

LOWER VALLEY WATER DISTRICT
TEMPORARY EMPLOYMENT SERVICES
BID No. 18-0806-09

ADDENDUM NO. I
August 2, 2018

Attention of all bidders is directed to the following modifications made to Bid No. 18-0806-09 Temporary Employment Services:

1. **The due date for RFP NO. 18-0806-09 has been extended to Monday, August 13, 2018. Sealed “Bids” must be submitted by 3:00 P.M., (MST). “Bid” must be clearly marked with label provided: RFP NO. 18-0806-09 TEMPORARY EMPLOYMENT SERVICES.**

2. **Questions submitted by respondents:**
 - a. As per the instruction mentioned on RFP Cover Page **“The original bid and the required number of copies must be received in a sealed envelope”**? Please specify the total number of hard copies required by LVWD along with 1 Original bid and also specify do we need to provide electronic copy of our response in flash drive or CD.
Reply: **Please provide original and three (3) copies, no flash drive or CD is required.**
 - b. As per the submission instructions please clarify where we have to place the attached label on the envelop? In Cover Page it is mentioned that the **“envelope that has your name and address in the upper left corner and the attached label affixed and pasted in the lower left corner”** then on page 1 **“BID REQUIREMENTS”** it is mentioned that **“the envelope containing your Proposal must be plainly marked on the lower left corner: LVWD has provided a label to attach, respondent’s information should be included-upper right-hand corner”** and on last page it is mentioned that **“Please cut out and affix this bid label (above), include your name/address on upper left-hand corner to the outermost envelope of your proposal to help ensure proper delivery”**. Please clarify the submission instruction and labeling?
Reply: **It should read as follows: Lower right hand corner for the label attachment, respondent’s information should be located in the upper left hand corner of the envelope.**
 - c. What is the estimated budget for this RFP? If unknown, please specify the previous spending?
Reply: **LVWD is seeking temporary staffing services on a as needed basis. LVWD spent in fiscal year 2017-2018 an estimate of \$82,000.00.**
 - d. What is the average length of the assignments?
Reply: **2-3 months on average**
 - e. How many temporary labor are working under this contract?
Reply: **4-5 Temps**
 - f. Is this a new requirement or is there an incumbent(s)? If so, can you please disclose the incumbent(s) name?
Reply: **LVWD is governed by Water Code 49 in acquiring supplies and/or services. In recent years the District has gone over the threshold for bidding. It is the first time that a proposal is being requested for temporary services; but it is not a new procedure. LVWD has used the following for staffing purposes: Robert Half, Instaff, and Prologistix.**

- g. We request you to provide the rate card of the previous contract.
Reply: **Please see table #1 listed below.**
- h. Is LVWD is on-boarding of Temporary Personnel within twenty-four (24) hours or LVWD required resumes only?
Reply: **Resumes with the opportunity to meet/greet top candidates.**
- i. As per the mentioned timeline in the RFP, the Q&A due date is on July 30th, 2018 and Response due is on Aug 6th, 2018 with Hard Copy submission. There are multiple clarifications required to prepare a quality response. So it is our humble request to the City to please extend the due date at least a week.
Reply: **Addendum is in progress and will extend due date for the RFP, questions were extended until 8/2/18 – 8:00 a.m. (MST).**
- j. Is it possible for LVWD to provide the Hourly pay rate of the job categories?
Reply: **Please see table #1 listed below.**
- k. Will LVWD consider any modification to the Indemnification/Release language included in the RFP on pp. 5-6?
Reply: **Yes, LVWD will eliminate paragraph(s) under Contract Term and Conditions- Indemnification and Release. These will be found on pages 5 and 6 of the RFP.**
- l. Can LVWD provide job descriptions and/or pay rates for the positions included in this RFP?
Reply: **Yes, please see table #2 listed below.**
- m. Item 4 in the scope of services indicates that suppliers must be able to provide personnel within 24-hours. Does this refer to submittal of qualified candidates who are available pending completion of drug and background screening?
Reply: **Yes**
- n. Please let us know what exactly the LVWD is looking in “Summary of the Administration”?
Reply: **This is located under Qualifications and Experience; this will allow respondents to provide a brief biography of the company, highlights, etc., resumes may be included (but are not required) of the branch employees that will work in conjunction with LVWD HR department.**

Table #1 Bill Rate/Markup and Pay Rate Information

Staffing Agency	Mark-up %	Position	Pay Rate
Prologistix	40%	Custodian	\$10.71
		Outreach Coordinator	\$15.00
		Customer Service Rep	\$10.71
		Cashier	\$10.71
Instaff	38%	Custodian	\$10.71
	38%	Clerk	\$10.71
	36%	IT Tech	\$15.00
Accountemps	\$22.39	Accountants	\$15.00

Table #2 Job Descriptions

Job Title	Job Description (Summary)
Custodian	Performs custodial, janitorial, and very basic building maintenance duties in the care and cleaning of District buildings and facilities. Position involves competing demands, performing multiple tasks, working to deadlines.
Customer Service Representative	Performs a variety of general and complex clerical duties in support of the utility service function including, provide service to customers, process work orders, enter data in utility billing system, collect and balancing all utility customer's bill entries with payments; and to provide professional, effective and efficient public service assistance to the general public.
Cashier	Performs a variety of general and complex clerical duties in support of the utility service function including, collect and balancing all utility customers bill entries with payments; and to provide professional, effective and efficient public service assistance to the general public.
Accountant	Performs professional and technical difficult accounting work involving the examination, analysis, maintenance, reconciliation, and verification of financial records; responds to requests for information within the scope of authority. Position involves competing demands, performing multiple tasks and working to deadlines.
Outreach Coordinator	Under general supervision provide professional level assistance in planning, developing, coordinating, organizing and managing the marketing, public information and customer relations for community based programs and services for solid waste department
Clerk	Performs a variety of clerical tasks, including answering telephones, typing documents, and filing records.
IT Tech (Help Desk)	Performs first-level network support, setup installation and troubleshooting of associated information services activities.

Please acknowledge receipt of this Addendum as part of bid documentation submittals. Not doing so may result in a disqualification of your bid.

END OF ADDENDUM NO. I

