

**ADDENDUM NO. 1**

Date: April 27, 2017

Bid Date: May 4, 2017  
at 3:00 P.M. (Local Time)

Bid Name Request for Proposals for Federal Lobbying and  
Advocacy Services

Bid No.: SIDX-180004-DH

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:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), April 27, 2017. Questions may be submitted as follows:

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

or

Faxed (352) 334-3163

Attention: Diane Holder

The following are answers/clarifications to questions received at the mandatory pre-bid conference:

2. Question: Does the price proposal need to be submitted in a separate envelope. It says it may if required in several places (page 2, but I didn't see it actually noted as being required in a separate envelope so wanted to double check whether we should include it with the technical proposal or provide in a separate envelope.

Answer: The price proposal does not need to be submitted in a separate envelope.

3. Question: On the local preference, (at the top of page 24) the editor's note seems to indicate that the ordinance was deemed repealed effective March 31, 2006. Does local preference apply to this RFP? If so, I have the following additional questions:

- a. Would a subcontractor qualify or does the prime need to have a physical address located within the City of Gainesville limits in order to qualify for this preference from which they operate or perform business on a day-to-day basis.

Answer: The firm submitting a proposal would have to meet the qualifications for local preference.

- b. The RFP (page 25) notes that local preference may be waived upon written justification and recommendation of the charter officer and approval by the city commission. What is the process to try to obtain such a waiver?

Answer: A waiver must be prior to the bid being issued. A vendor would not be able to request a waiver.

c. Would we qualify for any of the exemptions noted under Sec. 2-624 (pages 24-25)?

Answer: Under 2-624, no. Under 2-263, 1-4 do not apply. Item 5 is for your determination as to the proposal price you submit.

4. Question: Could you provide clarification on Section V (page 7) related to litigation. In particular, are we being asked to provide in writing any litigation our firm as a whole is currently involved in, in which specific contractors who would be providing services to Gainesville are involved in, or both?

Answer: Both.

5. Question: Under minimum requirements (page 8), the RFP notes that each person engaged in lobbying services on behalf of the City must be registered as a legislative and executive lobbyist in the State of Florida. Since this is a contract for federal and not state lobbying services we are hoping for clarification on why we need to be registered to lobby at the state level versus at the federal level where we will be doing business.

Answer: No, only State needs to register, not Federal.

6. Question: We don't see a section where we are able to include references. Is this something we can include as part of the technical proposal and if so is there a particular place we should include it? Additionally, we wanted to make sure sample reports or other materials that we might like to include to show examples of our work are acceptable under the technical proposal section where it notes "any other information called for by the RFP which the proposer deems relevant" or if we should include an attachment section for additional materials.

Answer: References should be included in the Technical Proposal section of your proposal. Any other information (i.e. sample reports and other materials) can be included in the Qualifications section of your proposal.

7. Question: Is any written documentation required in order to comply with the minimum qualifications requirements outlined on page 9 number 4 besides a copy of your business tax receipt and zoning compliance permit if a local preference is required? If so, what documentation is expected to respond to the three paragraphs included in Section III, B (page 9)?

Answer: Provide in Section II- Proposal Format A, 4. Qualifications a response to paragraph 2 of Section III, B (page 9).

8. Question: Under living wage (page 6) since this contract is not a covered service I wanted to confirm that we are not required to submit the Exhibit B form on page 26. Also, do we need to submit Exhibit D (page 28) and check that the living wage ordinance does not apply OR do we just check does not apply on page 30 of the proposal response form?

Answer: Exhibits B and D are not required for this project. Just check "Does not apply" on page 30 of the proposal response form is sufficient.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 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. 1 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

**41-423      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.