

Professional Lobbying Services
RFP 2025-13
ADDENDUM NO. 1
Exhibit B
JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS



**ADDENDUM NO. 1 TO
INVITATION TO BID NO: 2025-13
Professional Lobbying Services**
Issued November 4th, 2025

SECTION 1.0 SCHEDULE OF EVENTS

Failure to comply with this or any other paragraph of this RFP shall be sufficient reason for rejection of the Proposal.

All times listed in the Schedule of Events are Eastern Standard Time (EST).

<i>Event</i>	<i>Date/Time</i>
Bid Advertisement Date	October 27, 2025
Release of Invitation to Bid	October 27, 2025
Bid Questions Due from Prospective Bidder	November 3, 2025
Responses to bid questions due	November 10, 2025
Proposals Due to BOCC	November 24, 2025 @ 3:00 P.M.
BIDS DUE TO BOCC	November 24 @ 3:05 P.M.
Bid Opening Date	TBD
Posting of Intended Award	November 24, 2025
Board Consideration of Intended Award	December 4, 2025
Posting of Notice of Award	December 4, 2025

This addendum is being posted to inform prospective bidders of questions received.

1. Instructions to Proposers (p. 1) The Instructions require three (3) original hard copies and one (1) USB flash drive of the complete proposal and also state that the cost proposal must be submitted separately in a sealed envelope/package. *Question:* Could the County please clarify whether the USB flash drive should include the cost proposal as a separate file within the same device, or whether the cost proposal must also be provided on a separate USB flash drive, sealed in its own envelope/package, in addition to the hard copy cost proposal?

A: The cost proposal needs to be separate file on the USB. Only 1 USB is required.

2. Section 1.0 Schedule of Events (p. 5) and Section 2.0 Cone of Silence (p. 6) Section 1.0 lists Gus Rojas as the contact for questions, while the Instructions to Proposers and cover page list Shannon Metty as the contact. Section 2.0 Cone of Silence prohibits communication outside the designated contact. *Question:* Could the County please clarify who is the official point of contact for all written questions and communications during the Cone of Silence period — Shannon Metty, Gus Rojas, or both?

A: The point of contact is Shannon Metty, smetty@jeffersoncountyfl.gov.