



MANATEE COUNTY FLORIDA

ADDENDUM #1 **INVITATION FOR BIDS** **IFB #10-1124JS** **TEMPORARY EMPLOYMENT SERVICES**

TO: All Interested Bidders

Bidders are hereby notified that this Addendum shall be acknowledged on Page 24 and made a part of the above named bid documents. Bids submitted without the acknowledgment of the Addendum will be considered incomplete.

NOTE: This will change the bid due date to **Monday, March 22, 2010 at 10:00 A.M.**

QUESTIONS

1. Will the new temporary employment labor contract award multiple vendors, and if so is it predicted to be over 5 vendors?

Yes, the new temporary employment services contract will be awarded to multiple vendors. There is no prediction as to how many vendors will be awarded; it depends on if the bidder(s) are responsive and responsible (see page 4 of bid).

2. What is the approved budget for this contract in 2010?

There is no approved budget for this contract in 2010, as exact quantities of all positions to be purchased cannot be determined since multiple departments throughout Manatee County will utilize based on need.

3. What were the County expenditures for this contract in 2007, 2008 and 2009?

2007: \$679,982.99 2008: \$614,669.97 2009: \$298,356.60

Financial Management – Purchasing Division

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4. Are we allowed to partially bid on the services requested for bid no. IFB 10-1124JS?

Yes, you are allowed to partially bid on the services.

5. Is submission of a current copy of company financial statements "REQUIRED"?

No, the submission of current company financial statements is not required.

6. Is this an "ALL OR NOTHING RFP" or "WILL MULTIPLE VENDORS BE SELECTED"?

This will be awarded to multiple vendors.

7. Is it possible to obtain the "BID TABULATION SHEETS FROM THE LAST TIME THIS WAS POSTED FOR BID"?

Yes, this information can be emailed to you if you have not already received. Please contact Jessica Smith at jessica.smith@mymanatee.org if you still require a copy of the tabulation.

8. Does the County have any records of past usage by job classification?

No, the County does not keep a master log of positions hired through temporary services.

9. What is the amount budgeted for this RFP?

Please see #2 above. This is an IFB (Invitation for Bid), not an RFP (Request for Proposal), and there is no approved budget because exact quantities needed cannot be determined at this time.

10. In regards to Attachment B of the IFB Drug Free Workplace Certificate it asks "State of FL, County of _____". Our company is not located in FL but do have a registration in FL. What should we fill in this section?

You may cross out the State of FL and write in your state and county information. Please include your FL registration number as well.

11. Same goes for Attachment C as well (see question #10).

Please see #10 above. You may cross out the State of FL and write in your state and county information. Please include your FL registration number as well.

12. Can we get a copy of what the lowest bid rates were for the last contract?

Yes, please see #7 above. Tabulation is available upon request.

13. Can we change the direct labor rates you listed?

Yes, C.16 Entry Pay of County Positions on page 16 is provided as an informational guideline. Part of the bid process is to present your best offer.

14. Do we have to include our insurance certificates with the bid?

No, they do not have to be submitted with the bid but must be submitted prior to contract award.

15. What happens if I find a position that is not listed on the contract?

The County will recruit from temporary agencies only for those positions listed in the contract. If departments request new positions to be included in the future, they will be added via a change order by following established procedures.

16. What are current billing rates?

Please see #7 above. Tabulation is available upon request.

17. Do you have to bid on all positions to be considered responsive?

No, you do not have to bid on all positions to be considered responsive.

18. Will transportation for all of the personnel be required for all positions?

Yes, transportation for all personnel is required for all positions.

19. Are trainee position titles (#25, #45, #61) a temp to hire position? Please also clarify skill level as compared to Tech I.

Trainee positions are utilized when there are no individuals available who possess the skill sets or licenses required to perform as a Tech I. They are not a temp-to-hire position. Please refer to the job descriptions for clarification of skill levels required for each position.

20. What are the 3 departments with the highest usage of this contract?

Parks and Recreation, Public Works and Utilities

21. What are the top 5 most requested positions?

Please see #8 above. There are no records available to provide this information.

22. Are there any additional Counties, Cities or agencies piggy-backing the current contract and rates?

No counties, cities or other agencies have requested to piggy back off the current contract rates.

23. What are the overall expenditures for each year for 2008 & 2009 if possible for all temporary positions?

Please see #3 above.

24. Any volume or spend data for the individual positions listed (i.e. Administrative Assistant)?

Please see #8 above. The County does not keep a master log of positions hired through temporary services.

25. How will the required 24 hr to fill requirement be monitored to be fair to the other vendors?

This requirement will be monitored by each department requesting to fill a temporary position.

26. Question regarding C.09 (d) in regards to the Owners Protective Liability Coverage, is this section simply looking for our minimum limits? Currently we do not carry this type of insurance. Could you tell me what types of situations that this insurance would be utilized? My thoughts are that we have similar coverage that would cover the same types of incidents. Also, if we did not have this particular line of insurance, would this preclude us from moving forward with the RFP?

Yes, this section is asking for minimum limits. This insurance is required to be a responsible and responsive bidder. Owners Protective Liability Coverage is defined as:

Endorsement to owners, landlords, and tenants liability policy , manufacturers and contractors liability insurance , or other liability policies for business firms that provides liability coverage for an insured who is sued because of negligent acts or omissions of an independent contractor or subcontractor resulting in bodily injury and/or property damage to a third party.

27. Who are the current vendors? What are the current pay and bill rates for these contracts?

Please see #7 above. Yes, this information can be emailed to you if you have not already received. Please contact Jessica Smith at jessica.smith@mymanatee.org if you still require a copy of the tabulation.

28. Do you have to bid on all of the titles?

Please see #17 above. No, you do not have to bid on all titles.

29. Are there any requirements for background checks or drug testing?

Background checks will be a responsibility of the temporary agencies as they will be held responsible for the actions of any employees they supply to the County. The successful bidder(s) shall follow DOT regulations on drug testing and reporting for the following positions: Equipment Operator, Fleet Maintenance Technicians (Trainee through Tech III), Senior Fleet Maintenance Technician, Utilities Maintenance Technicians (Trainee through Tech III).

30. Are there multiple locations the employees will have to drive to in one day's work, if so what are the locations of each agency?

This question will have to be asked to the department when a request for a temporary employee is made.

31. Do you require any information about the bidders?

No; not in addition to the items already requested in the IFB.

AUTHORIZED TO RELEASE: 