

# UNT SYSTEM™

## Strategic Infrastructure, Planning & Construction

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DATE: August 10, 2023  
TO: Potential Respondents  
FROM: Elaine Robbins – Construction Contract Coordinator II  
SUBJECT: Questions #1  
RFP763-23-978ER  
UNTHSC IREB 2nd, 3<sup>rd</sup>, 4<sup>th</sup> Floor Renovation - Furniture

This document is being issued to answer questions that have been submitted as follows:

- 1) If you look at the original solicitation page #3 – 3.3, “Installation needs to be completed in stages with fifteen (15) ET.01 tables for Level 2 by October 12, 2023; remaining twenty-five (25) ET.01 tables delivered to Level 4 by December 14, 2023. **Delivery for LT.01, tables to be installed for Level 3 by January 31, 2024.** Please explain the highlighted in YELLOW – does this mean both the tables delivered on 10/12/23 and 12/14/23 are to be installed on on Level 3 (3<sup>rd</sup> floor) by January 2024 or installation is to be done on the day of delivery?

**ANSWER: What is highlighted in yellow above is ONLY for the LT.01 tables for Level 3 by January 31, 2024. That means the tables should be delivered in the month of January and be installed during the month of January 2024 by the 31<sup>st</sup>.**

We need specific details (dd/mm/yy) on how the installations are to be carried out.

**ANSWER: We are providing end dates in this paragraph that states when installation needs to be completed by for each of the types of tables. If you choose to respond to the solicitation, you will need to provide information as to when tables could be delivered and installed by.**

- 2) Is there a link from where I could obtain the GOOD STANDING WITH TEXAS as we are an out-of-state bidder?

**ANSWER: Unless you owe back child support to someone in the State of Texas or are indebted to the State of Texas for any type of taxes, that is what the paragraph is referring to. UNTS vendor files are tied to the State of Texas as UNT System and its component institutions are State of Texas agencies. So, that means once a vendor is in our system, if a vendor is as mentioned, behind on child support or sales tax, the State can lock down a vendor from being paid until the vendor has satisfied whatever issue the State has put the vendor on hold for. The link to the State Comptroller's website is <https://comptroller.texas.gov/> for additional information.**

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- 3) All of our items are shipped direct from the manufacturer; as an out-of-state bidder, we cannot provide physical presence however we can arrange a white glove delivery and an installation will be done on the day of delivery and not on different dates.

***ANSWER: Since the project is being completed in three (3) phases, we will need to make sure it is delivered and installed in the same month the due date is given. We do not have the space necessary to store the product on campus before the install date. We will need the furniture vendor to provide the third party white glove delivery service to move and install the new product into the space. The vendor will need to coordinate the stall of the furniture with the third party delivery service per the furniture drawings provided by the project architect.***