Stephen F. Austin State University is seeking informal quotes for providing a hauling service for the Lumberjack Marching Band equipment trailer during Fall 2018 trips, with three optional year renewals. Bid must include: availability for all band trips and a contingency plan must be provided. Please provide the below pricing information and return by September 4, 2018 by email or fax. Best value evaluation will be based on the quoted price and contingency plan.

Please email quotes to galatasrs@sfasu.edu.

Award decision is anticipated September 7, 2018 after 3:00 pm.

**Rates are to be bid by the hour:**

Rate should include Fuel price base $2.50, meal and any miscellaneous charges.

Hourly Rate: $________

Escalation Rate for 3 year renewals _____%

**Bidder must be available for all trips:** (All or None, below number of trips will be similar during the optional 3 years of renewal)

September 29, 2018
McNeese University (Lake Charles, LA)
Depart: 7:00 am and Return 1:00 am

October 6, 2018
Sam Houston State University (NRG Stadium – Houston, TX)
Depart: 7:00 am and Return 11:00 pm

November 4-5, 2018 (1 overnight stay trip)
State Marching Contest (San Antonio, TX)
Depart Nov 4: 1:00 pm and Return Nov 5 late but will arrive Nov 6 at 3:00 am

**Departure address from SFA:**
William R Johnson Coliseum –Commuter Parking Lot
805 E College St, Nacogdoches TX 75965

**Trailer Information:** (Weight will be based on full truck load of band equipment)
Kentucky Moving Van
- Length: 48’-0”
- Width: 102”
- Height: 13’-6”
- 18 Wheeler 5th wheel hitch
**Contingency Plan:**
All bids are required to provide a contingency plan to meet event deadlines if the hauling vehicle or SFA trailer breaks down during any part of the trip.

**Note to Respondents:**
Vendor must arrive at departure site one hour prior to departure time for loading and boarding unless otherwise requested. Hours shown above are estimates. Payment shall be made for actual trip hours. Hauling vehicle **MUST** be white, grey or black and please note on bid.

**Insurance Requirements:**
All vendor/Contractor’s motor vehicle records will be reviewed by SFASU general counsel.

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

If policies are not written for the amounts specified below (except Worker’s 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 will 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 worker’s compensation coverage of a worker that such insurance coverage is provided by the Contractor’s policy.

Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by SFASU, the minimum insurance coverage as follows:

<table>
<thead>
<tr>
<th>TYPE OF COVERAGE</th>
<th>LIMITS OF LIABILITY</th>
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</thead>
<tbody>
<tr>
<td>1. Workers’ Compensation Coverage <strong>OR</strong></td>
<td>Employer’s Liability with $1,000,000 each occur/aggregate</td>
</tr>
<tr>
<td>2. Comprehensive General Liability</td>
<td></td>
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<tr>
<td>a. $1,000,000 each occur</td>
<td></td>
</tr>
<tr>
<td>b. $2,000,000 general aggregate</td>
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</tr>
</tbody>
</table>
c. $2,000,000 products/

3. Comprehensive Automobile Liability
   $1,000,000 combined single limit