

ADDENDUM #1 PW23-003

Q&A and Clarification

1. When is the anticipated start date? **The anticipated start date is anytime after bid is awarded. We are unable to determine a set date because it depends on the needs of the City of Kingman.**
2. Does this venture require bonding? **There is nothing in the RFP about bonding.**
3. Are bidders required to have an office in a certain radius? **Bidders are not required to have to have an office in a certain radius but they must be available during the City of Kingman's regular working hours by phone, email, etc. if needed for account servicing.**
4. What is the anticipated cost of this venture? **The cost of this contract is unknown because it is based on the needs of the City of Kingman and its departments.**
5. If this is not a new venture, what was the previous cost for these services? **The City of Kingman has used temporary labor in the past but the cost for the entire city is not available at this time.**
6. How many temporary positions need to be filled? **The number of temporary positions that need to be filled is unknown because it is based on the ever-changing needs of the City of Kingman and its departments.**
7. How many temporary employees are needed to fill these roles? **The number of temporary employees needed is unknown because it is based on the ever-changing needs of the City of Kingman and its departments.**
8. What are the pay rates or does vendor determine pay rates? **The pay rates should be determined by the vendor based on the temporary employees' experience in the type of position being filled.**
9. Are there specific certifications or state registrations required to bid on this venture? **This is outlined in the RFP. The bidder should be a licensed provider of temporary labor with the appropriate insurance and business licenses needed to legally operate their business in the State of Arizona and the City of Kingman. The City of Kingman business license does not need to be obtained until after the vendors have been selected.**
10. Are vendors able to acquire state certifications directly following being awarded this contract? **Unless noted otherwise in the RFP.**
11. What are your payment terms? **The City of Kingman requires 30 days from date of invoice.**
12. RFP 1.5.4.1 states that Fee Quotations are to include the title, hourly rates, overhead factors and other relevant details. The Clerical Temporary Services Markup Proposal sheet contains four hourly rate ranges and requires only the Fully Burden % for each base hourly wage range. There are no labor categories listed. **As stated on the price quote proposal sheet, the Full Burden % is the % of markup (includes all taxes, insurance and other associated fees) added to the base hourly wage. If this explanation does not answer your question please follow the instructions as closely as possible.**
13. Is there a list of labor categories/labor titles that you can provide which represent the type of positions you expect to require for this work and want to see in the Firm Price Quote? **As stated in the RFP the positions may include general maintenance, weeding, vehicle operations, clerical duties and other duties as assigned.**
14. Since the fully burdened percentages are required for hourly rate ranges, is it necessary to provide the hourly rates per title for all positions? **General titles are acceptable.**