



**Southeast Florida Governmental Purchasing  
Cooperative Group**

**CONTRACT AWARD**

Please complete each of the applicable boxes and submit with bid documents, award notices and tabulations to [rwhitcomb@greenacresfl.gov](mailto:rwhitcomb@greenacresfl.gov) for placement on the NIGP SEFL website Cooperative contract page.

**PAGE 1 OF 2**

BID/RFP No. \_\_\_\_\_

Description/Title: \_\_\_\_\_

Initial Contract Term:      Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

Renewal Terms of the Contract: \_\_\_\_\_      Renewal Options for \_\_\_\_\_  
(No. of Renewals)      (Period of Time)

Renewal No. \_\_\_\_      Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

Renewal No. \_\_\_\_      Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

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Renewal No. \_\_\_\_      Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

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**SECTION #1                      VENDOR AWARD**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_      Fax: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_      Email Address: \_\_\_\_\_

Website: \_\_\_\_\_      FEIN: \_\_\_\_\_

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## Contract Summary for Temporary Employment Services

### PURPOSE:

The City utilizes Temporary Employment Services in lieu of full-time staff and part-time personnel on a regular basis. 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. In addition, at least 15 current or past City personnel started out as Temporary Staff and were able to obtain full time positions with the City based on their work performance as temporary employees.

A cooperative (co-op) invitation to bid was issued by the City of Coral Springs on behalf of the participating agencies referenced in the specifications. The City of Coral Springs has been the lead agency for the Temporary Employment Services Contract for the past twelve years. The position classifications are categorized as either Administrative and Industrial. Twenty-seven agencies in the co-op will be utilizing the contract, therefore a total of four vendors are needed for each category. Six vendors were awarded. Two of the six vendors provide both categories of staffing.

None of the incumbents are being awarded as their pricing was too high. The old contract is valid through April 2020, which allows time to award these contracts and move temp staff to the new vendors. Departments may award to any or all six of the vendors.

Vendors receive a percentage markup of the hourly salary cost for each temporary professional. Each position has an hourly pay range. Vendors also receive additional fees for various levels of additional background checks. See chart on page 7.

Human Resources will guide departments on how to transition current temps to one of the new companies. The way the new contract works is each vendor has an info sheet with the pay range for the positions as well as a percentage markup rate. The using department and Human Resources will negotiate with the vendor on the hourly rate, which the vendor will then markup per the contracted percentage. This approach will prevent increasing hourly rates when the minimum wage increases occur and will allow rates to stay current with the cost of living.

The requests to award are:

Request to award Bid #19-D-112 for Temporary Employment Services for Administrative Positions to **Athena Consulting, LLC**, of Gaithersburg, TN; **4 Best Business Corp.** of Miramar, FL; **22<sup>nd</sup> Century Technologies, Inc.** of Somerset, NJ; **COCCHHBHA Enterprises, Inc. d/b/a CEI Staffing** of Sunrise, FL from January 15, 2020 through January 14, 2022. The City's estimated annual expenditure is \$100,000.

Request to award Bid #19-D-112 for Temporary Employment Services for Industrial Positions to **22<sup>nd</sup> Century Technologies, Inc.** of Somerset, NJ; **COCCHHBHA Enterprises INC. d/b/a CEI Staffing** of Sunrise, FL; **SOFTHQ Inc.** of San Diego, CA; and **REDCON Solutions Group LLC**, of Orlando, FL from January 15, 2020 through January 14, 2022. The City's estimated annual expenditure is \$75,000.

## Contract Summary for Temporary Employment Services

<b>CONTRACT NUMBER</b>	<b>NAME</b>	<b>VENDOR</b>	<b>CATEGORY</b>	<b>TERM</b>
19-D-112F	TEMPORARY EMPLOYMENT (CO-OP)	Athena Consulting, LLC	Administrative	1/15/2020-1/14/2022 (2x2)
19-D-112F	TEMPORARY EMPLOYMENT (CO-OP)	4 Best Business Corp.	Administrative	1/15/2020-1/14/2022 (2x2)
19-D-112F	TEMPORARY EMPLOYMENT (CO-OP)	22 <sup>nd</sup> Century Technologies, Inc.	Administrative and Industrial	1/15/2020-1/14/2022 (2x2)
19-D-112F	TEMPORARY EMPLOYMENT (CO-OP)	COCCHHBHA Enterprises, Inc. d/b/a CEI Staffing	Administrative and Industrial	1/15/2020-1/14/2022 (2x2)
19-D-112F	TEMPORARY EMPLOYMENT (CO-OP)	SOFTHQ Inc.	Industrial	1/15/2020-1/14/2022 (2x2)
19-D-112F	TEMPORARY EMPLOYMENT (CO-OP)	REDCON Solutions Group LLC	Industrial	1/15/2020-1/14/2022 (2x2)

### **CITY OF CORAL SPRINGS PURCHASING AGENT:**

Gail Dixon, 954-344-1104, [gdixon@coralsprings.org](mailto:gdixon@coralsprings.org)

### **SPECIFICATIONS: INTERVIEW AND SELECTION OF TEMPORARY EMPLOYEE**

- 1) Candidates Submitted for the City's Consideration. Upon request from the City, contractor shall provide candidates for the job classifications requested by the specific department at the time and place requested. Typically, three or more candidates are required to be submitted for each vacancy at the discretion of the requesting department. Candidates shall be provided at no cost to the City. If the vendor fails to provide qualified individuals for the job classification requested within the specified lead time, the City will request the services of other vendors on the contract.
  
- 2) Contractor agrees to provide only skilled, knowledgeable and experienced personnel to perform services on a temporary basis to the City. Contractor also agrees to provide the City information on any candidate whose quality of services had been previously determined to be unsatisfactory by any City department.

## Contract Summary for Temporary Employment Services

- 3) Background Checks. Any temporary staffing employee selected for placement in a City department must successfully complete a background check conducted by the Vendor using the Florida Department of Law Enforcement (FDLE) Volunteer and Employee Criminal History System (VECHS). Drug testing should be conducted in accordance with Title 49, Code of Federal Regulations Part 40. The successful bidder(s) must provide 10 Panel drug testing of all personnel supplied to the City, and proof of drug test prior to the acceptance of any personnel approval for an assignment. Bidder's employees must test negative in order to begin work on any City assignment. **Bidder shall bear all cost associated with the initial drug tests.**

In no case shall a candidate who tests positive for drugs or alcohol be submitted as a candidate for City assignment.

- 4) The City's representative and successful bidder shall mutually agree on the hourly salary, job description, minimum qualifications, duties and responsibilities for each position, as needed. The overhead and expenses markup proposed shall be added to the Temporary Employees' pay rate to determine the bill rate. No other fees or taxes are allowed.
- 5) Contractor must inform the City of any temporary staffing employee who will be accepted for assignment at the City when currently on assignment elsewhere.
- 6) No substitution of staff with lower skill-base will be acceptable without the prior approval of the City.
- 7) The Contractor agrees not to place any individual in a temporary assignment with the City who was previously employed by the City as a regular employee without prior approval of the Human Resources Department.
- 8) Upon request from the City, Contractor must immediately replace any personnel providing services whose quality of services is unsatisfactory to the City department. The City will not be charged for unsatisfactory services. The City will exclusively determine if the quality of the services of any temporary personnel is satisfactory or unsatisfactory.
- 9) Should any person terminate employment with the Contractor while such person is providing services to the City department, Contractor must agree to immediately replace such person with a person having similar skill, knowledge and experience (with prior approval of the City). Contractor shall replace the person expeditiously at the same contracted bill rate for each position. If the Contractor fails to replace the person in a timely manner, the City reserves the right to access the services of another Contractor.

## Contract Summary for Temporary Employment Services

- 10) The City shall have the right to determine the period of time and work schedule of all personnel provided by the Contractor to perform services as a temporary agency employee. The City will not warrant or guarantee the period of time or work schedule of any person provided by the Contractor to perform services at a designated department at the City.
  
- 11) All candidates placed in the City shall be employees of the Contractor and at no time, shall the City be liable for any employer responsibilities to the Contractor's employee.

### **PRICING**

Bidder shall quote the **contracted percentage markup** to be added to the pay rate for the placed candidate and shall be inclusive but not limited to, all expenses, profit, overhead and all applicable taxes. The City and Contractor shall agree on the salary of the temporary staff person at the time of the engagement for that position.

## **Contract Summary for Temporary Employment Services**

### **INVOICE AND PAYMENTS**

Payment shall be made upon the certification of an authorized City representative that the work assignments is satisfactorily completed.

The vendor(s) supplying Temporary Employment Agency Services to the City of Coral Springs are required to furnish the following information on their pre-numbered imprinted business invoices and weekly job tickets for personnel performing services.

- A. Purchase Order Number
- B. Assignment Location
- C. Individuals Full Name
- D. Employee Number
- E. Job Classification
- F. Date
- G. Number of hours worked
- H. City Acceptance/Authorized Signature

### **TEMPORARY PERSONNEL DATABASE REPORTING**

Successful Contractor shall create and maintain a data base to include all temporary personnel assigned the City, listed by individual, to include rate of hourly pay, total hourly bill rate, total number of hours worked monthly, total number of hours worked annually, total hourly rate paid to the temporary employee, total bill rate paid by the City, date of temporary employee began assignment with the City and date temporary employee ended assignment with the City. This data must be forwarded to the City on a monthly basis with cumulative report sent at the end of the calendar year.

The Contractor must agree to provide the City with custom reports on temporary employees as needed.

### **TERM OF CONTRACT**

The bidder will be bidding on a two (2) year contract commencing upon approval by the City Commission. This contract may be renewed for two (2) additional two (2) year terms by mutual agreement of the parties for a total of six (6) years.



## Contract Summary for Temporary Employment Services

### TEMP TO HIRE

Should an opening for a permanent position within a co-op agency come available, the temporary worker may apply for this position. **The co-op agency reserves the right to hire this temporary worker without any financial obligation to the Contractor.**

### VACATION PAY

If a temporary worker qualifies for a vacation under their employment contract with the Contractor, that employee will give the co-op agency two (2) weeks notice before the start of such vacation. The Contractor shall be responsible for any vacation pay due the employee. Additionally, if the assignment is ongoing at the time of employee's vacation, the contractor will provide a replacement employee.

### OVERTIME

Should any assignment require the temporary employee to work more than forty (40) hours in any given week, the co-op agency shall pay an overtime rate equal to 1-1/2 times the hourly rate specified in the contractor's bid.

### QUANTITIES

No warranty or guarantee is given or implied as to the total amounts to be purchased resulting from this contract. The quantities stated in this bid are estimates of annual usage, to be used for bid comparison purposes only. All services will be ordered on an as needed basis. The minimum request will be for one (1) day (eight (8) hours).

The successful Contractor(s) shall be required to submit a report to the City of Coral Springs detailing all contract usage by all participating co-op agencies on a quarterly basis.

## Contract Summary for Temporary Employment Services

### AWARDED VENDORS CONTACT INFORMATION AND PERCENTAGE MARKUP

Vendor	Athena Consulting LLC	4 Best Business Corp	22 <sup>ND</sup> Century Technologies Inc	COCHHBHA DBA CEI Staffing	SOFTHQ Inc	REDCON Solutions Group
Contact	Mark Elvin	Miguel Fernandez	Eva Gaddis-McKnight	Eddie Edwards Jr.	Kranti Ponnam	Kyle Evans
Phone #	484-477-7747	954-212-1442	888-998-7284	954-572-6802	847-513-2999	407-601-0567

### PERCENTAGE MARKUP

Item No.	Description	Percent Markup	Percent Markup	Percent Markup	Percent Markup	Percent Markup	Percent Markup
1	Administrative (Office) Type Temporary Professional Services Percentage of Hourly Salary Cost Clerical/Administrative:	23.50%	24%	25%	26%	N/A	N/A
2	Industrial Type Temporary Professional Services Percentage of Hourly Salary Cost Industrial:	N/A	N/A	28%	29%	30%	28%

### ADDITIONAL FEES FOR VARIOUS LEVELS OF ADDITIONAL BACKGROUND CHECKS:

(Note: Vendor shall bear all cost associated with the initial drug tests)

Item No.	Description	Unit Cost	Unit cost	Unit Cost	Unit Cost	Unit Cost	Unit Cost
1	Level 1	\$24.00	FREE	\$0.00	\$25.00	\$0.00	\$0.00
2	Level 2	\$70.00	\$80.00	\$0.00	\$83.00	\$0.00	\$0.00
3	Level 3	\$100.00	\$100.00	\$0.00	\$150.00	\$0.00	\$0.00
4	Fingerprint	\$75.00	\$40.00	\$50.00	\$83.00	\$0.00	\$0.00
5	Criminal checks in other states	\$20.00	\$24.00	\$46.00	\$25.00	\$0.00	\$0.00
6	National level	\$40.00	\$24.00	\$46.00	\$25.00	\$0.00	\$0.00
7	Sex offender check	\$10.00	FREE	\$46.00	\$0.00	\$0.00	\$0.00

# Contract Summary for Temporary Employment Services

## POSITION CLASSIFICATIONS

### JOB CLASSIFICATION - ADMINISTRATIVE

#### **Accountant**

Under general direction, the purpose of the job is to perform routine to moderately complex accounting analysis according to generally accepted standard accounting principles and practices, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at professional staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes researching and collecting data, preparing clear and concise financial reports, and monitoring expenditures and revenues of assigned divisions and/or departments.

**Typical Qualifications:** Bachelor's Degree in Accounting or related field: two (2) to four (4) years progressively responsible experience in accounting or financial analysis, preferably within a similar government agency, or an equivalent combination of education, training, and experience.

#### **Accounting Assistant**

Under direct supervision, the purpose of the job is to perform routine accounting and administrative support work according to generally accepted accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification, function at support staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes posting, data entry, maintenance and reconciliation tasks relevant to assigned functional areas, e.g., billing, purchase orders, invoices, payroll, accounting records and report.

**Typical Qualifications:** High School Diploma or GED. One (1) to two (2) years responsible experience in accounting work, e.g. processing invoices, stop payments, and billing.

## Contract Summary for Temporary Employment Services

### Associate Planner

Under general direction, the purpose of the position is to interpret and enforce land use regulations, codes and ordinances for the planning and development of the City. Employees in this classification perform work independently at a professional level, and are responsible for conducting studies, collecting and analyzing data for application to the City's Comprehensive Plan and Land Development Code. Objective is to preserve and enhance the quality of development through practical application of the Land Development Code and all applicable established zoning regulations. The Associate Planner works under the supervision of the Planning and Zoning Manager.

**Typical Qualifications:** Bachelor's Degree in Urban Planning or related field. Two (2) years of responsible experience in planning and zoning inspection/enforcement work, knowledge of South Fla landscaping practices preferred but not required or an equivalent combination of education, training, and experience.

### Behavioral Health Clinician

Under general direction, the purpose of the position is to perform counseling, screening, assessment, and intervention to individuals and families. Works under general supervision, independently developing work methods and sequences. Conducts clinical screenings, interviews and bio-psychosocial evaluations in hospital district. Coordinates treatment with community, governmental and service providers. Conducts home and community visits as needed to provide substance abuse counseling to participants and their families. Observes, evaluates, and monitors reports and records program participant status and progress. Conducts clinical interviews and biopsychosocial evaluations. Conducts group and individual counseling sessions. Develops treatment plans with program participants and/or their families. Maintains associated clinical records manually and/or electronically using computer-based applications.

**Qualifications:** Master's degree from an accredited college or university with major coursework in social work, gerontology, psychology, or closely related field. Requires one (1) year of social services casework, counseling or closely related field. Depending on the area of assignment, six (6) months of clinical case management may also be required.

## Contract Summary for Temporary Employment Services

### Cashier

Under general direction, the purpose of the position is to receive monies paid by mail and over the counter. May operate a computer terminal and other standard office equipment such as photocopiers, fax machine, and calculators. Work is performed under general supervision and reviewed for quality of service rendered to employees and the public.

**Typical Qualifications:** High School Diploma

### Code Compliance Officer

Under general direction, the purpose of the position is to perform responsible professional technical work involving the proactive and reactive enforcement of City codes and ordinances in relation to investigation activities and regulatory standards for permitting and licensing approval of residential and commercial building construction throughout the City. Employees in this classification perform at a professional level, and are responsible for coordinating and administering the enforcement process, assessing, evaluating and enforcing adherence to, and compliance with all applicable City, State and Federal code and regulatory requirements regarding new and existing construction. Objective is to ensure the safety, health and general welfare of the public and business community.

**Typical Qualifications:** High School Diploma or GED. Two (2) years' experience in code inspection and/or enforcement of related field; or an equivalent combination of education, training, and experience.

### Data Entry Operator

Under general direction, the purpose of the position is to perform a variety of data entry related work in an assigned agency. Works under close to general supervision according to set procedures but determines how or when to complete tasks. Queues customer applications for review and performs administrative review of customer applications prior to queuing. Assists customers via telephone regarding general inquiries. Directs phone calls to the proper agency as needed. Performs searches in systems for pending applications.

**Typical Qualifications:**

High School Diploma or GED. Requires one (1) year in data entry or closely related experience.

## Contract Summary for Temporary Employment Services

### Executive Assistant

With little or no supervision, the purpose of the position is to provide highly responsible and complex, confidential and specialized administrative support to the assigned executive level supervisor. Employees in this classification function at expert level and are accountable for the accuracy of both routine and non-routine, sensitive administrative support duties performed and analyzes complex administrative problems and recommends solutions as dictated by the nature of department. Position may be accountable for assigning, reviewing and supervising the work of other support staff. Position is distinguished from that of the Senior Office Assistant by the sensitivity of data and/or information involved, the high degree of accountability and discretion commensurate with the highly visible nature of this position, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function independently. In some instances, the distinction may be due to the assignment of supervision of other support staff.

**Typical Qualifications:** High School Diploma or GED. Five (5) to seven (7) years of progressively responsible experience and/or training in administrative/secretarial support functions, senior clerical/secretarial support capacity; or an equivalent combination of education, training, and experience. Must successfully and accurately pass the entrance

### Human Services Coordinator

Provides advanced social case management, counseling, and/or coordination of services in an assigned human services program. This class works under general supervision, independently developing work methods and sequences. Advocates on behalf of clients or consumers and families for services, basic needs, and other related issues. Assists social workers in case conferences and staffing; may serve as team leader. Composes or prepares correspondence, case notes, narrative and technical reports, notifications, and related documents using computer-based applications. Conducts activities and monitors the environment of care in a manner to maximize client or consumer and staff safety.

**Qualifications:** Requires a Bachelor's degree from an accredited college or university with major coursework in mental health counseling, marriage and family counseling, counseling education, social work, psychology, gerontology, or other closely related field based upon area of assignment.

Requires one (1) year of direct client social case work/counseling in either an addiction/substance abuse treatment or mental health facility/program, crisis intervention or clinical setting, or in a community resource eligibility center based upon area of assignment.

## Contract Summary for Temporary Employment Services

### IT Support Specialist

Under general supervision, performs technical support and skilled work for the installation, operation, and support of voice and data services used in desktop, remote client, LAN, WAN, Internet, and voice environments. This position provides the support required to meet the IT Department's service level agreements relative to: coordinating and assigning system security on multiple business and data application functions, system availability, problem resolution, and assignment of demand requests received by the help desk to appropriate IT team members. Work is performed under general direction with some latitude for individual initiative and judgment and is reviewed via customer feedback and tangible results.

**Typical Qualifications:** Associates Degree or Technical Certification. Two (2) to five (5) years of experience in the installation, testing, and troubleshooting of desktop, remote clients, and peripherals.

### Office Assistant

Under general supervision, the purpose of the position is to provide routine administrative support to the assigned department or assigned supervisor. Employees in this classification function at a moderately difficult generalist level and are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department. Position may be assigned to a large department and perform a broad array of generalized administrative support functions, or assignment may be to a smaller specialized department wherein incumbents receive instruction in departmental functions. This classification requires strong organizational and interpersonal skills with the ability to carry out a variety of directed tasks.

**Typical Qualifications:** High School Diploma or GED. Three (3) to four (4) years of progressively responsible experience and/or training in administrative/secretarial support functions. Must successfully and accurately pass the entrance-typing exam with 45+ wpm.

### Parks & Rec Attendant

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

**Typical Qualifications:** High school graduation, GED, or equivalent and excellent customer service skills. Work Schedule may vary, days, evenings, weekends, and holidays.

## Contract Summary for Temporary Employment Services

### Permit Services Representative

Under general supervision, the purpose of the position is to assist citizens and contractors with the processes of application, review and approval for building permits and inspections enforcing compliance with established State, County and City safety codes. Employee is responsible for administrative/clerical work in relation to regulatory standards, inspection activities, and permitting and licensing functions for building construction throughout the City. Performs other essential duties in support of departmental objectives to ensure safety and welfare of the public and business community.

**Typical Qualifications:** High School Diploma or GED. One (1) to two (2) years of responsible secretarial/customer service experience.

### Planning Technician

Under direction, the purpose of the position is to assist with the daily activities of the Planning & Zoning division. Employees in this classification perform at the technical level and are responsible for conducting studies and collecting and analyzing data for application to land use regulations, codes and ordinances for the planning and development of the City. Work includes assisting the public with inquiries regarding established zoning and code regulations.

**Typical Qualifications:** Associates degree in related field with two years of previous experience preferred in Planning & Zoning or administrative support.

### Principal Office Assistant

Under limited supervision, the purpose of the position is to provide responsible, complex administrative support to the assigned department or assigned supervisor. Employees in this classification function in a lead capacity and are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department. Position performs essential duties for a large operating unit, a specialized unit, or as primary administrative support for an organization official. Position is distinguished from that of the Office Assistant by the degree of accountability of the work, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function with a higher degree of independence. Only projects with entail technical or highly complex matters are given close attention by the immediate supervisor.

**Typical Qualifications:** High School Diploma or GED. Five (5) to six (6) years of progressively responsible experience and /or training in administrative/secretarial support functions.



## Contract Summary for Temporary Employment Services

### **Purchasing Assistant**

Under direct supervision, the purpose of the position is to assist the administrative functions of purchasing and receiving commodities and supplies for all departments. Employees in this job classification function at entry level to aid in maintaining vendor relationships for the continuous supply of quality products. Work includes maintaining basic commodity buying, records and reports, weekly and monthly product updates, and product inventory journals.

**Typical Qualifications:** High School Diploma or GED. Six (6) to eleven (11) months experience in the administrative support functions of purchasing, accounting or related field; or an equivalent combination of education, training, and experience. Forklift Certification, EOC Certification, preferred.

### **Purchasing Agent**

Under general supervision, the purpose of the position is to purchase and receive commodities and supplies for the City. Employees in this job classification function at the professional level, to maintain vendor relationships for the continuous supply of quality products. Employee is accountable for maintaining records and reports. Work includes exploring potential vendors and procurement of new products.

**Typical Qualifications:** Bachelor's Degree in Business Administration or related field. Two (2) years of purchasing experience required. Certified Procurement Professional Buyer (CPPB) preferred.

## Contract Summary for Temporary Employment Services

### Senior Accountant

Under general direction, the purpose of the job is to perform routine to moderately complex accounting analysis according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at professional staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes researching and collecting data, preparing clear and concise financial reports, and monitoring expenditures and revenues of assigned divisions and/or departments. Position is distinguished from that of the Accountant by the high degree of accountability of the work; complex and specialized expertise in the field of knowledge; greater latitude in exercise of independent judgment concerning assigned duties; and the ability to function with a higher degree of independence.

**Typical Qualifications:** Bachelor's Degree in Accounting or related field; 5 years progressively responsible experience in accounting or financial analysis; preferably within a similar government agency. Or an equivalent combination of education, training, and experience. Must be a Certified Public Accountant in the State of Florida.

### Senior Office Assistant

Under general supervision, the purpose of the position is to provide highly responsible, complex administrative support to the assigned department or assigned supervisor. Employees, in this classification function at higher level and are accountable for the accuracy of both routine and non-routine administrative support duties performed and analyzing administrative problems and recommending solutions as dictated by the nature of department. Position performs essential duties for a large operating unit, a specialized unit, or as primary administrative support for an organization official. Position is distinguished from that of the Principal Office Assistant by the high degree of accountability of the work, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function with a higher degree of independence.

**Typical Qualifications:** High School Diploma or GED. Four (4) to five (5) years of responsible experience and/or training in administrative/secretarial support functions; or an equivalent combination of education, training, and experience. Must successfully and accurately pass the entrance typing exam with 45+ wpm.

## Contract Summary for Temporary Employment Services

### **JOB CLASSIFICATION – INDUSTRIAL**

#### **Custodian**

Under direction, performs responsible janitorial work involving the care and maintenance of various municipal buildings. Although the employee works independently and is often physically removed from supervision, duties are performed within the framework of pre-established policies and procedures.

**Typical Qualifications:** High school diploma or GED. Janitorial experience preferred; or an equivalent combination of education, training, and experience. Possess valid Florida Driver's license.

#### **Electrician**

Under direction, the purpose of the position is to perform skilled technical and mechanical electrical work for the City. Employees in this classification perform at journey level, and are responsible for installing, maintaining, repairing and replacing electric parts, equipment and motors. Employee is accountable for ensuring all work is performed in compliance with all applicable electrical codes, standards and regulatory requirements. Employee works with considerable independence, however confers with supervisor in unusual electrical matters.

**Typical Qualifications:** High School Diploma or GED. Vocational-Technical Certification in electric work. Five (5) to seven (7) years of progressively responsible experience in electrical work, preferably in industrial equipment, to include two (2) years' experience in a journeyman capacity; or an equivalent combination of education, training, and experience. Must possess a valid Florida Driver's License.

#### **Equipment Operator**

Under direction, the purpose of the position is to perform skilled maintenance and construction work through the operation of heavy equipment and machinery. Employee possesses journeyman knowledge of various public services construction, repair and maintenance activities policies and procedures. Employee performs all work according to established safety standards, codes and regulations applicable to the work. Employee works with independence and limited supervision, and functions in a lead capacity in the absence of a supervisor.

**Typical Qualifications:** High School Diploma or GED. Three (3) to four (4) years of responsible experience in Public Works/construction, to include two (2) years' experience in the operation of heavy equipment; or an equivalent combination of education, training, and

## Contract Summary for Temporary Employment Services

experience. Must possess and maintain a valid Class "B" Florida Commercial Driver License. Must possess and maintain Dept. of Transportation Zone Intermediate Certificate.

### Facilities Technician

Under general supervision, the purpose of the position is to perform a wide variety of semi-skilled maintenance and repair work in one or more of the trade disciplines, e.g., A/C; electrical, masonry, plumbing, carpentry. Performs all work according to established safety standards, building codes and regulations applicable to the work. Employees in this classification have previous experience in the trade, and can perform tasks independently, though work remains subject to review and inspection during and upon completion of assigned tasks.

**Typical Qualifications:** High School Diploma or GED. Two (2) years experienced in semi-skilled laboring or maintenance work; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class D Florida Driver's License. Forklift Certification preferred.

### Facilities Trade Technician

Under general supervision, the purpose of the position is to perform a wide variety of semi-skilled maintenance and repair work in skilled trade disciplines, e.g., masonry, carpentry. Employees in this classification perform all work according to established safety standards, codes and regulations applicable to the work. Employees in this classification have previous experience in the trade, and can perform tasks independently, though work remains subject to review and inspection during and upon completion of assigned tasks.

**Typical Qualifications:** High School Diploma or GED. Five (5) to seven (7) years of experience in semi-skilled concrete and construction work; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class "B" Florida Commercial Driver's License. Must have specialized knowledge of concrete mixing equipment and experience with towing heavy equipment.

## Contract Summary for Temporary Employment Services

### Maintenance Worker

Under direct supervision, the purpose of the position is to provide organization, sanitation, and general maintenance in the assigned area of the assigned Department. Employees in this classification perform general and preventative maintenance work. Position is responsible for the cleanliness and maintenance of supplies in the assigned areas.

**Typical Qualifications:** High school diploma or GED. Demonstrated ability to fulfill the physical requirements of the work. Possess a valid Florida Class "B" CDL License.

### Mechanic

Under general supervision, performs preventative maintenance services, inspects, diagnoses, and repairs automotive and heavy-duty trucks and equipment. Performs a variety of tasks requiring specialized knowledge and skills. Work is performed under general supervision and is reviewed while in progress and upon completion for accuracy and completeness.

**Typical Qualifications:** High school diploma (or equivalent) or completion of a vocational training program in the area of automotive or heavy equipment mechanics, or a minimum of one (1) year of experience in automotive, light and/or heavy vehicle and equipment repair. Valid Class B Commercial Driver's License preferred. One (1) current ASE certification or two (2) Automotive Manufacturer's certificates from an established dealership in varied automotive repair specialties such as electrical, drivability, heating and air conditioning, engine repair, etc.

### Parks Lead Worker

Under general supervision, the purpose of the position is to coordinate all routine and preventative maintenance efforts to provide a clean, safe, working environment in the assigned area of the Parks and Recreation Department. Employees in this class are distinguished from that of the Maintenance Worker by the completion of additional training in a trade discipline relevant to facilities maintenance. Position is responsible for coordinating all repair, remodeling and relocation efforts.

**Typical Qualifications:** High School Diploma or GED. Two (2) or more years of experience and/or training in one (1) more of the trade disciplines and possess abilities in an additional trade discipline acquired through either internal or external vocational training resources or an equivalent combination of education, training, and experience. Limited Round Up License, Certified Playground safety inspector, preferred. Valid Fla CDL licenses preferred.

## Contract Summary for Temporary Employment Services

### Parks Technician

Under general supervision, the purpose of the position is to perform a wide variety of semi-skilled maintenance and repair work in one or more of the trade disciplines, e.g., irrigation, landscaping (i.e. – tree/shrub/turf maintenance), electrical, masonry, plumbing, carpentry. Employees in this classification perform all work according to established safety standards, building codes and regulations applicable to the work. Employees in this classification have previous experience in the assigned trade, and can perform tasks independently, though work remains subject to review and inspection during and upon completion of assigned tasks.

**Typical Qualifications:** High school diploma or GED. Two (2) years of experience in semi-skilled laboring or maintenance work; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class B CDL Florida Driver's License. Certification as Journeyman electrician; Pesticide Cortication, Turf, fertilization, etc.

### Plant Operator Trainee

Under direct supervision, performs skilled and semi-skilled technical work while being trained in the operation of a water or sewer treatment plant. Is responsible for learning the duties involved in plant operation, necessary laboratory analysis, established procedures, and routine maintenance and servicing of equipment and machinery typically under the guidance of a Plant Operator I or II.

**Typical Qualifications:** Graduation from high school or vocational school and two (2) to four (4) months of experience in the operation of electrical and mechanical machinery similar to that in a water and sewer treatment plant, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### Refuse Collector

Under direct supervision, the purpose of the position is to perform heavy manual work of routine difficulty in the collection of refuse and recyclable materials. Employees in this classification perform work with minimal latitude for the use of initiative and independent judgment. Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds).

**Typical Qualifications:** High school diploma or GED, supplemented by some manual labor experience, or an equivalent combination of education, certification, training and/or experience. Must have National Incident Management System (NIMS) certification (level to

## Contract Summary for Temporary Employment Services

be determined by job classification requirements) or obtain within one year of employment. Must have a valid Florida driver's license with an air brake endorsement and satisfactory driving record throughout employment.

### **Water Plant Operator, Class-B License**

Operators in this class reports to the Lead Operator, Chief operator, or any designated Class A licensed operator and require minimal supervision. Operators at this level are familiar with Federal and State requirements governing the operation of a Community Water System and can provide supervision to lesser qualified operators. Employees occupying this position routinely perform a variety of skilled technical duties such as calculating chemical dosages, accomplishes regulatory water quality monitoring of source and treated water, interprets analytical test results and is expected to take immediate and responsible action using sound judgement. Employee is counted on to assist in establishing treatment system parameters along with safety guidelines for chemical deliveries, handling, and storage to ensure a safe work environment. Operators at this level know the physical, chemical, and biological processes involved in water treatment and their effects on water quality. These operators can work independently to ensure the consistent production of safe aesthetically pleasing water for human consumption and industrial use.

**Typical Qualifications:** High school diploma or GED; Florida Class "B" Water Operator's License; three (3) years responsible experience in utilities operations. Must possess and maintain a valid Florida Driver's License.

### **Water Plant Operator, Class-C License**

This Classification is distinguished from the Water Plant Operator – Trainee, by license, training, and experience requirements. Operators in this class receive general supervision and reports to the Lead Operator, Chief operator, or any designated Class B or Class A licensed operator. The purpose of the position is to operate and regulate water flow and pressure in the City's Utilities Division. Employees in this classification are responsible for performing routine to complex inspection and maintenance duties to ensure efficient and effective operation of water facilities and equipment. Employees must be capable of performing basic lab analysis to monitor source and treated water quality, interpret test results and independently adjust flow and chemical feed rates as necessary to ensure drinking water being produced meets established system parameters for quality, quantity, and is safe for human consumption and industrial use.

**Typical Qualifications:** High School diploma or GED; Florida Class "C" Water Operator's License; One (1) to two (2) years responsible experience in utilities operations. Must possess and maintain a valid Florida Driver's License.

## **Contract Summary for Temporary Employment Services**

**ATTACHMENTS: HOURLY RATES**



## Contract Summary for Temporary Employment Services

ATHENA Consulting

**ATHENA Consulting**

Hourly Rate Range

Position	Hourly Pay Rate Range (Dollar Amount Employee is Paid)	Hourly Bill Rate Range (Amount Agency is Billed)
<b>Job Classification- Administrative</b>		
Accountant	\$20.00 - \$23.50	\$24.70 - \$29.02
Accounting Assistant	\$16.00 - \$19.00	\$19.76 - \$23.47
Associate Planner	\$22.00 - \$26.00	\$27.17 - \$32.11
Behavioral Health Clinician	\$25.00 - \$29.00	\$30.88 - \$35.82
Cashier	\$8.50 - \$10.50	\$10.50 - \$12.97
Code Compliance Officer	\$17.50 - \$22.00	\$21.61 - \$27.17
Data Entry Operator	\$8.50 - \$11.00	\$10.50 - \$13.59
Executive Assistant	\$17.00 - \$20.00	\$21.00 - \$24.70
Human Services Coordinator	\$28.00 - \$21.00	\$34.58 - \$25.94
IT Support Specialist	\$16.50 - \$20.00	\$20.38 - \$24.70
Office Assistant	\$10.00 - \$12.00	\$12.35 - \$14.82
Parks & Recreation Attendant	\$8.50 - \$10.50	\$10.50 - \$12.97
Permit Services Representative	\$10.00 - \$12.00	\$12.35 - \$14.82
Planning Technician	\$19.50 - \$22.00	\$24.08 - \$27.17
Principal Office Assistant	\$12.50 - \$15.00	\$15.44 - \$18.53
Purchasing Assistant	\$10.50 - \$13.00	\$12.97 - \$16.06
Purchasing Agent	\$18.00 - \$22.00	\$22.23 - \$27.17
Senior Accountant	\$24.00 - \$28.00	\$29.64 - \$34.58
Senior Office Assistant	\$11.00 - \$13.00	\$13.59 - \$16.06

**ADDITIONAL FEES FOR VARIOUS LEVELS OF ADDITIONAL BACKGROUND CHECKS:**

Description	Unit Cost
Level 1	\$24.00
Level 2	\$70.00
Level 3	\$100.00
Fingerprint	\$75.00
Criminal checks in other states	\$20.00
National Level	\$40.00
Sex offender check	\$10.00

# Contract Summary for Temporary Employment Services

4 Best Business Corp



November 07<sup>th</sup>, 2019

City of Coral Springs, Florida  
 Bid Number: 19-D-112F - Temporary Employment Services

### 4BBCorp Hourly Rates

Position	Employee Salary		Markup	Bill Rate (MarkUp Included)	
	Low	High		Low	High
Accountant	14.00	28.00	24%	17.36	34.72
Accounting Assistant	11.50	18.50	24%	14.26	22.94
Associate Planner	18.00	33.60	24%	22.32	41.66
Behavioral Health Clinician	19.23	34.13	24%	23.85	42.32
Cashier	8.46	15.00	24%	10.49	18.60
Code Compliance Officer	15.00	26.00	24%	18.60	32.24
Data Entry Operator	8.46	15.00	24%	10.49	18.60
Executive Assistant	11.80	27.50	24%	14.63	34.10
Human Services Coordinator	8.66	18.00	24%	10.74	22.32
IT Support Specialist	11.50	23.00	24%	14.26	28.52
Office Assistant	9.00	19.00	24%	11.16	23.56
Parks & Recreation Attendant	9.00	19.00	24%	11.16	23.56
Permit Services Rep	9.00	18.50	24%	11.16	22.94
Planning Technician	11.00	22.90	24%	13.64	28.40
Principal Office Assistant	10.00	19.60	24%	12.40	24.30
Purchasing Assistant	11.00	23.00	24%	13.64	28.52
Purchasing Agent	13.00	42.00	24%	16.12	52.08
Senior Accountant	22.00	43.00	24%	27.28	53.32
Senior Office Assistant	11.50	21.50	24%	14.26	26.66

### 4BBCorp Additional Testing

Additional Test	Price
FDLE Background Check	\$ 24.00
US Registered Sex Offender	\$ 7.00
10 Panel Drug Screening	\$ 28.00
Driving Record Report	\$ 7.00
Credit Report	\$ 7.00
Education Verification	\$ 12.50
Past Employment Verification	\$ 12.50
Reference Verification	\$ 12.50
Fingerprint Criminal History Report	\$ 90.00

Best Regards,

Miguel Fernandez President

# Contract Summary for Temporary Employment Services

22<sup>nd</sup> Century



**Bid # 19-D-112F**  
Temporary Employment Services

## Price

Position	Pay Rate	Pay Rate	Markup
<b>JOB CLASSIFICATION - ADMINISTRATIVE</b>			
Accountant	Min \$20.00	MAX \$24.60	25%
Accounting Assistant	\$15.79	\$19.42	25%
Associate Planner	\$13.20	\$16.24	25%
Behavioral Health Clinician	\$18.50	\$22.76	25%
Cashier	\$11.48	\$14.12	25%
Code Compliance Officer	\$18.72	\$23.03	25%
Data entry Operator	\$11.00	\$13.53	25%
Executive Assistant	\$11.50	\$14.15	25%
Human services Coordinator	\$13.20	\$16.24	25%
IT Support Specialist	\$20.50	\$25.22	25%
Office Assistant	\$10.50	\$12.92	25%
Parks & Rec Attendant	\$11.41	\$14.03	25%
Permit Services Rep	\$11.41	\$14.03	25%
Planning Technician	\$13.20	\$16.24	25%
Principal Office Assistant	\$15.79	\$19.42	25%
Purchasing Assistant	\$13.57	\$16.69	25%
Purchasing Agent	\$16.57	\$20.38	25%
Senior Accountant	\$25.50	\$31.37	25%
Senior Office Assistant	\$16.00	\$19.68	25%
<b>JOB CLASSIFICATION - INDUSTRIAL</b>			
Custodian	\$11.00	\$13.53	28%
Electrician	\$16.50	\$20.30	28%
Equipment Operator	\$16.50	\$20.30	28%
Facilities Technician	\$16.50	\$20.30	28%
Facilities Trade Tech	\$16.50	\$20.30	28%
Maintenance Worker	\$11.20	\$13.78	28%
Mechanic	\$12.21	\$15.02	28%
Parks Lead worker	\$11.21	\$13.79	28%
Parks Technician	\$11.21	\$13.79	28%
Plant Operator Trainee	\$12.21	\$15.02	28%
Refuse Collector	\$12.50	\$15.38	28%
Water plant operator Class B License	\$16.20	\$19.93	28%
Water plant operator Class C License	\$16.20	\$19.93	28%

### Additional fees for various levels of additional background checks

Item	Description	Unit Cost
1	Fingerprint	\$50.00
2	Criminal checks in other states	\$46.00
3	National level	\$46.00
4	Sex offender check	\$46.00

## Contract Summary for Temporary Employment Services

CEI STAFFING  
(COCHHBHA Consulting)

TEMPORARY EMPLOYMENT SERVICES FOR S.E. FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP COCHHBHA ENTERPRISES, INC. D/B/A 'CEI STAFFING'					
Occupational Group	Occupation	Hourly Rates		Bill Rates	
		Pay Rate Min	Pay Rate Max	Bill Rate Min	Bill Rate Max
Administrative	Accountant	\$18.69	\$29.99	\$23.55	\$37.78
Administrative	Accounting Assistant	\$12.46	\$19.47	\$15.70	\$24.53
Administrative	Associate Planner	\$19.33	\$30.17	\$24.35	\$38.02
Administrative	Behavioral Health Clinician	\$19.31	\$30.81	\$24.32	\$38.82
Administrative	Cashier	\$11.68	\$14.95	\$14.72	\$18.83
Administrative	Code Compliance Officer	\$15.19	\$22.98	\$19.14	\$28.95
Administrative	Data Entry Operator	\$12.50	\$19.96	\$15.75	\$25.15
Administrative	Executive Assistant	\$17.52	\$27.26	\$22.08	\$34.35
Administrative	Human Services Coordinator	\$16.70	\$26.66	\$21.05	\$33.59
Administrative	IT Support Specialist	\$22.06	\$34.19	\$27.80	\$43.08
Administrative	Office Assitant	\$13.63	\$21.03	\$17.17	\$26.50
Administrative	Parks & Rec Attendant	\$9.00	\$12.00	\$11.34	\$15.12
Administrative	Permit Services Rep	\$13.63	\$21.03	\$17.17	\$26.50
Administrative	Planning Technician	\$14.41	\$21.42	\$18.15	\$26.99
Administrative	Principal Office Assistant	\$12.46	\$19.47	\$15.70	\$24.53
Administrative	Purchasing Assistant	\$17.52	\$27.26	\$22.08	\$34.35
Administrative	Purchasing Agent	\$20.05	\$31.30	\$25.26	\$39.44
Administrative	Senior Accountant	\$20.25	\$32.32	\$25.52	\$40.73
Administrative	Senior Office Assistant	\$13.63	\$21.03	\$17.17	\$26.50
Industrial	Custodian	\$10.90	\$16.36	\$14.07	\$21.10
Industrial	Electrician	\$15.97	\$24.92	\$20.60	\$32.15
Industrial	Equipment Operator	\$14.80	\$22.98	\$19.09	\$29.64
Industrial	Facilities Technician	\$11.68	\$17.52	\$15.07	\$22.60
Industrial	Facilities Trade Technician	\$13.63	\$21.03	\$17.58	\$27.13
Industrial	Maintenance Worker	\$24.30	\$36.45	\$31.35	\$47.02
Industrial	Mechanic	\$15.19	\$22.98	\$19.59	\$29.64
Industrial	Parks Lead Worker	\$12.46	\$19.47	\$16.08	\$25.12
Industrial	Parks Technician	\$13.63	\$21.03	\$17.58	\$27.13
Industrial	Plant Operator Trainee	\$15.97	\$24.92	\$20.60	\$32.15
Industrial	Refuse Collector	\$10.90	\$16.36	\$14.07	\$21.10
Industrial	Water Plant Operator Class B License	\$18.69	\$28.82	\$24.11	\$37.17
Industrial	Water Plant Operator Class C License	\$17.52	\$27.26	\$22.61	\$35.16

Additional fees for various levels of additional background checks		
Item	Description	Unit Cost
1	Level 1 Background	\$25.00
2	Level 2 Background	\$83.00
3	Level 3 Background	\$150.00
4	Fingerprint	\$83.00
5	Criminal checks in other states	\$25.00
6	National Level	\$25.00
7	Sex offender check	\$0.00

## Contract Summary for Temporary Employment Services

SoftHQ

# SOFTHQ

SoftHQ, Inc. November 18, 2019  
 City of Coral Springs, State of Florida  
**Bld No. 19-D-112F, Temporary Employment Services**

### 1 PRICE – HOURLY RATES

Position	Pay Rate		Markup	Bill Rate	
	Min	Max		Min	Max
<b>Custodian</b>	\$16.50	\$18.90	30	\$21.45	\$24.57
<b>Electrician</b>	\$15.96	\$19.29	30	\$20.75	\$25.08
<b>Equipment Operator</b>	\$13.41	\$17.99	30	\$17.43	\$23.39
<b>Facilities Technician</b>	\$19.47	\$26.84	30	\$25.31	\$34.89
<b>Facilities Trade Technician</b>	\$19.47	\$26.84	30	\$25.31	\$34.89
<b>Maintenance Worker</b>	\$15.29	\$25.00	30	\$19.88	\$32.50
<b>Mechanic</b>	\$13.48	\$21.67	30	\$17.52	\$28.17
<b>Parks Lead Worker</b>	\$21.00	\$28.00	30	\$27.30	\$36.40
<b>Parks Technician</b>	\$17.24	\$24.35	30	\$22.41	\$31.66
<b>Plant Operator Trainee</b>	\$13.25	\$16.49	30	\$17.23	\$21.44
<b>Refuse Collector</b>	\$15.55	\$25.10	30	\$20.22	\$32.63
<b>Water Plant Operator Class B License</b>	\$21.00	\$26.00	30	\$27.30	\$33.80
<b>Water Plant Operator Class C License</b>	\$24.00	\$30.00	30	\$31.20	\$39.00

REDCON

## Contract Summary for Temporary Employment Services

<b>REDCON Solutions Group</b>	<b>Industrial</b>	
<b>Positions</b>	<b>Pay Range</b>	<b>Mark Up %</b>
Custodian	\$11.50-\$12.75	\$14.72-\$16.32
Electrician	\$26.00-\$29.50	\$33.28-\$37.76
Equipment Operator	\$18.25-\$19.90	\$23.36-\$25.36
Facilities Technician	\$19.00-\$21.20	\$24.32-\$27.08
Facilities Trade Tech	\$21.00-\$23.45	\$26.88-\$30.01
Maintenance Worker	\$19.50-\$20.50	\$24.96-\$26.24
Mechanic	\$18.95-\$19.45	\$24.25-\$24.89
Parks Lead Worker	\$21.20-\$22.25	\$27.14-\$28.48
Parks Technician	\$16.50-\$18.25	\$21.12-\$23.36
Plant Op Trainee	\$19.95-\$20.80	\$25.54-\$26.62
Refuse Collector	\$17.50-\$19.10	\$22.40-\$24.45
Water Plant Op Cls B	\$25.05-\$27.50	\$32.06-\$35.20
Water Plant Op Cls C	\$21.65-\$23.80	\$27.71-\$30.46

**TEMPORARY EMPLOYMENT SERVICES FOR  
S.E. FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP  
BID NO. 19-D-112F  
TABULATION**

Vendor		Athena Consulting LLC	4 Best Business Corp	22 <sup>ND</sup> Century Technologies Inc	COCHHBHA DBA CEI Staffing
Contact		Mark Elvin	Miguel Fernandez	Eva Gaddis-McKnight	Eddie Edwards Jr.
Phone #		484-477-7747	954-212-1442	888-998-7284	954-572-6802
<b>PERCENTAGE MARKUP</b>					
Item No.	Description	Percent Markup	Percent Markup	Percent Markup	Percent Markup
1	Administrative (Office) Type Temporary Professional Services Percentage of Hourly Salary Cost Clerical/Administrative:	23.5%	24%	25%	26%
2	Industrial Type Temporary Professional Services Percentage of Hourly Salary Cost Industrial:	N/A	32%	28%	29%
<b>ADDITIONAL FEES FOR VARIOUS LEVELS OF ADDITIONAL BACKGROUND CHECKS:</b>					
Item No.	Description	Unit Cost	Unit cost	Unit Cost	Unit Cost
1	Level 1	\$24.00	FREE		\$ 25.00
2	Level 2	\$70.00	\$80.00		\$ 83.00
3	Level 3	\$100.00	\$100.00		\$150.00
4	Fingerprint	\$75.00	\$40.00	\$50.00	\$ 83.00
5	Criminal checks in other states	\$20.00	\$24.00	\$46.00	\$ 25.00
6	National level	\$40.00	\$24.00	\$46.00	\$25.00
7	Sex offender check	\$10.00	FREE	\$46.00	

Vendor		REDCON Solutions Group	SOFTHQ Inc	Premier Staffing Source Inc	INFOJINI
Contact		Kyle Evans	Kranti Ponnah	Myrna Cooks	Sandeep Harjani
Phone #		407-601—567	858-658-9200	301-306-0774	443-257-0086
PERCENTAGE MARKUP					
Item No.	Description	Percent Markup	Percent Markup	Percent Markup	Percent Markup
1	Administrative (Office) Type Temporary Professional Services Percentage of Hourly Salary Cost Clerical/Administrative:	28%	30%	38%	32%
2	Industrial Type Temporary Professional Services Percentage of Hourly Salary Cost Industrial:	28%	30%	41%	35%
ADDITIONAL FEES FOR VARIOUS LEVELS OF ADDITIONAL BACKGROUND CHECKS:					
Item No.	Description	Unit Cost	Unit cost	Unit Cost	Unit Cost
1	Level 1			\$14.00	\$30.00
2	Level 2			\$16.00	\$35.00
3	Level 3			\$20.00	\$40.00
4	Fingerprint			\$41.00	\$25.00
5	Criminal checks in other states			\$16.00	\$65.00
6	National level			\$16.00	\$80.00
7	Sex offender check			\$18.00	\$30.00



Vendor		CTI Computer Training Institute DBA CTI Consulting	IOS Acquisition LLC	Albion Staffing Solutions Inc	NOVAD Management Consulting
Contact		Jason Silver	Vincent Puma	Andrew Titley	E. Davon Kelly
Phone #		954-761-8282	212-430-1703	3054061080	301.429.5961
<b>PERCENTAGE MARKUP</b>					
Item No.	Description	Percent Markup	Percent Markup	Percent Markup	Percent Markup
1	Administrative (Office) Type Temporary Professional Services Percentage of Hourly Salary Cost Clerical/Administrative:	35%	29%	27%	1.35%
2	Industrial Type Temporary Professional Services Percentage of Hourly Salary Cost Industrial:	35%	No Bid	35%	1.35%
<b>ADDITIONAL FEES FOR VARIOUS LEVELS OF ADDITIONAL BACKGROUND CHECKS:</b>					
Item No.	Description	Unit Cost	Unit cost	Unit Cost	Unit Cost
1	Level 1	N/A	\$24.00 (FDLE)	N/A as per Addendum	
2	Level 2		\$37.25 (FDLE)	N/A as per Addendum	
3	Level 3		FDLE doesn't have level 3	N/A as per Addendum	
4	Fingerprint			At cost if applicable	\$10.00
5	Criminal checks in other states		\$6.00 per state + state fees	At cost if applicable	\$14.95
6	National level		\$3.00	At cost if applicable	\$18.95
7	Sex offender check		\$5.00	At cost if applicable	\$18.95

Vendor		Corporate Temps Inc	Best Candidates LLC DBA Creative Staffing	Balance Professional Inc	GL Staffing Services Inc
Contact		Shawn Menefee	John Bitterman	Matthew Klapper	Christoper Mine
Phone #		770-934-1710	305-279-7799	954-589-0049	954-973-8350
<b>PERCENTAGE MARKUP</b>					
Item No.	Description	Percent Markup	Percent Markup	Percent Markup	Percent Markup
1	Administrative (Office) Type Temporary Professional Services Percentage of Hourly Salary Cost Clerical/Administrative:	35%	33%	29%	40%
2	Industrial Type Temporary Professional Services Percentage of Hourly Salary Cost Industrial:	37%	36%	33.3%	35%
<b>ADDITIONAL FEES FOR VARIOUS LEVELS OF ADDITIONAL BACKGROUND CHECKS:</b>					
Item No.	Description	Unit Cost	Unit cost	Unit Cost	Unit Cost
1	Level 1		\$20.00	-0-	
2	Level 2		\$70 – 90.00		
3	Level 3		\$18.00		
4	Fingerprint		\$70-90.00		
5	Criminal checks in other states		!17.00 per state		
6	National level		\$35.00		
7	Sex offender check		\$5.00		

Vendor		vTech Solution Inc	Tampa Service Co DBA Pacesetter	Alpha 1 Staffing/Search Firm	Honorvet
Contact		Haresh Vataliya	Larry Kosta	Garrie Harris	Asheesh Mahajan
Phone #		202-644-9774	512-551-3307	954-734-2744	973-521-8929
<b>PERCENTAGE MARKUP</b>					
Item No.	Description	Percent Markup	Percent Markup	Percent Markup	Percent Markup
1	Administrative (Office) Type Temporary Professional Services Percentage of Hourly Salary Cost Clerical/Administrative:	45%	30%	28.9%	32%
2	Industrial Type Temporary Professional Services Percentage of Hourly Salary Cost Industrial:	47%	42%	34%	32%
<b>ADDITIONAL FEES FOR VARIOUS LEVELS OF ADDITIONAL BACKGROUND CHECKS:</b>					
Item No.	Description	Unit Cost	Unit cost	Unit Cost	Unit Cost
1	Level 1	\$35.00		\$45.00	-0-
2	Level 2	\$66.00		\$100.00	
3	Level 3	\$71.00		\$150.00	
4	Fingerprint	\$75.00--\$79.00		\$110.00	
5	Criminal checks in other states	\$13.00 - \$79.00		\$65.00	
6	National level	\$29.00		\$120.00	
7	Sex offender check	\$18.00		\$75.00	

Vendor		Human Edge Corp	Precision Staffing Inc	RCAN Don't Quite Corp DBA Pride Staff 452	Employment Solutions of NY Inc DBA Transhire
		Lori Caristo	John Norcross	Robert Calamia	Dan Mori
		954-236-6381	561-220-3227	954-999-3503	954-484-5401
<b>PERCENTAGE MARKUP</b>					
Item No.	Description	Percent Markup	Percent Markup	Percent Markup	Percent Markup
1	Administrative (Office) Type Temporary Professional Services Percentage of Hourly Salary Cost Clerical/Administrative:	45%	28%	40%	32%
2	Industrial Type Temporary Professional Services Percentage of Hourly Salary Cost Industrial:	55%	33%	No Bid	37%
<b>ADDITIONAL FEES FOR VARIOUS LEVELS OF ADDITIONAL BACKGROUND CHECKS:</b>					
Item No.	Description	Unit Cost	Unit cost	Unit Cost	Unit Cost
1	Level 1	-0-		\$50.00	-0-
2	Level 2				
3	Level 3			\$50.00	
4	Fingerprint				
5	Criminal checks in other states			\$25.00	
6	National level			\$25.00	
7	Sex offender check			\$25.00	

Vendor		Diksriter Inc	SearchPros Staffing LLC		
Contact		Laveena Yadav	Myla Ramos		
Phone #		412-465-1214	916-721-6000		
<b>PERCENTAGE MARKUP</b>					
Item No.	Description	Percent Markup	Percent Markup	Percent Markup	Percent Markup
1	Administrative (Office) Type Temporary Professional Services Percentage of Hourly Salary Cost Clerical/Administrative:	31.02%	35%		
2	Industrial Type Temporary Professional Services Percentage of Hourly Salary Cost Industrial:	33.27%	No Bid		
<b>ADDITIONAL FEES FOR VARIOUS LEVELS OF ADDITIONAL BACKGROUND CHECKS:</b>					
Item No.	Description	Unit Cost	Unit cost	Unit Cost	Unit Cost
1	Level 1	-0-	\$45.00		
2	Level 2		TBD		
3	Level 3		TBD		
4	Fingerprint		\$38.00		
5	Criminal checks in other states		\$6.50		
6	National level		\$6.00		
7	Sex offender check		\$3.00		

**City of Coral Springs  
City Commission Meeting Agenda Item**

Meeting: DATE  
Department: Financial Services  
Initiated By:

**Summary Sheet**

DOC ID: XXXX

**SUBJECT:** Temporary Employment Services

**PLACEMENT:** Consent

**REQUESTED ACTION:  
(INCLUDE CONTRACT  
START/TERM DATES)** Request to award Bid #19-D-112 for Temporary Employment Services for Administrative Positions to **Athena Consulting, LLC**, of Gaithersburg, TN; **4 Best Business Corp.** of Miramar, FL; **22<sup>nd</sup> Century Technologies, Inc.** of Somerset, NJ; **COCCHHBHA Enterprises, Inc. d/b/a CEI Staffing** of Sunrise, FL from January 15, 2020 through January 14, 2022. The City's estimated annual expenditure is \$100,000.

Request to award Bid #19-D-112 for Temporary Employment Services for Industrial Positions to **22<sup>nd</sup> Century Technologies, Inc.** of Somerset, NJ; **COCCHHBHA Enterprises INC. d/b/a CEI Staffing** of Sunrise, FL; **SOFTHQ Inc.** of San Diego, CA; and **REDCON Solutions Group LLC**, of Orlando, FL from January 15, 2020 through January 14, 2022. The City's estimated annual expenditure is \$75,000. (REQUEST TO AWARD)

**ATTACHMENTS:**

- #1 - Bid Tabulation
- #2 - Athena Consulting LLC. Agreement
- #3 - 4 Best Business Corp. Agreement
- #4 - 22<sup>nd</sup> Century Technologies Inc. Agreement
- #5 - COCCHHBHA Enterprises Inc. d/b/a CEI Staffing Agreement
- #6 - SOFTHQ Inc Agreement
- #7 - REDCON Solutions Group LLC. Agreement

**BACKGROUND / DESCRIPTION:**

The Southeast Florida Governmental Purchasing Cooperative Group (Co-Op), began approximately 28 years ago with a small group of Broward County Cities. The Co-Op has grown to 52 entities from Miami-Dade, Broward, and Palm Beach Counties.

The Co-Op combines the buying power of the members for products or services purchased to achieve the best available pricing under a term contract. The Co-Op also reduces staff time spent on bidding procedures by having a lead agency complete the bidding for all members that wish to participate in that procurement.

The City utilizes Temporary Employment Services in lieu of full-time staff and 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. In addition, at least 15 current or past City personnel started out as Temporary Staff and were able to obtain full time positions with the City based on their work performance as a temporary employee.

**City of Coral Springs  
Commission Meeting Agenda Item  
Summary Sheet  
Meeting: (date)**

**Subject: {Header in subsequent pages must match subject line}**

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The City of Coral Springs has been the lead agency for the Temporary Employment Services Contract for the past twelve years. A new bid was issued on August 6, 2019 and twenty-six responses were received. Due to twenty-seven agencies in the Co-Op utilizing the contract, a total of 4 vendors are needed for each category of Administrative job positions and Industrial job positions.

Copies to:     D. Pazdra, Director of Human Resources  
                  L. Gorgoy, Purchasing Manager  
                  K. Moskowitz, Director of Financial Services  
                  M. Heller, Deputy City Manager  
                  S. Whitacre, Deputy City Attorney  
                  J. Hearn, City Attorney