

City of Lynchburg
Procurement Division
900 Church Street
Lynchburg, Virginia 24504
Telephone No.: (434) 455-3970
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**Addendum for Request for Proposal
Temporary Employment Services For the City of Lynchburg**

2016-016

Date: 09/17/2015
From: Lisa Moss, Buyer VCA
RE: Addendum No. 1

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Offeror shall indicate receipt of this Addendum and all previously issued Addenda on the Title Page.

1. Please clarify how the City would like the “on the job evaluations” to be performed.
This requirement only applies to the jobs at the Department of Water Resources (DWR). It is required that “on the job evaluations” be coordinated with DWR Management and meetings between the contracted agency and DWR staff be set up shortly after start of temporary staff and then set on a monthly basis.
2. Please clarify how the City would like the drug testing process (random and standard) performed.
Employers are required to have a random drug screen pool established for CDL holders. Testing is to be completed in accordance with DOT regulations. Testing is to be done on all new hires, CDL and other, and for reasonable suspicion as well.
3. Please clarify how the City would like the temporary agency to monitor and report temporary employee leave time.
The agency needs to communicate any eligibility of leave earnings to Designated City Staff. Temporary Staff taking leave must coordinate this in advance with the designated City Staff in accordance with departmental procedures.
4. Who received the last award for this contract? What is the annual spend amount for last contract?
This is the first time the City has bid these services.
5. Is it possible to receive the current Employee Pay Rate and Bill rate for the current contract?
The current markup rate that Public Works is paying is 27% and DWR is paying 41%.
6. Are you selecting vendors based on lowest mark-up or lowest pay rate or both?
Selection will be made upon the evaluation criteria listed in the RFP
7. What is the annual budget for this contract?
The estimated annual budget for this contract is \$560,000.00.
8. Is it single award or multiple award contract?
The City reserves the right to make a single or multiple awards based upon the proposals received.
9. Will the City allow additional on-site recruitment efforts other than the required quarterly on-site recruitment events listed in the RFP?
Yes, as long as it is arranged in advance with City Staff.

10. #12 Scope of Services: Can the City please provide an example of the specialized training that may need to be provided by the contractor?
Public Works Flagger Certification.
11. #15 Invoicing: Will the City consider weekly invoicing to allow for any payroll discrepancies to be worked out weekly and then just lump all invoices for each month together for payment?
Yes
12. Staff Required: The City seeks Offerors to provide temporary staff for the staff titles and job descriptions listed in Attachment A and Job Matrix Attachment A-1. Offerors shall be capable of providing, at a minimum, all of the titles listed.
The city will consider proposals from firms that can provide any of the titles listed in the RFP.
13. How many positions will require drug testing?
All positions will require drug testing.
14. **The Proposal Submission date has been extended to October 8, 2015 at 4:00 P.M. No further questions will be accepted.**