



August 31, 2021
ADDENDUM NO. 1

Request for Sealed Bids - #MWJ2106-RB2 - Re-Bid – Professional Temporary Substitute Staff
(Classroom Teachers, Assistant Teachers, and Support Staff)
for the Child Development Laboratory Centers – District Wide

ONE (1) ORIGINAL SIGNATURE HARD COPY AND ONE (1) USB OF THE BID TO BE SUBMITTED TO:

City Colleges of Chicago
Dawson Technical Institute
Business & Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609
Attn: Marietta Williams-Johnson, Contract Administrator

All bids are due Wednesday, September 8, 2021, no later than 12:00 p.m., CDT.

Part I – Questions, Answers and Clarifying Information

- Q1. Has there been any changes to the RFP from the original RFP back in April? Other than the drug screening change?
- A. CCC has revised the drug screening requirement in this bid document in Section 00400 – General Specifications in sub-section 4.01 on Page 19 in the 1st paragraph and the minimum wage requirement in Section 1.19, page 7. CCC is updating Section 1.19 in this Addendum No. 1 as well, as set forth below.
- Q2. Are these substitutes going to be on long term assignments?
- A. No, substitutes may cover sick days, vacation, personal days, etc. Assignments are usually short-term.
- Q3. Are you willing to pay for the subs time to get drug screen?
- A. Please see Section 00400-General Specifications in sub-section 4.01 on Page 19 in the 1st paragraph.
- Q4. How many subs do you need for your centers?
- A. Based upon past temporary staffing needs, CCC anticipates, but cannot guarantee using between 2-3 subs per week.

- Q5. How many hours will you need a substitute per day/per week?
 A. Daily, 8 hours. CCC cannot guarantee the number of days in a week that it will need substitutes.
- Q6. Is the drug screening done the day of the assignment?
 A. No, it needs to be completed prior to the assignment.
- Q7. What is the process of the drug screening?
 A. Vendor would provide the District Director or the designee with the name, email and phone number of employee and the information would be sent to HR. HR will directly provide employee an Authorization for Release Of Information form to be completed and returned to HR. Upon receipt of the completed form, HR will submit a drug screening request and the order will be sent to the employee (or candidate) via customer care@ebiinc.com with instructions including where to go to get screened. HR will notify District Director or the designee the results and vendor would be notified that employee may be assigned to CCC.
- Q8. Will you only take DCFS subs?
 A. Yes, the substitutes would need to meet the requirements of the DCFS Licensing Standards.
- Q9. Are you flexible in insurance requirements? We carry no Auto, since our subs are not allowed to drive while on assignment.
 A. Under the circumstances described, *if the firm does not procure Auto Insurance in that each substitute personnel is responsible for Personal Auto Insurance. The firm shall ensure that each assigned substitute personnel shall provide to the Child Care Director a copy of a valid Driver's License and proof of Personal Auto Insurance prior to acceptance of the appointment.*

Part II – Modifications to the Bid document

Item No. 1

Currently reads: On Page 7, Section 00100 – Bidding Requirements, subsection 1.19, second paragraph – Minimum Wages:

If this contract was advertised on or after December 11, 2014, Contractor must comply with Mayoral Executive Order 2014-1 and any applicable regulations issued by the Chief Procurement Officer. The Minimum Wage to be paid pursuant to the Order as of July 1, 2020 is \$14.15 per hour. The Minimum Wage must be paid to:

Change to: Revise the minimum hourly rate

If this contract was advertised on or after December 11, 2014, Contractor must comply with Mayoral Executive Order 2014-1 and any applicable regulations issued by the Chief Procurement Officer. The Minimum Wage to be paid pursuant to the Order as of July 1, 2020 is \$14.75 per hour. The Minimum Wage must be paid to:

Item No. 2

Currently reads: On Page 11, Section 00200 – General Conditions, subsection 2.03 - Insurance Requirements,

- 3) Automobile Liability Insurance
The Proposer shall provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage. The City Colleges of Chicago is to be named as an additional insured.

Change to: Add the following as the 2nd Paragraph:

- 3) Automobile Liability Insurance
The Proposer shall provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage. The City Colleges of Chicago is to be named as an additional insured.

If the firm does not procure Auto Insurance in that each substitute personnel is responsible for Personal Auto Insurance. The firm shall ensure that each assigned substitute personnel shall provide to the Child Care Director a copy of a valid Driver's License and proof of Personal Auto Insurance prior to acceptance of the appointment.

Item No. 3

Currently reads: On Page 34, Section 00500-Bid Submittal Forms, subsection 5.01, 1st paragraph,

Having carefully examined the specifications and being familiar with all of the conditions affecting this bid, the undersigned agrees to provide Professional Temporary Substitute Staff (Classroom Teachers, Assistant Teachers and Support Staff) to the Office of Finance and Business Enterprise, of the City Colleges of Chicago/District Wide, as specified (Section 00400) herein and to satisfactorily meet the specifications.

Change to: Add the following provision to the end of the 1st paragraph:

The Bidder shall only submit hourly pricing for the job descriptions set forth below. CCC will not consider pricing for other categories except those set forth in this Bid.

END OF ADDENDUM