

CHATHAM COUNTY PURCHASING DEPARTMENT
ADDENDUM NO. 1 TO Bid #19-0052-7

FOR: Annual Contract to Provide Temporary Administrative/Clerical Staffing Services

PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

1. Question: We are based out of Burlington, Massachusetts and do not have a physical location in Georgia state. Is Occupational Tax certificate still required from us? If yes, from which county and state?

Response: Yes, an occupational tax certificate is required. Refer to Section 2.14 of the bid document. The tax certificate will be required prior to issuance of a contract.

2. Question: We are a Minority Business certified by NMSDC and State of Massachusetts. We are also a Woman Owned Business certified by WBENC, WOSB and State of Massachusetts. Are we still required to seek partnership from other Minority and Woman Owned business by completing Attachment F? If yes, do these subcontractors need to be registered as Minority or Woman Owned Business with Chatham County or State of Georgia or they can be registered with any county and/or state?

Response: Yes, your firm will be considered as a certified WBE. However, we still consider sub consultant opportunities with local MWBEs

3. Question: It has been stated that the bids have to be prepared on given forms and not on bidder's stationery. It has also been stated that the bidder needs to enclose its Benefits package to temporary employees with the bid submission. Is a Technical Proposal required or expected on bidder's stationery? If no, what is the reference to "Proposal" on page 2 of the bid referring to?

Response: No, a technical proposal is not required. Reference to "Proposal" on page 2 refers to the bid sheet, all signature pages and attachments.

4. Question: Since we will not be able to attend the pre-bid conference on May 28, 2019 at 2:00 PM may we please be sent Questions asked by prospective bidders, county responses to questions, participating bidder names and minutes of pre-bid meeting by e-mail.

Response: Questions received prior to and during the pre-bid conference are all answered by this addendum. Addendums as well as the pre-bid conference attendance sheet are posted on our website at

purchasing.chathamcounty.org. Pre-bid conferences are not recorded.

5. Question: Will the mark up quoted by a bidder for the three positions mentioned in the bid document apply to other future positions that are sought to be filled by the County?

Response: No, mark ups for any future positions that are sought to be filled by the County mark-ups should be individually determined and negotiated.
6. Question: Does a bidder have to sign the Legal Notice on page 44 of the bid?

Response: No, proposers do not have to sign the Legal Notice.
7. Question: How many vendors will be awarded for this contract?

Response: As stated in the bid document, specifications, general information, “The County has the right to award to a primary and secondary contractor to make sure all requests are filled in a timely manner”.
8. Question: What is the estimated budget?

Response: As the needs for temporary services are dynamic, we are unable to provide an estimated budget.
9. Question: Is there an incumbent working on this contract?

Response: This is the first time these services have been solicited. Temporary administrative and clerical staffing is currently being handled the County’s Human Resources Department.
10. Question: Can we attend the preproposal via telephone or WebEx?

Response: Telephone or WebEx are not available for preproposals.
11. Question: Does County prefer receiving responses from a local vendor? If yes, how much evaluation points are assigned?

Response: Points are not awarded for this bid. Award will be made to the low responsive, responsible bidder.
12. Question: We do not operate from the State of Georgia but authorize to conduct business and serve a good client base, How can we fulfill “County Tax Certification Requirement”? Will we be consider non-responsive if cannot fulfill this requirement?

Response: See response to Question 1.
13. Question: Headquartered in Michigan, We are a MWBE firm certified by NMSDC and WBENC. Do we fulfill the MWBE goal of total 17%?

Response: Not completely. The County considers local firm and MWBE sub consultants in the evaluations and consideration.
14. Question: Can the County provide a format for background checks?

Response: If requested, the County can provide a format for background checks

15. Question: Can the County provide a list of current temp positions to include the departments that are utilizing those positions.

Response: Please see the table below:

Position	Department	Number of Positions
Administrative Assistant I	District Attorney	1
Administrative Assistant I	Detention Center	2
Administrative Assistant I	E-911	1
Administrative Assistant II	Fleet	1
Administrative Assistant II	Probate Court	1
Clerical Assistant I	Detention Center	1
Clerical Assistant II	County Manager	1
Clerical Assistant II	Board of Elections	12
Clerical Assistant II	Voter Registration	6
Clerical Assistant II	County Attorney	1
Clerical Assistant II	Human Resources	1
Clerical Assistant II	Magistrate Court	1
Clerical Assistant II	Public Works	1
Clerical Assistant II	Parks and Recreation	1
Clerical Assistant III	Information & Comm,	1
Clerical Assistant III	Henderson Golf Course	1
Clerical Assistant IV	Board of Assessors	1
Customer Service Rep I	Voter Registration	7
Customer Service Rep I	Temporary Pool	1
Customer Service Rep I	Aquatic Center	1
Customer Service Rep I	Henderson Golf Course	1
		44

16. Question: Is a MBE certified by the National Minority Supplier Development Council acceptable proof of our MBE status? See 2.22 item B.. In terms of “Federal Government” we can print a copy of our SAM Representations and Certifications. Would this suffice?

Response: Yes, certification by the National Minority Supplier Development Council is acceptable. A copy of Sam Representations and Certifications would suffice.

17. Question: Please confirm the MBE/WBE goals are only for those entities which intend to subcontract. Do we have to meet these goals if we do not intend to subcontract?

Response: If there are sub-contractor opportunities available, YES, there goals must be met.

18. Question: Please confirm the insurance certificates are only provided prior to service, and not with the bid.

- Response: Proof on insurance may be submitted with bid. Certificate of insurance is required at time of contract.
19. Question: What is supposed to be included in the “Proposal” which is marked in the document checklist?
Response: See response to Question 2.
20. Question: Since this is a bid for administrative/clerical, please confirm our Professional Liability Insurance does not need to have a specific endorsement for “architects, engineers, attorneys, medical professionals, and consultants” per 2.16.4.a.
Response: Professional Liability Insurance does not apply to this contract.
21. Question: Is section 3.2 for us to insert a check, or does the lack of check from the County indicate no input is required?
Response: Surety is not required for this project so checks were not indicated.
22. Question: Are there any specific benefits (other than satisfying ACA requirements) which the County requires the vendor offer contractors?
Response: There are no other specific requirements at this time.
23. Question: Is it mandatory to meet the MBE/WBE goals?
Response: It is not mandated, but it is strongly encouraged.
24. Question: We are MDOT certified MBE firm. Can we fulfill the MBE goal of 12% by ourselves or do we have to team up with MBE firm to fulfill this goal?
Response: The County encourages you to meet the stated goals with a local M/WBE, and we will accept your certification with MDOT.
25. Question: Is it a mandatory requirement to subcontract with both MBE and WBE firms or either of the both can work?
Response: The County encourages you to meet M/WBE goals, but either will work combining with your MBE status or certification with MDOT.
26. Question: Can you provide us with the list of subcontractors that we can reach out to?
Response: Yes, to obtain a list of M/WBE vendors visit the web site @ MWBE.chathamcounty.org and GDOT’s website.


27. ADDITION: Section 4.1.19 – The County does not pay transition fees or require a minimum hours work if temporary staff receive an employment offer from the County.
28. CHANGE: Reference Section 4.1.15 shall now read “Contract shall supply a certified letter affirming a successful drug and background check has been completed prior to placement of temporary staffing.

THE BID DUE DATE REMAINS 2:00 P.M., JUNE 11, 2019.

BIDDER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.

June 6, 2019

DATE


MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY