Procurement and Contracting Services

Request for Proposals for
On-Campus Linen Services for the Housing & Residential Life Department

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L192011
Due on February 25, 2020 no later than 2:00 PM, MST
Sections 5.5 and 5.6 of RFP L192011 are hereby amended to the following:

**Section 5.5:**

*Original:*

5.5 **Commission Payments.** Supplier will propose a commission payment schedule as a percentage of total gross revenue generated by the service or sales. The commission will be paid monthly, no later than ten (10) business days after the first of each month.

Commission percentage will be evaluated as part of the “Revenue Potential for the University of Arizona” evaluation criterion.

*Amended to:*

5.5 **Commission Payments.** Supplier will propose a commission payment schedule as a percentage of total gross revenue generated by the service or sales. The commission will be paid monthly, no later than ten (10) business days after the first of each month.

Commission percentage will be evaluated as part of the "Revenue Potential for the University of Arizona" evaluation criterion.

Supplier may include an amount that they would like to contribute towards the Housing Scholarship Fund for lower income students. Payment should be made separate from commission payment and the check made out to the University of Arizona Foundation. Vendor to outline when contribution would be made each year.

**Section 5.6:**

*Original:*

5.6 **Marketing.** RHA and Housing Marketing must approve all marketing, including printed and electronic format, prior to being sent out to student customers. Marketing collateral must include the RHA mark which will be provided by RHA. Housing will promote the program on their website www.arizona.edu & RHA will promote on their website www.rha.arizona.edu and in other marketing material, which could include, but not guaranteed, social media and printed collateral. All costs associated with marketing initiated by the supplier will be the responsibility of the supplier. Any costs for marketing initiated by Housing and RHA, to be paid by the supplier, will be pre-approved by the supplier prior to implementation. Marketing will generally consist of a directed electronic mailing to incoming student residents. Vendor to detail ordering
deadlines within the marketing materials and website to guarantee delivery prior to resident arrival on campus.

**Amended to:**

5.6 **Marketing.** RHA and Housing Marketing must approve all marketing, including printed and electronic format, prior to being sent to our student customers. Marketing collateral must include the RHA mark which will be provided by RHA. Housing will promote the program on their website www.housing.arizona.edu & RHA will promote on their website www.uarha.com and in other marketing material, which could include, but not guaranteed, social media and printed collateral. All costs associated with marketing initiated by the supplier will be the responsibility of the supplier. Any costs for marketing initiated by Housing and RHA, to be paid by the supplier, will be pre-approved by the supplier prior to implementation. Marketing will generally consist of a directed electronic mailing to incoming student residents. Supplier to detail ordering deadlines within the marketing materials and website to guarantee delivery prior to resident arrival on campus.

End of addendum, all else remains the same.