

4/23/2024

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA  
ADDENDUM # 1  
BID # 24-350, Emergency Nursing Staff for Special Needs Shelters**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

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**Contained within this addendum:** questions and answers

Respectfully,

*Brad Howard*

Senior Procurement Analyst  
Procurement Division

This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.

Signature

Printed Name:

Title:

Company:

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## **Bid # 24-350, Emergency Nursing Staff for Special Needs Shelters Addendum # 1**

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Q1: Is this a new contract or renewal of an existing contract?

A1: This is a renewal contract that is put out annually due to FEMA requirements.

Q2: If there is an existing contract, could you please share the names of the current vendors and their pricing?

A2: The bid tab for the prior bid has been uploaded to our FTP site. To receive a copy of related attachments please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder "Bid 23-237, Emergency Nursing Staff for Special Needs Shelters.zip", select "Open" or "Save As" to download the Bid tab. If you need assistance accessing this website due to ADA or any other reason, please email Brad Howard at [bradhoward@polk-county.net](mailto:bradhoward@polk-county.net).

Q3: In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

A3: Please see Special Conditions #1 on page 41 of the bid document.

Q4: What is the estimated budget for this contract?

A4: There is no estimated budget as this bid will only be used in the case of a hurricane or other unplanned natural disaster or emergency. The most recent spend for a previous bid was for Hurricane Ian in 2022 and was approximately \$4,600.

Q5: Is it mandatory to subcontract?

A5: No, subcontracting is not permitted. Please see Special Conditions #4 on page 41 of the bid document.

Q6: Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?

A6: Please see the Scope of Work on page 46 of the bid document.

Q7: Has there been a change in policy in regard to having Polk County listed as additional insured prior to an activation?

A7: No, please see Insurance Requirements on page 33 of the bid document.

Q9: Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?

A9: No, please see A1.

Q10: Please provide a list of all the attachments & forms which is necessary to attach to the proposal.

A10: The items below should be included in the submittal:

- Signature Acknowledgement form (page 29)
- Bidders Incorporation Information form (page 30)
- Copy of W-9 (page 30)
- Drug-Free Workplace Form (page 31)
- Non-Collusion Affidavit of Prime Bidder (page 32)
- Insurance Acknowledgement (page 35)
- Safety Requirements/Regulations Form (page 38)
- Affidavit Certification Immigration Laws (page 39)
- Employment Eligibility Verification Certification (E-verify) (page 40)
- Reference information (page 44)
- Exhibits A and B (pages 49 and 50)
- Bid Sheet (page 48)
- Employment Eligibility Verification Certification (E-verify) (page 51-52)
- Any addenda signature pages

Q11: Do we need to submit the Certificate of Insurance and Business License with the proposal?

A11: No, however, a purchase order cannot be provided until a certificate of insurance meeting bid requirements has been provided to the Procurement Division.

Q12: What is the average length of the assignment?

A12: Fortunately, we have not had to activate these shelters often in recent years. The most recent assignment was for four (4) days.

Q13: Is there any preference to the local vendor while evaluating the proposal?

A13: No, the County intends to be reimbursed by FEMA, therefore no preferences will be given. Please see General Information #5 and #6 on page 12 of the bid document.

Q14: Please provide a list of locations where our staff will perform the required services.

A14: Please see the Scope of Work on page 45 of the bid document.

Q15: Please define the number of FTE's working under current contract.

A15: Fortunately, we have not had to activate any shelters or require any nursing staff this fiscal year.

Q16: Could you kindly specify the number of Full-Time Equivalent (FTEs) needed for each job title at every location?

A16: Please see Attachment A - Special Needs Shelter Staffing Matrix.

Q17: Do we need to provide any equipment, tools, parts, and materials under this contract? If yes, please provide a list of specific equipment, tools, parts, and materials required.

A17: Generally, all equipment and materials will be provided by the County. Please see Attachment B - Job Descriptions for more information.

Q18: Please define the exact proposal format.

A18: This is not a Request for Proposal (RFP), it is an Invitation for Bid (IFB). Please provide the required documents as listed on A10 to this addendum.

Q19: If we are one of the awarded vendors for Contract Emergency Nursing Staff for Special Needs Shelters, 23-237. Kindly confirm, is it still necessary for us to submit a bid response for this RFP?

A19: Yes, the prior bid expires on April 30, 2024, and all vendors must submit a new bid.

Q20: Could you please specify the number of Full-Time Equivalents (FTEs) utilized in the previous contract and indicate which job title was the most frequently used?

A20: There was no usage in the previous contract, however, in 2022 the County only required two (2) Registered Nurses.

Q21: Please provide the list of all the forms which we need to submit with the bid response to avoid compliance issue?

A21: See A10 of this addendum.

Q22: Could you please clarify if we need to provide the technical part based on page 11, Section 2- Awards? If not, could you kindly specify the technical part that we need to provide?

A22: There is no information required in that section. It describes how the bid may be awarded.

Q23: Will the bid be awarded based on the criteria outlined in the "Awards" section?

A23: The bid will be awarded based on Special Conditions #1, however the County may take into consideration items listed in the General Information #2 on page 11.

Q24: Could you please provide information on the spending history of the ongoing contract annually for each vendor?

A24: Please see A4 to this addendum.

Q25: Can you provide insights into any challenges or pain points that the County has experienced under the previous contract, if any?

A25: There have not been any challenges or pain points.

Q26: Can we submit technical proposal and price proposal in one pdf file?

A26: Yes, please see the instructions on page 3 of the bid document for electronic bid submittal.

Q27: Kindly confirm if we can submit the proposal on the provided Kiteworks link or is it mandatory to share the response via Hardcopy (FedEx)?

A27: Yes, you may submit a hard copy or electronically. Please see the bid submittal instructions on page 3 of the bid document.

Q28: What does the County mean by (Do Not Include More Than One Bid Submittal Per Envelope)? Do we have to make 2 different envelopes for technical and price proposal?

A28: The County will not accept multiple bids in a single envelope. Only a single submittal packet is required. If a bidder is submitting a bid for two (2) companies or for the same company but separate locations, they must submit a separate bid for each location.

Q29: As per our understating do, we just have to fill the whole RFP document and send it to the county? Or do we have to provide anything else with the proposal?

A29: This is not an RFP. Please see A10 of this addendum for a list of required documents.

Q30: If we are submitting the proposal via Electronic Bid Submittal method will electronic signatures suffice the requirement?

A30: Yes.

Q30: Kindly provide the exact format of the technical proposal along with submission checklist.

A30: Please see A10 of this addendum for a list of required submittal documents.

Q30: Could you please confirm whether, we need to provide page 40 form "Employment Eligibility Verification (E-Verify) Certification Form," as on it contractor sign are required and as per our understanding it's an after award requirement. Kindly clarify.

A30: Yes, the form is used prior to award to determine if a bidder is responsive.