



ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Rebecca Johnson, CPPB, Purchasing Agent
RFP: Temporary Staffing Services (RFP #PUR0619-261); Dated: July 23, 2019
Subject: Addendum #1 (5 pages)
Date: August 6, 2019

The following questions and/or clarifications were asked relative to the above-listed Request for Proposal. This memo is sent for clarification to all companies to whom the RFP was sent.

1. Can out of State vendors bid on this RFP?

Answer: Yes, proposals will be accepted and considered from out of state vendors.

2. Is there any incumbent for this contract or is this for a new contract? If yes, can you please let us know the name of incumbent, their hourly rate and historical spend?

Answer: The City's current vendor for temporary staffing services is Kelly Services Inc. The current hourly rates are listed in the table below (please note positions do not match up exactly with current request). Total spend since the current contract was executed in 2014 has been approximately \$500,000.

Position Description	Hourly Pay Rate to Employee	Hourly Bill Rate to City	For candidates referred by City:	
			Hourly Bill Rate (Vendor screened)	Hourly Bill Rate (City screened)
Clerical	\$12.00	\$16.74	\$16.38	\$16.14
Receptionist	\$13.00	\$18.14	\$17.75	\$17.49
Customer Service	\$12.00	\$16.74	\$16.38	\$16.14
Data Entry	\$13.00	\$18.14	\$17.75	\$17.49
Administrative Assistant	\$13.50	\$18.83	\$18.43	\$18.16
Accounting Clerk	\$15.00	\$20.93	\$20.48	\$20.18
Leased Housing Specialist	\$14.00	\$19.53	\$19.11	\$18.83
Finance-Special Projects	\$14.00	\$19.53	\$19.11	\$18.83
Human Resources Assistant	\$18.00	\$25.11	\$24.57	\$24.21
Laborer*-Industrial, light/heavy	\$10.25	\$14.56	\$14.25	\$14.04
Laborer*-Cleaning/Janitorial	\$10.00	\$14.21	\$13.90	\$13.70
Laborer*-Janitorial/Lt Maintenance	\$12.00	\$17.04	\$16.68	\$16.44
Drug screen, when required: \$45 each, conducted following interviews and selection of employee for role				

3. Is budget allocated for this contract? If yes, can you please let us know the same?

Answer: There is no set budget amount allocated for this contract.

4. Can you please let us know, what will be the duration of the temporary engagements?

Answer: Duration will vary based on the need at the time. There will be both short term and long term needs.

5. How many vendors will be awarded?

Answer: If possible, the City intends to award one vendor to provide all temporary staffing services; however, if it is determined to be in the best interest of the City to award multiple vendors to cover all of our needs we reserve the right to do so.

6. Can we bid on a selective category only?

Answer: Yes. However, the breadth of staffing needs the vendor is able to provide to the City will be a consideration in the evaluation process.

7. How many hours in a year is an employee expected to perform?

Answer: The number of hours will vary depending on the position and the needs at the time.

8. Please provide a holiday list.

Answer: City holiday closures are typically New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day.

9. Will the City be paying for any holiday/vacation/bad weather days, etc.?

Answer: No

10. Is there any minimum years of experience/education required for each position?

Answer: Minimum requirement is a high school diploma or GED.

11. What is the City's policy surrounding employee removal due to non-performance, bad behavior, etc. (Sections 4.5 and 5.2.1e in the RFP)?

Answer: The City is asking each vendor responding to the RFP to include information in their proposal about their policy regarding removal of an employee and fee adjustments for unsatisfactory placements. The vendor's policy as described in the submittal will be one of the criteria considered in the evaluation of the proposal.

12. Can you provide us with the locations where services are required, if more than one?

Answer: In recent years temporary staffing has been used for City departments located in the facilities listed below. However, needs will not necessarily be limited to these facilities in the future.

City Hall, 101 First Street SE, Cedar Rapids, IA 52401

City Services Center, 500 15th Avenue SW, Cedar Rapids, IA 52404

Veterans Memorial Building, 50 Second Avenue Bridge, Cedar Rapids, IA 52401

Water Administration Building, 1111 Shaver Road, Cedar Rapids, IA 52402

Water Pollution Control Administration Building, 7525 Bertram Rd, Cedar Rapids, IA 52403

13. Is there any travel required?

Answer: No

14. How many FTE are required?

Answer: The number of FTE required will depend on the positions and needs at the time.

15. On page 11 of the RFP, one of the evaluation criteria listed (5.2.1c) is "Relevance of references, including performance on previous services for the City". Does this mean that respondents are to have relevant experience with the City of Cedar Rapids?

Answer: Relevant experience working with the City of Cedar Rapids is not a requirement. The statement means that previous performance in providing services for City of Cedar Rapids, if applicable, will be considered along with other relevant references.

16. What were the expenditures for the last three years for this contract?

Answer: Total expenditures for the past three years have been approximately \$380,000.

17. Will there be any employees transitioning onto the new contract holder's payroll?

Answer: The City does not anticipate transitioning any existing employees onto the new contract holder's payroll. Any current placements that the City wishes to retain will remain with the current vendor. If the current temporary employee leaves the position for any reason before the City's need has been met, a replacement will be provided by the new vendor.

18. What type of drug tests and criminal backgrounds and any other pre-employment screenings are currently being administered by the current contract holder?

Answer: 7-year criminal county checks and 10-panel drug screens

19. What benefits are currently being offered by the current provider?

Answer: Group discounted medical benefits, holiday and service bonus pay, and corporate discounts

20. How are the bonding requirements on page 33 (Attachment D, Federal Regulations) applicable to the staffing component?

Answer: We have included the Federal Regulations that are required to be part of the Contract if the City ever has a need for temporary staffing that is reimbursable by FEMA. However, the bonding requirements that are included in Attachment D as part of the Federal language are not applicable to staffing services.

21. What is prompting the request for continued 45 day payment terms?

Answer: The City's standard payment terms are 45 days.

22. What type of reporting documents is the City interested in seeing?

Answer: The City would like to see sample invoices and time reports included in the proposal submittal.

23. If we already have a current certificate of insurance on file with the City will that suffice for the "Certification Regarding Ability to Obtain Required Insurance" form on page 22?

Answer: If your company already has a certificate of insurance on file with the City that fully meets the insurance requirements in the RFP, please note this on the form on page 22. However, if your company is selected for a contract with the City a new certificate will be required that specifically references the current RFP number.

24. Can we receive an editable PDF version of the RFP so we can fill out the forms more easily?

Answer: Yes. An unprotected version of the PDF document is attached with this Addendum.

25. Is it mandated to provide a copy of the Local Business Certificate with the bid proposal? Is there any preference to the local vendors? Is a local office mandated in Linn County?

Answer: Information describing the City's Buy Local Purchasing Policy is provided in the RFP on pages 25-28 (Attachment C). The Local Business Certificate form is provided in Attachment C to be submitted with proposal submittal if it is applicable. If you do not have a location in Linn County that qualifies you for the local preference, or if your business is already included on the [Certified Local Business List](#) on the City's website, there is no need to submit the form with your proposal.

26. Is a physical submission required or may vendors submit their proposal responses electronically?

Answer: Physical submission in a sealed envelope/package is required as described on page 3 of the RFP. Proposal responses will not be accepted electronically.

27. Will bidders be given the opportunity to review a full staffing agreement?

Answer: A sample copy of the City's contract document is provided with this addendum as Attachment E to the RFP.

28. Is the intent of section 3.2 requiring bidders to submit a sample contract?

Answer: If the proposer will require the City to sign any contract document other than the one prepared by the City a copy of the document must be included with the proposal submittal.

29. Will the City be providing management or supervision to the temporary workforce being provided by the vendor?

Answer: Yes

30. Are day labor positions being requested under this RFP?

Answer: No

31. What pain points has the City incurred with the incumbent?

Answer: The contract is being re-bid due to expiration of the final renewal option, not due to performance issues with the incumbent vendor.

32. What type of pre-employment screening is required?

Answer: Background checks and drug screenings

33. Are bidders able to bill back things such as drug tests or background checks?

Answer: No. The cost of background checks and drug screenings shall be included in the hourly bill rate to the City.

34. Is the City able to provide OSHA 300 logs and EMR ratings for the previous 3 years?

Answer: We do not have an EMR due to being self-insured. We traditionally do not send out OSHA logs to potential vendors.

35. Is the City able to provide placement expectations by skillset over the next two years so bidders are able to determine volume?

Answer: We are not able to determine what will be needed over the next two years. Work is dependent on needs at the time.

36. What is the projected temporary staffing spend?

Answer: We will be utilizing temporary staffing to cover services during increases in workloads, employee leaves, etc. We are unable to project how often this will occur.

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for proposal submittal is Tuesday, August 20, 2019 before 3:00 p.m. CDT.