

Stephen F. Austin State University is seeking informal quotes for providing cleaning services, alterations, and garment repair services for SFA's University Police Department (UPD) employee uniforms in accordance with the specifications listed below.

Best value evaluation will be based on low bid for the estimated quantities for lines 1, 2, and 3, and the ability to provide the Required Services listed below. Pricing or price ranges for alterations must be listed.

**Please provide the below pricing and information by return email or fax.
Award decision is anticipated 08/30/2019.**

This is an "ALL OR NONE BID". The quantities shown are an estimate for evaluation purposes only. The University guarantees no minimum or maximum purchases for the stated period.

TERM OF SERVICE

The Term of the Agreement shall be from September 1, 2019 through August 31, 2020.

The University reserves the right to renew the contract for (3) three additional (1) one year periods. Renewal rates shall not exceed the escalation rate quoted herein.

Escalation will be allowed only upon annual the renewal date of September 1st of each year.

SPECIFICATIONS

- a) Contractor shall determine the most appropriate cleaning method for each piece of the uniform. All cleaning is to be performed in a manner consistent with best industry practices. The University shall be the sole judge if whether cleaned and delivered uniforms are acceptable and presentable.
- b) Contractor shall clearly identify any garments that had soiling that could not be cleaned using best industry standard practices.
- c) Contractor shall provide alterations and repairs upon request. Alterations and repairs shall include, but not be limited to, button replacement, zipper repair/replacement, minor mending on a weekly basis only if they are tagged by the customer. The contractor shall identify any untagged alterations or repairs that may have been overlooked by the customer.
- d) All uniforms shall be cleaned and pressed weekly, and returned hung, not folded.
- e) Uniforms for each employee may include single or a multiple combination of uniform pieces. It is the responsibility of the contractor to return garments bundled separately and clearly labeled by each employees' name.
- f) All Garments shall remain the property of the University. If garments are lost or damaged by the cleaning process, the contractor shall reimburse the University the replacement cost for a new garment(s).
- g) Contractor shall perform a weekly inventory by employee of all garments that are picked up and delivered. The contractor shall document this count, obtain a signature and leave a copy of the record with the University's representative.
- h) Contractor shall provide pick-up and delivery service. Contractor shall deliver clean uniforms and pick up soiled uniforms 3 times per week at the University Police building on East College Street. All pick-ups and delivery are to be coordinated with UPD contact Karen Moore, 936-468-2252.

UNIFORM CLEANING

UPD Uniforms			UNIT PRICE	EXTENDED PRICE
1. Laundered	Approx.	2400 Pants	\$ _____	\$ _____
2. Laundered	Approx.	2400 Shirts	\$ _____	\$ _____
3. Laundered	Approx.	50 Jackets	\$ _____	\$ _____

Alteration and Repair Price (Price Range) Schedule:

Button replacement	\$ _____
Zipper repair	\$ _____
Pocket/Patch repair	\$ _____
Tears/Rips/Worn through - Sewn	\$ _____
Tears/Rips/Worn through – Patch	\$ _____
Zipper replacement	\$ _____
Pants/Shorts alterations (taking in, letting out)	\$ _____
Shirt alterations (taking in, letting out)	\$ _____
Pants hemming	\$ _____
Shirt hemming	\$ _____

Required Services:

- Pick Up/Delivery service 3 times a week (M-W-F) please check YES _____ NO _____
- Collection Bins supplied to SFA by contractor please check YES _____ NO _____
- Garments inspected individually please check YES _____ NO _____
- Repairs/alterations return time less than 1 week please check YES _____ NO _____

Maximum Escalation Rate _____ % per year

Pricing proposed herein shall represent all costs to the University and shall be firm for the term of the Contract. No “hidden” charges, service charges, set-up charges, environmental charges, etc. shall be acceptable.

TERMINATION

The University reserves the right to cancel this contract upon thirty (30) days’ notice should the quality of services rendered ever fall below levels deemed acceptable by the University. Notwithstanding anything to the contrary, SFA reserves the right to cancel immediately due to non-performance or as specified. Upon said termination, contractor shall be paid for all services satisfactorily rendered to the date of said termination in accordance with this Agreement. The University shall be the sole judge of the acceptability of services provided hereunder.