

Tuesday, September 4, 2018

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
IFB #Y18-1130-MV, STAFF AUGMENTATION – SEPTAGE ATTENDANT
TERM CONTRACT**

ADDENDUM NO. 1

1. The following are questions, with respective answers, for the above Invitation for Bids:

Question 1 - What is your current Unit Cost for the Septage Attendant today?

Answer - The current rate for Septage Attendant, regular hours is \$18.51. The current rate for Septage Attendant, overtime hours is \$27.77.

Question 2 - The required background screens are not included in the Bid. Please confirm what screens need to be performed.

Answer – Background Checks and Drug Screens are added to this Invitation for Bids. See Attachment 1 of this Addendum.

Question 3 - Since the vendor is usually responsible for paying for the background screens, why is it included in the Bid Response Form? This could allow a vendor to artificially deflate the cost of background screens to get a lower total cost.

Answer – Pages 27-28, Bid Response Form is replaced with Revised Bid Response Form attached herein.

Question 4 – The job description seems to be a blend of maintenance, clerical/computer work and lab work. On average, what percentage of the time is allotted to each of these 3 tasks?

Answer – The task are divided in the following percentages:

- 55% - Physical work & maintenance duties
- 30% - Clerical and computer data entry duties
- 15% - Sampling & Lab work duties

All other specifications, terms and conditions remain the same.

ACKNOWLEDGEMENT OF ADDENDA

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.

Receipt acknowledged by:

Authorized Signer/Title

Date Signed

ATTACHMENT 1

BACKGROUND CHECKS

Background checks shall be performed on all assignees assigned to work for Orange County Utilities.

Level One

The Level One background check shall include the following information from the past five years:

Identification Verification
Selective Service Status (registered/unregistered)
Florida Department of Law Enforcement (FDLE) Automated Criminal Record
Clerk of Courts by County of Residence
State Attorney's Office Employment Verification
Department of Motor Vehicles (DMV) by State of Residence
Military Service Verification
Professional License and Certification Check

All background checks shall be accomplished and submitted to the authorized County representative within five (5) working days from request prior to any assignment.

Background checks shall be re-performed on any assignee who has not worked on a County assignment for more than ninety (90) days. The Contractor shall track the assignments at the County for each of their employees to ensure compliance with this requirement.

Orange County reserves the right to request that the contractor conduct additional background screenings on assignees at any time during their employment in the Utilities Department. **The cost of the background checks shall be borne by the contractor.**

DRUG SCREEN

The following drug screen shall be performed by the vendor on any personnel assigned to work for Orange County at any time:

Five panel drug screen to include amphetamines, cocaine metabolites, marijuana metabolites, opiate metabolites and phencyclidine.

Orange County reserves the right to request that the contractor conduct random drug screenings or drug screenings based on suspicion of use for assignees working in the Utilities Department. All drug screenings shall be accomplished and submitted to the authorized Orange County representative within forty-eight (48) hours from receiving the request. **The cost of the drug screens shall be borne by the contractor.**

**BID RESPONSE FORM
IFB #Y18-1130-MV**

REVISED

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs.

Note: For each line, Unit Cost X Estimated Annual Usage = Total Estimated Bid

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>X</u>	<u>ESTIMATED ANNUAL USAGE</u>	=	<u>TOTAL ESTIMATED BID</u>
1.	Septage Attendant, regular hours, as specified	\$_____ /hr	X	2,080 hours	=	\$_____
2.	Septage Attendant, over time hours, as specified	\$_____ /hr	X	345 hours	=	\$_____
TOTAL ESTIMATED ANNUAL BID (ITEMS 1-2)						\$_____

Company Name

IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.

Performance shall be not later than one (1) calendar days After Receipt of Order (ARO) per Special Terms and Conditions.

Inquiries regarding this Invitation for Bids may be directed to Melisa Vergara, Senior Purchasing Agent, at Melisa.Vergara@ocfl.net

Bid Response Documents - The following documents constitute your bid:

- A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Schedule of Sub-contracting, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**
- B. Qualifications of Bidders information, per Special Terms and Conditions. Completed attached reference documentation.