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

BID# SC-0605-13 OPEN DATE: **2013-08-28**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE (1) YEAR FROM DECEMBER 1, 2013 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **EMPLOYEE SERVICE**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED 24 NUMBER RECEIVED 9 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the third and final renewal option with I-Tech Resources, Inc. for the period of December 1, 2016 through November 30, 2017. Total revised estimated annual expenditure in the amount of $400,000.00, for a not to exceed expenditure amount of $1,600,000.00.

Funding Source: Various Agencies - To be encumbered by purchase orders

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

BUYER: _____ RESPECTFULLY SUBMITTED: _____

ANNETTE BURNEY

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Diane Moser, Chief of Talent Management, Employee Services Department**

(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 _____

FORM GB-108, Revised 12/2007

EMPLOYEE SERVICES DEPARTMENT

ONE CITY ONE JACKSONVILLE!

DATE: October 14, 2015

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

FROM: Diane Moser, Chief of Talent Management
Employee Services Department

RE: **Third Renewal Option for SC-0605-13 – Temporary Services**

Employee Services is requesting to utilize the third renewal option for Temporary Services with I-Tech Resources for the period of December 1, 2016 through November 30, 2017.

The renewal is under an agency umbrella in the amount of $380,000.00 with $20,000.00 under Employee Services for a total dollar limit 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.

I-TECH
Resources, Inc.

October 4, 2016

City of Jacksonville
117 W. Duval Street
Jacksonville, FL 32202
Human Resources Dept.

Ref.: Contract No. SC-0605-13

Dear Ms. Bolton:

This letter is to state our interest in extending the existing contract with the current rates, terms and conditions for the period of December 1, 2016 – November 30, 2017. Should you have any questions, please don't hesitate to contact me at 904-739-9350.

Thank you and have a wonderful day!

Sincerely,

Eric T. Nguyen
President

5627 Atlantic Blvd., Unit 2
Jacksonville, FL 32207
Tel.: (904) 381-1911 ◊ Fax: (904) 727-9400

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

BID# SC-0605-13 OPEN DATE: **2013-08-28**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE (1) YEAR FROM DECEMBER 1, 2013 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **HUMAN RESOURC**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **24** NUMBER RECEIVED **9** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the second of three (3) renewal options with I-Tech Resources, Inc. for the period of December 1, 2015 through November 30, 2016. Total revised estimated annual expenditure in the amount of $400,000.00, for a not to exceed expenditure amount of $1,200,000.00.

Funding Source: Various Agencies - To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

BUYER: _____ RESPECTFULLY SUBMITTED: _____

ANNETTE BURNEY

GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Diane Moser, Chief of Talent Management, Employee Services**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 10-29-15

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE: 10/29/15

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-108, Revised 12/2007

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

BID# SC-0605-13 OPEN DATE: **2013-08-28**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE YEAR FROM DECEMBER 1, 2013 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **HUMAN RESOURCES**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED **24** NUMBER RECEIVED **9** OTHER **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from December 1, 2014 to date of award.

Recommend approval to utilize the first of three (3) renewal options with I-Tech Resources from date of award through November 30, 2015. Total revised estimated annual expenditure in the amount of $400,000.00, for a total not to exceed expenditure in the amount of $800,000.00.

Funding Source: Various Agencies - To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter, Previous Award

BUYER: _____ RESPECTFULLY SUBMITTED: _____

ANNETTE BURNEY GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **Diane Moser, Chief of Talent Management, Employee Services Department**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 12/04/14

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 12/4/14

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

FORM GB-108, Revised 12/2007

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

BID# SC-0605-13 OPEN DATE: **8/28/2013**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - ONE YEAR FROM DECEMBER 1, 2013 WITH THREE ONE-YEAR RENEWAL OPTIONS

AGENCY: **HUMAN RES.**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED NUMBER RECEIVED **9** OTHER

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

RECOMMEND APPROVAL OF AWARD TO I-TECH RESOURCES TO PROVIDE TEMPORARY ADMINISTRATIVE, CLERICAL, SERVICE MAINTENANCE OR SKILLED CRAFT WORKERS IN ACCORDANCE WITH THE BID SPECIFICATIONS FOR THE PERIOD OF ONE(1) YEAR FROM DECEMBER 1, 2013 THROUGH DECEMBER 1, 2014, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS. TOTAL ESTIMATED EXPENDITURE IN THE AMOUNT OF $400,000.00.

FUNDING SOURCE: VARIOUS AGENCY ACCOUNT CODES TO BE ENCUMBERED BY PURCHASE ORDER.

ATTACHMENTS: RECOMMENDATION MEMO, BID SPECIFICATIONS, TABULATION

BUYER: _____ RESPECTFULLY SUBMITTED: _____

MR **ANNETTE BURNEY** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **ELLEN BLAIR, ACTING DIRECTOR, EMPLOYEE SERVICES DEPARTMENT**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 11/07/13

_____ OTHER: _____

_____

_____

ACTION OF AWARDING AUTHORITY DATE: 11/8/13

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

FORM GB-108, Revised 12/2007