

**Request for Bid Q00917
Temporary Contractual Staffing Services Custodians
Addendum #1
March 29, 2018**

All changes to the Request for Bid (RFB) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their bid submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following clarifications and additional information:

1. In addition to the requirements made for a bid bond in section 2.14. A 10% bid bond in the form of a Bid Security is also acceptable.
2. The awarded contractor must demonstrate the ability to provide labor in this market environment.
3. Please acknowledge the receipt of this addendum. Let us know if you intend on bidding this RFB. If not please let us know why?

Company Name: _____

Reason(s) for Not Bidding:

Please email this acknowledgment to athomps@harpercollege.com or fax to 847-925-6131 within 24 hrs.

This addendum consists of the additional information based on questions received to date:

1. If 20 employees are requested, will all 20 get 40 hours for the week? Or are different amounts of personnel requested daily?
Response: If 20 temporary custodial associates are requested, they will work 40 hours a week. Based on the current pay rate, the minimum amount that we have currently is 20. That number may change based on our budget and the results of this bid.
2. If we are expected to interview and possibly hire the current cleaning staff, what is the current pay rate of the employees?
Response: The current temporary custodial associate pay rate varies based on the temporary employee. With the start of this contact any existing temporary employee that is hired back will receive a pay rate of \$12 an hour effective July 1st 2018.
3. Where can interviews of the existing temporary staff take place?
Response: The awarded contractor will have to make that decision. They will have to factor the time and availability of the current temporary custodial associates. Interviews can be held offsite at your office, by telephone, or a room can be provided for the awarded firms to conduct their interviews.

4. Where do your current *temporary* employees check in?
Response: Temporary custodial associates check in "B" Building and 3^d shift custodians check in "Z" Building.
5. What is the current bill rate with the supplier that has the contract now?
Response: The current bill rate is \$11.65 an hour.
6. My firm is not an MBE or WBE. Will we be disqualified from bidding?
Response: The College will accept bids from firms that are not MBE/WBE.

Sincerely,

Aaron Thompson
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