



## ADDENDUM NO. 1

Date: July 21, 2015

BEB Due Date: July 23, 2015  
at 3:00 P.M. (Local Time)

Project Name: SPECIAL MAGISTRATE SERVICES  
(For Code Enforcement Hearings)

BEB No.: CODE-160001-DD

NOTE: This Addendum has been issued only to the holders of record of the Request for Proposal CODE-160001-DD.

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 no later than 12:00 PM (Noon, Eastern Time - US) of July 22, 2015. Questions may be submitted as follows:

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

or

Faxed (352) 334-3163

Attention: Doug Drymon

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

Following are responses to inquiries which have been received to-date from prospective proposers:

3. Inquiry: Could you verify as to whether Exhibit H (Page 35 of bid document), Certification of Primary Participant regarding Debarment, Suspension, and other Responsibility Matters, needs to be completed and submitted?  
Response: The City Attorney's Office was responsible for the inclusion of the Debarment language in the Bid document. As such, I would advise all bidders to complete Exhibit H to the best of their ability and submit it with their bid. Bidders should also acknowledge receipt of this Addendum in the appropriate section on page 12 of their submitted 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

41-424 **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.