



Office of the Vice President
and Chief Financial Officer
Procurement Services
<https://procurement.ufl.edu/>

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June 6, 2019

ADDENDUM #1 to the University of Florida ITN20NH-101 Janitorial Services scheduled to be opened on **June 13, 2019 3:00 PM** 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 **ITN20NH-101** 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:

- Revised Section 3.0, Schedule of Events;

ITN Closing (Opening of Proposals) will now take place on 6/20/2019 at 3:00 PM

- Answers to questions asked prior to the deadline of 5pm, May 30, 2019.

Sincerely,

Nicola Heredia, Associate Director
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

Responses to questions submitted for UF's ITN Florida ITN20NH-101 Janitorial Services

General Questions

Q1. What documentation do I need to provide for phase 1?

A1. Documentation required for Phase 1 would be a completed Attachment A – Prequalification Questionnaire, and any supporting documentation. In addition, the completed section 7.1 Certification of Proposal should also be provided. This can be found on pages 31 and 32 of the original ITN document. No pricing information is required for Phase 1.

This documentation must be received at UF Procurement Services before 3pm on 6/20/2019.

Original ITN document can be found on the Procurement Services website under the Supplier section, titled Schedule of Bids. <https://procurement.ufl.edu/wp-content/uploads/2019/05/ITN20NH-101-Janitorial-Services-for-Baby-Gator-and-other-facilities-across-campus.pdf>

Q2. In the document it says: Tabular / Paginated Format. Could you please explain to me what type of format that is?

A2. The hardcopy (paper) document should be provided with each piece of requested information separated/divided (into tabs) as described in section 4.1.1 Phase 2 of the original ITN document (pages 13 and 14).

Q3. What are the square footage details for the facilities?

A3. Attachment B, C and D show the approximate square foot measurements for the Baby Gator Facilities. These are approximate and we do require potential vendors to make their own measurements prior to final pricing being provided. Pricing information is not required for Phase 1.

All other UF facilities will provide details when service is requested.