



Office of the Vice President
and Chief Financial Officer

Procurement Services

<http://procurement.ufl.edu/>

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October 29, 2018

ADDENDUM #1 to the University of Florida ITB19JL-107 Microscopes and Other Accessories scheduled to open **November 8, 2018 at 3:30 PM/ET** at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITB19JL-107** 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.

This addendum consists of :

- Responses to Vendor Questions that were due before October 26, 2018 at 5:00PM

Sincerely,

Jennifer Leckerling, Procurement Agent III
Procurement Services

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

Q1. Can the price list be submitted electronically?

A1. Yes, the price list may be submitted electronically on a CD or USB drive

Q2. Per term 7 of the non-technical specifications, it states the lead-time for orders as 10 days. Would there be exceptions under this contract if extra time was needed to source material for large sized orders?

A2. If orders are unable to be delivered within ten (10) calendar days after receipt of the purchase order, UF requests that the vendor communicate the lead-time on the quote or via email with the end user.

Q3. What are the requirements for the e-commerce sections?

A3. The University wide eProcurement solution at UF is Jaggaer, branded as myUFmarket. At the discretion of the University, UF may work with an awarded vendor to enable the electronic catalog.

Q4. How does the reporting section work? Are they face to face meetings or are the reports submitted via email? Are there template that are provide by UF? Can you provide us an example?

A4. Reporting will be submitted via email to UF's contract analyst. Contact information will be provided after the ITB is awarded and the request for reporting is made. The reporting fields listed in the ITB document are required. UF will work with the vendor to create reports as University deems necessary and compatible with the vendor system.