



ADDENDUM 1 to City of Mobile
Bid Number 5502
PERSONNEL PAYROLL/STAFFING SERVICES
“YES” YOUTH INTERN PROGRAM

Advertised: December 21, 2020
Questions Due: January 12, 2021
Bids Due/Opened: January 19, 2021, 11:30 a.m.
local

Mailing Address:

City of Mobile
Purchasing Department
P.O.Box 1948
Mobile AL 36633

Package Delivery:

City of Mobile
Purchasing Department
Government Plaza
4th Floor, Room S-408
205 Government St
Mobile, AL 36644

Phone: (251) 208-7434

Email: Purchasing@cityofmobile.gov

- I. The City of Mobile (“City”) is seeking SEALED BIDS from Personnel Payroll/Staffing Service vendors (Contractor) who can provide payroll services to support the City “Youth Empowered for Success” (YES) Intern program, as per these specifications.

II. RESPONSE TO QUESTIONS RECEIVED

- A. With COVID restrictions becoming more strict, do you accept email or portal upload of bid submissions?

Please provide a signed paper response as indicated in the request for bids.

- B. Please clarify and confirm the only submission to make Bid complete is the Bid Forms from the RFP request mentioned above.

Correct. Please complete, sign, and submit the bid forms and use additional pages if clarification is required in response to any questions.

- C. Do you need additional information of experience, process and qualifications from the bidders or just the Bid Forms completed?

City only requires completion of the bid forms. City may make additional inquiries to verify the accuracy of bidder- provided information and assurances.

- D. Who is (are) the incumbents on this contract?

Blue Arbor, Inc.

- E. If we are an out of state small business, minority woman owned company, can we partner with a company that has AL Business License?

Yes, but the City contract must be with an entity with an Alabama certificate of authority to transact business in the state.



- F. Please confirm this bid is for staffing only and not equipment and/or sw services?
Contractor will not be required to provide equipment.
- G. Does the city specifically require on-site onboarding and training during the pandemic?
Is this something that is optional or required?
Bidders should plan to provide in-person onboarding for interns, and include that requirement in their pricing assumptions. Covid considerations may merit adjustment to that plan, and in that event the City will coordinate a suitable alternative with the selected contractor.
- H. Could you define the termination process of employee? Is the agency responsible to inform the employee of termination/reason or does the city do that and notify the agency?
City will provide counseling and performance feedback for interns and will consult with contractor if termination is anticipated. City will notify intern of termination decision and provide information to contractor.
- I. Outside of the described covered traveled expenses, could you provide an explanation of additional travel expenses that could be incurred during the employee's assignment that is not covered. Is the agency responsible to cover these items?
The travel expenses referenced here are for contractor staff, not for the City interns/employees. City will provide any on-site transportation the interns require and does not expect contractor to fund any intern travel.
- J. See attached Bid Tabulation from the previous bid award. Note that due to potential use federal grant funds for this contract, no local vendor preferences will be applied in the evaluation of bid pricing.



Bid Tabulation
Bid 5235 YES Payroll Staffing Services
Jan 15, 2019

Vendor Name	Point of Contact	Total Bid amount	Local/DBE Pref	Experience	Insurance	Capacity	Licenses	Web Software	Security
Clark Personnel Inc.	Alease Dodd	31% \$9.50	Yes - Local 10% 28.33% 5% 29.665%	Yes	Yes	Yes	Yes	Yes TempWorks	Yes
R&M Staffing	Santachia Martin	28% + one time set up fee \$9.28	Perhaps – may be AL DBE 10% 25.33%	No – firm does not have 5 years exp, was formed in 2018	Yes	Yes	Yes	Yes Gusto.com	Yes
Spherion	Cheryl Williams	29.74% \$9.41	Yes – Local/DBE 10% 27.07% 5% 28.405%	Yes	Yes	Yes	Yes	Yes Spherion WebTime	Yes
Blue Arbor	Lucine Moffett	26.7% \$9.19	Low Bid 10% of bid is 2.67 5% of bid is 1.335%	Yes	Yes	Yes	Yes	Yes Ultra-staff EDGE	Yes
ATS Partners	Nina de Selding	40% \$10.15	N/A	Yes	Yes	Yes	Yes	Yes Atspartners.tsheets.com	Yes