



Office of the Vice President
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Procurement Services
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November 30, 2021

ADDENDUM #1 to the University of Florida ITN22LD-120 Event Staffing (the "ITN") scheduled to be opened on December 8, 2021 at 3:00 pm 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 **ITN22LD-120** as though it had been issued at the same time and incorporated integrally therewith. Where provisions of this Addendum #1 differ from those of the ITN, the ITN shall govern and take precedence. All other terms, conditions, and regulations will apply.

This addendum consists of:

- 1. Responses to ITN Questions submitted by November 22, 2021.

Sincerely,

Lisa Deal
Asst. Vice President & Chief Procurement Officer

Please acknowledge receipt of Addendum #1 by signing below and returning this addendum with your response. Failure to include addendum with your proposal may result in rejection.

Signature

Company Name

Email Address

City/State/Zip

Company Address

Previous /Current Contract

Q: How many employees currently work under (or will be anticipated to work under) this contract?

A: Please see the solicitation document: 1.2 Scope of Work, section B (page 5) for approximate staffing level needs.

Q: Who are the present vendors?

A: There is no current UF contract for these services. UF has been using other publicly solicited contracts to fill the gap until a UF contract is put into place

Q: What are the current billable hourly rates?

A: There is not a current contract.

Q: What were the hourly bill rates at the time of award?

A: This contract has not previously been awarded.

Q: How much was spent (dollar value) on this service last year?

A: Last year there was not a contract in place.

Q: What were the total annual number of hours billed by the outside contractor for 2018? 2019?

A: This is a new contract. Most staffing has been in-house up to this point.

Q: How much is intended to be spent (dollar value) once the contract is awarded?

A: The amount spent will vary depending on total number of events held and prices provided.

Q: May we request a copy of the incumbents previously submitted proposal?

A: There is no previously submitted proposal to UF for this scope of work.

Q: May we request a copy of the incumbent's contract?

A: There is no current contract. UF has been utilizing public contracts solicited by other agencies as a short-term solution

Current Solicitation Process:

Q: How many vendors will be awarded as a result of this solicitation?

A: The Selection Committee will award to as many suppliers it deems qualified who demonstrate the ability to perform the requested services.

Q: Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?

A: The University does not score solicitations so there are no points associated with MBE. The University encourages the use of small and diverse businesses.

Q: Our proposals are created in desktop publishing software and saved in Adobe PDF format. Will this be acceptable for submission on the USB flash drive?

A: a PDF of the submittal on a flash drive is acceptable

Q: Number of copies required for the bid submittal. On page 14 under 4.1.1 Response Format it states that (1) Original copy and (1) Electronic Copy are required, and then on page 15 under 4.1.2 it mentions that (5) hardcopies are required. Please indicate whether the (5) additional hard copies are required or just the electronic are sufficient.

A: One electronic and one original hardcopy are sufficient

Pricing

Q: Pricing: Will you accept a time and materials price quote, or do you only want the price quoted per hour by position, with required equipment built into the hourly rate?

A: Yes, either format is acceptable.

Q: Is there a Prevailing/Living wage requirement associated with this project?

A: No

Q: Penalty charges. Page 27, 6.25. Can you clarify more specifically if there are percentages of the staffing shortage or if it is for every one position short on a template? For example, if the template for an event requires 30 positions and the shortage is one position, will we be charged the \$100 deduction for that shortage, or will there be a minimum % short per template (85% for example) before incurring penalties. And considering the current labor market and shortage of available staff, is the University allowing for overstaffing to accommodate and offset shortages, whereby we can avoid penalties by scheduling a certain percentage over the need to ensure maximum attendance? And if so, is there a number over the template (1-3 staff for example) that would be allowed to work with a four-hour minimum at a reduced bill rate in order to ensure the required number are staffed? Industry averages for no-shows and call-offs can range between 20-25% (and higher on holidays or for inclement weather or COVID spikes), so many vendors use this as an overstaffing range to ensure appropriate attendance.

A: This is negotiable.

Staffing/Scheduling/Services:

Q: What are the expected duties of the on-site supervisor being requested?

A: Provide appropriate oversight and management of contracted staff. Work with UF staff on

coordination of duties, implementation of emergency plans if necessary, and general event management (based on event).

Q: Is there a requirement for employees/contractors to be classified as W2's or can we use 1099 employees?

A: The University expects the vendor to cover all liability, including but not limited to workers compensation insurance, for staff placed on the UF campus.

Q: Does UF have a required minimum or expectation for staff-to-supervisor ratio?

A: No, however, appropriate number should be determined by event

Q: Is there an expectation that the Program Manager will be PT or FT as they are expected to be on-site?

A: PT is acceptable if duties are able to be fulfilled.

Q: Does the on-site supervisor need to be present at the Center full-time?

A: No

Q: Do you expect supervisors to be onsite and available outside of the event schedule?

A: No

Q: What is the average schedule per role that's expected to be built into the forecast for pricing? i.e. how long before event/after event do you expect staff to be onsite?

A: It will vary based on position and event. Range is typically 2-4 hours prior to the event start time, with 30-60 minutes following the event end time.

Q: Is the estimated staffing level shown on ITN for hosts or does that include supervisors?

A: Hosts only.

Q: Under the Scope, page 5, it reads Preliminary clean-up after each event by all staff. Please define what is involved in the cleaning of the Center by event staff?

A: Picking up general trash and recyclables in the arena seating bowl.

Q: Providing Barricades. Page 29, section 6.28. Can you provide more specific information on the types, sizes and quantities of Barricades the Staffing Provider would be required to purchase and provide?

A: Barricades will be provided by venue.

Uniforms

Q: Are company logos required for uniforms?

A: Staff needs to be easily identified as working. Company logos are preferred but it is open to discussion.

Security

Q: Will we be able to partner with Univ. of FL security and local law enforcement to establish protocols on specific rules of engagement?

A: Yes

Q: Are there any special credentials required for security patrol?

A: No

Q: Will the parking lot security staff be on foot or utilizing golf carts? If in golf carts, will the carts be provided by UF?

A: Committee: On foot

Q: What are the current radios (brand/model) being used by current staff? We want to ensure our radios will be compatible. At a minimum, we need frequency, band type band ranges, number of channels.

A: UF's on-site radios are: Motorola two-way radios with models ranging from a few CP200's to the majority of XPR series ranging from model 3550 to 7550Es. Frequency is same as band range. Band type is UHF. Band Range is 463.7125 – 463.725

Q: Will UF provide wands for screening, or will the vendor need to provide them?

A: UF will provide

Q: Will UF provide training on Mag wand procedure/standards? Will staff members need to be certified on use?

A: Yes, UF will provide on-site training. Certification is not necessary.

Q: Is there an expectation that the vendor train UF Staff in ACTN Emergency and Visitor Engagement Curriculum and Protocol or is there established training onsite?

A: No the vendor is not expected to train UF staff.

Q: Is there an expectation that UF Supplemental staff partner with campus and local law enforcement during events to design a coordinated Emergency Response Plan?

A: UF has existing Emergency Response Plans that would be followed under the direction of University Police.

Facilities

Q: Will we have access to facilities on-site to conduct new hire training?

A: Yes

Q: How much on-site office space will we have to utilize for inventory/equipment storage?

A: One 144 sq ft office space is provided; additional storage may be provided as needed and available.

Q: How much on-site office space will we have to utilize for inventory/equipment storage? Will this office space be accessible daily throughout the contract period or only during the events?

A: See above regarding space. Office will be available at all times.

Q: On page 6, Section C, it reads "UF will provide some on-site office space." Please define 'some'. How large is the space? How many people can work in the space at one time?

A: One 144 sq ft office space is provided; additional storage may be provided as needed and available. Office can accommodate 2 people.