

**ADDENDUM NO. 1
CITY OF APOPKA
FEDERAL & STATE LEGISLATIVE LOBBYIST SERVICES**

RFQ: 2016-14
TO: PLAN HOLDERS
DATE: August 26th, 2016

NOTE:

This Addendum is hereby incorporated into the RFQ documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Deletions are indicated by --- strikeout, answers are indicated in **blue**.

I. QUESTIONS AND RESPONSES: ANSWERS INDICATED IN BLUE

- Question 1 - Do any forms required for submission count toward the page limitation of 35 pages? **Yes, forms count towards the overall limit of 35 pages.**
- Question 2 - Do dividers/tabs, a Table of Contents, or cover page count toward the page limitation? **No, dividers / tabs do not count towards the overall limit. Table of Contents and Cover Pages do count.**
- Question 3 - On page 11 of the RFQ, the way the outline is structured, it appears that “iii.Details” comes under the Letter of Transmittal. Is this section separate from the Letter of Transmittal since the page limitation is 1-2 pages? **Yes, the “iii. Details” section is separate. The one to two page limit is referenced for item “(c) i.”**
- Question 4 - For the City’s Federal and State legislative lobbyist RFP, may a firm respond and only offer services for the federal portion of the City’s request? Or, shall we team up with a state firm to offer comprehensive service, albeit by two separate companies? **Submittals must include both the Federal and State Legislative lobbyist portions. The city will accept a submittal with two separate companies within one proposal.**
- Question 5 - Is the proposer required to respond to federal and state lobbying services? If so, may the proposer include a federal sub-consultant? If so, please indicate how the proposal should be prepared to meet the required specifications and include both firms. Is the page limit 30 if a sub-consultant is utilized? **Submittals must include both the Federal and State Legislative lobbyist portions. The city will accept a submittal with two separate companies within one proposal; however a total max limit of 30 pages is allowed for both companies.**

- Question 6 - What is the annual budget for this contract?
[The annual budget has not been specified.](#)
- Question 7 - II A. Verbiage indicates five, but number indicates 7 completed sets are required. Please clarify. [5 sets are required.](#)
- Question 8 - II B. V. A. Non-Collusion Statement – Is there specific verbiage this statement should include? Where should statement be placed in the proposal? [Please see new Non-Collusion Affidavit attached to addendum, which is due at submittal.](#)
- Question 9 - III Evaluation Committee – Who makes up the evaluation committee?
[The evaluation Committee has not yet been selected.](#)
- Question 10 - VII – Cost to the City – Where should this form be placed in the proposal?
[Forms are to be included at the end of the proposal.](#)
- Question 11 - Respondents Certification – Where should this form be placed in the proposal? [Forms are to be included at the end of the proposal.](#)
- Question 12 - Statement of Public Entity Crimes – Where should this form be placed in the proposal? [Forms are to be included at the end of the proposal.](#)
- Question 13 - Americans with Disabilities Act – Where should this form be placed in the proposal? [Forms are to be included at the end of the proposal.](#)
- Question 14 - Ownership Disclosure Affidavit – Where should this form be placed in the proposal? [Forms are to be included at the end of the proposal.](#)
- Question 15 - The beginning part of RFP seems to suggest that you are looking for a federal and state lobbyist. The latter part of the task sheet only suggests state lobbying. Are you looking primarily for state lobbying or state lobbying that can also work with local federal delegation to pursue Apopka’s interests at the federal level? Either is fine just want to ensure that we respond properly. [State & Federal however if the same results can be pursued locally for federal level interests than this would be satisfactory. Please note that the scope does reference the selected firm supporting staff and elected official visits to Washington, DC by taking such actions as arranging for meetings with elected and appointed federal officials and participating in those meetings, when **deemed** appropriate. The selected firm is responsible for complying with any and all local, state, and federal regulations that may pertain to this agreement, such as registering as a Lobbyist if required.](#)

- Question 16 - Does the same firm have to provide state and federal lobbying or can 2 firms respond together? Submittals must include both the Federal and State Legislative lobbyist portions (The top of pg. 8 says the same firm that supplies the state lobbying will supply the federal lobbying). **The City will accept a submittal with two separate companies within one proposal. A max number of pages (30) still applies.**
- Question 17 - Does the 30 page limit include appendix items? **Thirty (30) pages is the maximum amount with any and all pages included.**
- Question 18 - Does "State of Florida Local Legislative delegation" refer to the City of Apopka's state legislators or federal legislators? **It refers to both.**

END OF ADDENDUM NO. 2

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this ___ day of _____, _____

(Name of Organization)

(Title of Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____)
) ss
COUNTY OF _____)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public Signature

My Commission Expires: _____