

NYC
Human Resources
Administration
Department of
Social Services
Office of Contracts

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Rev. 03/15

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Commissioner

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150 Greenwich Street
New York, NY 10007

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May 22, 2015

Dear Prospective Bidders:

For your information, this **Addendum 4** for the contract to provide **Professional Temporary Personnel Services – (PIN 16BSESR00201 / EPIN 09615B0003)**.

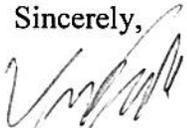
Upon further review, sick leave should not be included in the total bid price; however the contractor should document the leave in Citytime and bill the sick time separately, and HRA will reimburse the contractor for each occurrence of required sick leave. The revised answers to Questions 3, 5, 29, and 30 in Addendum 3 regarding sick leave received from prospective bidders are in Attachment A.

In addition, the bid due date is **Monday, June 1, 2015 at 11:00 a.m.** Bids received after the bid due date and time are late and shall not be considered.

Additionally, all bidders are on notice of the security requirements of 4 World Trade Center (150 Greenwich Street, New York, NY 10007). In order to enter the building, individuals must have a government issued ID. All packages are subject to go through an X-ray machine before entering the building. It is the bidders' sole responsibility to provide itself enough time to enter the building and submit their bid, and is cautioned that sufficient time and planning should be allotted to do so.

Your interest in doing business with the City of New York is appreciated.

Sincerely,



Vincent Pullo

**ADDENDUM 4
Attachment A**

**Professional Temporary Services
PIN16BSESR00201/EPIN09615B0003**

The following questions and answers which were included in Addendum 3 are to be disregarded and replaced with the questions and answers below:

Question 3

Please further define Supplemental Benefit Rate and Statutory Benefit Rate.

Answer 3

Both the Supplemental Benefit Rate and Statutory Benefit rate are stipulated hourly rates for certain job titles falling under the Prevailing Wage or Living Wage regulations. They refer to the requirement that a City contractor provide certain employees with health benefits (supplemental benefits) or supplement their hourly wage rate by an amount no less than the health benefits supplement rate. These rates apply only to job titles listed in the NYC Comptroller's schedule of wage rates, available at <http://comptroller.nyc.gov/general-information/prevailing-wage/>.

None of the job titles for this Bid are subject to Prevailing or Living Wages. The Bid Sheet and Specifications have been revised to reflect this revision (see attached). On the new Bid Sheet, the Supplemental Benefit rate shall be inclusive of any and all fringe benefits, both statutorily required and otherwise.

Sick leave expenses should not be included in the total bid price. The selected contractor will invoice HRA separately for each occurrence of required sick leave, pursuant to the invoicing procedures stated in Section 12 of the Specifications, as applicable.

Question 5

How is sick pay being billed under this contract? Can we bill HRA for the required 5 sick days?

Answer 5

Sick leave expenses should not be included in the total bid price. The selected contractor will invoice HRA separately for each occurrence of required sick leave, pursuant to the invoicing procedures stated in Section 12 of the Specifications, as applicable.

Question 29

Page 21A, B and C, Bid Sheets, Column C, Supplemental Benefit Rate per hour: On the bid sheet HRA asks for a Supplemental Benefit Rate per hour, which is the exact wording used in NYC's Prevailing Wage Schedule. What should be included in this column:

- a. Only the Supplemental Benefit Rate per hour shown on the Prevailing Wage Schedule for Temporary Office Services, if any, or
- b. The per hour cost for benefits, other than mandated payroll taxes and costs like workers compensation, unemployment insurance, etc., the bidder expects to offer to the supplied temporary employee, such as vacation/holiday pay, Affordable Care Act (ACA) coverage, NYC mandated paid sick leave, etc.?

Answer 29

This contract is not subject to the Prevailing Wage law. The Supplemental Benefit rate should be factored in your bid price, and includes fringe benefits including but not limited to annual leave, pension costs, and insurance costs over and above ALA coverage.

Question 30

The RFB appears to indicate that HRA is requesting bidders to include in their bill rates the potential charges for paid sick leave (the problem for this approach is that the bidder may be charging for sick days not taken. Alternatively, would it agree to have bidders not include the charge in the bill rate, but rather simply pay an employee when they take a sick day and bill HRA for the sick day taken as if they had worked that day? In that way, HRA is only paying for sick time actually used, not for projected sick leave across all employees which may or may not be taken.

Answer 30

Sick leave expenses should not be included in the total bid price. The selected contractor will invoice HRA separately for each occurrence of required sick leave, pursuant to the invoicing procedures stated in Section 12 of the Specifications, as applicable.