SUBJECT: TEMPORARY ADMINISTRATIVE, CLERICAL, SERVICE MAINTENANCE OR SKILLED CRAFT WORKERS

BID #: SC-0299-18 **OPEN DATE: 2017-11-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: EMPLOYEE SERVICES DEPARTMENT

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 8 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second of three (3) renewal options BACE Services dba Link Staffing Services, to continue providing temporary workers for the Employee Services Department. Period of service is from November 16, 2019 through November 15, 2020. Total revised estimated annual expenditure amount is $400,000.00, for a total expenditure amount not to exceed $1,200,000.00.

Funding for this award to be encumbered by various department accounts, to be executed by purchase order(s)

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

ANALYST: _____
Annette Burney

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Tracey Bolton, Manager of Personnel Services, Employee Services Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services
City Hall at St. James
117 W. Duval Street, Suite 100
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

DATE: October 1, 2019

TO: Gregory Pease, Chief of Procurement
Finance and Administration Department

FROM: Tracey Bolton, Manager of Personnel Services T. Bolton
Employee Services Department

SUBJECT: **Second Renewal Option for SC-0299-18**

Employee Services is requesting to utilize the second renewal option for Temporary Services with BACE Services dba Link Staffing Services for the period of November 16, 2019 – November 15, 2020.

The renewal is under an agency umbrella in the amount of $400,000.00. Total expenditures for the renewal period are not to exceed $400,000.00.

Funding will be various agency account codes to be encumbered by the purchase order.

1496 Park Avenue, Orange Park, FL 32073

Letter of Intent

To whom it may concern,

It is the intent of BACE Services, Inc. dba Link Staffing Services (Vendor # 00018304) to continue servicing the City of Jacksonville under the agreement entered into under BID # SC-0299-18. Rates and terms agreed to under the BID are to be continued into the yearlong extension with the approval of the City of Jacksonville for renewal from November 16, 2019 – November 15, 2020.

Approved by:

Steven Morton

Branch Manager

BACE Services, Inc.

1496 Park Avenue, Orange Park, FL 32073

SUBJECT: TEMPORARY ADMINISTRATIVE, CLERICAL, SERVICE MAINTENANCE OR SKILLED CRAFT WORKERS

BID #: SC-0299-18 **OPEN DATE: 2017-11-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: EMPLOYEE SERVICES DEPARTMENT

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 8 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) of three (3) renewal options with BACE Services dba Link Staffing Services, to continue providing temporary workers for the Employee Services Department. Period of service is from November 16, 2018 through November 15, 2019, with two (2) one (1) year renewal options remaining. The requested expenditure for this period not-to-exceed $400,000.00, for a revised total award expenditure of $800,000.00.

Funding for this award to be encumbered by various department accounts, to be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Letter, Bid Tabulation Sheet, Terms and Conditions, Specifications, Previous Award

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tracey Bolton, Manager of Personnel Services, Employee Services Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 10/25/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/25/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: TEMPORARY ADMINISTRATIVE, CLERICAL, SERVICE MAINTENANCE OR SKILLED CRAFT WORKERS

BID #: SC-0299-18 **OPEN DATE: 2017-11-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: EMPLOYEE SERVICES DEPARTMENT

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 8 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, BACE Services dba Link Staffing Services, to provide temporary workers for the Employee Services Department. Period of service is one year from date of award, with three (3) one (1) year renewal options. Total expenditure not-to-exceed $400,000.00.

Funding for this award to be encumbered by various department accounts, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications

ANALYST: CHELSEY FLEMING **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Diane Moser, Director, Employee Services Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 11/16/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/16/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05