



ADDENDUM NO. 1

Issue Date: October 15, 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. 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.**

Questions and Answers

1. Are there any incumbents that currently exist for this contract? If yes, can their names be provided?
This is a new contract, therefore there is no incumbent or current contract holder.
2. Can you please provide the incumbent vendors previous bid documents?
See question 1.
3. Please share the headcount for temporary employees currently working with the County under this contract.
See question 1.
4. Please share the current pay and bill rates for by position for temporary staff provided by the current vendor(s).
See question 1.
5. Would it be possible for the County to list the most frequently used temporary positions by the County?
Typical needs are for scanning and general office coverage; filing; and supplemental landscape workers.
7. What is the annual spend for this contract?
See question 1.

8. What will be the estimated budget for this contract?

There is no set budget, as these are as needed for supplemental staffing.

9. Prevailing/Living wage requirements at time of award?

Davis Bacon Wage requirements are not applicable.

10. How many vendors will be awarded as a result of this solicitation?

Please see the second paragraph in Technical Specifications – Scope of Work “The County may make award to one or more firms.”

11. Will the County interview/approve workers prior to placement?

The using department may request the ability to interview in certain cases.

12. Is drug testing required? If so, 5 panel or 10 panel?

Please see “Background Checks and Drug Screening” under Technical Specifications – Scope of Work. “Drug Screening is required for individuals who are working in a classification that is determined to be safety sensitive by the County. This will be communicated by the County in advance of the placement.”

13. Is there any preference given to local vendors?

Please reference Instructions to Bidders, “Local Preference” paragraph: *Local Preference*: County has no local ordinance or preferences, as set forth in Florida Statutes section 255.0991(2) in place, therefore no preference prohibited by that section will be considered in the acceptance, review or award of this bid.

14. What is your average time-to-fill rates? Are there any positions which tend to be challenging to fill?

Please see “Ordering” in the Scope of Work. Our anticipated needs are typically general in nature.

15. Does the County expect any active contingent personnel to be transitioned to the new talent supplier? If so, how many resources are in the affected population?

We do not currently anticipate the use of this contract in that manner.

16. Does the County expect vendors to provide timecard management or time clocks or does the County intend to leverage an existing internal time management process?

County will track time on duty at our facility. Contractor is responsible for ensuring hours worked by temporary staff are accurately billed.

17. What is the County’s expected invoicing schedule (weekly, bi-weekly, monthly)?

Article 5 of the Sample Agreement anticipates weekly invoicing.

18. Does the County currently utilize (or plan to utilize post-RFP award) a Master Services Provider (MSP) or a Vendor Management System (VMS)? If yes, are there associated fees that we should be taking into account when assessing our pricing capabilities?

We do not anticipate any fees to be necessary to service this contract.

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19. Are there additional transactional costs related to the County's organization (e.g., program/VMS fees) we should take into account when assessing our pricing?
Please see question 18.
20. Does the County have mandatory PTO for contingent labor? If so, what is the expectation and does the County want this billed separately or factored into the markup/bill rate?
No.
21. Will the County be providing all equipment and work spaces needed for office-based positions?
Yes.
22. What personal protection equipment (PPE) is required by the County and for which roles? What equipment is provided by the County versus what the vendor needs to provide? Will PPE be billed at cost to the County?
Contractor is only anticipated to need to provide PPE for Labor Support category. County will not pay for PPE at Contractor's Cost. See General Requirements: "Contractor shall ensure that all temporary personnel filling the requirements of this contract report to their assigned workplace dressed in appropriate attire for the position being filled. This includes proper work shoes or boots as required along with appropriate safety apparel such as safety glasses, safety vests, etc. The County will define proper attire at the time of request."
23. We understand that the contract will be awarded for an initial one-year period, with the County's option to renew for two additional years. Will there be any consideration for pricing increases for the optional two years?
Price changes may be requested in the amount of the change in the national minimum wage. Changes must be requested 45 days prior to requested effective date, and are not authorized or in effect until the Board of County Commissioners meets to consider and approve the increase.
24. Will all selected vendors receive the order at the same time? If not, with the award to potential multiple vendors, can you provide your process to deliver orders to the vendors? What will define your process - lowest price or fastest processing of the order?
Orders will typically be made by telephone or email. Contractors will be contacted based on the need and whether price or availability (or other factors) are most vital.
25. May Bidder's provide an hourly rate range per job description selected on their pricing form instead of a fixed hourly rate?
No. Ranges are not acceptable. Bids must be submitted as a fixed hourly rate.
26. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will the County accept letters of attestation in lieu of actual background check results?
Yes.
27. Will WBE/MBE/DBE certifications from states other than Florida be acceptable in this bid?

Certifications are not required, but participation is encouraged.

28. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?
See Question 23.
29. At what point in the RFP process would you like an ACORD proof of insurance document?
A specimen insurance certificate showing evidence of coverage in the minimum levels required in the Instructions to Bidders must be submitted with each bid. Certificate listing Indian River County as Certificate Holder and Additional Insured is required after award and prior to contract execution.
30. Can you please clarify the means in which vendors are to submit their bids as the RFP is not clear?
Please reference "Bid Submission" paragraph in the Instructions to Bidders.
31. Is a Bid Bond required for this RFP?
No bonds are required for this bid. Delete "Bid Security and Public Construction Bond" section (two paragraphs) from Instructions to Bidders. No bonds are required.
32. Is a completed Bid Form, in addition to the other forms indicated as required, the only information needed to submit with our bid?
Complete and executed Bid Form, W-9, Occupational License, Specimen Insurance Certificate, Sworn Statement Under Section 105.08, Indian River County Code, on Disclosure of Relationships, Certification Regarding Prohibition Against Contracting with Scrutinized Companies, and Certification Regarding Lobbying are all required.
33. Is there any defined Not-To-Exceed (NTE) budget of this bid for the base term?
No.
- Please provide clarity in regards to the statement below. Does this apply to the Labor Support (Workforce Category)?
- "Bid Security and Public Construction Bond: Bid security must accompany each Bid over \$35,000, and must be in the form of an AIA Document A310 Bid Bond, properly executed by the Bidder and by a qualified surety, or a certified check or a cashier's check, drawn on any bank authorized to do business in the State of Florida. Bid Security for bids over \$35,000 must be in the sum of not less than five percent (5%) of the total amount of the bid, made payable to "Indian River County Board of County Commissioners." Electronically signed bid bonds will be acceptable."
34.
See Question 31.
35. How many total employees are needed for this solicitation?
These services are as needed and upon request by using departments. No quantity is available.