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

BID #: SC-0468-20 **OPEN DATE: 7-22-2020**

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: 3 **NUMBER RECEIVED:** 12 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the lowest bidder, JTL Staffing & Payroll LLC, for failure to meet the minimum requirement of being licensed in the State of Florida at the time of bid opening, and Randstad General Partner LLC for failure to submit pricing for items 19-25 on the bid proposal form.

Recommend approval to waive as a minor irregularity missing addendum #2 from the proposal submitted by 22nd Century Technologies, Inc. The addendum has been received. Recommend approval of award to the second lowest bidder, 22nd Century Technology, Inc., to provide temporary staffing services. Period of service is for one (1) year from date of award with three (3) one (1) year renewal options. Total expenditure amount not to exceed $400,000.00.

Funding for this award to be encumbered by various department accounts and executed by purchase order(s)

Attachments: Recommendation Memo, Tabulation, Rejection Letters and Terms and Conditions

ANALYST: _____
Annette Burney

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Diane Mosier, 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 _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

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: August 17, 2020

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

FROM: Diane Moser, Director
Employee Services Department

SUBJECT: **SC-0468-20 Temporary Administrative, Clerical, Service Maintenance or Skilled Craft Workers**

The Employee Services Department received a total of twelve (12) bids and recommends award of SC-0468-20 to the lowest responsive and responsible bidder, 22nd Century Technologies, Inc., in the not-to-exceed amount of $400,000.00. The period of service will be from the date of the award for one year with three (3) one-year renewal options.

JTL Staffing and Payroll, though the lowest bidder, was rejected for failure to meet the minimum requirement of being licensed in the State of Florida at the time of bid opening.

Randstad was also rejected for not bidding on all items (19-25).

Funding source: Various agency account codes to be encumbered by purchase order.

Attachment: Bid Tabulation Sheet

Cc: Annette Leslie-Burney, Purchasing Analyst

TITLE: Temporary Staffing Services: Administrative, Clerical, Service Maintenance, or Skilled Craft Workers

BID NO.: SC-0468-20

OPEN DATE: July 22, 2020 @ 2 p.m.

ANALYST: Annette Burney

No. Invited: (3) No. Received (12) No Bids: (0)

Recorded By: Taryn Manser Announcer: Olive Wallace-Cohen

ITEM	DESCRIPTION	EST. QTY	22nd Century Technology, Inc.		Beacon Systems, Inc.		Coherent Staffing Solutions, LLC		Diskriter, Inc.		I-TECH Resources, Inc.		Infojini, Inc.	
			UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	ACCOUNT TECHNICIAN	1	$ 15.60	$ 15.60	$ 25.00	$ 25.00	$ 15.00	$ 15.00	$ 20.00	$ 20.00	$ 20.70	$ 20.70	$ 32.00	$ 32.00
2	ADMINISTRATIVE AIDE	1	$ 14.30	$ 14.30	$ 18.00	$ 18.00	$ 13.00	$ 13.00	$ 16.85	$ 16.85	$ 16.56	$ 16.56	$ 23.00	$ 23.00
3	ADMINISTRATIVE ASSISTANT	1	$ 14.95	$ 14.95	$ 18.00	$ 18.00	$ 14.00	$ 14.00	$ 17.00	$ 17.00	$ 19.32	$ 19.32	$ 30.00	$ 30.00
4	CUSTOMER SERVICE REPRESENTATIVE	1	$ 14.36	$ 14.36	$ 18.00	$ 18.00	$ 13.50	$ 13.50	$ 14.83	$ 14.83	$ 16.56	$ 16.56	$ 23.00	$ 23.00
5	LEGAL ASSISTANT	1	$ 19.50	$ 19.50	$ 21.00	$ 21.00	$ 24.00	$ 24.00	$ 22.21	$ 22.21	$ 24.84	$ 24.84	$ 30.00	$ 30.00
6	PARALEGAL	1	$ 13.00	$ 13.00	$ 30.00	$ 30.00	$ 23.00	$ 23.00	$ 22.21	$ 22.21	$ 34.50	$ 34.50	$ 32.00	$ 32.00
7	MEDICAL TRANSCRIPTIONIST	1	$ 20.80	$ 20.80	$ 21.00	$ 21.00	$ 18.00	$ 18.00	$ 18.69	$ 18.69	$ 20.70	$ 20.70	$ 28.00	$ 28.00
8	CUSTOMER SERVICE AGENT – SUPERVISOR OF ELECTIONS**	1	$ 22.10	$ 22.10	$ 25.00	$ 25.00	$ 14.00	$ 14.00	$ 22.44	$ 22.44	$ 16.56	$ 16.56	$ 26.00	$ 26.00
9	EXECUTIVE ASSISTANT	1	$ 19.50	$ 19.50	$ 25.00	$ 25.00	$ 16.00	$ 16.00	$ 22.16	$ 22.16	$ 27.60	$ 27.60	$ 36.00	$ 36.00
10	CLERICAL SUPPORT AIDE II	450	$ 12.68	$ 5,706.00	$ 18.00	$ 8,100.00	$ 13.00	$ 5,850.00	$ 15.84	$ 7,128.00	$ 16.56	$ 7,452.00	$ 28.00	$ 12,600.00
11	CLERICAL SUPPORT AIDE III	1	$ 14.95	$ 14.95	$ 20.00	$ 20.00	$ 13.75	$ 13.75	$ 17.33	$ 17.33	$ 19.32	$ 19.32	$ 34.00	$ 34.00
12	LIBRARY CLERK	1	$ 14.30	$ 14.30	$ 18.00	$ 18.00	$ 19.00	$ 19.00	$ 14.85	$ 14.85	$ 13.80	$ 13.80	$ 20.00	$ 20.00
13	PERSONNEL CLERK	1	$ 15.60	$ 15.60	$ 18.00	$ 18.00	$ 16.00	$ 16.00	$ 15.59	$ 15.59	$ 16.56	$ 16.56	$ 22.00	$ 22.00
14	STOCK CLERK	1	$ 13.00	$ 13.00	$ 18.00	$ 18.00	$ 14.00	$ 14.00	$ 14.50	$ 14.50	$ 18.85	$ 18.85	$ 22.00	$ 22.00
15	ANIMAL CARE ASSISTANT	1	$ 14.30	$ 14.30	$ 18.00	$ 18.00	$ 18.00	$ 18.00	$ 14.51	$ 14.51	$ 14.50	$ 14.50	$ 20.00	$ 20.00
16	CARPENTER	1	$ 18.20	$ 18.20	$ 21.00	$ 21.00	$ 23.00	$ 23.00	$ 19.97	$ 19.97	$ 26.10	$ 26.10	$ 24.00	$ 24.00
17	GENERAL MAINTENANCE WORKER	1	$ 19.50	$ 19.50	$ 18.00	$ 18.00	$ 16.50	$ 16.50	$ 17.39	$ 17.39	$ 21.75	$ 21.75	$ 24.00	$ 24.00
18	MAINTENANCE HELPER	1	$ 14.30	$ 14.30	$ 18.00	$ 18.00	$ 15.00	$ 15.00	$ 14.56	$ 14.56	$ 17.40	$ 17.40	$ 18.00	$ 18.00
19	MAINTENANCE WORKER I	650	$ 13.00	$ 8,450.00	$ 18.00	$ 11,700.00	$ 15.00	$ 9,750.00	$ 16.21	$ 10,536.50	$ 18.85	$ 12,252.50	$ 24.00	$ 15,600.00
20	MAINTENANCE WORKER II	1	$ 16.25	$ 16.25	$ 20.00	$ 20.00	$ 17.00	$ 17.00	$ 17.46	$ 17.46	$ 20.30	$ 20.30	$ 28.00	$ 28.00
21	PROGRAM AIDE – DRIVER	1	$ 15.60	$ 15.60	$ 30.00	$ 30.00	$ 17.00	$ 17.00	$ 18.95	$ 18.95	$ 21.75	$ 21.75	$ 20.00	$ 20.00
22	CONFERENCE CENTER HELPER	1	$ 19.50	$ 19.50	$ 18.00	$ 18.00	$ 15.00	$ 15.00	$ 19.09	$ 19.09	$ 17.40	$ 17.40	$ 18.00	$ 18.00
23	SIGN SHOP OPERATOR	1	$ 14.30	$ 14.30	$ 18.00	$ 18.00	$ 17.00	$ 17.00	$ 19.97	$ 19.97	$ 23.20	$ 23.20	$ 21.00	$ 21.00
24	TRAFFIC SIGN INSTALLER	1	$ 18.20	$ 18.20	$ 21.00	$ 21.00	$ 25.00	$ 25.00	$ 24.79	$ 24.79	$ 29.00	$ 29.00	$ 26.00	$ 26.00
25	CUSTODIAN	1	$ 13.98	$ 13.98	$ 18.00	$ 18.00	$ 14.00	$ 14.00	$ 20.11	$ 20.11	$ 18.85	$ 18.85	$ 18.00	$ 18.00
	GRAND TOTAL:		$ 14,532.09		$ 20,275.00		$ 15,990.75		$ 18,089.96		$ 20,180.62		$ 28,775.00	
	NOTES:													
	TERMS:		N/S		31/.5%		14/2%		0		0		15/1%	
	DELIVERY (Business Days):		4		10		4		1		5		7	
	CONFLICT OF INTEREST:		Y		Y		Y		Y		Y		Y	
	ADDENDUM(2):		#1		Y		Y		Y		Y		Y	

BID TABULATION SHEET

TITLE: Temporary Staffing Services: Administrative, Clerical, Service Maintenance, or Skilled Craft Workers

BID NO.: SC-0448-20

OPEN DATE: July 22, 2020 @ 2 p.m.

ANALYST: Annette Burney

No. Invited: (3) No. Received (12) No Bids: (0)

Recorded By: Taryn Manser Announcer: Olive Wallace-Cohen

ITEM	DESCRIPTION	EST. QTY	JTL Staffing & Payroll, LLC		KMSB Enterprises LLC dba Optium Personnel Services		One-Six Enterprises, Inc. dba AtWork Personnel		Randstad General Partner (US) LLC		WadiTek		WolfCreek Consulting	
			UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	ACCOUNT TECHNICIAN	1	$ 15.25	$ 15.25	$ 24.42	$ 24.42	$ 19.50	$ 19.50			$ 31.00	$ 31.00	$ 32.50	$ 32.50
2	ADMINISTRATIVE AIDE	1	$ 15.10	$ 15.10	$ 25.38	$ 25.38	$ 19.50	$ 19.50			$ 23.00	$ 23.00	$ 27.00	$ 27.00
3	ADMINISTRATIVE ASSISTANT	1	$ 14.25	$ 14.25	$ 25.38	$ 25.38	$ 19.50	$ 19.50			$ 28.00	$ 28.00	$ 26.50	$ 26.50
4	CUSTOMER SERVICE REPRESENTATIVE	1	$ 12.50	$ 12.50	$ 17.16	$ 17.16	$ 18.20	$ 18.20			$ 22.00	$ 22.00	$ 18.50	$ 18.50
5	LEGAL ASSISTANT	1	$ 16.25	$ 16.25	$ 29.51	$ 29.51	$ 22.86	$ 22.86			$ 37.00	$ 37.00	$ 30.50	$ 30.50
6	PARALEGAL	1	$ 22.40	$ 22.40	$ 34.32	$ 34.32	$ 25.40	$ 25.40			$ 29.00	$ 29.00	$ 30.00	$ 30.00
7	MEDICAL TRANSCRIPTIONIST	1	$ 16.95	$ 16.95	$ 18.40	$ 18.40	$ 19.05	$ 19.05			$ 21.00	$ 21.00	$ 16.50	$ 16.50
8	CUSTOMER SERVICE AGENT – SUPERVISOR OF ELECTIONS**	1	$ 14.30	$ 14.30	$ 23.80	$ 23.80	$ 18.90	$ 18.90			$ 31.00	$ 31.00	$ 18.50	$ 18.50
9	EXECUTIVE ASSISTANT	1	$ 16.05	$ 16.05	$ 41.25	$ 41.25	$ 26.00	$ 26.00			$ 48.00	$ 48.00	$ 28.80	$ 28.80
10	CLERICAL SUPPORT AIDE II	450	$ 12.16	$ 5,472.00	$ 14.30	$ 6,435.00	$ 19.50	$ 8,775.00			$ 25.00	$ 11,250.00	$ 19.00	$ 8,550.00
11	CLERICAL SUPPORT AIDE III	1	$ 15.15	$ 15.15	$ 16.20	$ 16.20	$ 23.40	$ 23.40			$ 28.00	$ 28.00	$ 20.50	$ 20.50
12	LIBRARY CLERK	1	$ 13.10	$ 13.10	$ 16.20	$ 16.20	$ 16.90	$ 16.90			$ 20.00	$ 20.00	$ 15.50	$ 15.50
13	PERSONNEL CLERK	1	$ 16.25	$ 16.25	$ 21.91	$ 21.91	$ 20.80	$ 20.80			$ 19.00	$ 19.00	$ 18.00	$ 18.00
14	STOCK CLERK	1	$ 13.75	$ 13.75	$ 15.53	$ 15.53	$ 18.20	$ 18.20			$ 17.00	$ 17.00	$ 15.00	$ 15.00
15	ANIMAL CARE ASSISTANT	1	$ 15.05	$ 15.05	$ 13.80	$ 13.80	$ 18.20	$ 18.20			$ 16.00	$ 16.00	$ 14.00	$ 14.00
16	CARPENTER	1	$ 18.15	$ 18.15	$ 23.28	$ 23.28	$ 20.40	$ 20.40			$ 38.00	$ 38.00	$ 37.00	$ 37.00
17	GENERAL MAINTENANCE WORKER	1	$ 15.75	$ 15.75	$ 23.56	$ 23.56	$ 17.16	$ 17.16			$ 27.00	$ 27.00	$ 26.00	$ 26.00
18	MAINTENANCE HELPER	1	$ 15.50	$ 15.50	$ 17.94	$ 17.94	$ 17.16	$ 17.16			$ 19.00	$ 19.00	$ 21.00	$ 21.00
19	MAINTENANCE WORKER I	650	$ 13.30	$ 8,645.00	$ 16.32	$ 10,608.00	$ 18.48	$ 12,012.00			$ 25.00	$ 16,250.00	$ 26.00	$ 16,900.00
20	MAINTENANCE WORKER II	1	$ 17.75	$ 17.75	$ 19.32	$ 19.32	$ 19.80	$ 19.80			$ 27.00	$ 27.00	$ 27.50	$ 27.50
21	PROGRAM AIDE – DRIVER	1	$ 15.05	$ 15.05	$ 17.88	$ 17.88	$ 17.29	$ 17.29			$ 30.00	$ 30.00	$ 29.00	$ 29.00
22	CONFERENCE CENTER HELPER	1	$ 13.75	$ 13.75	$ 17.94	$ 17.94	$ 17.78	$ 17.78			$ 22.00	$ 22.00	$ 17.75	$ 17.75
23	SIGN SHOP OPERATOR	1	$ 15.40	$ 15.40	$ 20.07	$ 20.07	$ 19.80	$ 19.80			$ 25.00	$ 25.00	$ 24.50	$ 24.50
24	TRAFFIC SIGN INSTALLER	1	$ 15.95	$ 15.95	$ 23.46	$ 23.46	$ 19.35	$ 19.35			$ 30.00	$ 30.00	$ 23.50	$ 23.50
25	CUSTODIAN	1	$ 14.95	$ 14.95	$ 17.94	$ 17.94	$ 15.84	$ 15.84			$ 19.00	$ 19.00	$ 15.00	$ 15.00
	GRAND TOTAL:		$	14,475.60	$	17,547.65	$	21,237.99	$	-	$	28,107.00	$	25,983.05
	NOTES:		No FL License						Reject/No pricing (19-25) or required docs		No FL License/Submitted Seller's Tax Permit			
	TERMS:		N/S		N/S		Net 30		Net 30		Net 30		N/S	
	DELIVERY (Business Days):		1		N/S		5		3		N/S		N/S	
	CONFLICT OF INTEREST:		Y		Y		Y		Y		Y		Y	
	ADDENDUM(2):		Y		Y		N		#1		#1		N	

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

August 17, 2020

4600 Touchton Rd.
Bldg. 100, Suite 30
Jacksonville, FL 32246

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Randstad General Partner LLC

CONTACT NAME: Ginger Hicks

BID NUMBER: SC-0468-20

NAME OF BID: Temporary Staffing Services: Administrative, Clerical, Service Maintenance or Skilled Workers

DATE OPENED: 7/22/2020

REASON FOR REJECTION:
Vendor is being rejected for failure to submit pricing on all items per the Terms and Conditions. Vendor did not submit pricing for items 19-25 on the bid proposal form.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From: Leslie-Burney, Annette
Sent: Monday, August 17, 2020 1:21 PM
To: Becca Jelley
Cc: Pease, Gregory
Subject: Rejection Notice: SC-0468-20 Temporary Staffing Services
Attachments: RANDSTAD.pdf

Becca:

Please find the attached rejection notice for the above bid.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Monday, August 17, 2020 12:13 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: RANDSTAD

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

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ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

August 17, 2020

1830 Park Avenue
Orange Park, FL 32073

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: JTL Staffing & Payroll

CONTACT NAME: Steven Bradley Morton

BID NUMBER: SC-0468-20

NAME OF BID: Temporary Staffing Services: Administrative, Clerical, Service Maintenance or Skilled Workers

DATE OPENED: 7/22/2020

REASON FOR REJECTION:
Vendor is being rejected for failure to meet the minimum requirement of being licensed in the State of Florida at the time of bid opening.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From: Leslie-Burney, Annette
Sent: Monday, August 17, 2020 1:19 PM
To: 'bradley.morton@jtlusa.com'
Cc: Pease, Gregory
Subject: Rejection Notice: SC-0468-20 Temporary Staffing Services
Attachments: JTL.pdf

Bradley:
Please find the attached rejection notice for the above bid.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Monday, August 17, 2020 12:13 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: JTL

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

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CITY OF JACKSONVILLE
DIVISION OF PROCUREMENT
ED BALL BUILDING – 8TH, FLOOR
214 N. HOGAN STREET
JACKSONVILLE, FL 32202

ADDENDUM NUMBER: **TWO (2)**

BID NUMBER: **SC-0468-20**

PROJECT NAME: **Temporary Staffing Services: Administrative, Clerical, Service Maintenance, or Skilled Craft Workers**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, July 22, 2020**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT

The purpose of this addendum is in response to the following vendor questions:

1. Will you transition candidates from your current supplier to your new supplier? If so, how many people do you plan to transition?

   Response: There are no temps working from previous contract.

2. Are the Estimated Hours listed in the Bid Proposal Form accurate? It appears that many job titles only utilize 1 hour. Please clarify.

   Response: Estimated hours were based on a 6-month look back of actual usage as noted.

3. What is the average assignment length of your temporary workers by job category/skill set?

   Response: It depends as each City department submits a purchase order based on their needs.

4. How often did the City hire a temporary employee through a temporary-to-hire arrangement in 2019? Do you anticipate this to increase or decrease in the next year?

   Response: This probably happened a few times in 2019, but contract usage will be based on need.

5. Please describe the orientation and training process that your hiring managers currently administer to blue collar temporary employees, including forklift certification.

   Response: All training would be administered on the job through a lead worker or supervisor. If forklift certification was required which the candidate did not possess. Training could be provided through the Northeast Florida Safety Council.

6. Please outline your requirements for Personal Protective Equipment (PPE). Which PPE is expected to be provided (paid for) by the vendor? Please indicate which positions require which PPE.

   Response: The City has a mask requirement for all employees. We prefer they have their own mask but can provide if needed.

7. What is your goal for JSEB utilization for this contract?

   Response: Refer to Addendum 1.

8. Can additional JSEB firms be added to the program after the contract is executed?

   Response: Yes, you would just need to contact the Office of Equal Business Opportunity for the proper form (Form 3).

9. Please provide a job description for: Animal Care Assistant, Carpenter, and General Maintenance Worker.

   Response: Please see attached.

10. In reference to the Bid Proposal Form, does the hourly rate refer to the Bill Rate or Pay Rate?

    Response: Bill rate.

11. Why are two positions based on 450 and 650 hours (Clerical Support Aide II & Maintenance Worker I)?

    Response: Refer to Addendum 1

12. How many vendors will be chosen as part of this bid?

    Response: 1

13. Are employees automatically converted after 240 billable hours or is this at the discretion of the City?

    Response: No.

14. Is there a "scorecard" to determine if vendors/suppliers are achieving desired results?

    Response: No.

15. In addition to employees submitting I-9 documentation, does the city mandate hiring agencies/managers utilize E-Verify for each employee?

    Response: No, this is up to the employer as the City is not the employer, however the City does utilize E-Verify for our employees.

16. What is the typical lead time or time to fill a particular position?

    Response: We try to give 5 business days, sometimes more.

17. What if the agency cannot fill a specific position in a reasonable amount of time or supply the required 3 candidates?

    Response: The vendor is expected to follow through with what is written in the bid proposal. Otherwise, the contract may be canceled for lack of performance. We will work with the vendor if the request is unreasonable.

DATE: July 20, 2020 **Analyst: Annette Burney**

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

_____
Bidder's Signature

_____
Title

_____
Company

_____
Date

15.ANIMAL CARE ASSISTANT

KIND OF WORK: This is service maintenance work in maintenance of kennel facilities; care and feeding of sheltered animals; and performance of related clerical and customer support work. Work requires knowledge of standardized work routines and procedures used in the care of animals and maintenance of kennel facilities, including ability to operate a computer. Work schedule involves some weekend, holidays and rotating shifts. Contacts with others require skills in understanding and influencing people and are important in responding to and resolving complaints relating to animal care issues. Work is performed following established routines, standing instructions, and established procedures and involves similar situations requiring choice of correct procedures. Work is performed in an animal shelter environment, where there are some risks and hazards due to the handling of vicious, ill, infectious, and rabid animals, and exposure to offensive odors, chemicals, and other airborne nuisances. Works also in field removal and transportation of dead animals where the hazards are known, somewhat predictable and mostly controllable. Operates standard office equipment such as a personal computer, two-way radio, euthanasia equipment, and animal restraint equipment. Operates a motor vehicle. The physical demands consist mainly of standing, walking, sitting and sometimes lifting objects weighing more than 50 pounds. Work is performed under general supervision where the work assignments are subject to instructions and established work routines and the worker is given latitude to rearrange the sequence based on changing situations.

EXAMPLES OF WORK: (not intended to be all inclusive)

- Trains and guides new coworkers.
- Cleans and disinfects animal runs, kennels, cages, receiving areas and holding areas to ensure the health and well-being of the animal population.
- Feeds and cares for animals in shelter.
- Performs euthanasia through the technical administration of required chemicals.
- Maintains inventory of food, cleaning, and care supplies.
- Retrieves and places animals in appropriate areas for holding period, redemptions, medical examinations, shots, etc.
- Transports animals to offsite locations.
- Responds to C.A.R.E. issues regarding removing dead animals.
- Enters and retrieves data on animals housed at facility using personal computer.
- Provides customer assistance and information concerning animals and adoption policies.
- Reports to work location during emergency circumstances such as actual and anticipated natural and man-made disasters.
- Operates standard office equipment such as personal computer using word, spreadsheet, database, and other related software, two-way radio, euthanasia equipment and animal restraint equipment.
- Operates a motor vehicle.
- Demonstrates proficiency in the City of Jacksonville's competencies.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standardized work routines and procedures used to handle, care for and identify a variety of animals.
- Knowledge of City's Customer Service Policy.
- Ability to handle or restrain large and sometimes dangerous animals.
- Ability to respond to and resolve complaints relating to animal care issues.
- Ability to prepare and maintain records and reports using a computer.
- Ability to compute arithmetic calculations of whole numbers and decimals.
- Ability to read, comprehend, and follow written and oral instructions in English.
- Ability to transport deceased animals to offsite locations.
- Ability to perform euthanasia through the technical administration of required chemicals.
- Ability to communicate effectively.
- Ability to operate standard office equipment such as a personal computer using word, spreadsheet, database, and

other related software, two-way radio, euthanasia equipment, and animal restraint equipment.

- Ability to operate a motor vehicle.

OPEN REQUIREMENTS: Ability to read and write English.

LICENSING/CERTIFICATION/REGISTRATION: Euthanasia Technician Certification is required to be obtained during probation period & must be maintained throughout employment. FLA Class E Driver's License is required & must be maintained. City of Jacksonville Public Driver Certification is required & must be maintained.

16.CARPENTER

KIND OF WORK:

This is skilled craft work in the construction, alteration, repair and maintenance of buildings and fixtures. The work requires knowledge of techniques, methods, and procedures used in carpentry. Contacts require courtesy, tact, and effectiveness in dealing with others. The work is semi-routine in that tasks are covered by somewhat diversified procedures and precedents, but some latitude is permitted to consider the most appropriate method, technique, or procedure to follow. The work is performed inside and outside where there are some risks and hazards, but they are predictable and controllable. Operates hand and power tools and motor vehicles. The physical demands consist of walking, standing, sitting, bending, and moving and lifting equipment and ladders weighing less than 50 pounds, working from heights and include exposure to dust, dirt, and other unpleasant conditions. The work is performed under general supervision where the work assignments are varied, and the worker is permitted some latitude to set priorities subject to superior's approval.

EXAMPLES OF WORK:

- Constructs, alters, and repairs concrete forms, floors, stairways, roofs, partitions, doors, windows, screens, and wood fixtures.
- Designs and builds bookcases, chests, lockers, cabinets, and shelves.
- Cleans, sharpens, and repairs hand and bench tools.
- Repairs mechanical doors and locks.
- Performs masonry, glazing, roofing, and sheet metal work including forming and pouring concrete.
- Operates carpentry equipment and tools including ladders. Performs related work as required.
- Demonstrates proficiency in the City of Jacksonville's competencies.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the techniques, methods, and procedures used in carpentry.
- Knowledge of the equipment, materials, and tools used in carpentry.
- Knowledge of occupational hazards and safety precautions.
- Skill in the care and use of materials, tools, and equipment used in carpentry.
- Ability to read and apply job related materials.
- Ability to work from sketches and blueprints.
- Ability to communicate effectively.
- Ability to operate a motor vehicle.

OPEN REQUIREMENTS: A two (2) year combination of education, and experience involving carpentry.

LICENSING/CERTIFICATION/REGISTRATION: FL Class E Driver's License is required prior to appointment and must be maintained. Must qualify for prior to appointment, obtain and maintain during employment in this class a City of Jacksonville Certification as a Public Driver.

17.GENERAL MAINTENANCE WORKER

KIND OF WORK:

This is skilled craft work in structural repairs to buildings and fixtures. The work requires a knowledge of techniques, methods, and procedures used in structural repairs which is acquired through training and job experience. Contacts require courtesy, tact, and effectiveness in dealing with others. The work is routine following established routines, instructions, and established procedures, but some variation in the sequence is permitted based on situations encountered. The work is patterned involving similar situations and generally requires only the choice of the correct procedure. The work is performed inside and outside where there are some risks and hazards, but they are controllable. Operates hand tools and motor vehicles. The physical demand consists of walking, standing, sitting, and bending, and includes exposure to dust, dirt, and other unpleasant conditions and moving or lifting equipment and tools. The work is performed under general supervision where the work assignments are subject to instructions and established work routines, and the worker is given latitude to rearrange the sequence based on changing work situations, or workflow subject to superior's approval.

EXAMPLES OF WORK:

- Repairs and maintains doors and windows, screens, jambs, sashes, and moldings.
- Plasters, caulks and waterproofs as needed.
- Performs minor roof and carpentry work.
- Repairs and replaces locks, shades, and glass.
- Performs block and brick masonry.
- Replaces floor, ceiling, and ceramic tile.
- Assists Journeymen in the repair of electrical, plumbing, heating, and air conditioning, and welding.
- Demonstrates proficiency in the City of Jacksonville's competencies
- Performs related work as required.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of techniques, methods, and procedures used in structural repairs to buildings and fixtures.
- Knowledge of the carpentry, glazing, roofing, and crafts associated with structural repairs.
- Knowledge of the materials, tools, and equipment used in structural repairs.
- Knowledge of associated occupational hazards and safety precautions.
- Skill in the care and use of materials, tools, and equipment used in structural repairs.
- Ability to read and apply written job-related materials.
- Ability to perform arithmetical calculations.
- Ability to communicate effectively.
- Ability to operate a motor vehicle.

OPEN REQUIREMENTS:

Two (2) years of experience involving structural repair work.

TERMS AND CONDITIONS

1. SCOPE

The Employee Services Department of the City of Jacksonville, Florida, is currently accepting bids for services as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these services and to obtain pricing commitments for Temporary Administrative, Clerical, Service Maintenance or Skilled Craft Workers as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE to the lowest responsive, responsible bidder** meeting all the minimum requirements. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is one year from date of award, with three (3), one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents. The City reserves the right to cancel this contract upon thirty (30) days' notice.

4. REQUIREMENTS

Bidders must submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection:

a. Bidders must have a current local, state and federal license to do business in the State of Florida and a copy must be submitted with bid package. Failure to comply will cause bid to be rejected.

b. Bidders must submit their insurance certificate with coverage as stated in the bid documents or a letter of intent from an insurance company authorized to do business in the State of Florida stating its willingness to insure the Bidder. The Bidder shall take sole responsibility of any on-the-job injuries incurred by the temporary worker under the Worker Compensation coverage. Failure to comply will result in bid rejection.

c. Bidders shall conduct Level 1 background investigations in accordance with Florida Statute 435.03 on all potential applicants. Bidder must absolutely guarantee that only applicants that have been through Level 1 screening are placed to work on COJ assignments. For assignments which require driving, a Florida Department of Motor Vehicles check must be conducted to verify conformance with City of Jacksonville City Driver certification standards as described in the attached guidelines. The City reserves the right to periodically conduct an audit of assigned worker records to confirm such requirement is met.

d. Bidders shall conduct reference screening on all potential applicants at no extra charge to the City of Jacksonville and drug screening for those positions identified as safety sensitive or DOT. Potential safety sensitive applicants must successfully pass a seven (7) – panel drug screen prior to assignment and potential DOT applicants must pass a five (5) – panel drug screen prior to assignment. The cut-off levels mandated under the federal DOT standards shall be utilized. The City reserves the right to periodically conduct an audit of assigned worker records to confirm such requirement is met.

e. Bidders must ensure workers have the education, work experience and appropriate technical

skills required for the position prior to sending individuals to be interviewed or to work. Testing of the skills of the worker(s) should include appropriate technical tests and evaluations at no cost to the City.

f. Bidders must assign a representative that will become thoroughly familiar with the City's personnel needs and job requirements in order to facilitate direct communication for quality performance. If the assigned representative is replaced within the duration of this contract, notification must be sent to the Procurement Division within two (2) business days.

g. Bidders shall only accept assignment orders from authorized individuals with the City. A list of such authorized individuals will be provided to Bidder by the Employee Services Department. No other City official or employee may authorize assignments under this contract.

5. PRE-BID CONFERENCE

Not applicable.

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

8. DELIVERY

Various Departments/Divisions of the City of Jacksonville on an "as needed" or "just in time" basis as assigned through the Employee Services Department. The address where temporary worker(s) are to report will be given at the time of request for service.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All hourly rates shall include all transportation, parking and processing charges per job classification as outlined in the bid documents. NO OVERTIME WILL BE PAID UNDER THIS CONTRACT.

11. PICK UP AND RETURNS

The City reserves the right to release any temporary worker for non-performance or non-compliance of the assignment at any time during the working hours at no cost to the City. Replacement of the temporary worker shall be at the sole discretion of the City but the responsibility of the Bidder.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include bid number, name of agency requesting services, name of temporary worker and position held, date of service, hours worked and hourly rate. Must submit only one invoice per purchase order. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida, 32202.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; location, pricing, and date of services. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

17. RIGHT TO AUDIT

The City reserves the privilege of auditing an agency's records as such records relate to purchases between the City and said agency.

18. RIGHT TO HIRE

The City reserves the right to hire any temporary employee(s) assigned on this contract after a period of six (6) weeks of employment. No compensation or conversion fee will be paid to the contractor if the City hires a temporary employee after a period of six weeks.