

**Human Resources Ergonomics**  
**Bid Walk Clarifications and Questions Received as of 2/26/2016**  
**Addendum #1**

**Questions:**

Q: How many Ergonomic Evaluations were performed for the County in 2014 and 2015?

A: Approx. 70, however, we are interested in adding ergo evaluations for all new hires. We average 7-8 new employees each month.

Q: If an employee is determined to need Equipment (i.e. wrist rest, foot rest, in-line document holder) do you currently have an equipment vendor?

A: Yes, but we do not have an agreement. We purchase from a variety of vendors depending on cost.

Q: If yes, does the County currently use an Equipment Catalog for ordering?

A: Online

Q: What is the current process if an employee requests an ergonomic evaluation?

A: We have a "Request for Ergonomic Evaluation form" that the supervisor and employee complete or we receive notice from a treating physician that an evaluation is needed.

Q: Can I see a copy of the winning bid from the previous RFP?

A: This is the first time we have done this

Q: Can I get a copy of an eval report format that you are happy with or expect so I can fine tune my bid?

A: The final eval report will be discussed with the awarded bidder. At this time what we would like to see in the final report is a background, identify the issues, includes creativity and cost effective recommendations, plan of action, pictures, etc.