

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

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August 25, 2020

ADDENDUM NUMBER 1 ON INVITATION TO ITN21SN-104

TITLE: Janitorial and Sanitation Supplies, Equipment, and Services

This addendum shall be considered part of the Contract Documents for the above-mentioned project 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 Contract documents, this addendum shall govern and take precedence. Bidders are hereby notified that they shall acknowledge receipt of the addendum.

This addendum consists of:

- Changes to Pricing Attachment A:
 - Revision of list of products under the Market Basket tab
 - Addition of UF current price (if known) for products under the Market Basket tab
 - Addition of Notes column under all tabs if needed by respondent
 - Addition of thickness specifications of Can Liners highlighted in red.
- Attached answers to Supplier questions.
- Reminder: Bids are due no later than September 8, 2020 at 3:00PM.
- Bid opening that will be held remotely by Zoom. For those that wish to attend, a link to the Zoom meeting will be available on the Schedule of Bids webpage.



Steven Neal
Supplier Relationship Manager

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM 1 AND RETURN WITH YOUR BID.
FAILURE TO ACKNOWLEDGE THIS ADDENDUM COULD CONSTITUTE REJECTION OF YOUR BID.**

VENDOR NAME

VENDOR ADDRESS

SIGNATURE

ITN21SN-104 Janitorial and Sanitation Supplies, Equipment, and Services
Contractor Questions

1. Q: If awarded a specific item that is dispensed out of a dispenser, will we be able to change dispensers on UF property? Would this change be able to be made with a team outside of UF?
A: If a change of dispenser is needed, UF expects that the dispensers are provided at no cost, and the dispenser change would be done by UF staff. Any offering for reimbursements/credits to the University for the installation of the dispensers should be noted in Tab 4 of the bid response.
2. Q: Can we bid on a like for like alternative for roll towels and tissue that would include the dispensers at no charge, since your current spec is proprietary, and no universal brands will fit?
A: Yes, if your company is offering a comparable product to one listed on the market basket, please insert the product offered below the product you are not able to quote and make a note in the last column noting it as a replacement.
3. Q: We do not have a catalog, so we don't have a "List Price" to provide in that column on the bid. What if anything should we provide instead?
A: For those items in the Pricing Attachment A where you do not have a list price, please list the same price you are offering under "List Price" and "Net Price".
4. Q: Do you have the ability to share your current pricing for this bid? Specifically, the current pricing for the items in the Market Basket.
A: See the revised Pricing Attachment A, included with Addendum 1.
5. Q: How do we get more details about the can liners? To quote competitively we would like to get the thickness of each can liner.
A: The thickness of each liner is shown on revised Attachment A, highlighted in red and included with Addendum 1.
6. Q: Is product consolidation important? If we could reduce 2-3 of chemical skus to one would that be important to the university?
A: The University would consider a product that could possibly consolidate skus. Please list the product being offered on the pricing Attachment A and make a note on the spreadsheet noting which product/s it could replace.
7. Q: Holding pricing two years on items that may fall under the safety or PPE category could be problematic in these turbulent times. Can we note certain products where we might not be able to hold pricing two years?
A: For those products you can't hold pricing for 2 years, please do not quote those on the Market Basket tab on Attachment A, but instead list the product under the corresponding Lot tab.
8. Q: Can we go to the warehouse to get product specs?
A: No, this is a public solicitation and all communication should go through Steve Neal in Procurement Services.
9. Q: Can you go over again what you would like to see done when offering comparable items as a replacement for what is in the market basket?
A: If your company is offering a comparable product to one listed on the market basket, please insert the product offered below the product you are not able to quote and make a note in the last column noting it as a replacement.

10. Q: Could a single item be awarded out of a lot?
A: Yes, but do understand that suppliers awarded under this ITN are not necessarily being awarded future purchases by the University for that item/items/Lot categories. This solicitation results in a pool of vendors for the item/items/Lot categories from which the University can choose from when purchasing products.
11. Q: Do you want detailed/individual SKU items on the Lot quote, or can we do taxonomy per vendor for discount off list?
A: You may fill in the pricing information under the Lot tabs via either method. You can list individually, or you can list the discount schedule for the lot/categories. Since the ability to provide detailed reporting is a requirement of this ITN, it will be important for UF to be able to validate pricing.
12. Q: Pricing placed in lot tabs at bottom are just for discount off of list price, balance of line items? off contract
A: The pricing under the lot tabs can show a discount off list or can list a fixed price for an item. That would be up to the responding supplier.
13. Q: You are asking for a firm 2yr price. if we quote a discount off list, net price would be subject to change.
A: The 2-year firm price will only be for those items that are quoted under the Market basket tab. Net pricing for those items should not change for the 2 years. The items under the Lot tabs can be listed as a discount from List price. The discount should not change, but the List price could fluctuate potentially.
14. Q: How will alternate equivalent products be evaluated?
A: Alternate, equivalent products would be evaluated by the departments that will purchase the products.
15. Q: Once awarded, when would delivery begin?
A: To clarify, this ITN will be awarded to a pool of vendors, giving the UF a pool of vendors to choose from to buy janitorial products and services. No awarded vendor is guaranteed to gain the business for any product.
16. Q: Will multiple vendors be awarded the same lots or products?
A: Yes, multiple vendors will be awarded to the pool of vendors for the same lots or products.
17. Q: If awarded by lot. do we have to bid every item in lot?
A: No, vendors are allowed to bid on those items they so choose in a lot.
18. Q: Can we state a minimum order delivery?
A: Yes, you can state a minimum order delivery, but that should be indicated on your pricing in Attachment A.
19. Q: Can pcard be used?
A: Yes, UF departments can use PCard for purchases.
20. Q: My company doesn't provide several of the specific items in the market basket but does have equivalent branded items. I know that Housing and Facilities have used several of the items in the market basket for several years. I would not want to put something on the market basket that would not be considered and waste the University's time.
A: It will be up to the company to decide what products to list pricing for in the Market Basket and whether that is worth their time. The market basket will be provided to all interested departments.

21. Q: Can a vendor provide samples to the University departments?
A: After the solicitation is complete, a vendor can provide samples to items offered in the solicitation to departments for review or consideration.
22. Q: You want a quote on ALL items in marketplace basket, EVEN the ones without past UF quantity? POSSIBLE to fill in annual usage for items missing this info?
A: It will be up to the vendor to choose which items to provide pricing for in the Market Basket. The known quantities have been provided. No further quantity information will be provided under this ITN.
23. Q: All disinfectants are not made equally as many disinfectants require longer 5-10 minutes kill times on viruses & bacteria meaning the product must remain wet on the surface this long before killing viruses, bacteria, pathogens. There are other disinfectants which work much faster and are effective against Covid-19 in only 45 seconds...will this be a point of consideration in reviewing disinfectant offerings?
A: The vendor responding to this solicitation can offer the suggested product in their response and communicate the benefits to the University department if awarded to the pool of vendors.
24. Q: There is a mandatory 1-3 day delivery timeline. In regard to the Equipment section, is there an acceptable lead time on equipment purchases? (i.e. we don't necessarily stock large floor scrubbers)
A: The lead time can vary for certain products (based on circumstances or product type). The normal lead time for most products should be 1-3 days, but if anything varies, the lead time should be communicated at the time of order or quote.
25. Q: In this new era of covid-19 we are seeing supply chains strained to their limits. We are seeing products that during normal times are readily available are backordered. In respect to the 1 -3 day delivery timeframe, once awarded, how will backorders be handled?
A: The lead time can vary for certain products (based on circumstances or product type). The normal lead time for most products should be 1-3 days, but if anything varies, the lead time should be communicated at the time of order or quote.
26. Q: Floor mats and other items in the "Tool" section require some lead time. Is there an acceptable lead time for these items beyond the 1 -3 days?
A: The lead time can vary for certain products (based on circumstances or product type). The normal lead time for most products should be 1-3 days, but if anything varies, the lead time should be communicated at the time of order or quote.
27. Q: We do have a question regarding Section 1.2.1. With regards to any individual Lot of product, must we be able to supply all the items within the Lot, or can we bid on subsets within a Lot? We are aware we can bid on 1 or multiple Lots in general.
A: A vendor does not have to bid on all items within a lot. The lot tabs are listed to help categorize pricing information for a vendor's response and to allow them to bid on those lots in which they may specialize.
28. Q: For the equipment, may we provide an alternative equal substitute to what is transcribed?
A: Yes, if your company is offering a comparable product to one listed on the market basket, please insert the product offered below the product you are not able to quote and make a note in the last column noting it as a replacement.
29. Q: Do you have any additional product usage information for items listed un Past UF Quantity? I see usage for around 1/3 of the items.

A: No, the product usage listed was the only information available. To reiterate, by being awarded to the pool of vendors does not guarantee that any vendor will receive orders for a particular product or Lot of products from the University.

30. Q: What percentage of the projected volume is the marketplace spend vs. non marketplace?

A: That information is not available at this time. It should be stated that the majority of orders placed using the MyUFmarketplace eprocurement platform.

31. Q: Will you accept an electronic signature? Original signed if awarded. (Due to COVID)

A: See section 4 of the bid document for instructions. Hard copies of the bid response (along with signature in the noted areas) will be required for this solicitation. Copies on PC compatible media is also required. UF would want the signature on these copies to be original or electronic. The University does not accept proposals received by facsimile or email.