



Southeast Florida Governmental Purchasing Cooperative Group

CONTRACT AWARD

BID/RFP NO.: 13-D-140F
DESCRIPTION/TITLE: Temporary Employment Services
INITIAL CONTRACT PERIOD: 10/15/13 – 10/14/15
FIRST RENEWAL: 10-15-15 – 10-14-17
TERM OF CONTRACT: 2 year term
2 additional 2 year renewal option available

SECTION #1 - VENDOR AWARD

Multiple vendors – see award letters, agenda memo and tabulation attached.

Field Staff: Albion Staffing Solutions, Tampa Service Co., Inc. d/b/a Pacesetter

Office Staff: Albion Staffing Solutions, Alpha 1 Staffing

SECTION #2 – AWARD/BACKGROUND INFORMATION

Initial Award Date: October 2, 2013
First Renewal Award Date: September 21, 2015
Resolution/Agenda Item No.:
Insurance Required: Yes No
Performance Bond Required: Yes No

SECTION #3 - PROCURING AGENCY

Agency Name: City of Coral Springs
Agency Address: 9551 W Sample Road
Coral Spring, FL 33065
Agency Contact: Gail Dixon
Telephone: 954 344-1104
Facsimile: 954 344-1186
Email: gdixon@coralsprings.org

**BID 13-D-140F
TEMPORARY EMPLOYMENT SERVICES FOR
S.E. FLORIDA GOVERNMENTAL PURCHASING
COOPERATIVE GROUP**

**PARTICIPATING AGENCIES
FOR RENEWAL PERIOD 10/15/15 – 10/14/17**

Coral Springs – Lead Agency

Boynton Beach

Coconut Creek

Cooper City

Dania Beach

Davie

Deerfield Beach

Ft. Lauderdale

Hallandale Beach

Hollywood

Lauderdale Lakes

Miami Gardens

Miramar

N. Palm Beach

Oakland Park

Sunrise

Tamarac

West Palm Beach

City of Coral Springs
City Commission Meeting Agenda Item

Meeting: September 16, 2015
Department: Financial Services
Initiated By: Gail Dixon

Summary Sheet

DOC ID: 4577

SUBJECT: Temporary Employment Services

PLACEMENT: Consent

REQUESTED ACTION: Request to renew the contract for Bid #13-D-140F for Temporary
(INCLUDE CONTRACT Employment Services for Blue Collar Positions to **Albion Staffing**
START/TERM DATES) **Solutions** of Miami, FL. and **Tampa Service Company Inc** of
Houston, TX and the contract for Temporary Employment
Services for White Collar Positions to **Albion Staffing Solutions**
of Miami, FL and **Alpha 1 Staffing** of Miramar, FL from October
15, 2015 through October 14, 2017. The estimated annual
expenditure is \$150,000. (REQUEST TO RENEW)

PROJECT REVIEWED BY
OR INCLUDED IN:

ATTACHMENTS:

BACKGROUND / DESCRIPTION:

1. Using Department: City-Wide
2. Justification for Award Recommendation:
 Most responsive and responsible Bidders
 Highest ranked Proposer
 Other:
3. Is this item in the adopted budget? Yes No
4. Is this item in the CIP? Yes No
5. Additional Information:

The Southeast Florida Governmental Purchasing Cooperative Group began approximately 23 years ago with a small group of Broward County cities. The Co-Op has grown to 46 entities from Broward, Miami-Dade, and Palm Beach Counties.

The Co-Op combines the buying power of the members on products or services purchased by most of the members to achieve the best available pricing under a term contract. The Co-Op also reduces time spend on bidding procedures and the quantity of bids that any individual Co-Op Agency would issue. A lead agency completes the bidding for all members that wish to participate in that product or service.

The City utilizes Temporary Employment Services in lieu of full-time staff or part-time personnel on a regular basis. The hourly rates are low and staff time is saved

**City of Coral Springs
Commission Meeting Agenda Item
Summary Sheet
Meeting: September 16, 2015**

Subject: Temporary Employment Services

processing applications and hiring personnel for temporary assignments. It also affords the opportunity to obtain personnel with only a 24 hour notice.

The City of Coral Springs is the lead agency for the Temporary Employment Services Contract, which was utilized by 21 of the Cooperative Agencies. The first two year renewal term of the contract will be utilized by 16 returning agencies and 3 new agencies in the tri-county area. Three vendors are selected for the Temporary Services Contract awards, as the work force available from each vendor varies. Multiple vendors also allow each Co-Op agency a better opportunity to find appropriate personnel.

A five percent increase in the hourly rates was requested, and is being recommended by staff. The recommended increase is due to the current more competitive labor market, two yearly increases in the Florida Minimum Wage and additional federally mandated health care expenses for insurance coverage provided by the vendors to their temporary work staff.

The Parks and Recreation Department has been the main user of the Blue Collar positions for custodial personnel, irrigation, and ground crews with great success. Code Enforcement, City Attorney's, and Public Works have utilized the contract for office assistants, senior office assistants, and maintenance workers. The quality and dependability of the temporary staff has been quite good, the savings substantial, and several have gone on to obtain full time employment with the City.

Examples of positions and hourly wages with the 5% increase is as follows:

| <u>Position</u> | <u>Vendor</u> | <u>Current Hourly Rate</u> | <u>5% Increase</u> |
|-------------------------|------------------|----------------------------|--------------------|
| Maintenance Worker | Albion Staffing | \$10.40 | \$10.92 |
| Lead Worker | Tampa Service Co | \$14.20 | \$14.91 |
| Office Assistant | Albion Staffing | \$11.56 | \$12.13 |
| Senior Office Assistant | Alpha 1 Staffing | \$13.44 | \$14.11 |

The Purchasing Division recommends the renewal of the Temporary Employment Services contract to the listed vendors.

Copies to:

M. Heller, Director of Financial Services
S. Grant, Deputy City Manager
S. Whitacre, Deputy City Attorney
J. Hearn, City Attorney



September 21, 2015

Mr. Larry E. Kosta
Tampa Service Co., Inc.
d/b/a Pacesetter Personnel Services
120 Mountain Laurel Way
Austin, TX 78737

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Mr. Kosta:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of September 21, 2015, awarded the first two year renewal of the aforementioned Bid for *Field Staff* to Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services. The term of this contract is for a period of two years commencing from October 15, 2015 through October 14, 2017 with one additional two-year renewal option available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The attached list of job positions and hourly rates are noted on the tab and are the only items awarded to your firm under this contract. Any other positions or rates are outside of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
R. Engle, Director of Parks & Recreation
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members



September 21, 2015

Ms. Garrie Harris, President
Alpha 1 Staffing/Search Firm
3350 S.W. 148th Ave., Suite 220
Miramar, FL 33027

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Ms. Harris:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of September 16, 2015, awarded the first two year renewal of the aforementioned Bid for *Office Personnel* to Alpha 1 Staffing/Search Firm. The term of this contract is for a period of two years commencing from October 15, 2015 through October 14, 2017 with one additional two-year renewal option available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The attached list of job positions along with the hourly rates are noted on the tab and these are the only items awarded to your firm under this contract. Any other positions or rates are outside of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members



September 21, 2015

Mr. Andrew Titley, Managing Director
Albion Staffing Solutions, Inc.
2520 N.W. 97th Avenue, #110
Doral, Florida 33172

REFERENCE: Temporary Employment Services for Southeast Florida
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Mr. Titley:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of September 21, 2015, awarded the first two year renewal of the aforementioned Bid for *Field Staff & Office Personnel* to Albion Staffing Solutions, Inc. The term of this contract is for a period of two years commencing from October 15, 2015 through October 14, 2017 with one additional two-year renewal option available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The attached list of job positions along with the hourly rates are noted on the tab and these are the only items awarded to your firm under this contract. Any other positions or rates are outside of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources
Southeast Florida Governmental Purchasing Cooperative Group
Participating Members

**TEMPORARY EMPLOYMENT SERVICES FOR
S.E. FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP
BID NO. 13-D-140F
TABULATION**

Revised Tab 9-21-15

| | | Vendor | Albion Staffing Solutions | Tampa Service Co., Inc. | Alpha 1 Staffing | |
|------------------------|-------------------------|---------------------------------|---------------------------|-------------------------|---------------------|-------------|
| | | Contact | Maureen Santangelo | Larry Kosta | Garrie Harris | |
| | | Phone # | 954.796.3336 | 512.474.4481 | 954.734.2744 | |
| Item No. | Est. Annual Usage (Hrs) | Description | Unit Price (Per) | Total Price | Unit Price (Per Hr) | Total Price |
| A. Blue Collar | | | | | | |
| 1 | 6,000 | Custodian | \$11.43 | | \$11.60 | |
| 2 | 30,800 | Maintenance Worker | \$10.92 | | \$11.60 | |
| 3 | 2,200 | Lead Worker | \$12.47 | | \$14.91 | |
| 4 | 120 | Water Plant Operator | \$27.72 | | \$31.24 | |
| 5 | 2,600 | Facilities Technician | \$13.16 | | \$21.07 | |
| 6 | 7,100 | Equipment Operator II | \$13.80 | | NB | |
| 7 | 100 | Inspector I | \$24.94 | | NB | |
| B. White Collar | | | | | | |
| 1 | 1,700 | Receptionist | \$11.81 | | \$12.60 | |
| 2 | 7,750 | Office Assistant | \$12.13 | | \$16.14 | |
| 3 | 4,320 | Principal Office Assistant | \$12.47 | | \$14.43 | |
| 4 | 5,440 | Sr. Office Assistant | \$14.11 | | \$14.43 | |
| 5 | 300 | Permit Services Representative | \$13.12 | | \$13.86 | |
| 6 | 100 | Legal Secretary | 15.75 | | \$17.01 | |
| 7 | 540 | Accounting Clerk I | \$15.75 | | \$16.59 | |
| 8 | 200 | Accounting Assistant | \$18.37 | | \$14.70 | |
| 9 | 1,400 | Accountant | \$23.62 | | \$17.01 | |
| 10 | 880 | Information Services Technician | \$14.43 | | \$13.38 | |
| 11 | 1,040 | Information Services Specialist | \$14.43 | | \$15.48 | |
| 12 | 3,040 | Public Works Inspector | \$15.75 | | \$15.48 | |
| 13 | 800 | Park Ranger | \$15.75 | | \$13.65 | |
| 14 | 40 | Purchasing Assistant | \$13.12 | | \$ | \$13.65 |

The awarded vendors for Blue Collar positions are: Albion Staffing Solutions, and Tampa Service Co. The awarded vendors for White Collar positions are: Albion Staffing, and Alpha 1 Staffing.

Note, a 5% increase was given to all three vendors for all positions, with the exception of the Custodian and Maintenance worker positions with Pacemaker. Pacemaker had previously requested the Fla minimum wage increases which were granted. Therefore, those two positions, only received a 1.5% increase.