

November 17, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
BID # 26-025, Temporary Employment Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: questions and answers received, and revisions.

Respectfully,

Ken Brush

Ken Brush
Procurement Contracts Manager
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature

Printed Name:

Title:

Company:

Bid # 26-025, Temporary Employment Services Addendum # 3

Clarification:

Special Conditions, Item 3, has been revised and replaced with the following:

Performance of Work: The only portion of work that can be performed by subcontractors is to perform backgrounds checks and screenings. The vendor submitting a bid, (prime vendor) shall be fully responsible for all acts and omissions of their subcontractors and of persons directly or indirectly employed by them and of persons for those acts any of them may be liable to the same extent as if they were employed by the vendor. Any work performed by the successful vendor or sub-contracted out must meet all regulated deadlines.

Scope of Work, Page 42, , item 1.24 has been revised and replaced with the following:

The rate listed on the Bid Sheet is the minimum wage to be paid to temporary employees. Vendors shall bid a percentage bill rate (% markup) for which they wish to be considered. Temporary employees furnished by the Vendor will not be entitled to participate in any of the County benefit plans. Regular and premium or overtime hourly rates paid to temporary employees are the responsibility of the Vendor. Overtime shall be paid upon proper authorization from the County supervisor who signs the timecard for the temporary employee. Vendor shall pay overtime to the temporary employee when overtime or a holiday is authorized, worked, and paid for by the County.

Questions and Answers:

Question 1: Could the County please provide guidance on the required content and preferred format for the proposal submission, including any templates, section outlines, or specific documentation to be included?

Answer: Please provide the information requested under Qualifications as well as the bid sheet. If any other information is requested in the document or any addendum it is to be submitted with the bid.

Question 2: Will the County provide any preference or additional consideration to local Polk County vendors during the evaluation process?

Answer: Yes. Please see Page 12, General Information, number 5 Local Preference of the Bid Package documents.

Question 3: The RFP mentions that "Vendors must possess a Polk County Local Business Tax Receipt (f/k/a Business License) in order to do business with the County."

- a. Could the County please confirm if this requirement is mandatory at the time of proposal submission, or if it can be obtained upon contract award?
- b. As our business is a Texas-based firm, will we be eligible to participate without the Polk County Business License at this stage?
- c. If the County allows subcontracting, would engaging a local subcontractor satisfy this requirement?
- d. If applicable, please clarify whether there is a specific local participation goal or percentage.

Answer: a. All documentation and information requested in the Qualifications section should be included with the vendor's submittal or must be provided within 3 business days upon request and prior to award.
b. Yes, but the Polk County Business License must be obtained prior to award.
c. No. The prime vendor would need to have the license.
d. There is not a goal or percentage.

Question 4: Please confirm whether the awarded firm must obtain a Polk County Business License immediately upon award or before contract execution.

Answer: Please see answer to question 3 above.

Question 5: Kindly confirm whether the County requires a **sample COI** to be submitted with the proposal response, or if the **actual COI** is required after contract award?

Answer: No sample is required. The COI will be requested prior to award.

Question 6: Please clarify whether resumes of proposed personnel are required to be submitted with the proposal response, or only after award. If required with the response, should these be **sample resumes** or **actual resumes** of the personnel?

Answer: No. Please see Page 35, Qualifications section of the Bid package for required information to be provided.

Question 7: Could the County please confirm the expected date for the issuance of any addendum or responses to vendor questions?

Answer: Addendums are issued as questions are received by vendors and answered by the County.

Question 8: Do you require original signatures, or can we submit the documents with electronic signatures instead?

Answer: Electronic submittals are acceptable.

Question 9: Could the County please confirm, if we can subcontract with a local vendor to be eligible for local preference? If yes, Could the County can share the link to any MWBE directory?

Answer: No. The prime vendor would need to be local.

Question 10: For Vendor WMBE preference, please confirm if the County can consider any of the following certifications:

- MBE by National Minority Supplier Development Council (NMSDC)
- MWBE by Greater Orlando Aviation Authority
- DBE by Florida Department of Transportation

Answer: The County recognizes the following certifications:

- Florida Minority Supplier Development Council
- Women Business Enterprise National Council
- The State of Florida Office of Supplier Diversity
- Florida Department of Transportation
- U.S. Small Business Administration
- Federal Aviation Authority
- Other Florida governmental agencies

Certifications from other governmental agencies will be considered on a case-by-case basis.

The above three requests for consideration were submitted to our Supplier Diversity Division for approval and the NMSDC and Greater Orlando Aviation Authority certifications have been approved for consideration. The DBE certification does not qualify under our Vendor (WMBE) Preference.

Question 11: Could the County please confirm the certifications accepted by the County for MWBE eligibility for price preference?

Answer: Please see answer to question 10 above.

Question 12: As per our understanding, MWBE vendor doesn't need to be locally headquartered in the County or in Florida State to be eligible for MWBE preference. Is it correct?

Answer: Yes.

Question 13: Since there is no proposal format given in the RFP, please confirm if we need to provide these items as part of the proposal: Forms, Qualifications, and Bid. Please confirm if the County seeks any other information as part of the proposal?

Answer: Please see answer to question 1 above.

Question 14: Could the County please share the proposal format or sequence to be followed?

Answer: Please see answer to question 1 above.

Question 15: How many awards is the County planning to make for this solicitation?

Answer: Please see Page 33, Special Conditions, number 1. Award will be made to all responsive Bidders meeting qualifications.

Question 16: Can we provide the proof of initiating the process of Polk County Local Business Tax Receipt in proposal and submit the Polk County Local Business Tax Receipt (f/k/a Business License) after award?

Answer: Yes.

Question 17: Could the County please confirm its drug screening requirement? At what level - Panel 5, 10, or 12 vendor need to conduct drug screening under this contract?

Answer: Panel level 10.

Question 18: "Vendor must provide proof that they or their subcontractors can order, receive, and provide results data for all Level 2 Fingerprint background checks to be performed. Proof is to include evidence of the qualified entity's numbers issued from FDLE. An example of proof would be an entities VECHS ORI number. This proof must be provided before recommendation of award". Could the County please elaborate what should we submit in this requirement?

Answer: The requirement for Florida Department of Law Enforcement (FDLE) approval of vendors to perform Level 2 background checks is primarily outlined in **Section 435.04(1)(c), Florida Statutes**.

The statute allows agencies to contract with vendors for electronic fingerprinting but mandates that these vendors and their staff are qualified and protect personal information's integrity and security. It also requires vendors to comply with Section 943.053, Florida Statutes, regarding criminal history information and possess secure electronic communication capabilities with state agencies. This framework supports the FDLE's vendor approval process for Level 2 screenings.

Question 19: Could the County please provide guidance on the required content and preferred format for the proposal submission, including any templates, section outlines, or specific documentation to be included?

Answer: Please see answer to question 1 above.

Question 20: Will the County provide any preference or additional consideration to local Polk County vendors during the evaluation process?

Answer: Please see answer to question 2 above.

Question 21: The RFP mentions that "Vendors must possess a Polk County Local Business Tax Receipt (f/k/a Business License) to do business with the County". Could the

County please confirm if this requirement is mandatory at the time of proposal submission, or if it can be obtained upon contract award?

Answer: Please see answer to question 3 above.

Question 22: As we are a Texas-based firm, will we be eligible to participate without the Polk County Business License at this stage?

Answer: Yes. Please see answer to question 3 above.

Question 23: If the County allows subcontracting, would engaging a local subcontractor satisfy this requirement?

Answer: No.

Question 24: If applicable, please clarify whether there is a specific local participation goal or percentage?

Answer: Please see answer to question 3 above.

Question 25: Could you please share the Additional Insured name and address for the Certificate of Insurance?

Answer: Polk County, a political subdivision of the State of Florida, 330 W Church St, Bartow, FL 33830.

Question 26: What would be the number of awards you intend to give (approximate number)?

Answer: Please see answer to question 15 above.

Question 27: What is the tentative start date of this engagement?

Answer: It is anticipated for the new vendor begin services January 1, 2026.

Question 28: What is the work location of the proposed candidates?

Answer: Temporary employees may be required at any location throughout Polk County.

Question 29: Please provide the evaluation criteria for evaluating the bids for this bid?

Answer: Please see Page 33, Special Conditions, number 1. Award will be made to all responsive Bidders meeting qualifications. Bidders must bid on all items for the bid to be considered responsive. All bid items should be bid at a fair and reasonable price; failure to do so may cause the bid to be non-responsive. The Procurement Director shall be the sole judge of what is fair and reasonable. The Procurement Director reserves the right to reject any of all bids and/or waive any minor irregularities in the bids received, whichever would be in the best interest of the County.

Question 30: Are the incumbents eligible to submit the proposal again?

Answer: Yes.

Question 31: Are there any pain points or issues with the current vendor(s)?

Answer: Not at this time.

Question 32: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Answer: No.

Question 33: Can we submit good faith efforts if we are unable to find a subcontractor?

Answer: Not applicable to this Bid.

Question 34: How many positions were used in the previous contract (approximate)?

Answer: The County utilizes approximately 100 positions annually.

Question 35: How many positions will be required per year or throughout the contract term?

Answer: Please see answer to question 34 above.

Question 36: If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

Answer: Awarded vendors are required to provide qualified candidates upon user Division requests.

Question 37: Can we provide hourly rate ranges in the price proposal?

Answer: No, the bid sheet requires a percentage markup to be applied against the hourly rate paid to the temp employee.

Question 38: Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Answer: Temporary employees will need to report onsite.

Question 39: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Answer: Resumes of potential temporary employees will be required upon a County Division's request.

Question 40: Could you please provide the list of holidays?

Answer: Please see Page 43, Scope of Work, number 2.

Question 41: Are there any mandated Paid Time Off, Vacation, etc.?

Answer: No.

Question 42: Please confirm if this is a new initiative or a re-bid of an existing contract?

Answer: This is a re-bid.

Question 43: Please confirm the budget allocated for this project?

Answer: Please see Page 37, Background, paragraph 1 of the Bid package.

Question 44: If it is a re-bid, please share the names of the current service providers/incumbent vendors? Additionally, how many active resources are working under the previous contract?

Answer: Please see Page 37, Background of the Bid package and Attachment B – Temporary Position Report.

Question 45: Please provide the historical spending associated with this contract?

Answer: Please see Page 37, Background of the Bid package.

Question 46: Are there any specific challenges, pain points or areas of concern that you are currently experiencing with the existing vendors?

Answer: Not at this time.

Question 47: Please clarify the anticipated number of awards expected under this RFP?

Answer: Please see answer to question 15 above.

Question 48: Is there a local preference in connection with this RFP?

Answer: Please see answer to question 2 above.

Question 49: Is it mandatory to provide pricing for all labor categories, or can we bid only on the categories we specialize in?

Answer: Bidders are required to be able to provide temporary personnel, at a minimum, for the occupations listed under Scope of Work, Section 1.3. The bid sheet requires a percentage to be applied against the hourly rate paid to any temp employee in any occupational category.

Question 50: Is the use of subcontractors a mandatory requirement for this engagement, or may the prime contractor perform the services entirely with its own resources?

Answer: The subcontracting of **backgrounds checks and screenings** is not mandatory.

Question 51: For the purpose of the page limit, please clarify if mandatory attachments (such as the signed NDA, certifications, and company profile) are included in the total page count?

Answer: Please see answer to question 1 above.

Question 52: Please confirm the evaluation criteria and weighting (e.g., technical vs. cost)?

Answer: Please see answer to question 29 above.

Question 53: Will there be an opportunity for an oral presentation or negotiation meeting during the evaluation process?

Answer: No. Please see answer to question 29 above.

Question 54: What is the expected timeline for award notification and contract execution?

Answer: Please see answer to question 27 above.

Question 55: What is the anticipated volume of staffing requests (e.g., estimated number of requisitions per year)?

Answer: Please see answer to question 34 above.

Question 56: Could you please provide details on the job categories, labor classifications or skill sets most requested?

Answer: Please see Attachment B – Temporary Position Report and Page 44, General Job Descriptions, number 4 of the Bid package.

Question 57: Is there an employee conversion policy (i.e., can the department directly hire contractor staff after a defined period)?

Answer: Please see Page 39, Scope of Work, number 1.9 of the Bid package.

Question 58: Will timekeeping be handled through the department's system or will vendors be required to provide a platform?

Answer: Awarded vendors will be required to provide a platform.

Question 59: In the event of a contract award, please clarify whether awarded vendors will be permitted to directly engage with individual departments/agencies for staffing requests or if all requirements will be routed through a centralized system?

Answer: The successful vendors will engage directly with the User Divisions.

Question 60: On the E-verify certification form, under the “Attest & Contractor” signature section, what is “Its”?

Answer: “Its” represents the persons title or position with the company.

Question 61: What is the day and time of the bid conference?

Answer: There is not a pre-bid conference for this Bid.

Question 62: On page 23, Special conditions 1 states awards will be made to all bidders who meet qualifications. It is our understanding that organizations contracted with Polk County, to provide staffing services, must coordinate with the county to ensure openings are posted on the county website. After that coordination is completed, how are candidates that apply on the county website assigned to awarded bidders?

Answer: Positions that are posted on the County’s website are for permanent employees and will not be handled by the awarded vendor of this Bid. This bid is for temporary positions only.

Question 63: When a candidate is recruited by an awarded bidder and they are referred to the county for hire, are drug tests and backgrounds required prior to being referred to the county or after the county has interviewed the candidate?

Answer: Please see Page 40, Scope of Work, number 1.18 of the Bid package.

Question 64: As per the Bid Sheet, we need to provide a single rate, and as per placements made by incumbents and the job description PDF file, there are multiple roles. Please advise how we want to derive a single rate?

Answer: Please provide a blended percentage markup rate.

Question 65: From **Section 1.24 (p. 42 of the Bid Package)** “The rates listed on the Bid Sheet are the minimum wages to be paid to temporary employees for **each job classification**. Vendors shall **bid a bill rate for each job description** for which they wish to be considered.” So — the County **expects vendors to provide a separate rate per job classification, not a single blended rate** across all positions?

Answer: Please provide a single blended rate across all positions. Please see revision to Section 1.24 above.

Question 66: What is the previous contract spend?

Answer: Please see answer to question 45 above.

Question 67: As per the quotes shared in the past, all vendors have given a single quote. Do we need to give a blended rate? If yes, what are the total positions per role that we need to consider?

Answer: Yes. Please see Attachment B – Temporary Position Report.

Question 68: Please provide the names, winning proposals and pricing details of the vendors who were awarded the previous contract?

Answer: Please see Attachment A – Previous Bid Information.

Question 69: Please provide the total spend on this contract from the period of Dec 1st, 2023 - Dec 1st, 2024?

Answer: Total spend from December 1st, 2023 – December 1st, 2024, was \$2,103,148.05.

Question 70: Kindly provide the bid tabulation sheet for the previous awards?

Answer: Please see Attachment A – Previous Bid Information.

Question 71: On the Temporary Staffing bid, all categories (labor, administrative, professional, skilled, etc.) are all lumped together for one pay rate and one markup. Do all these positions pay the same? How are they all lumped together for the same markup? Each position should be listed individually for a separate line item for pay and markup. We are required to assign the appropriate worker's compensation risk code to each job category. There is no way to bid on all categories grouped together with one pay and bill rate

Answer: All needed temporary positions will not have the same rate of pay. The bid sheet was created using a minimum wage to be applied against the estimated quantity and blended percentage markup submitted by bidders.