



UNIVERSITY OF CENTRAL FLORIDA

Department of Procurement Services
12424 Research Parkway, Suite 355
Orlando, FL 32826

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO BID

ITB NUMBER: 2023-13OCSA

ITB TITLE: CAMPUS GAME DAY SUPPORT SERVICES

OPENING DATE & TIME: May 31, 2024; 2:00 PM

ADDENDUM NUMBER: I ADDENDUM DATE: May 24, 2024

Purpose of this addendum is to answer questions asked during the 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

1. Vendor Question: Is Facilities providing vendor passes for parking?

UCF Answer: Yes, we typically provide 10 passes per game for the supplier to park their vehicles. If additional parking passes are required, the passes can be purchased through parking services by the supplier. There is also a free lot across campus that can be parked in as needed.

2. Vendor Question: Is Parking Garage F included?

UCF Answer: No, Only Garages A, B, C, D, H, and I, are included for the cleaning of the stairwells.

3. Vendor Question: Please provide detailed maps of zone areas inclusive of staging areas and where dumpsters will be located.

UCF Answer: See attached maps.

4. Vendor Question: Does the vendor need to separate recycling from trash?

UCF Answer: No.

5. Vendor Question: Please provide the amount of the last invoice for the current contract.

UCF Answer: \$20,881.05

6. Vendor Question: How much is the budget for this bid?

UCF Answer: There is not a set budget for this bid, however suppliers should submit their most competitive price.

7. Vendor Question: Why are we doing this bid? Did the last bid expire, or did you have any issues with the current company?

UCF Answer: The last bid is expiring, and we are replacing it with this new bid.

8. Vendor Question: Could you please provide about the last bid, the pricing sheet?

UCF Answer: Please see attached price sheet.

9. Vendor Question: In average can you provide how many hours the current company spends on the game day?

UCF Answer: Depending on the day of the game, it's typically the entire weekend with the vendor providing morning shift and night shift crews. For a Saturday game it can be the vendor setting up Friday night and substantially completing clean up Saturday after the game. Sunday could be used as needed for a second look for anything that may have been missed during the initial cleanup.

10. Vendor Question: For Black Liner and Blue Liner cases, as well as Trash boxes and recycling boxes, what is the minimal capacity required or recommended?

UCF Answer: Please reference page 14 and 16 of bid document for recommended equipment and supplies.

11. Vendor Question: Would the bidder have access to any storage space before or after the game day?

UCF Answer: Yes, there will a location we can establish with the vendor once awarded.

12. Vendor Question: Will invoices be per game and billed at the end of the week? If so, what is the day of the week invoices will need to be sent?

UCF Answer: Invoices will be submitted after each game.

13. Vendor Question: Regarding specific uniforms, can associates use company polos with the company logo? Additionally, in addition to the badges provided by UCF, will nametags be required by bidder staff?

UCF Answer: Yes, vendors can wear their company logo. Staff will need to be in some form of uniform that can be identified.

14. Vendor Question: Can associates wear long-sleeve UV-protected t-shirts and caps for sun protection?

UCF Answer: Yes.

15. Vendor Question: Can UCF define supplies to ensure we provide proper pricing options for both with and without supplies?

UCF Answer:

- a. Minimum of 970 trash boxes (each).*
- b. Minimum of 470 recycle blue barrels (each).*
- c. Minimum of 42 black liner cases (100 liners per case)*
- d. Minimum of 25 blue liner cases (100 liners per case)*
- e. Minimum of 48 rubber band boxes (50 per box)*

16. Vendor Question: If we are selected, will the previous walkthrough be held two days before with bidder supervisors?

UCF Answer: Yes, we would schedule a kickoff meeting prior to each game.

17. Vendor Question: The ITB indicates Gold Zone setup time. Can you also provide Memory Mall, Red Zone, and Blue Zone setup times?

UCF Answer: Gold Zone is priority, once that's completed set up in those zones can start. For the other zones, they must be set up at least 1-2 hours prior to tailgate time.

18. Vendor Question: Staff Uniforms: should staff wear long pants or short pants? What type of shoes are required, and is there a specific color?

UCF Answer: No preference on the short/long sleeve as long as everyone is in the same uniform. No specific shoes or color.

19. Vendor Question: Can bidder staff use the parking lots of the Red Zone or Blue Zone?

UCF Answer: There is a section in those zones they can park that we will discuss if awarded.

20. Vendor Question: If we are selected, can we use a UCF meeting space to do a pre-game meeting with the staff one day before?

UCF Answer: You can use the designated site near Memory Mall, no office space can be provided.

21. Vendor Question: Can UCF provide the total square footage in the areas included in the ITB?

UCF Answer: Estimated 150-200 acres.

22. Vendor Question: What commodities need to be delivered to the UCF receiving department?

UCF Answer: Please reference page 16 of bid document for recommended equipment and supplies that will need to be staged on campus.

23. Vendor Question: Can we please receive a property map with the Gold, Memory Mall, and red and blue zones highlighted?

UCF Answer: Please see attached maps.