

**ADDENDUM NO. 1**

Date: March 5, 2018

Bid Date: March 14, 2018
at 3:00 P.M. (Local Time)

Bid Name City of Gainesville Professional Tennis Contractor

Bid No.: RECX-180044-DM

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 March 1, 2018.

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), March 7, 2018. Questions may be submitted as follows:
 - Email: mcphalldt@cityofgainesville.org
 - or
 - Faxed (352) 334-3163
 - Attention: Darius McPhall
2. Please find attached:
 - a) Copy of the blackout period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters)) distributed during mandatory pre-bid meeting.
3. Darius McPhall, Purchasing Division, discussed bid requirements.
 - a. Sign-in Sheet is circulating.
 - i. Submitted bid to match business name as signed in at pre-bid.
 - b. Bids are to be received by the Purchasing office no later than 3:00 p.m. on March 14, 2018. Any bids received after 3:00 p.m. on that date will not be accepted.
 - c. Send questions in writing to Darius McPhall via email or fax.
 - i. All communication through Darius McPhall or purchasing staff 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 3:00 p.m. on March 14, 2018.
 - e. Various forms (i.e. Sign, date and return all Addenda) are to be completed and returned with your bid.

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

4. Question: What is the project timeline after March 14, 2018?

Answer: Please see revised project schedule below

RFP available for distribution	February 15, 2018
Non-Mandatory Pre-Proposal Conference	March 1, 2018
Deadline for receipt of questions	March 7, 2018 (3:00 p.m. local time)
Deadline for receipt of proposals	March 14, 2018 (3:00 p.m. local time)
Evaluation/Selection process	Week of March 19, 2018 Week of April 16, 2018
Oral presentations, if conducted	Week of April 2, 2018 Week of April 30, 2018
Projected award date	June 7, 2018
Projected contract start date	July 7, 2018

5. Question: What are the different maintenance components that will be the responsibility of the contractor and those of the city?

Answer: Please refer to the bid document page 4 (Z) Maintenance: 1-2

6. Question: Can we submit our bid packet electronically?

Answer: No, but we do require that you submit an electronic version of your proposal with your hard copy of the bid.

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.