



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

971 Elmore Drive
PO Box 115250
Gainesville, FL 32611-5250
(352) 392-1331 Fax 352-392-8837

March 21, 2023

ADDENDUM NUMBER 1 ON INVITATION TO BID ITB23KL-131

TITLE: Custom-Imprinted Lockable Medication Bags

Bid is scheduled to close on March 31st, 2023 at 3:00PM in UF Procurement Services, 971 Elmore Drive, Gainesville, FL 32611.

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:

1. A correction to the bid documents: the quantity of bags required for Lot 1 is **four thousand, six hundred and twenty (4,620)**. Please provide pricing on the Lot 1 Specifications and Price sheet for this updated quantity only.
2. Answers to supplier questions received.

Regards,

Kyle Lautenschlager
Procurement Agent II

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM 1 AND RETURN WITH YOUR BID. FAILURE TO ACKNOWLEDGE THIS ADDENDUM COULD CONSTITUTE REJECTION OF YOUR BID.

VENDOR NAME

VENDOR ADDRESS

SIGNATURE

Q1. Can an image of the desired style of bag be provided?

A1. There is no specific style required for this bid; all bags submitted must meet the specifications included (page 4 for Lot 1 and pages 5-6 for Lot 2 of the bid documents).

Q2. Have these bags been ordered previously? If so, at what quantities and awarded price?

A2. These bags have not been previously purchased by the University of Florida.

Q3. Are the bags shipping to one location at one time?

A3. Lot 1 is to be shipped to one location as soon as possible. Partial shipments may be accepted, however bid award will be determined by Total Bid Price, which includes shipping costs. The contract to be awarded for Lot 2 is for future purchases, with quantities and delivery locations to be determined at the time of purchase.

Q4. Can bid submissions be submitted electronically?

A4. As per the General Conditions on pages 1-2 of the bid documents, all bids should be submitted on the University of Florida Invitation to Bid/Bidders Acknowledgment form in a sealed envelope, with the following information on the outside of the envelope: bid number, date and time of bid closing, and Company name in order to be considered in the award. The University reserves the right to return any bids unopened not submitted per the instructions above.

Q5. Is the custom imprint on one or both sides of the bag?

A5. Custom imprint for Lot 1 is to be on one side only. Submissions for Lot 2 may include pricing for both single- and double-sided imprinting.