



Department of Purchasing & Contract Compliance

February 5, 2015

Re: 15RFP011615K-NH STAFF AUGMENTATION SERVICES

Dear Vendors:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced Request for Proposals. The following contains changes to the specifications included in the solicitation referenced above. Failure to acknowledge and include these changes in your submittal may render your proposal non-responsive.

1. **Section 2.5; Page 2-6 TERM OF CONTRACT:** The initial term of the contract shall be for a one (1) year term, with two (2), one (1) year renewal options. Contract award amounts and renewal executions shall be contingent upon funding availability and may be awarded at the County's discretion.
2. **Section 3.1.2; Page 3-2 NUMBER OF COPIES:** Please submit your Technical Proposal as follows "Technical Proposal, two (2) originals and five (5) copies on USB flash drive (preferred) or CD media in PDF format".
3. **Section 3.3; Page 3-5 SCOPE OF WORK:** The following position information is to be added to the list of positions. This information becomes Item #11 and reads as follows:
 11. One Inventory Clerk equivalent to the County Receiving and Inventory Specialist designation with completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and two (2) years of experience in shipping and receiving materials and one (1) year of experience in inventory control and operating a computer terminal.
4. **Section 9; Page 9-5 EXHIBIT 2;** is to be replaced with the attached REVISED Table A.
5. **Section 9; (Insert after) Page 9-34 EXHIBIT 3:** The attached County position description titled "Receiving and Inventory Specialist" is to be added to the end of Exhibit 3; becoming Pages 9-34 to 9-36.

Except as provided herein, all terms and conditions for the project referenced above remain unchanged and in full force and effect.

Sincerely,

Nancy Harrison

Nancy Harrison, CPPO, CPPB
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



ACKNOWLEDGEMENT OF ADDENDUM NO. 3

The undersigned bidder acknowledges receipt of this addendum by returning one (1) copy of this form with the RFP package to the Department of Purchasing, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the due date and time specified in the solicitation document.

This is to acknowledge receipt of Addendum No. 3, _____ day of _____, 2015.

Legal Name of Bidder

Signature of Authorized Representative

Title

REVISED Table A – Cost Proposal and Hourly Billing Rate Schedule

Name of Firm: _____

Item #	Description	Unit	Estimated Quantity	Unit Price	Total Price
1.	Engineer III	HR	2000	\$	\$
2.	Engineer II	HR	2000	\$	\$
3.	Engineer I	HR	6000	\$	\$
4.	Engineer Assistant IV	HR	4000	\$	\$
5.	Inspector Supervisor	HR	2000	\$	\$
6.	Inspector Senior	HR	2000	\$	\$
6.	Inspector	HR	4000	\$	\$
7.	Geographical Information System Technician	HR	2000	\$	\$
8.	Administrative Assistant II	HR	6000	\$	\$
9.	Inventory Clerk	HR	2000	\$	\$
10.	Mileage Allowance for Inspection and Asset Management Functions	LS	1	\$ 50,000.00	\$ 50,000.00

Note: Pricing should reflect reduced overhead as work facilities and supplies will be furnished by Fulton County.

TOTAL ESTIMATED PRICE \$ _____

FULTON COUNTY, GEORGIA
CLASS SPECIFICATION

CLASS TITLE: Receiving and Inventory Specialist

CLASS CODE: 202024	EEO CODE: F	SALARY RANGE: B21	FLSA STATUS: Non-Exempt	PHYSICAL PROFILE: #2	TEST CATEGORY: B
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JOB SUMMARY: Incumbent in this class performs operational duties related to performing warehouse duties and material control functions with substantial independence, including placing orders with vendors, assisting customers, shipping and receiving material, maintaining inventory controls, and generating related reports.

DISTINGUISHING CHARACTERISTICS: This is the second level within a four-level stores series. The Receiving and Inventory Specialist is distinguished from the Material Assistant in that the latter assists with the handling, stocking, physical inventory, and delivery of supplies and materials, whereas the former independently carries out warehouse operating procedures and material control functions. The Receiving and Inventory Specialist is distinguished from the Material and Asset Supervisor in that the latter is supervisory. This series is distinguished from the Purchasing series by its focus on the maintaining, release, and control of equipment, materials, and supplies.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Independently performs storeroom/warehouse duties and material control functions.
- Places orders with vendors to maintain inventories as required; selects vendors as authorized; maintains vendors lists.
- Provides assistance to customers regarding materials and delivery; reviews parts manuals, price lists, and supplier's catalogs to provide information.
- Performs computerized inventory control and fixed asset duties; operates bar code scanning equipment; generates reports.
- Performs various shipping and receiving duties; returns damaged goods.
- Issues parts and supplies to mechanics; organizes and maintains stockroom.
- Tracks flow of parts through inventory system; processes parts invoices and receipts.
- Makes deliveries as necessary or assigned; operates material handling equipment.

FULTON COUNTY, GEORGIA
CLASS SPECIFICATION

CLASS TITLE: Receiving and Inventory Specialist

KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Safe vehicle operating procedures; standard material handling equipment;
- Stocking procedures; safe lifting and handling procedures;
- General security procedures; occupational hazards and safety procedures;
- Parts, supplies, materials, and vendors related to area of specific assignment, such as building maintenance, construction, automotive/heavy equipment repair, commodities, grounds, office supplies, waterworks, and sewer systems;
- Office practices and procedures;
- Storekeeping, inventory control, and fixed asset control procedures;
- Surplus property control procedures;
- Shipping and receiving procedures;
- Mail handling procedures;
- Procedures for ordering/requisitioning supplies;
- Computer operations and material management programs; computerized inventory control;
- Basic bookkeeping principles and practices for solvents, cleaners, and fluids;
- General governmental purchasing and vendor selection procedures.

SKILLS: (position requirements at entry):

Skills in:

- General mathematical computations;
- Reading maps, finding addresses, and following delivery routes;
- Loading and unloading delivery vehicles;
- Operating delivery vehicles and gas and electric forklifts (some positions);
- Operating industrial cleaning equipment (some positions);
- Filling orders and following inventory/warehouse/delivery procedures;
- Organization and organizing of warehouse space;
- Coordinating auctions of surplus property;
- Keyboarding/typing, ten-key calculator, data entry, and operation of general office equipment;
- Operating computerized ordering and inventory control systems;
- Operating personal computers and related peripheral devices;
- Use of word processing, spreadsheets, and database software;
- Operating bar code scanner software and hardware;
- Resolving problems involving vendors and internal customers;
- Cost and specification analysis for ordering;
- Reading and interpreting parts and supply manuals;
- Maintaining records and files; taking physical inventory;
- Preparing reports and correspondence; preparing invoices;
- Monitoring, analyzing, and verifying order and inventory data;
- Establishing and maintaining effective working relationships with staff and vendors;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work directions.

FULTON COUNTY, GEORGIA
CLASS SPECIFICATION

CLASS TITLE: Receiving and Inventory Specialist

EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to a High School diploma; two (2) years of experience in shipping and receiving materials and one (1) year of experience in inventory control and operating a computer terminal; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS: (position requirements at entry):

- Valid State of Georgia Driver's license;
- Commercial Driver's license and specific additional endorsements;
- Authorization by the State of Georgia Department of Revenue to sign title receipts on behalf of the County.

PHYSICAL REQUIREMENTS:

Positions in this class typically require standing, walking, lifting, carrying, climbing, bending, crouching, kneeling, reaching, twisting, pushing, pulling, grasping, fingering, foot controls, driving, talking, hearing, seeing, working outside, exposure to weather, exposure to moving mechanical parts, exposure to toxic/caustic chemicals, and security and safety risks.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

Classification History: Draft revised by Fulton County Personnel 3/13/03.