12

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

BID #: SC-0268-22 **OPEN DATE: 10-20-2021**

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 all bids. Employee Services Department plans to revise the specifications and rebid the project in the near future.

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

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: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

ONE CITY. ONE JACKSONVILLE.

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

DATE: March 21, 2022

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

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

SUBJECT: **Bids - Temporary Staffing Services**

Employee Services would like to reject the bids received for temporary staffing services, SC-0268-22. The specifications will be revised and rebid in the near future.

The award will remain under an agency umbrella in the amount of $400,000.00. Total expenditure amount for the extension period not to exceed $400,000.00.

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

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

BID NO.: SC-0268-22

OPEN DATE: October 20, 2021 @ 2 p.m.

ANALYST: Annette Burney

No. Invited: (5) No. Received (6) No Bids: (0)

Recorded By: Melissa Pierce Announcer: Pearl Mitchell

ITEM	DESCRIPTION	EST. QTY	22nd Century Technology, Inc.		Cogent Infotech Corp.		Environmental Difference		Healthcare Consulting & Solutions Services LLC		Sawgrass Consulting Group		Waditek	
			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		$ -		$ -				$ -				$ -
2	ADMINISTRATIVE AIDE	1		$ -		$ -				$ -				$ -
3	ADMINISTRATIVE ASSISTANT	1		$ -		$ -				$ -				$ -
4	CUSTOMER SERVICE REPRESENTATIVE	1		$ -		$ -				$ -				$ -
5	LEGAL ASSISTANT	1		$ -		$ -				$ -				$ -
6	PARALEGAL	1		$ -		$ -				$ -				$ -
7	MEDICAL TRANSCRIPTIONIST	1		$ -		$ -				$ -				$ -
8	CUSTOMER SERVICE AGENT – SUPERVISOR OF ELECTIONS**	1		$ -		$ -				$ -				$ -
9	EXECUTIVE ASSISTANT	1		$ -		$ -				$ -				$ -
10	CLERICAL SUPPORT AIDE II	450		$ -		$ -				$ -				$ -
11	CLERICAL SUPPORT AIDE III	1		$ -		$ -				$ -				$ -
12	LIBRARY CLERK	1		$ -		$ -				$ -				$ -
13	PERSONNEL CLERK	1		$ -		$ -				$ -				$ -
14	STOCK CLERK	1		$ -		$ -				$ -				$ -
15	ANIMAL CARE ASSISTANT	1		$ -		$ -				$ -				$ -
16	CARPENTER	1		$ -		$ -				$ -				$ -
17	GENERAL MAINTENANCE WORKER	1		$ -		$ -				$ -				$ -
18	MAINTENANCE HELPER	1		$ -		$ -				$ -				$ -
19	MAINTENANCE WORKER I	650		$ -		$ -				$ -				$ -
20	MAINTENANCE WORKER II	1		$ -		$ -				$ -				$ -
21	PROGRAM AIDE – DRIVER	1		$ -		$ -				$ -				$ -
22	CONFERENCE CENTER HELPER	1		$ -		$ -				$ -				$ -
23	SIGN SHOP OPERATOR	1		$ -		$ -				$ -				$ -
24	TRAFFIC SIGN INSTALLER	1		$ -		$ -				$ -				$ -
25	CUSTODIAN	1		$ -		$ -				$ -				$ -
	GRAND TOTAL:		$ -		$ -				$ -				$ -	
	NOTES:						Min. Req'mt not met & Incorrect Bid Proposal Form		Bid Form not signed, License verified via Sunbiz/JSEB Vendor		Missing Addenda & Incorrect Bid Proposal Form			
	TERMS:		0		15 Days/.75%		Net 30 Days		N/S		N/A		Net 30 Days	
	DELIVERY (Business Days):		N/S		3-4 days		N/S		N/S		4 days		N/S	
	CONFLICT OF INTEREST:		Y		Y		Y		Y		Y		Y	
	ADDENDUM(2):		Y		Y		#2		Y		N		Y	

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

March 29, 2022

6415 Lake Worth Road,
Suite 208
Melbourne, FL 32940

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: 22nd Century Technologies, Inc.

CONTACT NAME: Anne Eaton

BID NUMBER: SC-0268-22

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

DATE OPENED: 10/20/2021

REASON FOR REJECTION:
Agency recommends rejecting all bids. The specifications will be revised, and the project will be rebid in the near future. **All bidders will be notified once the new bid is posted.**

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: Tuesday, March 29, 2022 12:24 PM
To: sledbids TSCTI
Subject: REJECTION LETTER: SC-0268-22 Temporary Staffing Services
Attachments: REJECTION LETTER_ 22ND CENTURY.pdf

Sarneek:
Please find the attached rejection letter for the above bid.

Thank you,

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, March 29, 2022 12:15 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: REJECTION LETTER: 22ND CENTURY

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, Florida

Lenny Curry, Mayor

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

March 29, 2022

1800 NW Corporate Blvd.
Suite 130
Boca Raton, FL 33431

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Cogent Infotech Corp.

CONTACT NAME: Justin Acord

BID NUMBER: SC-0268-22

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

DATE OPENED: 10/20/2021

REASON FOR REJECTION:
Agency recommends rejecting all bids. The specifications will be revised, and the project will be rebid in the near future. **All bidders will be notified once the new bid is posted.**

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: Tuesday, March 29, 2022 12:28 PM
To: justin.acord@cogentinfo.com
Subject: REJECTION LETTER: SC-0268-22 Temporary Staffing Services
Attachments: REJECTION LETTER_ COGENT.pdf

Mr. Acord:
Please find the attached rejection letter for the above bid.

Thank you,

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, March 29, 2022 12:15 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: REJECTION LETTER: COGENT

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

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City of Jacksonville, Florida

Lenny Curry, Mayor

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

March 29, 2022

1225 W. Beaver Street
Suite 120
Jacksonville, FL 32204

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Healthcare Consulting & Solutions Services, LLC

CONTACT NAME: Charita Bryant

BID NUMBER: SC-0268-22

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

DATE OPENED: 10/20/2021

REASON FOR REJECTION:
Agency recommends rejecting all bids. The specifications will be revised, and the project will be rebid in the near future. **All bidders will be notified once the new bid is posted.**

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: Tuesday, March 29, 2022 12:22 PM
To: cbryant@hcss-info.com
Subject: FW: REJECTION LETTER: SC-0268-22 Temporary Staffing Services
Attachments: REJECTION LETTER_ HEALTHCARE CONSULTING.pdf

Ms. Bryant:
Please find the attached rejection letter for the above bid.

Thank you,

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, March 29, 2022 12:14 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: REJECTION LETTER: HEALTHCARE CONSULTING

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

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City of Jacksonville, Florida

Lenny Curry, Mayor

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

March 29, 2022

3800 Inverrary Blvd.
Suite 101-N
Lauderhill, FL 33319

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Environmental Difference

CONTACT NAME: Jasmine Cummings

BID NUMBER: SC-0268-22

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

DATE OPENED: 10/20/2021

REASON FOR REJECTION:
Agency recommends rejecting all bids. The specifications will be revised, and the project will be rebid in the near future. **All bidders will be notified once the new bid is posted.**

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: Tuesday, March 29, 2022 12:32 PM
To: jas.cummings@edstaffing.co
Subject: REJECTION LETTER: SC-0268-22 Temporary Staffing Services
Attachments: REJECTION LETTER_ ENVIRONMENTAL.pdf

Ms. Cummings:
Please find the attached rejection letter for the above bid.

Thank you,

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, March 29, 2022 12:16 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: REJECTION LETTER: ENVIRONMENTAL

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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

March 29, 2022

5600 General Washington Dr.
Suite B207
Alexandria, VA 22312

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: WadiTek

CONTACT NAME: AJ Faraj

BID NUMBER: SC-0268-22

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

DATE OPENED: 10/20/2021

REASON FOR REJECTION:
Agency recommends rejecting all bids. The specifications will be revised, and the project will be rebid in the near future. **All bidders will be notified once the new bid is posted.**

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: Tuesday, March 29, 2022 12:29 PM
To: AJ Faraj
Subject: REJECTION LETTER: SC-0268-22 Temporary Staffing Services
Attachments: REJECTION LETTER_ WADITEK.pdf

Mr. Faraj:
Please find the attached rejection letter for the above bid.

Thank you,

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, March 29, 2022 12:15 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: REJECTION LETTER: WADITEK

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214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

March 29, 2022

3800 Inverrary Blvd.
Suite 101-N
Lauderhill, FL 33319

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Sawgrass Consulting Group

CONTACT NAME: Rahul Kone

BID NUMBER: SC-0268-22

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

DATE OPENED: 10/20/2021

REASON FOR REJECTION:
Agency recommends rejecting all bids. The specifications will be revised, and the project will be rebid in the near future. **All bidders will be notified once the new bid is posted.**

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: Tuesday, March 29, 2022 12:30 PM
To: rkone@sawgrassconsultants.com
Subject: REJECTION LETTER: SC-0268-22 Temporary Staffing Services
Attachments: REJECTION LETTER_ SAWGRASS.pdf

Mr. Kone:
Please find the attached rejection letter for the above bid.

Thank you,

Annette L. Burney
Asst. Manager Purchasing Services
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810

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-----Original Message-----
From: P0697@coj.net <P0697@coj.net>
Sent: Tuesday, March 29, 2022 12:16 PM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: REJECTION LETTER: SAWGRASS

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Device Name: P0697

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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 Staffing Services: 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 bidders 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. The award will be made to a primary and secondary vendor for services.

3. TERM OF AGREEMENT

The term of this agreement is one (1) 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. MINIMUM 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.

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.