



ADDENDUM #1

Temporary Services #1784-17

Original Notice of Bid Issued on: April 7, 2017

Bid Due Date: Thursday, May 4, 2017 @ 2:00pm

April 28, 2017

To All Prospective Bidders:

The purpose of this addendum is to

1. Delete Section 1.5 and replace it with the following:

The following documents must be completed and returned by all Bidders:

- Section 3 – Bid Form - Signed and dated by a company official
 - Signed HUD Form 5369c
 - Signed Proposal Preference and Certification for Disadvantaged Businesses (if applicable)
2. Clarify that prices on the Bid Form Should be Expressed as your Bill Rate (i.e. what you will bill the Authority, not what you pay the employee).
 3. Provide that the estimated spend on the current contract has been approximately \$246,000 on average over the last three years.
 4. Clarify that the not to exceed amount of \$245,000 annually could be exceeded under certain circumstances following certain approvals, but the Authority does not anticipate exceeding the not to exceed amount.
 5. Clarify that the Authority currently has one vendor on Contract currently.
 6. Include a copy of the current contract pricing materials.

Housing Authority of the City of Hartford, 180 John D Wardlaw Way, Hartford, CT 06106

IFB # 1784-17
Housing Consultant

All other terms and conditions of the IFB remain the same.

Ben Bare, General Counsel and Chief Procurement Officer
Housing Authority of the City of Hartford
bids@hartfordhousing.org

March 24, 2014

Target Temps an Employment Solutions Company
Shellie Laverde, Branch Manager
49 Welles Street, Suite 200
Glastonbury, CT 06033

Re: Invitation to Bid # 1729-14; Temporary Staffing, Term Contract

Dear Ms. Laverde,

We are pleased to inform you that your firm has been awarded the above referenced contract as follows:

Temporary Staffing of four (4) positions on an as needed basis:

Administrative Assistant:	\$16.80 per hour
Property Management Assistant:	\$25.20 per hour
Skilled Handyman:	\$19.60 per hour
General Maintenance Worker:	\$14.00 per hour

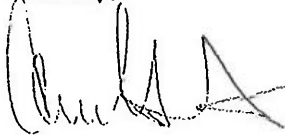
Term: March 5, 2014 through March 4th 2015

Renewal Options: Two (2) one year renewals, upon mutual consent of both parties.

This letter, our Request for Bid, and your response to it, forms the entire agreement between the Authority and your firm.

Thank you and we look forward to working with your firm.

Sincerely,



Annette Sanderson
Executive Director

**HOUSING AUTHORITY OF THE CITY OF HARTFORD
RESOLUTION NO. 2014-11**

**REGARDING AWARD OF CONTRACT FOR
TEMPORARY STAFFING**

WHEREAS, the Housing Authority of the City of Hartford ("Authority") intends to contract for temporary staffing to meet workload requirements that vary; and

WHEREAS, the Authority publicly advertised for and received seven (7) bids for this work and reviewed the same for adherence to the bid requirements; and

WHEREAS, after a review of the bids, Target Temps, Inc., of Glastonbury, Connecticut, was determined to be the lowest responsible bidder;

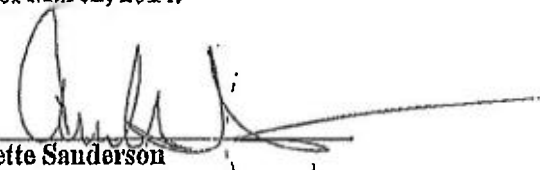
NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Hartford at a special meeting held on Tuesday, March 4, 2014, at the Housing Authority of the City of Hartford at 180 John D. Wardlaw Way, Hartford, Connecticut, does hereby authorize and directs the Executive Director to:

1. Enter into any negotiations necessary or advisable for the Authority to work toward retention of Target Temps, Inc., for one year, plus the Authority's option to extend the contract for up to two additional years, to provide temporary staffing as required by the Authority, at prices that vary subject to work hours and skill level and with an approximate value of \$211,000; and
2. Sign the final contract and any ancillary documents with Target Temps, Inc., toward this end, provided, however, that the Executive Director first finds that such final contract and ancillary documents meet the best interests of the Authority.

PASSED, ADOPTED AND APPROVED this 4th day of March, 2014.

ATTEST


Marilyn E. Rossetti
Chairperson


Annette Sanderson
Executive Director

Reviewed and Approved as to Legal Sufficiency:


Barbara S. McGrath
Connecticut Urban Legal Initiative, Inc.
General Counsel

MEMO

DATE: February 26, 2014

TO: Annette Sanderson, Executive Director

CC: Cheryl Maturah, Human Resource Director
John Williams, Field Operations Supervisor

FROM: Linda Kennedy, CPPB, Contracting Initiatives LLC
Certified Professional Public Buyer

SUBJECT: Recommendation for Award
Invitation to Bid 1729-14; Temporary Staffing Services
Opened on February 20, 2014

This will confirm that seven (7) bids were received for Temporary Staffing Services. Based on my evaluation of bids received, I recommend award to the lowest responsible bidder by total low bid:

Target Temps an Employment Solutions Company
49 Welles St., Suite 200
Glastonbury, CT 06489

Value of Contract: Appx. \$ 211,000+ per year,
Indefinite Delivery, Indefinite Quantity Contract
Term: One year with two annual extensions,

Attachments:
Bid Tabulation Sheet

MEMO

DATE: February 26, 2014

TO: Annette Sanderson, Executive Director

CC: Cheryl Maturah, Human Resource Director
John Williams, Field Operations Supervisor

FROM: Linda Kennedy, CPPB, Contracting Initiatives LLC
Certified Professional Public Buyer

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HARTFORD HOUSING AUTHORITY, 180 JOHN D WARDLAW WAY, HARTFORD, CT

1 of 2
Kennedy

BID TABULATION SHEET

BID NO. INVITATION TO BID # 1729-14; Temporary Staffing, Term Contract

OPENED ON: 2/20/2014 @ 2PM

ITEM DESCRIPTION	ESTIMATED QUANTITY/ UNIT OF MEASURE	Advanced Medical Staffing Rockford, CT	Job Doc East Hartford	New Wave People Clarksburg Mo. Jo.	Target Temp Helenbury	Temp Now Hartford CT	Mobius Industries Kirkland WA
1.A Temporary Administrative Assistant/Clerical worker	2,000/HR	23.80	20.83	27.77	16.80	19.58	20.25
1. B Temporary Management Assistant/ Property Manager.	1,000/HR	35.00	26.72	31.98	25.20	30.49	27.00
2.A. Temporary Skilled Handyman	6,000/HR	28.00	N/B	53.14	19.60	23.48	18.90
2. B. Temporary General Maintenance Worker	2,500/HR	21.00	N/B	23.41	14.00	17.48	18.90
TOTAL BID							

February 5, 2015

Target Temps an Employment Solutions Company
Shellie Laverde, Branch Manager
49 Welles Street, Suite 200
Glastonbury, CT 06033

Contract #1729-14; Temporary Staffing, Term Contract


Dear Ms. Laverde,

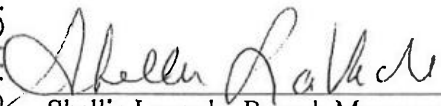
The Housing Authority of the City of Hartford wishes to exercise its option to extend subject contract for one additional year commencing March 5, 2015 and March 4, 2016 at the same terms, conditions and price as the original award of contract:

Administrative Assistant:	\$16.80 per hour
Property Management Assistant:	\$25.20 per hour
Skilled Handyman:	\$19.60 per hour
General Maintenance Worker:	\$14.00 per hour

If you are in agreement with this extension, kindly sign below and return it via email attachment or mail within 5 days of the date of this letter. The insurance certificate we have on file will require updating by July 1, 2015. Thank you very much and we appreciate your service to the Housing Authority of the City of Hartford.

Sincerely,


Annette Sanderson
Executive Director
860 723-8420


Shellie Laverde, Branch Manager
Target Temps an Employment Solutions Company

2-6-15
Date



December 5, 2016

Target Temps an Employment Solutions Company
Shellie Laverde, Branch Manager
49 Welles Street, Suite 200
Glastonbury, CT 06033

Contract #1729-14; Temporary Staffing, Term Contract

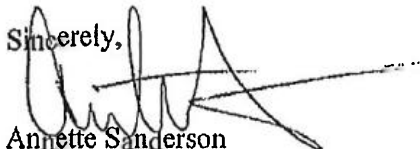
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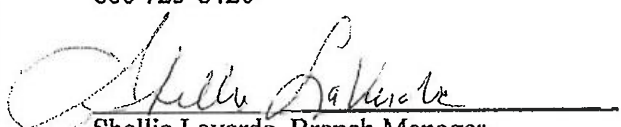
Thank you for continuing services uninterrupted until we could get this letter to you. We apologize for the delay. The Housing Authority of the City of Hartford wishes to exercise its option to extend subject contract for the period March 5, 2016 to March 4, 2017 at the same terms, conditions and price as the original award of contract:

Administrative Assistant:	\$16.80 per hour
Property Management Assistant:	\$25.20 per hour
Skilled Handyman:	\$19.60 per hour
General Maintenance Worker:	\$14.00 per hour

If you are in agreement with this extension, kindly sign below and return it via email attachment or mail within 5 days of the date of this letter. Thank you very much and we appreciate your service to the Hartford Housing Authority.

Sincerely,


Annette Sanderson
Executive Director
860 723-8420


Shellie Laverde, Branch Manager
Target Temps an Employment Solutions Company

12/14/16
Date