



Office of the Vice President
and Chief Financial Officer

Procurement Services

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

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October 20, 2020

ADDENDUM #1 to the University of Florida ITB21JL-122 Custom Engineering Kits, Components and Accessories scheduled to open **October 30, 2020 at 3:00 PM/ET** at the University of Florida, Elmore Hall, Radio Road, Gainesville, Florida.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITB21JL-122** 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 October 19, 2020 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. What are the specifications of the custom education engineering kits?

A1. The specifications for the custom kits may change from semester to semester. UF's goal for this solicitation is to cover all items included on the vendor price list with minimum percent discount off List Price. This solicitation is expected to result in a multiple award, allowing vendors to cover components, accessories, and custom design services to support the University of Florida's Herbert Wertheim College of Engineering

Q2. How do issues such as tariffs, scarcity of components or raw materials that could affect the pricing be handled during the contract period?

A2. Price increases will normally only be considered at the end of one contract period and the beginning of another. However, should circumstances arise that are out of the vendor's control, UF will work with the vendor on a case by case basis and may consider price increases during the contract term when supported by documentation of such increase. Please see term 17 of the non-technical specifications.

Q3. Per term 13 of the non-technical specifications, it states the lead-time for orders as 10 days. Is there flexibility to the delivery terms with regard to the "10 day calendar delivery after receipt of PO?" Delivery could possibly exceed 10 days due to the custom nature of the services being made to order or orders of larger volumes.

A3. UF requests that the vendor communicates the lead time to the end user at time of quote if orders are unable to be delivered within ten (10) calendar days.

Q4. Due to the custom nature of the services, new or revised products are often introduced per the request of the University. How will product lineup changes be handled under the agreement?

A4. This contract is intended to cover the awarded vendors full catalog. Should new items or services be added after the contract is awarded or specifications of custom kits change, UF Procurement will work directly with the awarded vendors to have those items or services added to the contract.

Q5. Shipping costs will be determined as if all products are sent to the University of Florida. If any shipments are directed to other locations, the shipment costs will be determined based on any changed circumstances.

A5. It is understood that shipping charges for orders shipped to locations other than UF's main campus in Gainesville will differ and should be communicated on the quote or via email with the end user. If applicable, please include shipping costs in the bid response on the Price Sheet found on page 4 of the ITB document. If the vendor offers free freight to UF please note that on the Price Sheet.

Q6. Does term 25: Public Records include or exclude pricing?

A6. Term 25 includes pricing. However, if the vendor needs to submit proprietary information with the proposal, the vendor shall ensure that it is enclosed in a separate envelope from the proposal and that it is clearly designated and conspicuously labeled as such. Vendors who submit responses with information noted as proprietary may be asked to substantiate why the information is proprietary or is otherwise exempt from a public records request under Florida Law. The University shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary.

Q7. Is it required to complete the Attestation of Principal Place of Business form?

A7. Yes, a completed Attestation of Principal Place of Business should be submitted with the vendor's bid.