



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
TEMP14

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED
01/02/2014

BID OPENING DATE: 01/07/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM ISSUED:		
				1. TO PROVIDE RESPONSES TO QUESTIONS SUBMITTED REGARDING THE ORIGINAL SOLICITATION. QUESTIONS AND ANSWERS ARE ATTACHED.		
				2. TO PROVIDE VENDORS A COPY OF THE MANDATORY PRE-BID MEETING SIGN-IN SHEETS.		
				3. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				***** END OF ADDENDUM NO. 1 *****		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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ROBERTA WAGNER 304-558-0067

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BID OPENING DATE: 01/07/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		946-10-01-001		
TEMPORARY EMPLOYEE SERVICES						
***** THIS IS THE END OF RFQ TEMP14 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: TEMP14
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide responses to questions submitted regarding the Solicitation.
2. To provide mandatory pre-bid sign-in sheets.
3. To provide Addendum Acknowledgment.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM 1

TEMP14 – Questions & Answers

1. Describe what the State’s definition is for “withholding”? (We would consider it to be the burden consisting of FICA, Worker’s Compensation, Unemployment, Liability and Bond Insurance, etc.)

A: The definition of “Withholding” contained in the specifications is hereby amended to include the following items in addition to those items already listed:

“any fee, tax, or other sum of money required to be withheld from an employee’s paycheck by federal, state, county, or municipal governing bodies”

2. Drug testing/Background – If not all departments request background checks then wouldn’t be better to list those costs separately?

A: No. There is no guarantee if any Agency will or will not request background checks.

3. Describe “Vendor shall submit one original technical and one original cost proposal plus ___ convenience copies of the each. Please explain.

A: This is only when requested which is not on this solicitation.

4. How will the increase of ACA costs be accounted for since we do not have these available currently?

A: Please see answer to question #11.

5. Under 4.1.5.1 (pg. 23) you state “the vendors supply all temporary employees with time cards”. Can we use a computer generated time keeping system that we refer to as “direct time”?

A: Yes, as long as the time record is updated daily.

6. 4.1.7 – Explain the “one week notice” ruling that is required. What if there is a family emergency or illness, do the vendors have to wait one full week before replacing the temporary?

A: The language contained 4.1.7.1 is hereby amended by include the phrase “,except in cases of a bona fide emergency,” as follows: “Vendors shall provide one week notice, except in cases of a bona fide emergency, should Vendor be required to replace the existing Temporary Employee or provide a new Temporary Employee.”

7. 4.1.20.3 (page 29) states Vendor shall not request nor require any additional forms, policy statements, etc to be assigned by any State Agency. Does this mean signed documents and not procedural forms such as work environment surveys?

A: Yes. Additional Terms and Conditions and Policies shall not be requested. Forms such as satisfaction surveys may be submitted to the Agency, but Agency is under no obligation to complete the forms and is not permitted to sign the forms.

Also, **4.1.20.3** now corrected to read as follows: "Vendor shall not request nor require additional forms, policy statements, etc. to be signed by any State Agency."

8. If there are 5 lowest bid proposals accepted, who decides which Vendor will service the state agency?

A: Please see Section 4.1.16 of the Specification.

9. 9.2 – How much are the replacement controlling cards or keys?

A: It depends on the Agency/Region. But a \$10.00 replacement fee is being charged within the Capitol Complex Buildings and most Agencies within the Charleston, WV area. No cash payments, only checks payable to the WV Department of Administration (and/or the Agency)

10. Under item 51, Background check it states a temporary may be required to submit to a fingerprint-based state and federal background inquiry through the state repository at the service provider's costs for any costs associated with the fingerprinted-based state and federal background inquiry. What is the cost and how many are generally requested in a one year period of time?

A: Vendors should contact the West Virginia Division of Protective Services @ 304-558-9911 for more information regarding background check requirements as stated in Item # 51 of the General Terms and Conditions.

11. 4.1.4.1 Will the ACA costs be considered in the bill rates changing in the future?

A: No, any actual or anticipated costs associated with the ACA must be included in the vendor's bid submission and reflected in the quoted price.

12. What type of drug testing will be required? (Swab? Panel number? Urine?)

A: This depends on the placement per Section 4.1.8.1 of the Specification.

13. What type of background checks?

A: Please see answer to # 10.

14. The bid package references it as TEMPS14 but in 2.3 it states TEMP13; which is it?

A: 2.3 is corrected and will read: "RFQ" means the official request for quotation published by the Purchasing Division and identified as **TEMP14**.

SIGN IN SHEET

Request for Proposal No. TEMP14

PLEASE PRINT

Date: 12/20/13

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Express Employment</u>	305 <u>47 RHL Blvd</u>	PHONE <u>304 746 8888</u>
Rep: <u>Tom Wirtz</u>	<u>South Charleston</u>	TOLL FREE
Email Address: <u>tom.wirtz@expresspros.com</u>	<u>WV 25309</u>	FAX <u>304 746 1112</u>
Company: <u>Choice Staffing, Inc</u>	<u>510 19 Holly Cir</u>	PHONE <u>304 444 2080</u>
Rep: <u>Kerry Winters</u>	<u>Winfield, WV 25213</u>	TOLL FREE
Email Address: <u>kerry.winters@frontier.com</u>		FAX <u>888 811 0922</u>
Company: <u>For te Staffing, Inc.</u>	<u>510 19 Holly Cir</u>	PHONE <u>304 444 2080</u>
Rep: <u>Cindy Winters</u>	<u>Winfield, WV 25213</u>	TOLL FREE
Email Address: <u>cindy.winters@frontier.com</u>		FAX <u>888 811 0922</u>
Company: <u>JAG Professional Resources</u>	<u>137 N. main ST.</u>	PHONE <u>937-225-9905</u>
Rep: <u>Herbert Jones</u>	<u>Suite 1022</u>	TOLL FREE
Email Address: <u>h.jones@jagprofessionalresources.com</u>	<u>Dayton, OH 45402</u>	FAX <u>937-225-9907</u>
Company: <u>Adecco</u>	<u>1006 Washington St. E</u>	PHONE <u>304 345 8367</u>
Rep: <u>Melinda Brooks</u>	<u>Charleston, WV 25301</u>	TOLL FREE <u>304 345 8366 Fax</u>
Email Address: <u>melinda.brooks@adeccoaa.com</u>		FAX

SIGN IN SHEET

Request for Proposal No.

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Date: 12/20/13

*** PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD**

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Manpower</u>	<u>503 Pennsylvania Ave.</u>	PHONE <u>304-346-9617</u>
Rep: <u>Maryanna Hall</u>	<u>Charleston, WV 25302</u>	TOLL FREE
Email Address: <u>Maryanna.hall@manpower.com</u>		FAX <u>304-345-7390</u>
Company: <u>Manpower</u>	<u>503 Pennsylvania Ave</u>	PHONE <u>304 346.9617</u>
Rep: <u>Prudence Ross</u>	<u>Charleston WV 25302</u>	TOLL FREE
Email Address: <u>prudence.ross@manpower.com</u>		FAX <u>304.345.7390</u>
Company: <u>Saunders Staffing, Inc</u>	<u>P.O. Box 211</u>	PHONE <u>304 344 4733</u>
Rep: <u>Connie Saunders</u>	<u>Bluefield WV 2601</u>	TOLL FREE <u>888 199 2119</u>
Email Address: <u>Saunders em@earthlink.net</u>		FREE <u>304 256 0560</u>
		FAX <u>304 325 6817</u>
Company: <u>Extras Support Staff Staffing</u>	<u>430 29th St.</u>	PHONE <u>304.485.4000</u>
Rep: <u>Jenny Noon</u>	<u>Parkersburg WV 26102</u>	TOLL FREE
Email Address: <u>Charleston.manager@extrasstaffing.com</u>		FAX <u>304.744.2005</u>
Company: <u>Rad Gov</u>	<u>107-B1 Corporate Blvd</u>	PHONE <u>954-938-2800</u>
Rep: <u>Christie Payne / Eileen Loprete</u>	<u>South Plainfield, N.J</u>	TOLL FREE
Email Address: <u>CPAYNE@RadGov.com</u>	<u>07080</u>	FAX <u>954.938.2004</u>

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>JayKay Staffing</u>	_____	PHONE <u>1800-442-5441</u>
Rep: <u>Cody W. Carpenter</u>	_____	TOLL FREE
Email Address: <u>info@jaykaystaffing.com</u>	_____	FAX <u>1-800-809-0158</u>
Company: <u>WVARF</u>	<u>400 Allen Drive, Ste 100</u>	PHONE <u>304-205-7970</u>
Rep: <u>Mary Jones</u>	<u>Charleston, WV 25302</u>	TOLL FREE
Email Address: <u>mjones@wvarf.org</u>	_____	FAX <u>304-205-7915</u>
Company: <u>WVARF</u>	<u>400 Allen Drive, Ste 100</u>	PHONE <u>304-205-7970</u>
Rep: <u>Aaron Jones</u>	<u>Charleston, WV 25302</u>	TOLL FREE
Email Address: <u>ajones@wvarf.org</u>	_____	FAX <u>304-205-7915</u>
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX _____

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>MANPOWER</u>	<u>503 PENN. AVENUE</u>	PHONE <u>304.346.9617</u>
Rep: <u>DIANE W. STRONG-TREISTER</u>	<u>CHARLESTON, WV 25302</u>	TOLL FREE
Email Address: <u>DIANE.STRONG@MANPOWER.COM</u>		FAX <u>304.345.7390</u>
Company: <u>Maxim Staffing Solutions</u>	<u>735 Taylor Rd Suite 220</u>	PHONE <u>614-986-3001</u>
Rep: <u>Jason Nicholas : Patrick LeBlanc</u>	<u>Cathanna OH 43230</u>	TOLL FREE
Email Address: <u>Janichol@maxhealth.com</u>		FAX <u>855-591-5936</u>
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: TEMP14

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012