



ADDENDUM NO. 2

Issue Date: October 29, 2020

Project Name: Temporary Staffing Services

Bid Number: 2021008

Bid Opening Date: **November 4, 2020**

This addendum is being released to answer questions received to date. No additional questions will be considered or answered.

The information and documents contained in this addendum are hereby incorporated in the invitation to bid. **This addendum must be acknowledged where indicated on the bid form, or the bid will be declared non-responsive. Bidders who have already submitted their bid may provide acknowledgement of this addendum by email to purchasing@ircgov.com stating firm name and acknowledgement of addendum 2, or by faxing a copy of this cover page with firm name and the signature of the person who signed the submitted bid.**

Questions and Answers

1. What will be the reporting locations for the staff? Please issue a list of all government facilities and parks in which we may be allocating temporary to report.
Please see https://www.ircgov.com/Business_Hours.htm
2. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to Indian River County?
Please see "Variations to Specifications" in the Instructions to Bidders and the "Affidavit of Compliance Form" attached to this addendum. County may or may not accept exceptions requested.
3. With respect to Affordable Care Act (ACA) costs, would Indian River County prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates? Please clarify.
All costs must be incorporated in the rates supplied on the bid form. Invoices must reflect the rates as bid, so ACA costs should not be separated.
4. Our employees are not authorized to drive customer vehicles, do you still require the Auto liability?
Yes.

5. Do you require VECHS backgrounds for any position?

We do not anticipate that requirement at this time.

6. In reference to page 19, "SWORN STATEMENT UNDER SECTION 105.08, INDIAN RIVER COUNTY CODE, ON DISCLOSURE OF RELATIONSHIPS", is this form can only be notarized from State of Florida, or we can notarize it from our state?

The form should be notarized in the state it is signed in.

7. What is the evaluation criteria of this contract?

There are no scoring criteria. Bids will be reviewed for responsiveness, responsibility and price.

8. Can the following be removed from the insurance requirements? Liability: Item E. Contractual Liability, item F. Explosion, Collapse, and Underground Property Damage and Auto: A. Owner Leased Automobiles and D. Owned Automobiles

Liability items E and F can be removed, but Auto insurance remains as stated.

9. I noticed in General Requirements, the item highlighted in yellow "Applicable training on workplace safety and the safe operation of equipment is the responsibility of the Contractor." Any site-specific training should be the responsibility of the host-employer (your customer).

Site specific training will be provided by the using department, however contractor is responsible for providing temporary labor capable of understanding and complying with the requirements communicated at time of order.

10. Can you tell me regarding the labor position will any of the work be done on the roadways, highways etc? Also, the lifting and loading what type of equipment? Is this lawn care maintenance labor?

Roadway and highway labor (flagging, etc.) is anticipated under a separate contract. Work involving lifting may be by hand or by hand truck or pallet jack. Lawn care labor may be requested.

11. Are we required to provide any benefits? if yes can you please let us know what benefits are required.

Contractor is required to comply with all state and federal requirements.

12. Can you please provide us the list of Holidays and Vacations?

County holidays are listed at https://www.ircgov.com/Business_Hours.htm

13. We did not find any instruction on how to prepare the response. Is there any specific format or content we need to provide? Please clarify.

Please thoroughly review the Instructions to Bidders prior to preparation of your bid.

"Bid Submission: All bids must be signed with the legal Firm name and by an Officer or employee having authority to bind the company or firm by his / her signature. **Bids must be submitted on forms provided by the County. The bid forms shall not be recreated. Bids not submitted on the attached form(s) shall be rejected, as will bids submitted on rewritten or recreated bid forms. Submittal of one marked original bid and one copy, plus one electronic copy as a single pdf is required** unless otherwise instructed. Electronic bids emailed to purchasing@ircgov.com should have the subject "Sealed bid 20210xx" so that it will not be inadvertently read or opened prior to

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the bid opening date and time.”

14. Do we need to provide Hourly Rate or Bill Rate?
Bill rate. See question 3.
15. Is it mandatory to use an Occupational License/Business License from the State of Florida with the Bid Form.
If occupational license submitted is not issued within Florida, bidder shall also provide explanation of where your temporary staff will be based out of and how you will fulfill orders.
16. Are the Bidders permitted to provide a \$ Range for each Labor Category Hourly Rates?
No. See question 25 in addendum 1.
17. Can you provide Job Descriptions for each of the 3 categories you are asking for bill rates? It is difficult to provide a bill rate when we do not know the specific job requirements.
No descriptions are available. Each request will have different requirements. The categories are defined as clearly and generally as possible.

On page 5, under the Bid Submission paragraph, it states: “Submittal of one marked original bid and one copy, plus one electronic copy as a single pdf is required unless otherwise instructed. Electronic bids emailed to purchasing@ircgov.com should have the subject “Sealed bid 20210xx” so that it will not be inadvertently read or opened prior to the bid opening date and time.” Can the bidder choose to submit the entire bid either electronically or via mail hardcopy? Or are you asking for two hardcopies to be mailed, and a pdf to be emailed?

18. **See question 13. Both paper copies and electronic copy are required.**
19. On the Bid Form, it asks for an Occupational License to be attached. What type of Occupational License are you looking for to provide Temporary Staffing Services?
See question 15. The occupational license is submitted as evidence of authority to do business. There is no specific type. Some municipalities may refer to this document as a business tax receipt, which is also acceptable.

Affidavit of Compliance

(Please include this form with your bid. Failure to include will be interpreted as indication you take no exceptions.)

Indian River County Bid # 2021008 for Temporary Staffing Services

We DO NOT take exception to the Bid / Specifications.

We TAKE exception to the Bid / Specifications as follows: _____

Company Name: _____

Company Address: _____

Telephone Number: _____ Fax: _____

E-mail: _____

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

(Typed / Printed)