

Addendum #1 PW23-003

Q&A and Clarification

1. When is the anticipated start date? **After August 3, 2023 and according to departments' needs**
2. What is the anticipated cost of this venture? **Will vary according to the needs of the departments.**
3. If this is not a new venture, what was the previous costs for these services? **All vendors, all city departments, total cost of Temporary labor: Fiscal year 2022 \$391,357.78 Fiscal year 2023 (estimate) \$391,350.37**
4. How many temporary positions need to be filled? **Will vary according to the needs of the departments.**
5. How many temporary employees are needed to fill these roles? **Will vary according to the needs of the departments**
6. What are the pay rates or does vendor determine pay rates? **Temporary personnel are employed by the vendor. The rates of pay will be determined by the City and will be at least minimum wage.**
7. Are vendors required to bid to fill all positions? **Up to three vendors may be chosen to fill positions**
8. Are there specific certifications or state registrations required to bid on this venture? **The company will need to be able to do business in the state of Arizona and will also need a business license in the City of Kingman.**
9. Are vendors able to acquire state certifications directly following being awarded this contract? **A City of Kingman business license will be required.**
10. What are your payment terms? **30 days after receiving weekly invoice.**
11. What is the anticipated award date for this contract? **August 3, 2023**
12. On page number 14, it is mentioned to provide Fee quotations that include the title, hourly rates, overhead factors and any other relevant details. But, on page no. 16, it is mentioned that "The fee proposal shall detail the markup on the base labor rate". **The proposal should include markup that can be justified with overhead and relevant details.**
13. If vendor needs to provide hourly rates in fee proposal, it is a request to city to provide job titles and description. Without job description it would be difficult for vendors to provide accurate hourly rates in the best interest of the city as rates vary according to experience and qualifications or licenses. **The City will provide title and wage rates. The City is only concerned with the contractor's markup for providing the temporary labor.**
14. If vendor needs to provide markup rates in fee proposal, please confirm if vendor can use "TEMPORARY SERVICES MARKUP PROPOSAL" provided on page number 26 of RFP Document? **Yes. Please use the attached documents for your proposals.**
15. On page number 14, it is mentioned for vendor to justify the details of the fee proposal relative to personnel costs. By personnel costs, Does city mean costs related to key personnels involved to handle or manage labor services for city? Please confirm. **The City is requesting justification of overhead and profit or other incumbrances included in the markup fees.**

It should be noted that this proposal is for short term day labor services. These services will be on an as needed basis. The City will provide job titles and wages to the contractor at the time their services are needed.