

**ADDENDUM NUMBER 1  
CITY OF EDGEWATER**

**ITB 19-GS-013 - TEMPORARY STAFFING SERVICES FOR THE CITY OF EDGEWATER**

To All Plan Holders:

The following changes, clarification and additions are hereby made part of **ITB 19-GS-013 - TEMPORARY STAFFING SERVICES FOR THE CITY OF EDGEWATER** for the above as fully and completely as if the same were fully set forth therein.

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**A revised Total Pricing Form, which replaces the form in the Original Bid document, is included in this Addendum.**

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**QUESTIONS AND ANSWERS**

**Q1. Who is the current incumbent on this contract?**

**A1. This is a new contract. City has been using People Ready exclusively until Action Labor approached the City with availability of personnel also.**

**Q2. What are the current billing rates on the existing contract? Number of annual billable hours for each category**

**A2. This is a new contract.**

**Q3, What is the budget allocated to this contract?**

**A3. This varies depending on the personnel needed. Personnel costs are adjusted accordingly.**

**Q4. How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?**

**A4. This is a new contract**

**Q5. Is it a multiple award contract?**

**A5. Per Section 2, page 6. "The City reserves the right to award multiple Contractors"**

**Q6. Please provide the duration for this contract?**

**A6. The term of this Agreement shall be for an initial period of three (3) years from the date of award. At the option of the parties, this Agreement may be renewed for two (2) additional one (1) year terms.**

**Q7. Which type of service in this RFP for the workers please provide the services.**

**A7. Please see Section 2)A. (pages6-8) for the specifications and the Attachments (pages 40-42) for job descriptions.**

**Q8. Please clarify if the refuse collector (attachment 1- page 41) rides on the external portion of a waste management collection vehicles and/or on roadways. If they are required to ride on the collection trucks can we decline a proposal for the refuse collectors and still bid on landscaper/groundskeepers?**

**A8. The refuse collectors will be required to ride on the external portion of the collection vehicles.. Please see revised Total Pricing Form which states “Bidder must bid on every item to be considered for award.”**

**Q9. Kindly share the past spending for similar services.**

**A9. Theresa would need to pull the pCard transactions. FY18 - \$84,092, FY19 \$37,593 (final FY19 invoice pending).**

**Q10. Prevailing/Living wage requirements at time of award?**

**A10. Not applicable to the is Solicitation**

**Q11. Bid tabulation from current award?**

**A11. This is a new ITB, there are no previous bid tabulations available.**

**Q12. I would like to confirm if having a physical location for business is mandatory as mentioned in Section 2 point A in the RFP document:**

**“Have a physical location in which business is conducted and temporary personnel is available and dispatched out of daily within 35 miles of City Hall located at 104 N. Riverside Drive, Edgewater, FL 32132”**

**A12. Yes.**

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**ATTACHMENTS**

- **Revised Total Pricing Form**

Signature acknowledges receipt and understanding of this addendum.

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

**TOTAL PRICING FORM**

**19-GS-013**  
**TEMPORARY STAFFING SERVICES FOR THE CITY OF EDGEWATER**

Therefore, the undersigned, Hereinafter called “Proposer” hereby certifies that he/she has familiarized himself/herself with the extend of the work, and having examined carefully the scope of services herein, propose to furnish all labor, materials, and services without exception, for the **TEMPORARY STAFFING SERVICES FOR THE CITY OF EDGEWATER**

The undersigned Bidder proposes and agrees, if this Bid is accepted, to furnish all goods and/or provide all services in accordance with this Invitation for Bid, all addenda, plans, specifications, drawings, and any other document attached hereto for the price(s) shown below.

The undersigned acknowledges that they have read and understand the bid documents and agree to abide by all conditions set forth therein; that they are authorized to sign on behalf of the Bidder and that they are familiar with and agree to comply with all federal, state and local laws and regulations that may affect cost, progress, performance, and furnishing of the work as specified within this bid document. Award will be made to the Contractor submitting the lowest responsive and responsible bid meeting specifications by line item, by group or by overall low, whichever is in the best interest of the City. Bidder must bid on every item to be considered for award.

**Rates for initial term of contract (Years 1, 2 & 3)**

| <b>Item</b> | <b>Description</b>    | <b>Estimated Annual Usage</b> | <b>Per Hour Charge*</b> |
|-------------|-----------------------|-------------------------------|-------------------------|
| 1           | Refuse Collector      | 3,500 hrs.                    |                         |
| 2           | Groundskeeper/Laborer | 2,000 hrs.                    |                         |

**\*Per Hour Charge to include all Worker’s Compensation coverage, all payroll taxes and unemployment contributions**

**Rates for renewal term of contract, if renewed (Years 4 & 5)**  
**(NOT INCLUDED IN BASIS OF AWARD)**

| <b>Item</b> | <b>Description</b>    | <b>Estimated Annual Usage</b> | <b>Per Hour Charge*</b> |
|-------------|-----------------------|-------------------------------|-------------------------|
| 3           | Refuse Collector      | 3,500 hrs.                    |                         |
| 4           | Groundskeeper/Laborer | 2,000 hrs.                    |                         |

**\*Per Hour Charge to include all Worker’s Compensation coverage, all payroll taxes and unemployment contributions**

**THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.**

**PLEASE INCLUDE ABOVE ANY OTHER POTENTIAL ADDITIONAL SERVICES THAT MAY BE REQUIRED AND ASSOCIATED COSTS.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address