

Request for Proposal

RFP 752-19-230308DH

**Patio Canopy for
1500 I-35 Building**

UNT SYSTEM for UNT Facilities

- Pre-Proposal Meeting
- Tuesday April 16, 2019
- 9:00 a.m.

AGENDA

- INTRODUCTION
- PROJECT DESCRIPTION
- SUBMISSION REQUIREMENTS/CRITERION
- CONTRACT
- SELECTION PROCESS
- REQUIREMENTS
- QUESTIONS
- SITE VISIT

PROJECT DESCRIPTION

- University of North Texas is seeking qualified firms and intends to enter into a contract to procure and install the equipment and labor:
“landscapeform” “Upfit” (or approved equal) 16'x16'x10'h canopy with gutter up-lights, operable louvers, weather sensor, 36" h wall slat, (2) dining height table landscapeform Upfit (or approved equal) certified installation Provide engineered shop drawings within 2 weeks of purchase order.
- Any contractor having an alternate product, may submit for consideration, prior to April 19, 2019.

SUBMISSION REQUIREMENTS/CRITERIA

- 2.3.1 The Contractor's financial proposal including, but not limited to discounts, services and other charges/fees
- 2.3.2 The Contractor's relevant qualification and experience and availability, key personnel outlined in this RFP, as well as any special services the Contractor may provide
- 2.3.3 The Contractor's relevant experience, qualifications, and success in providing the goods and services outlined in this RFP
- 2.3.4 The Contractor's references as outlined in this RFP
- 2.3.5 The responsibility and reputation of the proposer, including claims and litigation
- 2.3.6 The Contractors safety record
- 2.3.7 Quality and completeness of the submittal

CONTRACT

- A sample UNT System Construction Contract is included in the RFQ package.
- Note that UNT System is not expecting any modifications to the contract and any changes or modifications will not be accepted by UNTS (owner).

SELECTION PROCESS

- **Responses are due May 2, 2019 @ 2:00p.m.**
- **Pages should be printed one-sided on 8 1/2" x 11" paper.**
- **Submit one (1) paper loose unbound original and one (1) virus free CD ROM or flash drive, Note that information on the paper copy must match the electronic copy. Paper copy must have original signature. QR codes will not be accepted as part of your response.**
- **Responses are submitted to Business Service Center, Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205**
- **Anticipate contract complete early June 2019 with Notice to Proceed in middle/late June 2019**

REQUIREMENTS

- **Provide a single point of contact with phone number and email**
- **Make sure you address each criteria listed under the “Evaluation Criteria” that starts on page 3 Section 2.3 Evaluation Criteria.**

QUESTIONS

- **Questions should be directed to Denise Harpool, Senior Buyer - Procurement – please email questions to:**

denise.harpool@untsystem.edu
- **Questions must be received by April 19, 2019 by 2:00 p.m. – questions & answers will be posted to UNT System website by April 24, 2019 by 5:00 p.m.**
- **Questions & answers and any addendums will be posted to <http://www.untsystem.edu/hr-it-business-services/procurement/purchasing/bid-opportunities> and <http://www.txsmartbuy.com/sp>**

Final Thoughts Reminders: RFP752-19-230308DH

April 16, 2019	9:00 a.m.	Pre-Proposal Conference
April 19, 2019	2:00 p.m.	Deadline for Submission of Questions
April 24, 2019	5:00 p.m.	Responses to Questions Post on Website
May 02, 2019	2:00 p.m.	Deadline for Submission of Qualifications
June 2019		Award Contract

Review submission documents for completeness, review proposal to be sure that you have submitted all requested criteria as they were listed in order. Review for all required signatures.