



UNIVERSITY OF CENTRAL FLORIDA

Procurement Services

3544 Perseus Loop
Orlando, FL 32816

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO BID ADDENDUM

ITB NUMBER: 2025-13MCA

OPENING DATE & TIME: 5/21/26; 3:00PM

ITB TITLE: MULTIMEDIA EQUIPMENT AND ACCESSORIES FY27

ADDENDUM NUMBER: 1

ADDENDUM DATE: 5/11/26

The purpose of this addendum is to:

- Answer questions submitted by vendors during the open Q/A period.
- Provide a **“REVISED BID SHEET”**. Suppliers must include the Revised Bid Sheet in with their bid. Failure to submit the REVISED BID SHEET may result in rejection of your bid.
- Revision to the ITB Delivery clause, #4, to add, ““Unless otherwise specified, all shipments are to be shipped with liftgate service and inside delivery, FOB destination, with all transportation charges prepaid and title transferring to the university at time of delivery”.
- Revision to Award clause, #8. Add, “UCF reserves the right to award a lot if all product categories are not responded to, if it’s determined to be in the best interest of UCF”.

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

BIDDER’S SIGNATURE

PRINT OR TYPE BIDDER’S NAME

COMPANY NAME

EMAIL ADDRESS

1. Supplier Question: We would like to request that you add a few categories under the Kramer name. Would you please add the following:

- Wireless Content Sharing (Via line of products)
- Accessories/Peripherals
- Kramer AVoIP
- ZeeVee AVoIP (these are sold at a different discount level)

UCF Answer: Yes, Add Categories.

2. Supplier Question: We are requesting to add 2 categories under the Hovercam umbrella of products.

1. Our accessories section
2. Our eGlass products - Glass is an illuminated transparent lightboard with a built-in camera - <https://eglass.io/>
Our eGlass has been in high demand from our Higher Education customers lately.

UCF Answer: Yes, add sub-categories

3. Supplier Question: Re: Panasonic - I am hoping we can revisit a couple sections. Some of our product groups have different percentage of discounts that can only help save UCF costs if broken out.

Some of the changes would be.

Delete the category "Projectors" and define into 3 projector categories:

- "Large Projection: 3 CHIP DLP"
- "Installation Projection: 1 CHIP DLP"
- "Classroom Conference room: 3 CHIP LCD Projection"

Replace "Cameras" with:

- "PTZ Cameras Pro and Premium Series" and
- "Studio Cameras"

Additionally:

- "Displays" (remains unchanged)

- “Video Wall” is now Direct View LED displays, not sure if this would need to be addressed
- “Audio Equipment/microphones” (remains unchanged)
- Add “**Accessories/Peripherals” category. The school is changing standards and will be looking at investing in some of our accessories, “Lenses” for the projectors specifically. This is a different group and may need a different discount off MSRP as it is not a true hardware solution.
- Delete / remove “Interactive Displays” category (we no longer have)

UCF Answer:

Yes to Projector Category question

Yes to Camera question

Yes change Video Wall reference to Direct View LED

Yes add Accessories/Peripherals category

Yes Remove Interactive Displays category

4. Supplier Question: FORTÉ has the following questions regarding ITB 2025-13MCSA:
- Is it possible to "write in" product and/or service categories under manufacturers listed on the bid sheet?
 - Is it possible to include additional manufacturers on the bid sheet?

UCF Answer: NO any “write ins would need to be vetted and align with UCF Standards.

5. Supplier Question: Re: Atlona. The brand list currently lists Atlona as one of the brands. While Atlona is still an active brand and equipment can be purchased with the Atlona brand on it, I am wondering if you would be willing to change the brand listing to say something like "Hall Research/ Atlona". You see, Atlona was purchased in July of 2024 by Hall Research. I am an employee of Hall Research, not an Employee of Atlona. All of the Atlona devices, technology, and inventory are now owned by Hall Research. The parent company, and the company to which all purchases are made is Hall Research. Atlona is now just a brand that is owned by Hall Research, along with the brand of Hall technologies, under which they have been selling commercial AV technology for 40 years. We also have a few other new brands under the parent company of Hall Research, as there is a marketing push going on to re-brand many of the solutions we offer due to the acquisition of Atlona by Hall Research. Most people in the commercial AV industry know Atlona, and less know Hall Research, so I would not want to completely eliminate the Atlona name. If you leave the bid with Atlona, the AV integrators will still know what to buy, will still be able to buy any of the Atlona product, and also have access to any of the Hall product now as well. I am not stating that you must make this change, I just wanted to make you aware of the recent change to the ownership of the brands, and leave it up to your good judgement to decide if it is in any way advantageous to change the brand labeling on the bid sheet, now or at some time in the future.

UCF Answer: Yes, Change to Hall Research/ Atlona. This will also allow for Hall Research to be included in the bid.

6. Supplier Question: Re: Altona - Is it possible to add the following categories of devices to the Altona (or Hall Research/Altona) category list. We have products in all these categories and have had them for many years.
- A.) Cables/Connectors
 - B.) Cameras
 - C.) Wireless Content Sharing
 - D.) Accessories/Peripherals
- UCF Answer: Yes add Categories to section
7. Supplier Question: Do I need to enclose a copy of the manufacturer's MSRP price sheet or wait until the award and then supply only those price sheets?
- UCF Answer: MSRP price sheets are not required with your bid, but must be made available upon request after award is made.
8. Supplier Question: Just to confirm all percentage discounts are from MSRP. That the final price must include freight.
- UCF Answer: Correct, since we don't have a dock, liftgate should be included in the final price as well freight. See page 1, bullet point #3.
9. Supplier Question: Can I offer any manufacturer that is not listed? For example, Ross.?
- UCF Answer: NO any write ins would need to be vetted and align with UCF Standards.
10. Supplier Question: Where do I offer Barco Clickshare?
- UCF Answer: Barco click Share is not a UCF standard and does not need to be added.
11. Supplier Question: Re: Biamp - Request to have "Speakers" established as a separate product category.
- UCF Answer: Yes, add category
12. Supplier Question: Re: Biamp - Request to add an "Accessories / Peripherals" category.
- UCF Answer: Yes, add category
13. Supplier Question: BID SHEET: For HP, please specify if the RFP is requesting HPI, HPE, or both.
- UCF Answer: Both, If sub-categories are needed, please add
14. Supplier Question: For Section 4. DELIVERY / FREIGHT TERMS: Could UCF clarify the inside delivery requirement for small items or orders where the inside delivery charge may be higher than the material charge? Would UCF accept drop shipping in those instances?

UCF Answer: The inside delivery requirement is waived for small items and orders where the delivery charge may be higher than the material charge.

15. Supplier Question: For Section 35. UCF POLICIES: Please confirm which policies are considered "applicable" for this contract.

UCF Answer: Any resulting agreement from this ITN will be governed by applicable Federal, State, and local laws, as well as UCF policies and procedures, including but not limited to procurement, contracting and ethics requirements.

In addition, the contract will incorporate the terms and conditions included in this ITN and any negotiated provisions agreed upon during the ITN process. Supplier(s) are encouraged to review all solicitation documents, including referenced policies.

16. Supplier Question: Under "General Conditions" Section 4, Item D "Invoicing and Payment" - is information listed correct? This is a change from the previous bid and we wanted to confirm.

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UCF Answer: This information is correct.

17. Supplier Question: Could UCF add an "Accessories/Peripherals" category for every manufacturer, as done in the previous bid? If so, would these be tabulated in the same way as the previous bid?

UCF Answer: Yes add sub category to all.

18. Supplier Question: Could UCF subdivide the Crestron "Network Switches" category into "NETGEAR Network Switches" & "Crestron Network Switches"?

UCF Answer: Yes subdivide the category.

19. Supplier Question: Sony has two categories for products that they do not manufacture. Both categories were on the previous bid and ended up not being counted in the aggregate. Could UCF remove "" for the Sony bid categories?

UCF Answer: Yes, remove subcategories for "Interactive Displays" and "Signal Distribution

20. Supplier Question: Could UCF subdivide the Sony "Cameras" category into "PTZ Cameras" and "Broadcast Cameras"?

UCF Answer: Yes, subdivide cameras category

