



# CITY OF SUFFOLK

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## ADDENDUM NO. 5

City of Suffolk  
RFP #18083-JS  
May 18, 2018

Purchasing Division  
442 Market Street, Room 1086  
Suffolk, VA 23434-5237  
Phone: (757) 514-7520 / Fax: (757) 514-7524  
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Temporary Labor Services has been amended.

The following questions and answers are incorporated in the bid:

Q1: Are there any page limitations for the Proposal Response to Sections B,C, D and E?

A1: The City has not limited the amount of pages allowed to be submitted in the proposals.

Q2: Can offerors provide a table of contents and acronym list?

A2: Yes.

Q3: Section 4.0, what training services does the government expect offerors to provide employees specific to the contract?

A3: Temporary employees should have the expertise and knowledge to accomplish the positions they are filling.

Q4: Section 4.0, page 5, what type of identification badges are required other than badges for government building access?

A4: The City may require badges that identify the employee as a temporary employee.

Q5: Section 4.0, page 5, Where should offerors include a copy of their Quality Control Plan in their proposal?

A5: The City does not have preference as to where the Quality Control Plan should be located.

Q6 Does the government have a template offerors can use for the Fee Schedule?

A6: Please see Addendums # 2 and # 3.

Q7: Section 7.0 (d) states offerors will be evaluated on "...including design efficiencies...", what does this mean and what should offerors provide in response to this evaluation factor?

A7: This refers to how your organization will respond to the City's temporary labor needs.

Q8: Section 7.0(f) states offeror's key personnel will be evaluated, yet the solicitation does not indicate what key personnel labor category position(s) the government requires.

A8: The "key personnel" refers to the Offeror's managers and other personnel (not the temps).

Q9: Will Proposers be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the City of Suffolk?

A9: Costs for background checks and drug screenings should be incorporated into the proposed hourly rates.

Q10: What specific drug screens and/or background checks are required by the City of Suffolk?

A10: This varies by the position. Heavy equipment operators for example, would require drug and alcohol testing.

Q11: With respect to Affordable Care Act (ACA) costs, would the City of Suffolk prefer these charges as a separate line item on the invoices, or instead incorporated directly into each Proposer's hourly rates? Please clarify.

A11: Incorporated into the hourly rate.

Q12: How many additional vendors are anticipated for selection?

A12: The City does not have a specific number anticipated for selection.

Q13: If the offeror is in the process of obtaining certification with the State of Virginia, would that be considered upon evaluation? And if so, would it reflect negatively with a not-as-of-yet association?

A13: If the offeror has applied for SCC registration that will be acceptable. However, a contract cannot be signed until the contractor is registered.

Q14: Are any of your current vendors anticipating exercising the option of year-long extensions?

A14: There are no more extensions after the current term expires.

Q15: Will there be a preference to incumbent vendors, or will all vendors be greeted with a "vendor neutral" strategy?

A15: There will not be a preference to incumbent vendors.

**NOTE:** Paper proposals will **not** be accepted. All proposals are to be delivered via email to [proposals@suffolkva.us](mailto:proposals@suffolkva.us). Proposals on CDs or Flash drives will also be accepted, provided they are in a sealed envelope. Do not send the proposals directly to the Contracting Officer. For confirmation of receipt of proposals email the Contracting Officer. **Do not send zip files, zip files cannot be accepted.**

Contract Officer:

  
Jay Smigielski, Purchasing Agent.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us)

It is the responsibility of the offeror to ensure that they have read and met the specifications of all addendums in their proposal.