

**CHATHAM COUNTY PURCHASING DEPARTMENT**  
**ADDENDUM NO. 1 TO ITB#20-0071-7**

**FOR: Annual Contract to Provide Unskilled Contract Labor Staffing for Public Works and Parks and Recreation**

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

1. **QUESTION:** What is the estimated budget for this ITB? If unknown, please specify previous spending.  
**RESPONSE:** The following reflects Public Works and Solid Waste expenditures for the Fiscal Years noted. Parks and Recreation were added to the contract during the last fiscal year. Information regarding their expenditures are unknown.

	<u>Public Works</u>		<u>Solid Waste</u>
2021 to date:	\$ 54,647.04	\$	114,580.64
2020	\$329,049.00	\$	486,285.75
2019	\$278,933.52	\$	482,877.90
2018	\$251,565.73	\$	361,549.93

2. **QUESTION:** Is this a single or multiple award RFP?  
**RESPONSE:** This solicitation is an Invitation to Bid. This solicitation will result in multiple awards possibly by department, section and primary and secondary contracts for each.
3. **QUESTION:** For how many years, has the incumbent held the contract?  
**RESPONSE:** The current annual contract incumbent has held the contract for the last five (5) years.
4. **QUESTION:** Kindly provide current minimum living wage?  
**RESPONSE:** The current minimum labor pay rate is \$9.10 per hour.
5. **QUESTION:** Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?  
**RESPONSE:** No. Chatham Personnel Services DBA Temporaries Unlimited has held the annual contract for the past five years. The existing contract was the result of a bid solicitation. The current contract has reached the end of its term. Chatham County's goal is that the specified number of laborers are provided each day and to lessen the administrative impact of duplicate recordkeeping and invoice reconciliation.
6. **QUESTION:** Please provide the total number of temporary staffs on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.  
**RESPONSE:** An equivalent County position would be: Maintenance Service Worker. For specific duties or assignment tasks, please refer to Bid Specifications beginning with 4.1 through 4.1.3 (E). Total number of temporary staffs on current assignment: Please refer to General Information, paragraph 4. This is the staffing level for each Section expect of the vendor each day. The vendor assigning the temporary employee is provided above in answer to Question 5. Current Pay Rate/Bill Rate: \$9.10/\$12.16

7. **QUESTION:** Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.  
**RESPONSE:** The current contract is not a result of a proposal it was as a result of an ITB and awarded to the low responsive, responsible bidder, which resulted in a single award. For rates, see response to Question 6.
8. **QUESTION:** What are the most frequently used job categories in the subject matter RFP?  
**RESPONSE:** Reference Section 4.0, last paragraph.
9. **QUESTION:** What is the average length of the assignment?  
**RESPONSE:** The length of assignment depends on the availability of each temporary employee assigned. Several temporary employees have been at Public Works for the entire current contract period.
10. **QUESTION:** List of benefits current employees receiving from the incumbent.  
**RESPONSE:** Benefits derived from the incumbent vendor are unknown.
11. **QUESTION:** List of client mandates holidays.  
**RESPONSE:** Contract employees are not required to work on designated County holidays, with the exception of temporary employees assigned to Solid Waste, who may be required to work on County designated holiday. Currently, County Designated Holidays are:  
New Year's Day  
Martin Luther King's Birthday  
Presidents Day  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
The Day after Thanksgiving  
Christmas Eve  
Christmas Day
12. **QUESTION:** List of vacation and holidays current employees receiving from the incumbent.  
**RESPONSE:** Unknown
13. **QUESTION:** What is Mandate Living wage and Supplemental benefits?  
**RESPONSE:** There is not a mandated living wage, the ITB includes a minimum labor pay rate of \$9.10 per hour. The only known supplemental benefit provided by the current contract holder is Worker's Compensation.
14. **QUESTION:** Details on benefits package current incumbent providing to temp staff.  
**RESPONSE:** See response to Questions 10 and 12.
15. **QUESTION:** Do we need to provide sample or live resumes on the job titles mentioned in the solicitation? If yes how much per job title?  
**RESPONSE:** NO, resumes are not required.
16. **QUESTION:** Could you please change the mode of submission of the response to email due to Covid-19?  
**RESPONSE:** Chatham County Purchasing is operating under normal business hours and accepting delivery of US mail, UPS and FedEx, which are the preferred delivery method. Bids can also be emailed, but must still be received by the bid opening date/time.
17. **QUESTION:** Is it mandatory to take a sub-contractor?  
**RESPONSE:** A contractor is not required to subcontract, but must provide the full complement of labor per day.
18. **QUESTION:** Is there any benefit for local vendor?

- RESPONSE:** Reference Sections 1.12, 2.20 and 2.21 of the bid package.
19. **QUESTION:** Will the M/WBE goals be enforced as part of this RFP? If so, can we submit the same company to meet the M/WBE goals?  
**RESPONSE:** This solicitation is an Invitation to Bid and not a Request for Proposal. Goals are set for subcontracting opportunities that might apply. Chatham County encourages local M/WBE participation when subcontracting and looks for good faith efforts when subcontracting applies.
20. **QUESTION:** Are we able to submit our proposals electronically instead of hard copies? If so, who should we submit our proposals to? Will you accept e-signatures on the forms?  
**RESPONSE:** See response to Question 16.
21. **QUESTION:** Can you provide more information on the construction roles that fall within your storm water work area, specifically the roles pertaining to loading and unloading ditch spots and roadside drainage activities?  
**RESPONSE:** All the positions are unskilled. Thus the construction activities associated with Storm Water are manual labor. "Ditch spoils" are the debris, overgrowth, litter and silt accumulation that is hand removed with a shovel and loaded either into a transfer device such as a wheelbarrow or directly into a truck bed. Predominantly, all roadside drainage work tasks have to do with cleaning ditches, inspecting and cleaning pipes along drainage systems of the silt and debris build-up that impeded water flow and creates flooding. At no time do contract laborers enter confined spaces such as huge drainage pipes or connecting drainage systems. Occasionally, an entire crew will be assigned construction-like tasks such as replacing the lids on manholes or shoring up a failing or damaged drainage structure. Again, the work is predominantly accomplished using shovels, line trimmers, axes, machetes, under the supervision of a crew leader.
22. **QUESTION:** Will you accept higher pay rates than the minimum rates of \$9.10?  
**RESPONSE:** \$9.10 is the minimum labor pay rate. We are not specifying a maximum. Any additional in the labor pay rate should be included in the mark-up. This is a competitive sealed bid processed.
23. **QUESTION:** What labor category are these pay rates assigned to?  
**RESPONSE:** Reference Section 4.0, last paragraph.
24. **CHANGE:** Section 4.0, second paragraph, shall now read "The County reserves the right to award multiple contracts from this single solicitation. To make sure the number of laborers required by the scope of work is met, multiple contracts may be awarded based on the different departments, or sections within a department as well as primary and secondary contracts to each. Secondary contract will be utilized when the primary cannot perform".
25. **ADDITION:** Reference Section 4.7.1 – Add "Bidder shall submit a sample of their electronic time card and associated billing with their bid documents.

**THE BID OPENING DATE REMAINS 2:00 PM  
NOVEMBER 3, 2020.**

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**BIDDER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.**

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DATE

*Robin L. Maues*

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MARGARET H. JOYNER  
PURCHASING DIRECTOR  
CHATHAM COUNTY