



CITY OF ROCKVILLE
ROCKVILLE, MARYLAND

Addendum #2
Invitation for Bid (IFB) No. 17-25
TEMPORARY LABOR SERVICES
February 25, 2025

ATTENTION ALL BIDDERS:

The following addendum is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all Bidders who respond to this IFB. Specific parts of the IFB have been amended. Bidders are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your bid to disqualification. No provided answer to a question may in and of itself change any requirement of the IFB. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (**ex: new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~).

QUESTIONS (Q&A)

QUESTION 1: Are background checks required for workers? If so, who is responsible for the cost?

RESPONSE: The Contractor is responsible for ensuring that workers are eligible to legally work in the United States. The Contractor will provide and require all Laborers to take and pass a pre-employment 5-panel drug screening test before starting work for the City. The Contractor is responsible for the cost.

QUESTION 2: Are there any restrictions on subcontracting part of the work?

RESPONSE: Subcontracting is not allowed under this solicitation.

QUESTION 3: If a laborer transitions to a full-time City employee, is there a waiting period before hiring?

RESPONSE: There is no waiting period.

QUESTION 4: Can you confirm if the 5,000-hour estimate is a guaranteed minimum, or could it be significantly lower?

RESPONSE: The 5,000 hours is used for bid evaluation purposes only. Usage varies depending on City staffing levels and service needs. The City DOES NOT guarantee either a minimum or maximum usage.

QUESTION 5: Are there any specific qualifications or certifications required for laborers?

RESPONSE: No special licensing or certifications are required. Temporary laborers supporting the Environmental Management Division's recycling and refuse programs will be required to ride on the back of refuse trucks in accordance with industry-accepted and City-established safety policies. Temporary laborers will not be assigned to drive vehicles; therefore, a CDL is not required. Please see work requirements outlined in section 4.3 Service Category.

QUESTION 6: Will the City provide any training for laborers, or is the contractor responsible for it?

RESPONSE: The training of temporary workers is a responsibility that is shared between the staffing agency and the City. Staffing agencies should provide general safety and health training applicable to different occupational settings, while the City will provide specific training tailored to the particular hazards at their workplaces. Laborers, for recycling and refuse duties, are required to attend a City of Rockville Standard Operation Procedures (SOP) and safety training before commencing duties defined in this solicitation. This City will provide this training at the beginning of the initial work day and annually thereafter.

QUESTION 7: What safety equipment must the contractor provide versus what will be supplied by the City?

RESPONSE:

Laborers are required to have the following personal protective equipment (PPE) at the start of the first day of work and every subsequent work day that follows:

- Safety-toed boots meeting ASTM F2413 standard
- ANSI Class 2 reflective safety vest
- Work gloves
- Safety glasses meeting ANSI Z87.1 standard
- Rain gear meeting ANSI Class 2 requirements

The contractor is required provide/ensure the laborer is supplied with the proper PPE.

QUESTION 8: Beyond the listed documents, are there any additional mandatory forms that need to be submitted with the bid?

RESPONSE:

There are no additional mandatory forms that are needed to be submitted with the bid.

Please complete page 4, Submittal Check List and Signature, and page 23 Bid Form.

QUESTION 9: Is there a specific format required for reference submissions?

RESPONSE: Please complete the Bidder Reference Form on page 25, Attachment B.

QUESTION 10: If we have questions regarding the bid pricing form, how should we seek clarification?

RESPONSE:

Prior to contract award, please reach out to:

Gina Washington, Senior Buyer
City of Rockville
Procurement Division
111 Maryland Avenue
Rockville, MD 20850-2364
Phone: 240.314.8431
Fax: 240.403.9321
E-Mail: rwashington@rockvillemd.gov

QUESTION 11: Can you confirm whether the contract will be awarded to multiple vendors or just one?

RESPONSE: The IFB discusses contract term and award in the following sections:

- Section 1.3 (page 5): The City reserves the right to award this contract in such a manner that is in the City's best interest; the City may award by any individual option, award multiple contracts, award a primary and secondary option, or none.
- Section V, Bid Pricing Sheet (page 23): Items may be awarded to one or multiple vendors, by individual item or in the aggregate, or any combination thereof. The IFB specifies the award to be made to one or more of the lowest responsive and responsible bidders complying with the provisions of the IFB.

The previous contract was awarded to multiple bidders to ensure consistent provision of services to meet daily needs.

QUESTION 12: If multiple vendors are selected, how will work assignments be distributed among them?

RESPONSE: The lowest responsive bidder would be first tasked to do the work, if this vendor could not provide the necessary services, staff would task the second lowest responsive vendor. Historically, task requests need service in less than 24 hours and the quantity of laborers fluctuates daily (historically ranging between 0 to 6 laborers in a day). As a result, this contract has historically utilized multiple vendors to provide service at various points within the contract term.

QUESTION 13: What key factors will determine the renewal of the contract beyond June 30, 2026?

RESPONSE: Key factors for contract renewal include performance, timely responsiveness to tasks assigned with the 24-hour period, costs, compliance with safety procedures, and reliability of service.

QUESTION 14: How long does the invoice approval process typically take?

RESPONSE: The Contractor shall submit invoices, which shall include a detailed breakdown of all charges for that monthly period including employee names, date of services, itemized cost (hours and hourly rates) and other items in accordance with Section 4.5 Billing and Payment. The payment term is thirty (30) days from receipt of invoice. The City only issues electronic payments. Selected

vendor(s) are required to complete and submit an ACH application prior to award of a contract/purchase order. All such invoices will be paid promptly by the City of Rockville unless any items thereon are disputed in which event payment will be withheld pending verification of the amount claimed and the validity of the claim.

QUESTION 15: If a worker is removed within the first hour (as per Section 4.5.2), do we need to document the reason for non-billing?

RESPONSE: Per Section 4.2.3, the City has the exclusive right at any time to refuse or determine unacceptable, any worker provided by the Contractor. Refusal of any worker must be done in accordance with the Equal Opportunity Employment Guidelines. The worker will be immediately removed by the Contractor and prompt arrangements will be made for a suitable replacement. The City will document the reason for removal, any safety concern noted, and a record of the non-billing hours incurred. This information will be shared with the contractor for billing reconciliation.

QUESTION 16: Is there a designated contact person for payment-related issues?

RESPONSE: If awarded, the vendor(s) will receive designated contacts for payment-related issues for work assigned by the Department of Public Works and/or the Department of Recreation and Parks.

QUESTION 17: For the bidder reference form, if the reference is an individual where similar work has been performed, not a company will that suffice?

RESPONSE: The bidder reference should be of a firm/company where similar work has been completed as outlined in this solicitation.

QUESTION 18: Are these laborers expected to work a 40 hour shift consistently every week? If not, what is the historical/expected need?

RESPONSE: Hours worked weekly varies depending on daily staffing levels and work demands, which fluctuate. The City DOES NOT guarantee either a minimum or maximum weekly hours.

QUESTION 19: Other than the laborers required dress code, is there any other equipment or trucks expected to be supplied by the laborer?

RESPONSE: The laborer is expected to provide Safety PPE but not other equipment or trucks.

QUESTION 20: What is the annual expenditure and expenditure-to-date on the previous contract for temporary labor services?

RESPONSE: The following is the total City spend for this service over following fiscal years (FY):

- FY 2022 (July 1, 2021 through June 30, 2022) expenditure: \$149,302
- FY 2023 (July 1, 2022 through June 30, 2023) expenditure: \$94,404
- FY 2024 (July 1, 2023 through June 30, 2024) expenditure: \$74,890
- FY 2025 expenditure to date: \$54,039

NOTE: Historical spend may not reflect the City's future operations and needs. The City relies on temporary agencies to cover positions impacted by vacancies, injuries, annual leave and sick leave. Actual expenditure varies by year, staffing levels and service needs.

QUESTION 21: Who are the current vendors? What is their pricing?

RESPONSE: The current vendors for these services are CMT Services Inc., Hyattsville, MD and Phoenix Staffing Inc., Hyattsville, MD. The hourly rate varies between \$19.15 to \$22.88.

NOTE: Bid pricing is required to include all overhead, profit, taxes, insurance, other applicable fees and costs, and meet minimum wage laws. For hourly wage rates in Montgomery County, Maryland (the County where the City of Rockville is located) see Maryland Department of Labor, Minimum Wage and Overtime Law, Montgomery County:

<https://www.labor.maryland.gov/labor/wages/wagehrfacts.shtml>

QUESTION 22: Could you please share current Suppliers pricing and Proposals?

RESPONSE: See question 21, response.

In the event you feel the need to obtain a copy of the bid response, this information can be requested via the City's MPIA request.

Please be aware, MPIA process takes up to 10 days to respond and the city will not extend the bid due date.

<https://www.rockvillemd.gov/145/Public-Information-Request>

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE INVITATION FOR BID (IFB).

Additionally, please be sure to submit all required forms with your bid per this addendum and the solicitation instructions.

ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 2 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR BID OR ACKNOWLEDGING IN YOUR BID.

ISSUED BY: GINA WASHINGTON, SENIOR BUYER, 02/25/25

NAME OF BIDDER: _____

BID DUE DATE: 2:00PM (ET), FRIDAY, FEBRUARY 28, 2025