Request for Quotation (RFQ)

BIDS MUST BE HAND DELIVERED
TO SFASU BOOTH AT SPOT BID FAIR.
Faxed, Mailed or Emailed bids will not be considered

Company Name: ____________________________ Solicitation No.: R0064951 Furniture
Attention: ____________________________ Due Date and Time: May 8, 2018 @ 2:30 P.M.
Address: ____________________________ TIN #: ____________________________
City, State, Zip: ____________________________ Signature: ____________________________
Phone: ____________________________ Email: ____________________________

Instructions

• Any purchase resulting from this response shall be subject to the SFA’s PO Terms and Conditions and are available online via the following link: [http://www.sfasu.edu/purchasing/721.asp](http://www.sfasu.edu/purchasing/721.asp)
• Unless otherwise stated, shipping is considered to be FOB Destination, Freight Pre-paid, and Allowed.
• Responses shall be submitted on this form, and must be manually signed.
• This is not an order until awarded/confirmed by SFA Procurement & Property Services

Agency Name: Stephen F. Austin State University
Attention: Carol Fountain (Agency Contact)
Physical Address: 2124 Wilson Dr.
City, State, Zip: Nacogdoches, Texas 75962

NIGP 420-30

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Class/Item 206/72</th>
<th>Qty</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SitOnIt ‘FOCUS’ 4-Leg Side Chair w/Mesh Back &amp; Glides, w/out Arms</td>
<td>#5651.A0.FG3.G5.B1.MC2.AC</td>
<td>16</td>
<td>EA</td>
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<tr>
<td></td>
<td>Item Description</td>
<td>Quantity</td>
<td>Unit</td>
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<tr>
<td>8</td>
<td>Labor to Receive, Deliver, and Install <strong>Must be included for consideration</strong></td>
<td>1</td>
<td>SERVICE</td>
<td></td>
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</tr>
</tbody>
</table>

**SEE ADDITIONAL REQUIREMENTS ATTACHED BELOW**

Proposals must be submitted in person at the Senator West “Doing Business Texas Style Spot Bid Fair” in Irving Texas on May 8, 2018

**NO SUBSTITUTIONS**

**TOTAL:** $
GENERAL INFORMATION

1. Payment will only be made Net 30 days after installation and acceptance of furniture by SFA or receipt of invoice, whichever is later.

2. All items shall be new as specified.

3. Stephen F. Austin State University will issue a Purchase Order for all awarded items referencing and incorporating all specifications, terms and conditions herein.

4. Complete units must meet minimum State fire code requirements and Respondent shall be responsible for including all items required by Texas State law, even though items may not be included in specifications.

5. The quantities shown are based on the furniture specifications and architectural drawings. The Vendor(s) shall be responsible to confirm the final quantity of all items prior to order and installation.

6. Maintenance Instructions: For all items awarded the Vendor shall submit to the University one (1) copy of all manufacturers’ recommendations for a maintenance schedule and program including reference to the type of equipment. Included should be information needed for the removal of common stains from each type of fabric used. The instructions shall cover such data as cleaning solutions or products, special waxes or other protective finishes, methods of applications, and methods which should be avoided, etc. Instructions shall be particularly directed to fabrics, wood, and other surfaces with special finishes.

ORDER CONFIRMATIONS: For awarded items, Vendor shall

1. Confirm item description with manufacturer’s numbers – in the event there are discrepancies, Inform the University Coordinator and the Architect

2. Confirm in writing in five days that all orders have been placed – copies of orders shall be submitted to the University Coordinator and the Architect.

3. Within one month after order placement, submit to the University Coordinator an outline of the time required to receive the various items from the manufacturer, and indicate the total hours required to install, assuming all merchandise is received by Vendor.

4. If within one month after issuing a purchase order, a written acknowledgement has not been received from the factory, contact the factory and obtain a written acknowledgement.

5. Continue checking with the factory on a weekly basis until the installation of the goods. The intention of the above is to assure up-to-date information on the furniture status, thus avoiding sudden last minute revisions.

SUBSTITUTIONS

No substitutions will be considered or accepted.

PROJECT SECURITY AND SAFETY

1. The Vendor shall designate a Representative to receive all communication throughout the project from Proposal through Delivery and Installation, Final Acceptance, and Payment by Owner;

2. The Vendor shall employ a competent Supervisor, who shall be an authorized representative of the Vendor, and any necessary assistants, exclusively for the Project. The Supervisor or his/her authorized representative(s) shall be in attendance at the Project site during the progress of the Work.
3. The Vendor shall utilize an installer(s) that has been trained by a manufacturer’s representative or has completed installations similar in size and scope to that described herein. Furniture installers must have been trained by the manufacturer’s representative or have completed successful installations similar in size and scope to that described herein.

4. The Vendor(s), or Vendor’s agent, employee, subcontractor or supplier shall take all necessary precautions for the safety of, and shall provide all necessary protection to prevent damage, injury or loss to property of the Owner or its customers. The same shall comply with all reasonable rules and regulations established by the Owner for the security and safeguarding of the property of the Owner and its customers.

5. The Vendor(s) at all times shall keep the premises free from accumulation of waste materials or rubbish caused by Vendor’s operations. Stored tools and materials shall be kept in a neat manner in an area designated for storage. At the completion of the Work, Vendor shall remove all waste material and rubbish from and about the project as well as all of Vendor’s tools, construction, equipment, machinery and surplus materials, and shall clean all glass surfaces and leave the work in a neat and polished home-clean condition, except as otherwise specified.

COORDINATORS

1. The Vendor shall designate a Project Coordinator to receive all communication throughout the project from bid through delivery and installation, final acceptance, and payment by Owner.

2. The Vendor shall assign a competent Delivery Coordinator, who shall be an authorized representative of the Vendor, and any necessary assistants, exclusively for the Project. The Delivery Coordinator shall be on-site at the Project site during delivery, set-up and clean-up. The Project Coordinator may act as the Delivery Coordinator.

3. The University will designate a University Coordinator who will communicate with all Vendors from award through delivery, installation and final acceptance by Owner.

1.11 RECEIVING, STORAGE, DELIVERY OF SHIPMENT, AND PLACEMENT

The Vendor shall be responsible to/for the following:

1. Provide warehousing for furniture until installed; items may not be stored on SFA property, unless approved by Owner for direct delivery from the manufacturer to the site

2. Unloading of all furniture deliveries

3. Verify all items for conformity with the Purchase Order

4. Examine merchandise on delivery and notify the University Coordinator and Architect of damage. Damaged items that can be repaired in a manner acceptable to the Architect may be installed. Replace damaged items where repairs are not acceptable. Notify University Coordinator and Architect immediately when replacement will delay the installation schedule

5. Meet immediately with the Owner and/or Architect to establish guidelines for extent of damage which shall be considered repairable or non-repairable

6. Secure repairs to items deemed repairable at any approved repair firm

7. Tagging: The identification code schedule and coded drawings for furniture identify each item’s final location (See Exhibit E, Furniture Specifications). Tag furniture prior to delivery in a manner permitting easy tag removal without damaging finishes and in locations that are easily seen and read

8. Provide and maintain in force proper insurance in accordance with the “Insurance Requirements” outlined in Section 1.15
9. Place each item in the STEM Building according to its tag and the Drawings; remove all ties, tape, packing material, and manufacturer’s tags from each item.

10. Service all items as follows:
   a) level each item
   b) assemble items where applicable
   c) adjust all chairs to normal seat height
   d) wipe each item clean

11. Remove all debris, wrappings and packing materials from the premises at the end of each day’s work.

12. A tagged delivery; deliveries shall occur as scheduled by the Owner.

13. Coordination with the Owner on elevator availability, and if necessary coordination with other contractors who may be installing new furniture or moving existing furniture.

14. Place copy of coded room floor plan on each corridor side of door frame.

15. Protect all surfaces during placement including, but not limited to floors, carpet, walls, door frames, etc. Should any damage occur, the Owner shall be notified immediately. The Vendor shall be responsible to pay for all repairs.

INSTALLATION SCHEDULE

1. The estimated schedule of building occupancy for the project shall begin July 1, 2018. Furniture installation shall begin immediately thereafter, as scheduled by University Coordinator.

2. Should there be any change in construction, reasonable advance notice will be given by the University Coordinator to each Vendor awarded a Purchase Order, so that Vendor can adjust shipment(s) accordingly. Vendor shall be responsible to confirm phase construction completion date with the Owner prior to ordering the related furnishings.

3. Delays are not expected; however, if the installation date should be delayed, Vendor agrees to suitably store and protect all materials at no additional cost to Owner for a period up to forty-five (45) calendar days.

4. Vendor(s) shall complete installation by July 20, 2018, or as otherwise re-scheduled by Owner.

LIQUIDATED DAMAGES

All work is to be completed by July 20, 2018 or as otherwise re-scheduled by the University. Failure to complete work (including clean-up) by July 20, 2018 or as otherwise re-scheduled shall be deemed as a breach of contract. Liquidated damages in the amount of $500.00 per calendar day will be assessed, not as a penalty, but as liquidated damages for such breach of contract.

GUARANTEE

In addition to the guarantees by the manufacturer of each item specified, the Vendor shall also guarantee the specified items to be in accordance with all requirements of the specifications and agrees upon written notice from the Owner, to make such changes, replacement, or corrections which may be required to make good all defects or aberrations in the specified items under their intended use with proper care within 12 months after acceptance or installation unless a longer period is specified in the detailed specifications for individual items.

INSURANCE REQUIREMENTS

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>
</tr>
</thead>
<tbody>
<tr>
<td>1. Workers’ Compensation Coverage OR Employer’s Liability with $1,000,000 each occur/aggregate</td>
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<tr>
<td>2. Comprehensive General Liability</td>
<td></td>
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<tr>
<td>a. $1,000,000 each occur</td>
<td></td>
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<tr>
<td>b. $2,000,000 general aggregate</td>
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<tr>
<td>c. $2,000,000 products/</td>
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<tr>
<td>3. Comprehensive Automobile Liability</td>
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<tr>
<td>$1,000,000 combined single limit</td>
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</table>

SFA TERMS AND CONDITIONS
Purchase Orders will be issued in accordance with additional terms and conditions listed on the university website. [http://www.sfasu.edu/purchasing/721.asp](http://www.sfasu.edu/purchasing/721.asp)