



Procurement Services

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE ADDENDUM

ITN NUMBER: 2021-01GCSA OPENING DATE & TIME: August 24, 2021 3PM EST.

ITN TITLE: Hotel lodging and conference services for Florida Center for Students with Unique Abilities

ADDENDUM NUMBER: 1 ADDENDUM DATE: August 11, 2021

The purpose of this addendum is to answer questions asked during the open q/a period.

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

PROPOSERS SIGNATURE

PRINT OR TYPE PROPOSER'S NAME

COMPANY NAME

EMAIL ADDRESS



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1. Vendor Question: We are interested in hosting the events at our new AC Hotel Tallahassee; however, we want to make sure you were specifically sourcing hotels in the Tallahassee area. We only ask as the RFP did not mention these details and indicated preferred access to the Orlando International Airport. Our hotel would be an excellent fit for the events. Please let us know of your desired location at your convenience.

UCF Answer: Orlando is our desired location.

2. Vendor Question: It may have been listed in the solicitation document, but was there a location preference/requirement for this event? Are you looking for accommodations in the Orlando area or is this open?

UCF Answer: Yes, Orlando area only.

3. Vendor Question: Would you consider Lake County Florida (45 minutes northwest of Orlando)?

UCF Answer: No, Orlando area only.

4. Vendor Question: How important is walking to local restaurants (5-10 minutes)? We have 4 restaurants on property (2-3 for dinner).

UCF Answer: Very important to have a variety of options, but with this number of restaurants on property, this is an acceptable option.

5. Vendor Question: We can only bid on January 2023 – Are you looking for the same location for all four events?

UCF Answer: Same location is desirable however we will consider other locations for the different events.

6. Vendor Question: I've read through the ITN document for the above-mentioned bid. I want to ensure that I understand correctly the response documents required. In section 3.2, C, item#3, it states a diagram of meeting spaces and accessibility amenities is requested. Does this mean you wish for the bidders to make contact with potential hotels for the dates listed to secure meeting room diagrams?

UCF Answer: Yes



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7. Vendor Question: I have received your RFP thru My Florida and I am wondering which area you would like to get the lead from. Orlando only or you are open to receive the RFP from Melbourne/ Palm Bay area?

UCF Answer: Orlando area is our preferred area.

8. Vendor Question: I've read through the ITN document for the above-mentioned bid. I want to ensure that I understand correctly the response documents required. In section 3.2, C, item#3, it states a diagram of meeting spaces and accessibility amenities is requested. Does this mean you wish for the bidders to make contact with potential hotels for the dates listed to secure meeting room diagrams? It has been my experience that if numerous inquiries are submitted to a variety of hotels for the dates mentioned, it diminishes the negotiating opportunities for favorable rates. If I've misunderstood this section, my apologies.

UCF Answer: Diagrams of meeting spaces are to be provided with the proposals per Section 3.2, C, 3.