ADDENDUM 1

DATE: April 3, 2018

PROJECT: UT Supply Mall

RFP NO: 744-R1808 – Supply Mall

OWNER: University of Texas Health Science Center
                Houston, Texas

TO: Prospective Bidders

This Addendum forms part of Contract Documents dated, January 22, 2018.

ADDITIONAL QUESTIONS AND ANSWERS:

Question 1: Are all questions/answered are published to all vendors?
Answer 1: Yes

Question 2: Can you please clarify on page 10, 5.2.2.
Answer 2: 5.2.2 Vendor must demonstrate knowledge of UT Supply Mall products. Currently the UT Supply Mall stores chemicals, glassware, lab supplies, cryogens and other supplies.

Question 3: Is there a potential to have awareness shows more frequently than once annually?
Answer 3: There will be a guarantee kick off vendor show within the first six months then annually thereafter. UT Health will also assist in marketing shows by: posting to UT Health website, notifying department leads, and featuring in UT Health newsletter. UT Health will commit to promote and enhance the UT Supply Mall program.

Question 4: Has the ordering process remain the same? We just want to be aware if any changes have been made so that we can, in turn, ensure that we can meet those requirements.
Answer 4: The ordering process will remain the same. The management system provides restocking and cycle counting reporting features. Replenishment reports are submitted to Suppliers on a scheduled basis and can be triggered by minimum and maximum depletion settings. Suppliers ship restock products directly to the Supply Mall and are loaded into dispensing units by Supply Mall representatives.

Question 5: Product offering redundancy, i.e. only one vendor is allowed to stock a specific product - only one US Origin FBS, only one HPLCC grade acetonitrile. Will you

have several vendors supply the same product so researchers can choose which supplier they prefer?

Answer 5: Yes.

Question 6: I do not believe we will send out financial statements individually to customers.

Answer 6: Proposer's General Questionnaire. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate.

Question 7: We acknowledge that the UT HSC is requesting that prices want to be lower than they currently pay, but due to inflation, and raw material price increases each year, this is not possible for future prices to be lower than they currently are. Does answering this question with a "No" disqualify us from being a contender?

Answer 7: In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate.

Question 8: Regarding this statement below, how does the UT HSC Supply Mall currently submit payments to us? If this is currently how we accept payments, then it should not be an issue.

Section 51.012, *Education Code*, authorizes University to make payments through electronic funds transfer methods. Respondent agrees to accept payments from University through those methods, including the automated clearing house system (ACH). Respondent agrees to provide Respondent's banking information to University in writing on Respondent letterhead signed by an authorized representative of Respondent. Prior to the first payment, University will confirm Respondent's banking information. Changes to Respondent's bank information must be communicated to University in writing at least thirty (30) days before the effective date of the change and must include an IRS Form W-9 signed by an authorized representative of Respondent.

Answer 8: Payments will be process electronically. Payments will be process on the 1st and 16th of each month.

Question 9: Proposer will provide the name and Social Security Number for each person having at least 25% ownership interest in Proposer. This disclosure is mandatory pursuant to §231.006, *Family Code*, and will be used for the purpose of determining whether an owner of Proposer with an ownership interest of at least 25% is more than 30 days delinquent in paying child support. Further disclosure of this information is governed by the *Texas Public Information Act* (ref. Chapter 552, *Government Code*), and other applicable law. I am not sure how to address this requirement. I am not sure whom the individual owners of the company are (I only know who the exec board is) and I am not sure if they have a SS number since they probably

are not US citizens. I do not believe any large Global company would be willing to respond to this question.

Answer 9: In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate.

Question 10: Proposer will submit a work plan with key dates and milestones. The work plan should include: Not sure how to answer this one as we are just keeping products stocked at this location with no services involved, is this section applicable?

      3.2.3.1   Identification of tasks to be performed;

      3.2.3.2   Time frames to perform the identified tasks;

      3.2.3.3   Project management methodology;

      3.2.3.4   Implementation strategy; and

      3.2.3.5   The expected time frame in which the services would be implemented.

Answer 10: In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate.

Question 11: Proposer will provide summary resumes for its proposed key personnel who will be providing services under the Agreement with University, including their specific experiences with similar service projects, and number of years of employment with Proposer. Do we need to do this? Again, no services will be rendered. Do we just say N/A?

Answer 11: Please provide sales representative contact information.

END OF ADDENDUM 1