

**UNIVERSITY OF ARKANSAS****BEST AND FINAL OFFER**

SUBMIT BID TO:	Business Affairs - Procurement	BU:	ATHL	Bid Number:	04272016
	Administration Bldg, Rm 321	Buyer:	Whitney Smith		
	1125 W Maple St	Offer Due Date:	06/07/2016	Time:	2:30 PM
	Fayetteville, AR 72701 (479) 575-2551	Bid Description:	Stadium Chairback Rentals		

**INSTRUCTIONS TO BIDDERS:**

This official bid sheet must be signed by an official of the responding party authorized to bind the respondent to a resultant contract. Responses to this official request for Best and Final Offer (BFO) must be submitted in a sealed package with Bid Number clearly visible on the outside of the package. Bidders must submit one (1) signed original, one (1) signed copy, and one (1) electronic copy of their BFO.

**Submit offers to the physical address stated above,  
to be received no later than 2:30PM CST on June 7, 2016.**

Please note: The date and time stated herein is the absolute latest offers will be accepted. Offers received after this time will not be considered. Offers will not be accepted via email or fax. University of Arkansas reserves the right to reject any and all offers.

Name (Type or Print): \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE:**

Company Name:		Phone:	
Address:		Fax:	
City:		Email:	
State:		Web Site:	
Zip Code:			

**ATTENTION BIDDER:**

Bidders receiving this request for BFO shall respond accordingly. Responses will be evaluated and a final decision will be recommended by the evaluation committee based on the results. Bidder questions regarding all procurement matters should be submitted via email to Whitney Smith, Procurement Coordinator, [wesmith@uark.edu](mailto:wesmith@uark.edu).

**OBJECTIVES:**

The University's objective in issuing this request for BFO is to bring the project closer to budget expectations and to secure clarification of your earlier offer. Bidders receiving this request must submit their BFO for the project as outlined in the original RFP while incorporating any additional clarifications as requested through this document.

## TERMS AND CONDITIONS:

1. All terms and conditions, information, and offers submitted by the vendor under RFP #04272016 on 5/13/16 remain valid unless otherwise stated in this document. By signing above, the bidder certifies this to be true.
2. Bidders must complete and submit information contained in this document in order to be considered responsive to this request for BFO.
3. Bidders may submit inquiries concerning this request for BFO to Whitney Smith, via email. Responses to questions will be returned via email. Only written questions and clarifications will be considered formal and binding to the University. Oral discussions are considered informal and will not be considered in evaluation.
4. Offers submitted will become part of the RFP response to the University of Arkansas. Bidders must submit their BFO as instructed in this document.

**BFO Request Release Date:**                    **May 26, 2016**  
**BFO Due Date/Time:**                         **June 7, 2016 2:30 PM CST**

5. Bidders shall respond to this BFO request by carefully reviewing any requested changes described in this document and by providing adjusted pricing/offer. Bidders shall insert their adjusted pricing in each section of the table below. The pricing must contain the detailed costs of each component. Prices must be kept firm for at least sixty (60) days after the BFO Due Date specified in this document. This pricing will be included in the costing evaluation. If a bidder declines to adjust their pricing in any way, then that bidder's original response will be the only response considered and evaluated in this process.

Note: The University will not be obligated to pay any costs not identified in the offer submitted. Any cost not identified by the respondent, but subsequently incurred in order to achieve successful operation of the service, will be borne by the respondent.

6. By submitting a response to this BFO request, the bidder certifies that it believes it can successfully complete the project under the terms of its response.

<b><i>DESCRIPTION</i></b>	<b><i>TOTAL</i></b>
Pricing of 8,500 stadium chairs and accessories	\$
Pricing of additional chairs (beyond 8,500)	\$
Other	\$