



UNIVERSITY OF CENTRAL FLORIDA

**Procurement Services**

12424 Research Parkway, Suite 355  
Orlando, FL 32826-3249

## ADDENDUM

### IMPORTANT DOCUMENT – INVITATION TO BID ADDENDUM

ITN NUMBER: 2024-04MCSA

ITN TITLE: ACADEMIC VILLAGE ROOM TURNS

PROPOSAL OPENING DATE & TIME: 2/3/25 @ 3:00PM

ADDENDUM DATE:

ADDENDUM NUMBER: 1

The purpose of this addendum is to:

- **Answer questions submitted by vendors during the open Q/A period.**

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

\_\_\_\_\_  
PROPOSER'S SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE PROPOSER'S NAME

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
EMAIL ADDRESS

1. Supplier Question: When will it be determined how many rooms will be turned in each session?

UCF Answer: Occasionally, we close entire buildings for the summer to conduct large maintenance/construction projects. For summer 2025, Hercules building 108 is expected to be closed. In April 2025 we will be able to confirm if there are any changes to this plan. Any buildings closed for the summer will not be cleaned until those projects are completed, typically late July/early August.

The vast majority of rooms in all other buildings will need to be cleaned in May and early June. UCF staff typically will help with several of the RA rooms as those are usually spread out across multiple buildings and needed in a much tighter timeframe. Once the bulk of our summer residents move-in toward the end of June we will have a clearer picture of how many rooms will need to be cleaned again at the end of July/beginning of August.

UCF reserves the right to utilize our staff clean rooms as needed to ensure deadlines for move-in are met.

2. Supplier Question: If a contractor is awarded the cleaning contract for a specific Lot, will it be for all sessions or a certain timeframe?

UCF Answer: It will be for all sessions where contractor assistance is needed during the contract period.

3. Supplier Question: Does the University currently have a company that is doing the cleaning? If so what is the price the university is currently paying? And what is the company's name?

UCF Answer: There is not a current contract in place for these communities.

4. Supplier Question: Does the University currently have a budget for this ITN?

UCF Answer: We have a general operating budget for the entire housekeeping operation and summer room turn cleaning is included in that budget.

5. Supplier Question: Per the Pricing sheets, I am counting the below totals, please review and correct where needed. Neptune is where my confusion is coming from, First counted 167 then 183.

**Neptune Total rooms = 183**

1 bedroom = 16

4 bedrooms = 167

**Nike Total rooms - 224**

1 Bedrooms= 19

2 bedrooms= 121

4 bedrooms = 84

**Hercules Total rooms - 224**

1Bedrooms= 19

2 bedrooms=121

4 bedroom = 84

UCF Answer: There are two Lots in this ITN. Lot 1 (Neptune blds 156 & 157)

Has 114 total rooms. (10 – 1 bedroom and 104- 4 bedroom). Lot 2 (Neptune bld 158) has 69 total rooms. 6 – 1 bedroom and 63 – 4 bedroom) for a total of 183 between the two lots. Please see the pricing sheet located at <https://procurement.ucf.edu/solicitations/> for reference.

6. Supplier Question: Will the contract be awarded to 1 or multiple vendors?

UCF Answer: It's intended that the contract will be awarded to multiple vendors but UCF reserves the right to award to only one if its in the best interest of the university.

7. Supplier Question: If the contract will be awarded to 2 vendors can you please provide the break down on which buildings will be assigned to vendor A & B.

UCF Answer: Vendor A will be assigned Lot 1 and vendor B will be assigned Lot 2. Please see the pricing sheet located at <https://procurement.ucf.edu/solicitations/> for reference of the buildings included in each lot.

8. Supplier Question: Under 2.15 State Licensing Requirements it states that respondents should have appropriate licenses to conduct business in Orange County. Can you please provide details on what licenses is required by Orange County.

UCF Answer: Please follow the link below for information on doing business in the state of Florida [Doing Business in the State of Florida | Florida Businesses](#)

9. Supplier Question: What are the parking rates?

UCF Answer: Please follow the link below for Parking Rates and information

<https://parking.ucf.edu/permits/visitor-permits/>

10. Supplier Question: Will we be provided with daily parking passes each morning?

UCF Answer: Parking passes are the responsibility of the supplier/awardees.  
<https://parking.ucf.edu/permits/visitor-permits/>

11. Supplier Question: Are parking passes assigned specifically to individual license plates?

UCF Answer: Yes.

12. Supplier Question: How is mold/mildew addressed?

UCF Answer: We ask that you notify the on-site UCF contact if you see any mold or excessive mildew so that our maintenance team can assess for any repair and/or remediation needs. Contractor will be expected to clean typical mildew accumulation and small patches of surface mold using normal cleaning methods, utilizing appropriate PPE as stated in Attachment C #4 under Cleaning Requirements.

13. Supplier Question: What is the policy on go-backs, and how are they handled?

UCF Answer: UCF staff/leadership will inspect each room along with contractor's on-site supervisor and sign off on completion. Any go-backs needed will be communicated to the contractor at that time. Once a room has been signed off as completed, contractors are not expected to go back to that room during that same session.

14. Supplier Question: Is each room signed off by a UCF staff member upon our completion to ensure that we've met the required standards?

UCF Answer: Yes