



Office of the Vice President  
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March 15, 2022

**ADDENDUM #1** to ITN22KO-128 Student Dormitory Move-in Services scheduled to be opened on **March 25, 2022 at 3:00 PM** at the University of Florida, Elmore Hall Conference Room, 971 Elmore Drive, Gainesville, Florida.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITN22KO-128** 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:**

1. Answers to vendor questions received by March 8, 2022 at 5:00PM.
2. Reminder: Proposals are due no later than March 25, 2022 at 3:00PM.

Sincerely,

A handwritten signature in blue ink that reads 'Karen Olitsky'.

Karen Olitsky, 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

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City/State/Zip

## ITN22KO-128 Vendor Questions and Answers

Q1. How do you envision this project? Is this going to be an “organized and coordinated” move-in or are you just wanting a gang of movers waiting on the sidewalk to assist whatever car pulls into the parking lot?

A1. Organized and coordinated. The awarded vendor should plan to provide parking/traffic support, logistical coordination, supplies, and everything needed to fully move in three buildings worth of students (see 1.2 Scope of Work in the ITN Document).

Q2. Can you please clarify the expectations? For example, 3 men/day at each dorm site?

A2. The expectations are to provide enough labor and supplies to fully move students into three high-density residence halls at a rate of approximately 30 students per hour over a three-day period. Students are only allowed to park in unloading area for 30 minutes, which should be taken into consideration.

Q3. What exactly will our crews be responsible for? Such as unloading students’ cars/trucks as they arrive at dorm with their belongings and moving these items into their respective rooms?

A3. The awarded vendor will be responsible for providing parking/traffic support and logistical coordination as well as unloading student’s vehicles, placing items into bins for transport from vehicle to building, moving bins through the building including use of elevator & stairs where needed, moving bin to room, unloading belongings inside the room. Awarded vendor will be liable if items are damaged or broken in the process of moving.

Q4. Who pays (what department)? Will a PO be issued?

A4. Housing will be issuing a PO to the awarded vendor.

Q5. If there are not designated times for each student, do we need to plan on tracking who (student name and GatorOne information)? – how much record keeping are you expecting?

A5. Housing will assist with coordination of student sign-ups for move-in appointments.

Q6. What are the hours for move-in (8:00 AM to 5:00 PM or longer)?

A6. 7:00am-8:00pm on August 18, 19, 20.

Q7. Are there restrictions on what students can or cannot move into the dorm rooms? (Are we responsible for knowing what a student is moving into the building?)

A7. There are restrictions, but the awarded vendor would not be responsible for enforcing this restriction.

Q8. Elevators: will they be available to the movers at the time?

A8. Yes.

Q9. Current construction on the south side of Broward Hall: will that be completed and cleaned up by mid-August? (We heard that the roadway might be closed off.)

A9. No. Awarded vendor should plan to work around construction.

Q10. Will there be designated parking for our crew members (UF Parking tickets)?

A10. Parking will be available, but it may be on the opposite side of campus. Parking availability will be finalized after award but prior to move-in.

Q11. Will all entrances to all Halls be available and assessable?

A11. All entrances will be unlocked. Not all entrances are accessible without stairs – awarded vendor should plan to bring ramps if needed.

Q12. I envision that no moving trucks will be required – only assisting getting items from the student/family car to the assigned dorm room. Am I correct?

A12. Correct.

Q13. Will the student have room assignments and keys prior to our interaction with them?

A13. Students will have room assignments but will need to pick up keys upon arrival. This will take place while the awarded vendor begins unloading items.