

Request for Proposals to Provide On-Call and Temporary General Laborers

Posted: June 23, 2025

This Addendum No. 1 shall be considered part of the RFP to Provide On-Call and Temporary General Laborers and is intended to correct, change, and/or add to the documents as described below. Please make sure to complete the *Addenda Acknowledgement* form included in the *Required Forms* (Exhibit B).

Listed below are questions received with answers from SWACO:

Question #1: *The definition of "Project/Services" states "providing all necessary labor, equipment, tools, and materials required to provide on-call and temporary general laborers." My agency strictly provides staffing and does not provide equipment, tools, or materials other than name badges and reimbursement for PPE. What types of equipment, tools, and materials are being used to perform the services being requested in the RFP?*

Answer: The definition provided is intended to cover anything a potential Proposer would take into consideration when submitting costs and pricing in their Proposal. It is not intended for Proposers to separately list costs on labor, equipment, tools, and materials that may or may not be needed to supply the requested Services.

Question #2: *Do we need to bid on all positions to be responsive?*

Answer: No, it is not necessary to bid on all positions to be responsive. If a Proposer desires to submit for only one of the temporary laborer positions listed in Exhibit A, please note that **II. Site Collection laborers is the required submission** in response to this RFP. **Section III Roadway Litter Collection laborer position rates are optional.** (See laborer positions in Exhibit A, Sections II and III of the RFP Documents for a description).

Question #3: *We see there is an RFP exceptions form; however, is it possible for us to add pages (like an addendum) to clarify roles and responsibilities specific to temporary staffing?*

Answer: Yes, that is fine.

Question #4: *Section VI, F, 1 & 3. It is not customary for staffing providers to take on the responsibility of customer negligence. Would it be possible to redline this so we would be taking responsibility for our (and temporary workers') negligence only?*

Answer: If a Proposer has an exception to the RFP, it should be listed in the RFP Exceptions Form provided in Exhibit B. Redlined areas of the RFP and contract are acceptable. Keep in mind that insurance "limits are adjusted according to industry standards, risk, and further assurances." pursuant to Section VI, Subsection F, paragraph 4.b.

Question #5: *Section VI, F, 2. Are redlines permitted to this section? We are not supplying parts or materials and thus would not cover defects?*

Answer: If a Proposer has an exception to the RFP, it should be listed in the RFP Exceptions Form provided in Exhibit B. Redlined areas of the RFP and contract are acceptable. Keep in mind that insurance “limits are adjusted according to industry standards, risk, and further assurances,” pursuant to Section VI, Subsection F, paragraph 4.b.

Question #6: *Exhibit A, III. How far out along I-71 would services be performed? (E.g., within 50 miles of SWACO HQ)?*

Answer: The litter collection along roadways will be within Franklin County, with the majority of that being along I-71 on the south side of Columbus.

Question #7: *Exhibit A, III. A & C have conflicting information. Is the need for 4 or 5 laborers in addition to the 1 supervisor?*

Answer: Exhibit A, Section III(A)(C) both state four workers. Paragraph A states it as “four temporary laborers, hourly rate for crew supervisor,” and paragraph C states “five individuals including a supervisor.” The wording is different but both state four laborers and one supervisor.

Question #8: *Exhibit A, III. How frequently does SWACO perform the Litter Collection role? Daily? Weekly? Monthly?*

Answer: Daily or as needed at the landfill and as needed at other SWACO facilities.

Question #9: *Exhibit A, III, D. Can you please define “other necessary equipment” a staffing agency would be responsible for providing?*

Answer: The definition provided is intended to cover anything a potential Proposer would take into consideration when submitting costs and pricing in their Proposal. It is not intended for Proposers to separately list costs on labor, equipment, tools, and materials that may or may not be needed to supply the requested Services.

Question #10: *Exhibit A, H. What specific parameters should the staffing agency screen for when conducting a background check?*

Answer: We would like to see the following:

- (1) Identity Verification
- (2) Work Eligibility Verification
 - Complete I-9 form and/or E-Verify
- (3) Basic Criminal History Check

The deadline for questions relating to this RFP is 4:00 p.m., June 27, 2025

Proposals are due no later than 1:30 p.m., July 11, 2025

++ This completes Addendum No. 1 ++