



Office of the Vice President
and Chief Financial Officer

Procurement Services

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

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June 28, 2021

ADDENDUM #1 to the University of Florida **ITN22EE-103 Entertainment Services** scheduled to open **July 8, 3:30 p.m. EST** 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 **ITN22EE-103** 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 the following:

- Answers to the vendor questions that were submitted on or before June 18, 2021 at 5:00 p.m.

Sincerely,

Elisabeth Eubanks,

Procurement Agent II

PLEASE ACKNOWLEDGE RECEIPT OF ADDENDUM #1 BY SIGNING BELOW. INCLUDE THE SIGNED ACKNOWLEDGMENT IN YOUR FORMAL PROPOSAL. FAILURE TO ACKNOWLEDGE THIS ADDENDUM COULD CONSTITUTE A REJECTION OF YOUR PROPOSAL.

Signature

Company Name

Company Address

City/State/Zip

ITN22EE-103 Entertainment Services**Q1. Which entertainment services does UF need and how many hours?**

A1. The aim of this solicitation is to secure a broad pool of vendors that UF can choose to work with while streamlining the contracting process. UF is seeking to do business agencies representing a large range of entertainers in addition to contracting with a broad range of individual entertainment service providers. The type of entertainment and the duration will vary depending on the event being planned and the number of expected attendees.

Q2. For Tab 3, where it requires suppliers to provide a listing of current and past customers, should supplier responses provide an exhaustive list of its current and past customers and the names and addresses of each?

A2. Tab 3 of the supplier responses should include a list of current and past customers that the supplier would use as references demonstrative of its current and prior experience providing entertainment services to customers similar to UF. Contact information for a maximum of 10 references should be included.

Q3. Are suppliers expected to provide general pricing on each service?

A3. For Lot 1 and Lot 2, responses should provide an estimate of the supplier's current pricing structure for the service(s)/event(s) the supplier offers. Pricing should include all-inclusive hourly rates and an estimate of total hours needed for all for the services solicited under each Lot 1 and Lot 2. Suppliers responding to Lot 1, should provide pricing for the entertainment services listed in Attachment A. Suppliers responding to Lot 1 can modify Attachment A as needed. Suppliers responding to Lot 2 may provide a copy of any available pricing schedule. This information should be included in tab 5 of the proposal.

Q4. Do suppliers need to scan and return pages 30 and 31 of the ITN document and Attachment A for Lot 1?

A4. Suppliers should complete pages 30 and 31 of the ITN document and include these completed and signed pages in tab 1 of their formal response to this ITN. Suppliers responding to Lot 1 must also provide pricing for the entertainment services listed in Attachment A in tab 5 of their proposal response, modifying it as needed to include any additional entertainment service(s) and pricing structures. Suppliers responding to Lot 2 should provide a copy of any available pricing schedule.

Q5. Will a supplier's decision not to submit a response to UF's Entertainment Services ITN prevent the supplier from doing business with UF?

A5. This solicitation will be used to generate a pool of vendors to be used for these types of services. However, suppliers are not required to submit a response to UF's Entertainment Services ITN in order to start or continue doing business with UF.