Stephen F. Austin State University is seeking informal quotes for providing charter services to Birmingham, AL for the 2019 SLC Indoor Track & Field Championships during February 22-25, 2019. Please provide the below pricing information and return by February 8, 2019 by email or fax. Best value will be based on the quoted price and contingency plan.

Please email quotes to lbianco@sfasu.edu.

Award decision is anticipated February 11, 2019 after 3:00pm.

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

(2) 56 passenger buses required  
Rate should include Fuel price, meal, lodging and any miscellaneous charges

**Bidder must be available for going and coming from Birmingham, AL**

Departure address from SFA:  
William R. Johnson Coliseum- Commuter Parking Lot  
805 E College St. Nacogdoches TX 75965

**Contingency Plan:**  
All bids are required to have a contingency plan to meet event deadlines if the bus 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.

**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:

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<th>TYPE OF COVERAGE</th>
<th>LIMITS OF LIABILITY</th>
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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