City of Cleveland Memorandum
Frank G. Jackson, Mayor

To: Tiffany White Johnson, Commissioner
Division of Purchases and Supplies

From: Andre Reynolds
Department of Finance
Administration

Date: October 31, 12016

Subject: Addendum No. 1 – RFP Title: Qualified Temporary/Seasonal employment Firms
Bid Due Date: November 1, 2016

Please be notified that this addendum for the above-referenced Request for Proposal has been submitted to all vendors who received bid packages. The purpose of this addendum is to advise all bidders of the following information:

RFP Received questions October 31, 2016:

1. The request for proposal makes mention of a technical proposal, but there are no instructions which state what the technical proposal is to contain. Can you provide clarification?

    - As specified within proposal.

2. Can you provide the current contract rates for the position listed within the proposal document?
    - Snow Removal Vehicle Operators:
        $32.87 plus $.25 per hour for the first 40 hours

3. For Snow Removal Vehicle Operators and Airport Maintenance Men at the Department of Port Control, employees must successfully complete a TSA 10-year fingerprinting Criminal History Check. Who is responsible for paying for this fingerprinting – the vendor or the City of Cleveland?

    - The City of Cleveland shall pay consultant fees which includes charges for fingerprinting, drug testing, and driver license and Cuyahoga County and State of Ohio criminal background checks. TSA Background checks shall be paid through the City of Cleveland.

4. There is a subcontractor participation goal of 10% CSB Participation for this opportunity. Given the short time line, would you consider either waiving the participation requirement or allow the selected vendor to submit Subcontractor Plan after award?

    - Please find attached approved Subcontracting Goal waiver dated October 31, 2016.

5. In the solicitation document, it states that employees of the temporary agency shall be responsible for all fees pertaining moving and non-moving traffic violations during the course of duty. Are employees also responsible for any property damage related to the traffic violations?

    - It is the intent of the City of Cleveland that the vendor is responsible for the workers compensation claims of its employees and for the City of Cleveland to be responsible for automobile and all other liabilities resulting from the acts or omissions of drivers while in the conduct of the City's business.

This addendum will have the same force and effect as if it had been part of the specifications originally issued.

If you have any questions regarding the attached, please contact Andre Reynolds at (216) 664-3509.

Thank you for your prompt attention and assistance in this matter.

City of Cleveland
Frank G. Jackson, Mayor

Office of Equal Opportunity
Dr. Melissa K. Burrows, Director

Subcontracting Goal Change Request Form

For contracting opportunities greater than $50,000

Note: Under Chapter 187 C.O., Contracting Departments are required to use their best efforts to utilize CSBs, MBEs and FBEs as subcontractors on all contracts greater than $50,000.00. Departments should use this form to request a waiver or reduction of the subcontracting goals established under Sections 187.04 and 187.06. Should the OEO approve the change, the revised subcontracting goal(s) shall be stated in the bid or proposal documents. If the Department requests a waiver of the subcontracting goal(s), it must submit reasons why subcontracting is infeasible or impracticable, and/or must document that there are no certified subcontractors available to participate in the contract.

Project Name/Contract Services: Qualified Temporary/Seasonal Employment Firms

Contract Type: ☐ Public Improvement ☒ Professional Service ☐ Purchase ☐ Other: _____

Funding Source(s): ☒ City ☐ Federal ☐ State ☐ Other: _____

Established Subcontracting Goal(s): _____ MBE _____ FBE 10% CSB

Proposed Subcontracting Goal(s): _____ MBE _____ FBE Ø% CSB

Waiver of OEO Subcontracting Goal(s) Requested? ☒ Yes ☐ No

Brief explanation of reason(s) a subcontracting goal change or waiver is requested for this contract:
Bid Specs/RFP Description of Services must be attached: ☒ Included

The City of Cleveland ("City"), through its Director of Finance, is soliciting proposals from qualified temporary/seasonal employment firms to provide seasonal employees.

Signed: _____

Printed Name: Jim Hartley

Director of Acting Director of Finance

OEO Review:

Waiver: Approved: ☒ Denied: ☐

Goal Change(s): Approved: ☐ Denied: ☐

New Goals: _____ MBE _____ FBE _____ CSB

☒ Reasonable and necessary requirements of contract preclude subcontracting.
☐ Sufficient certified contractors who are qualified and capable of providing the goods or services the contract requires are unavailable.
☐ Goods and/or services to be furnished under the contract are available only from a sole source.
☐ An emergency exists which requires goods or services to be provided with such immediacy that it is impracticable to comply with the subcontracting goals.
☐ Other: _____

Signed: _____, OEO Evaluator Date: 10.31.16

Signed: Melissa Burrows, OEO Director Date: 10/31/16

Questions? Contact OEO at **(216) 664-4171** for assistance.

August 12, 2015