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

BID #: SC-0393-22 **OPEN DATE:** 07/20/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - One (1) year from date of award, with three (3), one (1) year renewal options.

AGENCY: Employee Services

BASIS OF AWARD: All or none to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 107 **NUMBER RECEIVED: 5** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the lowest bidder, 22nd Century Technologies, Inc., for not meeting the minimum requirements of having a local office within 50 miles of Duval County.

Recommend approval of award to the lowest responsive, responsible primary and secondary bidders listed below to provide temporary staffing services in the amount not to exceed $400,000.00. Period of service is for one (1) year from date of award with three (3) one (1) year renewal options.

Primary- A & Associates
Secondary- Corporate Solutions Tech.

Funding Source: Various agency account codes to be encumbered by Purchase Order.

Attachments: Recommendation Memo, Tabulation, Rejection Letter, Terms and Conditions, and Scope of Work

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
JACLYN STAMOS GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Diane F. Moser, Director, Employee Services Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC 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: August 5, 2022

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

FROM: Diane F. Moser, Director
Employee Services Department

SUBJECT: **SC-0393-22 Temporary Administrative, Clerical, Service Maintenance or Skilled Craft Workers**

The Employee Services Department received a total of five bids and recommends rejecting 22nd Century Technologies, Inc for not meeting the minimum requirement of having a local office within 50 miles from Duval County. I recommend awarding SC-0393-22 to the two lowest bidders.

Primary- A & Associations
Secondary - Corporate Solutions Tech.

The amount is not to exceed $400,000.00.

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

Attachment: Bid Tabulation Sheet

cc: Jaclyn Stamos, Purchasing Analyst

TITLE: TEMPORARY STAFFING BID NO.: SC-0393-22 OPEN DATE: July 20, 2022 @ 2 P.M. ANALYST: Jaclyn Stamos No. Invited: (107) No. Received (5) No Bids: (0) Recorded By: MELISSA PIERCE Announcer: BEN KEMP		C+C1:C28ORPORATE SOLUTIONS TECH	I-TECH RESOURCES, INC (JSEB COMPANY)	22ND CENTURY TECHNOLOGIES, INC (LOWEST BID WITH ALL DOCUMENTS SUBMITTED)	EIGHT ELEVEN GROUP LLC (DID NOT BID ON ALL ITEMS)	A&Associates
ITEM	DESCRIPTION	HOURLY RATES	HOURLY RATES	HOURLY RATES	HOURLY RATES	HOURLY RATES
1	ACCOUNT TECHNICIAN	$24.57	$25.20	$22.00	$58.00	$21.00
2	ADMINISTRATIVE AIDE	$25.58	$19.80	$17.00	$47.00	$19.00
3	ADMINISTRATIVE ASSISTANT	$24.01	$22.40	$19.00	$0.00	$20.00
4	CUSTOMER SERVICES REPRESENTATIVE	$20.25	$19.80	$22.00	$32.00	$19.00
5	LEGAL ASSISTANT	$22.00	$25.20	$25.00	$38.00	$23.90
6	PARALEGAL	$27.50	$35.00	$17.00	$46.00	$29.00
7	MEDICAL TRANSCRIPTIONIST	$29.85	$25.20	$27.00	$30.00	$21.00
8	CUSTOMER SERVICE AGENT- SUPERVISOR OF ELECTIONS	$22.00	$19.80	$28.00	$35.00	$19.00
9	EXECUTIVE ASSISTANT	$25.58	$28.00	$23.00	$36.00	$23.00
10	CLERICAL SUPPORT AIDE II	$24.50	$21.00	$15.50	$25.00	$19.00
11	CLERICAL SUPPORT AIDE III	$28.97	$22.40	$19.00	$27.00	$21.00
12	LIBRARY CLERK	$21.47	$19.80	$7.00	$20.00	$19.00
13	PERSONNEL CLERK	$25.43	$22.40	$19.00	$32.00	$21.00
14	STOCK CLERK	$26.43	$21.00	$18.00	$20.00	$19.00
15	ANIMAL CARE ASSISTANT	$17.60	$21.00	$18.00	$17.00	$19.00
16	CARPENTER	$27.00	$45.00	$29.00	$20.00	$28.00
17	GENERAL MAINTENANCE WORKER	$19.20	$45.00	$23.00	$20.00	$19.00
18	MAINTENANCE HELPER	$16.20	$21.00	$17.00	$15.00	$19.00
19	MAINTENANCE WORKER I	$19.20	$22.50	$16.00	$17.00	$19.00
20	MAINTENANCE WORKER II	$22.42	$24.00	$22.00	$18.00	$21.00
21	PROGRAM AID -DRIVER	$23.00	$24.00	$24.00	$17.00	$21.00
22	CONFERENCE CENTER HELPER	$15.80	$21.00	$19.00	$16.00	$19.00
23	SIGN SHOP OPERATOR	$29.30	$37.50	$15.00	$20.00	$21.00
24	TRAFFIC SIGN INSTALLER	$28.27	$39.00	$23.00	$18.00	$25.00
25	CUSTODIAN	$16.20	$22.50	$17.00	$16.00	$19.00
	TOTAL AMOUNT	$582.33	$648.70	$501.50	$838.00	$523.90
	CONFLICT OF INTEREST:	Y	Y	Y	Y	Y
	REFERNECES	Y	N	Y	Y	Y
	LICENSE (FL)	Y	SUBMITTED FLORIDA JSEB CERTIFICATE	Y	SUBMITTED W9 FEDERAL TAX FORM	Y
	INSURANCE	Y	Y	Y	Y	Y
	LOCATION WITHIN 50 MILES OF DUVAUL COUNTY	Y	Y	N	Y	Y
	ADDENDUM(2):	Y	Y	Y	N	Y

Stamos, Jaclyn

From: P0697@coj.net
Sent: Tuesday, August 9, 2022 9:30 AM
To: Stamos, Jaclyn
Subject: Scanned from a Xerox Multifunction Printer
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Multifunction Printer Name: P0697

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: August 8, 2022

Via Email: sledproposals@tscti.com

Bidder's Name: 22nd Century Technologies, Inc.

Address: 8251 Greensboro Drive, Suite 900,McLean, VA 22102

Contact Name: Anne Eaton

Bid No: SC-0393-22

Title: Temporary Staffing Services

Date Opened: July 20, 2022

REASON FOR RECOMMENDED BID REJECTION:.

Minimum requirement was not meet:

Have a local office within 50 miles from Duval County.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, August 11, 2022 at 1:00 p.m.

Purchasing Analyst's Signature: _____

Jaclyn L. Stamos, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

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 Staffing Services: 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 bidders 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. The award will be made to a primary and secondary vendor for services.

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. The City reserves the right to cancel this contract upon thirty (30) days' notice.

4. MINIMUM 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 be located within 50 miles from Duval County.

c. 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.

d. Bidders shall be an established agency with a proven ability to provide temporary workers for a minimum of three years.

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. Must submit only one invoice per purchase order. 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 six (6) 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 six 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 contracts to the lowest responsive, responsible bidders (a primary and secondary vendor) 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. **BIDDER REQUIREMENTS**

   a. 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.

   b. 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.

   c. 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.

   d. 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.

e. 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 two hundred forty (240) billable hours at no fee.

JOB CATEGORY SPECIFICATIONS