



UNIVERSITY OF CENTRAL FLORIDA

**Department of Procurement Services**  
12479 Research Parkway, Suite 600  
Orlando, FL 32826-0050

## ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2020-21MCSA    OPENING DATE & TIME: May 14, 2021 @ 3p.m.

ITN TITLE: COMMERCIAL REAL ESTATE BROKER SERVICES

ADDENDUM NUMBER: 1            ADDENDUM DATE: April 9, 2021

**Purpose of this addendum is to:**

- **Extend the due date to submit questions/inquiries to April 21, 2021.**
- **Change the date for responses to questions to April 28, 2021.**
- **Extend the due date for offers to May 14, 2021 @ 3p.m. EST.**
  - **Attached Appendix IV with revised closing date for submission.**

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

\_\_\_\_\_  
PROPOSERS SIGNATURE

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

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

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



# Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

## 1. Prepare your submission materials:

### Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: Any	Multiple	Required

### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

## 2. Upload your submission at:

<https://ucfprocurement.bonfirehub.com/opportunities/41097>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **May 14, 2021 3:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

### Important Notes:

Each item of Requested Information will only be visible after the Closing Time.



Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### **Need Help?**

University of Central Florida Procurement Services uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>