

Stephen F. Austin State University

Stag Leap Retreat-090611-03

Stag Leap Retreat & Country Inn
Hotel Rate Agreement-FY12

**AGREEMENT FOR LODGING AND BANQUET SERVICES
BETWEEN
STEPHEN F. AUSTIN STATE UNIVERSITY
AND
STAG LEAP RETREAT & COUNTRY INN**

AGREEMENT is made this 1st day of September, 2011, by and between Stephen F. Austin State University (hereinafter referred to as "University") and Stag Leap Retreat & Country Inn (hereinafter referred to as "Contractor"). Unless otherwise provided, "University" and "Contractor" refer also to the management, employees, and agents of the parties.

In consideration of the mutual promises and covenants contained in this document, the University and Contractor agree as follows:

1.0 INTRODUCTION

Stephen F. Austin State University is entering into this Agreement for the purpose of providing non-exclusive overnight lodging for University Clients as well as group meetings and/or banquet services for the University as needed.

University Clients may include, but are not limited to, prospective employees, contracted individuals providing services, guest performers, University guests, student athlete recruits, etc. University Clients assist the University in carrying out its educational purpose.

The word "hotel" will be considered an all inclusive term as it is used throughout this Agreement for motels, bed and breakfast, inns, hotels, etc.

2.0 TERM OF AGREEMENT

The term of the contract shall be effective from above date of Agreement through August 31, 2012.

3.0 NON-EXCLUSIVE CONTRACT

The University will offer hotels in Nacogdoches the opportunity to submit a Rate Agreement Application throughout most of the fiscal year (9/1/10 - 8/31/11). As new hotels are approved, they will be added to the list of contract hotels on the University's Purchasing web-site.

The choice of lodging establishment will be at the discretion of the University Department making the arrangements.

4.0 RATES

Room rates are as shown in Appendix A.

The rates shown in Appendix A do not apply to conferences and group meetings. Such rates shall be negotiated separately as part of the conference package.

Banquet services and meeting room rentals shall be included in the contract, but will be negotiated as needed.

5.0 ROOM AVAILABILITY and VOLUME OF BUSINESS

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It is not required that the hotel hold any room inventory for the University. The approved rates are based on availability, meaning first-come, first-served, and black-out dates may apply.

The University does not guarantee any minimum or maximum volume of business.

6.0 WEB POSTING

Lodging information, including room rates and amenities, will be posted on the University Purchasing Department web site to aid University Departments in selecting a Contractor.

7.0 PAYMENT

It is understood that a University Representative will request the arrangements and the University will be responsible for payment. The University will not be responsible for any charges associated with a University Client making their own arrangements.

The University is state tax exempt.

To insure the University is making the reservation, the Contractor should accept only a University Procurement Card (MasterCard) or Purchase Order Number prior to or in conjunction with making arrangements. The University will not be responsible for any arrangements for which the Contractor fails to secure a credit card number or Purchase Order Number.

8.0 GENERAL TERMS AND CONDITIONS

8.1 INDEPENDENT CONTRACTOR

In performing services under this Agreement, Contractor shall be deemed an independent contractor and shall not act as nor be an agent or employee of the University. As an independent contractor, Contractor will be solely responsible for determining the means and methods for performing the professional and/or technical services described herein, and shall have complete charge and responsibility for persons employed by Contractor and engaged in the performance of the specified work. All of the Contractor's activities will be at its own risk and Contractor is hereby given notice of its responsibility for arrangements to guard against physical, financial, and other risks as appropriate. Contractor shall observe and abide by all applicable laws and regulations.

8.2 CONTRACT TERMINATION

SFA or the Contractor may cancel this contract without cause upon thirty (30) days written notice.

8.3 INDEMNIFICATION

THE CONTRACTOR SHALL AND DOES HEREBY AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY THE UNIVERSITY, AND HOLD HARMLESS THE UNIVERSITY AND ITS RESPECTIVE REGENTS, OFFICERS, DIRECTORS, EMPLOYEES, REPRESENTATIVES AND AGENTS (COLLECTIVELY "INDEMNITEES") FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES), AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION (COLLECTIVELY "CLAIMS") BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM THE CONTRACTOR'S PERFORMANCE UNDER THIS AGREEMENT AND WHICH ARE CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT, NEGLIGENT OMISSION OR WILLFUL MISCONDUCT OF THE CONTRACTOR, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY THE CONTRACTOR, OR ANYONE FOR WHOSE ACTS THE CONTRACTOR MAY BE LIABLE. THE PROVISIONS OF THIS SECTION SHALL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY INDEMNITEE HAS BY LAW. THE INDEMNITIES CONTAINED HEREIN SHALL SURVIVE THE TERMINATION OF THIS CONTRACT FOR ANY REASON WHATSOEVER.

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8.4 LIMITATION OF LIABILITIES

Except for the obligation of the University to pay Vendor pursuant to the terms of this contract, the University shall have no liability to the Vendor or to anyone claiming through or under the Vendor by reason of the execution or performance of this contract.

8.5 INSURANCE

The Contractor shall not commence work under this Contract until it has obtained all the insurance required hereunder and certificates of such insurance have been filed with and reviewed by the University. Acceptance of the insurance certificates by the University shall not relieve or decrease the liability of the Contractor.

If policies are not written for the amounts specified below (except Workers Compensation and Employer's Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of primary policy.

This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to the University.

Contractor's insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract.

Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the workers compensation policy.

The workers compensation and employers' liability policy shall provide a waiver of subrogation in favor of the University.

The workers compensation insurance coverage must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor's policy or under the policy provided by a subcontractor. The Contractor's policy shall provide that, in the event that a subcontractor's policy fails to provide workers' compensation coverage of a worker, such insurance coverage is provided by the Contractor's policy.

Unless otherwise provided for herein, the Contractor shall provide and maintain the minimum insurance coverage as follows:

TYPE OF COVERAGE	LIMITS OF LIABILITY
1. Comprehensive General Liability	\$1,000,000 combined single limit

8.6 ACCESS TO RECORDS

Contractor shall keep full and accurate records in connection with the services provided by it under this Agreement. All such records shall be retained by Contractor for a period of three (3) years and may be audited by the University or auditors of the State of Texas at any time during regular working hours. If such books and records are audited and any overpayments are found, Contractor agrees to refund same to the Institution.

8.7 LAWS

The terms and provisions of this contract shall be construed in accordance with the laws of the State of Texas and venue for any disputes shall be Nacogdoches County, Texas.

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8.8 PERMITS AND LICENSES

Contractor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this Agreement, and shall post or display in a prominent place such permits and/or notices as are required by law.

8.9 TAXES

Contractor shall pay when due all taxes or assessments applicable to Contractor. Contractor shall comply with the provisions of the applicable statutes and the regulations of the applicable taxation authority.

Stephen F. Austin State University is state tax exempt. On request, the University shall furnish a statement of tax exempt status or a hotel tax exempt form as appropriate, to the Contractor.

8.10 ASSIGNMENT

Contractor shall not assign or subcontract, in whole or in part, its rights or obligations under this Agreement without prior written consent of Stephen F. Austin State University. Any attempted assignment without said consent shall be void and of no effect.

8.11 ALTERNATE DISPUTE RESOLUTION

To the extent that Chapter 2260, *Texas Government Code*, is applicable to this Contract and is not preempted by other applicable law, the dispute resolution process provided for in chapter 2260 and the related rules adopted by the Texas Attorney General Pursuant to Chapter 2260, shall be used by the University and the Contractor to attempt to resolve any claim for breach of contract made by Contractor that cannot be resolved in the ordinary course of business. The Vice President for Finance and Administration of the University shall examine Contractor's claim and any counterclaim and negotiate with Contractor in an effort to resolve such claims. The parties hereto specifically agree that (i) neither the occurrence of an event giving rise to a breach of contract claim nor the pendency of a claim constitute grounds for the suspension of performance by Contractor, (ii) neither the issuance of this Contract by the University nor any other conduct, action or inaction of any representative of the University relating to this contract constitutes or is intended to constitute a waiver of the University's or the state's sovereign immunity to suit; and (iii) the University has not waived its right to seek redress in the courts.

8.12 FRAUD AND ETHICS

Contractor is hereby advised that the University maintains policies regarding fraudulent or unethical conduct. These policies establish examples of acceptable and unacceptable conduct as well as procedures and responsibilities for detecting, reporting and resolving instances of known or suspected fraudulent activity and prescribe a coordinated approach toward investigation and resolution of fraudulent activity; reference University Policies C-46, Fraud and C-33, Purchasing Ethics and Confidentiality.

8.13 ACCESS BY INDIVIDUALS WITH DISABILITIES

Contractor represents and warrants (the "Electronic and Information Resources (EIR) Accessibility Warranty") that the electronic and information resources and all associated information, documentation and support that it provides to the University under the Agreement (collectively, the "EIRs") comply with the applicable requirements set forth in Title 1, Chapter 213 of the Texas Administrative Code and Title 1, Chapter 206, Rule §206.70 of the Texas Administrative Code (as authorized by Chapter 2054, Subchapter M of the Texas Government Code). To the extent Contractor becomes aware that the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, then Contractor represents and warrants that it will, at no cost to the University, either (1) perform all necessary remediation to make the EIRs satisfy the EIR Accessibility Warranty or (2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. In the event the Contractor fails or is unable to do so, then the University may terminate the Agreement and Contractor will refund to the University all amounts the University has paid under the Agreement within thirty (30) days after the termination date.

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8.14 CONTRACTOR CERTIFICATIONS

Texas Family Code Child Support Certification. By signature hereon, Contractor certifies as follows: "Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate."

Sales Tax Certification. By signing the Agreement, Contractor certifies as follows: "Under Section 2156.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Franchise Tax Certification. By signing the Agreement, Contractor, a corporate or limited liability company, certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University's option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.0561, Texas Government Code, Contractor agrees that any payments owing to the University under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

IN WITNESS WHEREOF, the parties have executed this Agreement in the year and on the day first above written.

Stephen F. Austin State University

By Baker Patillo
Signature

Dr. Baker Patillo, President
Printed Name/Title

9/3/11
Date Signed

Stag Leap Retreat & Country Inn

By Mattie Collins
Signature

MATTIE COLLINS
Printed Name/Title

10/3/11
Date Signed

007-04-2011 TUE 09:27 AM Procurement and Property

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Stephen F. Austin State University
EXHIBIT AStag Leap Retreat & Country Inn
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1. Number of Rooms: **9**
2. Number of Floors: **1**
3. Distance to SFA (North Street at Vista Drive): **10 Miles**
4. Distance to Downtown: **8.5 Miles**
5. Distance to A. L. Mangham Airport: **6 miles**
6. Sleeping Room Door Entrance (circle one): **Both Inside and Outside**
7. Web-Site: **Stagleap.com**

B. Describe Your Cancellation Policy

Must cancel at least two (2) weeks in advance or if the cabin can be rented out at the last minute, nothing is owed. Otherwise, the first night is paid.

C. Provide licensing information or documentation describing compliance with ADA requirements (check one):

No, I am not licensed by TDLR; see attached documentation describing compliance with ADA requirements.

D. Room options and Guaranteed Rates for University Clients.

It is not required that the hotel hold any room inventory for the University. The approved rates are based on availability, meaning first-come, first-served.

ROOM DESCRIPTION: Two night minimum; Antlers			
<input checked="" type="checkbox"/> Ask About Possible Lower Rates	STANDARD RACK RATE PER NIGHT	SFA RATE PER NIGHT	RATE PER EACH ADDITIONAL PERSON
SINGLE OCCUPANCY RATE	\$175.00 For 2	\$175.00 For 2	\$15.00
DOUBLE OCCUPANCY RATE	\$176.00	\$176.00	\$15.00

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EXHIBIT A

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ROOM DESCRIPTION: Two night minimum; Stag Leap Guest House. Buck Head, Doe Stowey, Deer Haven (if multiple days)			
<input checked="" type="checkbox"/> Ask About Possible Lower Rates	STANDARD RACK RATE PER NIGHT	SFA RATE PER NIGHT	RATE PER EACH ADDITIONAL PERSON
SINGLE OCCUPANCY RATE	\$130.00	\$130.00	\$15.00
DOUBLE OCCUPANCY RATE	\$130.00	\$130.00	

ROOM DESCRIPTION: Two night minimum; Creek Cabin			
<input checked="" type="checkbox"/> Ask About Possible Lower Rates	STANDARD RACK RATE PER NIGHT	SFA RATE PER NIGHT	RATE PER EACH ADDITIONAL PERSON
SINGLE OCCUPANCY RATE	\$110.00	\$110.00	\$15.00
DOUBLE OCCUPANCY RATE	\$110.00	\$110.00	\$15.00

E. Do you provide any type of banquet services?

No

F. Describe all available meeting rooms

MEETING ROOM NAME/DESCRIPTION: Antlers	
ROOM SIZE	ROOM CAPACITY
24' x 30'	15

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EXHIBIT BStag Leap Retreat & Country Inn
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This information will be posted on the University Purchasing Department web-site.

AMENITIES		
1a	Handicapped parking available	YES
	Accessible Route provided	YES
	o from parking lot to lobby	
	o from lobby to accessible guest rooms	YES
1b	o from accessible guest rooms to common areas	YES
	o from lobby to public transportation stops	YES
	o accessible routes free of objects that might pose a hazard to people who are blind or visually impaired	YES
	Building Entrances and Lobby	YES
	o lobby doors that can be opened with a closed fist	
1c	o at least one lobby entrance is 32" wide or more	YES
	o at least one section of registration counter has area not more than 36" high to allow persons in wheelchairs to fill out forms	YES
	Signage	
1d	o Braille signage provided at all guest rooms	NO
	o Braille signage provided at all public rooms	NO
	Accessible Guest Rooms	YES
	o accessible guest rooms available	
	o doors to accessible guest rooms at least 32" wide	YES
1e	o doors to accessible guest rooms can be opened with a closed fist	YES
	o accessible guest rooms near elevators, if applicable	YES
	o at least 36" clearance around bed	YES

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EXHIBIT B

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	<input type="checkbox"/> drapery, heating, cooling, and light controls within reach of someone in a wheelchair	YES
	<input type="checkbox"/> drapery, heating, cooling, and light controls can be operated with one hand without tight grasping	YES
	<input type="checkbox"/> doors to accessible bathrooms at least 32" wide	YES
	<input type="checkbox"/> accessible bathrooms have grab bars near toilet and bathtub/shower	YES
	<input type="checkbox"/> roll-in showers at least 35" by 48" in size	YES
	Communication Access in Guest Rooms	
	<input type="checkbox"/> rooms with visual fire alarms available*	YES
	<input type="checkbox"/> rooms with flashing devices for telephone calls and messages available*	YES
	<input type="checkbox"/> rooms with TTY (telephone typewriter) devices available*	YES
1f	<input type="checkbox"/> rooms with flashing doorbells and alarms clocks available*	YES
	<input type="checkbox"/> amplified telephones with volume controls available*	YES
	<input type="checkbox"/> captioned televisions available	YES
	*These communication access features may be permanently placed in certain reserved rooms or may be provided through means of a portable kit.	
	Miscellaneous	
	<input type="checkbox"/> property with more than one floor of guest rooms has accessible elevator	
	<input type="checkbox"/> if so, braille signage provided at the elevators	
1g	<input type="checkbox"/> accessible public restrooms provided	
	Partial	
	<input type="checkbox"/> If the ADA designation is followed by the word "partial," it means the property has only some of the services in that category. Please call to inquire for specifics.	

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1-	Exempt from ADA requirements-inquire with property for services provided	YES
2a	Non-smoking rooms available	YES
3	Restaurant/Coffee Shop on property - In cabin kitchens	YES
4	Complimentary continental breakfast included in rate	YES
5a	Complimentary full breakfast included in rate	
5b	Complimentary breakfast buffet included in rate	
5c	Free Parking	YES
6	Charged Parking	NO
7	Valet Parking	NO
8	Complimentary airport shuttle service provided by hotel	NO
9	For-charge airport transportation service	NO
10	Complimentary coffee	YES
11	Complimentary newspaper	NO
12	Complimentary local transportation	NO
13	Free local phone calls	YES
14	FAX machine available	NO
15	Car rental office on property	NO
16	Laundry room on property	YES
17	Dry cleaning services	NO
18	Free exercise/workout area on property	NO
19	For-charge exercise/workout area on property	NO
20	Free in-room movies	YES
21	For-charge in-room movies	NO
22	Pool - Indoor	NO
23	Pool - Outdoor	YES
24	Whirlpool	YES
25	Sauna	YES
26	Tennis court on property	YES
27	Additional amenities/services upon request	YES
28	Free exercise/workout area available OFF-property	YES

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29	Coffeemakers available	YES
30	Hair dryers in room	YES
31	Irons and ironing boards available	YES
32	Refrigerators available	YES
33	Alarm clocks in room	YES
34	Room service available	NO
35	Express check-in	YES
36	Express check-out	YES
37	No charge Internet/Dial up connections	YES
38	High speed internet in room	YES
38 a	High speed internet in business center	YES
38 b	Dial up in room	YES
38 c	Dial up in business center	YES
38 d	Copying service available	NO
39	PC/Printer available	NO
40	Parking area lighted	NO
41	Electronic room key system	NO
42	24-hour security	YES
43	Secondary lock on sliding glass doors	NO
44	Secondary lock on ground floor windows	NO
45	Safety deposit box in lobby	NO
46	Accept trained dogs-e.g., arson, seeing eye, law enforcement	YES
47	Full kitchenettes available	YES
48	Microwave in room	YES