



## Macon-Bibb County Government

Procurement Department

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December 1, 2023

ADDENDUM # 2

To: ALL PROSPECTIVE FIRMS

Re: INVITATION FOR BIDS: 24-010-LH, Staffing Agencies for Unskilled Labor for Macon-Bibb County

**The Invitation for Bids, referenced above, is modified as follows:**

1. Our company is a staffing firm located in Humble, Texas and we are interested in submitting a quote for the above bid. Our question is: If our company is from another state can we participate in the bid?

Answer: Yes.

2. How many employees currently work under (or will be anticipated to work under) this contract?

Answer: This service will be on an as needed basis. There is no pre-determined number at this time.

3. Who are the present vendors?

Answer: Ark Temporary Staffing; STSS, Inc.; Environmental Differences; Mac Face Marketplace Company.

4. How many vendors will be awarded as a result of this solicitation?

Answer: This will be determined based on the evaluation of the bids

5. What are the current billable hourly rates on percentage mark-up rates?

Answer: Macon-Bibb County is seeking bill rate pricing quotes for vendors to supply unskilled temporary laborers and to compensate those unskilled laborers at a rate of no less than \$12.00 per hour. Macon-Bibb County is not seeking mark-up overpay rate quotes from vendors.

6. What are the hourly bill rates or percentage mark-up rates at the time of award?

Answer: The current hourly rate for Unskilled Workers ranges from \$15.36 to \$16.32.

7. How much was spent (dollar value) on this service last year?

Answers:

Ark Staffing:	\$ 80,752.68	Period 4/2021 thru 2/2023
STSS, Inc.	\$387,855.00	Period 4/2021 thru 9/2022
Environmental Differences	\$240,772.98	Period 4/2021 thru 8/2022
Mac Face Marketplace	\$599,764.85	Period 4/2021 thru 4/2023

8. How much is intended to be spent (dollar value) once the contract is awarded?

Answer: To be determined.

9. May we attend the bid opening meeting in person?

Answer: Yes.

10. How often is the pay cycle?

Answer: Net 30 days.

11. How much lead time do we have to provide employees?

Answer: Lead time will be provided upon notification of need.

12. Will the County prefer local vendors?

Answer: Yes, in accordance with Macon-Bibb County Code of Ordinances Sec. 19-5.1(g):

*Award.* The contract shall be awarded by the buyer to the lowest responsible and responsive bidder provided that where a non-local vendor has submitted the lowest bid, a local vendor whose price is within five (5) percent of the lowest bid, and whose price is lower than other local vendors, shall be treated as the lowest bidder, and provided further that, after consultation with the using department and approval by the county manager or the mayor, the buyer may award a contract to other than the lowest responsible and responsive bidder based on "best value" to Macon-Bibb County. The basis for any award based on best value shall be documented in writing by the buyer. Best value shall be documented in writing by the buyer. Best value shall be determined based on the following criteria:

- (1) The ability, capacity and skill of the bidder or firm to perform the contract or provide the services required;
- (2) The capability of the bidder or firm to perform the contract or provide the service promptly or within the time specified without delay or interference;
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder or firm;
- (4) The quality of performance of previous contracts or services;
- (5) The previous and existing compliance by the bidder or firm with laws and ordinances relating to the contract or services;
- (6) The sufficiency of the financial resources and ability of the bidder or firm to perform the contract or provide the services;
- (7) The quality, availability and adaptability of the supplies or services to the particular use required;
- (8) The number and scope of conditions attached to the bid by the bidder or firm, in any;
- (9) Price, provided that where a non-local vendor has submitted the lowest bid, a local vendor whose price is within five (5) percent of the lowest bid, and whose price is lower than other local vendors, shall be treated as having submitted the lowest bid;
- (10) Preference shall be granted to local vendors as against non-local vendors that are otherwise equal with respect to the above criteria; and
- (11) For contracts involving the use of S.P.L.O.S.T. funding, the degree and manner to which a bidder or firm intends to utilize local labor, non-labor, and administrative personnel.

13. Could a non-resident vendor bid for this contract?

Answer: Yes.

14. Does the County require references?

Answer: Yes. A minimum of three references with the contact name, email address, and phone numbers.

15. Is there any sub-contracting goal for this contract?

Answer: The successful awardee of contract shall not assign or sub-contract work without the County's prior written consent.

16. Does the County have any set-asides for M/W/DBE Firms?

Answer: There are no weighting criteria established for this Invitation to Bid other than pricing and meeting all the requirements stated in the solicitation.

17. Does the County require audited financial statements for the Financial and Legal Stability statement? Is there any format for this?

Answer: Format to be determined.

18. Please confirm any minority participation goal.

Answer: Vendors are to provide their minority participation goals.

19. We are unable to find the following forms in the IFB documents, could the County provide these documents as an addendum? Bidder's Qualification Form, List of Subcontractors, Minority Participation Goal, E-Verify Affidavit, and Debarment For.

Answer: See Attachment A document for forms.

20. Please provide the previous spending of the contract?

Answer: Please refer to response in question #7.

21. To offer you competitive pricing, could the County share the incumbent's cost proposal?

Answer: Please refer to the hourly rates referenced on question # 6.

22. Please describe the issues/problems that the County is facing under the current contract.

Answer: There are no current issues.

23. How many temporaries are currently working under this contract?

Answer: 15.

24. How many temporaries have been hired by the County under this current contract?

Answer: Macon-Bibb County does not keep a record responsive to that question.

25. What is the overall budget of the contract?

Answer: To be determined.

26. Does the County seek a copy of the Insurance along with the proposal?

Answer: Insurance to be provided prior to execution of contract.

27. To offer you competitive pricing, could the County share the incumbent's cost proposal?

Answer: Please refer to question #6 for hourly rates provided by vendors.

28. Will the certified M/W/DBE firms get any preference over the competitors during the evaluation for an award?

Answer: Please refer to question #16.

29. Please advise us of the approximate amount of annual spend or total spend for the contract that the County has budgeted for this project.

Answer: To be determined.

30. When is the anticipated start date?

Answer: To be determined.

31. Are bidders required to have an office in a certain radius?

Answer: No.

32. Does this venture require bonding?

Answer: No.

33. If this is not a new venture, what was the previous costs for these services?

Answer: Please refer to question #6 hourly rates.

34. How many temporary employees are needed to fill these roles?

Answer: To be determined.

35. Are there specific certifications or state registrations required to bid on this venture?

Answer: Please refer to the scope of work for requirements.

36. Are vendors able to acquire state certifications directly following being awarded this contract?

Answer: Please refer to the solicitations and scope of work that states the requirements.

37. Do you have specific invoicing requirements?

Answer: The title invoice is to be clearly displayed, Customers/Company full name, address, invoice date, a unique invoice number, description of the services provided, along with the quantity and price.

38. What are the payment terms?

Answer: Vendors are paid based on the approval of hours by the County's designated personnel, and within 30 days upon receipt of invoice by Accounts Payable.

39. What is the anticipated award date for this contract?

Answer: This will be determined based on the completion of the evaluation process.

Please incorporate this change into the Invitation for Bid and acknowledge receipt of this addendum on your bid form.