



CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

ADDENDUM NO. 2

City of Suffolk
RFP #21116-JS
May 20, 2021

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) 21116-JS for Temporary Labor Services has been amended. The following information and questions and answers are hereby made a part of the Contract Documents for RFP 21116-JS as fully and completely as if the same were fully set forth therein:

- Q1: Is the Contractor Supervisor expected to be on-site?
- A1: The Contractor Supervisor does not have to be on-site, unless circumstances require it. But the Supervisor does have to be accessible and available by phone or text.
- Q2: Will the City provide overall direction and supervision of the work.
- A2: The City will provide overall direction and supervision.
- Q3: What is the scope for background screening?
- A3: The City requires a seven year background check for all positions and drug and alcohol screenings for safety sensitive positions.
- Q4: What is the invoicing frequency?
- A4: The City is currently billed weekly, but is open to other billing cycles.
- Q5: Will the City provide any required site training, certification or orientation for the employees assigned to their worksite?
- A5: The City will provide the appropriate training and/or orientation.

Q6: Will the City retain the OSHA recording keeping responsibilities?

A6: Yes, OSHA record keeping is done for all employees and contractors working with the City.

All other information remains unchanged.

Contract Officer:



Jay Smigielski, Purchasing Agent,

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at 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.