

November 14, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
BID # 26-027, Temporary Labor – Solid Waste**

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 received.

To receive a copy of Bid 26-027 Addendum 3 – Attachment A – Previous Bid Information 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 26-027, Temporary Labor – Solid Waste.zip**”, select “Open” or “Save As” to download the Bid documents. If you need assistance accessing this website due to ADA or any other reason, please email Ken Brush at kenbrush@polkfl.gov.

Respectfully,

Ken Brush

Ken Brush
Procurement Contracts Manager
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 # 26-027, Temporary Labor – Solid Waste Addendum # 3

Question 1: On page 1, the description mentions providing “labor, material, and supervision.” Since this solicitation is for staffing services, could the County clarify what is meant by “material” in this context?

Answer: Materials would consist of any materials/overhead, testing equipment and materials involved in providing the County with temporary labor.

Question 2: The Excel bid sheet requests markup percentages for all job positions and unit costs for Level 2 fingerprinting, drug testing, and state criminal checks. Could the County confirm if these are the only pricing details required, or if any additional pricing information should be submitted?

Answer: That is all that is required.

Question 3: Please confirm whether pricing should be submitted solely through the completed Excel bid sheet. The instructions on page 10 under “Prices, Terms, and Payment” refer to packing, handling, and shipping charges, which do not appear applicable to this solicitation. Could the County clarify this section?

Answer: These items would not be applicable to this Bid.

Question 4: Several parts of the RFP reference materials, samples, packaging, and shipping or handling. As this is a staffing contract, could the County clarify whether any of these requirements apply?

Answer: These items would not be applicable to this Bid.

Question 5: Since the RFP does not provide a specific proposal format beyond the required forms and evaluation factors, could the County provide guidance on any minimum information or topics vendors should include in their submissions?

Answer: Please provide the information requested under Qualifications as well as the bid sheet. If any other information is requested in the document or any addendum it is to be submitted with the bid.

Award will be made based on overall 1st and 2nd low bid for all items. Bidders must bid on all items for the bid to be considered responsive. All bid items should be bid at a fair and reasonable price; failure to do so may cause the bid to be non-responsive. The Procurement Director shall be the sole judge of what is fair and reasonable. The Procurement Director reserves the right to reject any or all bids and/or waive any minor irregularities in the bids received, whichever would be in the best interest of the County.

Question 6: The Safety Standards section on page 10 mentions that vendors must carry evidence of Underwriters Laboratories (UL) listings. Would it be acceptable for the vendor to meet this requirement after award, or must documentation be included with the bid submission?

Answer: These items would not be applicable to this Bid.

Question 7: In Section 2 on page 12, the County notes that “the ability of the bidder to provide future maintenance and service” will be considered. Could the County clarify what type of maintenance or service this refers to in the context of temporary labor?

Answer: These items would not be applicable to this Bid.

Question 8: Could the County provide the markup percentages submitted by the incumbent vendors under the current or most recent contract?

Answer: Previously the temporary labor provided was under Bid 22-682. Please see Bid 26-027 Addendum 2 Attachment A for prior bid award information.

Question 9: Are the proposals or bid submissions from the incumbent vendors available for public review?

Answer: Please see Bid 26-027 Addendum 2 Attachment A for prior bid award information.

Question 10: Could the County share the estimated annual or total budget for this contract?

Answer: Please see Page 37, Background of the Bid package.

Question 11: Section 17. Manufacturer’s Names and Approved Equivalents on Page 16 requests that vendors submit “cuts, sketches, descriptive literature, and/or complete specifications.” Could the County clarify what is expected from staffing vendors under this requirement?

Answer: These items would not be applicable to this Bid.

Question 12: Please confirm whether performance or payment bonds are required for this solicitation?

Answer: No.

Question 13: The qualifications section states that vendors must possess a Polk County Local Business Tax Receipt or Business License. Would the County allow vendors to obtain this license after award, or must it be active at the time of bid submission? If applying, would proof of registration be acceptable?

Answer: All documentation and information requested in the Qualifications section should be included with the vendor’s submittal or must be provided within three (3) business days upon request and prior to award.

Question 14: The RFP also requires proof that the vendor or its subcontractor can order and provide Level 2 fingerprint background checks, including an FDLE qualified entity number (e.g., VECHS ORI). Would the County allow vendors to apply for this qualification after award, or must it be active when the bid is submitted? If applying, would proof of registration be acceptable?

Answer: Please see answer to question 13 above.

Question 15: For the Skilled Trades and Equipment Operators/Construction Workers categories, could the County confirm that it will provide any required tools, materials, or heavy equipment for these positions, not the contractor?

Answer: Please see Page 43, Scope of Work, number 1.29 of the Bid package. Heavy equipment will not be required by the successful vendor.

Question 16: Is there a bidders conference scheduled? If so what day and time?

Answer: There is not a pre-bid meeting for this Bid.

Question 17: It is our understanding that organizations contracted with Polk County, to provide staffing services, must coordinate with the Polk County Equity & Human Resources office to ensure openings are posted on the county website. After that coordination is completed, how are candidates that apply on the county website assigned to awarded bidders?

Answer: Positions that are posted on the County's website are for permanent employees and will not be handled by the awarded vendor of this Bid. This bid is for temporary positions only.

Question 18: Is it mandatory to have an office located in Polk County to be able to bid on this? On page 13 of the document under local preference it states that if an outside entity has lowest bid the local company can reduce their bid to match. But on page 35 under qualifications #2 it states the business must possess a Polk County Local Business Tax Receipt in order to bid. Could you clarify this please?

Answer: No. The successful bidder does not need to be located in Polk County. The Polk County Local Business Tax Receipt is requested to do business in the County.