

**Gainesville.**  
**Citizen centered**  
**People empowered**

**ADDENDUM NO. 2**

Date: June 5, 2018

Bid Date: ~~June 26, 2018~~  
 June 29, 2018  
 at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and  
 Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

The following are answers/clarifications to questions received since the pre-bid meeting:

1. Question: Would the City consider extending the deadline by one week?  
 Answer: The bid due date will be changed to June 29 at 3:00 p.m. (local time). See below revised timeline; this will replace the timeline in Section 2.2. These dates are tentative and subject to change.

**2.2 Revised Schedule**

Distribution of ITN	May 24, 2018
Non-Mandatory Pre-Proposal Discussion	May 31, 2018
Deadline for receipt of questions	June 14, 2018 – 3:00 pm local time
Deadline for receipt of proposals	June 29, 2018 – 3:00 pm local time
Evaluation of Written Proposal/Selection process	*July 23, 2018
Oral presentations/Evaluation, if conducted	*Aug 13-17, 2018
Product Demonstrations by Review Teams/Evaluation	*Sept 4 – Oct 5, 2018
Negotiations Commence	*October 8, 2018
Recommendation to City Commission/Approval	*TBD
Projected award date	*TBD
Projected contract start date	*TBD

2. Question: Would we be able to get all of the documents in Word Document format instead of the pdf versions?

Answer: The City publishes all documents in pdf in order to maintain the integrity of the documents and they are easily viewable for anyone with Adobe.

3. Question: Could the City please clarify this instruction – or at least provide a guideline that instead sets a total page limit for responses to sections 4.2.1 through 4.2.8 as some responses will require more detail than others?

Answer: This is meant to be a high-level-overview of your response. We expect that we will get into the greater detail of these questions at Orals. Please use the suggested 5 bullet points with each bullet point limited to a maximum of 25 words (i.e. 125 words per question).

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

**41-424      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.