



Request For Information (RFI)

Solicitation Number: **RFI769-21-958-JD**

Procurement Administrator: **James Doss, Senior Buyer**

RFI Title: **Custodial Supplies, Extermination and Pest Control**

Date of Issue: **March 29, 2021**

SECTION ONE INTRODUCTION AND INSTRUCTIONS

1.01 Purpose of the RFI

The University of North Texas System (UNTS), on behalf of the University of North Texas (UNT), University of North Texas Health Science Center (UNTHSC), and the University of North Texas at Dallas (UNTD) is soliciting information from potential bidders that can provide custodial supplies, extermination and pest control services (NIGP code 485-00, 486-00,910-59), including paper products, trash liners, gloves, microfiber cloths and mops, liquids and chemicals. RFI may include, but not limited to other aspects such as Inventory Management, Consulting (i.e. increase efficiencies, reduce expenses, brand awareness, e-commerce), Product Sourcing, Environmental (i.e. sustainability/green).

The information, data, comments, or reactions obtained may be used as research for a future solicitation. This RFI does not constitute an Invitation for Bid, Request for Proposal, or Informal Request for Bid or Proposal and is not to be construed as a commitment by the University of North Texas System.

The University of North Texas System will review all responses received. If it is decided to issue a solicitation for custodial supplies, extermination and pest control services, then procurement will be conducted in accordance with the University of North Texas procurement rules and guidelines.

1.02 Contact and Response Information

The procurement officer is the point of contact for this RFI. Please submit responses to the procurement officer by the deadline specified in the RFI Schedule. Please reference the Solicitation Number and Title when submitting the response. You may submit your response in person, FedEx/UPS, or by email to the procurement officer at:

Address: University of North Texas System
Procurement Office
Attention: James Doss, Senior Buyer
RFI 752-21-958-JD - Custodial Supplies, Extermination and Pest Control
1112 Dallas Drive, Suite 4000
Denton, Texas 76205

Email: james.doss@untsystem.edu

****If the response is being hand-delivered or mailed to the address listed above, please submit one (1) unbound paper copy plus one (1) copy on a labeled virus and password free flash or thumb drive. Materials must be submitted in a sealed envelope, box, or container. The RFI number & name must be clearly visible; and name and return address of the proposer must be clearly visible. ****

1.03 RFI Schedule

EVENT	DATE
RFI issued	03/29/2021
Deadline for Submission of Questions and Requests for Clarification by 2:00 PM, C.T.	04/07/2021
Amendment with Responses to Questions and Requests for Clarification issued approximately (if required) posted by 5:00 PM, C.T.	04/13/2021
Deadline for Submission of Responses by 2:00 PM, C.T.	04/29/2021

1.04 Questions and Requests for Clarification

Please submit any questions or requests for clarifications about this RFI in writing to the procurement officer by the deadline identified in the RFI Schedule. Preferred method of submission is email. Please include solicitation number (**RFI769-21-958-JD**) and name of the solicitation (**Custodial Supplies, Extermination and Pest Control**) on the emails subject line.

1.05 Notice Provided – University and State Procurement Website

This RFI and any related amendment and notices will be posted on the UNT System Procurement website at: <https://www.untsystem.edu/bid-opportunities> and the State of Texas Comptrollers website <http://www.txsmartbuy.com/esbd>

Additionally, vendors may request to receive notices related to this RFI by contacting the procurement officer in writing with the following information: RFI title, business name, contact person, mailing address, telephone number, fax number, and email address.

1.06 Respondents Responsible for All Preparation Costs

Respondents are responsible for all costs associated with the preparation, submittal, and presentation of their response to this RFI.

1.07 Disclosure of Information and Compliance with The University of North Texas System Public Information

Respondents is hereby notified that UNTS strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information.

All information, documentation, and other materials submitted in response to this RFI is subject to public disclosure under the *Texas Public Information Act (Government Code, Chapter 552.001, et seq.)*. Respondents will be advised of a request for public information that implicates their materials if those materials are marked "Confidential and Proprietary" and will have the opportunity to raise any objections to disclosure to the Texas Attorney General.

SECTION TWO GOAL AND BACKGROUND INFORMATION

2.01 Goal and Background Information

UNTS is a university system that is composed of the University of North Texas in Denton (UNT), the University of North Texas Health Science Center (UNTHSC) in Fort Worth and the University of North Texas at Dallas (UNTD). The three (3) independent universities of the UNT System have combined enrollment of just over 42,000 students across five (5) major teaching locations including each main campus as well as Frisco and Downtown Dallas.

The University of North Texas System on behalf of UNT, UNTHSC, and UNTD is requesting information to obtain information on what custodial supplies, extermination and pest control services are needed to facilitate the needs of all UNT World campuses. The goal of this RFI is to research alternatives to maximize value, improve efficiency, and bring savings to all campuses. This RFI calls for suppliers to provide detailed information, market trends, and helpful ideas which will help us develop best options from past purchasing patterns, its needs and requirements, as well as to identify areas for improvements.

2.02 Information Requesting

It is important to note that no award will be made from this RFI; however, companies submitting information will have a strong likelihood of receiving an invitation to participate in an eventual request for proposal for this service should UNT issue one. Financial information such as cost and fees are not necessary; however, the scope of service that your company provides in connection with the services requested would be beneficial. We would also be interested in receiving a list of references where you currently provide these services. References should include company/institution name, point of contact, and an email address.

2.03 Estimated Annual Spend

- Custodial: \$931,700.00 (total for all departments except UNT)
- Pest Control: \$32,000.00 (UNTD Grounds only)

SECTION THREE RESPONSE FORMAT AND CONTENT

3.01 Response Preparation Instructions

Respondents are asked to provide a response in the following format:

A. Introduction

Please provide:

1. Contact name, phone number, and email
2. Business name, address, and phone number

B. Technical Response

Respondents are asked to provide the following information:

1. Full Catalog List for the following items:
 - Paper Products
 - Toilet Paper
 - 9" Roll, Double Ply
 - 1 and 2-Roll Dispensers
 - Paper Towels
 - Roll Towels
 - Multi-Fold
 - Single-Fold
 - Please list any possible certifications, such as green clean, eco logo, etc.
 - Trash Liners
 - Size of liner
 - Mill
 - Color
 - Sustainability
 - Cost per Case
 - Number of Units per Case
 - Gloves
 - Powder-Free
 - Size - S-XL
 - Vinyl
 - Vinyl-Free
 - Mill
 - Cost per Box
 - Number of Units per Box
 - Microfibers
 - Towels/Rags: Please provide a list of all materials (i.e. micro-fiber, cotton, etc.)
 - Mops: Please provide a list of all materials. Provide detail of the mop head to determine fitting

- Liquids
 - Please include a list for the following products, along with required certifications:
 - Hand Soap
 - Floor Cleaner
 - Shower Cleaner
 - Disinfectant
 - Dwell Time (What is required dwell time for suggested product?)
 - Wax/Sealer
 - Glass Cleaner
 - Carpet Cleaner
 - Hand Sanitizer
 - Dilution Control System
 - Please list any possible certifications, such as green clean, eco logo, carpet or rug certified

- Chemicals
 - Custodial Chemicals
 - Complete Product List
 - Dwell Time
 - Dilution Control System
 - Unit Size
 - Number of Units per Case

- Extermination and Pest control. Please provide a list for the following:
 - Description of services-including services for bedbugs
 - Description of treatment-including treatment for bedbugs
 - List of Chemicals
 - Estimated schedule/timeframe (Regular and Emergency)
 - Materials/Labor
 - Vendor recommendations
 - Higher Education References

- **Please send this as a hyperlink**

2. Breadth & Quality of Products
 - Narrative description of types of products by category
3. Partnership & Utilization of Texas Historically Underutilized Businesses (HUB's)
4. Incentives/Creative Pricing – Included but not limited to:
 - Guaranteed HUB utilization
 - Logo sharing (ours and yours)
 - Introducing new consumers to your products
 - Loyalty program pricing
 - Tiered or flat rebates
 - Student Internships
 - Employment of our graduates
 - Granting you “exclusive provider” status
 - Granting you “official supplier of” status
 - Scholarships for our students
 - Participation in career fairs for our students

- Faculty/staff engagement opportunities (externally/internally)
- 5. Delivery Method/Logistics/Inventory Management
 - Please specify your scheme for logistics support for a similar contract.
Push/pull, right on time delivery; on demand, etc.
- 6. On-Line Capabilities, including electronic ordering, E-Commerce, Billing, and access to Supplier's electronic catalogs
- 7. List Public or Private Cooperative(s)
 - Provide Cooperative(s) & Contract number
 - Participation in a purchasing cooperative is not required to submit an RFI. If your company does not participate in a purchasing cooperative, please state NA.
- 8. Administration/Reporting Capabilities
 - Type of reporting
 - Frequency of reporting
 - Intent behind reporting
- 9. Supplier's Qualifications – To include Financial Stability, References, Past & Current Experience working with other higher education universities or similar markets; references.