

Stephen F. Austin State University is seeking informal bids for cleaning services for carpet, drapes, upholstery and other related items.

The Term of the Agreement shall be from date of award through August 31, 2021. The University reserves the right to renew the agreement for one (1) additional one (1) year period (September – August), under the designated term and conditions at an escalation rate not to exceed that quoted herein.

Pricing –

Because the majority of services will include carpet cleaning by hot water extraction plus Teflon application, evaluation to be based on 112,000 square feet of carpet cleaning pricing per square foot. Historical average over the last few years has been 112,000 square foot of carpet cleaned with hot water rotary extraction with Teflon application.

	UNIT RATE	EXTENSION
Carpet cleaning hot water rotary extraction with Teflon application	_____ sq. ft.	\$ _____
Escalation Rate, only allowed upon the anniversary date of the agreement	_____ %	
Additional Services – Please list any additional types of carpet, drapery and upholstery cleaning services offered and associated pricing:		

Requirements -

-Vendor must be able to provide service within a maximum time limit of 1 hour upon notification by the department. This response time will not be required in all cases, only when circumstances require, and then the department requests such response time.

- When requested, drapes are to be cleaned on location with industry-approved methods. Dry cleaning is preferred, but the vendor may recommend other industry approved cleaning methods.

-SFA guarantees no minimum or maximum amount of work to be performed. Vendor will bill only for actual services provided.

-For any type of carpet, drapery or upholstery cleaning/treatment services may include but not limited to:

-Stain removal, cleaning, gum removal, dyeing services, Teflon application, rotary extraction, hot water extraction, dehumidifying services, fan rental, deodorizing carpet, etc.

-Upholstery may include, but not be limited to draperies, fabric covered furniture, etc. Carpet may be glued down, stretched or tiled.

-Cleaning services may include moving furniture.

-Normal service hours shall be Monday-Friday, 8:00AM - 5:00PM. Some services may be required after normal business hours and on weekends.

-Insurance - Vendor shall currently have and agree to maintain in force at all times during the term of agreement, with an insurance carrier acceptable to the University the following insurance coverage. Work shall not commence until insurance has been filed, reviewed and accepted by the Owner.

TYPE OF COVERAGE	LIMITS OF LIABILITY
Worker's Compensation	Statutory
Employer's Liability	\$500,000 each occur/aggregate
Comprehensive General Liability	
a. Bodily Injury	\$1,000,000 each occur
b. Property Damage	\$1,000,000/2,000,000 each occur/aggregate
Comprehensive Automobile Liability	
a. Bodily Injury	\$1,000,000 each person, each occur
b. Property Damage	\$1,000,000 each occur

The furnishing of the above workers compensation insurance includes the responsibility of the Vendor to provide coverage of every worker either under the Vendor's policy or under the policy provided by a subcontractor. The Vendor's policy shall provide that, in the event that a subcontractor's policy fails to provide workers compensation coverage of a worker, that such insurance coverage is provided by the Vendor's policy. These coverages and limits are to be considered minimum requirements under this Agreement and shall in no way limit the liability or obligation of the Vendor under this Agreement. . This insurance shall provide for notification to the University thirty (30) days prior to termination or restrictive amendment.

-Safety

Safe working conditions must be maintained on and around all work sites at all times. Barricades and other protective devices are to be used as necessary to prevent injury to persons and/or property. All reasonable precautions are to be utilized. The Vendor shall protect all adjacent work, plantings, etc. and make good any damage at his own expense.