

Salisbury University

REQUEST FOR QUOTATION / QUOTE RESPONSE

Issued By: Cathy Horn Salisbury University Procurement Department 1101 Camden Avenue Salisbury, MD 21801 General Procurement email: SUProcurement@salisbury.edu Name: Cathy Horn Email: cjhorn@salisbury.edu	RFQ Number: SU 27-007-AUX Temporary Staffing Date Issued: 6/1/2026 Due Date and Time: 6/15/2026 by 8:00 a.m. e.s.t via Bid Locker Proposals will only be accepted via Equity Hub's Bid Locker secure online bid submission service. No physical copies or emails accepted. You can sign up for Equity Hubs Bid Locker for free. Click here for details.
To: Offeror to complete Contractor name _____ Address _____ _____ Contact: _____ Email: _____ MD Certified MBE? Yes__No__ MD Small Business Reserve? Yes__No__	Payment Terms: Net 30 days https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/procurement/terms-and-conditions.aspx

Enter hereon your quotation for the items specified below. The University shall not pay any expenses incurred in the preparation or submission of any quotation. The University reserves the right to accept any or all items of any quotation, in whole or in part and to reject any or all quotations.

Salisbury University ("SU") is currently accepting quotes for Temporary Staffing needs Complete Specifications are attached.

Salisbury University is accepting quotes for temporary staffing needs as outlined below.
 The University cannot guarantee any volume to the successful contractors.
 This will have multiple awardees.

Interested firms should quote using the provided Pricing Sheet and submitting via Bid Locker. If unable to provide specified position, please enter 0.

The undersigned agrees to furnish any and all items for which prices are offered at the price set opposite each item, in compliance with the specifications, terms and conditions of this Request For Quotation, delivered to the destination point(s) and within the time specified. The undersigned certifies that the firm submitting this quotation is not debarred from participating in contracts in the State of Maryland or excluded from federal contract awards.

TO BE COMPLETED BY THE QUOTER	
SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	DATE OF QUOTATION
SIGNER'S PRINTED NAME AND TITLE	TELEPHONE No. FAX No.

Request For Quotation Terms and Conditions

1. QUOTATION: Quotations must be submitted on this form and sent via Equity Hubs Bid Locker. No emails, faxes, physical copies or electronic submissions other than Bid Locker will be accepted. The unit price shall be considered as the price bid. Separate unit prices shall be submitted for each item; extensions shall be indicated where applicable and total quoted price shown when requested. Offerors may modify or withdraw quotes by submitting a written modification or withdrawal that is received prior to the time and date set for quotation due date and time. Prices quoted must be valid for 90 days unless otherwise stated in the instructions or specifications. The quotation requested by the University is for an item or items, the purchase of which shall be made by written contract in the form of a University Purchase Order.

2. RESERVATIONS OF RIGHTS: This solicitation implies no obligation on the part of the University. The University reserves the right to increase or decrease the quantities of any materials, equipment, or supplies. The University reserves the right to accept or reject any and all quotes in whole or in part. Award will be made to the most favorable quoted price or the most favorable evaluated quote price, whichever is applicable. If the latter basis is used the objectively measurable criteria to be used shall be set forth in the Request for Quotation. The University reserves the right to award on an item by item basis, by groups of items or by total bid.

3. SPECIFICATIONS: All materials, equipment, or supplies shall conform to Federal and State laws and regulations and to the specifications contained in the solicitation. Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition.

The offeror may offer any brand which meets or exceeds the specification for any item(s). If quotes are based on equivalent products, indicate on the solicitation the manufacturer's names, trade names, brand names, etc. Offeror shall submit with the quote, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous quote shall not satisfy this provision. The offeror shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered as an exception thereto. The University reserves the right to determine acceptance of item(s) as an approved equivalent. Quotes which do not comply with these requirements are subject to rejection. Quotes lacking any written indication of intent to offer an alternate brand shall be received by the University and considered as quotes offering the item(s) specified by the University.

Unless otherwise specified herein by the University, all materials are to be new and of first quality.

4. SAMPLES: The University reserves the right to request and be furnished samples at no expense to the University, prior to or after the award, for the purpose of quality and specification evaluation. Samples shall be returned, upon request, at the Contractor's expense. The University does not guarantee that samples will be in the same condition as when submitted.

5. SHIPPING and DELIVERY: All shipments shall be made F.O.B. Destination. Quotes that do not include shipping terms of F.O.B. Destination maybe considered unacceptable and may be rejected. Time is of the essence. Be specific when quoting proposed delivery. Delivery may be a factor considered in making the award.

6. TERMS AND CONDITIONS FOR PURCHASE ORDERS: The Terms and Conditions for Purchase Orders, as found on the Salisbury University website at <https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/procurement/terms-and-conditions.aspx> apply to all purchase orders awarded as a result of this RFQ.

A. PERFORMANCE REQUIREMENTS

The Contractor will provide personnel only as requested by the department. To be considered as a contractor for SU, the following service level requirements and conditions must be met:

1. Must provide initial screening and a federal background check of temporary personnel with results provided as requested.
2. University department shall, upon request, interview the candidate via phone interview and/or resume review to determine qualifications for the requested position. For long-term positions, there will be a three-day window in which to provide resumes for review. They will be reviewed by the requesting department and/or H.R.
 - Successful contractors will be responsible for thoroughly screening candidate(s) to determine skill levels. Reference checks must be made to establish expertise and prior task duties.
 - A personal/telephone interview may be required.
4. The University will have a grace period of four (4) hours in which to notify the contractor of performance of unsatisfactory service. No invoice may be submitted to SU for such time worked. At any time during the assigned work period the department may elect to terminate the services of the selected temporary employee. This situation shall be remedied by having a qualified replacement employee sent, no later than the next business day, or that the Contractor advise the user that the assignment cannot be filled.
5. Contractor must have one individual, with one alternate assigned specifically for personal contact and selection of temporary personnel for the contract. These individuals must be able to work with the departments to assess their requirements and if the contract can be utilized. In addition, these individuals must be able to confirm that the work order has been filled and provide verification of employee's arrival and client satisfaction.
6. Contractor must receive a valid purchase order number prior to the start of an assignment. Any work begun without this authorization number will not be paid.
 - Purchase Order method of billing submission - Billing must be on a weekly basis and must reference the temporary workers' name, job title, purchase order number, department name, contact person, phone number and vendor's Federal Identification Number.
 - One invoice must be sent (with the temporary help time sheet attached) directly to SU's Accounts Payable Department, and one sent to the SU requesting department.
 - Placements made by departments/Contractor where a current University purchase order is not referenced are considered unauthorized transactions and a violation of the University procurement policy. It is the responsibility of both the agency and the user departments to ensure that authorization was given by Procurement Services (receipt of a Purchase Order).
 - There shall not be a charge/placement fee for any temporary employee that is hired for a position with the University, if that employee has been placed at the University for sixty (60) consecutive business days or more.

7. Ordering via email must be available.
8. Temporary Personnel must report directly to the requesting Department at the time and day designated. Temporary personnel will be allowed either a 1 hour unpaid lunch or a 30 minute unpaid lunch with 2-15 minute unpaid breaks depending on the department.
9. SU will provide temporary parking permits as part of this contract.
10. Use of the name of Salisbury University in publications, news releases, advertising, speeches, technical papers, photographs, and other releases of information regarding this agreement or data developed hereunder, may not be made except upon written approval from the University.
11. The University reserves the right to cancel contracts for recurring noncompliance with the preceding terms and conditions, or unsatisfactory quality of workers provided.

B. Term of Contract

The term of this contract shall begin Sept 1, 2026, and run through Aug 30, 2030. There will be no renewals. Rates shall be firm during each contract year. Requests for rate increases shall be made in writing to the Procurement Department not less than 90 days prior to the contract anniversary date. All other terms and conditions shall remain the same. It will be the University's sole option to approve or deny any such price adjustment. Salisbury University will use the U.S. Bureau of Labor Statistics, Producer Price Index to monitor any such price adjustment requests for reasonableness.

PRICE PROPOSAL FORM

RFP Number: SU 27-007-AUX

RFP Title: Temporary staffing services

Contractor will provide temporary staffing needs as outlined above, including, but not limited to, the positions below.

Contract Percentage Mark-up

- | | |
|-------------------------------------------|---------|
| A. % mark-up for Cashier positions | _____ % |
| B. % mark-up for Administrative positions | _____ % |
| C. % mark-up for Grounds positions | _____ % |
| D. % mark-up for Housekeeping positions | _____ % |
| E. % mark-up for Dining service positions | _____ % |
| F. % mark-up for Executive positions | _____ % |

I have read and understand the Performance Requirements as listed on page 3 &4.

Proposal Submitted By:

Name of Company

Address

City, State, Zip

Telephone Number

E-Mail Address

Authorized Representative/Title (Signature)

Authorized Representative/Title(Printed)

Date