



ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO BID ADDENDUM

ITB NUMBER: 1427MSA OPENING DATE & TIME: April 16, 2015

ITB TITLE: LANDSCAPE MAINTENANCE SERVICES

ADDENDUM NUMBER: 1 ADDENDUM DATE: April 9, 2015

Purpose of the addendum is to:

- Extend the bid due date to April 16, 2015 at 2:00 p.m.
- Revise the Award Clause, paragraph 9 of the bid to read, “Award will be on an "All-or-None" basis. The university will either accept or reject all of your offer. The university may accept your offer even if it does not include 100% of the items requested, if it is in the best interest of the university”.
- Provide answers to questions asked during the open question period (BELOW).

Some of the answers may refer back to pages in the bid doc. For reference, interested parties can obtain a copy of the bid document at the following web address, if you haven't already.
<http://www.purchasing.ucf.edu/bids/index.asp>

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR BID COULD RESULT IN REJECTION OF YOUR BID.

PROPOSERS SIGNATURE

PRINT OR TYPE PROPOSER'S NAME

COMPANY NAME

EMAIL ADDRESS

Answers to Questions (ITB 1427MSA – Summer Housing Interior Cleaning 2015)

- 1) **Vendor Question: Please confirm that VCT cleaning and Carpet cleaning are being charged hourly as per Bid Sheet.**

UCF Answer: VERY IMPORTANT...Your total cost to clean the rooms per the scope of work must include your cost for the VCT and Carpet cleaning. We are also asking you to separately list hourly rate for VCT and Carpet cleaning for documentation purposes in the event we ask you to only do VCT or Carpet for particular rooms.

- 2) **Vendor Question: Will a preference be given to FDOT DBE minority contractors?**

UCF Answer: The University encourages and promotes the use of minority contractors; however, no preference is given in formal solicitation contract awards.

- 3) **Vendor Question: Can you provide us with the list of attendees of the mandatory pre-bid conference once it's available?**

UCF Answer: Yes, the attendee list has been posted on the Purchasing website.

- 4) **Vendor Question: Who is the current contractor and how many years have they been providing services under the existing contract?**

UCF Answer: The previous contractor was Able Building Maintenance. The contract was awarded to Able in the summer of 2013. The scope of work has changed from the previous contract so this is not an apples to apples comparison. Bidders should base their pricing on the information contained in ITB 1427MSA and the site visit.

LOT 1 - Academic Village I - \$12,555.91
LOT 2 – Academic Village II - \$12,555.91
LOT 3 – Lake Claire - \$3,337.20
LOT 4 – Libra - \$23,265.00
LOT 5 – Apollo - \$1,263.92

- 5) **Vendor Question: What is the current "Hourly Rate for VCT Cleaning Only"?**

UCF Answer: The hourly rate for VCT cleaning only was not a separate requirement on the previous bid.

6) **Vendor Question: What is the current "Hourly Rate for Carpet Cleaning Only"?**

UCF Answer: The hourly rate for Carpet Cleaning only was not a separate requirement on the previous bid.

7) **Vendor Question: Can you provide us with the current price per unit for each of the units listed on pages 17-23?**

UCF Answer: Pricing from the previous contractor had been added to the UCF Purchasing website under ITB 1427MSA.

8) **Vendor Question: The number of units are missing on page 22 for "Lot 6-Neptune"'s 6A. Apartments and 6B. RA Apartments. What are the quantities?**

UCF Answer: 6A – 168 units 6B-13 units

9) **Vendor Question: Is the bid tabulation sheet available from the last bid opening**

UCF Answer: Yes, the previous bid tabulation has been posted on the Purchasing website.

10) **Vendor Question: Is the hourly price to reflect the needed chemicals for the finish, seal and equipment use etc.?**

UCF Answer: The full clean price for bedrooms only (Northview only) or apartments (All Lots) should include all equipment and chemical needed for the job.
Day porter pricing should only include labor

11) **Vendor Question: Is a supervisor required for each building being worked on, or can it be for multiple buildings?**

UCF Answer: Supervisor can oversee multiple lots per day but must be available at all times

12) **Vendor Question: on Lot 6 price sheet there is no separate total for the 6A and 6B apartments just a total for 181, that seems to be an error.**

UCF Answer: See answer on Vendor Question #7