

LEGISTAR # 200509  
Attachment B

**ADDENDUM PUBLISH DATE:** April 1, 2021  
**RFP NUMBER:** CRAX-210034-GD  
**PRE-BID MEETING DATE:** March 31, 2021, 2:00pm et  
**QUESTIONS DUE:** April 7, 2021, 3:00pm et  
**PROPOSAL DEADLINE:** April 23, 2021, 3:00pm et

ADDENDUM NO. 1  
**Probate Legal Services for Heirs Property Program**

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 regarding this solicitation shall be submitted in writing to the City of Gainesville (CoG) Procurement Division by 3:00pm, (local time), April 7, 2021, 2021, 3:00pm Eastern Time. Submit questions to: [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)
2. Please find attached:
  - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
  - b. A copy of the Pre-Bid Discussion/Information Checklist
3. Following is a review of the Pre-Bid Meeting that was held via Zoom Conference on March 31, 2021, 2:00pm Eastern Time:
  - a. City of Gainesville Staff represented by Gayle Dykeman, City of Gainesville Procurement Specialist III and Chelsea Bakaitis, Project Manager.
  - b. Gayle Dykeman started the meeting by reviewing important Procurement areas of the solicitation, including the solicitation schedule and submittal due date.
    1. Questions are due by April 7, 2021, 3:00pm
    2. All communication must go through Gayle Dykeman throughout the duration of the solicitation.
    3. Review of solicitation schedule, description of Bid Opening
    4. All submittals must be entered in DemandStar.com by the due date and time – DemandStar is programmed to reject any bids that are entered after that time. DemandStar is a free tool for vendors to submit bids. DemandStar will automatically close the solicitation at the specified date and time, and the City will not accept any late proposals, regardless of the format presented.
    5. Spoke about the rules guiding the Cone of Silence.
    6. Required forms – detailed in Meeting Checklist form attached
  - c. Chelsea Bakaitis provided an overview of the intent of the solicitation. Forthcoming program initiated by the City Commission. Pertains solely to GCRA neighborhoods. Reviewed the Project Specifications.

4. Following are questions and answers that were discussed in the meeting:

- a. Question:  
It looks like it will be possible that multiple attorneys may be awarded the contract?  
Answer:  
Yes, there will be a Primary and Secondary attorney. The Primary attorney will be assigned all cases until such time as the Primary is not able to handle the work load. The City will then begin to assign cases to the Secondary attorney.
- b. Question:  
How many cases do you anticipate need to be handled?  
Answer:  
There are currently 217 known cases in the district that need to be handled. In order to qualify, applicants need to have 120% of median income. The Contract term is for one year with 2 one-year extensions
- c. Question:  
How will cases be acquired? Is the attorney required to recruit cases or the City?  
Answer:  
It will be a mixture of both – the City is responsible for marketing, outreach, vetting and managing the applicants, but if the attorneys identify a potential program candidate, they would refer that candidate to the City to conduct the program engagement process.
- d. Question:  
Will the invoicing be per client? Per case? Monthly billing for hourly invoices?  
Answer:  
If invoicing is per client, then the invoice will be presented at the time the case is complete. If the billing is per hour, the invoice will be presented monthly, for all hours dedicated to the Program during the month. Q Bill hourly is monthly invoice
- e. Question:  
What kind of speed is expected? How many hours a week do you expect the vendor to dedicate to the program.  
Answer:  
The forthcoming heirs' property program is the first of its type for the City and so it is difficult to estimate the total number of applicants. The GCRA has proposed a \$250,000 budget toward the program in FY22, and an additional \$250,000 in proposed budget for FY23, for a total of \$500,000 over the next two fiscal years, (City fiscal years commence on October 1).

f. Question:

Has the City talked with Alachua County Probate judges for opportunities to expedite cases? There are also programs that may reduce the cost of a Probate case that are offered to income qualified individuals. Suggest looking into those programs and see how they might work with this Program.

Answer:

The City was not aware of these programs, but will definitely look into them as a way of enhancing the Program. For the purpose of the solicitation, consider it 'business as usual'.

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 COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

LEGIBLY PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF GAINESVILLE  
FINANCIAL SERVICES  
PROCEDURES MANUAL**

**41-424 Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.

ADDENDUM 1 - ATTACHMENT A

**PRE-BID DISCUSSION/INFORMATION CHECKLIST**

**BID NAME:** Probate Legal Services for Heirs Property Program  
**BID NUMBER:** CRAX-210034-GD  
**PRE-BID MEETING DATE:** March 31, 2021; 2:00pm et  
**QUESTIONS DUE:** April 7, 2021, 3:00pm et  
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\_\_\_\_\_ Introduce staff attending meeting – Gayle Dykeman, Procurement

\_\_\_\_\_ Questions/Answers and topics of discussion addressed at the pre-bid will be available through <https://www.demandstar.com/> in future Addendums. There is no cost to the vendor to use all vendor capabilities when bidding on a City of Gainesville solicitation.

- You can link to DemandStar through the City's website or direct to Demanstar.com <https://network.demandstar.com/for-government/>

\_\_\_\_\_ Any questions must be in writing

- Email to [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)
- Questions Deadline: April 7, 2021, 3:00pm

\_\_\_\_\_ All communication, contact and/or correspondence must be with [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org) or CITY Purchasing Division staff.

- Bidders who have contact with anyone other than Gayle Dykeman or CITY Purchasing Division staff, (examples of "anyone other than": Department Staff, City Manager, City elected officials, etc.) will be disqualified.

\_\_\_\_\_ Bid Due Date: Friday, April 23, 2021 at 3:00PM et

\_\_\_\_\_ Location to receive bids: Demandstar.com.

\_\_\_\_\_ Bonds - ☐ YES ☒ NO

- If no, bring attention to State Statute of \$200,000

\_\_\_\_\_ Local Preference

\_\_\_\_\_ Small and Service Disabled Veteran Business Participation

\_\_\_\_\_ Living wage – **Does not apply to this Solicitation**

\_\_\_\_\_ Addenda

- Sign sheet included with each addendum and submit with bid

\_\_\_\_\_ **REQUIRED FORMS TO BE SUBMITTED**

1. RFP Cover Page (Page 1)
2. Bidder Verification Form (Exhibit B)
3. Exceptions to the RFP (refer to Part 4, 4.5 Exception to the RFP)
4. Drug-Free Workplace Form (Exhibit A)

5. References Form (Exhibit C)
6. Certification of Compliance with Living Wage, if applicable to bidder (Exhibit E)
7. Bidder's W-9
8. Copy of any applicable current licenses and/or certification required by  
City/County/State
9. Copies of all Addenda, signed
10. Report of Alleged Wrongdoings, Litigation/Settlements/Fines

\_\_\_\_\_ Minimum Requirements (MUST or SHALL) - Be aware of or could be deemed non-responsive and not considered for award. Minimum Qualifications can be found on Page 7, 4.1.c.1

\_\_\_\_\_ Bid Information Form - If not bidding, please complete the No Bid form located in the Exhibits Section to advise the City of the reasons why your company is not submitting a bid.