



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
SECOND RENEWAL: 10-15-17 – 10-14-19 Final Renewal
TERM OF CONTRACT: 2 year term
2 additional 2 year renewal options 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
Second Renewal Award Date: September 6, 2017
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



September 6, 2017

Mr. Larry E. Kosta
Tampa Service Co., Inc.
d/b/a Pacesetter Personnel Services
129 Lismore St.
Hutto, TX 78634-5685

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 6, 2017, awarded the final 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, 2017 through October 14, 2019.

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 6, 2017

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 6, 2017, awarded the final 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, 2017 through October 14, 2019.

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 6, 2017

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 6, 2017, awarded the final 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, 2017 through October 14, 2019.

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

City of Coral Springs
City Commission Meeting Agenda Item
Summary Sheet

Meeting: September 6, 2017
Department: Financial Services
Initiated By: Gail Dixon
DOC ID: 5496

SUBJECT: Temporary Employment Services

PLACEMENT: Consent

REQUESTED ACTION:
(INCLUDE CONTRACT
START/TERM DATES) Request to renew the contract for Bid #13-D-140F for Temporary Employment Services for Blue Collar Positions to **Albion Staffing 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, 2017 through October 14, 2019. The City's estimated annual expenditure is \$250,000. (REQUEST TO RENEW)

PROJECT REVIEWED BY
OR INCLUDED IN:

ATTACHMENTS:

BACKGROUND / DESCRIPTION:

The Southeast Florida Governmental Purchasing Cooperative Group began approximately 25 years ago with a small group of Broward County cities. The Co-Op has grown to 48 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 the members to achieve the best available pricing under a term contract. The Co-Op also reduces staff time spent on bidding procedures. A lead agency completes the bidding for all members that wish to participate in that procurement.

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 processing applications and hiring personnel for temporary assignments. The contract also affords the Departments 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 Cooperative Agencies for the current two year contract term. Two vendors are selected for both the White and Blue Collar position categories. Multiple vendors allow each Co-Op agency a better opportunity to find appropriate Temporary personnel.

A four 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 as well as federally mandated health care expenses for insurance coverage provided by the vendors to their temporary work staff have caused costs to rise.

Code Enforcement has been the main user of the White Collar positions along with Police, Fire, Human Resources, and Community Development for office assistants and senior office assistants. The Parks and Recreation Department has been the main user of the Blue Collar positions for custodial personnel. The quality and dependability of the temporary staff provided

**City of Coral Springs
Commission Meeting Agenda Item
Summary Sheet
Meeting: September 6, 2017**

Subject: Temporary Employment Services

has been satisfactory, the savings have been substantial, and several have gone on to obtain full time employment with the City.

Examples of positions and hourly wages with the 4% increase are as follows:

<u>Position</u>	<u>Vendor</u>	<u>Current Hourly Rate</u>	<u>4% Increase</u>
Maintenance Worker	Albion	\$10.92	\$11.35
Lead Worker	Tampa	\$14.91	\$15.50
Senior Office Assistant	Alpha 1	\$14.43	\$15.00
Office Assistant	Albion	\$12.13	\$12.61

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
D. Pazdra, Director of Human Resources

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

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 Hr)	Total Price
A. Blue Collar				
1	6,000	Custodian	\$12.43	
2	30,800	Maintenance Worker	\$11.35	
3	2,200	Lead Worker	\$12.96	
4	120	Water Plant Operator	\$28.82	
5	2,600	Facilities Technician	\$13.68	
6	7,100	Equipment Operator II	\$14.90	
7	100	Inspector I	\$25.93	
B. White Collar				
1	1,700	Receptionist	\$12.28	\$13.10
2	7,750	Office Assistant	\$12.61	\$17.40
3	4,320	Principal Office Assistant	\$12.96	\$15.00
4	5,440	Sr. Office Assistant	\$14.67	\$15.00
5	300	Permit Services Representative	\$13.64	\$14.41
6	100	Legal Secretary	\$16.38	\$17.69
7	540	Accounting Clerk I	\$16.38	\$17.25
8	200	Accounting Assistant	\$19.10	\$15.28
9	1,400	Accountant	\$24.56	\$17.69
10	880	Information Services Technician	\$15.00	\$13.91
11	1,040	Information Services Specialist	\$15.00	\$16.09
12	3,040	Public Works Inspector	\$16.38	\$16.09
13	800	Park Ranger	\$16.38	\$14.19
14	40	Purchasing Assistant	\$13.64	\$14.19

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 4% increase was given to all three vendors for all positions in order to remain competitive in the marketplace,