



OFFICE OF WILL COUNTY EXECUTIVE
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BID # 2018-31
NURSING SERVICES
SUNNY HILL NURSING HOME, JOLIET, IL

ADDENDUM #1
August 9, 2018

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We received the following questions regarding the bid listed above:

Question # 1: Is it possible to have the bonds waived?

Answer # 1: No, this is a requirement of the Will County Purchasing Ordinance. The awarded vendors will be required to replace the Bid Bond with a Performance Bond and the original Bid Bond will be returned.

Question # 2: What constitutes "Good Performance"? I am referencing the Performance Bond....We're wondering what metrics go into determining whether or not you get that money back after two years....We're also wondering if it's possible to waive the bonds outright

Answer # 2: The performance bond will be returned after end of contract. If, at any time during contract period, your agency defaults on services, or quality of same, Will County will use your performance bond to hire staffing needs from outside of this contract. No, the performance bond is a requirement of the Will County Purchasing Ordinance and cannot be waived.

Question # 3: Please provide us the information of bid bond of **\$5,000** that needs to filled in favor of which address in (RFP No. 2018-31) Joliet, IL-Staffing.

Answer # 3: Bid Bond should be in favor of Will County Treasurer, 302 N Chicago St, Joliet, IL, 60432.

Question # 4: What is the yearly historical usage of temporary nursing staff by nursing category (RN, LPN, CNA) and by shift for 2017 and 2016?

Answer # 4: **Please see attachments for 2016 and 2017.**

Question # 5: How much lead time does the vendor have from request to time to fill for vacation and scheduled leave open orders? Does the county do monthly, bi-weekly, or weekly scheduling.

Answer # 5: We send nursing needs on a daily basis. The time period for the nursing needs depends on how much of the working schedule is still open. We do not do monthly, bi-weekly, or weekly scheduling as our employees always have first priority to picking up overtime shifts.

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Question # 6: What insurance levels need to be noted on our submitted insurance certificate?

Answer # 6: Please use insurance levels listed on Staffing Agreement.

Question # 7: Is this a new requirement/contract? If not, then why is this solicitation being issued now?

Answer # 7: Yes, this is a new contract for period commencing November 1, 2018 through October 31, 2019 with two (2) one (1) year optional renewals, at county's discretion. This contract will begin after the current contract expires on October 31, 2018.

Question # 8: Are there incumbents currently providing the requested Nursing Services? If so, who are the incumbents? Is the County able to share the incumbents bill rates for RNs, LPNs, and CNAs and if so can the County provide the rates as part of their answers to vendor questions?

Answer # 8: Please see attached resolution for renewal and attachment with current agencies/rates listed.

Question # 8: On page 15 Section B 1. "Management Firm Information - 1. List total number of employees employed" do you want the total number for this past year? For a certain location? what total list would you like to know?

Answer # 8: We would like to know the number of employees employed by the staffing agency to ensure they can provide enough temporary staff.

Question # 8: Do you accept DocuSign as Original Signatures for this RFP submission?

Answer # 8: Yes, we will accept DocuSign as Original Signature.

Question # 10: Which agencies are you using the most on the current contract?

Answer # 10: Nova Staff , Total Nurses Network.

Question # 11: Will this be a single or multi-award?

Answer # 11: Bid is awarded based on cost per hour/per professional. Preference given to lowest bidder does not depend on location, and multiple awards are given, based on cost. All bidders are listed on spreadsheet, and called in order of cost until staffing needs are met. If corporate is out of state they should have local offices.

Question # 12: How many hours were utilized in 2017?

Answer # 12: The monthly average for C N A's was 1541 hrs. The monthly average for L P N's was 757 hrs. The monthly average for R N's was 27 hrs.

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Question # 13: How many hours of Nursing services do you anticipate for the 2018-2019 year?

Answer #13: Monthly average for C N A's 1343 hrs. L P N's 183 hrs. RN's 2 hrs. Please keep in mind we had different staffing levels in 2017 than we do now in 2018

Question # 14: How much money in 2017 was spent on Nursing services?

Answer # 14: \$715,000.00

Question # 15: What is the annual spend that is projected for the contract? How will it be divided per year?

Answer # 15: \$450,000.00 / monthly

Question #16: a) Are you satisfied with your current provider of services? b) What would like to see with the awarded vendor and our approach to the requested services?

Answer # 16: A) We are satisfied for the most part with the current providers. B) The biggest problems we have is noncompliance with the dress code (we will be sending all noncompliant employees home) and with late cancelations or no call no shows. Infection control and safety for our residents is top priority.

Question # 17: Does the General Staffing Agreement need to be signed when we submit the RFP, or did you want it to be just submitted with the RFP? Please clarify.

Answer # 17: Yes, the General Staffing Agreement must be signed when agency submits response to the RFP.