



## ADDENDUM NO. 1

**Date:** March 7, 2017

**Bid Date:** March 28, 2017  
3:00 P.M. (Local Time)

**Bid Name:** ADA Eligibility and Certification Determination... **Bid No.:** RTSX-180001-DS

**NOTE:** This Addendum has been issued 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 remaining questions are to be submitted in writing to the City of Gainesville Purchasing Division by March 12, 2017. Questions are to be submitted as follows:

Faxed (352) 334-3163  
Attention: Daphyne Sesco  
or  
Email: [sescoda@cityofgainesville.org](mailto:sescoda@cityofgainesville.org)

2. Find attached:

- Copy of the lobbying and blackout period definitions (Purchasing Procedure 41-423) distributed during non-mandatory pre-bid meeting
- Copy of the pre-bid meeting sign-in sheet

3. Daphyne Sesco, Purchasing Division, discussed bid requirements:

- Sign-in Sheet is circulating. Since this is not a mandatory meeting neither failure to sign-in nor non-attendance will result in bid response not being accepted.
- Verbal instruction does not change the terms of the solicitation – changes can only be made via a written addenda. Questions/Answers and topics of discussion addressed at this meeting will be available in an addendum for download through DemandStar.
- Send questions in writing to Daphyne via fax or email. Any contact with staff other than the Purchasing representative may be basis for disqualification of your bid. Question submittal deadline is **March 12, 2017** not March 23, 2017 as I stated in the pre-bid meeting.

- As Addenda are issued, the signature page should be included in the response acknowledging receipt of the addendum.
  - Responses are to be received in the Purchasing office no later than 3:00 p.m. (local time) on March 28, 2017. Any bids after 3:00 p.m. on that date will not be accepted. Bids must be physically received in the City's Purchasing Department. Only hand-delivered responses are acceptable (i.e., in person or through a delivery service such as FedEx, UPS).
  - Update to B. RFP Timetable, Discussions/Oral Presentations, if applicable will occur the week of April 10, 2017
3. Millie Crawford, ADA Transit Service Coordinator for the City Regional Transit System, gave an overview of the services to be provided under this contract. This included general discussion of the current contractor and certification processes for these services, as well as, those of the paratransit contractor. Medicaid cuts have greatly increased the number of people applying for certification. To ensure clarity by all bidders the City will not be providing any support, financial or otherwise, under this contract. It is the bidder's responsibility to bear all costs related to a facility, staff and provision of services outlined in the bid solicitation.
4. The following questions were asked at the pre-bid meeting:
- Question1: For the Price Proposal, are we to break out the pricing for the different areas of service?  
**Answer1: Proposers are not to break out pricing or indicate dollar amounts attributed to any sub-contractor, if any, as stated in A. Format and Contents of Proposal, 3. Price Proposal. Provide a flat rate fee amount to provide all services. No a la carte pricing is requested. Bidder's proposal, however, should clearly state how you will fulfill the requirements for the different areas of service.**
- Question2: How many actual applications received for the last three (3) years?  
**Answer2: About 100 per month.**
- Question3: Of those applicants how many are being functional tested?  
**Answer3: None, currently.**
- Question4: You are curious about the functional testing component and will look at that but not necessarily looking for someone to have functional testing component in place in order to award contract?  
**Answer4: Yes we are interested; however, we have decided that we will not request information for this component.**
- Question5: What is the budget for this contract?  
**Answer5: \$80,000 annually but that depends upon the outcome of the RFP.**
- Question6: What is the annual ADA cost to City of Gainesville?  
**Answer6: \$1.1 million, the contract with MV Transportation who provides the service is about \$1 million. More of the trips have been shifted from Medicaid to ADA.**
- Question7: Any requirements on font size, type, etc.?  
**Answer7: No, you can use large font if needed.**

5. Section C, 1.11, page 14 has been changed to read as follows (deletions = strikethrough, additions = underline):

“1.11 Contractor shall schedule eligibility appointments for Triennial review of ADA certification. Applicants must be booked for an appointment within two (2) weeks of the initial call to the Contractor to schedule the appointment. Contractor will notify ~~visually~~ impaired all clients at least one (1) month before expiration of their ADA certification requiring a Triennial review.”

6. The following paragraph is hereby added as 1.8, under Section IV Technical Specifications, A.:

“During the course of the contract it may become necessary to incorporate one or more of the higher levels of eligibility determinations for ADA certification; i.e. specifically the following: use of the F.A.C.Ts (Functional Assessment of Cognitive Transit Skills), and/or Functionally-Based Determination of Eligibility assessment, or an O&M Specialist. None of these higher levels of eligibility are currently a requirement in this RFP. Therefore, at any time throughout the term of the contract, the City reserves the right to negotiate a price with the contractor to incorporate any or all of these assessments into the eligibility/determination criteria.”

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and shall attach a copy of this Addendum to its 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 \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
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.

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
NON-MANDATORY PRE-BID CONFERENCE

SIGN-IN SHEET

DATE: March 7, 2017 at 9:00 AM LOCAL TIME

BID #RTSX-180001-DS

RFP for ADA Eligibility and Certification Determination, etc.

DUE DATE: March 28, 2017 at 3:00PM


YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER


1) Center for Independent Living  
222 SW 36th Ter  
Gainesville FL 32607  
PHONE # (354) 378 7474

  
SIGNATURE  
Colette Grumell  
PRINTED NAME  
E-MAIL: Colette@CILncf.org  
FAX # (354) 378 5582


2) Same  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE # ( ) \_\_\_\_\_

  
SIGNATURE  
TONY DELISLE  
PRINTED NAME  
E-MAIL: TONY@CILNRF.ORG  
FAX # ( ) \_\_\_\_\_

3) RTS ADA  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE # ( ) \_\_\_\_\_

  
SIGNATURE  
\_\_\_\_\_  
PRINTED NAME  
E-MAIL: \_\_\_\_\_  
FAX # ( ) \_\_\_\_\_

4) Wayne Beck  
2122 Th 9446 Philips Hwy Ste 3  
Jax FL 32256  
PHONE # (904) 508 5800

  
SIGNATURE  
Wayne Beck  
PRINTED NAME  
E-MAIL: Wayne.FPS@gmail.com  
FAX # (904) 212 2248

5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE # ( ) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
PRINTED NAME  
E-MAIL: \_\_\_\_\_  
FAX # ( ) \_\_\_\_\_