Invitation for Bid
IFB752-18-210133DH
Design & Manufacture of Evacuation Map Signs

Denise Harpool 1/16/2018
• Pre-Bid Meeting
• Tuesday, January 16, 2018
• 10:00 a.m.
AGENDA

• INTRODUCTIONS
• BID SCOPE OF WORK/PROJECT DESCRIPTION
• BID SUBMISSION REQUIREMENTS/Criteria
• HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
• CONTRACT
• SELECTION PROCESS/SCHEDULE
• REQUIREMENTS
• QUESTIONS
PROJECT DESCRIPTION

In 2016, the Texas State Fire Marshall Office (SFMO) conducted an inspection that identified a need for the installation of signage on each residence door that graphically depicts the means of emergency evacuation from that particular room in the building. We need to provide a fire escape map in every residential room as required by the Texas State Fire Marshal and UNT System Fire Marshal.

Signs to be 8½ x 11 per attachment – and as specified in the Specifications 6.0 Materials, Services, and Delivery page 3 of the Invitation for Bib.
**Evaluation Criteria:** The successful offer(s) will be the offer(s) submitted in response to this bid by the submittal deadline and is the most advantageous to UNTS, in its sole discretion. Offers will be evaluated by an evaluation committee that may include employees of UNTS or its component institutions and other persons invited by UNTS to participate. The evaluation of offers and the selection of the successful offer(s) will be based on the information provided to UNTS by the respondent in response to the specifications section of this bid. The successful respondent(s) will be required to enter into a contract acceptable to UNTS.

In evaluating bids to determine the best value for the State, UNTS may consider information related to past contract performance of a respondent including, but not limited to, Texas Comptroller of Public Account’s Vendor Performance Tracking System. UNTS also considers “best value” in the award process. Best value to the state is located in Attachment A, Section 1.5.
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

- HUB plan is required with submission of your qualifications

- HUB plan must be packaged in a separately marked envelope and clearly identified

- Any questions regarding HUB Sub-contracting Plan can be directed to Greg Obar at 940-369-5500
The Historically Underutilized Business Subcontracting Plan
Agenda

• What is a Historically Underutilized Business
• Why we do a HUB Subcontracting Plan
• How to create a HUB Subcontracting Plan
What is a Historically Underutilized Business (HUB)?

• It is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.
What is a HUB?

• It is certified by the State of Texas.
• It is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas.
Why we do a HUB Subcontracting Plan (HSP)

• Texas State Law.
  • Government Code Chapter §2161.252
  • Administrative Code §20.14
• Demonstrates a “Good Faith Effort” (GFE) to diversify business opportunities.
• Responses that do not include a complete HSP must be rejected.
Quick Checklist

Use this tool to determine which pages and sections must be completed based on the unique situation and plan of the submitting company.

Contains the HUB goals established by the State of Texas.

Please ensure Section 1 is completed thoroughly and accurately.

Note: UNT System HUB Area will verify the Vendor ID and HUB status of the submitting company.
• Declare all subcontracting opportunities on this page.
• List by opportunity type, not by vendor name (that comes later).
• The choices at the bottom will determine which “Method” the submitting company will use to demonstrate a GFE.
• There is an addendum page to use if the submitting company identifies more than 15 subcontracting opportunities.
• If the submitting company is not subcontracting any of the work, they must explain how the company will perform the entire contract with its own employees, materials, etc.

• The designated representative of the submitting company will read and affirm the contractual obligations within the HSP by signing in the space below.

• This should be signed by a senior employee familiar with the project.
Attachment A

- Used if the submitting company intends to use only Certified HUBs or if they meet the State’s HUB goals.
- One page per subcontracting opportunity.
- The sum of these percentages must match the percentages listed on Page 2 for each opportunity.
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
Attachment B

• Used if the submitting company intends to use any non-HUB businesses or if they do not meet the State’s HUB goals.

• One page per subcontracting opportunity.

• Minimum of 3 HUB Vendors and 2 related trade organizations

• Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
Attachment B (pg. 2)

- The submitting company will show the selected vendor.
- Complete justification as to why a HUB vendor was not selected must be listed.
- The sum of these percentages must match the percentages listed on Page 2 for each opportunity.
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
HUB Subcontracting Opportunity Notification

- Only one of the many options for distributing information.
- All methods of distributing information must provide complete information.
- Respondents have 7 working days to respond.
- All contact information must be accurate.
How to Find HUB Vendors

• Visit the States of Texas “Centralized Master Bidders List” at:
  
  https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

• Contact associated trade organizations:
  
  • DFW Minority Supplier Development Council
    
    • http://dfwmsdc.com/
  
  • Regional Hispanic Contractors Association
    
    • http://regionalhca.org/
  
  • US Pan Asian American Chamber – Southwest
    
    • http://uspaacc-sw.org/
  
  • Women’s Business Council – Southwest
    
    • http://www.wbcsouthwest.org/
Possible Reasons for Rejection

• Not signed.
• Included in the same envelope as the bid.
• Company information incorrect/incomplete.
• Not justifying the failure to meet State HUB usage goals.
• If self-performing, not providing required information.
• Section 2 does not match Methods “A” or “B”.
• Respondents not allowed 7 working days.
• HUBs and minority chamber not contacted.
• No documentation showing “GFE”.
• Missing any information that the UNT System HUB Area is not allowed to fill in for the submitting company.
Remember...

• The submitting company’s HSP is a binding document.

• Contract language requires the submitting company to abide by the terms of the original HSP.

• The HSP can be revised only with the consent of the UNT System HUB Area. The same “GFE” requirements will apply.
Assistance is Available

- Lisa Martinez-Tovar, HUB Specialist
- Greg Obar, Director of Operations
- Joey Saxon, Senior Director & HUB Coordinator
- Telephone: 940.369.5500
- Email: hub@untsystem.edu
- Web: http://www.untsystem.edu/hr-it-business-services/about-hub
The response is an offer to contract based on terms, conditions and specifications contained within the Invitation for Bid. Responses do not become a contract until they are accepted through a UNTS purchase order. (See 1.5 page 6 of the Invitation for Bid for all terms and conditions)
SELECTION PROCESS

Selection of the successful offer(s) submitted in response to this IFB by the submittal deadline will be made using the competitive process described below. The selection of the successful offer(s) may be made by UNTS on the basis of the offers initially submitted, without discussion, clarification or modification. UNTS is not bound to accept the lowest offer if that offer is not in the best interest of the University, as determined by its sole discretion. The University reserves the right to:

(a) enter into an agreement or contractual arrangement with one or more respondents for any or all portions of the Scope of Work set for in this solicitation;
(b) reject any and all offers, and re-solicit offers; or
(c) reject any and all offers and temporarily or permanently abandon this solicitation.
BID REQUIREMENTS

Bid responses must include the following:

1. Signed bid (refer to Section 9.0)
2. Material sample(s) (refer to Section 6.0)
3. Hard copy of entire bid response
4. Digital files of entire bid response on a flash/thumb drive or CD/ROM. Attachment B: *Pricing Worksheet* must be returned in Excel format.
5. **HUB Subcontracting** Plan and the bid response must be in separate sealed and marked envelopes and placed in a master container/envelope. Place Attachment B: *Pricing Worksheet* in envelope with bid response.
6. Exceptions, if any, to the Standard Terms and Conditions (Attachment A) are to be included.
7. Bids must be received before January 26, 2018 @ 2:00 PM 1121 Dallas Dr. Denton Texas, 76205
QUESTIONS

• Questions should be directed to Denise Harpool, Senior Buyer – Business Support Services – please email questions to:
  denise.harpool@untsystem.edu

• Questions must be received by January 17, 2018 by 2:00p.m. – questions & answers will be posted to UNT System website by January 18, 2018 by 5:00p.m.

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