**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 change the vendor name from BACE Services dba Link Staffing Services to BACE Services dba JTL Staffing and Payroll LLC for the assumption of the City contract with no change to the current pricing or terms and conditions for the period ending November 15, 2020. Total revised estimated annual expenditure amount of $400,000.00, and the total not to exceed expenditure amount of $1,200,000.00 will remain unchanged.

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: _____

_____ _____

_____ _____

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**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:** November 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:** **TEMPORARY SERVICES CONTRACT SC-0299-18**

The BACE Services dba Link Staffing Services contract was just renewed for the second option for the period of November 16, 2019 – November 15, 2020.

Per the attached letter, the company is changing their name to JTL Staffing and Payroll, LLC.

All terms and conditions under the contract will remain the same. 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 and will not change.

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

10/31/2019

To whom it may concern,

Bace Services Incorporated will no longer be doing business as Link Staffing Services under EIN # 76-0594486. From 10/21/2019 Bace Services Incorporated will be doing business as JTL Staffing under EIN #46-4458424.

Sincerely,

Bradley Morton

Branch Manager

1496 Park Avenue, Orange Park, FL 32073
(904) 644-8350

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
JTL Staffing and Payroll, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.
125 Electronics Blvd, Ste J

Requester's name and address (optional)

6 City, state, and ZIP code
Huntsville, AL 35824

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**
☐☐☐ - ☐☐ - ☐☐☐☐

or

**Employer identification number**
4 6 - 4 4 5 8 4 2 4

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ Jennifer Conner Date ▶ 10/30/2019

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*

**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 3 MEMBERS DISAPPROVING Ø DATE: 10/10/19

Teresa R. Eilhaer OTHER:

J. McGill

**ACTION OF AWARDING AUTHORITY** DATE 10/10/19

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

**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

Teresa R. Eicher _____ 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