

August 18, 2016

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

**IFB #Y16-1123-TA
Temporary Labor Services-Maintenance Technician**

ADDENDUM NO.1

This addendum is hereby incorporated into the Invitation for Bids document. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining and deletions are indicated by ~~strikethrough~~.

1. Scope of Services, Item B. (2) Drug Test

At the expense of the Contractor, personnel selected to work within Orange County shall pass a five (5) panel drug screening test. Copies of all reports shall be provided to the County Project Manager within 24 hours of receipt of County request.

2. Scope of Services, Item I. (3)

Each maintenance technician shall pass a minimum of Level II background check and five (5) panel drug screening.

Question and Answers

A. Question: What are the County's current challenges, if any?

Answer: Current challenges include finding qualified individuals.

B. Question: Why are you going out to bid at this time?

Answer: The existing contract Y16-103-ZM, expires on 9/30/16.

C. Question: What is your payment method, i.e. ACH, credit card?

Answer: Payment may be sent either by check or ACH, depending on what the awarded Contractor sets up with the Comptroller's office.

D. Question: What type of drug test do you need administered? 5 or 10 panel?

Answer: The County will require a five (5) panel drug test.

E. Question: What was your spending on Maintenance Technicians in 2015?

Answer: Annual Estimated Expenditure under Contract Y16-103-ZM was \$40,014.00. However, please refer to the bid response form of IFB Y16-1123-TA on page 29 for updated estimated annual usage.

F. Question: Approximately how many sites will this contract cover?

Answer: This contract will cover all of the Utilities Department which includes eight (8) sites.

G. Question: What is the number of temporary technicians you have currently?

Answer: The County currently has two (2) temporary technicians.

H. Question: Would you please provide your current contract pricing

Answer: Current Contract Pricing of Y16-103-ZM can be found at <http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=90121&CT=application/pdf&FN=Y16-103.pdf>

I. Question: On page 24 it states that all selected candidates by the County Project Manager shall have passed a background check and drug test prior to the date of the scheduled interview. Please clarify if this includes all the screenings cited on page 25.

Answer: Background screenings to be completed prior to the interview shall include all screenings specified on page 25.

J. Question: Regarding the minimum hourly rate of \$14.00, please clarify “this rate should not be the rate listed on the bid form”.

Answer: The \$14.00/hr. rate is the minimum rate that the Contractor is to pay the temporary labor maintenance technician. It is not the minimum rate the Contractor should be charging the County.

K. Question: How often is the vendor required to provide cell phones to the maintenance technician?

Answer: Never.

L. Question: How often does the County hire maintenance technicians after the 45 day window?

Answer: The County rarely hires maintenance technicians after the 45 day window. It depends on if any permanent positions are open.

M. Question: What is the budget limitation of this RFP?

Answer: This is an Invitation for Bids not a Request for Proposals (RFP). Estimated Annual Usage is per the bid response form found on page 29 of the IFB #Y16-1123-TA. There is no defined budget limitation as the request for services is on an as needed basis.

N. Question: Is it single or multiple award?

Answer: Per Paragraph 3 of the Special Terms and Conditions on page 14, Award shall be made on an all or none total estimated bid basis to the lowest responsive, responsible bidder. It will be awarded to one (1) bidder.

O. Question: Is there any service provider of the same services in the past, if yes please share the details of the service provider along with the last year's outlay?

Answer: The existing contract, Y16-103-ZM, is set to expire on 9/30/16. You may go to the County's website per the link below to download a copy of contract Y16-103-ZM which includes the specifications and pricing.

<http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=90121&CT=application/pdf&FN=Y16-103.pdf>

P. Question: Confirm the start and end dates of this project?

Answer: The request for services is for an as needed basis and there are no specific project dates. Please refer to page 24 of the Scope of Work that details the specifications for scheduling of services and requirements.

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid.
- b. Receipt acknowledged by:

_____	_____
Authorized Signer	Date Signed

Title	

Name of Bidder	