

# COUNTY OF FRESNO

## ADDENDUM NUMBER: ONE (1)

RFP NUMBER: 962-5313

### JUVENILE COMMUNITY SERVICE WORK PROGRAM (CSWP)

December 12, 2014

PURCHASING USE  
hrs

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WORK PROGRAM\962-5313 ADD 1.DOC

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, Purchasing  
4525 EAST HAMILTON AVENUE, 2<sup>nd</sup> Floor  
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON DECEMBER 22, 2014.

**PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.**

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: **Carolyn Flores, phone (559) 600-7110,**  
e-mail [CountyPurchasing@co.fresno.ca.us](mailto:CountyPurchasing@co.fresno.ca.us), **FAX (559) 600-7126.**

**NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 962-5313 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.**

- **Delete the Cost Proposal page included in the original Request for Proposal Number 962-5313 and replace it with the attached "Revised Cost Proposal" page.**

#### **ACKNOWLEDGMENT OF ADDENDUM NUMBER ONE (1) TO RFP 962-5313**

COMPANY NAME: \_\_\_\_\_  
(PRINT)

SIGNATURE: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_  
(PRINT)

## **QUESTIONS AND ANSWERS**

**Q1. Is there an incumbent, or is this a new program?**

*A1. There is no incumbent; this is a fresh start up.*

**Q2. How does the 15% administrative overhead cap apply to for-profit organizations? Is profit allowed above the 15% admin fee?**

*A2. This does not apply to "for profit" organizations.*

**Q3. Is there a cap on the cost proposal?**

*A3. No. We will review cost proposals and consider available funding.*

**Q4. What are the staffing requirements?**

*A4. Each work crew is required to have two supervisors, so with each van, two staff members must be added.*

**Q5. The RFP mentions "2 to 13" in a work crew. What do you anticipate the work crew size will be?**

*A5. We intend to assign 13 juveniles to each work crew. Because we cannot guarantee that all of them will report for work, we don't know how many will be in each day's crew. The bidder will have the same expense for the van and for the staff regardless of the number of juveniles in the crew, so the County will pay the contracted rate of compensation.*

**Q6. Are the work contracts developed by the County, or would the vendor create them?**

*A6. The County will provide the vendor with a list of organizations and locations for which work will be done. The vendor is responsible for scheduling work days with the organizations on the list. Vendors may recommend additional work sites for review and approval by the County.*

**Q7. What if there is no bidder selected?**

*A7. The County will look at all options if that occurs.*

**Q8. What is the start of the contract?**

*A8. We would like to begin the program within 30 days of contract execution, but this will be determined in contract negotiations.*

**Q9. What is the length of the contract? 1 year, 2 years, etc?**

*A9. The recommended contract will be for a period of three years, with two potential renewals, for a total of five years.*

**Q10. Does it matter if vans are leased or owned?**

*A10. That is left up to the vendor. The County's requirement is that vans hold 15 passengers and meet safety standards.*

**Q11. Describe the actual day work schedule for the work crew staff-- 8am to 5pm or ?**

*A11. Work crew supervisors need to be at the meeting site by 7:15 AM and release the youth by 3:00 PM each day. If a juvenile is not picked up or transportation cannot be arranged according to the permissions given by parent/guardian, work crew staff will return the juvenile to his/her home. Thus, some work days may not end until approximately 4 PM.*

**Q12. Are contractors responsible for "ensuring vans, equipment, and tools are in proper working order"?**

*A12. Yes.*

**Q12a. Does this include purchasing and maintenance of equipment? Who is responsible in fixing and maintaining?**

*A12a. The Contractor is responsible for obtaining (purchasing or leasing) equipment, as well as fixing and maintaining it.*

**Q12b. What equipment is needed?**

*A12b. 15 passenger van and portable toilet for each work crew.*

**Q12c. What tools are needed?**

*A12c. Hoes, rakes, shovels, hula-hoes, and large garbage bags.*

**Q13. Can the driver have the Class B License and the other staff person "Case Worker" have the 60 academic units?**

*A13. Both CSWP Supervisors are required have the Class B license and required units.*

**Q14. Would a sample list of worksites be available?**

*A14. County parks and other facilities will be on the list. County landfill sites may be included. Municipal parks and sites may also be included.*

**Q15. Is there additional safety gear that is needed outside of “personal protective equipment (such as? Goggles? Etc.), gloves and brightly colored vest?” Other?**

*A15. Safety vests and work gloves are required. Dust masks may be requested by youth sensitive to dust, but since juveniles will not be using, or working near, power equipment, goggles will not be required.*

**Q16. Is there a current provider?**

*A16. No. See Question #1.*

**Q17. What is the estimated current budget?**

*A17. There is no current budget. See Question #3.*

**Q18. Would you please clarify: “Any revenues CONTRACTOR collects as a result of CSWP work will be shown as ‘CREDIT’ on invoices to Probation?”**

*A18. We wish to leave open the possibility that the Contractor may recommend work sites in addition to those on the County’s list. Upon County approval, such work sites would be added to the Work Site list. If revenues are collected as a result of work at Contractor-recommended sites, any revenues received by Contractor would be shown as a CREDIT on Contractor’s invoices to County.*

## REVISED COST PROPOSAL

The following language will be included in the contract for these services:

**Any non-profit organization will have the following language included in the contract to provide these services:**

**"The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of this agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno."**

All administrative, operating, and payroll expenses related to providing the services listed in the Scope of Work must be included in this cost proposal. No other compensation will be paid to the Contractor. Accounting for holidays, it is anticipated that work crews will be scheduled on 250 days each year.

The size of each day's "work crew" will be determined by:

- Number of juveniles scheduled to work, and
- Number of juveniles who arrive on the scheduled day

The Agreement will provide that regardless of the number of juveniles in each work crew, Contractor will provide all services in the Scope of Work and County will compensate at the contracted rate.

It is the COUNTY's intent to begin this program by scheduling one work crew each day from Wednesday through Friday, and two work crews on Saturdays and Sundays. If there are sufficient referrals to the program, the COUNTY may elect to schedule two work crews each day from Wednesday through Sunday.

What is the **annual** cost of supervising and transporting **one work crew, each day, Wednesday through Sunday?** \$ \_\_\_\_\_

What is the **annual** cost of supervising and transporting **a second work crew each Saturday and Sunday?** \$ \_\_\_\_\_

What is the additional **annual** cost of supervising and transporting **the second work crew, each day, Wednesday through Friday?** \$ \_\_\_\_\_

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If the contractor can provide supervision and transportation for more than two work crews, and Probation has sufficient referrals, a third van may be added on weekends and/or school holidays. **(This question is for future reference only—a third van is NOT a requirement of this RFP and your response will not be included in evaluation of proposals.)**

Is the bidder able to provide services for a third work crew? [ ☐ ] Yes [ ☐ ] No

If so, what is the **weekly cost** of transporting and supervising a **third work crew**...

Each day, from Wednesday through Friday? \$ \_\_\_\_\_

Each Saturday and Sunday? \$ \_\_\_\_\_