

# ADDENDUM No. 1

## RFP No. 985

### Temporary Staffing Services for Public Works

**Due: October 14, 2016 at 2:00 P.M.**

The following adjustments shall be made to the Request for Proposal for Temporary Staffing Services for Public Works RFP No. 985 on which proposals will be received on/or before October 14, 2016 by 2:00 P.M.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes 2 pages.**

**Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum will be considered nonconforming.**

**The following forms provided within the RFP Document must be included in submitted proposal:**

- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form

**Proposals that fail to provide these completed forms listed above upon proposal opening may be deemed non-responsive and may not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here

- |            |   |
|------------|---|
| Question 1 | Who is/are your current vendors?                                    |
| Answer 1   | The City's HR department currently hires all temporary workers.     |
| Question 2 | What was last year's expenditure?                                   |
| Answer 2   | Approximately \$66,000  |
| Question 3 | Is there an incumbent vendor or is this a new staffing opportunity? |
| Answer 3   | The City's HR department currently hires all temporary workers      |
| Question 4 | What is the anticipated total contract spend and volume per year?   |
| Answer 4   | 5000 hours per year   |

Question 5 Section II (L): states that if at any point the City of Ann Arbor determines the contract employee is not performing their duties to the City's standards, the Contractor, upon notice from the City shall remove the temporary personnel from the assignment at no charge to the City of Ann Arbor, and the Contractor shall find a suitable replacement. Please clarify the "no charge" period. Can you confirm that charges for hours worked up to the point of notification will be paid?

Answer 5 Yes, charges for hours worked will be paid.

Question 6 Section IV - Attachment H - Living Wage Ordinance Poster: states that the Company must pay each of its employees performing work on any covered contract or grant with the City, no less than the living wage, which is defined as \$12.93 per hour when health care is provided, or no less than \$14.43 per hour for those that do not provide health care. It is understood that the Living Wage will be adjusted upward each year after April 30, and covered employers will be required to pay the adjusted amount thereafter. Will there be an opportunity to change (increase or decrease) the hourly bill rates due to accommodate adjustments to the Living Wage and other legislatively mandated new or increased employer costs after a set period of time?

Answer 6 City Public Works will work with the selected service provider on changes to the hourly bill rates based on changes to the City's Living Wage or other legislatively mandated new or increased employer costs. Please be advised that this measure is not intended to allow any increase in profit margin to the service provider and is intended only to compensate for an actual cost increase.

Respondents are responsible for any conclusions that they may draw from the information contained in the Addendum.