



Alachua County Office of Management & Budget Division of Purchasing

Larry M. Sapp, CPPB
Purchasing Manager

Christy S. Winters, CPPB
Purchasing Supervisor

November 9, 2015

RE: Addendum #2
RFP 16-62: Annual Staffing Services for Solid Waste Materials Recovery Center

Dear Sir/Madam:

Please be aware of the following clarifications regarding the above referenced RFP:

Q #1: Can you provide Job Descriptions for the Solid Waste position listed on the Fee Proposal Form?

A #1: The job descriptions are as follows:

1. Sorter

- Work on sort line to sort recyclables into different grades as required for end users (Aluminum Cans, Plastics, Metal Cans, Trash, Glass, Newspaper, Cardboard and Gable Top Containers)
- Help with housekeeping, litter control and maintain the outside of building as needed
- Miscellaneous jobs as assigned

2. Operator

- Operate Skidsteer Loader, Forklift, Articulator Loader and Baler
- Help sort and litter control
- Miscellaneous jobs as assigned

3. Line Leads

- Works on the sort line with the other workers
- Insures everyone on the sorting lines are doing the correct job
- Insures everyone on their shift is present and wearing all PPE required for the job
- Works with the MRF managers to insure safety is being met
- Evaluate daily job performances

4. Maintenance Person

- Must be able to weld, use a cutting torch, grinders and other power tools as required
- Change electric motors and gear boxes, replace conveyor belts, grease bearings
- Inspect all warehouse sorting and baling equipment
- Trouble shoot issues with all equipment
- May be on-call as required
- Helps with housekeeping and litter control.

NOTE: You should acknowledge receipt of this addendum on your Fee Proposal Form.

End of Addendum # 2

Sincerely,

Mandy Mullins
Purchasing Agent

DRK/bf

