



REQUEST FOR BID
RFP 2005-006

ADDENDUM NO. 2

To: Prospective Vendors

From: Llew F. Perry
Cooperative Educational Services

Date: Friday, October 22, 2004

Cooperative Educational Services (CES) has received a question regarding RFP 2005-006 by e-mail on Tuesday, October 19, 2004. The following are the responses to the question asked.

Question:

Submitted by: Patricia Corey
City Manager
Kelly Services
Sent: Tuesday, October 19, 2004, 11:22 am
Subject: RFP question

1. As you know for "services" we do charge the NM sales tax. Our understanding of NM sales tax for services is the following: Kelly Services would charge CES the NM sales tax. Under the resold clause, CES would not charge the schools NM sales tax. If the NM sales tax resold clause works different for CES please clarify the process.

CES Response 1: Yes, you will need to apply NM sales tax on services provided. CES acts on behalf of its members as a procurement vehicle and when CES receives an invoice from the vendors for services rendered, CES then invoices its members for the total amount of that vendor's invoice, which does include the NM sales tax. The CES member pays CES and CES pays the vendor the amount due. The transaction is with CES/CES member so the tax is only applied one time.

2. I have a question regarding Category 8. We are interested in bidding for Direct Instruction, Office and Clerical Substitutes, Nursing Services, Food Service, and Custodial Substitutes under Category 8. However, we have an existing contract in Region 6 & 7 for Food Services. Can we decline to bid for just Food Services in Region 6 & 7?

CES Response 2: Within the Bidder's response they must clearly identify what they will or will not provide, where they will provide or will not provide and clearly state any terms, conditions and/or stipulations that may apply. However, CES reserves the right to accept and/or reject any or all deviations that CES finds not to be in the best interest of its members.

3. Generally Kelly Services requires a Kelly Educational contract for each school we partner with for the Kelly Educational Substitute program. Will we need to have separate contract for each school we service under the CES agreement?

CES Response 3: Yes, there will need to be an individual agreement for each CES member being provided services under this contract. It must be noted that such agreements must comply with all of the terms, conditions and stipulations found within the CES solicitation document and the vendor's response. If there is a conflict between the documents the CES solicitation will take precedence.

If you have any questions regarding this Addendum No. 2, please contact me.

By dating, signing and returning this page, the offeror acknowledges receipt of Addendum No. 2. **(Please place behind Tab 1 of your response)**

Date

Company Name (please print)

Print Name

Signature