



ARKANSAS STATE UNIVERSITY

REQUEST FOR PROPOSAL

Veterinary Pharmaceuticals and Supplies RFP #26-21

Notice is hereby given that Arkansas State University will accept proposals until 11:00a.m., Central Time, on **January 28, 2026**, for **Veterinary Pharmaceuticals and Supplies**.

Submit proposals to:

Arkansas State University
Procurement Services
PO Box 1860
State University, AR 72467-1860

Or

Arkansas State University
Procurement Services
2713-A Pawnee Street
State University, AR 72467

Projected Timetable

The following should be used as a working guide for planning purposes. Arkansas State University reserves the right to adjust this timetable as required during the course of the process.

ACTIVITY	DATE
RFP Issued:	December 18, 2025
Deadline for Questions on Proposal	January 6, 2026
Responses to Questions posted on website	January 12, 2026
Public opening of proposals	January 28, 2026, 11:00 a.m. CST
Completion of proposal review and contract selection	January/February 2026
Intent to award letters emailed	February 2026
Contractor Commences Performance	TBD

Arkansas State University reserves the right to reject late proposals, any proposals, or waive any irregularities or informalities during the Request for Proposal process. No proposal may be withdrawn for a period of thirty (30) days after the closing date for submission.

General Terms and Conditions for RFPs are available [here](#). Please review these terms before signing the proposal page.

ADMINISTRATIVE OVERVIEW

Background

Arkansas State University enjoys a reputation as a national doctoral-granting institution of higher education, as recognized by the Carnegie Foundation as a Research 2 institution. It is the only comprehensive public university located in this region. Dedicated to teaching, research, and service, the university provides students with a broad educational foundation that helps develop critical thinking, analytical skills, decision-making capabilities, and practical communication skills.

This institution was founded in 1909 by the Arkansas Legislature as a regional agricultural training school. It began offering a two-year college program in 1918, and was then renamed "First District Agricultural and Mechanical College" in 1925. A four-year degree program was initiated in 1930; A&M College became "Arkansas State College" in 1933. The Arkansas Legislature elevated the college to university status and changed the name to Arkansas State University in 1967.

Master's degree graduate programs were initiated in 1955, and A-State began offering its first doctoral degree, in educational leadership, in the fall of 1992. Programs are available at the specialist, master's, bachelor's, and associate degree levels through the various colleges: Agriculture, NeilGriffin Business, Communications and Liberal Arts, Education and Behavioral Science, Engineering and Computer Science, Nursing and Health Professions, Sciences and Mathematics, and University College.

Arkansas State University's commitment to excellence in higher education is demonstrated by its accreditation by The Higher Learning Commission of the North Central Association of Colleges and Schools, as well as 18 specialized accrediting organizations.

Arkansas State is a member of the Arkansas State University System.

The Mission of Arkansas State University

Arkansas State University *educates* leaders, *enhances* intellectual growth, and *enriches* lives.



1.00 Introduction

Arkansas State University (“University”) is issuing this Request for Proposal (“RFP”) for veterinary pharmaceuticals and supplies.

To simplify the University’s task of evaluating all proposals, we have developed a standardized format that all proposals must follow. Failure to adhere to this format or to omit any of the information that is required will result in your firm’s proposal being disqualified.

The contract will be awarded to the vendor, firm, contractor, offeror, or proposer (“vendor”) who best satisfies all of the University’s needs at optimum cost and service performance. Cost will not be the sole criterion for determining the contract award. Vendors shall state the purchase price of each line item in the Proposal Packet. The University shall issue a firm, fixed-price contract for the services resulting from this RFP.

Arkansas State University is one of multiple components of the Arkansas State University System. If another Arkansas State University campus wishes to utilize the services of the selected provider and the provider agrees, they may agree as outlined in this RFP. The data, specifications, and administrative requirements outlined herein are intended to serve as a general guideline for each proposal. Each firm is expected to submit a fully detailed proposal that adequately describes the advantages and benefits that the University would realize by accepting its proposal.

INTERGOVERNMENTAL/COOPERATIVE USE OF PROPOSAL AND CONTRACT: In accordance with Arkansas Code §19-11-249, this proposal and resulting contract are available to any college or university in Arkansas that wishes to utilize the services of the selected proposer. If the proposer agrees, they may agree as provided in this RFP.

2.00 Issuing Officer and Contract Administrator

Lisa Glasco, CPCP, CPPB, CPPO, NIGP-CPP, APO - Director of Procurement Services

Phone: (870) 972-2028

Email: lglasco@astate.edu

Project Officer: Heidi Banse

Phone: 870-972-2030

Email: hbanse@astate.edu

Equine Veterinarian: Scott Reiners

Phone: 870-680-8751

Email: sreiners@astate.edu

Livestock Veterinarian: Trey Neyland

Phone: 870-680-8753

Email: tneyland@astate.edu

3.00 Anticipated Procurement Timetable

ACTIVITY	DATE
RFP Issued:	December 18, 2025
Deadline for Questions on Proposal	January 6, 2026
Responses to Questions posted on website	January 12, 2026

Public opening of proposals	January 28, 2026, 11:00 a.m. CST
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Contractor Commences Performance	TBD

4.00 Submission of Proposals

No later than 11:00 a.m., provide one signed original (marked “original”) in the response. The bidder must also provide the bid response in electronic form on a flash drive (preferred). **Under no circumstances will late bids be accepted. Failure to deliver by overnight carriers or other such methods shall not be taken into consideration. RFPs must arrive and be time-stamped by our office, located at 2713-A Pawnee, before the time and date specified on the Request for Proposal sheet.**

Arkansas State University
Procurement Services
PO Box 1860
State University, AR 72467-1860
Or

Arkansas State University
2713-A Pawnee Street
Jonesboro, AR 72401

5.00 Proposal Format

Each proposer must utilize the *Proposal Packet* to submit their proposal. The following items are Proposal Submission Requirements and must be submitted as both a hard copy and an electronic copy in the original *Proposal Packet*.

A. Original signed *Proposal Signature Page*. (See *Proposal Packet*.)

1. One (1) original hardcopy and (1) electronic copy of the proposal response, which includes:
 - a. Proposal response to the *Information for Evaluation* section included in the *Proposal Packet*. Proposal response **must** be in the English language.
 - b. *Official Solicitation Price Sheet*.

6.00 Award and Term

The University reserves the right to reject any or all proposals, or any portion thereof, and re-advertise if deemed necessary. Awards will be made to the proposer whose proposal conforms to the RFP and, in the sole judgment of the University, will be the most advantageous to the University. The proposal may be awarded to one or more vendors, as recommended by the committee.

As a result of this RFP, the Department intends to award a contract to multiple contractors.

The required services are to commence **TBD**, and unless terminated sooner, shall continue in force for an initial period of five (5) years with the option to extend for two one-year

extensions, in accordance with the original terms of the contract upon mutual agreement in writing.

7.00 Rejection of Proposals

To simplify the University's task of evaluating all proposals, we have developed a format that all proposals must follow. Failure to adhere to this format or omitting any of the information that is required may result in your firm's proposal being disqualified.

8.00 Public Opening of Proposals

A public opening of all Technical/Business proposals will be held on **January 28, 2026, at 11:00 A.M. CST** at

Arkansas State University
Procurement Services
2713-A Pawnee Street
State University, AR 72467

NOTE: When circumstances warrant and at the University's sole discretion, the University may elect to conduct the proposal opening entirely via video conference. If the University makes this election, the University shall post a link to the video conference on its website. If the bid opening is conducted entirely via video conference, individuals will not be permitted to attend in person.

9.00 Contract Governance and Indemnification

The contract will incorporate the contents of the RFP as well as any negotiated terms and conditions. Vendors should note the following regarding the University's contracting authority and amend their documents accordingly. Failure to conform to these standards will result in rejection of the proposal.

This contract shall be governed by and construed in accordance with the laws of the state of Arkansas. Arkansas State University is an agency of the state of Arkansas, and the state and its agencies are protected from suit by sovereign immunity. Nothing in this contract is intended to nor shall it waive this sovereign immunity. Any provision of this contract in conflict with the laws of the state of Arkansas is null and void.

The Bidder shall indemnify and hold harmless the University, its officers, and its employees from all claims, suits, actions, damages, and costs of every nature and description arising out of or resulting from the contract or the provision of services thereunder.

The University will cooperate with the Bidder in the defense of any action or claim brought against Bidder seeking damages or relief for any loss, expense, damage, liability, claim, or demand either at law or in equity for actual or alleged injuries to persons or property arising from any negligent actor omission by the University or its employees or agents in performance of this contract. The University will also cooperate in good faith with the Bidder should the Bidder present any claims of the aforementioned nature to the Arkansas State Claims Commission and will make a reasonable effort to expedite any hearing or other action before the Commission. However, the University reserves the right to assert in good faith any claims and defenses available to it in any such proceedings before the Commission or other appropriate forum.

Additionally:

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1. The State of Arkansas may not contract with another party to:
 1. Indemnify and defend that party for any liability and damages. However, the University may agree to hold the other party harmless from any loss or claim resulting directly from and attributable to the University's use or possession of equipment or software and reimburse the party for the loss caused solely by the University's use or possession.
 2. Upon default, to pay all sums to become due under the contract.
 3. Pay damages, legal expenses, or other costs and expenses of any party.
 2. A party wishing to contract with Arkansas State University must:
 1. Remove any language from its contract that grants remedies other than:
 - The right to possession.
 - The right to accrued payment.
 2. Include in its contract language specifying that the laws of the State of Arkansas govern the contract.
 3. Acknowledge in writing that contracts with the University become effective when awarded.

10.00 Cost for Proposal Preparation

The University will not reimburse any proposer's costs incurred in the preparation and submission of proposals.

11.00 Further Information

Proposers are cautioned that the University is not obligated to request or accept clarifications after the opening date that are essential for a complete and thorough evaluation of the proposal. However, should the University request additional information, either written or oral, the bidder must provide it. Refusal to honor such requests may result in rejection of the proposal. The University may award a contract based on initial submissions without any further discussion of such proposals. Accordingly, each proposal should be submitted in the most favorable and complete terms possible.

If the University so chooses, it shall have the right to enter into discussions or negotiations with the qualifying vendor(s) to define contractual details further. All such discussions shall be conducted at the sole discretion of the University and may take place at any lawful time of the University's choosing. The University shall determine the items to be discussed or negotiated solely.

Suppose discussions or negotiations fail to result in a contract. In that case, the negotiation process may be repeated until a successful vendor has been identified and an award made, or until the University decides not to proceed with an award.

The University may elect to request the best and final offers. Any best and final offer request made by the University will be conducted with the responsible vendors in accordance with A.C.A. § 19-61-506.

12.00 Proprietary Information

Proposals and documents submitted in response to this RFP become the property of the University and shall be open to public inspection following the proposal opening, except for proprietary information exempted by law. Proprietary information submitted in response to this RFP must be separately packaged, sealed, and clearly labeled "PROPRIETARY". Financial data, trade secrets, test data, and similar proprietary information will, to the extent permitted by law, remain confidential, provided such material is clearly so marked by the proposer before submission.

"Proprietary information or information which, if disclosed, would give advantage to competitors or bidders ("Proprietary Information") submitted in response to this RFP will be processed in accordance with applicable State of Arkansas procurement procedures. Documents related to the RFP become the property of the State and shall be open to public inspection after the proposal opening. It is the respondent's responsibility to identify all proprietary information. **The bidder should submit one complete electronic copy of the proposal from which any Proprietary Information has been removed.**

The redacted copy should retain the same pagination as the original, indicate the space where information was redacted, and be submitted on a CD or flash drive, preferably in PDF format. Except for the redacted information, the redacted copy must be identical to the original hard copy. The respondent is responsible for ensuring the redacted copy on the flash drive is protected against restoration of redacted data. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the respondent. If a redacted copy is not received, the entire proposal will be open to public inspection. If the State of Arkansas deems redacted information to be subject to the FOIA, the bidder will be contacted before sending out the information."

An authorized officer of the bidder must execute all proposals and must be held firm for acceptance for a minimum period of 150 days after the opening date.

13.00 Examination of Records

The Bidder agrees that the University or its duly authorized representatives shall at any time during the term of this contract have access to, and the right to audit and examine any pertinent records of the Bidder related to this contract. The Bidder shall retain such records for a period of no less than five (5) years from the date the records are made, unless the University authorizes earlier disposition. The Bidder agrees to refund to the University any underpayments or overcharges disclosed by auditor to take other acceptable corrective action.

14.00 Permits and Licenses The Bidder will obtain and maintain at its expense, and in its name, all necessary licenses and permits required to perform the services described herein.

15.00 Performance Standards

- A. State law requires that specific contracts for services include Performance Standards for measuring the overall quality of services provided. Performance Standards identify expected deliverables, performance measures, or outcomes, and define the acceptable standards the Bidder must meet to avoid assessment of damages.
- B. The University and Bidder will negotiate Performance Standards before contract award, before the commencement of services, or at times throughout the contract duration.
- C. The University shall have the right to modify, add, or delete Performance Standards throughout the term of the contract, should the University 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 input from bidders to establish reasonably achievable standards.

- D. All changes made to the Performance Standards shall become a binding part of the contract.
- E. Performance Standards shall continue throughout the term of the contract.
- F. Failure to meet the minimum Performance Standards as specified may result in the assessment of damages, as defined and agreed upon in the Performance Standards.
- G. In the event a Performance Standard is not met, the Bidder will have the opportunity to defend or respond to the insufficiency. The University may waive damages if it determines there were extenuating factors beyond the control of the Bidder that hindered the performance of services or if it is in the best interest of the State to do so. In these instances, the University shall have final determination of the performance acceptability.
- H. Should any compensation be owed to the University due to the assessment of damages, Bidder shall follow the direction of the agency regarding the required compensation process.

16.00 Scope of Services

1. Executive Summary

Provide a brief overview of your company and how your services will support a start-up ambulatory veterinary practice.

Include:

- Summary of products and services offered (pharmaceuticals, medical supplies, equipment, consumables, etc.)
- Understanding of the needs of a small, cost-conscious ambulatory veterinary business
- Key strengths that differentiate your company from competitors

2. Vendor Qualifications and Business Legitimacy

Vendors must demonstrate that all products are legally obtained, properly handled, and appropriate for veterinary medical use.

Please include:

- Company background, ownership, and years in operation
- Proof that all pharmaceutical and medical products are **medical-grade or pharmaceutical-grade**
- Confirmation that all drugs, biologics, and controlled substances are sourced, stored, and distributed in compliance with all applicable federal and state laws
- Copies or descriptions of relevant licenses, registrations, or accreditations (e.g., FDA, DEA, state pharmacy or distributor licenses, where applicable)
- Vendors must state whether they currently offer, or could offer in the future, an online pharmacy in cooperation with the ambulatory veterinary service.

3. Pricing and Cost Structure

Because this is a start-up ambulatory practice, competitive and transparent pricing is critical.

Vendors must provide:

- Pricing structure for commonly used veterinary pharmaceuticals and supplies.
- Any tiered pricing, volume discounts, start-up discounts, or loyalty programs
- Shipping and handling costs, including minimum order requirements.
- Price stability expectations (e.g., frequency of price changes)

4. Ordering and Delivery Capabilities

Vendors must demonstrate reliable and timely delivery capabilities.

Include:

- Standard order fulfillment timelines, with confirmation that products can be delivered within **1–3 business days of order placement**
 - Vendors unable to meet this delivery requirement must provide a written explanation outlining the reason(s) for noncompliance and any applicable constraints.
 - Any products requiring custom manufacturing must be explicitly identified, and the vendor must state the average and expected delivery timelines for those items
- Available ordering methods (online portal, phone, email, standing orders)
- Confirmation that the vendor can deliver to the practice's **physical address** (not PO box only)
- Description of delivery partners or carriers used

5. Cold Chain and Product Integrity Requirements

Vendors must ensure product integrity during shipping and delivery.

Specifically address:

- Procedures for shipping refrigerated or temperature-sensitive products.
- Methods used to maintain required temperature ranges during transit.
- Use of temperature monitoring or indicators, if applicable
- Written policy confirming that:
 - Any product delivered outside its designated temperature range will be replaced at **no cost** to the practice.
 - Replacement products will be shipped promptly.

6. Product Condition and Security

Vendors must guarantee that all products arrive in acceptable condition.

Include:

- Packaging standards to prevent breakage or tampering
- Quality control checks prior to shipment
- Written policy confirming that any products delivered **broken, damaged, opened, or tampered with** will be replaced at **no cost** to the practice

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- Vendors shall not deliver short-dated products, defined as products with an expiration date of three (3) months or less from the date of delivery

7. Customer Support and Responsiveness

Timely customer support is essential for clinical operations.

Vendors must describe:

- Customer support availability and hours of operation
- Guaranteed response time for phone inquiries, with confirmation that calls will be returned within **1–4 hours**
- Escalation procedures for urgent or time-sensitive issues
- Dedicated account representative availability (if applicable)

17.00 Required Information

Please provide a general overview of your organization, including the following: the nature of your ownership (i.e., privately or publicly held), the number of employees, and the year the organization was founded.

- Describe the full scope of services and support offered by your organization.
- Explain your organization's experience working with institutions of higher education.
- Vendors must provide documentation or pricing information demonstrating that their products and services are competitively priced within the private veterinary medical supply market.
- Each vendor must submit the names, addresses, and telephone numbers of three (3) references.

18.00 Minimum Qualifications

The University requests proposals from qualified vendors encompassing the following:

1. Arkansas HVAC Licensure
2. Provide proof of general liability insurance that includes automobile and workman's comp insurance.
3. Vendors shall submit documentation of all applicable federal, state, and local licensure, registrations, or certifications required to legally sell and distribute medical-grade and/or pharmaceutical-grade products.
4. Each vendor must submit the names, addresses, and telephone numbers of three (3) references.

SELECTION

19.00 Selection Process

A. The following is a high-level overview of the overall selection process.

-
- Procurement Services will review each *Proposal Packet* to verify Proposal Submission Requirements have been met. *Proposal Packets* that do not meet Proposal Submission Requirements will be rejected and will not be evaluated.
 - An Evaluation Committee (hereinafter referred to as “Evaluators”) will evaluate and score qualifying proposals. Evaluation will be based upon the Vendor’s response to the *Information for Evaluation* section included in the *Proposal Packet*.
 - a. Evaluators will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal. Individual scoring for each Evaluation Criteria will be based on the following Scoring Description.
 - After initial individual evaluations are complete, Evaluators will meet to discuss their personal ratings. At this consensus meeting, each Evaluator will be allowed to discuss their rating for each evaluation criterion.
 - After Evaluators have had an opportunity to discuss their individual scores with the committee, the individual Evaluators will be allowed to change their initial individual scores if they feel that is appropriate.
 - The final individual scores of the Evaluators will be recorded on the Consensus Score Sheet and averaged to determine the group or consensus score for each proposal.
 - Other agencies, consultants, and experts may also examine documents at the discretion of the Agency.
 - The University will conduct cost checks based on the cost submitted by each Bidder on the *Official Solicitation Price Sheet*.

INSURANCE:

The apparent low bidder must furnish Certificates of Insurance for General Public Liability, Automobile Liability, and Workers' Compensation before a contract can be awarded.

A-State reserves the right to terminate this agreement with two (2) weeks' written notice to the successful bidder. Reasons for early termination may include:

- 1) Failure to respond to the call for service within the time specified in the bid
- 2) Objectionable behavior by crew members
- 3) A-State’s decision not to exercise the renewal option

Performance-Based Standards:

Arkansas Code 19-11-267 requires the use of performance-based standards on any resultant contract by the university.

Milestone Payment Contracts	
Standards	Remedies

Milestone deadlines are met.	The 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 Arkansas State University may be required.
	The contract may be cancelled.

Time & Materials Contracts	
Standards	Remedies
Services are provided in a timely and professional manner	The 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 provided. produced
	Replacement resources acceptable to Arkansas State University may be required.
	The contract may be cancelled.

- State law requires that qualifying contracts for services include Performance Standards for measuring the overall quality of services that a Contractor shall provide.
- The University may be open to negotiations of Performance Standards before contract award, before the commencement of services, or at times throughout the contract duration
- Performance Standards shall not be amended unless they are agreed to in writing and signed by the parties.
- Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State 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, the State has final determination of the performance acceptability.
- Should any compensation be owed to the Department due to the assessment of damages, Contractor shall follow the direction of the Department regarding the required compensation process.

20.00 Proposal Score

The following approach will be used in evaluating the proposals:

- I. Review the proposals
- II. Individual evaluator scores proposal
- III. Group committee discusses scores
- III. Select finalist(s)
- IV. Schedule an interview if needed
- V. Select the vendor

The proposals will be evaluated and awarded based on a comparative formula of relative weighting as detailed below.

INFORMATION FOR EVALUATION SUBSECTIONS	MAXIMUM POINTS
Vendor's overall proposal content - Understanding of requirements and scope of services	20%
Vendor's experience - Narrative of current organizational structure and history - Years in business	20%
Vendor's performance of Similar Engagements	20%
Recommendations and/or references from third parties	10%
Cost of Services	30%
Total Score	100%



PROPOSAL SIGNATURE PAGE

Type or print the following information.

RFP	26-21	Issue Date: December 18, 2025	
Commodity Description:	Veterinary Pharmaceuticals and Supplies	Opening Date	January 28, 2026 11:00 A.M. CST
PROCUREMENT CONTACT INFORMATION			
Name:	Lisa Glasco, CPCP, CPPB, CPPO, NIGP-CPP, APO	Phone:	(870) 972-2028 – 870-972-3449
Title:	Director of Procurement Services	Email:	lglasco@astate.edu
MAILING ADDRESS:			
Non-USPS Delivery Address Arkansas State University Procurement Services c/o Central Receiving 2713 Pawnee State University, AR 72467		USPS Delivery Address Arkansas State University Procurement Services PO Box 1860 State University, AR 72467	

Instructions:

- RFP should be submitted by the time and date specified above.
- The Prospective Contractor should provide the information below.
- *RFPs must be returned in a sealed envelope. RFPs are not accepted via fax or email.*
- Terms and Conditions governing this bid request can be found [here](#). Please review before signing.

PROSPECTIVE CONTRACTOR INFORMATION			
Company Name: _____			
Name (type or print): _____		Title: _____	
Address: _____			
City: _____		State: _____	ZIP Code: _____
Telephone Number: _____		Fax Number: _____	
E-Mail Address: _____			
Signature: _____			
Use ink only.			

Arkansas State University is an Equal Opportunity Employer

INTERGOVERNMENTAL/COOPERATIVE USE OF PROPOSAL AND CONTRACT: In accordance with Arkansas Code §19-11-249, this bid and resulting contract are available to any college or university in Arkansas that wishes to utilize the services of the selected proposer, and the proposer agrees that they may agree as provided in this bid.

Printed/Typed Name: _____ Date: _____

SUBMISSION REQUIREMENTS CHECKLIST

Per the solicitation, the following items **must** be submitted with the Prospective Contractor's proposal:

- ☐ *Proposal Signature Page*
- ☐ *Information for Evaluation*
 - *Experience and performance*
 - *Vendor's performance of Similar Engagements*
 - *Recommendations and/or references from third parties*
- ☐ *Official Solicitation Price Sheet*
- ☐ *EO 98-04: Contract and Grant Disclosure Form*
- ☐ *Minority Business Policy, Illegal Immigrant Confirmation, Israel Boycott Restriction*
- ☐ *Copy of Prospective Contractor's Equal Opportunity Policy*
- ☐ *Signed addenda, if applicable*

INFORMATION FOR EVALUATION – EXPERIENCE AND PERFORMANCE

**INFORMATION FOR EVALUATION – PERFORMANCE OF SIMILAR
ENGAGEMENTS**

**INFORMATION FOR EVALUATION – RECOMMENDATIONS AND/OR
REFERENCES**

***Attach a page for each**

RFP #26-21

Veterinary Pharmaceuticals and Supplies
Official Price Sheet

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ Email: _____

Signature of Authorized Official: _____

NOTE:

1. Arkansas State University will not be obligated to pay any cost not identified on the Official Bid Price Sheet.
2. Any cost not identified by the bidder but subsequently incurred to achieve successful operation of the equipment will be borne by the bidder.
3. All services to be performed and materials to be produced under the contract will be accomplished in consultation with and under the direction of the University. All procedures developed and products provided under the contract will be subject to final approval by the University. All records and data about the agreement will remain the property of the University.

PRICING: **If other costs are required, please attach a list of charges/pricing.

ESCALATION CLAUSE:

Bidder agrees that the fees will increase only at renewal time (July 1), and the increase will not exceed the prior year:

2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year
%	%	%	%	%	%

Item	Quantity	Price per Unit/Item	Estimated Cost
Sullivans Big Rope Breaking Halter (for bulls)	2		
Cattle rope halter (for cows/heifers)	2		
Sheep, goat, calf rope halter	2		
OB Chains	4		
OB Handle	4		
Fetotomy Wire and Accessories	2		
Krey Hook	1		
OB Wire Saw Handles	2		
Linde's Embryotomy Knife	1		
HEAD-Hunter	1		
Dog Leashes	1		
Dual Action Calf Puller	1		
Plastic Stomach Pump	1		
Metal Stomach Pump	1		
Frick Speculum	1		
Nasogastric tube Large	1		
Stallion catheter	1		
Oral Calf Drencher	1		
Nasogastric tube Medium	1		
Nasogastric tube Small	1		
Drench Syringe	2		
Dosing Syringe	1		
Allflex Repeater Syringe (25-mLs)	2		
Henderson Castration Tool	1		
Powerdrill, grinder, and batteries/charger	1		
Allflex Universal Total Tagger	1		
Towels (6 count)	2		
Oster size 10 Clipper Blades ceramic	2		
Oster size 40 Clipper Blades ceramic	2		
Oster Clipper	1		
Hoof knife	2		
Hoof pick	2		
Sander Discs (25 count)	1		
Goat foot trimmer	2		
Bovi-Bond (foot glue)	1		
Wood hoof block	5		
Plastic Block (12 count)	1		
Bone Rongeur	1		
Bone Rongeur (Small Head)	1		
Probe	2		
Barnes Dehorner (8-in and 14-in)	2		
Electric Double Calf Dehorner	1		
Cutter	2		
Bander (smaller)	1		
Extension Cord	2		
Powerstrip	1		
Nose Lead	1		
2" Polyester Combo- White (50 feet)	50		
Quick release Nylon rope	2		
Sterile Metal Bowls	2		
Uterine Letter Opener	2		
Buhner Needle	2		
Lamb Feeding tube	2		
Balling gun	1		

OB Lube (1 gallon)	2		
Alcohol solution (1 gallon)	3		
Metal Bucket	2		
60-mL Syringe (25 count)	2		
30-mL Syringe slip tip (50 count)	4		
20-mL Syringe slip tip (100 count)	2		
10-mL Syringe slip tip (100 count)	3		
5-mL Syringe slip tip (100 count)	3		
3-mL Syringe slip tip (100 count)	3		
1-mL Syringe slip tip (100 count)	1		
Microscope	1		
Microscope slides (50 count)	1		
Immersion Oil	1		
Semen Stain	1		
Palpation sleeves (100 count)	2		
Umbilical Tape (1/4-inch)	2		
18Ga needles 1 inch (100 count)	2		
18Ga needles 1.5 inch (100 count)	2		
16Ga needles 5/8th inch (100 count)	2		
14Ga needles 2 inch (100 count)	2		
Hematocrit tubes (200 count)	1		
Tube Sealant	1		
Precision Xra meter	1		
Blood Glucose (100 strips)	1		
Sterile 7.5 (50 count)	1		
sterile gloves 8 (50 count)	1		
Betadine Solution (1 gallon)	2		
Betadine Scrub (1 gallon)	2		
Gauze	10		
Brown gauze (12 count)	2		
White roll gauze (90 count)	1		
gloves- Pivotal ultraflex one size	2		
thyroid shields- Pivotal ultraflex	4		
VetStand- Stonewell Vetstand Standard	1		
Alpha 2 kits	10		
PRP Kits- Enso discoveries	2		
microscope oil	1		
scope cleaner	1		
lens tissue	1		
compressed air (three pack)	1		
culturettes box 50ct	1		
incubator	1		
Duct tape (3 count)	1		
CMT Paddle	1		
CMT Concentrate	1		
McMaster Slide	2		
Feca-Med (1 gallon)	1		
Pour-On Gun	1		
Fluorescein stain	1		
Mayo Hegar needle holder	2		
Olsen Hegar needle holder	2		
Castroviejo needle holder	1		
adson brown thumb forceps	2		
babcock forceps	2		
carmalt forceps straight and curved	4		
balfour retractor	1		

gelpi retractor	2		
allis tissue forceps	4		
aortic cross clamp	1		
army navy retractors	1		
Bone curette multiple sizes set	1		
mosquito hemostats	10		
kelly hemostats	8		
blade holder #3	2		
BLADE HOLDER #4	2		
mayo scissors curved' 7	2		
mayo scissors straight 7 inch	2		
metzenbaum scissors straight' super cut	2		
metzenbaum scissors curved super cut	2		
backhus towel forceps	12		
Equine long instrument set	1		
stainless steel trays	3		
Miltex wire cutting scissors	3		
Lahey gall duct forceps	2		
40x40 drapes (20 pack)	1		
60x80 drape (5 pack)	1		
sterile towels (200 count)	1		
35w stainless steel skin staplers (12 count)	1		
PDS 1 taper box	1		
lap sponges (2 per pack)	2		
PDS 4-0 cutting 12ct/box	1		
PDS3-0 cutting 12ct/box	1		
PDS 2-0 cutting 12ct/box	1		
PDS-0 cutting 12ct/box	1		
PDS 1 cutting 12 ct	1		
PDS 2-0 cutting 12ct/box	1		
PDS 4-0 taper 12/box	1		
PDS 3-0 taper 12ct/box	1		
PDS 2-0 taper box	1		
PDS 0 taper box	1		
Nylon 2-0 straight needle box	1		
Autoclave selfseal pouches 3.5x10, 12x19", 200ct boxes	2		
Sterilization wrap SMMS non woven roll	1		
xray badges	3		
portable suction unit	1		
suction tubing-8 or10 feet	2		
Autoclave	1		
Osteotomes- all sizes	1		
stainless steel mallet	1		
Dr tail adjustable hooftester	1		
Hoof stand	1		
nail hammer shoeing hammer	1		
playdough four per pack	4		
Telfa non stick 4 and 8 inch	1		
AMD rolled guaze case (6 per pack)	4		
Vetigel hemostatic gel 5 pack	2		
Ca alginate guaze 4x4 box of 10	1		
hypertonic saline guaze Curity 6x6 box	1		
coflex 4 inch each	30		
elasticon 4 inch box of 6	2		
leg cottons equine army surplus brown leg wrap Jorvet	12		
cotton wool roll	5		

tear duct cannula	1		
Lumi Eye Inspector	1		
eye lavage solution	1		
indirect lens	1		
eyelid retractor	1		
oragel	5		
instrument milk 1 gal	1		
ultrasonic cleaner 15l	1		
lead ropes 10 foot	1		
chain for lead ropes	1		
lunge line	1		
endoscope biopsy forceps for both scopes	1		
endoscopy needle injector for 1 1/2 meter	1		
enzymatic cleaner	1		
formalin 10%	1		
mini mouth speculum	1		
alumispec equine equine dental instruments	1		
terra float -professional xl set	1		
head stand	1		
flush syringe	1		
incisor extraction set	1		
molar extraction set	1		
fulcrum	1		
gingiva elevator set	1		
tooth root etraction set	1		
dental mirror	1		
tooth punch-straight and angled	1		
1ml - luer lock syringes	1		
3 ml - luer lock syringes (100)	2		
6ml- luer lock syringes (50)	1		
12 ml - luer lock syringes (80)	1		
60ml catheter tip syringes (40)	2		
25g needle 5/8" (100)	2		
23g needle 1"(100)	3		
20g needle 1 1/2" (100)	3		
20g needle 3 1/2" (100)	1		
18g needle 1 1/2" (100)	2		
21g needle 3 1/2" (100)	1		
20g needle 8" (100)	1		
meso therapy racks- meso ram linear 5 (20)	1		
10 drop Iv set	5		
High flow IV set	6		
incisor extraction set	1		
IV extension set 20"	5		
Butterfly catheter- 18g	2		
butterfly catheter-20g	1		
14 g 5.25" short term catheter	1		
14g 5.25" extend term catheter	1		
14g-3 1/2" short term catheter	1		
16g 3.5 inch or 16g 3.25 inch	4		
18 g 1.5 or 18g 2 inch	4		
Supramid suture 0	1		
plastic buckets 2 gallon	2		
thermometers digital	2		
waterpik	1		
ultrasound gel (5 liter)	1		

babyoil	2		
elevate Vit e	3		
Chlorhexidine scrub 4% (gallon)	4		
Aspirin bolus	1		
dispensing vials for pills 60 dram child proff caps	50		
Dispensing vials for liquids 400ml child proff caps	50		
Glycerin gallon	1		
Sterile needle pack	2		
collasate	4		
Mineral oil (gallon)	2		
Sterile OB lube	4		
biopsy punch 3 mm (50 count)	1		
biopsy punch 5mm (10)	2		
Equisheild Ck spray	1		
Equisheild CKshampoo	1		
IBH spray	1		
Ck salve	1		
HC spray	1		
Equisheild Kera-mend	1		
Blood tubes red top-5ml 100ct	1		
Blood tubes red top- 10ml 100ct	1		
blood tubes purple top 4ml 100ct	1		
blood tubes purple top 6ml 100ct	1		
blood tubes Blue top-3ml 100ct	1		
Blood tube green top 3 ml 100ct	1		
Braunamid Suture 2	1		
Catgut suture 0	1		
Monocryl suture 0 taper box 12ct	1		
Monocryl 2-0 taper 12ct	1		
#10 Blade (100 count)	1		
#20 Blade (100 count)	1		
Nuflor (100-mL bottle) 300-mg/mL	2		
Oxytetracycline (250-mL bottle) 200-mg/mL	2		
Banamine (100-mL bottle) 50-mg/mL	6		
Meloxicam (500-ct) 15-mg tablets	2		
Macrosyn (100-mL) 100-mg/mL	1		
Cydetin Oral Drench Sheep	1		
Valbazen Drench (1 liter)	1		
Oxytocin	1		
levamisole (52 gram)	2		
lidocaine (100-mL)	8		
bluelite replenish M for calves	1		
Ketamine 100-mg/mL	5		
Midazolam 5-mg/mL	3		
Butorphanol 10-mg/mL	3		
Xylazine 20-mg/mL	1		
Atipamezole	1		
Magnesium sulfate	1		
Distilled water gallon (3 pack)	1		
hypertonic saline	3		
Spectramast Dry Cow (12 count)	1		
Spectramast Lactating Cow (12 count)	1		
Sodium Bicarbonate 1-lb	1		
Normosol-R 1-L	5		
Hartmann's 5-L	20		
Corid 9.6% oral solution (16 ounces)	1		

Excede Cattle and Horses (100-mL) 200-mg/mL	2		
Baytril (250-mL) 100mg/mL	2		
Gelatin Capsules 1 oz. (100 count)	1		
CMPKIV solution	2		
CMPKGel	2		
Propylene Glycol (1 gallon)	1		
Ultraboss	1		
Dectomax	1		
Xylazine 100-mg/mL	2		
Hypertonic sodium bicarbonate	1		
beuthanasia	4		
detomidine 10mg/ml 20ml	3		
Dormosidan gel	2		
Diazepam injectable 5 mg/ml	1		
triamcinalone injectable 10mg/ml kenolog 10 5ml vial	2		
betamethasone Beta Vet injection 6mg/ml	5		
dexamethasone 2-mg/mL (100-mL)	2		
depomedral 40mg/ml	4		
polyglycan 10 ml vials	20		
carbocaine 2% (50-mL)	10		
Therabloat	2		
amikacin 2ml vials 10ct	5		
Magnalax (1-lb)	2		
Baytril -enrofloxacin oral solution penn vet	2		
ketofen injectable (100mL) 100-mg/mL	2		
dipyrone iv	2		
bute iv (100mL)	1		
bute powder (1.1 lbs)	1		
equioxx pill	5		
ventipulmin liquid	2		
cetirizine 10mg/tab	2		
lasix-IV	5		
acepromazine injectable 10mg/ml	2		
Restore wound care spray from Driven	2		
Electrolytes paste Summer Games	4		
Biosponge powder Platinum Performance 1lb	1		
activated charcoal ToxiBan suspension liquid 240ml	4		
Mylanta	5		
Gastrogard	24		
proparacaine ophthal solution 0.5%	1		
atropine ophthalmic solution 1%	2		
atropine ophthalmic ointment 1%	3		
ketorolac tromethamine ophthalmic solution 0.5%	2		
triple antibiotic (neomycin and polymyxin b and bacitracin zinc)	6		
Fluconazole ophthalmic solution	2		
Naxcel-1g vial	3		
Naxcel-4g vial	3		
Neomycin, polymyxin b gamcidin ophthalmic solution	3		
sucralfate pill 1g/tablet 500ct bottle	2		
Sulfamethoxazole/trimethoprim liquid Equisul-SDT	2		
sulfamethoxazole/trimethoprim pills 800/160 100 ct bottles	12		
Methocarbamol- pills 750 mg/tablet 500ct bottle	2		
DmsO 99% liquid solution 16fl oz bottles	5		
saline- bottle 1 liter	12		
saline-bag 250ml	12		
saline-bag 1 liter	12		

ACD-Asolution 1 liter	1		
Silver sulfadiazine cream Ascend 1% 400g jar	4		
Cheek retractor	1		
Illuminated dental mirror	1		
Examination set dental	1		
Periodontometer set	1		
Wolftooth set long	1		
Hexagonal elevator set	1		
Flucrum minimum	1		
Molar fragment extraction set	1		
Precision Xtra ketone strips	1		
Saa	1		
Fecal Cups (500 case)	1		
reimer emasculator	2		
sarapin injection or P-block 0.5mg/ml 10ml 6ct spectrummedic	2		
Glove nitrile small (100 count)	2		
Glove nitrile medium (100 count)	2		
Glove nitrile large (100 count)	4		
Glove nitrile x-large (100 count)	2		
spinal needle 20 ga 1.5-inch	4		
spinal needle 20 ga 3.5-inch	4		
Sharps collector 8.2 QT	1		
Cast padding 2in (24 rls)	1		
Cast padding 4in (12 rls)	1		
Cast tape 3in (10 pack)	1		
Cast tape 4in (10 pack)	1		
3m kerramax care dressing 8x9 or 8x12 box of 10	2		
controlled substance log book	2		
dexamethasone 4-mg/mL (100-mL)	2		
pivetal apron small medium and large	1		
mathews needle holder	1		
chlorhexidine solution gallon	2		
jacobs IMpin chuck and key	1		
reverse molar extraction forceps max	1		
reverse molar extraction forceps mand	1		
Estimate Total			

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

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

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☐ No

IS THIS FOR:

TAXPAYER ID NAME:

☐ Goods?

☐ Services? ☐ Both?

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

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

F O R I N D I V I D U A L S *

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

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

☐ None of the above applies

F O R A N E N T I T Y (B U S I N E S S) *

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

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

☐ None of the above applies

Contract and Grant Disclosure and Certification Form

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

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

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

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

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

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

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

Signature _____ Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency Number _____ Agency Name _____ Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____

Vendor Name: _____

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

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

1. **Minority Business Policy:** It is the policy of the State of Arkansas and this University that Minority Business enterprises shall have the maximum opportunity to participate in the State Procurement process. Therefore, the University encourages all minority businesses to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to subcontract portions of any state contract to Minority Business Enterprises. If contractors are unable to include minority owned businesses as subcontractors, they may explain the circumstances preventing minority exclusion. MINORITY PURCHASING REPORTING: The Minority Business Economic Development Act defines a "Minority" as a lawful permanent resident of this state who is: (A) African American; (B) Hispanic American; (C) American Indian; (D) Asian American; or (E) Pacific Islander American; (F) A service-disabled veteran as designated by the United States Department of Veterans For Veterans Affairs; (G) "Women-owned business enterprise" means a business that is at least fifty-one percent (51%) permanent residents of this state. For purchasing records and informational purposes only, pursuant to 15-4-312 (State Agency Reports) please designate below if you, as an individual, or as a company 51% (minority owned) qualify as being a minority business.
2. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater. A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
3. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.
No state agency may contract for services with a Contractor who employs or contracts with an illegal immigrant. The Contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105. Click this link to certify: <https://www.ark.org/tss/immigrant/index.php/user/search>
4. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater. A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
5. **Scrutinized Company Restriction:** Required with bid or proposal submission.
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

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

Check boxes below:

Minority Business ☐ Yes ☐ No If yes, describe minority status _____

Check all boxes certifying your company does not participate in these restrictions:

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

Vendor Signature

Date

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	---------------------------------	-------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Vendor Information Request Form

Arkansas State University would like to request information to establish your business as a vendor. The information requested is necessary not only to maintain an accurate vendor file, but also to comply with the Internal Revenue Service Regulations. Federal law stipulates that each payee furnish an accurate Federal Tax Identification Number to the payer.

Please complete the appropriate fields below:

Business/Individual Name: _____

Contact Name: First: _____ **Middle:** _____ **Last:** _____

Phone Number: _____ **Fax Number:** _____

Email Address: _____ **Web site:** _____

Business Owner(s) Name: _____

Select the appropriate ownership of business type(s):

- ☐ African American
- ☐ American Indian
- ☐ Asian American
- ☐ Caucasian
- ☐ Disabled Veteran
- ☐ Hispanic American
- ☐ Pacific Islander
- ☐ Veteran
- ☐ Woman

Select the appropriate category for tax purposes:

- ☐ US Citizen
- ☐ Legal Permanent Resident (Green Card)
- ☐ Nonresident Alien
- ☐ US Entity
- ☐ Foreign Entity

Does your company qualify as a minority business enterprise according to the State of Arkansas definition?
"Minority business enterprise" means a business that is at least 51% owned by one or more minority persons.

☐ Yes ☐ No

Order Address:

Address: _____ County: _____
City: _____ State: _____ Zip Code: _____
Nation: _____

Payment Address:

Address: _____ County: _____
City: _____ State: _____ Zip Code: _____
Nation: _____

Important: In order to expedite any current or future order, please email required forms to procurement@astate.edu.
W-9 (US Citizen, LPR)
W-8BEN (Foreign Individuals)
W-8BENE (Foreign Entities)

Procurement Services
PO Box 1860
State University, AR 72467
(870) 972-2028
procurement@astate.edu

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

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3. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.
No state agency may contract for services with a Contractor who employs or contracts with an illegal immigrant. The Contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105. Click this link to certify: <https://www.ark.org/tss/immigrant/index.php/user/search>
4. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater. A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
5. **Scrutinized Company Restriction:** Required with bid or proposal submission.
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

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

Check boxes below:

Minority Business ☐ Yes ☐ No If yes, describe minority status _____

Check all boxes certifying your company does not participate in these restrictions:

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

Vendor Name: _____

Vendor Signature

Date