



City of Tacoma

## Questions and Answers

### TEMPORARY STAFFING RFP Specification No. PF25-0291F

All interested parties had the opportunity to submit questions in writing by email to Sara Bird, Senior Buyer by date questions were due. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

- 1. Question: Does the scope of this RFQ include short-term or event-based labor support (e.g., temporary labor required for a specific event or project with an estimated duration of approximately one month)?**

Answer: This is for event based, on-call support

- 2. Question: If not included, are such requirements procured under a separate solicitation or contract vehicle, and how may vendors participate?**

Answer: All minimum qualifications must be met in order to be considered for the contract. It is the vendors responsibility to secure or obtain all needed minimum qualifications.

- 3. Question: Is the RFP being issued as a new prequalification, or is it a renewal or continuation of a prior prequalification program?**

Answer: This is a new contract.

- 4. Question: For planning purposes, is it possible to share the approximate total spend or utilization under the previous prequalification period, including the number of vendors typically engaged?**

Answer: This is a new contract. The last contract was a combination of cleaning and labor staffing. This is the first time Tacoma Venues and Events is breaking the contracts apart

- 5. Question: Is any local or regional preference applied during evaluation or project awards?**

Answer: There are no local requirements or preferences.

- 6. Question: If so, how is that preference assessed?**

Answer: NA



City of Tacoma

## Questions and Answers

**7. Question: Are all listed certifications mandatory at the time of prequalification submission?**

Answer: All minimum requirements must be met in order to be considered

**8. Question: Alternatively, may certain certifications be submitted prior to contract award or project assignment for out-of-state vendors?**

Answer: All minimum requirements must be met in order to be considered

**9. Question: How many employees currently work under (or will be anticipated to work under) this contract?**

Answer: There is a possibility to range from 4 to 24 depending on the event. The positions will not be permanent

**10. Question: Who are the present vendors?**

Answer: This specific contract has not been awarded before. We currently use 1 vendor for both janitorial and for staffing. Vendors may submit a records request for the current contract information, which includes services for both temporary staffing and janitorial.

**11. Question: How many vendors will be awarded as a result of this solicitation?**

Answer: Tacoma Venues and Events expects to award 1 vendor

**12. Question: What are the current billable hourly rates or percentage mark-up rates?**

Answer: This specific contract has not been awarded before. We currently use 1 vendor for both janitorial and for staffing

**13. Question: What were the hourly bill rates or percentage mark-up rates at the time of award?**

Answer: This specific contract has not been awarded before. We currently use 1 vendor for both janitorial and for staffing

**14. Question: How much was spent (dollar value) on this service last year?**

Answer: This specific contract has not been awarded before. We currently use 1 vendor for both janitorial and for staffing

**15. Question: How much is intended to be spent (dollar value) once the contract is awarded?**

Answer: We are unsure of an intended dollar amount.



City of Tacoma

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**16. Question: Is there a Prevailing/Living wage requirement associated with this project?**

Answer: This is prevailing wage work

**17. Question: May we attend the bid opening meeting in-person?**

Answer: There was no bid opening meeting. There was a non-mandatory walkthrough.

**18. Question: There is reference in Section 1 “Background” to providing staffing services at pre-determined markup rates while Section 10.4 “Fees and Charges / Method of Billing / Hourly Rates” implies we will be scored on the proposed hourly bill rate. Can you please confirm if we should provide markup or bill rate pricing?**

Answer: Tacoma Venues and Events would like vendors to provide the wage the vendor is proposing on paying employees as well as the mark-up.

**19. Question: Can the City please share current rates provided by the incumbent for services related to this contract?**

Answer: This specific contract has not been awarded before. We currently use 1 vendor for both janitorial and for staffing. Vendors may submit a records request for the current contract information

**20. Question: In reviewing this opportunity, we noticed that Section 2 – Minimum Requirements references five years of continuous experience providing crowd management services at venues with a capacity of at least 10,000 guests. However, Section 3 – Scope of Services describes labor-only staffing for event setup, breakdown, and general operational support rather than crowd management services. Can the City clarify whether the crowd management experience requirement is intentional for this solicitation, and if so, how it relates to the scope of temporary staffing services described?**

Answer: This is a misprint, and the City will issue an addendum adjusting the requirement.