

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE ADDENDUM

ITN NUMBER: 2023-11MCSA OPENING DATE & TIME: JUNE 5, 2024 2:00 PM

ITN TITLE: UCF IT- PHYSICAL INSTALLATION, DESIGN, AND NETWORK ENGINEERING

ADDENDUM NUMBER: 1 ADDENDUM DATE: MAY 20, 2024

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 SUBMITTAL. FAILURE TO SIGN AND RETURN WITH YOUR SUBMITTAL COULD RESULT IN REJECTION OF YOUR BID.

PROPOSERS SIGNATURE

PRINT OR TYPE PROPOSER'S NAME

COMPANY NAME

EMAIL ADDRESS

1. Will this be done in a phased approach, with interdependencies across each phase?

Answer: No, this is for a continuing contract not for a specific project.

2. Will the winner of the contract be responsible for all the deliverables outlined in the solicitation?

Answer: The successful respondents shall deliver all deliverables related to the general contract terms and the specific Lots that are awarded. It is anticipated that multiple respondents will be awarded each Lot.

3. Can a company do parts, or are you looking for a company that does all the Installation, Design, and Network Engineering?

Answer: A respondent can provide as many or as few services as they choose.

4. Could a company bid on Design or Network service but not Installation?

Answer: Yes

5. Just confirming that LightRiver (vendor) can respond to certain lots within the ITN. If so, do all aspects (or segments) of that particular lot need to be completed?

Answer: A respondent can provide as many or as few services as they choose.

6. Lot #3 – Segment 1 – Item NO's 31001 and 31002 ask for pricing on installation of cable to existing pathways but do not indicate the length of the cable runs. Please provide guidance on cable runs/ distances that should be used for pricing purposes.

Answer: These items are per foot; the University has hundreds of existing conduit pathways in a variety of lengths.

7. Lot #3 – Segment 1 – Items NO's 31003 through 31010 indicate that devices should be terminated to local composite cable. Should it be assumed that the composite cable will be in a junction box above the access-controlled door?

Answer: Yes

8. The Unit Price Schedule / Pricing Instructions on page 52 in the Invitation to Negotiate (specifically items 5 & 6) are not listed in Appendix I – Supplemental Offer Sheet. What method is available to the contractor to negotiate these items?

Answer: The cost of materials and rental equipment outside of what UCF provides is determined on a case by case basis and the contractor may bill up to 115% of the actual cost of the material or rental.

9. Should the entire ITN be submitted in Bonfire (along with supporting documents), or just the relevant pricing pages?

All pages that require signature or acknowledgement must be submitted in Bonfire, along with your proposal response.

10. Do all the cabling prices (Structured Cabling, CATV, Access Control, ESS, AV) need to include J-hooks labor or is the labor covered under the separate unit price Other Structured Cabling Task?

Answer: J-hook installation labor is included as a separate line item and should not be included in the cable placement responses.

11. Are we to include misc. materials (Velcro, labels, tapcons, ect.) in the prices?

Answer: Yes, tape, labels, screws and other consumables, Velcro is provided by UCF

12. How much underground work, on average, do you do in a year?

Answer: It varies from year to year depending on lifecycle initiatives and campus additions.

13. Would UCF provide the conduit and Manholes to be installed?

Answer: No

14. Will any of these services require someone on site every day or as needed?

Answer: As needed, which may be daily depending on the needs of the University.

15. Would you need PM services as well?

Answer: PM services for your crews are to be included in your responses, specific management tasks may be contracted beyond what would be included in your response, those tasks would be negotiated or

16. Please confirm that UCF will offer a 2-week extension on the due date of this ITN.

Answer: Time is of the essence with awarding this ITN, therefor no additional time will be made available

17. Please confirm that there is a process to adjust price rates on annual basis, as needed. Please confirm if pricing needs to include cost of living escalations for the duration of the contract.\

Answer: Successful respondent(s) may request annual increases with reasonable supporting documentation provided however the University is not required to approve the request.

18. Will UCF provide an estimated or historical average number of work orders released under each segment and LOT?

Answer: This information is not readily available.

19. The ITN references standard terms and conditions for review at the UCF Procurement website. It appears the Standard Contractual Agreement is not available for review. Will UCF provide this document for review or can UCF confirm the only terms and conditions requiring review for this contract outside of the ITN document are in the "PO Terms & Conditions" document?

UCF's standard contractual agreement will be required, if awarded the ITN. The terms and conditions of our standard agreement mostly mirror the terms in the ITN which are to be acknowledged in Appendix 1. You can download a copy of our standard agreement from <https://procurement.ucf.edu/forms/>.

20. Will UCF provide an additional submission period for RFIs that may be introduced through potential subcontractors, or as a result of RFI responses received from the current period?

Answer: Time is of the essence with awarding this ITN, therefor no additional time will be made available

21. The referenced Table is labeled "SAMPLE". Will UCF provide the Evaluation Criteria and Relevant weighting applicable to this ITN?

The evaluation criteria and point value is correct in the ITN, section 2.8. "Sample" should have been removed before advertising.

22. Are Contractors required to hold all of the listed certifications and authorizations regardless which LOT they are offering? If not, will UCF delineate which certifications and authorizations are applicable to which LOTs?

Answer: UCF will determine if the licenses and certifications provided by the contractor are appropriate for the Lots that are being responded to.

23. Please confirm that original drawings for Lot 2 will be provided to Contractors

Answer: In some instances, drawings will be made available, for work-order level installations drawings may not be available.

24. The multipliers listed for various heights above 11 feet mentions lift work being applicable to heights above 20 feet. Please confirm that lifts may be used at lifts over 12 feet, not just at 20 feet.

Answer: No, that is not confirmed, the specific installation environment will determine what methods are required.

25. The multipliers listed for various heights above 11 feet mentions hourly rates for spotters at heights above 20 feet, please confirm where in the pricing we may provide the hourly rate for spotters.

Answer: The spotters would be anticipated to bill at the disclosed hourly rate of the respondent.

26. Please provide average lengths of the cabling drops in the Segment 1 pricing tables.

Answer: Assuming the question relates to Lot 2, segment 1, up to 295-feet.

27. Are Contractors to assume that patch panels are existing, or will they be included as part of the installation?

Answer: Installation of patch panels shall be assumed to be included in the installation, typically a small amount of space is available on existing panels

28. Please confirm that copies of personnel licenses and certifications must be provided at the time of proposal submission for all proposed project personnel.

Answer: Company licenses and certifications shall be provided, individual's information shall be provided as/if the individual participates in a project/work order.

29. May references be provided that speak to more than one Lot for a single project? (for example, may we provide a reference for a project that includes installation of POE lighting system, WPAs, and AV cabling - therefore covering LOT 3 and 4?)

Answer: Yes, but they should be listed under each section.

30. Please confirm the number of ribbons should be adjusted in 24021, 24022, 24023 and 24024 to 2, 4, 6, and 8 respectively.

Answer: Correct, the ribbon counts should be adjusted.

31. Please provide additional details on the programming and commissioning needs and requirements relative to items in Lots #3 and #4, specifically for Access Control, IP Cameras, Digital Signage, and Audio / Visual.

Answer: Programming and commissioning activities consistent with the manufacturer's certified systems being installed. Only certified installers/integrators can perform these items.

32. Can the contractor respond to only certain segments, or do they need to respond to all segments underneath the main lots?

Answer: A respondent can provide as many or as few services as they choose.

33. Can the contractor provide pricing from low to max for lot#6?

Answer: No, a fixed rate for each section shall be included.

34. The level of effort for Network Engineer Services can vary based on the scope of the project. In an effort to provide the most cost-effective pricing for UCF, can the contractor add additional engineer-level pricing for lot#6? For example, can a junior engineer, mid-level engineer, senior engineer, and architect pricing be added to the segments?

Answer: No, UCF does not wish to contract the services of engineering levels outside of the request.

35. We kindly request an extension of 3 to 5 days to accommodate the necessary adjustments and enhancements to our proposal for ITN.

Answer: Time is of the essence with awarding this ITN, therefore no additional time will be made available

36. Can you provide copies of all existing contracts that pertain to these services?

Answer: No

37. Question relates to page 63 and has multiple parts. *"Unit Prices shall include all the necessary labor, vehicles, equipment, miscellaneous materials, and supervision as necessary to place the cable and to provide a complete job including cable handling, termination of the cable at both ends, testing, and cleanup.*

1. Pricing shall be based on ceiling heights between eight and eleven feet.

Ceiling heights multipliers for this section shall be:

- 12 to 13-feet 1.1
- 14 to 15-feet 1.2
- 16 to 17-feet 1.3
- 18 to 19-feet 1.4
- 20-feet and above 1.5 plus hourly wages for a spotter for lift work.

2. Do not include costs for cable, devices, control panels, etc. Additional Unit Pricing shall be provided for the installation of:

- Cable hangers

- Cable trays
- Sleeves through walls”

Should unit prices include the AV equipment or components being installed or just labor?

Answer: Just Labor and any miscellaneous consumables, tape, labels, etc.

Is the expectation that any work done at 19.9 feet or lower should *not* require a lift or a spotter?

Answer: It may or may not, each project will be reviewed on a case by case basis to evaluate the installation environment by the UCF IT PM.

“Additional unit pricing shall be provided...” – is this instructing the bidder to include separate pricing for these items, or not to include it because these will be provided (at no cost to Bidder) by others?

Answer: The unit prices are identified for pricing within the ITN

38. Question relates to pages 63-65, 82-83

With such a potential variety of room types, sizes, physical environments, existing or non-existing infrastructure and power, functionality requirements, models of equipment, etc. Please clarify how the Bidder is expected to accurately arrive at a single, fixed, and binding unit price for each of the listed items / tasks.

Example: Item #41012 “Mount one projector” – should price include a mount? electric? cabling and connectivity? Structural support modifications? Please clarify how the Bidder can know the full extent of the required scope of work and materials required for mounting every projector in a particular space, and arrive at a single, fixed and binding price for the mounting of any projector, anytime, anywhere, and under any conditions?

Answer: The typical method of mounting is described in the ITN, the respondent is expected to include all labor costs to perform the installation. This would be true for all line items.

39. *PRICING INSTRUCTIONS, “Lots have been established according to “like” services. Bidders are invited to respond to all Lots in which their company has the capability and licensure to provide such services. Each Lot will stand on its own, in terms of evaluation and awarding. The University does not expect all Bidders will respond to all Lots, Segments, or individual line items”.*

Can we submit a proposal for specific segment of a lot? For Example, our Audio-visual expertise includes sound masking and digital signage which are segments within a different Lot Number other than Audio-visual Lot #4.

Answer: A respondent can provide as many or as few services as they choose.

40. UCF is a 24/7/365 facility with instructional, administrative, support, and residential spaces, as such, service requests can be urgent. Response expectations are classified by the following system:

- a. Operational 48-hour response by certified technician
- b. Significant 24-hour response by certified technician
- c. Critical 8-hour response by certified technician
- d. Emergency 2-hour response by certified technician

Is standard hourly rate cover operational, significant and critical response times?

Would overtime/emergency rate cover the emergency response time?

Answer: Overtime/emergency rate would cover emergency responses, depending on the 8-hour window the critical rate may negotiate to an emergency rate.

41. Warranty - Contractors, Subcontractors and Specialty Contractors shall fully guarantee all items furnished hereunder against defects in materials and/or workmanship during the Manufacturer's Warranty period, from date of acceptance by the University. Should there be any defect in material or workmanship, except ordinary wear and tear which may appear during the Warranty period, Contractor shall repair or replace same at no cost to the University immediately upon written notice from UCF IT.

Please clarify if the workmanship warranty period must match the factory warranty of the failed or defective equipment. For example, if the failed component has a 2 – year factory warranty is the contractor expected to provide all remedial labor and expenses at no cost to UCF for 2 years?

What if this same scenario happens with a piece of equipment is warranted by the factory for 5 years?

Answer: The respondent shall cover the workmanship period to coincide with the manufacturer's warranty period be it 1 or 25 years.

42. How often do you expect the vendor to be on-site, or can the majority of the work be done remotely? This would be specific to Lot 6

Answer: It will depend on the activities being undertaken. Yes, we expect the work to be carried out on campus with local representatives, additional remote resources can be utilized to augment the local personnel.

