Response to questions received.

1. Pg. 9 Tab 4 asks for "corporate governance documents". What specific documents do you need from proposers to satisfy this request? Is UNF looking for a list of officers, and bylaws or just a list of bylaws? Please clarify exactly what needs to be put in this section, to meet the requirements of the University.
   **Response:** Corporate governance refers to the system by which corporations are directed and controlled. The governance structure specifies the distribution of rights and responsibilities among different participants in the corporation (such as the board of directors, managers, shareholders, creditors, auditors, regulators, and other stakeholders) and specifies the rules and procedures for making decisions in corporate affairs. Governance provides the structure through which corporations set and pursue their objectives, while reflecting the context of the social, regulatory and market environment. Governance is a mechanism for monitoring the actions, policies and decisions of corporations. Governance involves the alignment of interests among the stakeholders.

2. Pg. 9 Tab 4 asks for vendor w-9/vendor application. If we are already an approved vendor, do we need to submit all of this paper work over again or should we indicate that we are already an approved vendor having done business with the University in the past?
   **Response:** Yes, if you are already an approved UNF vendor, you can just indicate so in your response.

3. Pg. 9 Tab 6 asks for the vendor to describe the process of producing "best value". Can you clarify exactly what the University is looking for? Is that just a section of the tabular proposal for the bidding vendor to describe why my company will be the best value for you to go with? Is it an opportunity for us to elaborate on what we plan to do outside the product and pricing service?
   **Response:** UNF would like to know what makes the proposing vendor our best choice.

4. Pg. 9 Tab 7 asks for "financial considerations" and "flexibility" of the vendor. Is UNF asking payment terms and/or what else the proposing company has to offer outside of what the RFP is requesting?
   **Response:** The requirement to provide Tab 7 on page 9 has been deleted.
5. Where in the tabular proposal does the Conflict of Interest 6.2 belong?
   **Response:** Include any forms that are not listed to be placed under other tabs, place under Tab 2.

6. Pg. 27 5.2.3 asks for a service application schedule. Are proposing vendors to provide that upon award of the bid or is it supposed to be a part of the tabulated proposal?
   **Response:** This is to be provided with the proposal under Tab 1, how the vendor plans to address the University’s requirements.

7. Pg. 27 5.2.3 g Alternate #1 Fungus and Disease Control, I didn’t see an Alternate sheet for us to fill out, are proposing vendors supposed to produce that ourselves? Do we need to include any kind of pricing? Where in the tabular proposal should this information be found?
   **Response:** Clause 5.2.3(g) on page 27 has been changed to read “Option” #1 rather than the previously stated “Alternate” #1. Responders should include in Tab 1 their plan for addressing fungus and disease control and reflect the cost associated with that plan if different from the specifications. There is no specific form/format for proposing said plan.

 YOU MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WITH YOUR BID RESPONSE ON THE FORM PROVIDED IN THE BID DOCUMENT

[Signature]

Kathryn B. Ritter, C.P.M.
Director of Purchasing

cc: Linda Hubbart-Williams
Evaluation or Selection Committee members