

## **Frequently Asked Questions:**

### **Bid Process**

How do I receive notification of projects waiting for bid?

Projects are advertised in statewide newspapers and sometimes in local newspapers at the request of owner/agency. You can also receive regular notifications by signing up for bid announcements, which can be done by returning to the DBA's website homepage. On the right hand side of the homepage select on the "Sign-up for Bid Announcements", then follow the instructions as listed. Once you receive and accept the email confirmation of the account this will allow you to receive the notification of construction bids.

How do I obtain Plans/Specs for an advertised project?

To obtain Plans/Specs for an advertised project you may contact the Owner and/or the listed Design Professional of the project for assistance.

How to learn more about the "Scope" of an advertised project?

To acquire information regarding the "Scope" of an advertised project, contact the Owner of the project and/or the listed Design Professional for details.

How do I complete a "Bid Bond"?

Refer to the "Instructions to Bidders" in the project manual for the project in question.

Does Division of Building Authority require bid bond to be submitted on their form in the project manual?

No, DBA will accept any bid bond form as long as it contains all of the bid security requirements shown in the project manual. Please refer to the "Instructions to Bidders" in the project manual for the project in question. Failure to submit a complete bid bond is cause for rejection.

Who should sign the “Bid Documents”?

Any person authorized by your company/organization and/or the registered agent listed on the “Proof of Registration” filed with the Arkansas Secretary of State’s office.

How do I obtain bid results for a project?

The quickest and easiest way is to go to DBA’s website [www.dba.arkansas.gov](http://www.dba.arkansas.gov) and click on the “Construction” link. Click on “Bid Announcements”. Once the list of advertised projects appears, choose the one you’re interested in by clicking on the project name then select the bid result file link.

Are there any set-asides for MWBE’s?

No there are no set asides. However, pursuant to Arkansas Code Ann. § 22-9-203, the State encourages all small, minority, and women business enterprises to submit bids for capital improvements. Encouragement is also made to all general contractors that in the event they subcontract portions of their work, consideration is given to the identified groups.

Is there a preferred vendor list?

No. Division of Building Authority does not have a preferred vendor list. However, before a progress payment can be issued by the state agency to the contractor. The contractor will be required to register as an AASIS vendor at the following website link: <https://www.ark.org/vendor/index.html>

Are all bid opportunities advertised?

No. Pursuant to Arkansas Code Ann. § 22-9-203, projects which are less than \$35,000 do not have to be publicly advertised; nor do emergency bids. Please visit our Minimum Standards & Criteria to view small purchase procedures and thresholds for additional information.

Do I need Arkansas contractor's license prior to submitting my sealed bid?

In most cases, yes. DBA projects will require the prime contractor to have a certificate of license with the proper classification from the Contractors Licensing Board before submitting a bid. However, there is an exception for projects which have federal funds and contractors should contact the Contractors Licensing Board for any questions of licensure prior to submitting bids on these kinds of projects.

How can material suppliers, subcontractors and contractors find out about future projects and opportunities to submit bids or proposals?

Information on State bidding opportunities can be found at the following website: [www.dba.arkansas.gov](http://www.dba.arkansas.gov)

What type of project and dollar range amount will be included in a DBA capital improvement projects?

DBA maintains oversight of capital improvements projects ranging in value from twenty thousand dollars up to the millions of dollars. The projects involve all types of improvements including roof replacements, specialty projects, HVAC improvements to complete building renovations and new building construction.

What agencies construction projects would not be within DBA jurisdiction?

The Arkansas Highway Department, Public Schools K-12, Game and Fish Commission, Secretary of State (State Capitol), and a significant number of Higher Education Institutions. You may contact the DBA Construction Section office at 501-682-5574 if verification is needed.

How do I protest a bid?

Bidders may submit a protest to the DBA Construction Administrator, or the agency that opened and read the bid. The protest shall be submitted in writing within five (5) business days after the bid opening; in the event a bidder is declared non-responsive or rejected after the five (5) day period, the bidder shall have three (3) business days from the declaration to submit a protest. Please refer to the Minimum Standards & Criteria – Section 3 for additional information.

May I fax my bid response? If not, by what means do I send my bid response?

No, faxes are not acceptable. By law, all bid submittals must be received in a sealed container by mail, courier or in person prior to bid opening date and time. The contractor's name, project name and number; and bid date and time shall be stated on the outside of the sealed bid.

## **Contract Process**

Who is required to complete the immigration form online?

Contractors should certify online at <https://www.ark.org/dfa/immigrant/index.php> prior to award of a contract that the contractor does not employ or contract with any illegal immigrant. If the contractor uses a subcontractor at the time of the above certification, the subcontractor shall certify that the subcontractor does not employ or contract with an illegal immigrant. The subcontractor's certification must be submitted within 30 days after award of the contract, and the contractor is required to maintain the certification on file for the remainder of the term of the contract.

How can I compete for public works projects less than \$35,000?

Contact individual state agencies to verify if they have developed a contractor registration process specifically designed for contractors interested in public works project less than \$35,000.

## **Arkansas Code and Rules**

Where can I find the entire Arkansas State Public Works law?

Arkansas Code – Ark. Code Ann. §22-9-101 et seq and §19-4-1401 et seq. contain the laws regarding the bidding, awarding and contracting for DBA projects. These laws can be found online at the following link: <http://www.arkleg.state.ar.us/>

Where can I find the current versions of Division of Building Authority Division Zero documents, contracts, general conditions and related documents?

See Construction Section – Forms & Resources, on this website for current versions of contract documents. For further information contact the Construction Section, phone number 501-682-5574.

Are Local Building Permits Required?

Ark. Code Ann. §22-9-213 exempts construction projects conducted by Division of Building Authority or other state agencies from permit fees or inspection requirements of county or municipal ordinances.