

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

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September 3, 2009

ADDENDUM NUMBER 2 ON INVITATION TO BID ITB10SVF-103YC

TITLE: Quick Response Mechanical Contractor Annual Contract

The mandatory pre-bid meeting was held August 26, 2009 at 10:00 AM in the Physical Plant Division, A/E Main Street Trailer, Building 270, Radio Road, Gainesville, Florida. The bid opening is scheduled for September 9, 2009 at 2:00 PM in Elmore Hall, Radio Road, Gainesville, Florida.

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.

NOTES:

- Pre-Bid Meeting Q&A:

Q1: *Who will use this contract?*

A1: All of the University of Florida will use the contract. This includes: auxiliaries, IFAS, Housing, etc.

Q2: *Will the successful bidder(s) be required to travel outside of Gainesville, Florida?*

A2: It is not required, but the successful bidder(s) may have the opportunity to service various locations outside of Gainesville, Florida.

Q3: *What is a typical project?*

A3: Mechanical work with some involvement by consulting and engineering. Maintenance issues less than \$100,000.

Q4: *Is bonding required?*

A4: No, the projects are less than \$100,000.

Q5: *In reference to paragraph 5.1, do bidders need to pre-qualify?*

A5: For certain projects, such as the chilled water plants, yes. If a bidder is pre-qualified with UF Purchasing then they are OK.

Q6: *Will the projects include installation of A/C window units?*

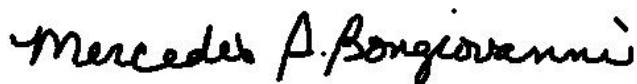
A6: Yes

Q7: *In reference to paragraph 5.2, do the successful bidder(s) have to self-perform or can they use subcontractors?*

A7: The successful bidder(s) can act as a general contractor and use subcontractors if necessary.

- Q8: *How will the bid be awarded?*
A8: The bid award will be similar to the Minor Minors contract from last year. The numbers will be entered into a spreadsheet, which will apply points and will calculate the three lowest bidders. The lowest bidders will be those with the highest overall point scores.
- Q9: *Is there a required response time?*
A9: It depends on the nature of the issue. If it's an emergency a faster response time is required, but otherwise no.
- Q10: *Can the University use a PCard as a payment method?*
A10: Yes, paying with a PCard is acceptable.
- Q11: *Will the Project Manager specify the Test and Balance person?*
A11: Yes, but you have to include the T&B as a sub contractor. The successful bidder(s) can't be their own T&B.
- Q12: *Does the successful bidder need a certified union journeyman?*
A12: It is not required, at the time of bid submission, a journeyman be identified or that the person be a member of the union. Some jobs may require a person who is qualified in the same manner as a journeyman.
- Q13: *Who is responsible for obtaining the building permits?*
A13: The successful bidder(s) are required to obtain the building permits and should include the cost in their bid submittals.
- Q14: *How will the work be distributed?*
A14: The work will be spread out amongst the three lowest bidders based on the discretion of the project manager/requestor.
- Q15: *Are we required to submit all of our employee certifications and qualifications along with the bid form?*
A15: You are required to submit with your bid what is requested in "Section 00006".
- Q16: *If we are required to submit all employee qualifications, how will that be factored into the bid?*
A16: This is a bid being awarded based on the lowest prices based on evaluation factors which include qualification of respondents. (Paragraph 5 Section 00100.2).
- Q17: *If the qualifications are not required, how will UF determine who is qualified by price alone?*
A17: The contract will be awarded to the responsible bidder who has best complied with the Owner's Request for Bids and the requirements described in "Paragraph 8 Section 00100.5".

- **Additional Comment: A blank space on you price sheet will be considered "no charge".**



Mercedes Bongiovanni
Purchasing Coordinator II

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

VENDOR NAME

VENDOR ADDRESS

SIGNATURE