



Temporary Staffing Agency Services
RFP # 12-18-26101

Addendum No. 1
March 8, 2012
Questions and Answers

The following **change** is being made:

1.01 RECEIPT AND OPENING OF PROPOSALS

The JAA will receive Proposals until **March 19, 2012** at 2:00 PM (local time) for selecting companies to provide temporary staffing Services. The Proposals will be publicly opened at the JAA Administration Building, 14201 Pecan Park Road South, Jacksonville, Florida at the above stated time and date.

2.06 RESPONSIBILITIES OF THE CONTRACTOR

I. If applicable, all employees/subcontractors/independent operators of the Contractor assigned to Jacksonville International Airport (JAX) or any other applicable General Aviation Airport must obtain a JAA Security Badge, at the sole expense of the Contractor. The Contractor will have the sole responsibility of complying with FAA guidelines, including but not limited to, requiring **for the life of the employee an employment history and background check**, issuance and wearing of security badges. Any fines incurred by the JAA for violations of any FAA regulations by Contractor employees will be charged to the Contractor, and if not promptly paid by the Contractor may result in termination of the Contract. See **Exhibit E** for the JAA form "Application and Certification Official Signature", which contains details on the issuance, replacement, wearing of security badges, as well as listing the disqualifying crimes for which an employee of the Contractor may not be issued a security badge. It is the Contractor responsibility to schedule appointments for background checks and paying all associated fees. Contractor's employees will not be able to report for assignment until JAA receives confirmation from JAA badging office. Any employee of the Contractor found by the JAA to have been issued a security badge in violation of FAA guidelines will be required to immediately surrender their badge and be removed from JAA property.

FACILITIES ATTENDANT – CUSTODIAL JOB DESCRIPTION DELETE – Under PHYSICAL REQUIREMENTS -Ability to climb ladders and on equipment. JAA is currently revising the position description to reflect the deletion.

Questions and Answers

Q1. Can I get a copy of all the bid prices that were submitted prior?

R1. A copy of the information is attached, refer to Attachment #1.

Q2. 1.16 "Small Business Enterprises (SBE) Participation: states that JAA is committed to providing opportunities, etc, I wanted to know if this is something we have to be "certified" through JAA or are we just rendered as a small business through our paperwork/submittal? Please advise does JSEB apply or I need to see if I need to jump on another certification?



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R2. Small Business Enterprise (SBE) Participation would refer to the business being JSEB certified with the City of Jacksonville or certified with the JAA. There will be no points awarded for small business certifications.

Q3. Can you submit a proposal as a Prime Agency and as a subcontractor to another Prime Agency?

R3. Yes, you can submit a proposal as a Prime Contractor and as a subcontractor. You must provide services for different category of positions.

Acceptable Submittal: You submit a proposal for Category A – Information Technology Positions as a Prime agency and then you collaborate as a subcontractor for Category B, C or D positions.

Unacceptable Submittal: You submit a proposal for Category A – Information Technology Positions as a Prime Contractor and then subcontractor for Category A - positions.

Q4. I would like to request the total current budget for temporary staffing services, October 2011-September 2012?

R4. Current Budget is approximately \$639,833.00.

Q5. I would like to request the total amount spent on temporary agency services for last fiscal year, October 2010-September 2011. It would be most helpful if you provided a breakdown by categories.

R5. Total amount spent in FY2011 was \$444,414.

Breakdown by Percentage:

Facilities (include building maintenance, custodial and grounds maintenance) 75%

Administrative/Accounting - 15%

Information Technology - 10%

Q6. Please advise how JAA will handle pay increases for temporary staff.

R6. Pay increases is at the discretion of the department manager. As long as adequate budget funds available, pay increase can be approved.

Q7. Can JAA provide a copy of the attendance record for the Pre-Proposal Meeting?

R7. A copy of the information is attached, refer to Attachment #2.

**The Question and Answer is closed.
Proposal Due Date is Monday, March 19, 2012 at 2:00 PM (local time)**