

February 8, 2021

RE: Addendum #4
RFP 22-21 Annual Temporary Personnel Services

Dear Sir/Madam:

Please be aware of the following clarifications regarding the above referenced Bid:

Delete: EXHIBIT A PROPOSAL FORM SIGNATURE AND ACKNOWLEDGMENT OF ADDENDUM FORM

ADD: EXHIBIT A *REVISED February 8, 2021***
PROPOSAL FORM SIGNATURE AND ACKNOWLEDGMENT OF
ADDENDUM FORM**

**TO BE CONSIDERED RESPONSIVE, BIDDERS MUST SUBMIT
THE REVISED FEBRUARY 8, 2021 BID FORM**

QUESTIONS & ANSWERS

Q #1: Does the SBE have to be the Prime or can they be the Subcontractor? In either scenario, can the SBE just be in charge of certain processes or aspects of this project to be accepted as the SBE OR must workers be under their EIN to be considered an acceptable SBE (in addition to all the other Alachua county requirements for SBE regarding this RFP).

A #1: The prime contractor has to be an Alachua County certified SBE to receive the maximum of 15 points or utilize certified SBE subcontractors to receive points as listed on Exhibit C in the RFP document.

Q #2: Would you lose points if you don't have an SBE status, or do you gain points if you do?

A #2: Points are awarded based on the criteria on Exhibit C in the RFP document.

Q #3: On EXHIBIT A, there is a place for a "Markup Target Percentage" where a flat markup would be listed for pricing?

A #3: See revised Exhibit A, PROPOSAL FORM SIGNATURE AND
ACKNOWLEDGMENT OF ADDENDUM FORM.

Q #4: On EXHIBIT D, the Alachua County Government Minimum Wage (GMW), it references services provided to the "Alachua County government" -- regarding any Alachua County entity not governed by the BoCC and/or does not fall under the GMW ordinance (i.e. the Library District and elected offices including the Tax Collector's office, Supervisor of Elections' office, Sheriff's office, Clerk of Court's office and Property Appraiser's office), will they be allowed to utilize this agreement?

A #4: Yes, constitutionals will be able to use this agreement. The percentage markup will be added to each agency's base Pay Plan.

Q #5: For pricing will these entities be able to use the flat markups ("Markup Target Percentage") instead of the title specific "Item Bid" pricing which requires it to be calculated to include the GMW?

A #5: See revised Signature and Acknowledgement of Addendum Form Exhibit A

Q #6: Item 4.3 asks about Staff and 4.4 asks about personnel - can you please clarify if 4.4 is about our internal staff employees or the external temporary employees?

A #6: Internal staff employees.

Please email all questions to Leira Cruz Cáliz at lcruzcaliz@alachuacounty.us.

NOTE: You should acknowledge receipt of this addendum on your Bid Form.

End of Addendum # 4

Sincerely,



Procurement Agent

LCC/mm

EXHIBIT A

*****REVISED February 8, 2021*****

PROPOSAL FORM SIGNATURE AND ACKNOWLEDGMENT OF ADDENDUM FORM

RFP NUMBER: 22-21

PROPOSAL OPENING DATE:
RE: **Annual Temporary Personnel Services**

PLACE OF RFP OPENING: Alachua County Procurement, Third Floor
County Administration Building
12 SE 1st Street
Gainesville, Florida 32601-6983

The basis of the determination of the employee rate is the current (updated) Alachua County Bargaining and Non-Bargaining Pay Plans and Alachua County Library District Bargaining and Non-Bargaining Pay Plans (attached).

Current minimum hourly rate, is subject to change each October 1st based on the County's Pay Plan.

The Alachua County's Bill Rate per Hour will be determined by the proposed percentage markup added to the County's minimum salary for the position.

Example of bill rate per hour per position **with** health benefits provided and paid for by employer (bidder):

Alachua County Bill Rate = County's minimum salary for listed position + proposed percentage markup

Example of bill rate per hour per position **without** health benefits provided and paid for by employer (bidder):

Alachua County Bill Rate = County's minimum salary for listed position + proposed percentage markup + \$2 per hour for GMW if health benefits are not provided

Alachua County Government Minimum Wage does not apply to the Alachua County Library District, at this time.

PROPOSED PERCENTAGE MARKUP Based on Agency's Pay Plan	
	%

To view the County and Library's Job Descriptions please visit:

<https://www.governmentjobs.com/careers/alachua/classspecs>

Sample list of positions that have been historically staffed

Accounting Clerk	Clerical GIS Technician
Administrative Assistant	Laborer I
Animal Shelter Assistant	Laborer II
Animal Technician	Clerical Local Area Network Manager (<i>Network Manager</i>)
Attendant (<i>Solid Waste Attendant</i>)	Industrial Maintenance Worker
Audio Visual Technician	Clerical Office Assistant
Building Mechanic	Clerical Production Coordinator/Producer
Clerk Messenger (Library)	Clerical Program Coordinator
Community Coordinator	Clerical Program Manager
Computer Operator	Clerical Programmer
Customer Services Assistant	Clerical Purchasing Agent
Customer Service Representative	Clerical Receptionist
Custodian	Clerical Sr. Administrative Assistant
Clerical Data Entry	Industrial Sr. Environmentalist Specialist
Clerical Database Manager	Clerical Senior Office Assistant
Clerical Dispatcher	Clerical Senior Staff Assistant
Clerical Diversion Resource Coordinator	Clerical Special Project Coordinator
Clerical Fiscal Assistant	Clerical Staff Assistant
Industrial Environmentalist Specialist	Clerical Staff Assistant I (Library)
Clerical Geographic Information System Specialist (<i>GIS Coordinator</i>)	Clerical Staff Assistant II (Library)

Local Based Firms per Section 1.16, Check One Below

<input type="checkbox"/>	I certify that my business is located in Alachua County and meets the criteria for location points as specified in Section 1.16.
<input type="checkbox"/>	I am not a local based firm in Alachua County.

Acknowledge Receipt of Addendum(s) (if applicable circle):

#1 Yes No #2 Yes No #3 Yes No #4 Yes No

Proposer: _____ Company: _____

Address: _____

Authorized Signature: _____ Title: _____

Clearly Print Name: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____