acceptable to ASUN may be required
	Contract may be cancelled

Time & Materials Contracts	
Standards	Remedies
Services are provided in a timely and professional manner	Vendor must provide an acceptable remediation plan
Work products are professional, comprehensive and consistent with the contracted skill level	Payment may be withheld in part or in whole until acceptable work products are produced
	Replacement resources acceptable to ASU-J may be required
	Contract may be cancelled

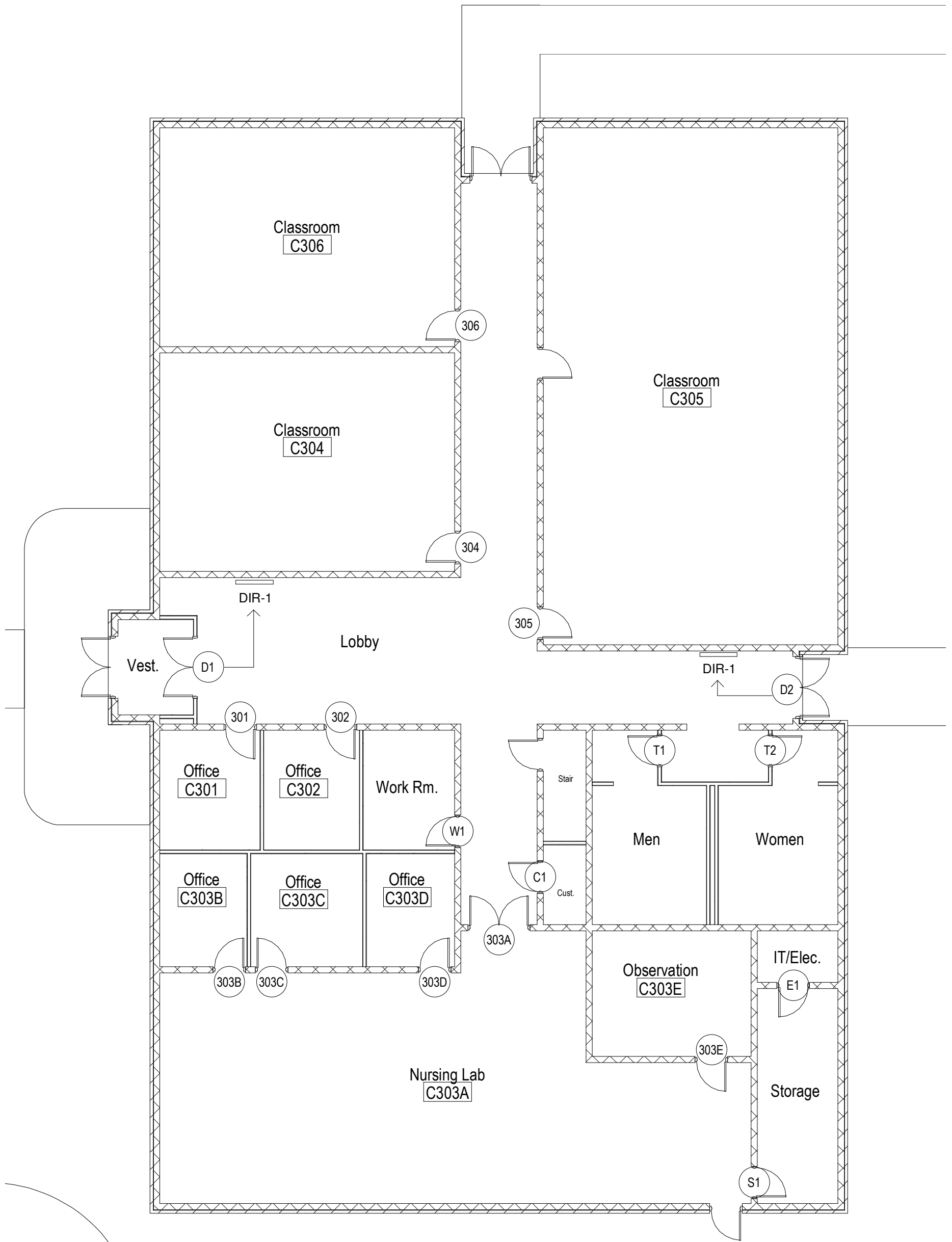


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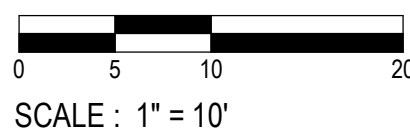
A - AVIATOR HALL
 JONESBORO CAMPUS

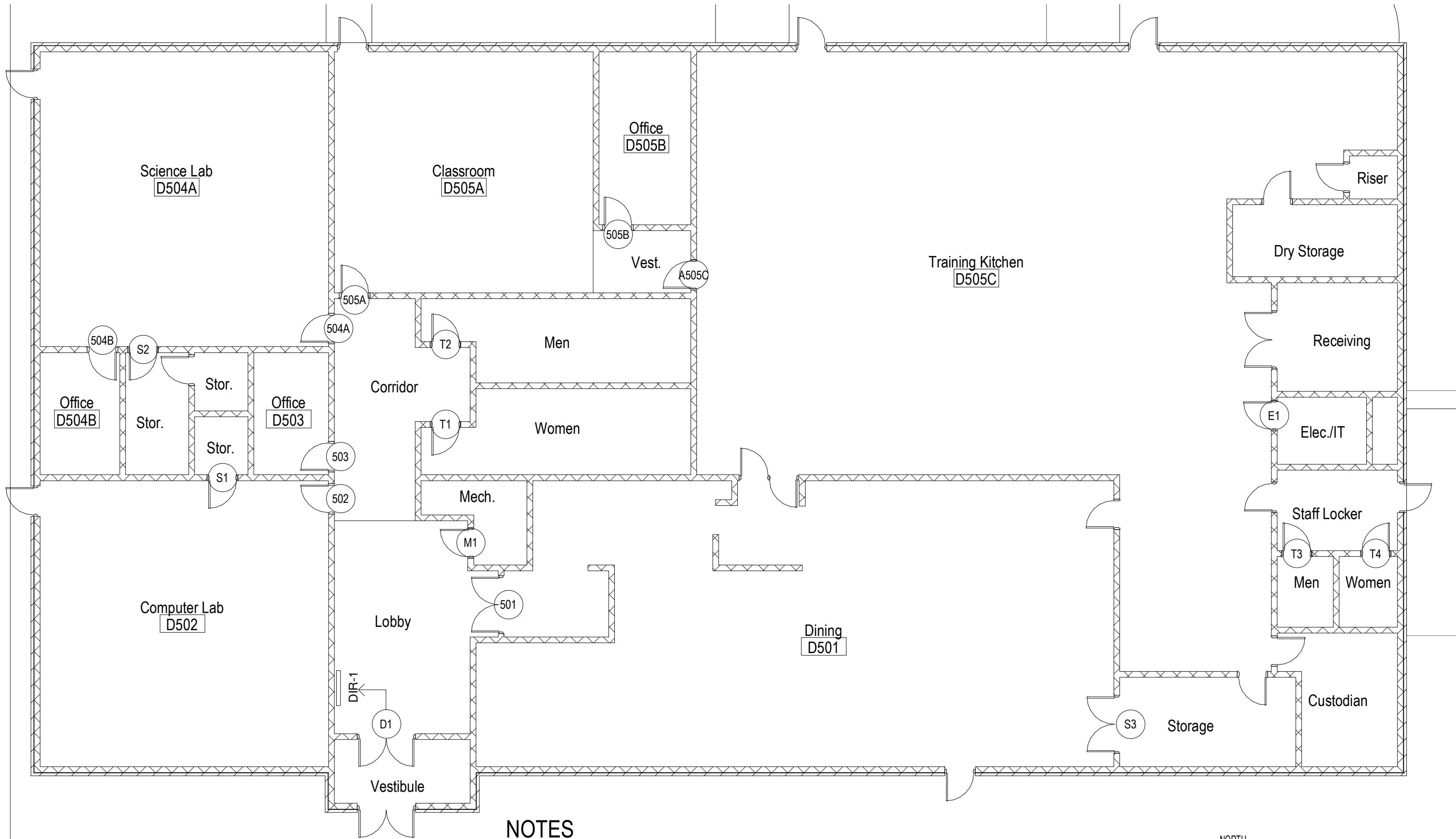




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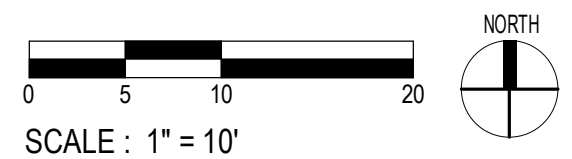
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- 2. SEE PLAN FOR LOCATION OF DIRECTORY SIGN





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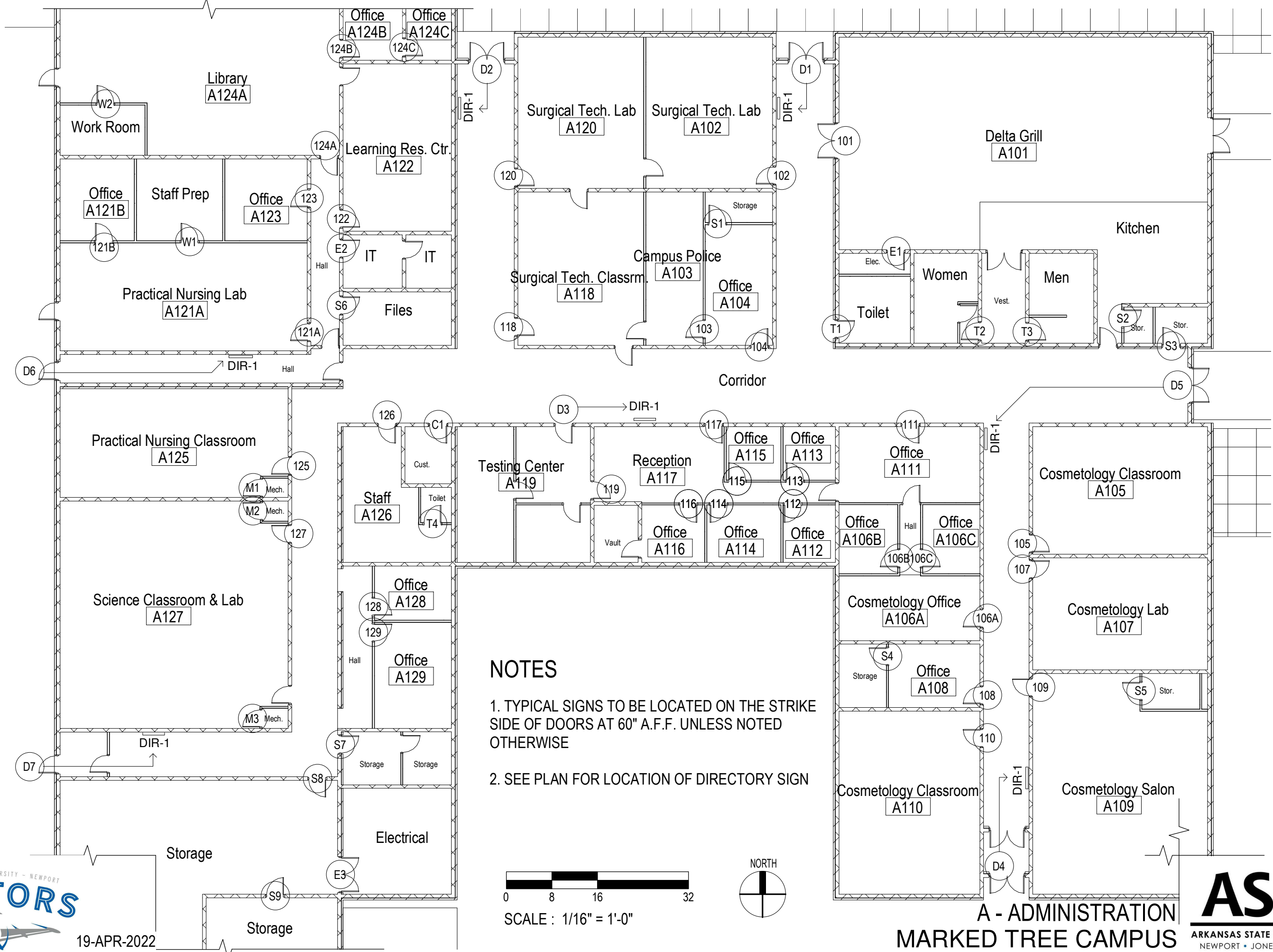
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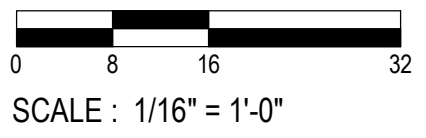
**D - HOSPITALITY EDUCATION
JONESBORO CAMPUS**





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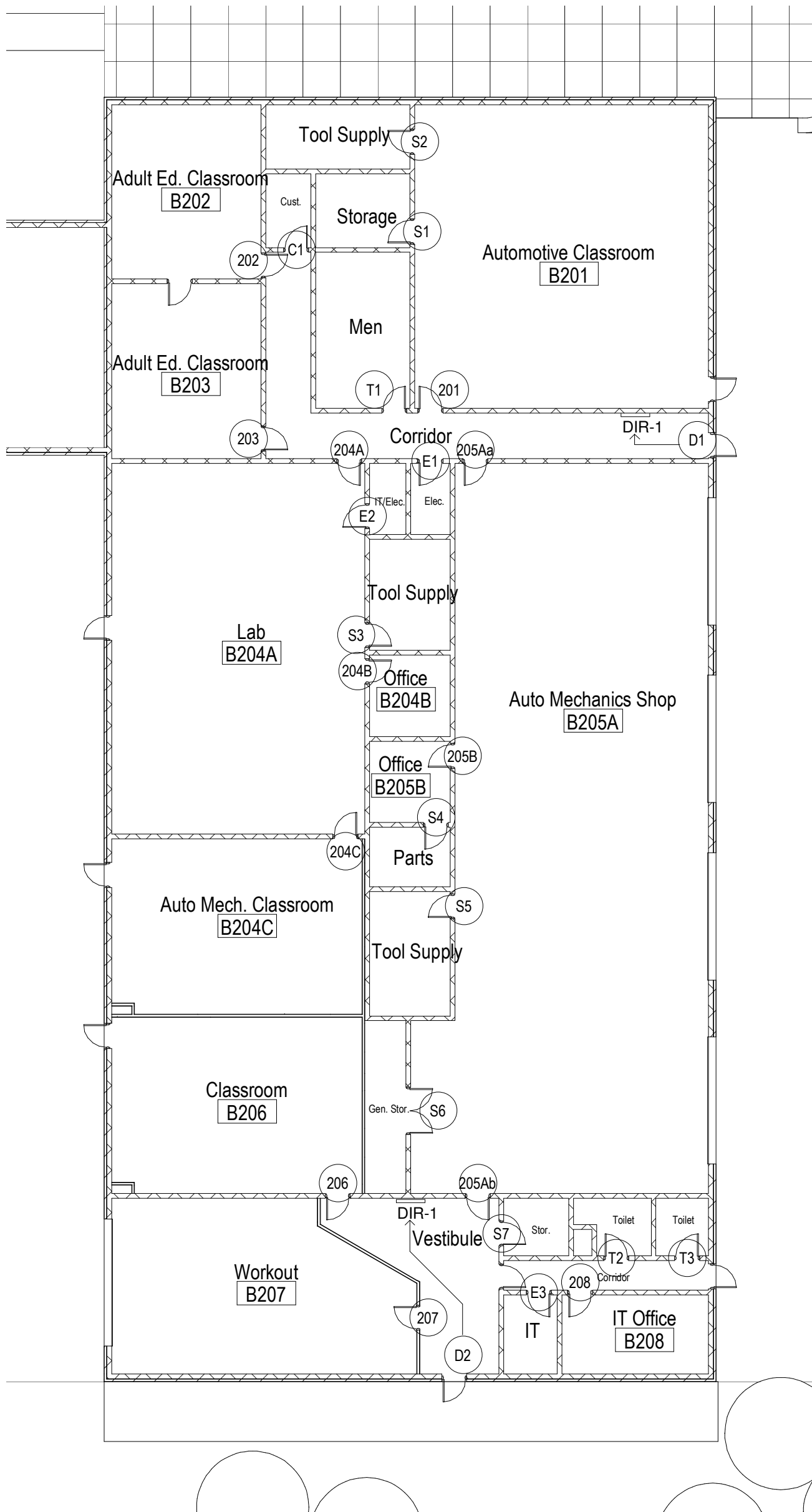
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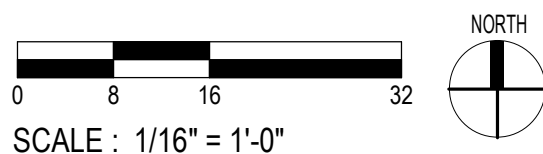
**A - ADMINISTRATION
MARKED TREE CAMPUS**

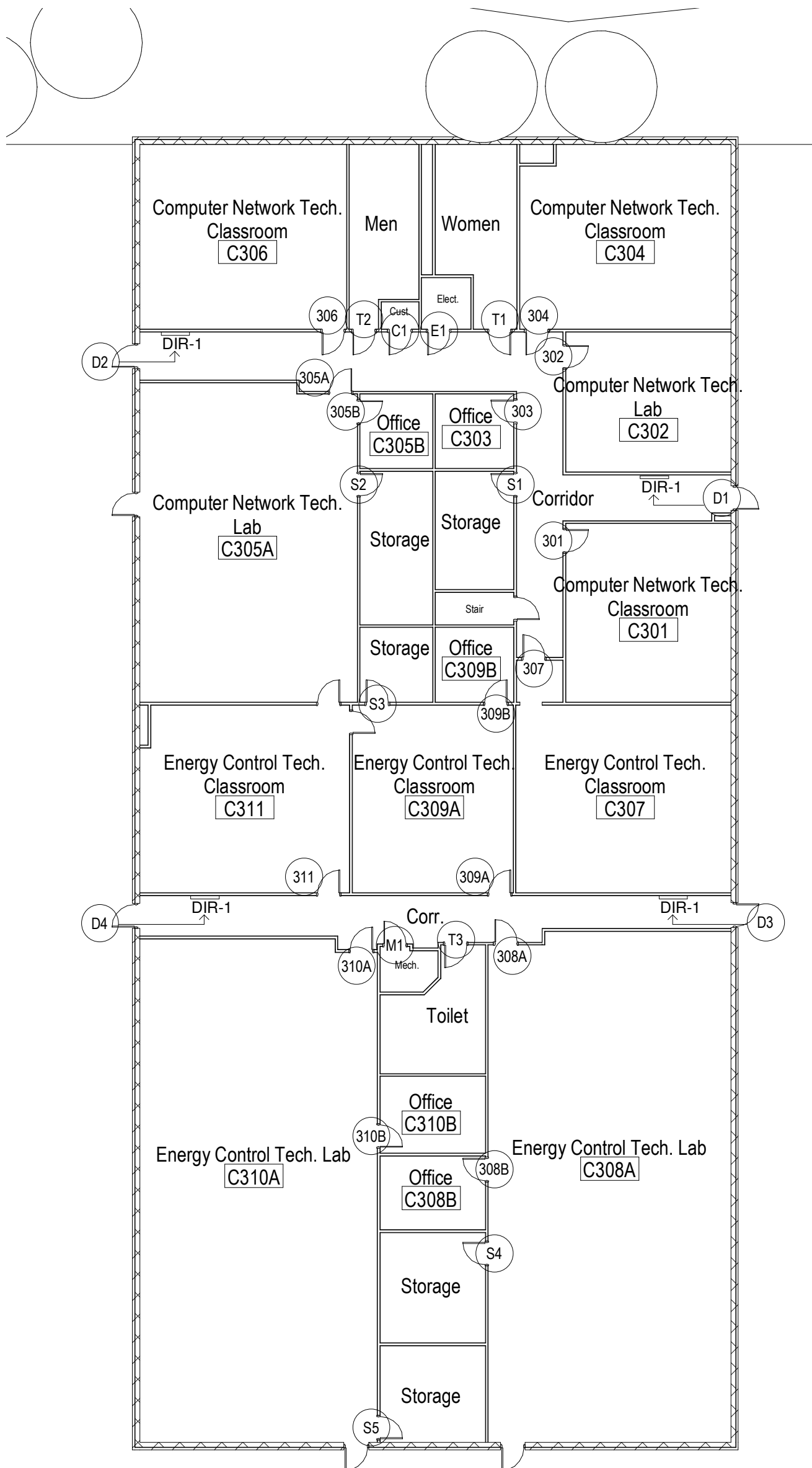




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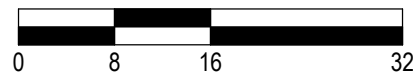
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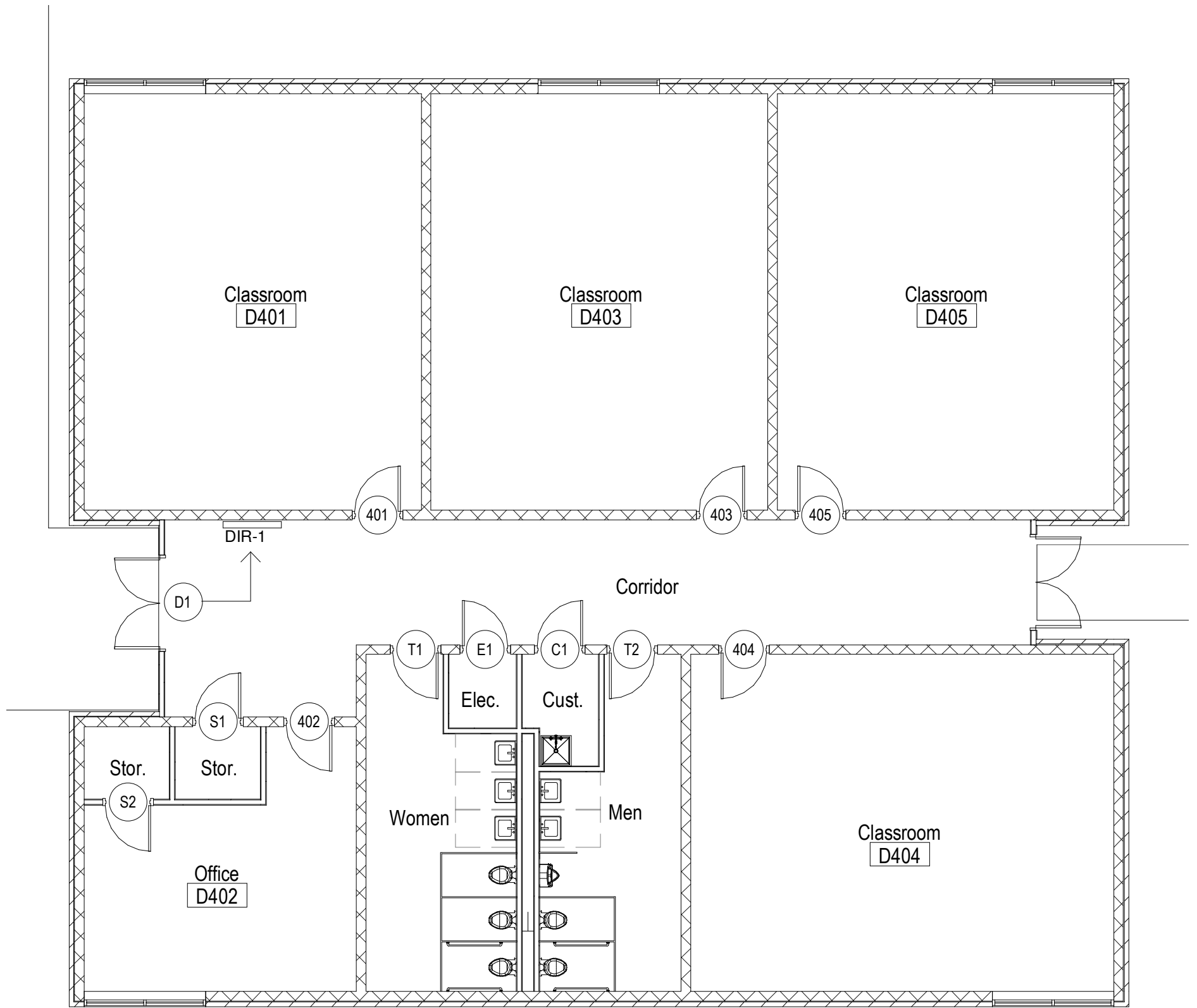
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- 2. SEE PLAN FOR LOCATION OF DIRECTORY SIGN



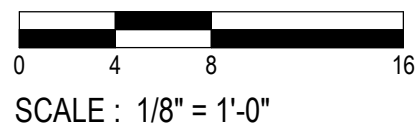
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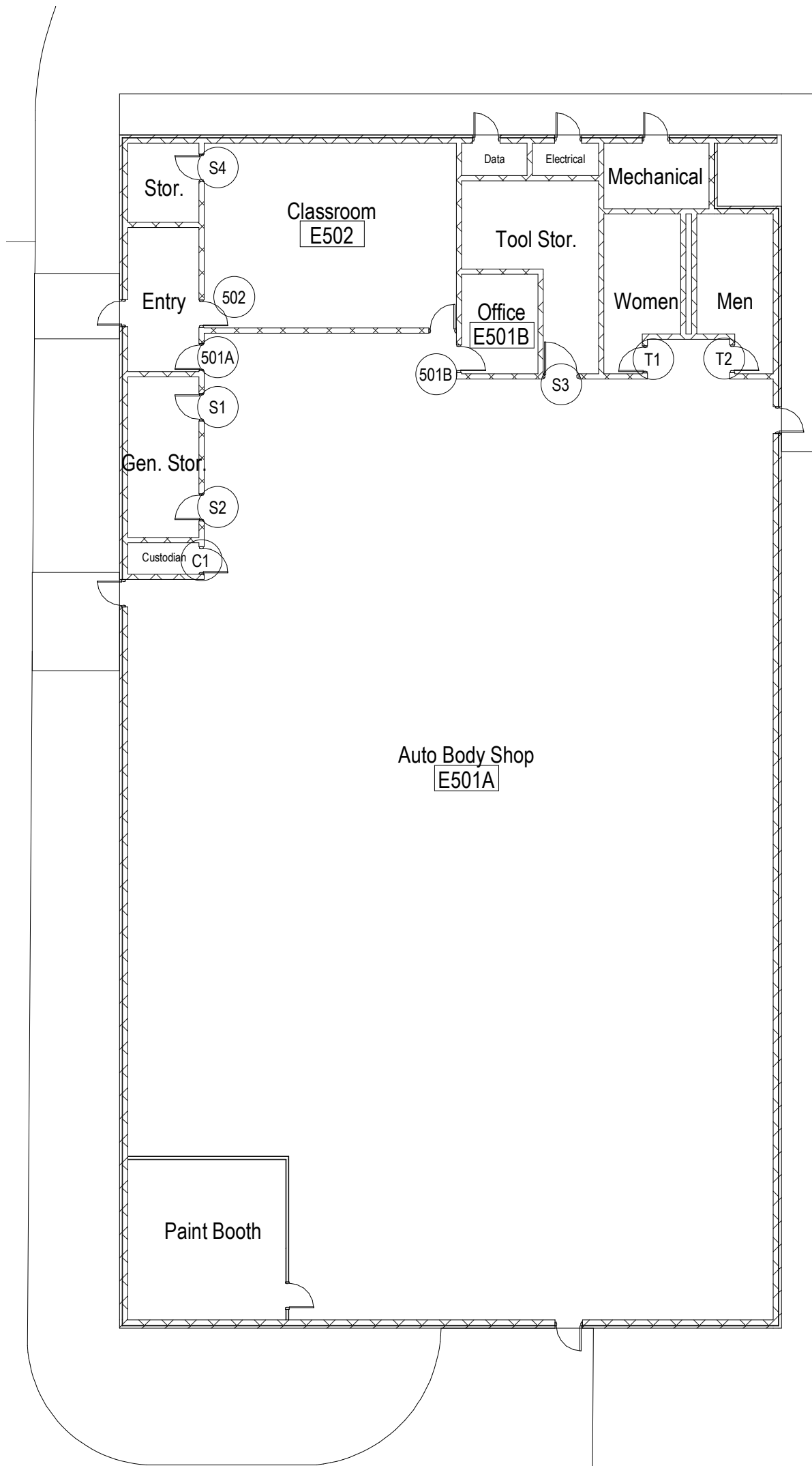




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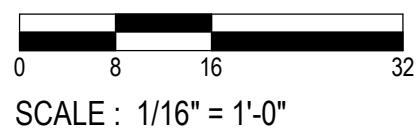
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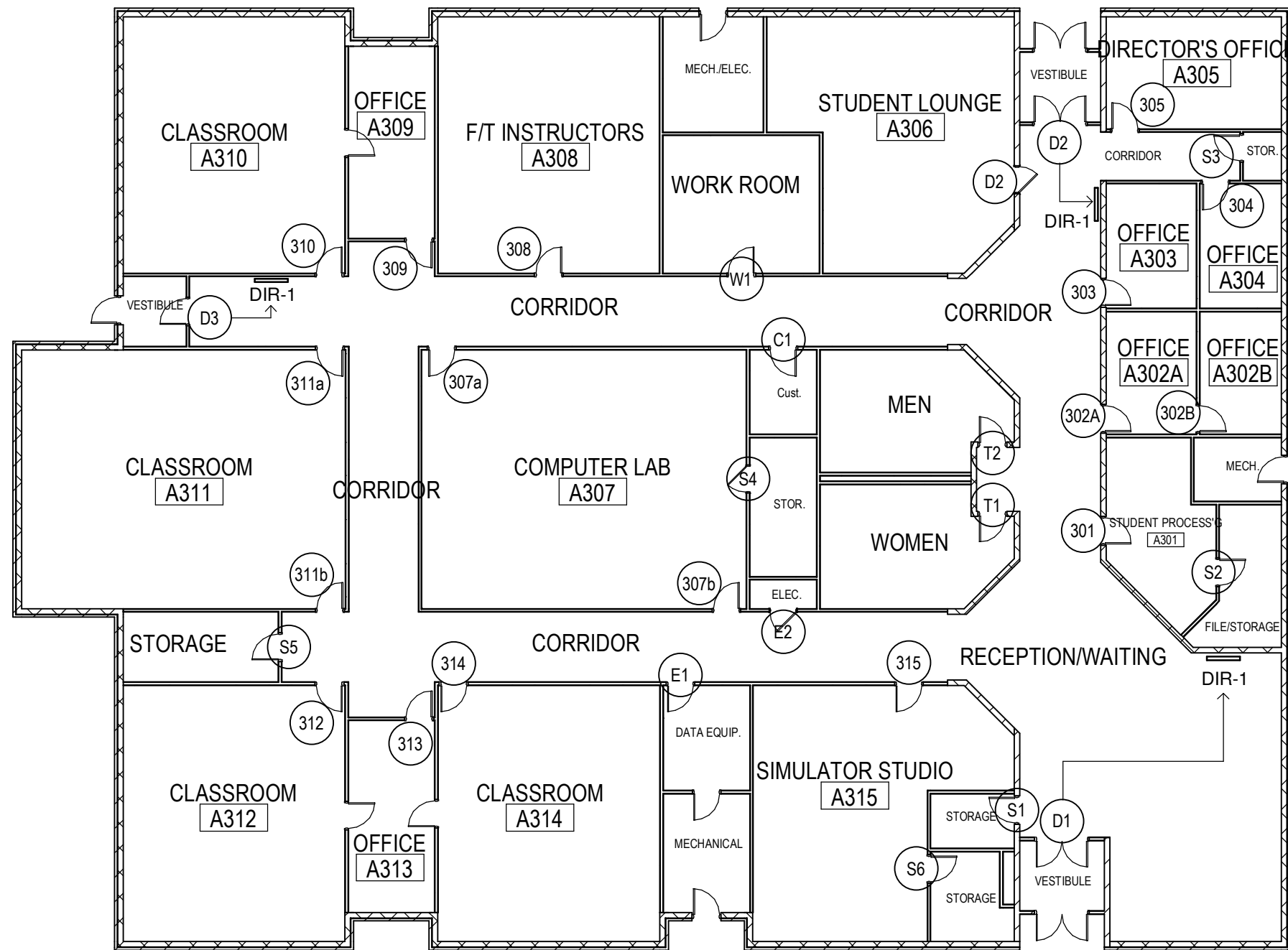




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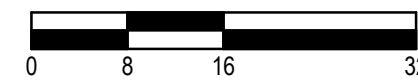
- 1. TYPICAL SIGNS TO BE LOCATED ON THE STRIKE SIDE OF DOORS AT 60" A.F.F. UNLESS NOTED OTHERWISE
- 2. SEE PLAN FOR LOCATION OF DIRECTORY SIGN





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2. SEE PLAN FOR LOCATION OF DIRECTORY SIGN



SCALE : 1/16" = 1'-0"



FLOOR PLAN

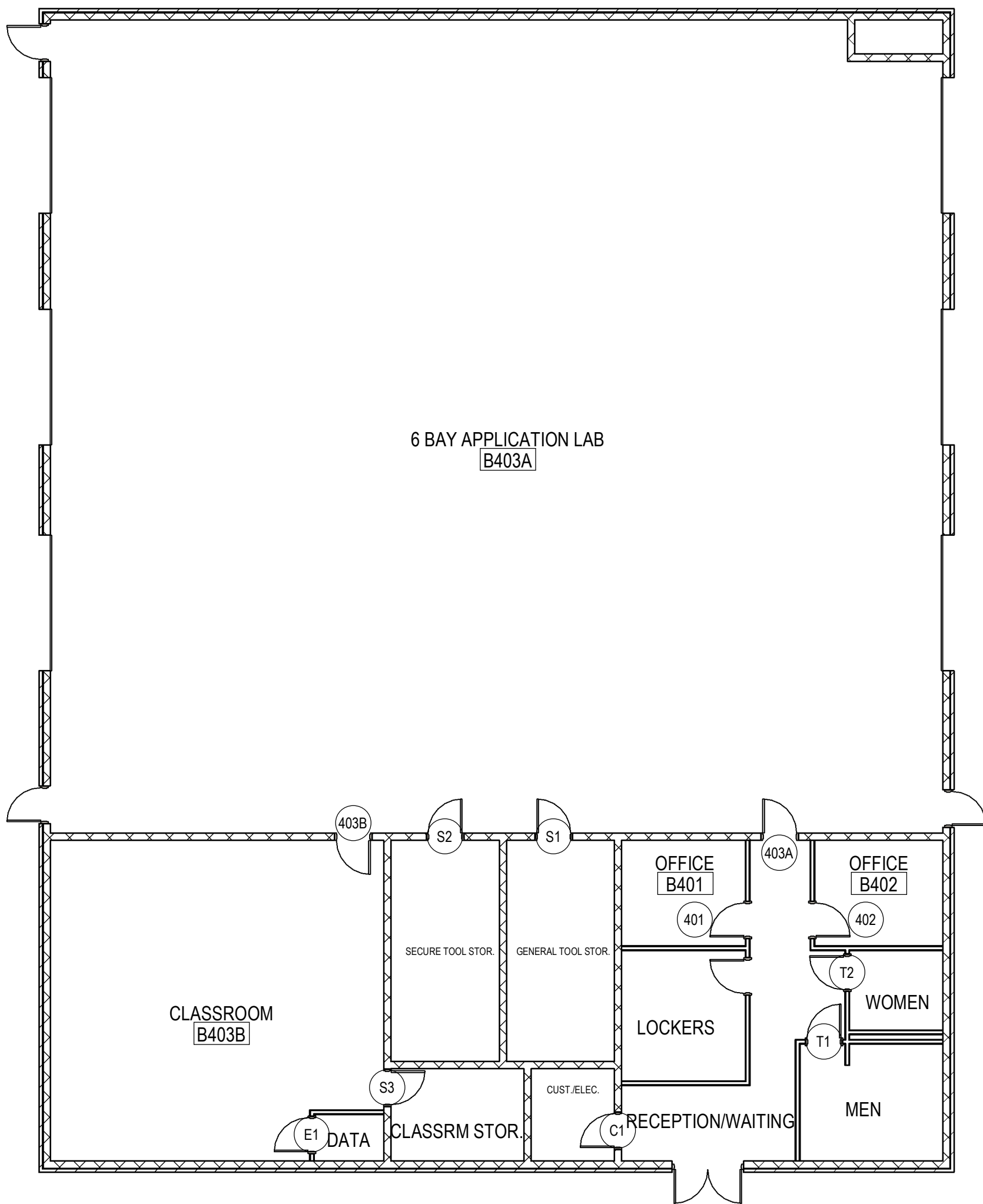
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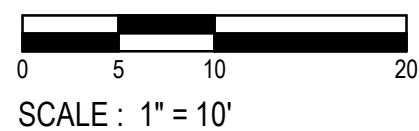
**A - CENTER FOR WORKFORCE ADVANCEMENT
NEWPORT CAMPUS**





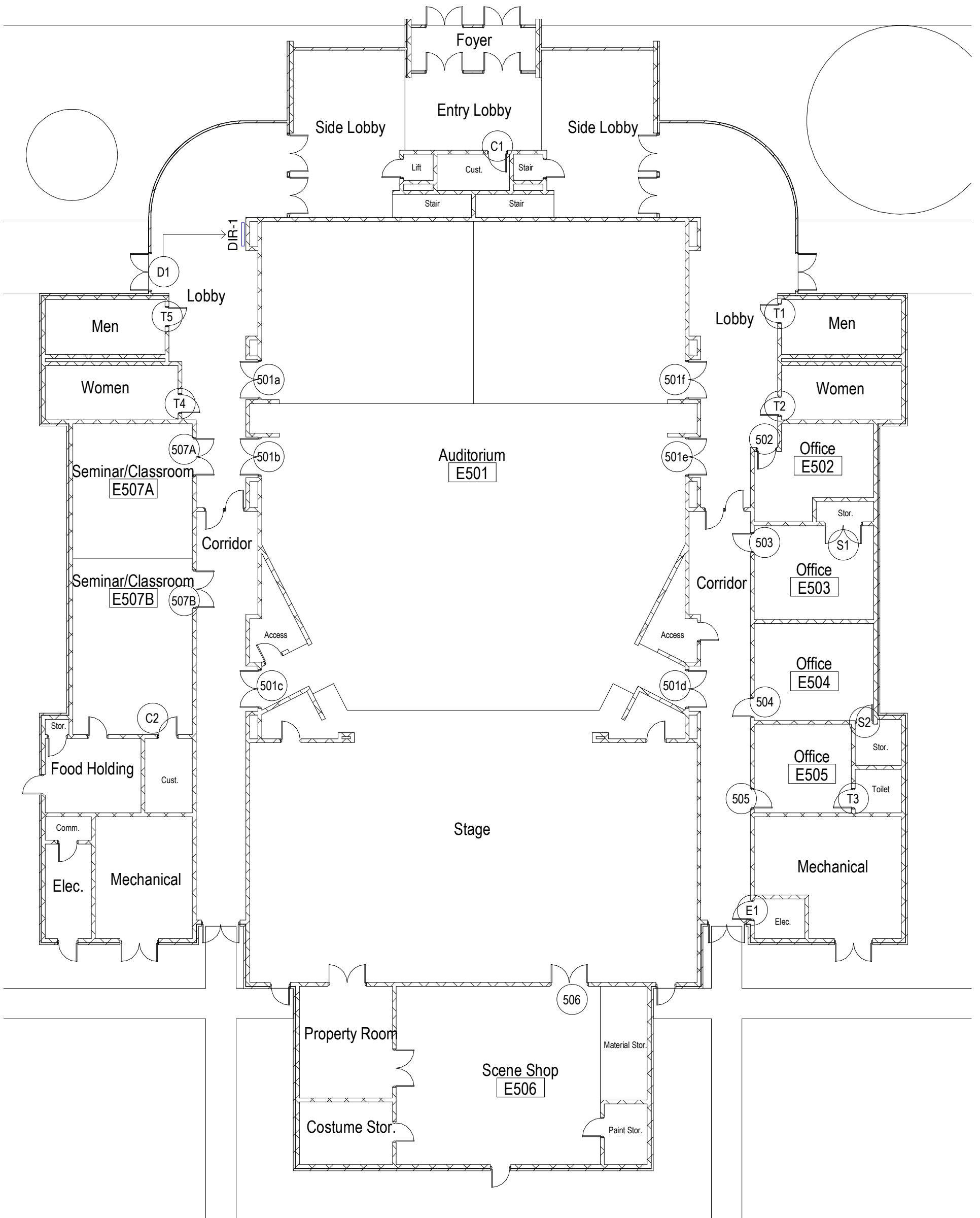
FLOOR PLAN

1" = 10'-0"



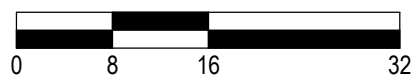
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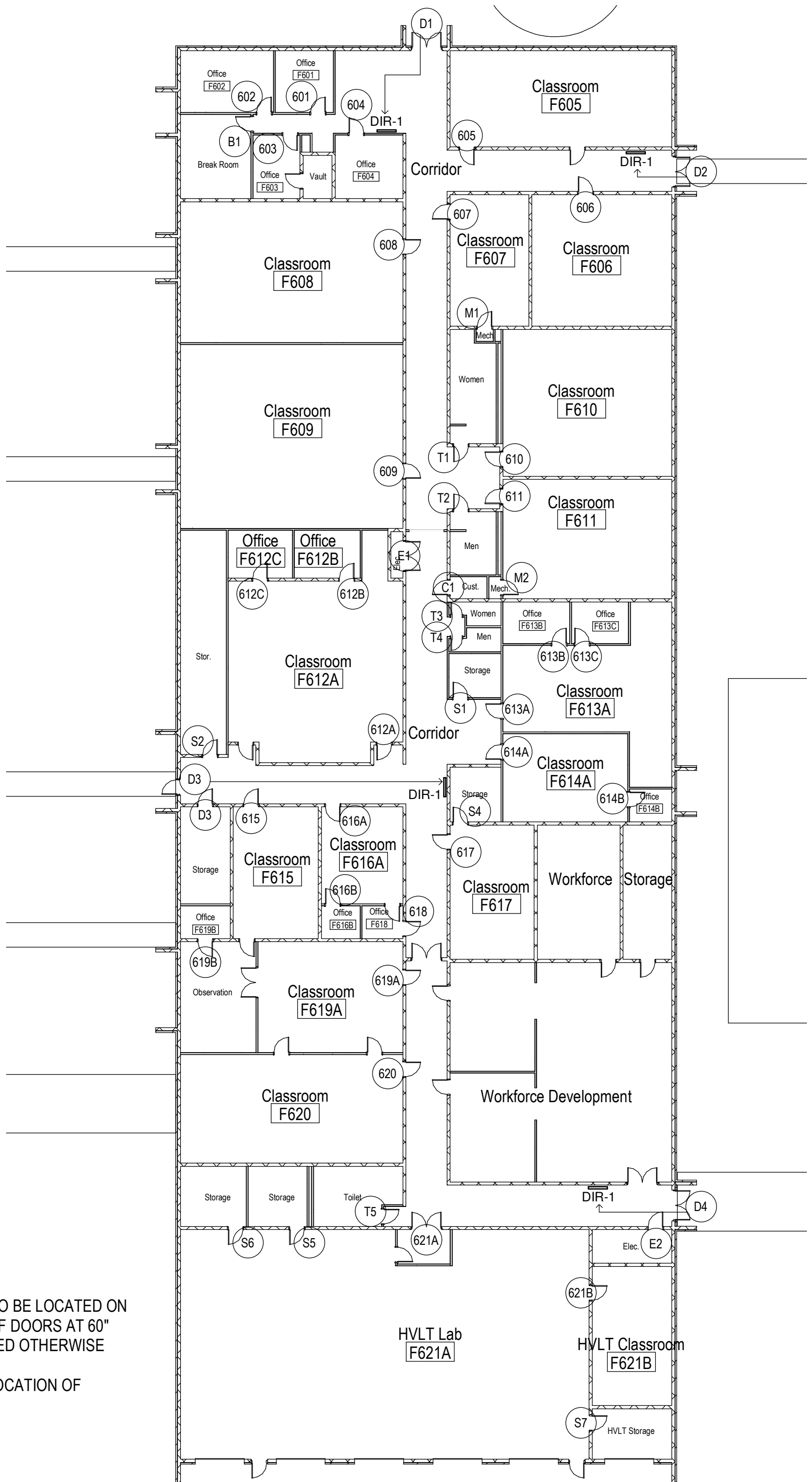
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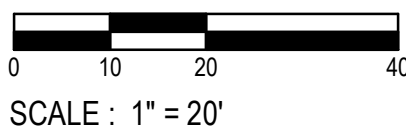
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2. SEE PLAN FOR LOCATION OF DIRECTORY SIGN

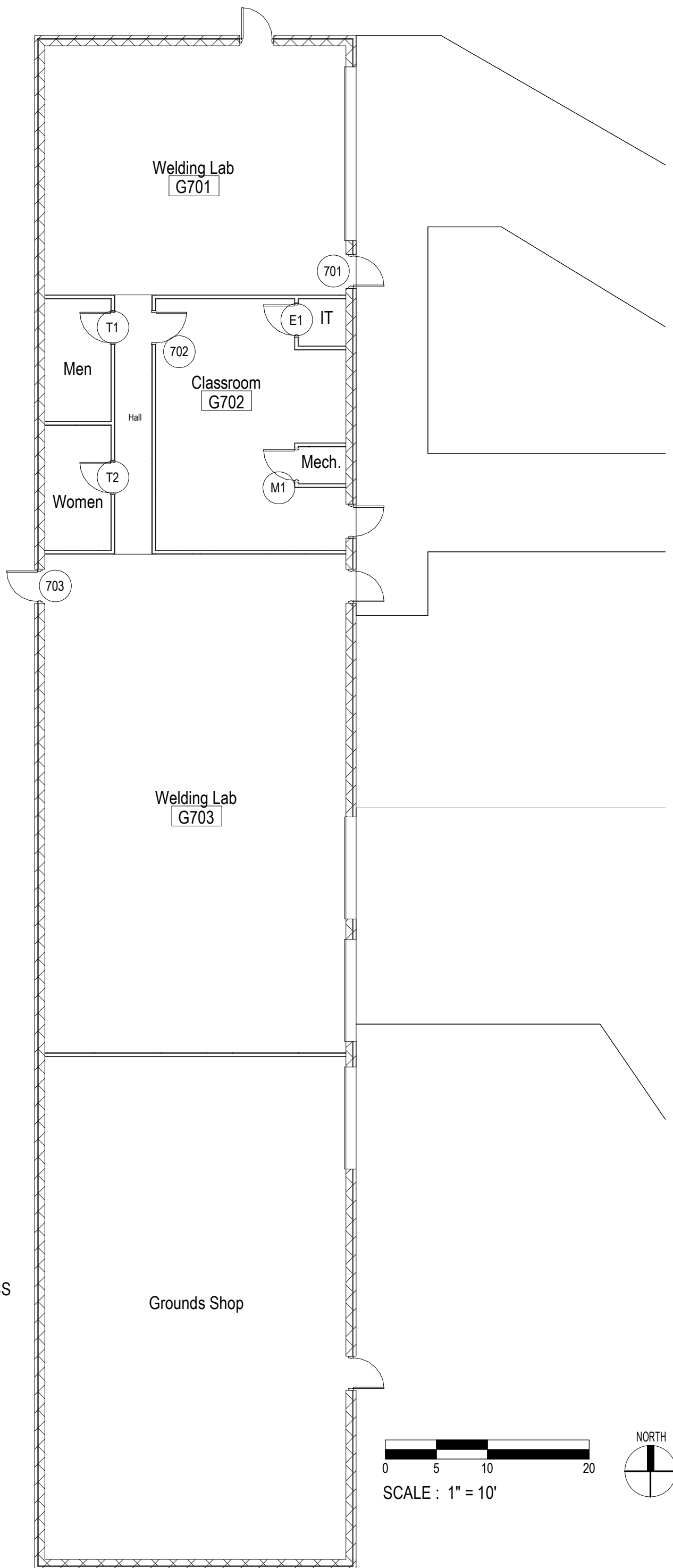


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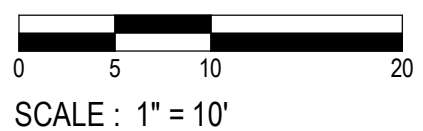
**F - WHITE RIVER HALL
NEWPORT CAMPUS**

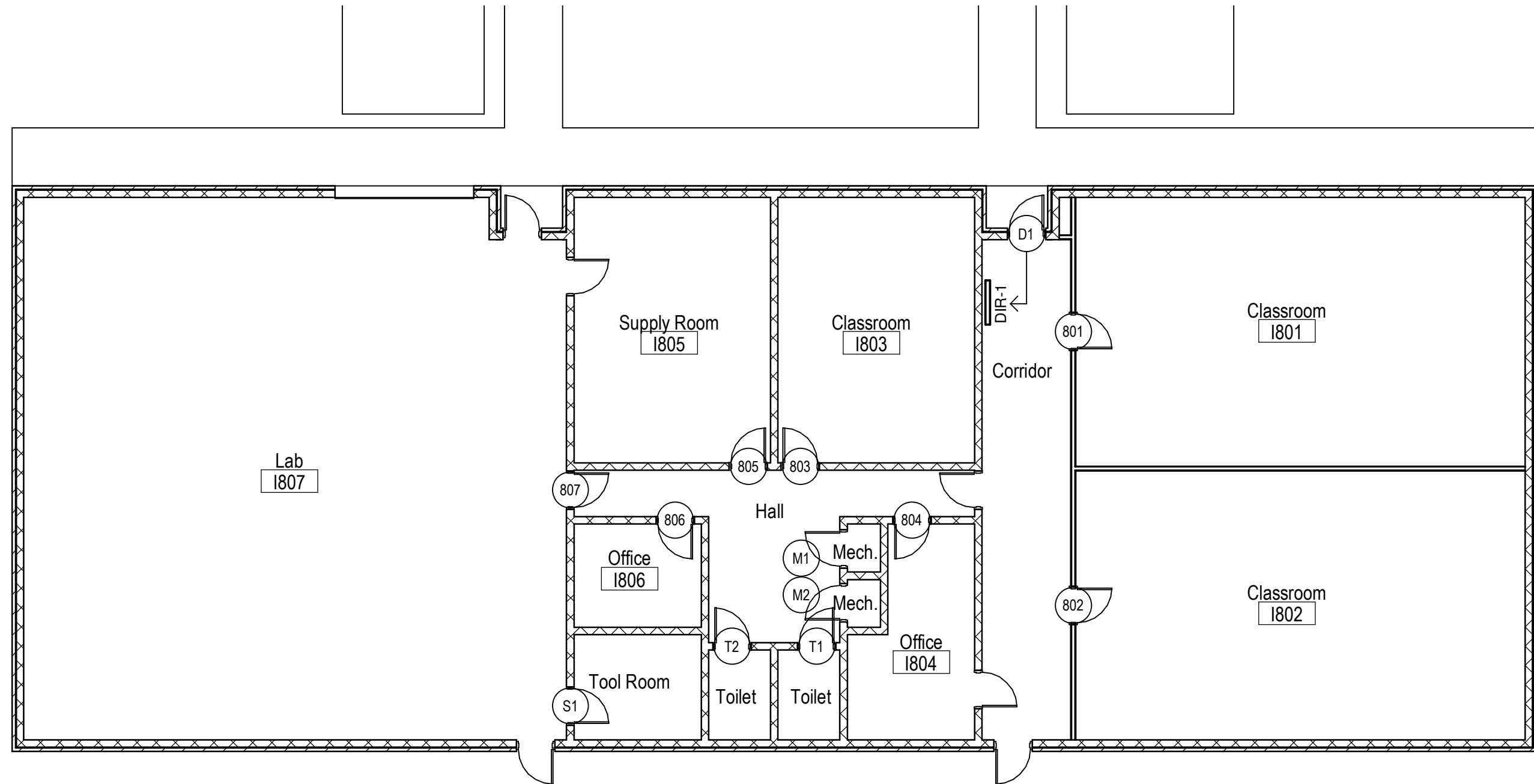




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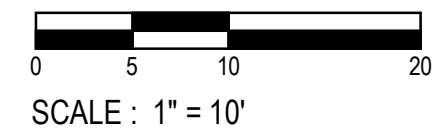
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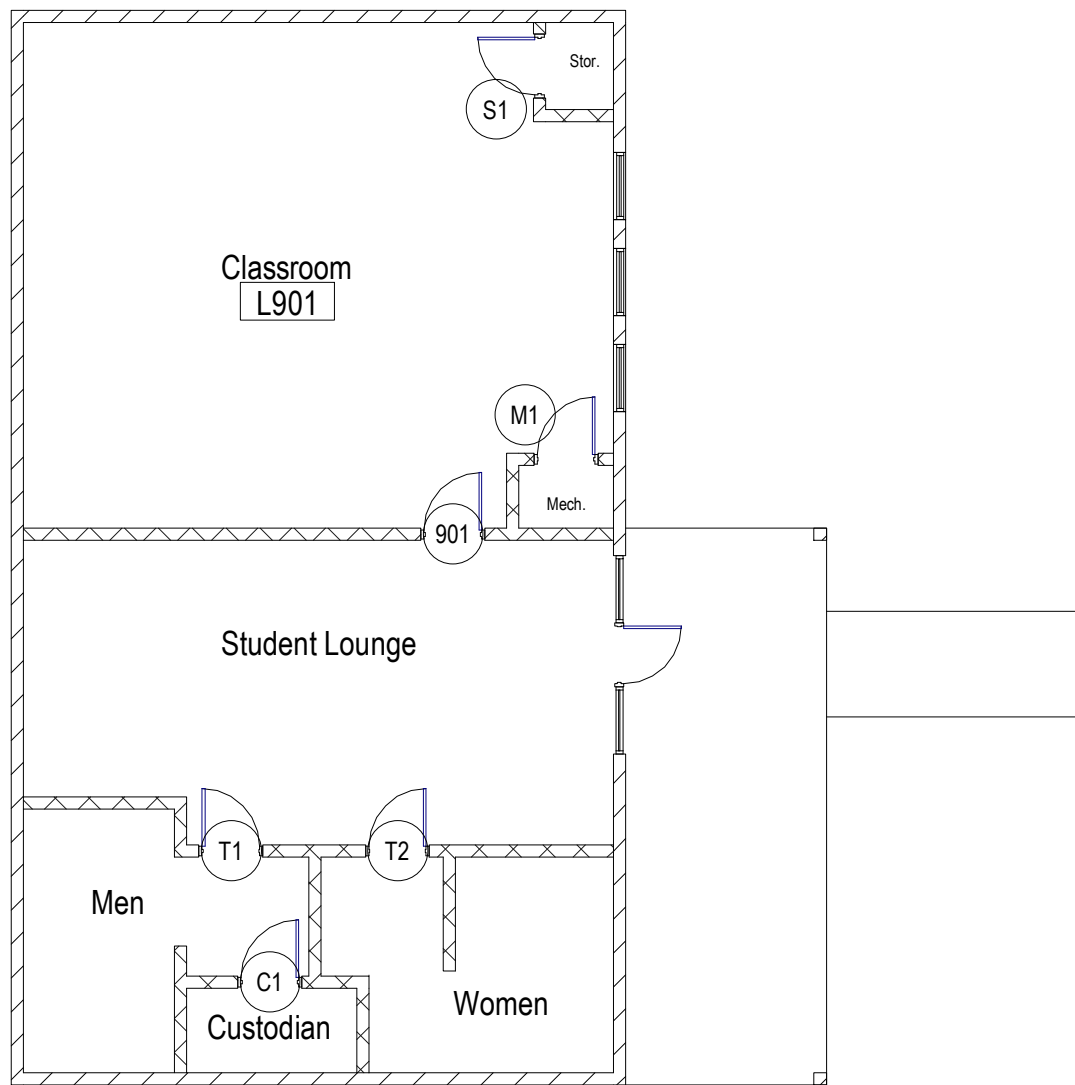




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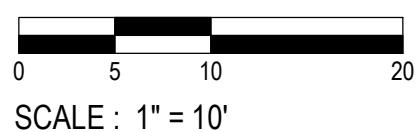
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2. SEE PLAN FOR LOCATION OF DIRECTORY SIGN





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1. TYPICAL SIGNS TO BE LOCATED ON THE STRIKE SIDE OF DOORS AT 60" A.F.F. UNLESS NOTED OTHERWISE
2. SEE PLAN FOR LOCATION OF DIRECTORY SIGN



Aviator Hall				
Sign Types				
RID-1	12.125"x11"	Room Sign		
RID-2	15.75"x11"	Large Room Sign		
RID-3	10.125"x8.5"	Small Room Sign		
RID-4	3.5"x8.5"	Room Sign (w/o #)		
OID-1	10.125"x8.5"	Office Sign		
RGR-1	10.125"x8.5"	Restroom Sign		
DIR-1	10.125"x8.5"	Directory Sign (DIR-1 part 1)		
	10.125"x17"	Map Insert Sign (DIR-1 part 2)		
Refer to ASUN SIGN SYSTEM MANUAL for specifications				
Location	Sign Type	Sign Text	Application	Notes
D1	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	Exterior Door
D2	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	Exterior Door
D3	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	Exterior Door
D4	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	Exterior Door
D5	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	Exterior Door
101	RID-1	A101 STUDENT CENTER	Storefront	
102	RID-1	A102 LIBRARY	Drywall	
103	OID-1	A103 OFFICE	Drywall	
104	OID-1	A104 OFFICE	Drywall	
105	OID-1	A105 OFFICE	Drywall	
106	OID-1	A106 OFFICE	Drywall	
107	OID-1	A107 CONFERENCE	Drywall	
108	OID-1	A108 OFFICE	Drywall	
109	OID-1	A109 OFFICE	Drywall	
110	OID-1	A110 OFFICE	Drywall	
111	OID-1	A111 ADMISSIONS	Drywall	
112	OID-1	A112 OFFICE	Drywall	
113	RID-1	A113 CLASSROOM	Drywall	
114	RID-1	A114 CLASSROOM	Drywall	
115	RID-1	A115 CLASSROOM	Drywall	
116A	RID-2	A116A LAB	Drywall	
116B	RID-1	A116B Office	Drywall	
117	RID-1	A117 CLASSROOM	Drywall	
118	RID-1	A118 CLASSROOM	Drywall	
119	RID-1	A119 CLASSROOM	Drywall	
120	OID-1	A120 OFFICE	Drywall	
121	OID-1	A121 OFFICE	Drywall	
122	OID-1	A122 OFFICE	Drywall	
123	RID-1	A123 CLASSROOM	Drywall	
124	RID-2	A124 STUDENT LOUNGE	Drywall	

Administration				
Sign Types				
RID-1	12.125"x11"	Room Sign		
RID-2	15.75"x11"	Large Room Sign		
RID-3	10.125"x8.5"	Small Room Sign		
RID-4	3.5"x8.5"	Room Sign (w/o #)		
OID-1	10.125"x8.5"	Office Sign		
RGR-1	10.125"x8.5"	Restroom Sign		
DIR-1	10.125"x8.5"	Directory Sign (DIR-1 part 1)		
	10.125"x17"	Map Insert Sign (DIR-1 part 2)		
Refer to ASUN SIGN SYSTEM MANUAL for specifications				
Location	Sign Type	Sign Text	Application	Notes
D1	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	
D2	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	
D3	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	
D4	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	
D5	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	
D6	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	
D7	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	
101	RID-1	A101 DELTA GRILL	CMU	
102	RID-2	A102 SURGICAL TECHNOLOGY	CMU	
103	RID-1	A103 CAMPUS POLICE	Drywall	
104	OID-1	A104 OFFICE	CMU	
105	RID-1	A105 COSMOTOLOGY CLASSROOM	CMU	
106A	OID-1	A106A COSMOTOLOGY OFFICE	CMU	
106B	OID-1	A106B OFFICE	Drywall	
106C	OID-1	A106C OFFICE	Drywall	
107	RID-2	A107 COSMOTOLOGY LAB	CMU	
108	OID-1	A108 OFFICE	CMU	
109	RID-2	A109 COSMOTOLOGY SALON	CMU	
110	RID-1	A110 COSMOTOLOGY CLASSROOM	CMU	
111	OID-1	A111 OFFICE	CMU	
112	OID-1	A112 OFFICE	Drywall	
113	OID-1	A113 OFFICE	Drywall	
114	OID-1	A114 OFFICE	Drywall	
115	OID-1	A115 OFFICE	Drywall	
116	OID-1	A116 OFFICE	Drywall	
117	RID-1	A117 RECEPTION	CMU	
118	RID-1	A118 SURGICAL TECHNOLOGY CLASSROOM	CMU	
119	RID-1	A119 TESTING CENTER	CMU	
120	RID-2	A120 SURGICAL TECHNOLOGY LAB	CMU	
121A	RID-2	A121A PRACTICAL NURSING LAB	CMU	
121B	OID-1	A121B OFFICE	Drywall	
122	RID-1	A122 LEARNING RESOURCE CONTROL	CMU	VERIFY NAME

Location	Sign Type	Sign Text	Application	Notes
123	OID-1	A123 OFFICE	CMU	
124A	RID-1	A124A LIBRARY	CMU	
124B	OID-1	A124B OFFICE	CMU	
124C	OID-1	A124C OFFICE	CMU	
125	RID-1	A125 PRACTICAL NURSING CLASSROOM	CMU	
126	OID-1	A126 STAFF	CMU	
127	RID-2	A127 SCIENCE CLASSROOM/ LAB	CMU	
128	RID-2	A128 CLASSROOM / LAB	CMU	
128	OID-1	A128 OFFICE	Drywall	
129	OID-1	A129 OFFICE	Drywall	
T1	RGR-1	RESTROOM	CMU	
T2	RGR-1	WOMEN	CMU	
T3	RGR-1	MEN	CMU	
T4	RGR-1	RESTROOM	Drywall	
C1	RID-4	CUSTODIAN	CMU	
E1	RID-4	ELECTRICAL	CMU	
E2	RID-4	IT	CMU	
E3	RID-4	ELECTRICAL	CMU	
M1	RID-4	MECHANICAL	Drywall	
M2	RID-4	MECHANICAL	Drywall	
M3	RID-4	MECHANICAL	Drywall	
S1	RID-4	STORAGE	Drywall	
S2	RID-4	STORAGE	Drywall	
S3	RID-4	STORAGE	CMU	
S4	RID-4	STORAGE	Drywall	
S5	RID-4	STORAGE	Drywall	
S6	RID-4	FILES	CMU	
S7	RID-4	STORAGE	CMU	
S8	RID-4	STORAGE	CMU	
S9	RID-4	STORAGE	CMU	
W1	RID-4	STAFF PREP	Drywall	
W2	RID-4	WORK ROOM	Drywall	

Auto Technology				
Sign Types				
RID-1	12.125"x11"	Room Sign		
RID-2	15.75"x11"	Large Room Sign		
RID-3	10.125"x8.5"	Small Room Sign		
RID-4	3.5"x8.5"	Room Sign (w/o #)		
OID-1	10.125"x8.5"	Office Sign		
RGR-1	10.125"x8.5"	Restroom Sign		
DIR-1	10.125"x8.5"	Directory Sign (DIR-1 part 1)		
	10.125"x17"	Map Insert Sign (DIR-1 part 2)		
Refer to ASUN SIGN SYSTEM MANUAL for specifications				
Location	Sign Type	Sign Text	Application	Notes
D1	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	
D2	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	
201	RID-1	B201 AUTOMOTIVE CLASSROOM	CMU	
202	RID-1	B202 ADULT EDUCATION CLASSROOM	CMU	
203	RID-1	B203 ADULT EDUCATION CLASSROOM	CMU	
204A	RID-2	B204A LAB	CMU	
204B	OID-1	B204B OFFICE	CMU	
204C	OID-1	B204C OFFICE	CMU	
205Aa	RID-2	B205A AUTO MECHANICS SHOP	CMU	
205Ab	RID-2	B205A AUTO MECHANICS SHOP	CMU	
205B	OID-1	B205B OFFICE	CMU	
206	RID-1	B206 CLASSROOM	CMU	
207	RID-3	B207 WORKOUT	Drywall	
208	OID-1	B208 IT OFFICE	CMU	
T1	RGR-1	MEN	CMU	
T2	RGR-1	RESTROOM	CMU	
T3	RGR-1	RESTROOM	CMU	
C1	RID-4	CUSTODIAN	CMU	
E1	RID-4	ELECTRICAL	CMU	
E2	RID-4	IT/ELECTRICAL	CMU	
E3	RID-4	IT	CMU	
S1	RID-4	STORAGE	CMU	
S2	RID-4	TOOL SUPPLY	CMU	
S3	RID-4	TOOL SUPPLY	CMU	
S4	RID-4	PARTS	CMU	
S5	RID-4	TOOL SUPPLY	CMU	
S6	RID-4	GENERAL STORAGE	CMU	
S7	RID-4	STORAGE	CMU	

Electronics Energy Control				
Sign Types				
RID-1	12.125"x11"	Room Sign		
RID-2	15.75"x11"	Large Room Sign		
RID-3	10.125"x8.5"	Small Room Sign		
RID-4	3.5"x8.5"	Room Sign (w/o #)		
OID-1	10.125"x8.5"	Office Sign		
RGR-1	10.125"x8.5"	Restroom Sign		
DIR-1	10.125"x8.5"	Directory Sign (DIR-1 part 1)		
	10.125"x17"	Map Insert Sign (DIR-1 part 2)		
Refer to ASUN SIGN SYSTEM MANUAL for specifications				
Location	Sign Type	Sign Text	Application	Notes
D1	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	
D2	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	
D3	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	
D4	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	
301	RID-1	C301 COMPUTER NETWORK TECHNOLOGY CLASSROOM	Drywall	
302	RID-2	C302 COMPUTER NETWORK NECHNOLOGY LAB	Drywall	
303	OID-1	C303 OFFICE	Drywall	
304	RID-1	C304 COMPUTER NETWORK TECHNOLOGY CLASSROOM	Drywall	
305A	RID-2	C305A COMPUTER NETWORK TECHNOLOGY LAB	Drywall	
305B	OID-1	C305B OFFICE	Drywall	
306	RID-1	C306 COMPUTER NETWORK TECHNOLOGY CLASSROOM	Drywall	
307	RID-1	C307 ENERGY CONTROL TECHONOLOGY CLASSROOM	Drywall	
308A	RID-2	C308A ENERGY CONTROL TECHONOLOGY LAB	Drywall	
308B	OID-1	C308B OFFICE	Drywall	
309A	RID-1	C309A ENERGY CONTROL TECHNOLOGY CLASSROOM	Drywall	
309B	OID-1	C309B OFFICE	Drywall	
310A	RID-2	C310 ECT LAB	Drywall	
310B	OID-1	C310B OFFICE	Drywall	
311	RID-1	C311 ENERGY CONTROL TECHNOLOGY CLASSROOM	Drywall	
T1	RGR-1	WOMEN	Drywall	Symbol - "W/ISA-C"
T2	RGR-1	MEN	Drywall	Symbol - "M/ISA-C"
T3	RGR-1	RESTROOM	Drywall	Symbol - "M/W/ISA-C"
C1	RID-4	CUSTODIAN	Drywall	
E1	RID-4	ELECTRICAL	Drywall	
M1	RID-4	MECHANICAL	Drywall	
S1	RID-4	STORAGE	Drywall	
S2	RID-4	STORAGE	Drywall	
S3	RID-4	STORAGE	Drywall	
S4	RID-4	STORAGE	Drywall	
S5	RID-4	STORAGE	Drywall	

Center for Workforce Advancement				
Sign Types				
RID-1	12.125"x11"	Room Sign		
RID-2	15.75"x11"	Large Room Sign		
RID-3	10.125"x8.5"	Small Room Sign		
RID-4	3.5"x8.5"	Room Sign (w/o #)		
OID-1	10.125"x8.5"	Office Sign		
RGR-1	10.125"x8.5"	Restroom Sign		
DIR-1	10.125"x8.5"	Directory Sign (DIR-1 part 1)		
	10.125"x17"	Map Insert Sign (DIR-1 part 2)		
Refer to ASUN SIGN SYSTEM MANUAL for specifications				
Location	Sign Type	Sign Text	Application	Notes
D1	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	Exterior Door
D2	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	Exterior Door
D3	DIR-1	(SEE ASUN SIGNAGE MANUAL)	Drywall	Exterior Door
301	OID-1	A301 STUDENT PROCESSING	CMU	
302A	OID-1	A302A OFFICE	CMU	
302B	OID-1	A302B OFFICE	Drywall	
303	OID-1	A303 OFFICE	CMU	
304	OID-1	A304 OFFICE	Drywall	
305	OID-1	A305 DIRECTOR'S OFFICE	Drywall	
306	RID-1	A306 STUDENT LOUNGE	CMU	
307a	RID-2	A307 COMPUTER LAB	Drywall	
307b	RID-2	A307 COMPUTER LAB	Drywall	
308	RID-1	A308 F/T INSTRUCTORS	Drywall	
309	OID-1	A309 OFFICE	Drywall	
310	RID-1	A310 CLASSROOM	Drywall	
311a	RID-1	A311 CLASSROOM	Drywall	
311b	RID-1	A311 CLASSROOM	Drywall	
312	RID-1	A312 CLASSROOM	Drywall	
313	OID-1	A313 OFFICE	Drywall	
314	RID-1	A314 CLASSROOM	Drywall	
315	RID-2	A315 SIMULATOR STUDIO	Drywall	
T1	RGR-1	WOMEN	CMU	Symbol - "W/ISA-C"
T2	RGR-1	MEN	CMU	Symbol - "M/ISA-C"
C1	RID-4	CUSTODIAN	Drywall	
E1	RID-4	DATA EQUIPMENT	Drywall	
E2	RID-4	ELECTRICAL	Drywall	
S1	RID-4	STORAGE	CMU	
S2	RID-4	FILE/STORAGE	Drywall	
S3	RID-4	STORAGE	Drywall	

Location	Sign Type	Sign Text	Application	Notes
S4	RID-4	STORAGE	Drywall	
S5	RID-4	STORAGE	Drywall	
S6	RID-4	STORAGE	Drywall	
W1	RID-4	WORK ROOM	Drywall	

Center for the Arts				
Sign Types				
RID-1	12.125"x11"	Room Sign		
RID-2	15.75"x11"	Large Room Sign		
RID-3	10.125"x8.5"	Small Room Sign		
RID-4	3.5"x8.5"	Room Sign (w/o #)		
OID-1	10.125"x8.5"	Office Sign		
RGR-1	10.125"x8.5"	Restroom Sign		
DIR-1	10.125"x8.5"	Directory Sign (DIR-1 part 1)		
	10.125"x17"	Map Insert Sign (DIR-1 part 2)		
Refer to ASUN SIGN SYSTEM MANUAL for specifications				
Location	Sign Type	Sign Text	Application	Notes
D1	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	Exterior Door
501a	RID-1	E501 AUDITORIUM	CMU	
501b	RID-1	E501 AUDITORIUM	CMU	
501c	RID-1	E501 AUDITORIUM	CMU	
501d	RID-1	E501 AUDITORIUM	CMU	
501e	RID-1	E501 AUDITORIUM	CMU	
501f	RID-1	E501 AUDITORIUM	CMU	
502	OID-1	E502 OFFICE	CMU	
503	OID-1	E503 OFFICE	CMU	
504	OID-1	E504 OFFICE	CMU	
505	OID-1	E505 OFFICE	CMU	
506	RID-3	E506 SCENE SHOP	CMU	
507A	RID-1	E507A SEMINAR/CLASSROOM	CMU	
507B	RID-1	E507B SEMINAR/CLASSROOM	CMU	
T1	RGR-1	MEN	CMU	Symbol - "M/ISA-C"
T2	RGR-1	WOMEN	CMU	Symbol - "W/ISA-C"
T3	RGR-1	RESTROOM	CMU	Symbol - "M/W/ISA-C"
T4	RGR-1	WOMEN	CMU	Symbol - "W/ISA-C"
T5	RGR-1	MEN	CMU	Symbol - "M/ISA-C"
C1	RID-4	CUSTODIAN	CMU	
C2	RID-4	CUSTODIAN	CMU	
E1	RID-4	ELECTRICAL	CMU	
S1	RID-4	STORAGE	CMU	
S2	RID-4	STORAGE	CMU	

White River Hall				
Sign Types				
RID-1	12.125"x11"	Room Sign		
RID-2	15.75"x11"	Large Room Sign		
RID-3	10.125"x8.5"	Small Room Sign		
RID-4	3.5"x8.5"	Room Sign (w/o #)		
OID-1	10.125"x8.5"	Office Sign		
RGR-1	10.125"x8.5"	Restroom Sign		
DIR-1	10.125"x8.5"	Directory Sign (DIR-1 part 1)		
	10.125"x17"	Map Insert Sign (DIR-1 part 2)		
Refer to ASUN SIGN SYSTEM MANUAL for specifications				
Location	Sign Type	Sign Text	Application	Notes
D1	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	Exterior Door
D2	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	Exterior Door
D3	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	Exterior Door
D4	DIR-1	(SEE ASUN SIGNAGE MANUAL)	CMU	Exterior Door
601	OID-1	F601 OFFICE	Drywall	
602	OID-1	F602 OFFICE	Drywall	
603	OID-1	F603 OFFICE	Drywall	
604	OID-1	F604 OFFICE	Drywall	
605	RID-1	F605 CLASSROOM	CMU	
606	RID-1	F606 CLASSROOM	CMU	
607	RID-1	F607 CLASSROOM	CMU	
608	RID-1	F608 CLASSROOM	CMU	
609	RID-1	F609 CLASSROOM	CMU	
610	RID-1	F610 CLASSROOM	CMU	
611	RID-1	F611 CLASSROOM	CMU	
612A	RID-1	F612A CLASSROOM	Drywall	
612B	OID-1	F612B OFFICE	CMU	
612C	OID-1	F612C OFFICE	CMU	
613A	RID-1	F613A CLASSROOM	Drywall	
613B	OID-1	F613B OFFICE	Drywall	
613C	OID-1	F613C OFFICE	Drywall	
614A	RID-1	F614A CLASSROOM	Drywall	
614B	OID-1	F614B OFFICE	Drywall	
615	RID-1	F615 CLASSROOM	CMU	
616A	RID-1	F616A CLASSROOM	CMU	
616B	OID-1	F616B OFFICE	Drywall	
617	RID-1	F617 CLASSROOM	CMU	
618	OID-1	F618 OFFICE	CMU	
619A	RID-1	F619A CLASSROOM	CMU	

Location	Sign Type	Sign Text	Application	Notes
619B	OID-1	F619B OFFICE	CMU	
620	RID-1	F620 CLASSROOM	CMU	
621A	RID-2	F621A HVLTL LAB SHOP	CMU	
621B	RID-1	F621B HVLTL CLASSROOM	CMU	
T1	RGR-1	WOMEN	CMU	Symbol - "W/ISA-C"
T2	RGR-1	MEN	CMU	Symbol - "M/ISA-C"
T3	RGR-1	WOMEN	Drywall	Symbol - "W"
T4	RGR-1	MEN	Drywall	Symbol - "M"
T5	RGR-1	RESTROOM	CMU	Symbol - "M/W/ISA-C"
B1	RID-4	BREAK ROOM	Drywall	
C1	RID-4	CUSTODIAN	CMU	
E1	RID-4	ELECTRICAL	CMU	
E2	RID-4	ELECTRICAL	CMU	
M1	RID-4	MECHANICAL	CMU	
M2	RID-4	MECHANICAL	Drywall	
S1	RID-4	STORAGE	Drywall	
S2	RID-4	STORAGE	CMU	
S3	RID-4	STORAGE	CMU	
S4	RID-4	STORAGE	CMU	
S5	RID-4	STORAGE	CMU	
S6	RID-4	STORAGE	CMU	
S7	RID-4	HVLTL STORAGE	CMU	

