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DEPARTMENT OF PUBLIC UTILITIES
--WATER DIVISION--

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CURTIS B. SKOUBY, P.E.
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Question and Answer #1 **July 29, 2024**
24RFP020 Contracted Staffing Services at the City of St. Louis Water Division

- 1) **Question:** Please share the incumbent vendors and their pricing.
Answer: *There is no incumbent vendor since this is a first-time service requirement. The City of St. Louis Water Division has never gone out for proposals for contracted or temporary services before.*
- 2) **Question:** What is the budget for this bid? OR the estimated annual spending in the past under this contract for similar services?
Answer: *We are seeking to fill 30-50 positions in the first year. There is no past annual spending to use as a guideline since we have not done this in the past.*
- 3) **Question:** Please share the Bid Tabulation of the previous bid for these services.
Answer: *There is no previous bid tabulation since we have not gone out for bids/proposals on this service before.*
- 4) **Question:** Is there any challenge fulfilling the needs with the existing contracts for related services or any specific improvements you are looking for?
Answer: *We have no existing contracts. The need for this proposed contract is due to the City's inability to hire sufficient full-time permanent staff to fill all of the vacant positions.*
- 5) **Question:** Is there any preference for the local vendor?
Answer: *No, there is no preference as long as there can be sufficient communication during normal working hours of 8:00 a.m. through 5:00 p.m. central time.*
- 6) **Question:** What is the exact work location and the working hours?
Answer: *This is detailed in the RFP. Please read pages A2 and A3.*
- 7) **Question:** What are the overtime terms and orientation process if required for any role?
Answer: *Those would be negotiated with the award winner. Please propose what you think makes sense and any options.*
- 8) **Question:** Please share the type of background check and drug test required.
Answer: *The type of testing and checks depend on the specific job per our Administrative Regulations. Most positions require minimal background checks and no drug testing. You can price out various options as part of your proposal.*



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- 8) **Question:** Will there be a kick-off meeting once the contract is awarded?
Answer: *Absolutely and in person.*
- 9) **Question:** Is Commercial references acceptable as past experience?
Answer: *Your references should be companies with whom you provided contracted staffing services for within the last 5 years.*
- 10) **Question:** Is there any M/WBE participation goal for non-certified vendors?
Answer: *The goals defined by the City of St. Louis do not include non-certified vendors. All certified and non-certified vendors are encouraged to apply.*
- 11) **Question:** Is there a Performance Bond Required? If yes, share more details.
Answer: *A performance bond may be required as noted in Section X page 11 of the RFP. The decision as to whether a performance bond is necessary will be made after a particular vendor is chosen based on many factors including the financial stability of the award winner, number of years in business, experience levels, etc. The decision would be made by the Selection Committee at the time of the award, and the vendor would have 30 days to become compliant with that and any other contract requirements.*
- 12) **Question:** Is business license required in proposal response or can share that after award?
Answer: *No, you can choose to obtain a license after the award has been made, but you only have 30 days to become compliant. Compliance includes a City business license and being current on and filing for any St. Louis City taxes that might be owed. Even if you are located out of state, you would still need a business license if you "sell" in the City of St. Louis. Note that even if you owe nothing, you still have to file the City earnings tax forms.*
- 13) **Question:** Can we bid for a few job categories out of 5 category?
Answer: *As stated in the RFP, the Water Division wants to work with one vendor for all categories. You could join a consortium with other firms or do everything. If you bid on only a few categories, your bid will be non-compliant and not considered as part of the award process.*
- 14) **Question:** There is no proposal form/pricing sheet in the RFP document
Answer: *We want your percent markup over the negotiated cost of the employee. Your markup should include all of your costs.*
- 15) **Question:** How can we submit a pricing response?
Answer: *Document your percent markup over the negotiated cost of the employees.*