

Complete the “Department” Section of the form and email to the HUB team by selecting the button below.

## DEPARTMENT

### 2024 Spot Bid Fair opportunity

Deadline to submit your Spot Bid Fair Opportunity is extended to Friday, May 10, 2024 by 5pm.

Select campus: \_\_\_\_\_  
Department Name: \_\_\_\_\_  
Point of Contact Name: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
Delivery Address: \_\_\_\_\_

Are item equivalent/substitutions allowed?  YES  NO

If yes, please explain what item equivalent/substitutions are allowed:

Item(s), Specifications or Service(s) Requested Below	QTY	Unit	Date item/service is needed:

Any additional information? (optional)

Please return the completed form to the HUB team by clicking the button below.



Bid proposals will be accepted by email to [HUB@untsystem.edu](mailto:HUB@untsystem.edu) or in person at the Spot Bid Fair. The prospective bidders’ bid proposals must be received by email prior to 5:00 PM CT, extended to Friday, May 10, 2024 or in person at the UNT System’s designated booth prior to 2:00 PM CT, on Wednesday, May 15, 2024. Bid proposals that are not received by one of these methods and times will be disqualified from the evaluation process.

## VENDOR

**Bid Deadline: (5:00 pm) May 10, 2024 (upload to the portal)**

Vendor agrees to comply with all conditions shown on this form. FAILURE TO MANUALLY SIGN WILL DISQUALIFY BID.

COMPANY NAME: \_\_\_\_\_  
 TEXAS VENDOR ID # (required):\* \_\_\_\_\_  
 PHYSICAL ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
 TYPED NAME & TITLE: \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_  
 CURRENT DATE: \_\_\_\_\_  
 Business Size:  Microenterprise: (1-9 emp)  Small: (10-49 emp)  Medium: (50-249 emp)  Large: 250+ emp  
 HUB Certified by TPASS:  BLK  HSP  A/P  AI  W/O  SDV

\*THE TEXAS VENDOR ID NUMBER IS THE PAYEE IDENTIFICATION NUMBER ASSIGNED AND USED BY THE COMPTROLLER OF PUBLIC ACCOUNTS OF TEXAS TO PROCESS PAYMENT FOR GOODS/SERVICES. ENTER THIS NUMBER IN THE SPACE PROVIDED ABOVE.

Bid Invitation Number: \_\_\_\_\_

Item#	Item & Description	QTY	Unit	Unit Price	Extension	Delivery (Days)
1						
2						
3						
4						
5						
6						
7						

### VENDOR CERTIFICATION/ACCEPTANCE

\*By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas Resident Bidder as defined in Texas Administrative Code, Title 34, Part 1, Chapter 20.

TOTAL AMOUNT OF BID: \$ \_\_\_\_\_

# UNT SYSTEM™

## SPECIAL NOTES:

- Bid price must be guaranteed for 60 days.
- Total package pricing must include furnishings, freight, delivery, and installation charges.
- Dealer must provide a complete installation timeline detailing order submission and delivery milestones based on the Owner's schedule as noted in this document.

Under Section 231.006, Family Code, the Vendor certifies that the individual or business entity named in this contract, offer, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate.

Pursuant to Section 231.006(c), Family Code, provide names and social security number of each person with at least 25% ownership. Check below if preference is claimed under.

Texas Government, Title 10 Subtitle D, Chapter 2155, Subchapter H. Purchasing Preferences:

- Produced in Texas and/or Texas bidder  Texas agricultural products
- USA produced supplies, materials or equipment
- Historically Underutilized Business Certified by the Comptroller of Public Accounts  Products of persons with mental or physical disabilities
- Products made of recycled / environmentally sensitive materials  Energy efficient products
- Products and services form economically depressed or blighted areas (per Section 2306.004, Government Code)

## BID OPENING AND INSTRUCTIONS:

Title your bid response: IFB -Entity #-24-xxxx-Entity Name, Product name. Email by the due date and time.

**INQUIRIES:** All inquiries should be e-mailed to [HUB@untsystem.edu](mailto:HUB@untsystem.edu)

Include in the subject line "FY2024 SPOT BID FAIR INQUIRY".

Date @ time (deadline to submit)

**LATE BIDS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

**AWARDED VENDORS WILL HAVE 72 HOURS TO COMPLETE THE ONLINE VENDOR REGISTRATION FORMS ONCE RECEIVED TO BECOME A UNTS VENDOR IF NOT ALREADY REGISTERED WITH THE UNIVERSITY. UNTS RESERVES THE RIGHT TO MOVE TO THE NEXT RANKED VENDOR AFTER THIS DEADLINE. MORE INFO CAN BE FOUND AT <https://finance.untsystem.edu/vendor-resources/index.php>.**

## CONDITIONS TO BID

The agreement will be awarded to the responsive and responsible Bidder or Bidders whose IFB will be most advantageous to the University based on quality, service, price, and other factors considered as mentioned in the IFB specifications. The University reserves the right to waive any technical or formal error or omissions and reject any or all IFBs, or to award an agreement for the items thereon, either in part or in whole, if it is deemed to be in the best interest of the University to do so. Criteria that may be reviewed by the University in the award of this IFB includes, but is not limited to, the following:

- Superior quality and adherence to specifications
- Excellent service – delivery and/or completion time
- Prices offered in bid.
- Guarantees and warranties.
- Company's reputation and financial status
- Past experience and cost with same or similar items or service