

# Request for Approval Annual Contract Change

<b>Response needed by:</b>	<b>Monday, May 07, 2018</b>
Solicitation #:	Solicitation Name

B170107LKD      Temporary Personnel Services County-Wide

**Verification for Change:**

Animal Control has requested the following position be added to the above contract under Option A:

**Job Category:** Animal Care Specialist

**Job Description:** The position would require hard work, standing, walking throughout the work day, cleaning and disinfecting of kennels. Should be comfortable around animals and zoonotic diseases. If not trained on animal handling will be trained on the job. May also be trained in vaccination, drawing blood and running tests, etc. Schedule would be Monday – Friday 8:00 am – 4:30 pm.

Per the Department quotes were requested from Option A Awarded Vendors (Kelly was not awarded Option A) All, with exception of Alpha, declined to quote due to liability issues due to the nature of the position.

Alpha provided a negotiated **bill rate of \$17.00/per hour.**

**See attached documents:**

- Department request
- Alpha 1 Quote

<p><u>  P  </u> Approved / <u>      </u> Denied</p>	<p>Mary G. Tucker, Procurement Management Director or designee Laurie Victory, Procurement Manager</p>	<p><u>  5/2/18  </u></p> <p>Date</p>
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**Motions:**

**ACTION REQUESTED: as of 06/06/2017 Blue Sheet #20170244 Item #23**

A) Award Invitation to Bid No. B170107LKD Temporary Personnel Services County-wide to the following vendors as either a primary vendor or secondary vendor for each of the job categories and for the hourly rates listed on Attachment 1 “Hourly Rates for Award by Job Category”, for an initial period of two years and up to three additional one-year periods, as approved in the departments’ annual adopted budgets: Alpha1 Staffing/Search Firm LLC; Kelly Services, Inc.; Moten Tate, Incorporated; Randstad North America, Inc. DBA Spherion Staffing LLC; and Tampa Service Company, Inc. DBA Pacesetter Personnel Service of Florida, Inc.

B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

C) **Authorize the Director of Procurement Management to approve or reject** vendor requests for rate increases after the second year of the contract in accordance with the contract terms, and to approve additional job categories as needed at the not-to-exceed percentage mark-up rates listed on Attachment 1 “Hourly Rates for Award by Job Category”.

D) Grant the Director of Procurement Management, with County Administration approval, the authority to negotiate and execute renewals of the contracts for up to three additional one-year periods, as approved in the departments’ annual adopted budgets, if doing so is in the best interest of Lee County.

**Hourly Rates for Award by Job Category**

**Solicitation # B170107LKD Temporary Personnel Services County-Wide**

Award to be made to a primary and secondary vendor for each job description at the hourly rates provided below. Work will be offered to the primary vendor first. If the primary vendor is unable to provide an employee in the time required by the County, the secondary vendor may be offered the work. No rate adjustments are permitted during the first 365 days of the contract. Vendors may submit annual rate adjustment requests in accordance with the percentage change in the Employment Cost Index for private industry workers, wages and salaries, as published by the United States Department of Labor Bureau of Labor Statistics. Requests are subject to approval by the Director of Procurement Management.

Bid Item #	Job Category	Primary Vendor	Hourly Rate Year 1	Hourly Rate Year 2	Secondary Vendor	Hourly Rate Year 1	Hourly Rate Year 2
1	Administrative Assistant	Alpha1 Staffing/Search Firm LLC	\$ 15.00	\$ 15.00	Kelly Services Inc	\$ 15.80	\$ 15.80
2	Executive Assistant	Alpha1 Staffing/Search Firm LLC	\$ 15.75	\$ 15.75	Kelly Services Inc	\$ 17.78	\$ 17.78
3	Library Assistant	Kelly Services Inc	\$ 11.85	\$ 11.85	Ronstad North America Inc dba Spherion Staffing	\$ 14.00	\$ 14.42
4	Office Support Basic	Kelly Services Inc	\$ 12.51	\$ 12.51	Ronstad North America Inc dba Spherion Staffing	\$ 14.00	\$ 14.42
5	Office Support Mid-level	Kelly Services Inc	\$ 14.49	\$ 14.49	Ronstad North America Inc dba Spherion Staffing	\$ 15.40	\$ 15.86
6	Office Support High-level	Alpha1 Staffing/Search Firm LLC	\$ 14.99	\$ 14.99	Kelly Services Inc	\$ 15.80	\$ 15.80
7	Accounting Clerk	Alpha1 Staffing/Search Firm LLC	\$ 14.25	\$ 14.25	Kelly Services Inc	\$ 15.95	\$ 15.95
8	Customer Service Representative	Moten Tate Inc	\$ 14.00	\$ 14.00	Kelly Services Inc	\$ 14.49	\$ 14.49
9	Customer Service Support Technician	Kelly Services Inc	\$ 13.83	\$ 13.83	Alpha1 Staffing/Search Firm LLC	\$ 14.00	\$ 14.00
10	On-Call Recreational Support Basic	Moten Tate Inc	\$ 12.25	\$ 12.25	Kelly Services Inc	\$ 13.17	\$ 13.17
11	On-Call Recreational Support Mid-level	Kelly Services Inc	\$ 13.83	\$ 13.83	Moten Tate Inc	\$ 14.00	\$ 14.00
12	On-Call Recreational Support High-level	Kelly Services Inc	\$ 14.49	\$ 14.49	Alpha1 Staffing/Search Firm LLC	\$ 17.10	\$ 17.10
13	Life Guard I	Moten Tate Inc	\$ 12.60	\$ 12.60		No Award	No Award
14	Life Guard II	Moten Tate Inc	\$ 14.00	\$ 14.00		No Award	No Award
15	Life Guard III	Moten Tate Inc	\$ 15.40	\$ 15.40		No Award	No Award
16	Research Analyst	Alpha1 Staffing/Search Firm LLC	\$ 16.00	\$ 16.00	Ronstad North America Inc dba Spherion Staffing	\$ 16.80	\$ 17.30
17	Environmental Lab Aide	Alpha1 Staffing/Search Firm LLC	\$ 14.00	\$ 14.00	Moten Tate Inc	\$ 16.80	\$ 16.80
18	Parts Room Worker/Representative	Moten Tate Inc	\$ 12.25	\$ 12.25	Kelly Services Inc	\$ 15.15	\$ 15.15
19	Fleet Service Worker	Moten Tate Inc	\$ 12.60	\$ 12.60	Alpha1 Staffing/Search Firm LLC	\$ 15.00	\$ 15.00
20	Fleet Mechanic	Alpha1 Staffing/Search Firm LLC	\$ 16.10	\$ 16.10	Moten Tate Inc	\$ 18.90	\$ 18.90
21	Day Labor	Tampa Service Company Inc dba Passsetter Personnel Services	\$ 10.57	\$ 10.57	Moten Tate Inc	\$ 12.25	\$ 12.25

When a County department requires the use of temporary labor for a job category not listed below, the departments may negotiate with the vendors for an hourly rate of pay, and the vendor may charge a percentage mark-up in an amount not to exceed those listed as Option A below. Only those vendors who provided a percentage mark-up as part of their bid submission may be awarded this option.

Option A: Various Other Positions Percentage of Mark-up over negotiated rate	Vendor	Not to Exceed
	Alpha1 Staffing/Search Firm LLC	28%
	Kelly Services Inc	No Award
	Moten Tate Inc	40%
	Ronstad North America Inc dba Spherion Staffing	40%
	Tampa Service Company Inc dba Passsetter Personnel Services	30.5%