



## ADDENDUM NO. 1

Date: December 29, 2017

Bid Date: January 12, 2018  
at 3:00 P.M. (Local Time)

Bid Name Administer and Implement Services for Low Barrier Emergency Services Shelter for Homeless Persons – Emergency Housing Services

Bid No.: CMGR-180047-GD

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), January 4, 2018. Questions may be submitted as follows:  
Email: [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)  
or  
Faxed (352) 334-3163  
Attention: Gayle Dykeman
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.

The following are answers/clarifications to questions received:

3. Question: Is the City of Gainesville looking for an agency to operate or manage a homeless facility?  
Answer: The City of Gainesville is looking for an Agency that can manage and operate the Facility for nine months with an optional 12 months contract to provide services to the homeless.
4. Question: Can we submit a proposal to supply services to the homeless population only?  
Answer: The Continuum of Care is responsible for managing and operating the Coordinate Entry System in Alachua County and therefore the Coordinate Entry System is designed to divert Homeless Clients or those of at risk of becoming Homeless to housing before referring individuals and

families to Shelter Care Services. The City is seeking a Proposer who can provide services to the Homeless.

- 5. Question: Will the services be for the Gainesville community only?  
Answer: The City is seeking a provider that can provide services to Gainesville-Alachua County. The Board of County Commissioners and the Gainesville City Commission equally fund the Services at the Empowerment Center.

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.