

City of Chattanooga

Bid Solicitation R173741 / B305180

Addendum #1

Revised Specifications

TEMPORARY EMPLOYMENT SERVICES

SCOPE OF WORK

The Scope of Services included in these Specifications shall be for temporary employment services that do not fall within the scope of an existing blanket contract, for the City of Chattanooga.

The bidder shall provide the following temporary employment service staff:

Position name: Planning Project Assistant

City Department: Regional Planning Agency

General Department Office Hours: Monday through Friday, 8:00 am - 4:30 pm.

Responsibilities/Services to be performed:

- Assisting with land use or transportation-related planning projects and ongoing planning work through the performance of administrative work, basic research and public participation.
- Research: compiling data and images, internet searches, summarizing findings
- General mapping: assisting with the creation of Geographic Information Systems (GIS) maps
- Community Outreach: creating brochures and posters, maintaining contact lists, assisting with mailings, social media and e-blasts, web postings
- Public Meeting Planning: scheduling, sending electronic invitations, creating post cards, tracking RSVP's, ordering food, transporting meeting supplies, meeting room set up, taking notes during meetings
- In-house Meeting preparation: Setting up projector and laptop, ordering food, making copies, taking notes, typing up minutes
- General office reception/admin support: greeting and assisting customers, transferring phone calls, filing (paper and digital), copying, changing wall displays, attending staff meetings.

Qualifications: . One (1) year of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Projected time needed: Up to one year with a possible extension

Bidder shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction and prior approval.

Qualifications

Bidder agrees to utilize only experienced, qualified and responsible temporary workers in the performance of the work.

The City of Chattanooga may require the bidder to remove from the job temporary workers who endanger persons or property or whose continued employment under this contract is inconsistent with the interests of the City of Chattanooga.

All temporary workers must be approved by City of Chattanooga Human Resources Department. If the City of Chattanooga determines that the temporary worker does not meet the qualifications of the position, the City of Chattanooga reserves the right to discontinue the temporary assignment.

Absences

Bidder shall provide a properly qualified temporary worker as soon as possible for any temporary worker who has reported absent at the beginning of the shift, if communicated by the City of Chattanooga.

Dismissals

The City of Chattanooga reserves the right to refuse/dismiss any temporary worker, at any time, with or without notice.

Assignments and Scheduling

All temporary workers shall be on-site at the time requested and in proper attire for the work assignment. If temporary workers do not show up on time and/or in appropriate attire, the City of Chattanooga reserves the right to request different temporary workers or to cancel the placement.

Background and Screening Services

Prior to being placed with the City of Chattanooga, all temporary workers shall undergo a background screening provided by the bidder that is appropriate for the position they will occupy (i.e., safety sensitive, child sensitive, etc.).

All background checks completed by the bidder must be comparable to those completed by The City of Chattanooga Human Resources Department.

All temporary workers must have a background check for convictions and warrants subject to both a County and National search.

Bidder must submit all temporary worker background information to the City of Chattanooga Human Resources Department before temporary worker start date.

The screening includes eligibility to work in the United States and verification of their work history and criminal background check. Temporary workers also must undergo a 10-panel urine drug test and breath alcohol testing.

The bidder must notify the City of Chattanooga of any confirmed felony convictions (within 10 years) associated with the temporary worker prior to providing temporary leased workers.

Drug Testing

All temporary workers must have passed a recent 10-panel drug and breath alcohol screening (within one year of placement at the City of Chattanooga). The bidder will pay for these tests.

DMV Check

If driving is a requirement of a position, the City of Chattanooga will require a Department of Motor Vehicle check before the temporary worker begins work. The cost of this service shall be incurred by the bidder. A copy of the DMV report may be required.

Job Placement Assurance

The bidder shall provide the appropriate contact person, phone numbers, and email address which the City of Chattanooga can call to make requests.

The bidder shall assure a suitable placement to a job order within a reasonable timeframe.

Courtesy and Cordiality Towards All Others

Temporary workers shall be respectful of all people with whom they interact, including the City of Chattanooga employees and customers. The City of Chattanooga reserves the right to reject any temporary workers that do not exhibit common courtesy and cordiality towards all individuals with which they may come in contact.

Interviews

Depending on the length or type of assignment, resumes and interviews may be requested. The City of Chattanooga reserves the right to reject any temporary workers for any reason.

Refusal

The City of Chattanooga has the right at any time to refuse or determine unacceptable, any temporary workers assigned by the bidder. Once refused, temporary workers shall be immediately removed and prompt arrangements made for a substitute replacement.

Independent Status

Nothing contained in this solicitation, and related award, shall be construed to create a relationship of employer and employee, principal and agent, or coventurers between the City of Chattanooga and the bidder, between the City of Chattanooga and any bidder staff/independent contractor, or between the bidder and any City of Chattanooga employee.

Bidder Responsibilities

- A. Provide competent workers with the qualifications specified for each job placement.
- B. Provide replacement workers within a timely fashion after receipt of call when the City of Chattanooga determines that a temporary worker is not acceptable. The City of Chattanooga reserves the right to reject or to have replaced any temporary workers judged deficient by the ordering department/division or Human Resources.
- C. Ensure that temporary workers assigned are in good health, proper physical condition and free from the influence of altering drugs, medicine, and alcohol.
- D. Ensure that all temporary workers in a manual labor position can fulfill the physical requirements of the job. This includes, but is not limited to, lifting requirements and the use of certain hand or power tools. If temporary workers are unable to use certain tools or vehicles due to workers compensation liability to the temporary service, the City of Chattanooga will be informed before the temporary worker is placed.
- E. Ensure all temporary workers report to work at the specified facility at the scheduled time and in the proper attire.
- F. Understand that each temporary worker shall receive one 30-minute lunch break per six-hour shift in accordance with Tennessee state regulations. This is unpaid and the supervisor determines the timing of the break.
- G. Understand that once assigned, the temporary workers shall complete the full assignment unless the City of Chattanooga releases the temporary worker.
- H. Proactively and continuously communicate the status and all related aspects of the Independent Status of bidder's provided staff member, to each staff member. Understand that any level of expectation of continued placement with the City of Chattanooga will be assumed to directly affect the performance efficiency of said the awarded vendor's performance.
- I. Understand that assigned temporary workers will work the requested daily work hours for the time periods specified.
- J. Understand that the "Hourly Rate Billed to City of Chattanooga" will be straight time up to forty-hours. The straight time rate shall be increased by a factor of 1.5 for each hour worked, during a single workweek, in excess of forty hours (overtime), provided the using/ordering department authorized such excess hours.
- K. Understand that the City of Chattanooga will not pay for holiday hours or for hours that the company closes due to inclement weather or company-wide meetings.
- L. Understand the bidder is solely responsible for the provision of and payment for all worker's compensation claims. The City of Chattanooga does not and will not assume any liability for any Worker's Compensation claims, injuries or other claims that a temporary worker may file. Such claims shall be the sole responsibility of the contractor.
- M. Bidder must provide the City of Chattanooga Human Resources Department with a list of all temporary workers assigned to the City according to department and purchase order. An updated list must be submitted once every quarter (four per year).

Timesheets

Bidder shall provide with each invoice employee timesheets showing time worked on the City job assignment. In the case an employee works overtime, the number of standard work hours must be included prior to any authorized overtime rate. The City will only pay overtime rates for hours worked specific to City projects, in excess of 40 hours during a work week, by an individual employee. Time sheets shall include all work performed, hours of work, dates of performance, and position title.

Subcontractors

The bidder shall not subcontract the services or assign the contract to others without the written consent of the City of Chattanooga.

GENERAL TERMS

Any contract resulting from this Request for Quote will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Quote response. Bidders shall state in writing any exceptions to or deviations from the terms of this Request for Quote and the Standard Terms and Conditions.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

The City specifically directs that any communication concerning this Quote be made exclusively with the Purchasing Division Buyer until selection has been completed. Failure to honor this request will be negatively viewed in the selection process.

PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures.
2. Once the award is in place, the bidder(s) will not perform work until a purchase order is in place for each job. As purchase orders authorize work and obligate payment, if a bidder performs work without a purchase order in place, the City of Chattanooga does not have a legal obligation to pay for the work.
3. Invoices
 - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

- City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

With Copy to:

- Human Resources Department,
101 E. 11th Street, Suite 201
Chattanooga, TN 37402

- b. Bidder's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Bidder's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Purchase Order's transaction line items, and reference the corresponding transaction line number. The bidder shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee that placed the order.
- f. Bidder will be responsible for collecting signatures from the City's designated project contact when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon request.
 - i. The POD must contain an itemized list of goods and/or services.
 - ii. Including copy of POD with Invoice is encouraged, for prompt payment.
- g. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- h. Any bidder invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- i. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.
bidder Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) _____
(PRINTED NAME) _____
(BUSINESS NAME) _____
(DATE) _____

For further information, please see website:

[http://tn.gov/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 1.24.17.docx](http://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_1.24.17.docx)