



## ADDENDUM

### IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE ADDENDUM

ITN NUMBER: 1624JCSA      OPENING DATE & TIME: May 30, 2017 @ 2:00 PM

ITN TITLE: Building Inspections and Plan Review Consulting

ADDENDUM NUMBER: 1      ADDENDUM DATE: May 16, 2017

The purpose of this addendum is to answer questions submitted by vendors during the open question period.

See below addendum continuation sheet.

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.

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PROPOSERS SIGNATURE

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COMPANY NAME

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EMAIL ADDRESS

## Answers to Questions

### ITN1624JCSA Building Inspections and Plan Review Consulting

1. Is the Proposer setting the permit fee amount for the university?

**UCF Answer: Yes. The Proposer calculates and bids the split percentage for the University.**

2. Does the Proposer need to utilize the fee curve shown on the first tab of the four tabs shown on the excel spreadsheet provided as part of this ITN?

**UCF Answer: The Proposer does not have to use the fee curve calculator. The fee calculator provides an opportunity to compare the proposals on the same terms. Please visit our website at <https://procurement.ucf.edu/solicitations/> to download the correct Excel spreadsheet with one tab.**

3. Section 4.2, Plan Reviews, item E: Is plan review to be completed off site at Proposer's office?

**UCF Answer: Yes. Plan reviews are to be completed off site at the Proposer's location.**

