

UT ARLINGTON RFP: UTA2019-007
Camus Mail Center

PRICING ATTACHMENT

Proposal of: _____
(Proposer Company Name)

To: The University of Texas at Arlington

Ref.: Campus Mail Center

RFP No.: UTA2019-007

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the Campus Mail Center services required pursuant to the above-referenced Request for Proposal upon the terms and conditions quoted below.

NOTE 1: Board Approval. This Agreement is subject to review and approval by The Board of Regents of The University of Texas System (the "Board"). The validity and effectiveness of this Agreement is contingent upon the approval of this Agreement by the Board through the consent agenda requirements and approval process under the Rules and Regulations of the Board. If the Board does not approve this Agreement, then this Agreement is null, void, and of no effect; provided, however, that University shall pay Contractor for any Work that is provided by Contractor to the University hereunder prior to the notice, if any, of the Board's non-approval. Notwithstanding any other provision of this Agreement, in the event that the Board does not approve this Agreement, the total amount that University pays to Contractor for any Services that are provided by Contractor to the University under this Agreement will not in any event exceed \$1,000,000.

NOTE 2: Required Notifications: Vendor must notify the Buyer prior to shipment of any non-EAR99 product or commodity controlled by the Export Administration Regulations (EAR), or any product or commodity controlled by the International Traffic in Arms Regulations (ITAR). Vendor will supply the product/commodity ECCN or USML identification number as applicable. For services, Vendor will notify the Buyer, prior to service being provided, if the Vendor's personnel performing the service will include any individuals that are not U.S. Persons. U.S. Persons are defined as any individual who is a citizen of the United States, a permanent resident alien of the United States, or a protected individual as defined by 8 U.S.C. 1324b(a)(3).

Invoicing Instructions

Send Invoices to: Business Services
University of Texas at Arlington
701 S. Nedderman Dr.
Arlington, TX 76010
Attention: Erin Cavazos
E-Mail: ecavazos@uta.edu
Ref. RFP #: 2019-007

With a Copy to: Accounts Payable
University of Texas at Arlington
219 W. Main Street
Arlington, TX 76019
E-Mail: accounts_payable@uta.edu
Ref. RFP #: 2019-007

NOTE: Contractor is to provide one (1) combined monthly invoice for scheduled work and for unscheduled work. These invoices should be compiled and sent monthly, as separate line items on one (1) invoice with one (1) PAR (if applicable).

6.1 Pricing for Services Offered

Maximum space available for Campus Mail Services is 2000 square feet. The university is leasing this space at a monthly cost of \$20 per square foot. Respondents should include a pricing model that states the amount of space that will be leased for services. The format of the response should follow the stated term in **Section 1.4** of this RFP document.

Describe anticipated sources of revenue.

6.2 Delivery Schedule of Events and Time Periods

Contractor is to provide an implementation schedule with milestones that lead up to a fully functional implementation by **August 21, 2020**.

Contractor will be required to attend progress review meetings with UTA staff as scheduled.

6.3 Other considerations (cost offsets and other financial or non-financial considerations to be provided to the University)

The University is interested in, and will consider in our evaluation, creative ideas from Proposers regarding opportunities for sponsorships, donations or other revenue generating / cost reduction initiatives and/or no cost benefits. Please describe any initiatives you would be willing to negotiate

6.4 AIR TRAVEL, HOTEL RESERVATIONS AND RENTAL CAR

Ref. RFP #: UTA2019-007

University will reimburse, without mark-up, reasonable expenses (including meals, rental car or mileage, coach class airfare, and lodging) validly incurred by Contractor directly and solely in support of Work and *approved by University in advance*. Contractor will be subject to the then-current Travel Reimbursement Rates promulgated by the Comptroller of Public Accounts for the State of Texas at <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php> with regard to all travel expenses Contractor will not be reimbursed by University for expenses that are prohibited or that exceed the allowable amounts provided in the then current Travel Reimbursement Rates. As a condition precedent to receiving reimbursement for expenses, Contractor must submit to University receipts, invoices, and other documentation requested by University.

Reimbursement for expenses and disbursements will not exceed a maximum expense cap (*to be mutually agreed by Contractor and Respondent and provided in the Agreement*), without the prior written approval of University.

6.5 University's Payment Terms

University's standard payment terms are "net 30 days" as mandated by the *Texas Prompt Payment Act* (ref. [Chapter 2251, Government Code](#)).

Indicate below the prompt payment discount that Proposer will provide the University:

Prompt Payment Discount: _____ % _____ days/net 30 days

[Section 51.012, Education Code](#), authorizes University to make payments through electronic funds transfer methods. Respondent agrees to accept payments from University through those methods, including the automated clearing house system (ACH). Respondent agrees to provide Respondent's banking information to University in writing on Respondent letterhead signed by an authorized representative of Respondent. Prior to the first payment, University will confirm Respondent's banking information. Changes to Respondent's bank information must be communicated to University in writing at least thirty (30) days before the effective date of the change and must include an [IRS Form W-9](#) signed by an authorized representative of Respondent.

6.6 Please indicate below incentive payment(s) to be made to University in the event additional institutions utilize this contract as allowed in Section 1.5 of this RFP.

UTA Implementation only: \$ _____

+ 1 additional institution within one (1) calendar year of UTA implementation \$ _____

+ 2 additional institutions within one (1) calendar year of UTA implementation \$ _____

+ 3 additional institutions within one (1) calendar year of UTA implementation \$ _____

+ 4 additional institutions within one (1) calendar year of UTA implementation \$ _____

5 + additional institutions within one (1) calendar year of UTA implementation \$ _____

University, an agency of the State of Texas, is exempt from Texas Sales & Use Tax on goods and services in accordance with [§151.309, Tax Code](#), and [Title 34 TAC §3.322](#). Pursuant to [34 TAC §3.322\(c\)\(4\)](#), University is not required to provide a tax exemption certificate to establish its tax exempt status.

Respectfully Submitted,

Proposer: _____

By: _____
(Authorized Signature for Proposer)

Name: _____

Title: _____

Date: _____