

Blue Sheet No. 20170244	Lee County Board Of County Commissioners Agenda Item Report Meeting Date: 6/6/2017	23 Item No. <ITEM_OUTLINE>
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TITLE:
Award contracts for Temporary Personnel Services County-wide

ACTION REQUESTED:
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.

FUNDING:
Funding is available in the departments' annual adopted budgets.

WHAT ACTION ACCOMPLISHES:
Awards Invitation to Bid No. B170107LKD Temporary Personnel Services County-wide to a primary vendor (lowest bid) and a secondary vendor (next lowest bid), for each job category included in the solicitation. Approval provides the County with five vendors to provide temporary personnel services on an as-needed basis countywide. Temporary staff is typically used by Parks and Recreation, Solid Waste, and other County departments to meet seasonal and specialized needs. The initial contract is for two years and allows up to three additional one-year periods, as approved in the departments' annual adopted budgets. During Fiscal Year 2015-2016, total expenditures for temporary labor countywide were \$1,028,613.15.

MANAGEMENT RECOMMENDATION:
Approve

Requirement/Purpose: (specify)	Request Initiated
<input type="checkbox"/> Statute <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Admin Code AC-4-1 <input type="checkbox"/> Other	Commissioner: Department: PROCUREMENT MANAGEMENT Division: No Divisions By: Mary Tucker

Required Review:					
Mary Tucker	Mary Tucker	Anne Henkel	Peter Winton	Ashley D. Fesperman	Christine Brady
PROCUREMENT MANAGEMENT	Purchasing	Budget Analyst	Budget Services	County Attorney	County Manager

Background:

On January 27, 2017, Procurement Management issued solicitation B170107LKD for Temporary Personnel Services County-wide. Procurement received five bids on February 28, 2017. After conducting an analysis on the bid submissions, Procurement determined the most equitable award would be to award a primary and secondary vendor for each job category.

Temporary staff is typically used by Parks and Recreation, Solid Waste, and other County departments to meet seasonal and specialized needs. Staff recommends award be made as provided by Attachment 1 "Hourly Rates for Award by Job Category". No rate increases are permitted during the first two years of the contract. For any following renewal term, if the United States Department of Labor (DOL) increases the minimum wage, vendors may make a request to the County to adjust the hourly rates by the difference between the new minimum wage rate and the previous rate. Requests are subject to approval by the Director of Procurement Management. No adjustments may be made to the percentage markup during the life of the contracts.

During Fiscal Year 2015-2016, total expenditures for temporary labor countywide were \$1,028,613.15.

Attachments:

1. Hourly Rates for Award by Job Category
2. Opening Tabulation
3. Proposed Contract - Alpha1 Staffing/Search Firm LLC
4. Proposed Contract - Kelly Services, Inc.
5. Proposed Contract - Moten Tate, Incorporated
6. Proposed Contract - Spherion Staffing LLC
7. Proposed Contract - Pacesetter Personnel Service of Florida, Inc.

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 Pacsetter 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.

22	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 Pacsetter Personnel Services	30.5%