Request for Proposals
RFP752-18-101617-JR
Vending Machine Services
UNT SYSTEM
BUSINESS SUPPORT SERVICES

- Pre-Proposal Meeting
- Wednesday, December 13, 2017
- 8:45 a.m.
AGENDA

• INTRODUCTIONS
• PROJECT DESCRIPTION
• SUBMISSION REQUIREMENTS/Criteria
• HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
• CONTRACT
• SELECTION PROCESS/SCHEDULE
• REQUIREMENTS
• QUESTIONS
• SITE VISIT
PROJECT DESCRIPTION

The University of North Texas is seeking a professional vending services company that has demonstrated expertise in the management and successful operation of a full service, multi-facility snack vending program to exclusively operate the snack vending program on the Denton, Frisco and Discovery Park campuses. Currently there are 62 machines in 50 locations. Additional machines may be added upon request. See the Machine Location List for more details.

This RFP does not cover soft drinks, bottled water, energy drinks or gum.

Fiscal Year 2016, Annual Sales for Vending Services were $251,128.

RFP752-18-101617-JR Vending Machine Services will herein be referred to “RFP”.
SUBMISSION REQUIREMENTS

• Signed and Completed Execution of Offer (ref. Section 2 of APPENDIX ONE)

• Responses to Proposer's General Questionnaire (ref. Section 3 of APPENDIX ONE)

• Signed and Completed Addenda Checklist (ref. Section 4 of APPENDIX ONE)

• Responses to evaluation criteria

• Completed Products Pricing List
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

- HUB plan is not required for this solicitation
• The contract is included in the RFP 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 on October 12, 2017 @ 2:00p.m.

• Pages should be printed one-sided on 8 ½” x 11” paper.

• Limit response to no more than 25 pages – Cover letter will not count as part of 15 pages as long as it is not stating how work will be performed; covers, table of contents & divider tabs will not count as part of the 25 pages.

• Submit one (1) paper loose unbound original and one (1) virus free CD ROM or flash drive

• Responses are submitted to Business Service Center, Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205

• Contract complete by November 2017
REQUIREMENTS

• Provide a single point of contact with phone number and email

• Limit your response to no more than 25 pages – Covers, Table of Contents and Divider tabs will not count toward those 25 pages

• Cover letter will not count as long as project information/details are not included in cover letter.

• Make sure your HUB sub-contracting plan is in a separate, clearly marked envelope

• Make sure you address each criteria listed under the “Evaluation Criteria” that starts on page 002400-5.
QUESTIONS

• Questions should be directed to Jon Rascon, Director of Procurement Services – Business Support Services – please email questions to: jon.rascon@untsystem.edu

• Questions must be received by September 24, 2017 by 2:00p.m. – questions & answers will be posted to UNT System website by September 29, 2017 by 5:00p.m.

• Questions & answers and any addendums will be posted to http://untsystem.edu/bids and http://esbd.cpa.state.tx.us/