

**Department of Procurement Services**

12424 Research Parkway, Suite 355

Orlando, FL 32826

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2022-06TCSA OPENING DATE & TIME: December 16, 2022 @ ~~3:00 p.m~~. 4:00 p.m. EST

ITN TITLE: Optical Laboratory at Arecibo Observatory

ADDENDUM NUMBER: I ADDENDUM DATE: December 9, 2022

**Purpose of this addendum is to:**

* **Extend the deadline for offer submission from 3:00 p.m. to 4:00 p.m. EST on December 16, 2022.**

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

**Submission Instructions for Suppliers**

Please follow these instructions to submit via our Public Portal.

**1. Prepare your submission materials:**

Requested Information

| Name | Type | # Files | Requirement |
| --- | --- | --- | --- |
| Proposal | File Type: | Multiple | Required |

**Requested Documents:**

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

**2. Upload your submission at:**

[**https://ucfprocurement.bonfirehub.com/opportunities/78019**](https://ucfprocurement.bonfirehub.com/opportunities/78019)

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of Dec 16, 2022 4:00 PM EST. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission.

**Important Notes:**

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

**Need Help?**

University of Central Florida Procurement Services uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:support@gobonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>