



## ADDENDUM NO. 2

Date: August 29, 2016

Proposal Due Date: September 13, 2016  
at 3:00 P.M. (Local Time)

RFP Name: Wilhelmina Johnson Resource Center  
Educational Programming

RFP No.: DCAX-170005-DD

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the mandatory pre-proposal conference held on August 24, 2016.

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:

1. The deadline for submitting questions (in writing) to the City of Gainesville Purchasing Division Office is 12:00 p.m. (local time), August 31, 2016. Questions are to be submitted as follows:

Email: [drymonjd@cityofgainesville.org](mailto:drymonjd@cityofgainesville.org)

or

Faxed (352) 334-3163

Attention: Doug Drymon, Senior Buyer

2. Please find attached:
  - a. Copy of the black out period definitions (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) distributed during mandatory pre-proposal meeting.
  - b. Copy of the August 24, 2016 Pre-Proposal Conference Sign-in sheet showing attendees.
  - c. Fillable form for submitting required Budget information (Attachment A). (**Note:** This document is being provided under a separate file.)
3. Doug Drymon, Senior Buyer with the City of Gainesville Purchasing Division discussed the submittal process and the proposal requirements with the Pre-Proposal Conference attendees. Mr. Drymon directed the attendees' attention to a checklist of discussion items which was distributed to each person at the beginning of the Conference, and asked that they pay particular attention to the following items:
  - a. Sign-in Sheet is circulating. Failure to sign-in will result in your proposal not being accepted.
    - i. Submitted proposal must match the agency/organization's name as signed in at pre-proposal conference.
  - b. Proposals are to be received by the Purchasing office no later than 3:00 p.m. on September 13, 2016. Any proposals received after 3:00 p.m. on that date will not be accepted.
  - c. Send questions in writing to Doug Drymon via email or fax.
    - i. All communication is to be through Doug Drymon only. Do not communicate with other City staff.
    - ii. Deadline for receiving questions is August 31, 2016 @ 12:00 P.M. (Noon).
  - d. The proposal due date, time and delivery location was discussed.
    - i. Deliver (or have delivered) to Purchasing Office by 3:00 p.m. on September 13, 2016.

- ii. Proposals are to be delivered sealed. Mark outside of delivery package with RFP number, RFP title, RFP due date, and name of agency/organization submitting proposal.
        - iii. Late delivery attributed to the use of a third-party courier service will not constitute a valid reason for the City to accept a proposal after the submittal deadline.
  - e. Various forms (i.e. Tabulation of Subcontractor and Material Suppliers) are to be completed and returned with your proposal.
    - i. If a form is determined not to apply, sign, date and mark “N/A” or Not Applicable on the form.
    - ii. Sign, date and return all Addenda signature pages. Also acknowledge Addenda where indicated on the Proposal Response Form – Signature Page (page 28 of the RFP document).
  - f. All proposers are strongly encouraged to pay attention to the “must” and “shall” requirements listed within the RFP document. Example: Must provide proof of non-profit status and a list of the current Board of Directors with their titles and background information.
  - g. The “Art in Public Places” requirement will not apply to this solicitation as the project does not involve construction work.
  - h. The services requested under this solicitation do not fall within the covered services listed under the City’s Living Wage Policy.
  - i. Proposers should familiarize themselves with Section R (“Local Small Business Participation”) on page 5 of the RFP document.
4. Erica Chatman, Facilities Coordinator with the Parks, Recreation and Cultural Affairs Department, offered the following general information about the Wilhelmina Johnson Resource Center (WJRC) to the attendees:
  - a. The Contract is to provide programming services out of the WJRC.
  - b. The facility must remain available for a given number of hours per week for use by the neighborhood residents (birthday parties, social get-togethers, etc.).
  - c. A form for submitting an organization’s budget with their proposal has been included with the RFP document. This form is intended to ensure that the City gets the same information in basically the same format from each proposer.

Following are answers/clarifications to questions that were raised at the mandatory pre-proposal conference:

5. Question: What is meant by background information as used in reference to the list of current Board of Directors? What kind of background information does the City want for each Board member?  
Answer: Basically a short bio for each member of the Board of Directors giving their professional experience, education, volunteer work, etc. as it would relate to the programming the organization is planning to offer at the Wilhelmina Johnson Resource Center.
6. Question: Is the Operational Budget requested in the RFP intended to apply only to the programming provided at the WJRC, or is it intended to cover the organization’s entire operations?  
Answer: It is intended to cover the organization’s entire operations, both at and outside the WJRC.
7. Question: What kinds of programs are being requested?  
Answer: A list with some of the types of programs the City would find acceptable (but which is not intended to be an all-inclusive list) can be found in the Scope of Services section on page 8 of the RFP document.

8. Question: Will the City accept a proposal that is jointly submitted by two or more organizations?  
Answer: The Parks, Recreation and Cultural Affairs Department has not previous accepted a jointly-submitted proposal, and prefers that there is one lead agency responsible for providing services. However, the Department does encourage collaboration among service providers.
9. Question: If an organization cannot deliver all of the program components the City would desire, can other organizations collaborate together to provide them?  
Answer: Yes, but as stated in the answer to the previous question, the Department would like for one agency to have overall responsibility for the services that are provided.
10. Question: Can an organization obtain a copy of the last successful proposal that the Department awarded a contract for to secure programming at the WJRC?  
Answer: Yes. The organization would need to submit a public records request to the Purchasing Manager at City Hall requesting this information. However, a proposer should keep in mind that the Department is looking at each proposal as a “fresh start” in terms of any potential programming which could be offered at the WJRC.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum signature page is to be returned with your 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 \_\_\_\_\_ FINANCIAL SERVICES  
GAINESVILLE 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 proposal 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.

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
MANDATORY PRE-PROPOSAL CONFERENCE

WILHELMINA JOHNSON RESOURCE CENTER EDUCATIONAL PROGRAMMING

DATE: August 24, 2016 @ 2:00 PM LOCAL TIME

BID #DCAX-170005-DD

PROPOSAL DUE DATE: September 13, 2016, AT 3:00PM

YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

1) City of Gainesville  
Purchasing Division

PHONE # (352) 334-5021

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

Doug Drymon  
SIGNATURE  
Doug Drymon  
PRINTED NAME

E-MAIL: drymonjd@cityofgainesville.org

FAX # (352) 334-3163

2) R12 dba Fueleducation  
9143 Philips Hwy  
Suite 590  
Jacksonville, FL 32256

PHONE # (904) 535-8616

Christine Kirk  
SIGNATURE  
Christine Kirk  
PRINTED NAME

E-MAIL: chkirk@getfueled.com

FAX # (904) 519-7727

3) ~~XXXXXXXXXX~~ Cultural Arts Coalition  
321 NW 105 St.  
Gainesville, FL 32601

PHONE # (904) 372-0216

Njah  
SIGNATURE  
Nkwanda Njah  
PRINTED NAME

E-MAIL: njah52@gmail.com

FAX # (352) 372-0876

4) Charles Zicker  
204 meadows No.  
Jacobs Springs, FL  
34688

PHONE # (352) 703-6886

Charles Zicker  
SIGNATURE  
Charles Zicker  
PRINTED NAME

E-MAIL: zicker-ca@cityofgainesville.org

FAX # ( ) -

5) Zoma Delas Estrellas (Merkaba Fitness)  
310 NW 13th Ave Apt B  
Gainesville, FL 32601

PHONE # (352) 246 6765

Zoma delas estrellas  
SIGNATURE  
Zoma delas estrellas  
PRINTED NAME

E-MAIL: zomadelasestrellas@gmail.com

FAX # ( ) -

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
MANDATORY PRE-PROPOSAL CONFERENCE

WILHELMINA JOHNSON RESOURCE CENTER EDUCATIONAL PROGRAMMING

DATE: August 24, 2016 @ 2:00 PM LOCAL TIME

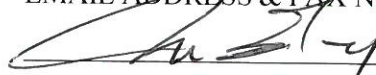
BID #DCAX-170005-DD

PROPOSAL DUE DATE: September 13, 2016, AT 3:00PM


YOUR COMPANY'S NAME, ADDRESS &  
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YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

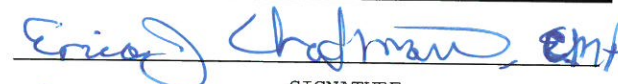
6) City of Gainesville  
Box 490 Station 30  
Gainesville, FL 32627  
PHONE # (352) 393-8532

  
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Russell Etling SIGNATURE  
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E-MAIL: etlingrhc@cityofga.usville  
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FAX # (352) 334 2314  
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-org


7) City of Gainesville  
Box 490 #24  
Gainesville, FL  
PHONE # (352) 393-8528

  
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MAXINE RUSHING SIGNATURE  
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E-MAIL: rushingm@cityofgainesville  
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FAX # ( ) \_\_\_\_\_  
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8) City of Gainesville  
Box 490, #30  
Gainesville, FL 32627  
PHONE # (352) 393-8539

  
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Erica J. Chatman, emp SIGNATURE  
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E-MAIL: chatmanej@cityofgainesville.org  
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FAX # (352) 334-2144  
\_\_\_\_\_

9) Total Motivational Services  
P.O. Box 141002  
Gainesville, Florida 32614  
PHONE # (352) 213-5682

  
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Terence Tollard SIGNATURE  
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E-MAIL: deejay93@yahoo.com  
\_\_\_\_\_  
FAX # ( ) \_\_\_\_\_  
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10) \_\_\_\_\_  
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