Stephen F. Austin State University is seeking informal quotes for providing linen rental/cleaning service for 5 yearly renewals for the Department of Human Sciences - Culinary Café starting March 21, 2019. Bids must be all inclusive of all fees/charges etc. Please provide the below pricing information and return by March 13, 2019 by email or fax. Best value evaluation will be based on the quoted price, percent increase pricing per year. Please email quotes to galatasrs@sfasu.edu or fax 936-468-4282. Award decision is anticipated March 14, 2019 after 3:00 pm.

**Rates are to be bid each:**

White Tablecloths, 61X61 to 62X62 inches
60 per week/ inventory needed of 120

$______ each

Black Napkins (18 inch squares)
120 per week/ inventory needed of 240

$______ each

Weekly Service Charge, if applicable

$______ per week

Weekly Inventory Maintenance Charge, if applicable

$______ per week

Inventory Maintenance fee for napkins/tablecloths that are lost, damaged or destroyed while in the SFA inventory

$______ each

Yearly price increase on all items above for 5 yr period renewals, if applicable

_______ % pricing increase

**Note to Respondents:**
Vendor must arrive for weekly delivery service Monday – Friday from 8 am - 5 pm and notify department of scheduled service.

**Insurance Requirements:**
Since vendors will be coming on to the campus to perform weekly deliveries and pickup insurance requirements are stated below.
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:

**TYPE OF COVERAGE** | **LIMITS OF LIABILITY**
---|---
1. Workers’ Compensation Coverage **OR** Employer’s Liability with $1,000,000 each occur/aggregate
2. Comprehensive General Liability
   a. $1,000,000 each occur
   b. $2,000,000 general aggregate
   c. $2,000,000 products/
3. Comprehensive Automobile Liability
   $1,000,000 combined single limit