

Office of the Vice President  
and Chief Financial Officer  
Finance and Accounting Division  
*Purchasing and Disbursement Services*  
<http://purchasing.ufl.edu/>

102 Elmore Hall  
PO Box 115250  
Gainesville, FL 32611-5250  
352-392-1331  
352-392-8837 Fax

August 12, 2009

**ADDENDUM #1** to the University of Florida Invitation to Negotiate **(ITN)10LD-110 "Government Relations"** scheduled to open on Thursday, September 3, 2009 at 11:00 a.m. at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

**Attached are:**

Section 2.3 Schedule of Events, page 5

Section 2.7.4 Questions, Communications and Inquires between the University and Vendors,  
page 6

Section 2.7.5 Addenda and the University's Response to Communications from Vendor, page 7;

Section 2.8 Proposal Submission and Subsequent Opening, page 10

Section 2.8.5 Marking of Envelopes, page 11

Section 6.1 Certification of Proposal, page 25

All sections contain appropriate date and time changes as reflected in the Schedule of Events and are added to the text as bold and italicized dates and times.

This addendum shall be considered part of the Contract Documents for the above mentioned ITN10LD-110 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.

Sincerely,



Lisa S. Deal, C.P.M.  
Purchasing Director

**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

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

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

### 2.3 Schedule of Events

The following is the tentative schedule that will apply to this ITN, but may change in accordance with the University's needs.

|                               |                                 |
|-------------------------------|---------------------------------|
| 08/10/2009                    | Issuance of ITN                 |
| <b>08/26/2009 –5:00 PM ET</b> | Vendor Questions/Inquiries Due  |
| <b>09/03/2009</b>             | Reponses to Inquires sent out   |
| <b>09/10/2009 –3:00 PM ET</b> | ITN Closes/Opening of Proposals |
| <b>09/18/2009</b>             | Complete Initial Evaluations    |
| <b>09/21/2009</b>             | Negotiations begin              |
| <b>10/05/2009 –5:00 PM ET</b> | 72 hour posting period ends     |
| <b>10/12/2009</b>             | Commence Service                |

#### 2.7.4 Questions, Communications and Inquires between the University and Vendors

Vendor inquiries, questions and requests for clarification related to this ITN are to be directed, in writing, to:

University of Florida  
Purchasing Services  
102 Elmore Hall  
PO Box 115250  
Gainesville, FL 32611-5250  
Attn: Lisa Deal  
Telephone No: 352/392-1331 x 233  
Facsimile No: 352/392-8837  
E-mail Address: [LSD@ufl.edu](mailto:LSD@ufl.edu)

Applicable terms and conditions herein shall govern communications and inquires between the University and vendors, as they relate to this ITN.

**Informal communications** shall include, but are not limited to, requests from/to vendors or vendors' representatives of any kind or capacity, to/from any University employee or representative of any kind or capacity, with the exception of Purchasing Services, for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the Purchasing Coordinator named, above, at any time.

**Formal communications** shall include but are not limited to the following.

- Questions concerning this ITN must be submitted in writing, and be received prior to **08/26/2009 at 5:00 PM/ET**.
- Errors and omissions in this ITN and enhancements. Vendors shall bring to the University's attention any discrepancies, errors, or omissions that may exist within this ITN. Vendors shall recommend to the University any enhancements in respect to this ITN, which might be in the University's best interests. These must be submitted in writing and be received prior to **8/26/2009 at 5:00 PM/ET**.
- Inquiries for clarifications/information that will not require addenda may be submitted verbally to the Purchasing staff member named above at any time during this process.
- Verbal and/or written presentations under this ITN.
- Addenda to this ITN.

Informal communications shall cease on the date of distribution of this ITN and formal communications shall commence. On the date that the University notifies responding vendors of

this ITN's results and executes the resulting contract with the successful Vendor, informal communications may resume and formal communications cease.

### **2.7.5 Addenda and the University's Response to Communications from Vendor**

The University will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within five (5) University business days.

**All addenda will be posted to our web site only:**

[http://www.purchasing.ufl.edu/main\\_schedule.asp](http://www.purchasing.ufl.edu/main_schedule.asp)

- ***Vendors who want the addenda supplied to them in another form must notify the Purchasing staff member listed in Section 2.7.4 above of that requirement. Otherwise, it will be the vendor's responsibility to check the web site for any additional information and addenda concerning this ITN.***

The University will not respond to any questions/requests for clarification that require addenda, if received by the University after **08/26/2009**.

## **2.8 Proposal Submission and Subsequent Opening**

Proposals must be delivered sealed to: University of Florida, Purchasing Services, 102 Elmore Hall, PO Box 115250, Gainesville, FL 32611-5250, on or prior to **09/10/2009 at 3:00 PM**. The University shall not accept proposals received by facsimile or email. The University shall, at the specified closing date and time, open all proposals that are otherwise in order. The University will allow interested parties to attend such opening for purposes of identifying which vendors have responded. The University will make no immediate decision at such time, and there will be no disclosure of any information contained in any proposal until the earlier of (i) the time University provides notice of an decision or intended decision, or (ii) 20 days after the final competitive sealed proposals are all opened, whichever occurs earlier, vendor proposals become public record. When multiple solicitations have been scheduled to open at the same date and time, the University will open solicitations that have interested individuals present in sequential order by solicitation number. The University will hold unopened any proposals received after the closing date and time, and will not consider such proposals. The University reserves the right to retain or dispose of such proposals at its discretion; however, the University may return such proposals to their related vendors, but only at such vendor's request and at no cost or expense whatsoever to the University.

If only one proposal is received, Purchasing may delay the opening in order to determine why other vendors did not respond and to encourage other vendors to respond.

### **2.8.5 Marking of Envelopes**

Vendors shall ensure that the submittal envelope(s) clearly and conspicuously display the following identifying information in addition to any other information otherwise required for transmittal, and are sealed.

ITN10LD-110

Opening date and time: **09/10/2009 at 3:00 PM**

**6.1 Certification of Proposal**

Explanation: This certification attests to the vendor's awareness and agreement to the content of this ITN and all accompanying provisions contained herein.

Action: Vendor is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to Invitation to Negotiate # 10LD-110 issued by the University of Florida. The undersigned, as a duly authorized officer, hereby certifies that

\_\_\_\_\_  
(Vendor Name)

Agrees to be bound by the content of this proposal and agree to comply with the terms, conditions and provisions of the referenced Invitation to Negotiate (ITN) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the ITN. The proposal shall remain in effect for a period of ninety (90) calendar days as of the Due Date for responses to the ITN.

The undersigned certifies that to the best of his/her knowledge: (check one)

\_\_\_ There is no officer or employee of the University of Florida who has, or whose relative has, a substantial interest in any Contract award subsequent to this proposal.

\_\_\_ The names of any and all public officers or employees of the University of Florida who have, or who's relative has, a substantial interest in any Contract award subsequent to this proposal are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) \_\_\_**IS** or \_\_\_**IS NOT** currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Invitation to Negotiate are:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Printed Name

**ITN #: 10LD-110 Closing Date: 09/10/2009**

**Closing Time: 3:00 P.M./ET**