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 _____ 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.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

DATE: November 8, 2017

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

FROM: Diane F. Moser, Director
Employee Services Department

SUBJECT: **SC-0299-18 Temporary Administrative, Clerical, Service Maintenance or Skilled Craft Workers**

The Employee Services Department received a total of eight blds and recommends award of SC-0299-18 to the lowest responsive responsible bidder, BACE Services dba Link Staffing Services, in the not-to-exceed amount of $400,000.00 . The period of service will be from the date of award for one year with three (3) one-year renewal options.

Funding source: Various agency account codes to be encumbered by purchase order

Attachment: Bid Tabulation Sheet

cc: Chelsey Fleming, Purchasing Analyst

Title: TEMPORARY ADMINISTRATIVE, CLERICAL, SERVICE MAINTENANCE OR SKILLED CRAFT WORKERS
Bid # SC-0299-18
Bid Date: 11/1/2017
Buyer: Chelsey Fleming
No. Invited: 6 No. Received: 8 No Bids: 0
Recorded By: Gail Sampson 11/1/2017 Date

ITEM	DESCRIPTION	Est. QTY	UoM	ALLUVION STAFFING, INC. UNIT PRICE	ALLUVION STAFFING, INC. EXTENDED TOTAL	ELITE QUALITY SERVICES UNIT PRICE	ELITE QUALITY SERVICES EXTENDED TOTAL	I-TECH RESOURCES, INC. UNIT PRICE	I-TECH RESOURCES, INC. EXTENDED TOTAL	INFOJINI, INC. UNIT PRICE	INFOJINI, INC. EXTENDED TOTAL
Administrative											
1	ACCOUNT TECHNICIAN	1621	HR	$14.25	$23,099.25	$15.15	$24,558.15	$16.80	$27,232.80	$30.00	$48,630.00
2	ADMINISTRATIVE AIDE	471	HR	$14.50	$6,829.50	$15.15	$7,135.65	$14.00	$6,594.00	$25.00	$11,775.00
3	ADMINISTRATIVE ASSISTANT	935	HR	$15.00	$14,025.00	$15.80	$14,773.00	$15.40	$14,399.00	$25.00	$23,375.00
4	CUSTOMER SERVICE REPRESENTATIVE	377	HR	$13.50	$5,089.50	$12.00	$4,524.00	$13.30	$5,014.10	$21.00	$7,917.00
5	LEGAL ASSISTANT/PARALEGAL	1	HR	$17.25	$17.25	$17.80	$17.80	$19.60	$19.60	$30.00	$30.00
6	MEDICAL TRANSCRIPTIONIST	1	HR	$16.50	$16.50	$14.50	$14.50	$19.60	$19.60	$23.00	$23.00
7	EXECUTIVE ASSISTANT	1	HR	$21.00	$21.00	$16.70	$16.70	$19.60	$19.60	$37.00	$37.00
Clerical											
8	CLERICAL SUPPORT AIDE II	130	HR	$14.00	$1,820.00	$12.50	$1,625.00	$13.30	$1,729.00	$25.00	$3,250.00
9	CLERICAL SUPPORT AIDE III	204	HR	$14.25	$2,907.00	$13.25	$2,703.00	$14.00	$2,856.00	$32.00	$6,528.00
10	LIBRARY CLERK	1	HR	$13.75	$13.75	$12.25	$12.25	$14.50	$14.50	$18.00	$18.00
11	PERSONNEL CLERK	1	HR	$12.50	$12.50	$12.05	$12.05	$17.40	$17.40	$18.00	$18.00
12	STOCK CLERK	1	HR	$12.50	$12.50	$11.00	$11.00	$14.50	$14.50	$20.00	$20.00
Service Maintenance or Skilled Craft											
13	ANIMAL CARE ASSISTANT	1	HR	$14.25	$14.25	$14.00	$14.00	$14.00	$14.00	$16.00	$16.00
14	CARPENTER	1	HR	$17.50	$17.50	$15.00	$15.00	$24.65	$24.65	$20.00	$20.00
15	GENERAL MAINTENANCE WORKER	1	HR	$14.75	$14.75	$14.70	$14.70	$17.40	$17.40	$21.00	$21.00
16	MAINTENANCE HELPER	2605	HR	$14.50	$37,772.50	$12.85	$33,474.25	$13.30	$34,646.50	$17.00	$44,285.00
17	MAINTENANCE WORKER I	1	HR	$14.90	$14.90	$13.70	$13.70	$15.23	$15.23	$23.00	$23.00
18	MAINTENANCE WORKER II	1	HR	$15.27	$15.27	$14.80	$14.80	$16.68	$16.68	$26.00	$26.00
	TOTAL:			**$91,712.92**		**$88,949.55**		**$92,664.56**		**$146,012.00**	

	ALLUVION STAFFING, INC.	ELITE QUALITY SERVICES	I-TECH RESOURCES, INC.	INFOJINI, INC.
TERMS:	Not Stated	NET 30	NET 10	NET30
DELIVERY:	Not Stated	Not Stated	1 Business Day	15 Business Days
CONFLICT OF INTEREST:	Yes	Yes	Yes	Yes
LICENSE TO DO BUSINESS IN STATE OF FLORIDA:	Yes	Yes	Yes	Yes
INSURANCE CERTIFICATE:	Yes	Yes	Yes	Yes
GUARANTEE LEVEL 1 BACKGROUND CHECKS:	Not Stated	Not Stated	Yes	Yes
GUARANTEE REFERENCE SCREENING ON ALL POTENTIAL APPLICANTS:	Not Stated	Not Stated	Yes	Yes
ENSURE APPLICANTS HAVE APPROPRIATE EDUCATION & EXPERIENCE:	Not Stated	Not Stated	Yes	Yes
ASSIGNED REPRESENTATIVE FOR COJ:	Not Stated	Not Stated	Yes	Yes
ONLY ACCEPT ASSIGNMENT ORDERS FROM AUTHORIZED COJ PERSONNEL:	Not Stated	Not Stated	Yes	Yes
ADDENDUMS 0	N/A	N/A	N/A	N/A
NOTES:			Difference in total pricing due to adjustment by Unit Pricing, "In case of error in extension of prices in the bid, the unit price will govern."	

Title: TEMPORARY ADMINISTRATIVE, CLERICAL, SERVICE MAINTENANCE OR SKILLED CRAFT WORKERS
Bid # SC-0299-18
Bid Date: 11/1/2017
Buyer: Chelsey Fleming
No. Invited: 6 No. Received: 8 No Bids: 0
Recorded By: Gail Sampson 11/1/2017 Date

ITEM	DESCRIPTION	Est. QTY	UoM	BACE SERVICES dba LINK STAFFING SERVICES UNIT PRICE	BACE SERVICES dba LINK STAFFING SERVICES EXTENDED TOTAL	PACKPLUS, INC. dba JOSMAR MEDICAL STAFFING UNIT PRICE	PACKPLUS, INC. dba JOSMAR MEDICAL STAFFING EXTENDED TOTAL	SOFTHQ, INC. UNIT PRICE	SOFTHQ, INC. EXTENDED TOTAL	DISKRITER, INC. UNIT PRICE	DISKRITER, INC. EXTENDED TOTAL
Administrative											
1	ACCOUNT TECHNICIAN	1621	HR	$15.48	$25,093.08	$16.70	$27,070.70	$30.00	$48,630.00		
2	ADMINISTRATIVE AIDE	471	HR	$15.40	$7,253.40	$14.04	$6,612.84	$18.00	$8,478.00		
3	ADMINISTRATIVE ASSISTANT	935	HR	$14.40	$13,464.00	$15.77	$14,744.95	$19.00	$17,765.00		
4	CUSTOMER SERVICE REPRESENTATIVE	377	HR	$12.06	$4,546.62	$13.94	$5,255.38	$17.00	$6,409.00		
5	LEGAL ASSISTANT/PARALEGAL	1	HR	$24.78	$24.78	$17.28	$17.28	$26.00	$26.00		
6	MEDICAL TRANSCRIPTIONIST	1	HR	$18.76	$18.76	$15.20	$15.20	$22.00	$22.00		
7	EXECUTIVE ASSISTANT	1	HR	$16.08	$16.08	$16.35	$16.35	$28.00	$28.00		
Clerical											
8	CLERICAL SUPPORT AIDE II	130	HR	$12.73	$1,654.90	$13.94	$1,812.20	$18.00	$2,340.00		
9	CLERICAL SUPPORT AIDE III	204	HR	$13.07	$2,666.28	$14.23	$2,902.92	$20.00	$4,080.00		
10	LIBRARY CLERK	1	HR	$13.07	$13.07	$12.78	$12.78	$18.00	$18.00		
11	PERSONNEL CLERK	1	HR	$16.28	$16.28	$14.62	$14.62	$17.00	$17.00		
12	STOCK CLERK	1	HR	$13.75	$13.75	$12.78	$12.78	$16.00	$16.00		
Service Maintenance or Skilled Craft											
13	ANIMAL CARE ASSISTANT	1	HR	$14.05	$14.05	$12.78	$12.78	$18.00	$18.00		
14	CARPENTER	1	HR	$18.75	$18.75	$16.82	$16.82	$25.00	$25.00		
15	GENERAL MAINTENANCE WORKER	1	HR	$17.50	$17.50	$16.35	$16.35	$18.00	$18.00		
16	MAINTENANCE HELPER	2605	HR	$11.59	$30,191.95	$14.93	$38,892.65	$15.00	$39,075.00		
17	MAINTENANCE WORKER I	1	HR	$15.68	$15.68	$15.20	$15.20	$16.00	$16.00		
18	MAINTENANCE WORKER II	1	HR	$16.80	$16.80	$15.20	$15.20	$18.00	$18.00		
	TOTAL:			**$85,055.73**		**$97,457.00**		**$126,999.00**			

	BACE SERVICES dba LINK STAFFING SERVICES	PACKPLUS, INC. dba JOSMAR MEDICAL STAFFING	SOFTHQ, INC.	DISKRITER, INC.
TERMS:	Not Stated	Not Stated	NET 30	NET 7
DELIVERY:	1 Business Day	Not Stated	5 Business Days	15 Business Days
CONFLICT OF INTEREST:	Yes	Yes	Yes	Yes
LICENSE TO DO BUSINESS IN STATE OF FLORIDA:	Yes	Not Provided	Yes	Yes
INSURANCE CERTIFICATE:	Yes	Not Provided	Yes	Yes
GUARANTEE LEVEL 1 BACKGROUND CHECKS:	Yes	Not Stated	Yes	Yes
GUARANTEE REFERENCE SCREENING ON ALL POTENTIAL APPLICANTS:	Yes	Not Stated	Yes	Yes
ENSURE APPLICANTS HAVE APPROPRIATE EDUCATION & EXPERIENCE:	Yes	Not Stated	Yes	Yes
ASSIGNED REPRESENTATIVE FOR COJ:	Not Stated	Not Stated	Yes	Yes
ONLY ACCEPT ASSIGNMENT ORDERS FROM AUTHORIZED COJ PERSONNEL:	Not Stated	Not Stated	Not Stated	Yes
ADDENDUMS 0	N/A	N/A	N/A	N/A
NOTES:			Difference in total pricing due to adjustment by Unit Pricing, "In case of error in extension of prices in the bid, the unit price will govern."	VENDOR REJECTED - SUBMITTED PRICE RANGES

TERMS AND CONDITIONS

TEMPORARY ADMINISTRATIVE, CLERICAL, SERVICE MAINTENANCE OR SKILLED CRAFT WORKERS

1. SCOPE

The Employee Services Department of the City of Jacksonville, Florida, is currently accepting bids for services as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these services and to obtain pricing commitments for **Temporary Administrative, Clerical, Service Maintenance or Skilled Craft Workers** as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder meeting all the minimum requirements. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is one year from date of award, with three (3), one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. REQUIREMENTS

Bidders must submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Bidders must have a current local, state and federal license to do business in the State of Florida and a copy must be submitted with bid package. Failure to comply will cause bid to be rejected.

b. Bidders must submit their insurance certificate with coverage as stated in the bid documents or a letter of intent from an insurance company authorized to do business in the State of Florida stating its willingness to insure the Bidder. The Bidder shall take sole responsibility of any on-the-job injuries incurred by the temporary worker under the Worker Compensation coverage. Failure to comply will result in bid rejection.

c. Bidders shall conduct Level 1 background investigations in accordance with Florida Statute 435.03 on all potential applicants. Bidder must absolutely guarantee that only applicants that have been through Level 1 screening are placed to work on COJ assignments. For assignments which require driving, a Florida Department of Motor Vehicles check must be conducted to verify conformance with City of Jacksonville City Driver certification standards as described in the attached guidelines. The City reserves the right to periodically conduct an audit of assigned worker records to confirm such requirement is met.

d. Bidders shall conduct reference screening on all potential applicants at no extra charge to the City of Jacksonville and drug screening for those positions identified as safety sensitive or DOT. Potential safety sensitive applicants must successfully pass a seven (7) - panel drug screen prior to assignment and potential DOT applicants must pass a five (5) – panel drug screen prior to assignment. The cut-off levels mandated under the federal DOT standards shall be utilized. The

City reserves the right to periodically conduct an audit of assigned worker records to confirm such requirement is met.

e. Bidders must ensure workers have the education, work experience and appropriate technical skills required for the position prior to sending individuals to be interviewed or to work. Testing of the skills of the worker(s) should include appropriate technical tests and evaluations at no cost to the City.

f. Bidders must assign a representative that will become thoroughly familiar with the City's personnel needs and job requirements in order to facilitate direct communication for quality performance. If the assigned representative is replaced within the duration of this contract, notification must be sent to the Procurement Division within two (2) business days.

g. Bidders shall only accept assignment orders from authorized individuals with the City. A list of such authorized individuals will be provided to Bidder by the Employee Services Department. No other City official or employee may authorize assignments under this contract.

5. PRE-BID CONFERENCE

Not applicable.

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

8. DELIVERY

Various Departments/Divisions of the City of Jacksonville on an "as needed" or "just in time" basis as assigned through the Employee Services Department. The address where temporary worker(s) are to report will be given at the time of request for service.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All hourly rates shall include all transportation, parking and processing charges per job classification as outlined in the bid documents. **NO OVERTIME WILL BE PAID UNDER THIS CONTRACT.**

11. PICK UP AND RETURNS

The City reserves the right to release any temporary worker for non-performance or non-compliance of the assignment at any time during the working hours at no cost to the City. Replacement of the temporary worker shall be at the sole discretion of the City but the responsibility of the Bidder.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include bid number, name of agency requesting services, name of temporary worker and position held, date of service, hours worked and hourly rate. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida, 32202.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; location, pricing, and date of services. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

17. RIGHT TO AUDIT

The City reserves the privilege of auditing an agency's records as such records relate to purchases between the City and said agency.

18. RIGHT TO HIRE

The City reserves the right to hire any temporary employee(s) assigned on this contract after a period of eight (8) weeks of employment. No compensation or conversion fee will be paid to the contractor if the City hires a temporary employee after a period of eight weeks.

SPECIFICATIONS

TEMPORARY ADMINISTRATIVE, CLERICAL, SERVICE MAINTENANCE OR SKILLED CRAFT WORKERS

1. **SCOPE**

The scope of this contract shall be to provide temporary workers to various departments/divisions of the City of Jacksonville on an "as needed" basis in accordance with applicable federal and state labor laws.

2. **AWARD**

The City of Jacksonville will award the contract to the lowest responsive, responsible bidder meeting all the minimum requirements listed.

The City reserves the right to add job classifications not listed. The hourly rate will be based on the amount quoted on the Bid Proposal Form. No hourly rate may be below the current minimum wage set by the federal and state statute. For additional classifications, the hourly rate will be established at a rate comparable to positions on the Bid Proposal Form. For positions for which there is no comparable, the City will come to an agreement with the Bidder prior to any work starting.

3. **MINIMUM REQUIREMENTS**

a. Bidders must have a current local, state and federal license to do business in the State of Florida and a copy must be submitted with bid package. Failure to comply will cause bid to be rejected.

b. Bidders must submit their insurance certificate with coverage as stated in the bid documents or a letter of intent from an insurance company authorized to do business in the State of Florida stating its willingness to insure the Bidder. The Bidder shall take sole responsibility of any on-the-job injuries incurred by the temporary worker under the Worker Compensation coverage. Failure to comply will result in bid rejection.

c. Bidders shall conduct Level 1 background investigations in accordance with Florida Statute 435.03 on all potential applicants. Bidder must absolutely guarantee that only applicants that have been through Level 1 screening are placed to work on COJ assignments. For assignments which require driving, a Florida Department of Motor Vehicles check must be conducted to verify conformance with City of Jacksonville City Driver certification standards as described in the attached guidelines. The City reserves the right to periodically conduct an audit of assigned worker records to confirm such requirement is met.

d. Bidders shall conduct reference screening on all potential applicants at no extra charge to the City of Jacksonville and drug screening for those positions identified as safety sensitive or DOT. Potential safety sensitive applicants must successfully pass a seven (7) - panel drug screen prior to assignment and potential DOT applicants must pass a five (5) – panel drug screen prior to assignment. The cut-off levels mandated under the federal DOT standards shall be utilized. The City reserves the right to periodically conduct an audit of assigned worker records to confirm such requirement is met.

e. Bidders must ensure workers have the education, work experience and appropriate technical skills required for the position prior to sending individuals to be interviewed or

to work. Testing of the skills of the worker(s) should include appropriate technical tests and evaluations at no cost to the City.

f. Bidders must assign a representative that will become thoroughly familiar with the City's personnel needs and job requirements in order to facilitate direct communication for quality performance. If the assigned representative is replaced within the duration of this contract, notification must be sent to the Procurement Division within two (2) business days.

g. Bidders shall only accept assignment orders from authorized individuals with the City. A list of such authorized individuals will be provided to Bidder by the Employee Services Department. No other City official or employee may authorize assignments under this contract.

4. SPECIFICATIONS

a. The City reserves the right to add job classifications not listed. The hourly rate will be based on the amount quoted on the Bid Proposal Form. No hourly rate may be below the current minimum wage set by the federal and state statute. For additional classifications, the hourly rate will be established at a rate comparable to positions on the Bid Proposal Form. For positions for which there is no comparable, the City will come to an agreement with the Bidder prior to any work starting.

b. The City reserves the right to request resumes of a minimum of three (3) potential candidates under the required job category. Once a selection is made by the City, the Bidder must confirm the starting date and time of the temporary worker within four (4) hours, taking into consideration any pre-assignment screening of the individual prior to reporting for work.

c. The departments/divisions of the City of Jacksonville must be completely satisfied with the performance of every worker assigned. The City reserves the right to release any temporary worker for non-performance or non-compliance of the assignment at any time. The City of Jacksonville is required to notify the Bidder immediately upon release of the unsatisfactory temporary worker. The City shall not be invoiced for any hours not worked. Replacement of the temporary worker shall be at the sole discretion of the City but the responsibility of the Bidder.

d. Time records of the temporary worker will be signed daily by an authorized City Supervisor for verification of hours worked. Overtime will NOT be paid under this contract. If a condition exists that overtime is necessary, the Bidder must provide additional temporary employee(s) so that overtime is not accumulated. Depending on the duration of the assignment with the City, timesheets will be submitted to the awarded bidder(s) at the end of each worked day or week for invoicing. The Bidder is solely responsible for direct payment of the temporary worker(s), making sure all necessary requirements to adhere to all federal, state and/or local labor laws, rules or regulations are met, to include the coverage of health insurance when applicable under the Patient Protection and Affordable Care Act.

e. The City reserves the right to hire any individual assigned under this contract after the accumulation of three hundred twenty (320) billable hours at no fee.