



**ADDENDUM PUBLISH DATE:** April 19, 2021  
**RFP NUMBER:** CODE-210035-GD  
**PRE-BID MEETING DATE:** April 14, 2021, 9:00pm et  
**QUESTIONS DUE:** April 20, 2021, 3:00pm et  
**PROPOSAL DEADLINE:** May 6, 2021, 3:00pm et

ADDENDUM NO. 1  
**Special Magistrate to Hear Code Violation Cases**

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 20, 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 April 14, 2021, 9:00am Eastern Time:
  - a. City of Gainesville Staff represented by Gayle Dykeman, City of Gainesville Procurement Specialist III and Peter Backhaus, 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 20, 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
4. Pete Backhaus provided an overview of the intent of the solicitation. The City is seeking an attorney to hear cases regarding Ordinance violations, to rule on those cases, and to present recommendations to the City Commission on reduction/rescission requests. Hearings are held monthly, but occasionally more hearings are required. The hearings take place in person at City Hall. All CDC guidance is in place – masks required, etc. City staff will set up the hearings and provide administrative support.



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

- a. Question:  
Referencing 8.2 – City of Gainesville certification is the only applicable application for Small and Service-Disabled Veteran Business?  
Answer:  
That is correct.

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.



210266B  
City of Gainesville  
Procurement Division  
200 E University Avenue, Rm 339  
Gainesville, FL 32601  
(352) 334-5021(main)

**ATTACHMENT A**  
**PRE-BID DISCUSSION/INFORMATION CHECKLIST**

**BID NAME:** Special Magistrate to Hear Code Violation Cases

**BID NUMBER:** CODE-210035

**PRE-BID MEETING DATE:** 4/14/21 - 9:00am

- \_\_\_\_ 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: 4/20/2021, 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: May 6, 2021 at 3:00PM local time
- \_\_\_\_ Location to receive bids: Demandstar.com.
- \_\_\_\_ Bonds - ☐ YES ☒ NO
- If no, bring attention to State Statute of \$200,000
- \_\_\_\_ Local Preference – pg. 17, 8.1
- \_\_\_\_ Small and Service Disabled Veteran Business Participation, pg. 17, 8.2
- \_\_\_\_ Living wage, pg. 18, 8.3
- \_\_\_\_ **REQUIRED FORMS TO BE SUBMITTED**
- \_\_\_\_ COMPLETED COVER PAGE OF SOLICITATION
  - \_\_\_\_ BIDDER VERIFICATION FORM
  - \_\_\_\_ DRUG FREE WORK PLACE
  - \_\_\_\_ PRICE PROPOSAL FORM
  - \_\_\_\_ REFERENCE FORM
  - \_\_\_\_ BIDDER'S W-9
  - \_\_\_\_ COPY OF ANY APPLICABLE LICENSES AND CERTIFICATIONS
  - \_\_\_\_ COPIES OF ALL ADDENDA, SIGNED



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**City of Gainesville**  
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- \_\_\_\_\_ Minimum Requirements (MUST or SHALL) - Be aware of or could be deemed non-responsive and not considered for award. pg. 6, 2.3
- \_\_\_\_\_ Bid Information Form - If not bidding, please complete the form and let us know why you are not bidding. Part 11, pg. 34