



**THE CITY OF MARIETTA  
MARIETTA, GEORGIA**

September 18, 2015

**ADDENDUM NO. 1  
TO  
CITY OF MARIETTA BID NO. RFB-16-038023  
FOR  
TEMPORARY STAFFING SERVICES**

**Change or add the following in the above referenced bid:**

The bid closing date of the project has been extended for one week and shall now be due at **11:00 AM on Friday, October 2, 2015.**

1. Is it a requirement to have all prospective candidates drug-tested and background checked prior to being recommended for an interview? Typically, this process is not done by many Contractors until the client has interviewed candidate(s) and chosen the one they want to hire. *No, it is not necessary to complete this process until the selection of prospective candidate(s) is made.*
2. Are Contractors required to bid on all positions or can they only bid on the clerical roles and not the general labor? *Yes, you can bid on just the positions you have available.*
3. Are you awarding this bid to a single provider or will there be multiple providers? *Possibly multiple. We currently use two providers: one for clerical and another for laborers.*
4. What is the City's total annual spending for temporary personnel? How is that broken down between positions? *Two year combined average was \$34,435.00 (Clerical-\$14,220.00 and Laborer-\$54,649.00). Breakdown by position is not available.*
5. What is the total number of temps used on an annual basis? *This information varies depending on employee's situation and departmental needs. Last 12 months: Clerical – 4 employees and Laborers -73 employees.*
6. What type of tools/equipment will general labor be required to use? What type of environments/work locations are there for General Laborers? *General Ground Keeper's tools that include lawn mower, rakes, pruning shears and shovel. Outdoor environments may include Parks, Cemetery, Golf Course and Back of a Sanitation Truck in "all" types of outdoor weather conditions.*

7. For general labor sanitation positions can you provide a more detail job description?  
*The position requires temporary employee to be in excellent physical condition to keep pace with route crew and perform repetitive manual lifting, carrying and loading garbage cans. Must be able to lift and carry garbage/trash/brush loads weighing approximately 35-70 pounds during daily shift.*
8. What needs to be included in the bid and how are bids judged/scored for getting awarded this bid? *Bids will be evaluated based on the inclusive Billable Rates by available position.*
9. Who are the current incumbents and how long were they in service of the contract?  
*TRC and Labor Ready for four (4) years.*
10. What are the City's current bill and mark-up rates? *Not Available while bid is active on street.*
11. When does the City plan to make the award? *Three (3) weeks after bid close date.*
12. What is the anticipated staffing volume for the resultant contract? *See question #5*
13. With respect to the background and drug screenings required by the City, can the costs for these screenings be passed through to the City at no additional mark-up? *No*
14. If vendors submit redlines/exceptions to the City, will this adversely impact the resultant bid score? *Yes*
15. With respect to Affordable Care Act (ACA) costs, would the City prefer these charges as a separate line item on the invoices, or instead incorporated directly into our mark-up/bill rates? Please clarify. *The price for temporary employee, by job classification, should be broken down on the attached revised Bid Form (BF-1) in their respective column(s), to include employee's billable rate and ACA Cost in second column (Billable Rate w/ Health Insurance Offer). If Billable Rate w/ Healthcare Offer column does not apply, list any additional fees such as an invoice surcharge, or a cost per employee on "Exhibit B" explaining the additional charge(s). This is acceptable and will complete your bid.*
16. If government-mandated costs or expenses are enacted during the contract term, will Contractors be allowed to request rate increases to cover these higher rates? *Maybe, due to nature of cost or expense. This would be re-visited at time of contract renewal.*

17. Could the city provide a list detailing the laws, regulations, statutes and ordinances that regulate the performance of the resultant contract (Living Wage Ordinance, Prevailing Wage, SCA, ACA, etc.)? *For the new PPACA requirements, these are outlined in 26 U.S. Code § 36B, § 4980H, § 6056, and Treasury Regulation § 54.4980H-4(b)(2). Regarding employment taxes and withholding obligations, see 26 U.S.C. § 3511 and The ABLE Act. For all applicable federal employment laws, see 29 USC (including the Age Discrimination in Employment Act), Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990 including all applicable updates and EEOC regulations. For all applicable Georgia employment laws, see O.C.G.A. § 34.*
18. Are client references required as part of the proposal? If so, how many are needed? *No. However, the City of Marietta reserves the right to check references.*
19. Regarding EXHIBIT C, Contractor Affidavit under O.C.G.A. & 13-10-91(b)(1), what is meant by “Name of Project” and “Name of Public Employer”? What information is required in those fields? If these fields are not applicable to our organization, should we enter “Not Applicable”? Please clarify. *The following information should be added where noted: “Name of Project” would be “Temporary Staffing” and “Name of Public Employer” would be “City of Marietta/BLW”.*
20. What is the estimated spend per month, per year? *See question #4*
21. How many temps do you typically use? *Varies. See question #5*
22. Is the temp to hire option utilized? *No, it is not. All open positions are competitive and would follow normal public sector hiring procedures.*
23. Is the Direct Hire option utilized? *No, it is not. All open positions are competitive and would follow normal public sector hiring procedures.*
24. Is this something that is currently under contract? If so, would you be able to provide me with the current contractor information to include the current bill rates and the bid results from the last RFP? *Yes and No*
25. Question regarding the “Billable Rate with Health insurance offer”. Since the city of Marietta is considered the “Common Law Employer” and responsible for offering the health insurance under the ACA regulations all employees would have to be offered health insurance if the City has more than 50 employees. Our company does offer plans under the ACA to all of its employees as the “Employer of Record” and offers the City of Marietta the safe harbor protection allowed under the ACA to offer the health insurance on behalf of the City of Marietta. While we do not have a separate price for offering the Health Insurance there is a surcharge (nominal) that has to be added to every invoice if the City of Marietta wants to accept the “Safe Harbor Protection” under the law and have the selected vendor provide the Health Insurance on its behalf. This would be a “per invoice” surcharge, not a per hour or per employee. How would you suggest filling out this Bid Form (Exhibit F)? *See question # 15.*

26. Will the new Federal minimum wage of \$10.10/hr apply? *No. At this time, Georgia observes the federal minimum wage of \$7.25/hr. Executive Order 13658 pertains to federal contractors, not contractors doing business with a state or local government.*

Change to word in Article 27, Section A, Part I: from “Workmen’s Compensation” to “Workers’ Compensation”.

Add wording to “Exhibit D”, page 3, under “Compliance with the Patient Protection and Affordable Care Act” after ...the City indicating such action. To read: “Separate correspondence can be provided via Exhibit “B”.

Add wording to “Exhibit D”, page 3, under “Compliance with the Patient Protection and Affordable Care Act”: “The contractor will need to provide to the City all the information necessary to complete the Form 1095-C for the assigned employee, such as all the months in which an offer of coverage was made, when the employee was in a limited non-assessment period, the cost associated with the least expensive employee-only coverage, and all covered individuals under the employee’s plan. See draft IRS instructions for the 2015 IRS Form 1095C here: <http://www.irs.gov/pub/irs-dft/i109495c--dft.pdf> See the 2014 IRS Form 1095C for an example of information to provide to the City: <http://www.irs.gov/pub/irs-pdf/f1095c.pdf>”

Change to Bid Form (BF-1) has been amended according to O.C.G.A § 34-4-3.1. Use revised EXHIBIT “F” Bid Form attached.

**All other terms and conditions will remain the same.**

**EXHIBIT "F"**  
**REVISED BID FORM**



**CITY OF MARIETTA/BOARD OF LIGHTS AND WATER**  
**TEMPORARY STAFFING SERVICES**  
**BID NO. RFB-16-038023**

**TOTAL PRICE**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>Billing Rate</b>	<b>Billable Rate with Healthcare Offer</b>
1.	Clerk/Receptionist	\$ _____	\$ _____
2.	Clerk/Typist	\$ _____	\$ _____
3.	Mail/Copy Clerk	\$ _____	\$ _____
4.	Receptionist	\$ _____	\$ _____
5.	Data Entry Clerk	\$ _____	\$ _____
6.	Cashier	\$ _____	\$ _____
7.	File Clerk	\$ _____	\$ _____
8.	Adm. Asst. I	\$ _____	\$ _____
9.	Adm. Asst. II	\$ _____	\$ _____
10.	Adm. Asst. III	\$ _____	\$ _____
11.	Laborer	\$ _____	\$ _____

Submitted by:

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ADDENDUM #1 TO RFB-16-038023**

**TEMPORARY STAFFING SERVICES**

All bidders must sign this Addendum below and include with your bid.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**Shelly Drewry  
Purchasing Agent II**