



ADDENDUM NO. 1

Date: May 31, 2018

Bid Date: June 26, 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:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), June 7, 2018. Questions may be submitted as follows:
 - Email: sowersma@cityofgainesville.org
 - or
 - Faxed (352) 334-3163
 - Attention: Melanie Sowers

2. 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 mandatory pre-bid meeting.
 - b) Copy of the Pre-Bid sign-in sheet for your information.

3. Melanie Sowers, Purchasing Division, discussed bid requirements.
 - a. Sign-in Sheet is circulating.
 - b. Bids are to be received by the Purchasing office no later than 3:00 p.m. on June 26, 2018. Any bids received after 3:00 p.m. on that date will not be accepted.
 - c. Send questions in writing to Melanie Sowers via email.
 - i. All communication through Melanie only. Do not communicate with other City staff.
 - d. Discussed bid due date, time and delivery location.
 - i. Deliver (or have delivered) to Purchasing by 3PM on June 28, 2018.
 - e. Various forms (i.e. Tabulation of Subcontractor and Material Suppliers) are to be completed and returned with your bid.
 - i. Sign, date and return all Addenda.
 - f. Exhibit 1, Functional Requirements – the Vendor Response column contains a drop-down menu.
 - g. Exhibit 5, Pricing Sheet – make sure you see all tabs on the bottom of the screen.

4. Ginny Ahuja discussed the project (see below slide presentation). The City is looking for an all-inclusive solution to achieve the City's vision; this is the first step to building the necessary baseline to achieve this vision. The City has 2200 employees total; however General Government and GRU (utilities) function separately. GRU does support our IT services.

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

5. Question: You mentioned you already have an IT Consultant chosen; are you at liberty to say who that is?
Answer: Berry Dunn McNeil & Parker, LLC
6. Question: Are they involved in the selection process or just helping in other capacities?
Answer: Yes, they are also involved in the selection process.
7. Question: You mentioned your budget is 7 million. What does that include?
Answer: It includes IT Consulting Firm, Personnel, Capital , this bid. However, a specific amount for the software and implementation services portion has not yet been determined
8. Question: If we have more than one product we are recommending, those must be in two separate proposals?
Answer: The City is looking for one package solution. If you have one product and 3rd party products then City accepts one package solution in one proposal.
4. Question: Is your local preference requirement City or State?
Answer: City – Exhibit C of the bid document lists all requirements to claim local preference.
5. Question: Who is the executive sponsor?
Answer: Anthony Lyons, City Manager
6. Question: GRU is currently supporting your legacy ERP system. Will they be supporting the new system?
Answer: There has been no distinction of ownership yet. GRU will support the new system, unless we go a different direction.
7. Question: Do you have a preference whether the solution is housed onsite or on a cloud?
Answer: There is no preference. It all depends on the proposals
8. Question: Do you have an idea of how much data conversion is needed?
Answer: This has not yet been determined; at minimum, we would need to comply with the state retention requirements.
9. Question: There can also be other retention strategies as well.
Answer: Yes, we are looking for a comprehensive solution.

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

41-424 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.