April 4, 2014

The Honorable Robert S. Cohen  
Director and Chief Judge  
Division of Administrative Hearings  
The DeSoto Building  
1230 Apalachee Parkway  
Tallahassee, Florida  32399-3060

Re:  Formal Written Bid Protest of Schlage Lock Company, LLC  
UNF Invitation to Negotiation (ITN) #14-15, Access Control System

Dear Judge Cohen:

I request the Division’s assignment of an administrative law judge to hear the referenced bid protest filed with the University of North Florida (UNF). The bid protest is governed by UNF Regulation 13.0020R Notice and Protest Procedures for Protests Related to a University Contract Procurement Process (copy enclosed) adopted pursuant to State University System Board of Governors Regulation 18.002 (copy enclosed).

Pursuant to Section 13.0020R(I)(9) of UNF’s Regulation, the protestor and University engaged in informal discussions in an attempt to resolve the protest. Those discussions were unsuccessful. The University Official I appointed pursuant to Section 13.0020R(I)(10) subsequently determined that disputed issues of material fact exist.

My request for the Division’s assignment of an administrative law judge to hear the protest is based on the University Official’s determination and is issued pursuant to Section 13.0020R(I)(12).

In addition to copies of the regulations, I have enclosed copies of Schlage’s Formal Written Bid Protest and Petition for Formal Administrative Hearing and UNF Response to Schlage’s Protest. UNF’s Purchasing Department has posted all other information its website. https://www.unf.edu/purchasing/Bids_and_Notices.aspx UNF will supply copies of that information to the assigned judge as requested.
The names and contact information of Schlage’s and UNF’s counsel are as follows:

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Counsel for UNF

Thank you for your assistance in this matter.

Sincerely,

John A. Delaney, President

Enclosures:
(1) UNF Regulation 13.0020R Notice and Protest Procedures  
(2) BOG Regulation 18.002 Notice and Protest Procedures  
(3) Schlage’s Formal Written Bid Protest and Petition for Formal Administrative Hearing  
(4) UNF’s Response to Schlage’s Formal Written Bid Protest
Division of Administrative Hearings
eALJ

**eFiling Confirmation**

Your document has been received and is pending review by the Clerks office. Documents received after 5:00 p.m. (ET) will be time-stamped for the next business day.

**Case No.:**  
**Judge:**

**vs**

**Claudia Llado, Clerk**

**Filer:** Paul Wrenn  
**Bar No.:** 0437281  
**EMail:** cwrenn@unf.edu  
**Document:** Agency action letter  
**Date Filed:** 04/04/2014  
**Time Filed:** 13:06

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