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

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

JACKSONVILLE PROCUREMENT 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 utilize the second of three (3) renewal options for Temporary Staffing Service with A & Associates (POA-71997-22) as the primary vendor, and Corporate Solutions Tech (POA-71979-22) as the secondary vendor, from August 13, 2024 through August 12, 2025 with one (1) one (1) year renewal option remaining. Total expenditure for this period not to exceed $400,000.00. Total award expenditure not to exceed $1,200,000.00.

Recommend approval for a rate increase to A & Associates for all positions as detailed in the attachment.

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

Attachments: Recommendation Memo, Vendor Letters, Previous Awards

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Corey Sidlo DUSTIN FREEMAN, 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 CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor
Employee Services
City Hall at St. James
117 W. Duval Street, Suite 100
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

DATE: June 20, 2024

TO: Dustin Freeman, Chief of Procurement
Finance and Administration Department

FROM: Tracey Bolton, Manager of Personnel Services TB
Employee Services Department

SUBJECT: **Second Renewal Option for SC-0393-22**

Employee Services is requesting to utilize the second renewal option for Temporary Services with A & Associates as the primary vendor and Corporate Solutions Tech as the secondary vendor for the period of August 12, 2024 – August 12, 2025. A & Associates has increased the rates for all positions, and we are good with these changes. Corporate Solutions Tech rates have rate increases for three positions and we are also good with these changes.

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.

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

Attachments:
Letters from vendors
Original award

Attention: City of Jacksonville

Department: Procurement

Date: 9/20/2023

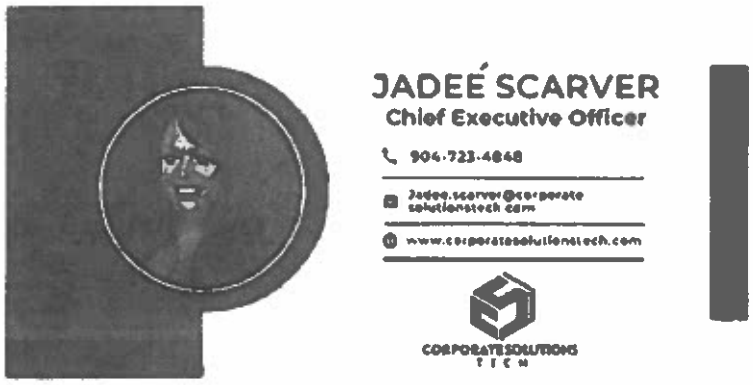
Regarding: Temporary Staffing Services Award Renewal

CORPORATESOLUTIONS
TECH

Dear Tracey Bolton,

Corporate Solutions Tech, Inc. accepts the City of Jacksonville's right to the first renewal option for the administrative award for temporary staffing services for another year with no price increase on all rates provided upon initial award in August 2022.

Sincerely,



CORPORATESOLUTIONS
TECH

A&A Services
"Quality In Everything We Do"

To	City of Jacksonville Tracey A. Bolton, Manager of Personnel Services
From:	A & Associates Ms. Evelyn Looney, EVP
Subject:	Quotation for Staffing and Support Services
Date:	September 28, 2023

REQUEST FOR RATE MODIFICATION

Dear Tracey A. Bolton:

First, we would like to thank you and the City of Jacksonville for using A&A as your Temporary Staffing Service and S/M/WBE partner. We really appreciate the opportunity to serve you and grow with you. Please accept this letter as confirmation of our intent to renew the awarded contact with a Request for Rate increase on the bill rates we presently have in place.

RATE INCREASE REPORT:
Attached to Letter
Proposed Increase In Rates – 9.28.23

We understand COJ considers a renewal request for cost increase on this contract. We welcome the opportunity to meet with you to discuss our rate changes and ensure we are meeting the expectations. Again, we greatly appreciate your continued business and support. If you have any further questions or concerns regarding this price increase, please do not hesitate to reach out.

We look forward to continuing our fruitful relationship with the City of Jacksonville.

With Kindest Regards, I Am,

Evelyn Looney

Ms. Evelyn Looney, EVP
A & Associates

Corporate Headquarters
951 Sansbury's Way, West Palm Beach, FL 33411
Phone: (561) 533-5303 – Fax: (561) 533-3858
www.AAServices.Co

TITLE: TEMPORARY STAFFING	A & Associates
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	

ITEM	DESCRIPTION	HOURLY BILL RATES	HOURLY PAY RATES	Adjusted Rates 2023			Proposed Rates 2024		
				Pay Rate	Mark-Up (No Increase)	Bill Rate	Pay Rate	Mark-Up (No Increase)	NEW PROPOSED RATES (Rate Increase)
1	ACCOUNT TECHNICIAN	$21.00	$15.00	No Change	-		$18.00	40.00%	$25.20
2	ADMINISTRATIVE AIDE	$19.00	$14.50	$15.00	40.00%	$21.00	$18.00	40.00%	$25.20
3	ADMINISTRATIVE ASSISTANT	$20.00	$14.50	$15.00	40.00%	$21.00	$18.00	40.00%	$25.20
4	ANIMAL CARE ASSISTANT	$19.00	$14.50	$15.00	40.00%	$21.00	$18.00	40.00%	$25.20
5	CARPENTER	$28.00	$19.00	No Change	-	-	$28.00	40.00%	$39.20
6	CLERICAL SUPPORT AIDE II	$19.00	$14.50	$15.00	40.00%	$21.00	$18.00	40.00%	$25.20
7	CLERICAL SUPPORT AIDE III	$21.00	$15.00	No Change	-	-	$19.50	40.00%	$27.30
8	CONFERENCE CENTER HELPER	$19.00	$14.50	$15.00	40.00%	$21.00	$16.00	40.00%	$22.40
9	CUSTODIAN	$19.00	$14.50	$15.00	40.00%	$21.00	$16.00	40.00%	$22.40
10	CUSTOMER SERVICE AGENT- SUPERVISOR OF ELECTIONS	$19.00	$14.50	$15.00	40.00%	$21.00	$18.00	40.00%	$25.20
11	CUSTOMER SERVICES REPRESENTATIVE	$19.00	$14.50	$15.00	40.00%	$21.00	$18.00	40.00%	$25.20
12	EXECUTIVE ASSISTANT	$23.00	$16.50	No Change	-		$18.00	40.00%	$25.20
13	GENERAL MAINTENANCE WORKER	$19.00	$14.50	$15.00	40.00%	$21.00	$16.00	40.00%	$22.40
14	LEGAL ASSISTANT	$23.90	$16.50	No Change	-	-	$20.00	40.00%	$28.00
15	LIBRARY CLERK	$19.00	$14.50	$15.00	40.00%	$21.00	$18.00	40.00%	$25.20
16	MAINTENANCE HELPER	$19.00	$14.50	$15.00	40.00%	$21.00	$16.00	40.00%	$22.40
17	MAINTENANCE WORKER I	$19.00	$14.50	$15.00	40.00%	$21.00	$17.00	40.00%	$23.80
18	MAINTENANCE WORKER II	$21.00	$15.00	No Change	-	-	$18.00	40.00%	$25.20
19	MEDICAL TRANSCRIPTIONIST	$21.00	$15.00	No Change	-	-	$20.00	40.00%	$28.00
20	PARALEGAL	$29.00	$20.00	No Change	-	-	$22.00	40.00%	$30.80
21	PERSONNEL CLERK	$21.00	$15.00	No Change	-	-	$20.00	40.00%	$28.00
22	PROGRAM AID -DRIVER	$21.00	$15.00	No Change	-	-	$18.00	40.00%	$25.20
23	SIGN SHOP OPERATOR	$21.00	$15.00	No Change	-	-	$18.00	40.00%	$25.20
24	STOCK CLERK	$19.00	$14.50	$15.00	40.00%	$21.00	$18.00	40.00%	$25.20
25	TRAFFIC SIGN INSTALLER	$25.00	$17.00	No Change	-	-	$19.00	40.00%	$26.60

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 ratify the period of service from August 13, 2023 through date of award.

Recommend approval to utilize the first of three (3) renewal options for Temporary Staffing Service with A & Associates (POA-71997-22) as the primary vendor, and Corporate Solutions Tech (POA-71979-22) as the secondary vendor, from date of award through August 12, 2024 with two (2) one (1) year renewal options remaining. Total expenditure for this period not to exceed $400,000.00. Total award expenditure not to exceed $800,000.00.

Recommend approval for a rate increase to A & Associates for all positions below $15.00 per hour as detailed in the attachment.

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

Attachments: Recommendation Memo, Vendor Letters, Previous Awards

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
For COREY SIDLO DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tracey Bolton, Manager of Personnel Services/Employee Services Department

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 10/26/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 10/30/2023

APPROVED ✓ DISAPPROVED _____

OTHER _____

Keili O'Leary
Deputy Chief Administrative Officer
~~For: Mayor Donna Deegan~~
Under Authority Of:
Executive Order No: 2023-04

SIGNATURE OF AUTHENTICATION _____

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

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

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 8/11/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/12/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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