Request for Proposal

RFP752-21-963DH

Hazardous Waste Pickup – Disposal for UNT Risk Management
UNT SYSTEM STRATEGIC MANAGEMENT TEAM

Pre-Proposal Meeting
Thursday May 6, 2021 @ 10:00 a.m.
AGENDA

INTRODUCTIONS
SERVICE DESCRIPTION
SUBMISSION REQUIREMENTS/Criteria
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
SELECTION PROCESS/SCHEDULE
REQUIREMENTS
QUESTIONS
SERVICE DESCRIPTION

UNTS is seeking proposals for Hazardous Waste Pickup - Disposal (NIGP commodity code 926-45). The University of North Texas System, subsequently referred to as UNTS, is accepting proposals and intends to enter into an agreement with a vendor that specializes in Hazardous Waste Pickup – Disposal for UNT Risk Management in accordance with the terms and conditions and requirements set forth in this Request for Proposal.
SUBMISSION REQUIREMENTS/CRITERIA

2.3.1 Provide a cost-effective solution that meets the financial goals of UNTS, list pricing on price sheet provided.

2.3.2 Demonstrates the ability to make proper determination of “High Hazard Classification” and clearly communicates it to institution staff.

2.3.3 Demonstrates and understanding that all packing cost include personnel used, materials used, and time used for each type of waste and cost per drum or container should include all costs.

2.3.4 Demonstrate expertise in handling Hazardous Material as evidenced by safety record and references.

2.3.5 Provide a superior level of customer service and support as evidenced by references.

2.3.6 Overall quality and completeness of proposal.
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

• HUB Sub-Contracting plan is required with submission of your proposal

• Any questions regarding HUB Sub-contracting Plan can be directed to Greg Obar at or Aurika Weaver-White at aurika.weaver-white@untsystem.edu
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.

Fillable Electronic Form at:
Contains the HUB goals established by the State of Texas.

Please ensure Section 1 is completed thoroughly and accurately. (26% for this service)

Note: UNT System HUB Area will verify the Vendor ID and HUB status of the submitting company.
• Declare all subcontracting opportunities on this page. (26% for this service)
• 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 (26% for this service)
- 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:
  • Regional Hispanic Contractors Association
    • http://regionalhca.org/
  • National Association of Minority Contractors - DFW
    • https://www.namcdfw.org/
  • DFW Minority Supplier Development Council
    • http://dfwmsdc.com/
  • Regional Black Contractors Association
    • www.blackcontractors.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.

• You can send us a draft of your HSP via email 10 days prior to the deadline for review.
Assistance is Available

• Aurika Weaver-White, HUB Specialist
  aurika.weaver-white@untsystem.edu
• Greg Obar, Senior Director for Strategic Sourcing & HUB Coordinator
  greg.obar@untsystem.edu
• Email: hub@untsystem.edu
SELECTION PROCESS

- Responses are due May 27, 2021 @ 2:00 p.m.

- HUB Sub-contracting plans due on May 27, 2021 @ 2:00 p.m.

- Submit one (1) paper loose unbound original and one (1) virus free 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 March 2021.
REQUIREMENTS

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

• Make sure you address each criteria listed under the “Criteria for Selection” that starts on page 3 Section 2.3 Evaluation Criteria.

• Complete Document Section 3 Proposer’s General Questionnaire and sign.

• Make sure your HUB Sub-Contracting Plan is packaged separately from your Proposal
QUESTIONS

• Questions should be directed to Denise Harpool, Construction Solicitation Administrator, Strategic Management & HUB Division– please e-mail questions to:

  denise.harpool@untsystem.edu

• Questions must be received by May 13, 2021 by 2:00p.m. – questions & answers will be posted to UNT System website by May 20, 2021 by 5:00p.m.

• Questions & answers and any addendums will be posted to https://www.untsystem.edu/bid-opportunities and http://www.txsmartbuy.com/sp