



Office of the Vice President
and Chief Financial Officer
Purchasing Services
<http://purchasing.ufl.edu/>

971 Elmore Drive
PO Box 115250
Gainesville, FL 32611-5250
(352) 392-1331 Fax 352-392-8837

March 8, 2018

ADDENDUM #2 to the University of Florida Invitation to Negotiate ITN18SN-127 Moving of Household Goods, Laboratories, and Relocation Services solicitation scheduled to open on March 22nd, 2018 3:00 PM EST at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

This addendum consists of:

- Responses to written questions submitted by the "Schedule of Events" deadline of March 6th, 2018 by 6:00 PM

This addendum shall be considered part of the Contract Documents for the above mentioned ITN18SN-127 as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

Sincerely,

Steven Neal
Supplier Relationship Manager

Please acknowledge receipt of Addendum #2 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.

Signature

Company Name

Company Address

City/State/Zip

The Foundation for The Gator Nation

Moving of Household Goods, Laboratories, and Relocation Services

ITN18SN-127 Vendor Questions

- 1) Question: Who are the providers under the current contract?
Answer: A-Turner Moving & Storage/North American Van Lines, Berger Transfer & Storage/Allied Van Lines, Browning Moving & Storage/United Van Lines, Hills Van Service/National Van Lines, Cryo Guys, Pacific Scientific Transport.
- 2) Question: Does the contract cover international moves? What is the number of international moves annually?
Answer: International moves are not covered under this contract, but UF and most SUS schools continue to use the awarded vendors under this contract when an international move is needed. There were 15 international moves in calendar year 2017.
- 3) Question: Is it required that a vendor be registered with the University before responding?
Answer: No, it is not required to respond, but if awarded, the vendor will be required to register.
- 4) Question: The bid document states that the University of Florida awards moves based on a rotational basis and the other schools in the State University System, provides a list of suppliers to the transferees and may offer lump sum amounts to the transferee. Can you clarify that this means, if successful, we would invoice the University of Florida moves, but the other moves the transferee would pay for?
Answer: The University of Florida does not intend to change its business process. Most moves will be paid via PO. In some cases the department authorizing the move may not have allocated budget to cover the entire estimate/cost of the move. In those cases the mover will receive payment from the University and will need to communicate the COD portion to the UF employee who is moving. In the case of other SUS schools, if they offer a stipend/bonus to the employee then the employee will pay the vendor directly. The purpose of this solicitation is to make contract rates available to all SUS employees regardless of who is paying. If the mover requires special authorization to ensure the employee is being moved by an SUS institution, please include that requirement and either a sample or a list of the required information in Tab 3.
- 5) Question: Do you intend to keep the framework of your relocation program largely intact as it exists today, or do you plan to make significant changes?
Answer: UF does not foresee changing the HHG moves process but hopes to add additional relocation services. UF cannot speak for the other SUS institutions.
- 6) Question: How will the bid response be evaluated?
Answer: Based on the evaluation criteria provided in Section 2.1 of the ITN document.
- 7) Question: Under the Pricing & Adjustments section 1.2.3, it states that the rates will be applied as a discount from the 400N dated 12/31/2007. Can you clarify that you're seeking pricing based on the 400N frozen as of 12/31/2007?
Answer: Please see Addendum 1 on the UF Procurement website for an explanation of the pricing method being requested.
- 8) Question: Does this agreement have to be on the 400-N tariff, or can we use our own tariff for the duration of the agreement if we present to you what the 400-N equivalent discount would be?
Answer: UF prefers use of the 400-N in the response because it allows easier comparison across all responding suppliers. If invoicing is easier against a

vendors' own tariff, that can be discussed should the supplier be invited in for negotiation.

- 9) Question: Is there any flexibility on discount levels remaining firm and fixed for the first two years of the contract? Are carriers allowed to take an annual GPA increase?
Answer: The discounts remaining fixed for the first 2 years is a negotiable term. The carrier may request an annual GPA increase based on the methodology shown in section 6.35 of the bid document.
- 10) Question: Could you please confirm if 3 or 5 hard copies are required. There are two different sets of instructions in 4.1.1 and 4.1.2.
Answer: 3 hard copies
- 11) Question: Under Tab 9 "Pricing Discount Structure", in Paragraph 2: I see in the provisions of this item that a digital format is required in order that the data be accessible. Just to confirm that at no point are these files (most likely to be in Excel) to deviate from a digital format? Just so there is no misunderstanding, the Excel spreadsheet amendments A, B, E, F, G are to be the sole means for the vendor to set forth its pricing?
Answer: Pricing responses are to be in spreadsheet format such as Excel.
- 12) Question: Under section 4.2.7 "Pricing and/or Revenue Proposal" in Paragraphs 1 & 2, it mentions vendor responses submitted as "All or None". Would you please clarify by example what would fall within this terminology and would be deemed unacceptable?
Answer: The University's intent is to award on a per lot basis. If the vendor is responding to all lots or 2 lots, and their pricing response is predicated on being awarded all of the lots that they responded to, then they would need to indicate that in their response. For example, if Company X responds to Lot 1 and Lot 2 and the pricing is dependent on being awarded both lots, and thus are not offering the same pricing if only awarded one of the lots, they would need to indicate that in their response.
- 13) Question: What led you to go to bid?
Answer: The current contract is expiring.
- 14) Question: What matters most to the University of Florida's Mobility Team?
Answer: Excellent service at a competitive price.
- 15) Question: What is the one thing you hope to fix in the ITN process and what is the one thing you want to avoid?
Answer: Fix-offering additional relocation services beyond HHG. Avoid-drop in service with COD moves.
- 16) Question: Are there defined policies for the transferring employees? Are the policies consistent across the university system or does each university design their own unique policy/ program?
Answer: At UF there are not specifically defined policies for new hires relocating to Gainesville. Decisions about new hires offer packages are made at a unit level. UF cannot speak for the other SUS institutions but is not aware that there are institutional policies on relocation benefit packages.
- 17) Question: If all of the moves are provided with a lump sum only, can they provide background on how they come up with the specific dollar amount?
Answer: Each organization determines the amount available for the move based on their available budget.
- 18) Question: Are there tiered policies (homeowner, renter etc.)? If so, can they provide a breakdown of the volume?
Answer: Relocation assistance is currently not provided to the University of Florida under the current Household Good Moves contract, and therefore there are no requirements for what is offered under Lot 3. The services offered will be up to the respondents.

- 19) Question: Are there services required prior to authorizing a relocation. For example, do the universities require area tours, etc. during the candidate phase of the hiring process? How are these needs managed today?
Answer: There are not currently any services required prior to authorizing a relocation. Often, depending on the position of the candidate being recruited, they visit Gainesville (or the UF location) prior to relocation during the recruiting process.
- 20) Question: What (if any) specific benefits are provided to homeowners? Is there assistance (reimbursement) with selling the old home and purchasing in the new destination?
Answer: There are no requirements for what is offered under Lot 3 and the services offered will be up to the respondents.
- 21) Question: There is mention in the ITN of services such as: renter assistance, and spousal job assistance. Does the University pay for these services (for the employee) or if desired by the employee, are they personally responsible for the cost (service fee and actual delivery by outside provider)?
Answer: The services are not currently offered so neither employee nor University is paying for them. UF would like to understand the cost structure of providing such options to determine what kind of offerings may need to be developed.
- 22) Question: If a Debit Card is issued to an employee prior to them officially joining the university, are we correct in assuming the university will reimburse the supplier for the amount issued on the card, and that the university will be responsible (take on the risk) if the employee never reports for work? Are any costs associated with the debit card (from the debit card company) passed back to the university?
Answer: Yes to both questions.
- 23) Question: Is everything invoiced to the University?
Answer: Some services may be paid by the employee/transferee directly. That will depend on the business process of the University. At UF, costs for the move that exceed the budgeted amount for the move are paid by the transferee.
- 24) Question: If a debit card is issued, is the supplier then required to track how those dollars are utilized (collect receipts?) and tie out the payment? Or can the transferee utilize the dollars as they see fit?
Answer: Transferee's can utilize the dollars as they see fit. The debit card functions in lieu of a moving allowance or bonus.
- 25) Question: Since all institutions act separately, are we correct in that we would invoice (and provide reporting) to each institution on a separate and unique basis?
Answer: Yes. UF requests reporting on all institutions use of the contract.
- 26) Question: There is mention of selecting more than one Relocation Management Services Company (RMC) separate from HHG', is this the correct understanding, and if so, how would relocations be assigned to the RMC's?
Answer: Yes. Since the RMC process is new to UF and the SUS, UF is uncertain how RMC's will be assigned.
- 27) Question: Will the RMC be responsible for assigning and managing the HHG's provider, or is that managed separately by the university?
Answer: UF's business process with HHG providers will not change. UF cannot speak for the other SUS institutions since the RMC offering is new.
- 28) Question: Can the university provide more detail regarding their expectations related to expense tracking, reporting, and year-end tax reporting to the transferee?
Answer: The transferee's expenses, if paid by UF (or another University) will be tracked by UF and reported on the transferee's W2. The HHG mover is not responsible for tracking expenses. The RMC process will have to be determined once services and costs are identified.

- 29) Question: Will our response require pricing for specialized van services for transporting specimens?
Answer: Yes
- 30) Question: For the laboratory relocations, will we only be supporting the movement of Ultra Low Freezers?
Answer: No, it can include other lab equipment, chemicals, and other laboratory & research content.
- 31) Question: Will there be requirements of packing and loading other lab equipment?
Answer: Yes. The awarded vendor will be expected to adhere to the standards of bid document as well as consulting with the transferee to specifications not detailed in the bid document.
- 32) Question: Will there be requests to relocate full labs?
Answer: Yes
- 33) Question: Do you anticipate us moving full labs locally, intra, and interstate?
Answer: Yes, potentially all 3.
- 34) Question: If the vendor has a service partner with hazmat certification and the vendor underwrites the liability, may the vendor bid on the laboratory moves?
Answer: Yes, but the supplier would need to disclose which subcontractor they are using. The University prefers to contract directly with suppliers who specialize in Laboratory Moves for Lot 2. It would be necessary to disclose any 3rd party markup in the pricing response.