

SPECIFICATIONS

DELIVERIES

Deliveries are to be made a maximum of five days a week, between the hours of 8:00 am and 2:00 pm. Deliveries to cover Sundays and legal holidays will be made on the preceding day of said holiday. Although the department's business fluctuates, linens are required twelve (12) months a year. There may however be a modified delivery schedule during slower times. Regardless of delivery schedule, the University requires that linens be picked up at least twice a week.

Delivery buildings and locations are as follows:

Commons Building – Dining Hall
Commons Building – Catering
Guerrieri Student Union Building – Chick Fil A
Guerrieri Academic Commons – Hungry Minds/CBRC

Each delivery location must have a separate invoice. Location titles are Dining Hall, Catering, CFA and Hungry Minds.

A signed delivery receipt must accompany each location's invoice submitted to Accounts Payable. The University is not responsible for payment of invoices that are not accompanied by a signed delivery receipt.

Products that are determined by the University to be unacceptable due to stains, wrinkles or other conditions that render the product unusable will be rejected. The contractor must replace these items by 2:00 pm the same day the problem is discovered if the University notifies them by 9:00 am. These additional deliveries shall be charged using the contract prices.

All products must be delivered in clean, visually appealing, clearly marked vehicles to the designated areas. Inside deliveries are required, and under no circumstances are products to be left on the dock or loading dock platform. This service shall include stocking and rotating the products in their proper locations as directed by University Dining Services officials.

Each delivery and pick up must be signed by a University employee with two copies of the itemized delivery ticket remaining at the time of delivery.

Back orders will not be tolerated. If a shortage occurs, the contractor must contact the University Dining Services member who placed the order prior to the scheduled delivery date. If a substitution is necessary, the above said employee must authorize it. All substitutes must be of equal to or better quality than the originally ordered item and the invoice cost will not be higher than the contract price. If an item is not available and the University is forced to order through another supplier, the cost differential may be charged back by the University to the contractor.

The status of any deviation by vendor from scheduled deliveries; whether regular or emergency must be reported to the University official who placed the order well in advance of the expected delivery time.

University Dining Services will make every effort to limit the number of emergency or unscheduled deliveries.

PRODUCTS

The University reserves the right to add additional products that the winning vendor carries as needed.

Salisbury University Request For Quotation

Prospective bidders must be able to provide all the items listed within five days of request. Bidder must be able to supply the quantities listed below at one time. Inability to supply the University with their product mix or desired quantities may result in disqualification of bid response.

An array of colors and sizes other than those specifically listed must also be available to the University. Samples and color charts of these additional items must be made available at the time of award.

Below is a list of an estimated month's usage:

Rentals:

90" x 132" - White:	10
90" x 132" - Colors:	10
Napkins - White:	120
Napkins - Colors:	120
Bar Towels/Mops	5850

Mat Cleaning:

4' x 6' Vinyl/Rubber mat	20
4' x 6' SU branded carpet	6

All linens are to be delivered clean, free of wrinkles, free of hair and other types of articles which tend to cling. Additionally, napkins shall also have enough body so that they may be folded into shapes with crisp points and folds.

All products shall be packed so that protection from dirt, filth and other contamination is ensured.

The production, transportation, handling, and laundering of all products supplied to the University shall be produced, processed and distributed in accordance with all applicable regulations.

The contractor must be able to provide the University with a list of chemicals used in the production and laundering of all linens supplied if requested to do so.

All quantities listed are estimates based on previous year's usage. Orders will be placed according to need. Actual quantities purchased will ultimately depend on customer's demands and preferences. For this reason, the University will not commit to any minimum or maximum quantities.

Vendor shall be required to maintain standard product buildup quantities as specified.

CONTRACT PERIOD

The initial contract period shall be for three (3) years, beginning the date signed by the University's Director of Procurement, and ending June 30, 2028. There shall be two (2) one-year renewal options after that date. All renewal options will be at the same terms and conditions. These options for renewal will be at the sole discretion of the University. The University may terminate any contract without showing cause upon 30 days written notice.

Salisbury University Request For Quotation

BID PRICING INFORMATION

This bid will be awarded as a whole or line by line, based on the delivered prices per unit, provided that products selected for sampling are acceptable.

The University reserves the right to request samples of any product prior to the bid award. These samples must be delivered within 72 hours of such a request at no charge to the University.

Prices must be quoted in the unit as indicated on the bid. Any deviation from the unit price requested may be cause to reject a bid.

To allow the University to purchase additional or newly introduced products not referenced in this Invitation for Bid, the following pricing strategy shall apply:

Basis of pricing that applies to existing and newly introduced products will be in accordance with current price list available through the vendor.

Price adjustments may be permitted only for changes in the Contractor's cost of materials. No price increases will be authorized for 180 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 90 days thereafter and only where verified to the satisfaction of the Purchasing Office.

However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the University.

Contractor shall give not less than 30 days advance notice of any price increase to the Purchasing Office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the 30-day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the Contractor's request for increase which will: 1) verify that the requested price increase is general in scope and not applicable just to the University, and 2) verify the amount or percentage of increase which is being passed on to the Contractor by the Contractor's suppliers.

The Purchasing Office will notify the using agencies and Contractor in writing of the effective date of any increase that it approves. However, the Contractor shall fill all orders received prior to the effective date of the price adjustment at the old contract prices. The Contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the Purchasing Office.

TRANSPORTATION CHARGES

Quotations must be F.O. B. Destination prices. Prices quoted will be considered to include all charges for transportation, packaging, crates, containers, equipment, insurance, duty, brokerage charges, etc. necessary to complete delivery on an F.O. B. Destination basis.

ORDERING PROCEDURE

An ordering procedure will be established between the winning bidder and University Dining Services personnel that is agreeable to both parties. This procedure must be established and put into writing within the first 30 days of the contract.

EQUIPMENT

Vendor will be required to provide bins on wheels that will be left on site for transporting linens. An additional small container must be provided for linens delivered in an unusable state. Driver must acknowledge credit for these items with credit slip at the time of the next pick up.

At no charge to the University, the winning bidder will be responsible for providing any other equipment necessary to properly execute this type of contract. Any equipment furnished shall be clean, visually appealing, and in good working order. As business continues to grow, additional equipment may become necessary. If this becomes an issue, the winning bidder will be required to provide this new equipment at no expense.

MISCELLANEOUS TERMS AND CONDITIONS

Vendor will be required to issue credit for damaged product discovered after receiving.

The contractor shall extend to an authorized representative of the University upon request the privileges of entry and examination commonly extended. These visits may be used to inspect sanitary conditions as well as company processes. If, in the opinion of the University, sanitary or other conditions are unsatisfactory, the contract shall be subject to cancellation. Any loss incurred by the University as a result of such cancellation shall be charged against the contractor.

It shall be understood and agreed that if a problem with product quality and/or product delivery exists, the vendor shall be notified of such problems. If the problems are continuous and repetitive in nature, the vendor shall be informed in writing of the problem and the desired solution. The vendor shall, at that time be given fourteen (14) calendar days to correct the specific problem to the satisfaction of the Dining Services Director. If the problems cannot be solved, the contract shall be terminated.

Samples of all products under this contract may be selected by the University at any time during the contract period for examination and testing to determine compliance with the specifications, terms and conditions of this bid, and any laws or regulations pertaining to it. Samples shall be clearly labeled as to the contents and purveyor. Samples must be the same as products issued under the contract.

Contractor is to provide the Auxiliary Services Buyer with a quarterly report of purchases. This report is to detail the total quantities purchased and dollars spent on each individual item.

Vendors who have not supplied University Dining Services with linen service in the past must supply three references with completed bid response.