

**ADDENDUM NO. 3**



Date: June 7, 2021

Bid Date: ~~June 9, 2021~~  
June 23, 2021  
at 3:00 P.M. (Local Time)

Bid Name RFP for Agenda and Meeting Management System

Bid No.: CCLK-210044-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the non-mandatory pre-bid conference held on May 26, 2021.

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. Please find attached:
  - a. Copy of the blackout period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters).

**DUE DATE FOR UPLOADING PROPOSAL:**

The DUE DATE FOR UPLOADING PROPOSAL is hereby extended to **June 23, 2021**.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 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. 3 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 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.