**Detailed Bid Specifications**

Reference: TAMUG-ITB-0254

On-Campus/Residential Washer/Dryer Program for TAMU at Galveston

---

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item &amp; Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extension</th>
<th>Delivery (Days)</th>
</tr>
</thead>
</table>

**Supplier Information:**

Company Name: ______________________________

Contact Name: ______________________________

Address: ____________________________________

____________________________________

____________________________________

Contact Phone: ______________________________

Contact Fax: ___________

Contact Email: ______________________________

Signature: ___________________________________

Date: _________________

---

**Please note: This bid has been posted on the Electronic State Business Daily (ESBD) website: [http://esbd.cpa.state.tx.us/](http://esbd.cpa.state.tx.us/) It is the bidder’s responsibility to check this site for any addendum’s that may be posted.**

Texas A&M University at Galveston, TX is seeking bids for their On-Campus/Residential Washer and Dryer Program. Bids must include pricing on leased “run-free” operated machines (for traditional residential dorms where laundry is included in the student fees/rent) and providing preventative and on-going maintenance service meeting the following terms, conditions and specifications as listed below.

**HUB Subcontracting Plan (HSP):**

It is the intention of the State of Texas, Texas A&M University (TAMU), and Procurement Service at Texas A&M to encourage the use of Historically Underutilized Businesses (HUB’s) in our prime contracts, subcontracts and purchasing transactions. Texas A&M initiatives through the Texas A&M Department of Procurement Services are to assist our prime contractors and core suppliers to achieve these ends through race, ethnic and gender-neutral means. The goal of the attached HUB Subcontracting Plan (HSP) is to promote full and equal business opportunity for all business in Texas A&M Contracting and Procurement. The following Texas, Texas Building and Procurement Commission, Commodity Codes(s) are applicable to this bid, and should be used for researching subcontracting opportunities on the TBPC’s, Centralized Master Bidders List (CMBL) when the contract/vendor anticipates utilization of subcontractors. The CMBL is located on the TBPC’s website at: [www.tbpc.state.tx.us/](http://www.tbpc.state.tx.us/)

Commodity Code: 983-45
The attached HSP subcontracting plan "**MUST**" be returned with the invitation for bid.

Failure to fill-out the proper forms with supporting documentation if applicable and return properly executed form with your bid response will "**VOID**" you offer.

**Vendor HSP Requirements**

**Subcontractor Selection Notification**

Vendor shall provide a notice to **all** selected subcontractors (HUB’s and Non-HUB’s) of their selection as a subcontractor for this awarded contract. The notice must specify at a minimum the contracting agency’s name (*Texas A&M*) and it’s point of contact for the contract, the purchase order number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontractor will perform. A copy of the notice must also be sent to the Texas A&M point of contact provided below no later than ten (10) working days after the contract is awarded and the purchase order is issued.

**Progress Assessment Report**

The HUB Subcontracting Plan (HSP) submitted with the bid response shall become a provision of the purchase order. The vendor cannot change a subcontracting plan prior to its incorporation into the purchase order. TAC 20.14 (5). Per the Texas Administrative Code Chapter 20.14, Texas A&M requires the following:

- The vendor must submit a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR) to Texas A&M University on a monthly basis. The vendor will maintain business records documenting its compliance with the approved HSP and will submit a PAR to the Texas A&M Department of Procurement Services no later than the 5th calendar day of the month until the purchase order has been paid in full. TAC 20.14 (d). **All PAR’s shall be sent via e-mail to the following address:** hubprogram@tamu.edu or fax 979.845.3800. **Payment requests submitted without the PAR will not be processed.**

- Changes may not be made to the HSP without prior review and approval from the Texas A&M Department of Procurement Services. The vendor shall submit to the TAMU HSP point of contact provided below a revised HSP for each subcontracting opportunity to be modified.

If the selected vendor subcontracts any of the work without complying with TAC 20.14 and without prior approval from the Texas A&M Department of Procurement Services, the vendor will be deemed to have breached the purchase order and be subject to any remedial actions provided by Texas Government
PAR Requirements for Self-Performing

The HUB Subcontracting Plan (HSP) submitted with the bid response shall become a provision of the purchase order. The vendor cannot change a subcontracting plan prior to its incorporation into the purchase order. TAC 20.14 (5). Per the Texas Administrative Code Chapter 20.14, Texas A&M requires the following:

- **Vendors self-performing** must submit a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR) to Texas A&M University on a monthly basis. The vendor will maintain business records documenting its compliance with the approved HSP and will submit a PAR to the Texas A&M Department of Procurement Services no later than the 5th calendar day of the month until the purchase order has been paid in full. TAC 20.14 (d). All PAR’s shall be sent via e-mail to the following address: hubprogram@tamu.edu. Payment requests submitted without the PAR will not be processed.

- Changes may not be made to the HSP without prior review and approval from the Texas A&M Department of Procurement Services. The vendor shall submit to the TAMU point of contact provided below a revised HSP if determined subcontracting will be necessary.

If the selected vendor subcontracts any of the work without complying with TAC 20.14 and without prior approval from the Texas A&M Department of Procurement Services, the vendor will be deemed to have breached the purchase order and be subject to any remedial actions provided by Texas Government Code, Chapter 2161, state law and TAC 20.14 (6). Texas A&M will report nonperformance relative to its purchase order to Texas Procurement and Support Services in accordance with TAC 20.105, Subchapter F relating to the Vendor Performance and Debarment Program.

A copy of the PAR can also be found at the following link: [http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/](http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/)

For questions about the HSP packet, please contact Patty Winkler at 979-845-4556 to discuss the HSP packet requirements.
**Term of Agreement:**

The agreement resulting from this bid is to be a five (5) year agreement, for the period from date of the award and terminating on March 1, 2023 with pricing held firm through the entire five (5) year term. In the event of a price increase, the successful proposer must submit a sixty (60) day written notice to Procurement Services for approval. Texas A&M University reserves the right to accept or reject the requested price increase. If approval is given, Procurement Services will issue a change notice to reflect the approved price increase. If the price increase is not approved, Texas A&M University reserves the right to cancel the agreement or negotiate with the successful proposer the best solution for the university.

**References:**

Bids must include a listing of three (3) current clients (institutions of higher education) having at least one hundred (100) washers/dryers total installed on a single campus; including the company name; contact name; telephone; fax number and email address of the contact person. Texas A&M University reserves the right to verify and inquire about the reliability of the vendor’s performance history. A negative reference may be grounds for the disqualification of your proposal.

**Cancellation:**

Upon award, this agreement is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using agency.

Texas A&M University reserves the right to cancellation with thirty (30) day written notice.

In the event the Seller fails to carry out or comply with any of the terms and conditions of the agreement with Texas A&M, Texas A&M may notify the Seller of such failure or default in writing and demand that the failure or default be remedied within ten (10) days; and in the event that the Seller fails to remedy such failure or default within the ten (10) day period, Texas A&M shall have the right to cancel the agreement upon thirty (30) days written notice.

The cancellation of the Agreement, under any circumstances whatsoever, shall not effect or relieve Seller from any obligation or liability that may have been incurred or will be incurred pursuant to the agreement and such cancellation by Texas A&M shall not limit any other right or remedy available to Texas A&M at law or in equity.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item &amp; Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extension</th>
<th>Delivery (Days)</th>
</tr>
</thead>
</table>
**Procurement Service**

**Insurance Requirements:**

The successful vendor will be required per the indicated requirements in Attachment A to provide proof of insurance prior to beginning any work on the campus of Texas A&M University, Galveston, TX. The vendor will be held strictly responsible to obtain all necessary certificates of insurance from all parties performing work on this project to meet all State; City and TAMU requirements.

The successful vendor shall not commence work until all the insurance specified hereunder has been obtained and certificates of such insurance have been filed with and accepted by Texas A&M University. Insurance coverage shall provide for a thirty day notice of cancellation or material change to the policy coverage and/or limits and the certificate of insurance enforce must include a notice that the policy or policies do contain these provisions. Acceptance of insurance certificates by Texas A&M University shall not relieve or decrease the liability of the vendor. Unless otherwise specified, the vendor shall provide and maintain, until the work included in this bid is completed and accepted by Texas A&M University, Galveston, TX.

**Performance Bond/Payment Bond (optional):**

A Performance Bond and Payment Bond, if requested, will be required to be executed for 100% of the contract as required by Texas A&M University as guaranty that the scope of work will be performed faithfully and that Texas A&M University and the State of Texas will be saved harmless from all costs and damages which Texas A&M University and the State of Texas may suffer by reason of the default or failure of the proposer to perform the work.

The only forms of surety acceptable as Performance and Payment Bonds are surety or blanket bond from a company chartered or authorized to do business in the State of Texas. Forms for the bonds are provided by the Texas A&M University System and can be found under Attachments of this bid. The surety has to be provided by a company authorized to do business in the State of Texas.

Each bond shall remain in force until final acceptance of the related project by Texas A&M University. The successful vendor shall execute and deliver performance/payment bond in such form and with such sureties as Texas A&M University may prescribe or approve the cost thereof. The vendor will be informed upon award of agreement if these bonds will be required.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item &amp; Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extension</th>
<th>Delivery (Days)</th>
</tr>
</thead>
</table>

---
**Award Criteria:**

The award shall be made based on the following “Best Value Criteria”. Texas A&M University reserves the right to consider the following and any other factors deemed necessary to evaluate the offer and determine the “Best Value” for the University.

- Vendor’s ability to meet the minimum specifications
- The acquisition price
- Delivery may be a factor
- Experience/past experience with vendor
- The quality; availability of services offered to required application
- Quality of performance of previous services

Texas A&M University reserves the right to make the decision as to what products best meets the minimum specifications and which products best suits the needs of the University. Texas A&M University decision is final.

Texas A&M University reserves the right to accept or reject any or all bids, to waive informalities and technicalities, to accept the offer considered to be the most advantageous to the University.

**Vendor must provide detailed specifications, brand name, manufacturer and model number of product they are bidding along with specification and literature sheet. Failure to do so may result in the disqualification of your bid.**

*************************************************

****

**ATTENTION ALL BIDDERS:**

Texas A&M, Procurement Services is transitioning to an E-commerce system for all invitation for bids and purchase orders. We are asking all vendors to take a few moments and register as one of our vendors. This will allow you to respond to our bid invitations electronically as well as view other bid opportunities.

Please visit the following website to register: [https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU](https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU)

If you have any questions in reference to registrations, please contact us at 979-845-2325.

*************************************************

All invitation for bid documents not submitted electronically via the AggieBid system will only be accepted via the following methods:

- Faxed to (979) 845-3800
- Express Mail (FedEx, UPS, etc.)
- US Postal Service
- Hand Delivered
At this time, no email responses are acceptable. If your response is received via email, your response may be disqualified.

All invitation for bid documents not submitted electronically via the AggieBid system must be returned on our form.

As a bidder responding to this invitation upon submission of your response, regardless of the format of your submission, you and the entity you represent are agreeing to the terms and conditions presented here as well as the TAMU terms and conditions located at http://purchasing.tamu.edu/media/123743/bidtamu.pdf

Physical Address:
Texas A&M University
Procurement Services
Agronomy Road
College Station TX 77843-1477
Fax - 979-845-3800

NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into our bid system and include your response on the electronic tabulation.

Scope of Work:
Texas A&M University at Galveston, TX is seeking bids for its On-Campus/Residential Washer & Dryer Program located in the following buildings on campus:
- Hullabaloo Hall
- Oceans Hall
- Polaris Hall
- Albatross Hall
- Pacific Hall
- Atlantic Hall
- Texas Maritime Academy

Texas A&M University at Galveston, TX is seeking to place 107 machines throughout the various halls on campus for student residential use. The usage fee is included in the student’s dorm tuition. The machines will be “run-free” meaning the students will walk right up to the machines and use with no additional money required.

Texas A&M University at Galveston, TX is seeking a base monthly charge for all 107 machines with the base monthly charge to include preventative maintenance; service; parts; travel time; and labor.

Equipment Description & Quantities:

1) Maytag Washer (4 each-Hullabaloo Hall)
   Product # MAH22PRBWW OR Equivalent
2) Maytag Commercial Stacked Dryer; Gas (4 each-Hullabaloo Hall & 6 each-Polaris Hall)
<table>
<thead>
<tr>
<th>Item #</th>
<th>Item &amp; Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extension</th>
<th>Delivery (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Maytag Commercial Washer (4 each-Oceans Hall &amp; 5 each-Polaris Hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Product # MHN30PRAWW OR Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Maytag Commercial Dryer (4 each-Oceans Hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Product # MDE17PRAYW OR Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Speed Queen Stacked Washer/Dryer (8 each-Albatross Hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Product # STGBYASP113TW01 OR Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Maytag Commercial Stacked Dryer (12 each-Pacific Hall &amp; 12 each-Atlantic Hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Product # MLE24PRAYW OR Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Maytag Commercial Washer (8 each-Pacific Hall &amp; 8 each-Atlantic Hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Product # MHN30PRAWW OR Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Speed Queen Commercial Stacked Electric Dryer (16 each-Maritime Academy Hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Product # SSNYAGS153TW01 OR Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Speed Queen Front Load Washer (16 each-Maritime Academy Hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Product # SFNNYASP113TW01 OR Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>1 Base monthly rate to include preventative maintenance; service; parts; labor &amp; travel time.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>