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May 24, 2018

ADDENDUM #1 to the University of Florida Invitation to Negotiate ITN19SN-100 Commercial Printing and Ancillary Services solicitation scheduled to open on June 12th, 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 May 22nd, 2018 by 6:00 PM

This addendum shall be considered part of the Contract Documents for the above mentioned ITN19SN-100 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 #1 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

ITN19SN-100 Vendor Questions

- 1) Question: In regards to section 1.4, Copyright Checking & Clearance, are you asking vendors to research every submission to detect plagiarism and copyright infringement? Beyond searching copyright records at the United States Copyright Office, what other actions do you envision the awarded vendors to undertake? Is it appropriate for us to participate in this ITN if we can't do the copyright checking?

Answer: The goal of this section is to make sure that the vendor and University are protected from copyright infringement. It may be appropriate for the vendor to have the University employee/department verify by signature that submitted material does not contain copyrighted material, and if it does, to either: provide copyright clearance, ask the University employee/department to resubmit without copyrighted material included, or reject the order. This part will ultimately rely on the judgement of the vendor. It is important to note that the University of Florida shall not be liable for the actions of any awarded vendor under this contract, who has not obtained the appropriate permissions to use copyrighted material, and then subsequently reproduces that same material.
- 2) Question: In regard to Attachment A, is a vendor allowed to bid only on sections of their choosing and forgo pricing (no-bid) on specific jobs/tabs/sections? Will not bidding on all sections disqualify the vendor from consideration for the final pool of vendors?

Answer: The goal is to find a pool of vendors who can cover the types of jobs that are listed in Attachment A. That being stated, vendors can submit pricing on the jobs of their choice and, if declining on some job types, please indicate that and the reason why. That wouldn't necessarily disqualify a vendor from the pool. There will be a committee of University end users who frequently utilize these services, who will be reviewing the responses and giving their input. All aspects will be considered.
- 3) Question: Will pricing provided in the ITN be used for benchmarking or contractual purposes?

Answer: The pricing provided will primarily be used to benchmark against other responses received. That being stated, UF does expect pricing submitted to be an accurate representation of what will be provided to end users under the contract. The jobs that are found on Attachment A are not for specific jobs requested by a University department, but are samples of the types of jobs that the University may request.
- 4) Question: Will a vendor be excluded if they cannot or will not provide editorial changes?

Answer: No, not necessarily.
- 5) Question: Job #4 Workbook, is assumed to be the Algebra Nation project. That solicitation stated that the University would be using their own UPS account for delivery. This solicitation asks for inside delivery. Can it be assumed that the process has changed to want the latter?

Answer: Not necessarily. Job#4 is based on the Algebra Nation project, but these are just examples of jobs that campus may request of vendors and not actual specified job requests for a particular department. The jobs listed in Attachment A are for general comparison among vendors and to see what can be provided to campus. The primary focus of this solicitation is to review vendor capability and services that can be provided and establish a pool of vendors for campus to utilize. The Algebra Nation project may have different requirements than what is indicated

in Attachment A. This contract will allow University departments to have access to a pool of qualified vendors that can provide an array of commercial printing services and not have to complete a public solicitation.

- 6) Question: In regards to section 1.2.2.1, it states the vendor will disclose any job that is to be subcontracted more than 25%. Please elaborate or clarify what is meant by 25%.
Answer: If more than 25% of the value of a job is subcontracted, that would need to be indicated on the quote.
- 7) Question: In regards to section 1.7, can you please provide a specific list of institutions or agencies that may access and assess the agreements made under this contract?
Answer: This would include all public entities in the State of Florida. This includes:
- a. All State of Florida universities (<http://www.flbog.edu/>)
 - b. Community colleges (<http://www.fldoe.org/schools/higher-ed/fl-college-system/colleges/>)
 - c. State, county, city governmental agencies
 - d. County School Boards

As a reminder, this would occur with mutual agreement of the vendor and UF.

- 8) Question: In regards to section 1.2.1, please elaborate on exactly what will be expected with fulfillment services.
Answer: Fulfillment services and expectations can vary greatly by department, but may include:
- a. Bulk & direct mailing services
 - b. Pick, pack, and ship
 - c. Kit assembly & packing
 - d. Inventory Management & Storage
 - e. Returns processing