



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

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May 15, 2015

Correction to previously posted **ADDENDUM #1** to the University of Florida Invitation to Negotiate ITN15NH-115, Specialty Laboratory Supplies **scheduled to open on May 28, 2015 at 4:00 PM at the University of Florida**, Elmore Hall Conference Room, 971 Elmore Drive, Gainesville, Florida.

This addendum consists of:

Questions /inquiries submitted prior to May 12, 2015 – 5:00 PM and answers.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITN15NH-115, Specialty Laboratory Supplies** 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,

Nicola Heredia
Assistant Director – Purchasing Services

Please acknowledge receipt of Corrected Addendum #1 by signing below, and returning this addendum with your proposal. Failure to include this addendum with your proposal may result in rejection.

Signature

Company Name

Company Address

City/State/Zip

University of Florida (UF) Questions/Response

1. **Will the bid recipients also become hosted vendors on MyUFmarket?**
 UF has a prime supplier, and we would not be looking to enable companies that would routinely compete with the prime in the consumables arena. Our goal is to enable strategic vendors in MyUFmarket, particularly those providing unique products.
2. **How many vendors would be accepted as contractual secondary suppliers?**
 We don't have a limit on the number of vendors we contract with. The mission of the contract is to help the research on campus by making it easier for the products needed to be obtained.
3. **Can we make any changes to the ITN document? For example in the Invitation document page 11 in section 2.5.4 regarding new product introductions you ask if we have new products to introduce that we do that monthly. This is difficult for companies, can we change this schedule?**
 Please include that change, and the suggested timing, in tab 10 of the response document. Section 2.1 Method of Award specifies that the acceptance of terms and conditions is one of the evaluation criteria for this ITN.
4. **Section 2.5.2, Price List, will you entertain any offers that do not include a fixed list price firm for any period of time?**
 List price does not need to be locked for the entire duration of the contract, but we will be looking for a verifiable discount from list. Section 2.1 Method of Award specifies that the acceptance of terms and conditions is one of the evaluation criteria for this ITN.
5. **Section 4.2.9, Attention to Terms and Conditions - The last sentence states any Issues with the University terms and conditions should be detailed in Tab 11 of the response document. Does this mean requests of revisions/additions to the Proposal Terms and Conditions will be accepted?**
 Any requested changes should be included in Tab 10 of your response document. These requested changes will be discussed during the negotiation phase of the ITN process. Section 2.1 Method of Award specifies that the acceptance of terms and conditions is one of the evaluation criteria for this ITN.
6. **How should the complete product listing referenced in section 2.5.1 be supplied? Electronically or hard copy?**
 Section 2.5 indicates that the pricing details and negotiations will be requested after the review of the initial ITN response document. This information is not required in the initial response. Further information will be provided at the same time as the request, and will depend on the initial product groups indicated on Attachment B.
7. **Does the information in section 4.2.12 Collusion Prohibited, prevent any dialog with distribution partners?**
 No, distribution of products is an internal decision made by each individual company.

- 8. How can we get a better understanding of the reporting requirements referenced in section 6.10?**
The reports required will be dependent in the actual product groupings that are being provided to UF, and will be discussed in more detail in the negotiation phase of the ITN.
- 9. Where can I find attachment B that is mentioned in section 4.1.1 and Tab 9 of the document?**
Attachment B can be found on our website, with the ITN document <http://www.purchasing.ufl.edu/vendors/schedule.asp>
- 10. Attachment B includes sequencing as a product grouping. Is this a service, or the reagents for sequencing?**
This product grouping refers to the sequencing service.
- 11. Should we return the entire ITN or only the signed certification of proposal?**
Provided the signature and all necessary information is included in the response that is all that is required. There is an equal opportunity question that will need a response in section 6.8 of the document.
- 12. Section 4.2.11 Authority to Negotiate indicates a Tab 12 of the response document, however a Tab 12 is not mentioned in section 4.1.1 response format. Where should this information be included?**
There is an error in section 4.2.11 – this information should be included in tab 1.
- 13. Section 6.27 Protection of Property, how does this refer to us?**
All vendors that come onto UF campus are expected to guard against damage to the University, and are responsible for any damage that they cause. As stated in section 6.26 all vendors are expected to maintain valid insurance as required, and to provide such insurance documentation to UF Purchasing Services.
- 14. What is Vantage Point Logistics?**
Vantage Point Logistics (VPL) is a third-party freight company. When an order is shipped to UF, the VPL shipping account number is used, and VPL will then issue the invoice to UF for payment.
An alternative to VPL would be free freight or flat rates of freight.
- 15. The University of Florida being a public university, how will UF guard against public access of discounts or the terms of agreement between UF and secondary suppliers?**
We are a public institution and any information we hold is subject to public disclosure. If any information provided can be defended as proprietary and/or trade secret, and is marked as such in your response document (see section 4.2.18), under Florida law we do not have to disclose it.
- 16. If our company has multiple divisions – a Life Science group and an Analytical group for example, must we provide one proposal?**
If your company has multiple divisions we would prefer a corporate level contractual relationship with all of those divisions. If that is difficult, then we can work in the best way for the benefit of UF.

- 17. In the ITN you mentioned that Fisher Scientific has offered to manage on-site; is it mandatory that we use Fisher Scientific or can we manage a supply center on our own with a host?**

We are not looking to cancel any existing supply center relationships, however new relationships would be coordinated through the Fisher on-site store.

- 18. Do you know the fees associated with the three levels of Fisher Scientific stockroom management?**

Any fee would be a direct relationship between you and Fisher. The lowest tier of support does not have a cost associated with it, however as the other tiers are customizable those costs vary according to the services that are provided. Further details will be discussed following the negotiation phase of the ITN process.

- 19. How will the data be shielded from the wider Fisher Scientific organization?**

The level of support that you choose from Fisher Scientific would dictate the degree of information that is accessible.