

Southern Arkansas University Tech
Purchasing Office
PO Box 3499, Camden, Arkansas 71711

REQUEST FOR PROPOSAL
SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	SAUT/21_22/04	Solicitation Issued:	Apr 18, 2022
Description:	Laundry Services		
Agency:	Southern Arkansas University Tech (SAU Tech)		

SUBMISSION DEADLINE			
Bid Opening Date:	May 2, 2022	Bid Opening Time:	2:00 pm, CT
<p>Deliver sealed bids for this Request for Proposals to the SAU Tech Purchasing Office on or before the submission deadline. Bids received after the submission deadline will be rejected as untimely.</p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address and Bid Opening Location:	<p>Southern Arkansas University Tech Purchasing Office 6251 Hussey Road, Camden, AR 71701</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to SAU Tech's street address on a schedule determined by each provider. These providers will deliver to SAU Tech based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.</p>
Bid's Outer Packaging:	<p>Seal outer packaging and properly mark with the following information. If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes.</p> <ul style="list-style-type: none"> • Bid Number • Date and time of bid opening • Prospective Contractor's name and return address

SAU TECH CONTACT INFORMATION			
SAUT Buyer	Angela Fry	Phone Number:	870-574-4523
Email Address:	afry@sautech.edu	SAUT Website:	https://www.sautech.edu/invitation-to-bid/

**RFP SAUT/21_22/04
Request for Proposal
Laundry Services Contract**

INTRODUCTION

This RFP is issued by Southern Arkansas University Tech (SAU Tech), by the Purchasing Department to obtain proposals to provide contracted laundry services for Residential Hall sites.

GENERAL

A contract will be generated for a term **of one year from the date of award** with an option to renew for **six renewals**. Prices for services will be frozen for a period of three years at amounts proposed and agreed to in said contracts for the term of the contracts. Exceptions will be noted.

Direct all questions, comments, or concerns to Angela Fry, SAU Tech, Telephone 870-574-4523, or e-mail afry@sautech.edu.

The bid opening will be in the SAU Tech Purchasing Office at the date and time specified on page one of this solicitation document. Any proposals received after the scheduled opening date and time will be immediately disqualified. **Telephone, email, and/or FAX responses to this bid will not be accepted.**

Proposal openings will be open to any interested proposing party and to the public. However, openings will serve only to open, read and record the receipt of each proposal. No discussion will be entered into with any vendor as to quality or provisions.

Award will be made to the lowest responsible, responsive bidder, acceptable to SAU Tech, whose proposal is judged to be the most effective and economical for the purpose intended, according to the requirements stated in this Bid. Bidders will be notified by email and the award will be posted on the SAU Tech website.

SELECTION CRITERIA

SAU Tech will use the following selection criteria to select a company for the contract. The selection criteria are based on a 100 point evaluation:

Criteria	Points on 100 Point Basis
Pricing	40 points
Ability and experience in performing the required service	25 points
References	20 points
Complete Proposal	15 points

ANTICIPATION TO AWARD

Once an anticipated successful vendor has been determined, the anticipated award will be posted on the SAU Tech website for at least 3 days prior to the issuance of a contract. SAU Tech shall have the right to waive the policy of the Anticipation to Award when it is in the best interest of the college.

COSTS FOR PROPOSAL PREPARATION

The Contractor must bear all costs associated with the preparation of the proposal and of any oral presentation requested by Southern Arkansas University Tech. The College will not provide compensation to the Contractor for any expenses incurred.

NON-DISCRIMINATION

Southern Arkansas University Tech does not discriminate against any entity, company, employee, applicant for employment or any person participating in any aspect of any project on the basis of race, creed, color, national origin, religion, sex, age, or physical or mental disability.

MINORITY BUSINESS POLICY

The State of Arkansas encourages all minority businesses to compete for, win and receive contracts for goods, services and construction. The state also encourages all companies to sub-contract portions and any state contract to minority business enterprises.

PROPRIETARY INFORMATION

The College considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and, therefore; shall be subject to public disclosure. SAU Tech will disclose any portion of the proposal to the members of the evaluation team and other necessary staff prior to the contract award. The College retains the right to disclose the name of the successful applicant(s), the amount of the contract, and any information in the proposal that is pertinent to the selection of the Contractor.

TERM, RENEWAL, TERMINATION

The required services are to commence no later than a date to be agreed upon by the College and the Contractor. The term of this contract will be for a period of one (1) year from the date of award. Subject to mutual written agreement by both the Contractor and the College, this contract may be renewed on an annual fiscal year basis thereafter not to exceed an aggregate total of six (6) renewals.

The College agrees to give the Contractor, on or before the renewal date of each year, written notice of the College's intention to renew the contract. The contract may be cancelled by either party, for cause, with 60-day written notification.

Upon termination of the contract, the Contractor shall vacate all occupied parts of the College premises in the same condition as made available to the Contractor, reasonable wear and tear, fire and other casualty loss excepted. The College may terminate this contract for breach/neglect as determined by the College when considering such items as failure to maintain and enforce required standards of sanitation, failure to maintain proper insurance coverage as outlined in the contract, failure to provide periodic information/statements, or failure to maintain quality of service at a level satisfactory to the College.

In the event that the Contractor is not able to perform under this contract due to events beyond the reasonable control of the Contractor (i.e., strike, labor or material shortage, fire, flood, or other

casualties or Acts of God), the College may, at its option, terminate this contract and assume control of the facilities.

TERMS AND CONDITIONS

By submitting a proposal, the Contractor agrees to be governed by the terms and conditions set forth in this document. Any proposal containing variations from terms and conditions set forth herein which are determined to be unacceptable to the College may result in the disqualification of your proposal. Examples include, but are not limited to, indemnification statements, subjugation to the laws of another state, and limitations on remedies. All provisions of this Request for Proposal and the successful Contractor's proposal provide the specifications for and obligations of both parties for the dining services operation. A contract agreement to be executed by all duly authorized representatives, this RFP, and the successful Contractor's proposal will constitute the awarded contract.

The Standard Terms and Conditions and the particular conditions and requirements of this RFP shall govern any contract issued as a result of this RFP.

CAUTIONS TO BIDDERS

Proposals must be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Corporations must indicate place and date of incorporation.

Proposals are to be prepared simply and in a manner designed to provide Southern Arkansas University Tech with a straightforward and concise presentation of the Contractor's ability to satisfy the requirements of this RFP. Emphasis should be on completeness, clarity of content and responsiveness to the RFP requirements. Elaborate brochures and other promotional materials are not required but will be allowed.

Proposals must include all applicable requested information and meet all specification requirements. If significant errors are found in the proposal, or if the proposal fails materially to conform to the requirements of the RFP, the proposal will be rejected.

Contractors are encouraged to submit any additional information or comments they wish considered. This additional information should be included as a separate appendix to the proposal.

STATE MANDATORY REQUIREMENTS

CERTIFICATION OF ILLEGAL IMMIGRANTS

Pursuant to Act 157 of 2007, the successful proposer must certify prior to award of the contract that they do not employ or contract with any illegal immigrants.

EQUAL OPPORTUNITY POLICY

Act 215 (SB#1123) of 2005 requires that each entity or person interested in contracting with the State must include with its proposal response a copy of the company's EQUAL OPPORTUNITY POLICY.

RESTRICTION OF BOYCOTT OF ISRAEL

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

DISCLOSURE OF CONTRACTS OVER \$10,000 – GOVERNOR’S EXECUTIVE ORDER 98-04

No contract for commodities or services greater than \$10,000, and no discretionary grant greater than \$10,000 shall be awarded, extended, amended or renewed by an agency to any bidder who has not complied with Governor’s Executive Order 98-04, as required in this proposal (see Attachments, Section 21).

Failure to make any disclosure required by Governor’s Executive Order 98-04, or the violation of any rule, regulation, or policy adopted pursuant to the Order, shall be a material breach of the terms of this RFP. Any bidder who fails to make the required disclosure, or who violates any rule, regulation, or policy, shall be subject to all legal remedies available to the agency.

CONDITIONS AND TERMS OF PROPOSAL

If the proposing party submits standard terms and conditions with the proposal, and if any of those terms and conditions are in conflict with the laws of the State of Arkansas, the state laws shall govern. Standard terms and conditions submitted may need to be altered to adequately reflect all of the conditions of this request, the bidder’s responses, and Arkansas State Law.

INDEMNIFICATION

Contractor shall indemnify, defend and hold harmless Southern Arkansas University Tech, its officers, agents and employees from and against any claims, damages, expenses, including an amount equal to reasonable attorney’s fees or liabilities arising out of or in any way connected with this contract including, without limitation, claims, damages, expenses, or liabilities for loss or damage to any property, or for death or injury to any person or persons in proportion to the extent that such claims, damages, expenses, or liabilities arise from the negligence or willful acts or omissions of Contractor, its officers, agents, or employees.

VENUE

The laws of the State of Arkansas shall govern in connection with the formation, performance and the legal enforcement of any resulting contract.

EQUAL EMPLOYMENT OPPORTUNITY

In performance of this Agreement, Contractor agrees as follows:

- a. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability or national origin. Contractor agrees to post in conspicuous places available to employees and applicants for employment such notices concerning Equal Employment Opportunity as may be required by Federal, State or local law, rule or regulation.
- b. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability or national origin.

INSURANCE

The Contractor shall maintain as a direct cost of operation the following insurance coverage naming **The Board of Trustees of Southern Arkansas University Tech acting for and on behalf of Southern Arkansas University Tech** as the certificate holder and will obtain and deliver to the College certificates from its insurers evidencing said insurance coverage, while performing services hereunder:

- A. Worker's Compensation as required by law, Employees Liability \$1,000,000
- B. General Liability (including products liability) with limits of not less than \$500,000 for injury or death to any one person; \$1,000,000 for injury or deaths of two or more persons in any one occurrence; and property damage with a limit of not less than \$500,000 for each accident.
- C. Unemployment insurance and all other insurance required by Arkansas law for the benefit of the company.
- D. Vehicle Liability Insurance with limits of not less than \$500,000 each occurrence
And as prescribed by Arkansas State law.

In the event that the Contractor shall fail to maintain and keep in force the above required coverage, the College shall have the right to cancel and terminate the contract immediately and without notice.

LAWS, LICENSES & TAXES

The Contractor shall comply with all laws and regulations applicable to its service operation hereunder.

The Contractor shall obtain licenses or permits necessary for the operation of washer and dryer services on the premises as a direct cost of operation.

The Contractor shall inform the College of the result of any inspections and certifications. All certificates shall be posted at all sites. All current county and state inspection reports will be posted at all sites.

The Contractor shall display all licenses, permits, health certifications and current health inspection reports at each site. Without additional expense to the College the Contractor shall be liable for and pay all applicable federal, state, and local taxes and shall comply with all local laws, ordinances and regulations and shall obtain and pay for all permits and licenses, unless otherwise specified.

INDEPENDENT CONTRACTOR AND PRICE DETERMINATION

The Contractor is an independent contractor and shall not be deemed for any purpose to be an employee or agent of the College.

The Contractor certifies by entering into and signing a contract with the College that neither it nor its principals is presently debarred, declared ineligible, or voluntarily excluded from participation in this transaction by any State department or agency.

A proposal will not be considered for award if it was not arrived at independently without collusion, consultation, communication or agreement as to any matter relating to pricing with any other

proposing party or with a competitor. In addition, the proposing party is prohibited from submitting multiple proposals in a different form; i.e., as prime proposing party and as a subcontractor to another prime proposing party.

NEGOTIATION OF CONTRACT

Any contract(s) that may result from this RFP process will be the result of negotiation between the contractor submitting the successful proposal and the College.

SUBMISSION REQUIREMENTS CHECKLIST AND FORMAT

Submittals from contractors will not be evaluated unless SAU Tech receives a submittal letter and supporting data which shall include the following list of items and in this order. Submittals are prepared at the firm's expense and upon submission become the property of SAU Tech and therefore become a matter of public record once the successful firm has been chosen and contract awarded. Proposals shall be delivered in a sealed envelope clearly marked with the RFP SAUT/21-22/04.

To be included in the submission in this order:

1. Cover letter of no more than two pages that includes a written summary of why your firm would provide excellent service to SAU Tech.
2. Owner's name, company name, address, phone, fax, and email.
3. Pricing as requested in Appendix 1 for the service contract being bid. Please refer to the proposal requirements in Appendix 1 in your submission.
4. Insurance company name, address, phone, fax, and email.
5. Proof of General Liability and Workers Compensation. Appropriate limits for insurance are listed in the insurance section of this RFP.
6. Organizational chart including principals and individual responsible for work.
7. Three references for whom the firm has performed related work for in the last three years.
8. Sample Contract.
9. Illegal Immigration Statement.
10. EO Policy Statement.
11. Restriction of Boycott of Israel Statement.

Summary of RFP Dates:

- **April 18, 2022** RFP Packets Available
- **May 2, 2022** RFP Proposal Submission Deadline, 2:00pm
- **May 9, 2022** Award of Contract and Notification

APPENDIX 1

LOCATIONS, SCOPE OF WORK AND REQUIREMENTS FOR LAUNDRY SERVICES AND LAUNDRY EQUIPMENT

1. Provide laundry equipment—washers and dryers—at all housing sites and in quantities listed in table below.

Housing Facility Name	Quantities of Machines
Rocket, Athletic, Blue and Gold Housing Complex	Washers-6 top load Dryers- 6 Gas or Electric
D Dorm (Fire Dorm)	Washers-3 top load Dryers-3 Gas or Electric

2. Perform all necessary cleaning, maintenance and repairs of all laundry machines in a timely manner. Repairs should be made within 24 hours of call for service.
3. Perform inspections and insure proper and safe hook-up and operation of appliances.
4. Provide each site with signage regarding contract information for assistance or appliances.
5. Monthly or more often as necessary, collection of coin box revenues in a secure manner.
6. Maintain following rates per load:
 - \$1.25 top load washer
 - \$1.25 dryer service
7. Monthly payment to SAU Tech for collected revenue under the conditions agreed upon between contractor and SAU Tech
8. Terms of contract will be such SAU Tech can terminate with 60 days written notice.