

4/26/2024

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
ADDENDUM # 2
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.

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: _____

Bid # 24-350, Emergency Nursing Staff for Special Needs Shelters Addendum # 2

Q1: Does the County provide clinical personnel to oversee the SpNS?

A1: Yes, clinical personnel will be provided by the Department of Health.

Q2: Does the County provide protocols for site setup and demobilization, emergency plans, record keeping and retention?

A2: Yes, protocols will be provided by the County and Department of Health.

Q3: Will the County provide PPE and medications for each site?

A3: Yes, PPE and medications will be by the Department of Health.

Q4: How should bidders provide hourly rates for those categories such as Shelter Attendants, Charge Nurses, or Triage Nurses as they may likely be separate rates from the general categories being requested?

A4: Please provide your all-inclusive cost per hour for the three (3) items provided on the bid sheet only.

Q5: Will Polk County provide the Shelter Attendants referenced in Attachment B, or should we create a line item for Shelter Attendants on the bid sheet?

A5: Polk County will provide any staff not explicitly requested on the bid sheet. Please provide your all-inclusive cost per hour for the three (3) items provided on the bid sheet only.

Q6: Page 14, item 18. Performance and Payment Bond, is a performance or payment bond applicable to this bid?

A6: No.

Q7: What are the County's payment terms?

A7: Per Florida Statute 218.74, the payment term is net 45.

Q8: For invoicing and clinician payment purposes, what is the County's payroll work week (e.g., Sunday-Saturday, etc.)?

A8: This is irrelevant for payment for this bid. Payment will be made within 45 days of receipt of invoice in good order per Florida Statute 218.74.

Q9: Are all hours worked billable including overtime, lunches, and orientation?

A9: All hours in which nursing staff are working, including orientation, are billable. Billing is not permitted for lunch breaks.

Q10: Should overtime be "blended" into the hourly bid rate?

A10: Yes.

Q11: Please provide a list of your five (5) lowest incumbent suppliers and their bill rates.

A11: Please see Addendum #1 Answer #2.

Q12: On the Bid Sheet (Submittal Form), can we provide ranges or do we need a specific rate?

A12: Please provide a single, all-inclusive, cost per hour per item.

Q13: Will vendors be required to bill Medicare/Medicaid or any third-party insurance?

A13: No.

Q14: Do you have a dispute window for invoice discrepancies?

A14: No.

Q15: How do you receive your invoices?

A15: Invoices are to be sent to Polk County Emergency Management point of contact. Point of contact name and contact info will be provided up on award. Invoices may be emailed, mailed, or delivered in person.

Q16: Can we get a copy of your invoice with all of the data reporting and format requirements?

A16: We do not have an invoice. All invoicing requirements are provided in this bid document. See Bidder Instructions #8.

Q17: What is the expectation and frequency for on-call needs?

A17: This bid will only be used in the case of a hurricane or other unplanned natural disaster or emergency, and is for unplanned/on-call services. Due to the nature of the bid, we cannot provide an estimate of frequency.

Q18: What is the expectation for replacing a candidate that is ill/calls off?

A18: Please see Special Conditions #3 – Issuance of Work.

Q19: Is there a minimum experience requirement for the personnel sent to your facility?

A19: There is no experience requirement for personnel, but they must meet the requirements set forth in the Scope of Work and Attachment B.

Q20: What is the average length of assignment (3 months, per diem, etc.)?

A20: This bid will only be used in the case of a hurricane or other unplanned natural disaster or emergency so we cannot predict the need or length or assignment. However, in the recent past assignments have lasted less than a week.

Q21: Do you anticipate your current staffing volume to change in the next year or next 2 years?

For example, do you have any significant projects coming up (EMR conversion, new facilities, etc.)?

A21: No. The staffing needs provided on Attachment A – SPNS Staffing Matrix are accurate for this bid.

Q22: Are you seeking narrative proposal responses from vendors? Or are you only seeking references, the Bid Sheet (Submittal Form), and the included Exhibits and forms?

A22: No, this is not a request for proposal. Please provide the required documents as listed on Addendum #1, A10.