



Office of the Vice President
and Chief Financial Officer

Procurement Services

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

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October 14, 2021

ADDENDUM #2 to the University of Florida ITN22JL-106 Research Laboratory Supplies, Equipment and Services scheduled to open **November 5, 2021 3:00 PM/ET** 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 **ITN22JL-106** 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 before October 7, 2021 at 5:00PM

Sincerely,

Jennifer Leckerling, Procurement Agent III
Procurement Services

Please acknowledge receipt of Addendum #2 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

On-Site Storeroom

Q1. Please confirm the total number of associates supporting the storeroom.

A1. Two support specialists.

Q2. What are the daily hours the storeroom is open?

A2. The storeroom hours are 7:30 a.m. to 12 p.m. and 1 p.m. to 4 p.m. Monday to Friday.

Q3. Does the University supply all the material handling equipment or is that the responsibility of the supplier?

A3. Material handling equipment is the responsibility of the supplier.

Q4. Is there any requirement for the staff in the storeroom to deliver any products to specific areas on campus?

A4. The only requirement is that it meets the current state outlined in section 1.2.2 of the ITN document. Vendor should describe how their storeroom delivery process would be completed out of the storeroom in Tab 4.

Q5. Do you have any metrics you can share? How many transactions per month run through the storeroom? How many items are stocked in the storeroom? What is the average inventory investment in the storeroom?

A5. Average Transactions per month (July 2020- July 2021)- 543

Items stocked in storeroom- 593 skus

Average inventory investment in the storeroom- \$286,000

Q6. Is an internet connection provided or is that the responsibility of the supplier?

A6. Internet connection is the responsibility of the supplier

Q7. Is the shelving needed for the storeroom provided by the University?

A7. No, shelving is not provided by the University.

Q8. Will the storeroom need to be open for any weekend or holidays?

A8. Storeroom operations are decided by the vendor. However, UF expects the vendor to do what is in the best interest of the UF community.

Q9. Is the scope of service for the freezer program limited to replenishing the inventory in these freezers? Please explain service support needed for freezer program.

A9. The scope of service for the freezer program is to restock the freezers.

Q10. Please confirm the number of freezers to be serviced is only two.

A10. There are only two freezers.

Sustainability:

Q11. Who (or which dept.) of the UFL team is responsible for reviewing the sustainability section?

A11. The ITN selection committee will review vendor responses to the ITN. If a subject matter expert is needed to review certain sections, Procurement will facilitate their review.

Q12. How is sustainability weighted in relation to other RFP attributes?

A12. Sustainability relative importance will be weighed with Value Beyond Pricing in section 2.1 Method of Award, evaluation criteria.

Terms and Conditions:

Q13. In your certification of proposal, we are required to certify that no employee or trustee or any relative of employee or trustee of University of Florida has an interest in our company. The definitions of interest and relative are broad. Would you please clarify this statement?

A13. The definitions of "Interest" and "relative" are included in section 7.1 Certification of Proposal on page 39.

"Interest" for purposes of this disclosure includes the following: director, trustee, officer, or employee of an entity, any contract with an entity (including consulting), or any partner, proprietor, stock, equity, or other ownership interest in an entity.

"Relative" for the purpose of this disclosure is an individual who is related to the trustee or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the trustee or employee or who otherwise holds himself or herself out as or is generally known as the person whom the trustee or employee intends to marry or with whom the trustee or employee intends to form a household, or any other natural person having the same legal residence as the trustee or employee"