



ADDENDUM # 1

RFP 2026-883 Temporary Employment Services

ADDENDUM DATE: October 02, 2025

BID DUE DATE/ TIME: October 20, 2025, 3:00 PM

LAST DAY FOR QUESTIONS: October 01, 2025, 5:00 PM

Questions and/or clarifications concerning this solicitation must be entered into the Questions tab in the online bidding system through the deadline date/time. Responses to questions will be released for all Bidders/Offerors to view in the online bidding system. No Bidder/Offeror may rely upon oral responses made by any City employee or any representative of the City. The only approved contact must be with purchasing staff. Bidders/Offerors contacting any other City official, evaluation committee member, or City employee regarding this Bid/RFP may be disqualified. Bidders/Offerors have no claim against the City for failure to obtain information made available by the City which the Bidder/Offeror could have remedied through the exercise of due diligence.

Purchasing Contact
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Questions & Answers - 1

Solicitation 2026-883 - Temporary Employment Services
Buying Organization City of Aztec

No	Question/Answer	Question Date
Q1	<p>Question: Office Requirement Can you please clarify what the required job categories are (or provide a sample of the job categories)? Additionally, can vendors provide a satellite office address, or is it mandatory to maintain a local office within the state?</p> <p>Answer: Personnel requirements may cover a wide range of occupations including, but not limited to, the following categories:</p> <ul style="list-style-type: none"> •Non-Technical: office/clerical, administrative support, and light industrial. •Skilled: skilled craft workers with typical hand tools of their trade, laborers, mechanics, maintenance, and repair specialists. •Technical: computer personnel, estimators, planners, expeditors, surveyors, architectural designers and drafters, engineers (various engineering disciplines including transportation), civil designers and drafters, technical writers, illustrators, CAD designers, graphics specialists, and construction inspectors. <p>2. City requires contractor maintain a local office.</p>	09/17/2025
Q2	<p>Question: No. of Awards What would be the number of awards you intend to give (approximate number)?</p> <p>Answer: Award, City of Aztec anticipates that one award will be made under this RFP to the highest-ranking offeror as best meets the needs of the City of Aztec and its members and participating entities.</p>	09/23/2025
Q3	<p>Question: Estimated Budget What are the estimated funds that are estimated to be allocated for this contract?</p> <p>Answer: City of Aztec estimated approved funding for FY26 is \$220,000.00 for Temporary Staffing.</p>	09/23/2025
Q4	<p>Question: Start date of the engagement What is the tentative start date of this engagement?</p> <p>Answer: Selection of finalists, Oral presentations(s), Best and Final Offers, final contract/ contract award is upon the City Commission approx. October 28th, 2025. If Commission approves/awards the tentative start date would be November 15, 2025.</p>	09/23/2025
Q5	<p>Question: Work Location What is the work location of the proposed candidates?</p> <p>Answer: City of Aztec Departments that are located in the City of Aztec New Mexico.</p>	09/23/2025

No	Question/Answer	Question Date
Q6	<p>Question: Incumbents and Their Pricing</p> <p>Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?</p> <p>Answer: This is a new RFP for Temporary Staffing Services. City of Aztec has used Elwood Staffing under another agreement. Elwood Staffing is eligible to submit a proposal.</p>	09/23/2025
Q7	<p>Question: Issues with the Current Vendor(s)</p> <p>Are there any pain points or issues with the current vendor(s)?</p> <p>Answer: There is no pain points or issues with the current vendor(s).</p>	09/23/2025
Q8	<p>Question: Previous Spend</p> <p>Could you please share the previous spending on this contract, if any?</p> <p>Answer: Average cost/funding for FY25 the the previous agreement was \$200,000.00.</p>	09/23/2025
Q9	<p>Question: Subcontracting</p> <p>Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?</p> <p>Answer: It is understood and agreed that City has chosen Contractor based on Contractor's qualifications to perform services of the nature contemplated by this Agreement. To include RFP requirement for "Contractor to maintain a local office".</p>	09/23/2025
Q10	<p>Question: No. of Positions were used in the Previous Contract</p> <p>How many positions were used in the previous contract (approximate)?</p> <p>Answer: Estimate 6 positions as follows: Temporary utility office worker, Public Work Technician's assistant, Senior Service kitchen aid, Senior Center delivery driver, General Services custodial worker, General Services Seasonal worker.</p>	09/23/2025
Q11	<p>Question: No. of Positions required per year or throughout the contract term</p> <p>How many positions will be required per year or throughout the contract term?</p> <p>Answer: Not required but subject to the following as needed: Temporary utility office worker, Public Work Technician's assistant, Senior Service kitchen aid, Senior Center delivery driver, General Services custodial worker, General Services Seasonal worker</p>	09/23/2025
Q12	<p>Question: Candidate Replacement</p> <p>If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?</p> <p>Answer: This agreement must be non-exclusive whereby the City reserves the right to acquire Temporary Employment Services, at its sole discretion, from other sources during the term of any resulting contract or agreement with the Contractor.</p>	09/23/2025

No	Question/Answer	Question Date
Q13	<p>Question: Hourly Rate Ranges Can we provide hourly rate ranges in the price proposal?</p> <p>Answer: The City of Aztec follows the State of New Mexico hourly minimum wage rates, plus Commission approved policies. This RFP is Cost Mark Up proposal, no hourly rates are provided in this RFP.</p>	09/23/2025
Q14	<p>Question: Onsite/Remote/Hybrid Work Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?</p> <p>Answer: Temporary Staffing for the City of Aztec is onsite; as needed basis.</p>	09/23/2025
Q15	<p>Question: Resumes needs to be submitted Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?</p> <p>Answer: Service requirements must be determined by the City's actual need at the time of the request.</p>	09/23/2025
Q16	<p>Question: Holidays and Paid Time off Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?</p> <p>Answer: 1. Approx. 11 "City Recognized Holidays" city closed days a year. 2. Personnel furnished by the Contractor are not entitled to participate in any of the City's employment plans or benefits.</p>	09/23/2025
Q17	<p>Question: New Mexico Preferences •Are there any New Mexico Preferences applicable to this RFP?</p> <p>Answer: Yes, Percentages will be determined based upon the point-based system outlined in § 13-1-21 NMSA 1978 (as amended).</p>	09/24/2025
Q18	<p>Question: New Mexico Preferences •If the prime vendor uses a local NM based subcontractor, does the prime still need to maintain a local office?</p> <p>Answer: RFP 2026-883 states "The City requires that the awarded Contractor maintain a local office".</p>	09/24/2025
Q19	<p>Question: New Mexico Preferences •Is Prime vendor subcontracting with New Mexico / Native American Resident Veteran business? Will the prime vendor get a 10% score in the evaluation?</p> <p>Answer: All contractors wishing to obtain resident preference are required to submit a current Resident Business/ Contractor Preference Certificate issued by the New Mexico Department of Taxation and Revenue. All preference numbers issued prior to January 1, 2012 are invalid. It is the sole responsibility of Bidders to obtain certification prior to the bid opening date. For additional information call 505-827-0951 or go to :https://www.tax.newmexico.gov/businesses/business-preference-certification/</p> <p>A copy of Resident, Resident Veteran, Resident Native American, or Resident Native American Veteran Certification must be submitted with the proposal in order to ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended).</p>	09/24/2025

No	Question/Answer	Question Date
Q20	<p>Question: New Mexico Preferences</p> <p>•Is it mandatory that the prime be a New Mexico / Native American Resident Veteran certified business to get a 10% score in the evaluation?</p> <p>Answer: If an Offeror has provided a copy of its New Mexico Resident Veteran Preference Certificate or Native American Resident Veteran Preference Certificate the points awarded will be calculated as 10% of the total points available in this RFP</p>	09/24/2025
Q21	<p>Question: Local Vendor</p> <p>•Would City prefer local NM based vendor instead of out of state vendor?</p> <p>Answer: The City requires that the awarded "Contractor maintain a local office". No in/out of state preference.</p>	09/24/2025
Q22	<p>Question: CERTIFIED PAYROLL cost</p> <p>•Could you please elaborate on what CERTIFIED PAYROLL (PURSUANT TO NMSA 13-4-11) cost means?</p> <p>Answer: Certified weekly payroll records of a contracting agency are subject to inspection pursuant to the Inspection of Public Records Act [Chapter 14, Article 2 NMSA 1978]; provided that the request shall be fulfilled within twenty days of receipt of the written request. Certified weekly payroll records are subject to record retention requirements applicable to payroll records of a state agency.</p>	09/24/2025
Q23	<p>Question: estimated budget</p> <p>•What is the estimated budget of this contract?</p> <p>Answer: City of Aztec estimated approved funding for FY26 is \$220,000.00 for Temporary Staffing.</p>	09/24/2025
Q24	<p>Question: incumbent vendor</p> <p>•Could you please share the name of the incumbent vendor?</p> <p>Answer: City of Aztec expired agreement for Temporary Staffing was with Elwood Staffing.</p>	09/24/2025
Q25	<p>Question: estimated spend</p> <p>•What is the estimated spend for the last year?</p> <p>Answer: City of Aztec estimated approved cost/funding for FY26 is \$220,000.00 for Temporary Staffing.</p>	09/24/2025
Q26	<p>Question: Estimate Positions</p> <p>•How many positions were filled in the last year?</p> <p>Answer: Estimate 6 positions as needed/replaced as follows: Temporary utility office worker, Public Work Technician's assistant, Senior Service kitchen aid, Senior Center delivery driver, General Services custodial worker, General Services Seasonal worker.</p>	09/24/2025
Q27	<p>Question: Staffing Partners</p> <p>How many staffing partners do you currently use for the roles included in this RFP?</p> <p>Answer: One primary Staffing Service and One backup staffing service as needed.</p>	09/30/2025

No	Question/Answer	Question Date
Q28	<p>Question: Improvements What would you like to improve about your current staffing service?</p> <p>Answer: There was no issues, the current staffing service agreement expired.</p>	09/30/2025
Q29	<p>Question: Anticipated Headcount Are you able to provide an anticipated headcount or annual temporary staffing spend?</p> <p>Answer: Head count average 10 (total all departments) Annual average spend 200k (all combined departments)</p>	09/30/2025
Q30	<p>Question: starting wages Can you provide us a starting wage for each role? (We don't have experience assisting you in every role listed.)</p> <p>Answer: The City of Aztec follows the State of New Mexico hourly minimum wage rates, plus Commission approved policies. This RFP is Cost Mark Up proposal, no hourly rates are provided in this RFP.</p>	09/30/2025
Q31	<p>Question: Needed PPE Can you provide a list of PPE needed for each role, and note whether or not you provide it?</p> <p>Answer: Service requirements must be determined by the City's actual need at the time of the request on a as needed basis.</p> <p>Offeror proposal summary can be defined to what the "offeror is willing to service" and what the City will be responsible for (not covered).</p>	09/30/2025
Q32	<p>Question: Uniforms needed Are uniforms needed for any role?</p> <p>Answer: City of Aztec departments may require a uniform; as needed. Service requirements must be determined by the City's actual need at the time of the request.</p>	09/30/2025
Q33	<p>Question: Provided Badges Our most recent contract states that the City provides badges for all temporary associates. Will that continue?</p> <p>Answer: The City of Aztec supplies all employees with City Badges</p>	09/30/2025
Q34	<p>Question: Supplier Benefits What benefits does your current staffing provider offer that you've become accustomed to?</p> <p>Answer: Contractor must adequately screen and document all personnel that are referred to the City in order to confirm the appropriateness of their working in a public facility and their fitness for the assigned duty (or duties) to be performed. Screening may include, but is not limited to, background checks, drug testing, and reference checks. The City reserves the right to request multi-county background checks and national background checks.</p>	09/30/2025

No	Question/Answer	Question Date
Q35	<p>Question: Contract Execution Do you have an expected go-live date?</p> <p>Answer: Selection of finalists, Oral presentations(s), Best and Final Offers, final contract/ contract award is upon the City Commission approx. October 28th, 2025. If Commission approves/awards the tentative start date would be November 15, 2025.</p>	09/30/2025
Q36	<p>Question: Hours Worked Do associates typically work 40 hours per week? (If not, please clarify.)</p> <p>Answer: Yes, City of Aztec typically works 40 hours. Hours change "as needed" by each department requesting staffing.</p>	09/30/2025
Q37	<p>Question: Paid Time Off Do you offer temporary associates PTO?</p> <p>Answer: Various staffing consist of and not limited to: short term (less than twelve months) or long-term (greater than twelve months). Personnel furnished by the Contractor are not entitled to participate in any of the City's employment plans or benefits.</p>	09/30/2025
Q38	<p>Question: Associate Transition Do you plan to transition any associates from a current staffing partner to a new or different staffing partner in an effort to streamline providers?</p> <p>Answer: Yes, current temporary staffing can be transitioned over to the offeror/awardee if the city desires.</p>	09/30/2025
Q39	<p>Question: Payment Terms We see you've noted net 30-day payment terms in your bid document. Would the City be open to continuing our mutually agreed-upon terms of net 14 days?</p> <p>Answer: The contract between the City of Aztec and a contractor will follow the format specified by the City of Aztec and contain the terms and conditions set forth in the Sample Contract Appendix H. However, the City of Aztec reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant contract.</p>	09/30/2025
Q40	<p>Question: Background Screening In the most recent contract, you requested a 7-year county, 7-year criminal + Federal background check. Is the requirement still the same?</p> <p>Answer: City of Aztec reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant contract.</p>	09/30/2025