

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

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April 16, 2021

ADDENDUM NUMBER 3 ON ITN21SN-136

TITLE: Floor and Carpet Care 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:

- Clarification and additional language to answers given in Addendum 2:
 - Q1: Per section 1.2.1 The amount of floor to be maintained is between 500,000 and 1 million square feet. Is this amount guaranteed?
A: The annual contract budget is approximately \$270,000, and the amount to be achieved is dependent upon the vendor's square foot pricing. **The amount of floor to be maintained under this contract is not guaranteed.**
 - Q23: 6.35 Payment Terms: The ITN states that the payment terms are Net 30.
 - a. Is this pre-bill or post bill?
 - b. Are we submitting Invoices weekly for work completed?
A: For Lot One, the premise is to cut a purchase order for the budgeted amount and have the vendor draw-down utilizing monthly invoices.
For Lot Two, the premise is for the vendor to submit invoices specific to completed work order assignments.
For Both Lot One and Lot 2 the payment terms are Net 30 after receipt of the invoice by UF, and invoices should be sent to UF monthly after service is completed.
- Invoices for contractual services must clearly reflect:
 - The services/deliverables that were provided.
 - Invoices must show the number of units and cost per unit.
 - Invoices must be supported by documentation (service report) that clearly reflects the services/deliverables provided during the invoice period.
- Q33: Would the contract state that services will be scheduled "with the exception of federal non-working holidays?"
A: Yes, the university is closed for the following holidays:
 - New Year's Day
 - Labor Day
 - Martin Luther King, Jr.'s Birthday
 - Veterans Day
 - Memorial Day
 - Thanksgiving
 - Independence Day
 - Christmas (Dec. 26th -Dec. 31st)
 - University closure may also occur due to extreme inclement weather.

The University does not anticipate work during these holidays, but the possibility does remain that work could be requested during these dates and that should be taken into consideration. If you will have special holiday pricing, please indicate that in Tab 9 of your response.



Steven Neal
Supplier Relationship Manager

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM 2 AND RETURN WITH YOUR BID.
FAILURE TO ACKNOWLEDGE THIS ADDENDUM COULD CONSTITUTE REJECTION OF YOUR BID.**

VENDOR NAME

VENDOR ADDRESS

SIGNATURE