

# City of Franklin Addendum No. 2 to

Purchasing Office Solicitation No.: 2020-027

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1. Solicitation identified: This Addendum No. 2 applies to the following procurement solicitation:  

**custody services for non-pension investments**  
**Purchasing Office Solicitation No.: 2020-027**
2. Notice to Proposers publication date: **May 28, 2020**
3. Solicitation release date: **May 28, 2020**
4. Deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise any aspect of this procurement solicitation: **June 18, 2020, 2:00 p.m. Central Time**
5. Addendum No. 1 release date: **June 18, 2020**
6. Addendum No. 2 release date: **June 18, 2020**
7. Proposals submittal deadline and scheduled opening: **June 30, 2020, 2:00 p.m. Central Time**
8. Tentative date for discussions with one or more finalists, if such discussions are to be conducted: **Week of July 13, 2020**
9. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **August 7, 2020**
10. Tentative date of award: Meeting of Board of Mayor and Aldermen at which the procurement is tentatively scheduled to be awarded to the responsible proposer that submits the responsive proposal that best meets the needs of the City: **August 25, 2020**
11. Target effective date for term of award: **October 1, 2020 or as established by the procurement agreement as executed in full**

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12. Addendum:

In reference to the City of Franklin's May 28, 2020 Purchasing Office Solicitation No. 2020-027 for custody services for non-pension investments, as a public health measure in response to the novel coronavirus / COVID-19 pandemic, the City has determined that revisions to the Instructions for Proposers pertaining to this procurement solicitation are necessary.

The purpose of this Addendum No. 2 is to announce the City's revisions to the Instructions for Proposers pertaining to this procurement solicitation.

Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

**June 30, 2020, 2:00 p.m. Central Time**

The City's Instructions for Proposers pertaining to this procurement solicitation are hereby revised as follows:

A. Section 3 ("Location of opening of proposals") of the City's Instructions for Proposers is hereby revised to read as follows:

The opening of proposals will be conducted via an online virtual meeting application. All persons attending, viewing and/or listening to the online virtual meeting application must identify themselves and the entity they are representing. Persons other than City employees and officials who wish access to the online virtual meeting application, please note:

- In order to reduce the opportunity for persons who have no legitimate business reason for viewing and/or listening to the online virtual meeting application from using the platform as a means for disruption, video and audio access or audio-only access to the online virtual meeting application shall be granted only upon request approved by the City.
- Requests for access to the online virtual meeting application shall be submitted via e-mail addressed to [purchasing@franklintn.gov](mailto:purchasing@franklintn.gov) and shall include a statement of the person's business reason for submitting the request and seeking to view and listen or only listen to the online virtual meeting application. Verification of the authenticity and/or legitimacy of the request, and/or the requester's business reason for submitting the request and seeking to view and listen or only listen to the online virtual meeting application, may be sought by the City.
- The decision of whether persons seeking access to the online virtual meeting application have a legitimate business reason for doing so is exclusively that of the City.
- Video and audio access to view and listen to the online virtual meeting application may be granted only to those who request such access at

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least twenty-four (24) hours in advance of the proposals submittal deadline and scheduled opening.

- Audio-only access to listen to but not view the online virtual meeting may be granted only to those who request such access at least one (1) hour in advance of the proposals submittal deadline and scheduled opening.
- Instructions on how to access the online virtual meeting application shall be provided in response to those who request it but only to those granted such access upon request approved by the City.

B. Section 4 (“Who may attend openings of proposals”) of the City’s Instructions for Proposers is hereby revised to read as follows:

The City of Franklin opening of proposals shall be accessible via an online virtual meeting application but only to those, in the sole estimation of the City, with a legitimate business purpose for viewing and/or listening and who have complied with the deadline for requesting such access as described in section 3 (“Location of opening of proposals”) of these Instructions for Proposers. Proposers who have so complied with the deadline for requesting such access are specifically welcome to attend virtually.

C. Section 13 (“Delivery of proposals”) of the City’s Instructions for Proposers is hereby revised to read as follows:

a. Proposals are to be sealed, addressed and delivered as follows:

- i. Proposals delivered by means of U.S. Mail or courier other than U.S. Mail are to be sealed, addressed and delivered to:

City of Franklin Purchasing Office  
Franklin City Hall, Suite 107  
109 3<sup>rd</sup> Ave. South  
Franklin, TN 37064

- ii. Proposals delivered personally are to be sealed, addressed and delivered to:

City of Franklin Purchasing Office  
Franklin City Hall, Suite 107  
c/o gray drop-off box at Franklin City Hall  
109 3<sup>rd</sup> Ave. South  
Franklin, TN 37064

The gray drop-off box, pictured below, at Franklin City Hall is located just outside the City Hall exterior door facing the middle of the City’s 2<sup>nd</sup> Ave. parking garage. (The City’s gray drop-off box is not to be confused with the City’s white drop-box for water payments which is located in the median of 2<sup>nd</sup> Ave. South.)

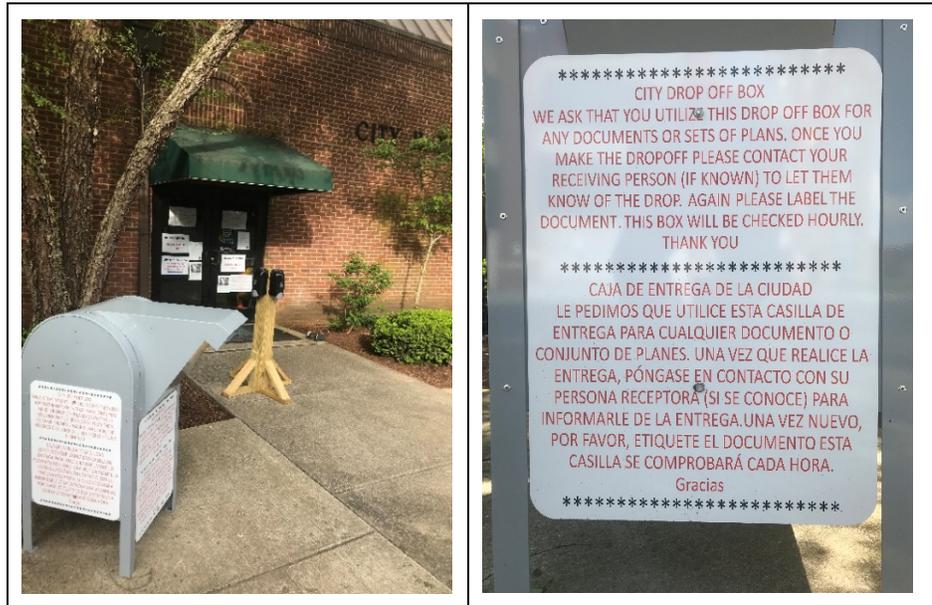
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The maximum thickness of envelopes placed in the gray drop-off box at Franklin City Hall is 3.5 inches; the maximum width of envelopes placed in the gray drop-off box at Franklin City Hall is 12.5 inches. If necessary, proposals may be submitted in more than one envelope.

The instructions, also pictured below, mounted on the gray drop-off box at Franklin City Hall indicate that the sender is to notify the intended recipient of the drop-off having been made. In the case of proposals for wastewater flow monitoring services, such notification should be made by notifying the Purchasing Office at 615-550-6692 but, while preferred, is not required.



- b. Sealed proposals may be mailed via U.S. Mail or shipped via courier other than U.S. Mail or delivered personally. Proposals submitted to the City electronically (e.g., via e-mail or fax) are not permitted and shall be rejected.
- c. A proposal is not considered delivered unless and until it has been received by the City of Franklin Purchasing Office at the physical location listed above as dictated by the circumstances. A proposal that is in route via U.S. Mail or courier, or delivery of a proposal to another City office or location, does not in and of itself constitute delivery of that proposal to the City of Franklin Purchasing Office.
- d. The Purchasing Office shall exclusively determine whether a proposal was received before the submittal deadline, and shall use the most accurate time piece available in its office as an aide to doing so.

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13. Acknowledge addendum: Proposers shall acknowledge this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, “Acknowledge any and all issued addenda to this solicitation.”
14. Questions seeking to clarify or revise the procurement solicitation: Questions seeking to clarify or revise any aspect of the procurement solicitation shall be submitted by contacting:

City of Franklin Purchasing Office  
Franklin City Hall, Suite 107  
109 3<sup>rd</sup> Ave. South  
Franklin, TN 37064  
[purchasing@franklintn.gov](mailto:purchasing@franklintn.gov)  
Tel: 615-550-6692  
Fax: 615-550-0079

Such questions of a non-procedural nature shall be submitted before the deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise the procurement solicitation.

Such questions of a procedural nature may be submitted either before or after the deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise the procurement solicitation.

Depending upon the inquiry, the City may request that the question seeking to clarify or revise any aspect of the procurement solicitation be submitted in writing, and the City may choose to announce, typically in the form of an addendum, both the inquiry and the City’s response thereto.

15. Communication with City during procurement phase: Any questions seeking to clarify or revise any aspect of the procurement solicitation should be addressed to the City as described above. Until the procurement award has been made, suppliers / service providers shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City’s Purchasing Office. The City reserves the right to disqualify any supplier / service provider that initiates unauthorized communication with the City during the procurement phase (that is, the period of time between when the procurement solicitation has been posted on the [Business Opportunities webpage](https://www.franklintn.gov) of the City’s website (<https://www.franklintn.gov/>) and when the procurement award has been made).