UNIVERSITY OF CENTRAL FLORIDA

**Procurement Services**
3544 Perseus Loop
Orlando, FL 32816

# ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO BID ADDENDUM

ITN NUMBER: 2025-16MCSA
ITN TITLE: WAREHOUSE OPERATIONS BUSINESS PARTNER
OPENING DATE & TIME:
ADDENDUM NUMBER: 1
ADDENDUM DATE: 7/14/26

The purpose of this addendum is to:

- **Answer questions submitted by suppliers 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

____________________________ _____________________________________
SUPPLIER NAME EMAIL ADDRESS

1. Supplier Question: Would you please provide the following reports in MS Excel format, if possible?

    a. Prior 12 months indirect materials spend excluding services orders and capital projects orders?
    b. Current inventory item master including inventory value and number of SKUs
    c. Current inventory item master including inventory value and number of SKUs

    UCF Answer: The University is providing Microsoft Excel reports containing operational and transactional data relevant to this solicitation. The reports represent the information the University is making available in support of respondents' proposal development. These reports were developed for operational purposes and may require interpretation within the context of the University's maintenance and inventory processes. The reports should be considered supplemental to the information contained in the ITN and associated addenda.

    You can obtain a copy of the reports from the UCF Procurement Services website under ITN2025-16MCSA, https://procurement.ucf.edu/solicitations/

    **Reports:**
    **Inventory Parts – Issue by Month 2024.07-01 to 2026.05-31.xlsx**
    - The first tab provides a summary of the University's current on-hand inventory, including SKU, quantity on hand, unit cost, and total inventory value.
    - The second tab contains monthly inventory activity for 1,944 SKUs between July 1, 2024 and May 31, 2026. The SKUs included in the activity data are not limited to the University's current on-hand inventory and therefore exceed the number of SKUs shown in the inventory summary.

    **PO Disbursement 2024.05-01 to 2026.04.30.xlsx**
    - Pulls all material disbursement transactions between May 1, 2024 and June 30, 2026, including vendor part details, quantities, costs, and disbursement dates.
    - This report represents the final disposition of purchased materials, identifying whether items were issued directly to a work order or received into warehouse inventory for stock replenishment. Where applicable, the associated work order and phase are included.

    **Purchase Order Data 2024.05.01 to 2026.04.30**
    - Pulls all purchase order line items created between July 1, 2024 and May 31, 2026, regardless of whether the materials have been received, disbursed, or remain outstanding.
    - This report represents the complete population of purchase order line items entered into the University's CMMS during the reporting period.

    **FY27 PM Projections.xlsx**
    - Pulls all materials associated with HVAC preventive maintenance activities between July 2026 and April 2027.
    - This report represents recurring material demand associated with HVAC preventive maintenance activities.

2. Supplier Question: Will the selected contractor be authorized to procure items on behalf of the University, including issuing purchase orders within UCF systems such as Workday, or will all purchase orders be generated directly by UCF?

   UCF Answer: The University has not prescribed a specific procurement or purchasing model. Respondents should propose the operating model they believe will best meet the objectives and requirements of the ITN, including how purchasing responsibilities and procurement processes would be managed.

3. Supplier Question: How many supplier(s) deliver to location(s) are on the main campus?

   UCF Answer: The University is not prescribing the number of suppliers to be utilized under the proposed operating model. Respondents are encouraged to recommend the supplier network and sourcing strategy they believe will provide the best overall value, service, and operational efficiency while meeting the University's requirements.

   The current operation is centered around the University's main campus warehouse, with deliveries also supporting the UCF Downtown, Lake Nona, and Rosen College campuses. However, the University encourages respondents to propose the delivery strategy they believe will best support the University's operational requirements, including opportunities for point-of-use delivery, decentralized stocking locations, or other innovative service models where appropriate.

4. Supplier Question: When UCF operated the MRO category of the warehouse how many employees supported the operation?

   UCF Answer: Historical University staffing levels are not relevant to the objectives of this solicitation. Respondents should evaluate the scope of services and propose the staffing model they believe is necessary to effectively meet the University's operational requirements.

5. Supplier Question: Are all campuses in scope for this ITN? If other campuses are in scope how many supplier(s) deliver to locations for all campuses?

   UCF Answer: The scope for this ITN is centered around the University's main campus, with deliveries also supporting the UCF Downtown, Lake Nona, and Rosen College campuses.

6. Supplier Question: What percentage of total spend is expected to be non-stock?

   UCF Answer: The University has not established a target percentage of stock versus non-stock materials. Respondents are expected to evaluate the University's operational requirements and propose an inventory strategy, including the appropriate balance of stocked and non-stocked materials, that provides the best overall value, service, and operational efficiency.

7. Supplier Question: Can UCF provide current metrics on inventory accuracy, stockouts, and fill rates from the existing operation?

   UCF Answer: The University is not currently tracking inventory accuracy, stockout, or fill rate metrics. As such, this information is not available for this solicitation.

8. Supplier Question: What are UCF's expectations for transition timeline, staffing ramp-up, and continuity of operations during implementation?

   UCF Answer: The University's objective is to transition to the selected contractor as soon as practical following contract execution. Respondents should propose a realistic implementation schedule, including staffing ramp-up and transition activities, that minimizes implementation time while ensuring uninterrupted continuity of operations. The University expects no disruption to warehouse operations or service levels during the transition period.

9. Supplier Question: What are the primary challenges UCF is seeking to address with this new solicitation compared to the current or previous warehouse MRO operation?

   UCF Answer: The University is seeking a Warehouse Business Partner to improve material availability and overall service delivery to maintenance operations. Key objectives include reducing procurement lead times, improving inventory accuracy and material availability, optimizing inventory levels and sourcing strategies, increasing cost effectiveness, and driving continuous improvement in warehouse operations to enhance long-term operational performance.

10. Supplier Question: Does UCF have a preference regarding the use of cooperative purchasing agreements as part of this solicitation, or is the University intending for this contract to be established independently through the ITN process?

    UCF Answer: The agreement will be established through the ITN process and will be awarded to the supplier who offers the best value proposition to the university. That may include the use of cooperative agreements.

11. Supplier Question: Can you please provide as much of the following data as possible for items in scope July 1,2025-May 31, 2026?

    **Purchase Data for Items In Scope:**
    - Description of the item
    - Manufacturer or supplier part number
    - Purchase date
    - Purchased quantity
    - Purchase order number
    - Purchase price (if available)

    **Inventory Data for Items in Scope:**
    - Description of the item
    - Manufacturer or supplier part number
    - Quantity in inventory

    **Consumption Data for Items in Scope:**
    - Description of the item
    - Manufacturer or supplier part number
    - Person or department that consumed the part

- Job or project ID, if applicable
- Quantity consumed
- Date consumed

UCF Answer: See response to Question 1.

12. Supplier Question: What is the annual volume of goods issued?

    UCF Answer: The University assumes this question is referring to annual material spend. The anticipated annual spend is approximately $5 million to $6 million.

13. Supplier Question: Could you tell us more about the types of goods that are issued?

    UCF Answer: The warehouse primarily supports Facilities Operations by issuing Maintenance, Repair, and Operations (MRO) materials and supplies. Inventory includes, but is not limited to, plumbing, HVAC, electrical, lighting, fasteners, safety, custodial, and other facility maintenance-related products necessary to support University operations.

14. Supplier Question: Would it be possible to have a tour of the facility prior to the bid being due?

    UCF Answer: The University will not be conducting pre-proposal facility tours.

15. Supplier Question: What is the current staffing

    UCF Answer: The current staffing model is transitional and is not intended to define the future operating model under this solicitation. At present, warehouse purchasing activities are being temporarily supported by University procurement personnel, while three University employees perform warehouse operations. Respondents are expected to evaluate the scope of services and propose the staffing model they believe is necessary to effectively meet the University's operational requirements.

16. Supplier Question: Could you provide us a 12-month, by month, expense of the utilities that the contractor would have to pay?

    UCF Answer: The University will provide heat, water, and electricity to the warehouse at no cost to the selected contractor. The contractor will be responsible for telephone, data, and related communications services required to support its operations. Any additional utility or infrastructure requirements proposed by the contractor will be subject to University review and, if approved, shall be the responsibility of the contractor.

17. Supplier Question: Who is performing the services now?

    UCF Answer: The services are currently being performed by University personnel.

18. Supplier Question: How long will the contract be for?

UCF Answer: Please see section 2.21 of the ITN document which states,

"**2.21 Term of Contract -** The contract resulting from this ITN, if any, will be initially for 3 years. The University may renew/extend a resultant contract, as mutually agreed to by both parties. Renewals may not exceed 5 years or twice the term of the original contract, whichever is longer. An extension may not exceed 12 months or until completion of the competitive solicitation and award or protest, whichever is longer".

19. Supplier Question: What is the value of the inventory we are being asked to purchase? Can UCF provide the current inventory list that is required to be purchased?

    UCF Answer: The ITN does not require the selected contractor to purchase the University's existing inventory. Respondents should describe their proposed transition approach in accordance with Section 4.15 of the ITN. The University will not be providing the requested inventory list as part of this solicitation.

20. Supplier Question: Is purchasing the inventory a requirement of the program?

    UCF Answer: No. Section 4.15 provides respondents the opportunity to purchase the University's existing inventory as part of the transition; however, purchase of the University's existing inventory is not a requirement of this solicitation.

21. Supplier Question: Is this intended to be a consignment warehouse – as in the provider stocks the warehouse and UCF only pays for parts when used?

    UCF Answer: The University has not prescribed a specific inventory ownership model. Respondents should propose the inventory management and ownership approach they believe will best support the University's operational, service, and financial objectives. While the University prefers to minimize inventory ownership where practical, respondents are encouraged to recommend the operating model they believe provides the greatest overall value.

22. Supplier Question: What is the anticipated annual spend?

    UCF Answer: Based on current operations, the University's anticipated annual spend is estimated to be between **$5 million and $6 million**. This estimate is provided for proposal purposes only and does not constitute a guarantee of future expenditures.

23. Supplier Question: Since the storeroom will contain supplier owned parts, will the university provide a list of parts to be stocked?

    UCF Answer: The University will not provide a prescribed list of stocked inventory items. Respondents should propose an inventory strategy based on their experience and best practices. The final inventory assortment and stocking levels will be developed collaboratively with the selected contractor to support the University's operational needs.

24. Supplier Question: How many stocked SKUs are anticipated?

UCF Answer: The University currently maintains approximately **1,700 stocked SKUs**. This quantity reflects the current operating environment and should not be interpreted as the University's desired future-state inventory. Respondents are expected to evaluate inventory requirements and recommend an optimized inventory strategy, including appropriate SKU counts and stocking levels, to effectively support the University's operational needs.