

DISTRICT BOARD OF TRUSTEES
PENSACOLA JUNIOR COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998

April 21, 2006

ADDENDUM NO. 1
TO
INVITATION TO BID (ITB) 16 - 2005/2006 for Temporary Employee Services
FOR
PENSACOLA JUNIOR COLLEGE

The following questions have been submitted to the referenced bid:

1. What are the current pay/bill rates?

See attached.

2. Have the rates been adjusted since the original contract was signed three years ago?

The contract has only been adjusted due to changes in minimum wage and worker's compensations issues.

3. In regard to background checks, do you have a written policy that addresses what would eliminate someone from being placed on an assignment at PJC?

No, we do not have a written policy. When Human Resources conducts checks for employees all questionable results are sent to our Senior VP, Planning and Administration for evaluation and/or action.

4. We would be interested in seeing the injury and accident report during the last contract period.

The only numbers we have compiled are as follows: 02/03 – 7, 03/04 – 18, 04/05 – 6, 05/06 – 4. These numbers cover injury, illness, or damage. Accident or incident reports are proprietary information for our outsourced vendor and therefore not available.

5. Are there any areas of concern that you would like to see addressed? Example: Difficult to fill orders.

No, there are no specific concerns.

6. Confirming that electronic bid must be submitted by noon on WEDNESDAY, MAY 3RD, (bid says Thursday, May 3rd). Does it need to be there on Wednesday or Thursday?

The electronic copy is due no later than noon Wednesday, May 3. It was stated as Thursday, May 3.

7. The new bid deleted the Counselor/Librarian-B.A. position. Did you mean to do this? There were a number of employees that were in this category. Will those people need to be covered in the "Off-School" classification in the new bid?

Yes, if they do not classify in one of the categories listed in the bid then they will be considered in the "off school" category.

8. The Submittals section asks for insurance certificates. The college is raising minimum liability limits for this contract. If vendors are required to purchase additional coverage before being awarded a contract this could result in thousands of dollars spent for a contract that has not been awarded. Can certificates be submitted after notification

of award of contract? This would allow vendors to get limits raised (if needed) in May and June for a July effective date.

The certificates will only be needed after notification of award to the successful bidder.

The bid date of May 2 shall remain firm. If you have any concerns, please contact me at (850) 484-1794 or acjones@pjc.edu.

Angie C. Jones
Director of Purchasing
and Auxiliary Services

Please acknowledge and return this addendum with your bid. Faxes will not be accepted. If you have already submitted a bid, please return this addendum, with signed acknowledgment, by the bid opening deadline, May 2, 2006.

ADDENDUM ACKNOWLEDGED BY: _____
FIRM/ENTITY _____

SIGNATURE OF REPRESENTATIVE: _____