



City of Gainesville

Department of Finance
Procurement Division

Addendum Publish Date: 10/24/22

One Nation One Project RFQ #: CMGR-230018-GD ADDENDUM NO. 1

Bid Due Date: October 27, 2022

NOTE: 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. 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 – while there were no attendees to the Pre-Bid Discussion, a copy of Procurement’s discussion notes is attached for reference.
2. Following are questions and answers that were received by the questions deadline:
 - a. Question:
If we are an independent contractor, are we required to meet the insurance requirements?
Answer:
Yes, insurance is required. Professional Liability insurance may not be required, this is under research.
 - b. Question:
Could Liability Insurance be provided by a partnering institution?
Answer:
As long as the partnering institution lists both the City of Gainesville and their partner as additional insured, yes.
 - c. Question:
Where can we find the City of Gainesville Standards for Reporting?
Answer:
The Standards for Reporting for this project are still under development.
 - d. Question:
In addition to the Community Engagement Program Manager, what other municipal individuals/committees/entities would I need to be in communication with for the duration of the project?
Answer:
There may be various staff members that will be in communication with the artistic director, including but not limited to; Youth Services Manager (PCRA), Government Affairs and Community Relations director, City’s internal ONOP team, the external ONOP site team, ONOP youth steering committee, staff from ONOP and NLC.



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e. Question:
Will opportunities for Public meetings (oversight) be made available for the duration of the project?

Answer:
Yes

f. Question:
How will data be collected and how will the results be published/disseminated?

Answer:
This protocol is still in development. ONOP staff will be collecting data, as will the City of Gainesville team. We anticipate it be published/disseminated via a formal report that would be available across all media platforms (print/electronic/etc.).

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

ATTACHMENT A
PRE-BID DISCUSSION/INFORMATION CHECKLIST

BID NAME: One Nation One Project Artistic Director

BID NUMBER: CMGR-230018-GD

PRE-BID MEETING DATE: 10/19/22, 3:30pm EDT

- _____ Introduce staff attending meeting – Gayle Dykeman, Procurement Specialist,
- _____ 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.
- _____ Any questions must be in writing
 - Email to dykemangb@gainesvillefl.gov
 - Questions Deadline: October 21, 2022 3:00pm EDT
- _____ All communication, contact and/or correspondence must be with dykemanfgb@gainesvillefl.gov 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: October 27, 2022, 3:00pm EDT
- _____ Location to submit responses: Demandstar.com.
- _____ Minimum Requirements (MUST or SHALL) - Be aware of or could be deemed non-responsive and not considered for award. Part 2, 2.3
- _____ Pricing – Part 10, Required Form C
- _____ Exceptions – Part 4, 4.5
- _____ Local Preference - Part 8, 8.2
- _____ Small and Service Disabled Veteran Business Participation - Part 8, 8.3
- _____ Living wage – Part 8, 8.4

REQUIRED FORMS TO BE SUBMITTED

- _____ RFQ Cover Page – Page 1
- _____ Respondent Verification Form – Part 10, Required Form A
- _____ Drug Free Workplace – Part 10, Required Form B
- _____ Pricing Part 10 – Required Form C
- _____ Reference Form – Part 10, Required Form D
- _____ All Addenda, signed and returned with the response to the ITN
- _____ No Reply Survey - If not bidding, please complete the form and let us know why you are not responding to the solicitation.



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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.