



CITY OF HOLLYWOOD, FLORIDA

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION

PROCUREMENT SERVICES DIVISION

2015 JAN -5 PM 7:12

Piggybacking Request Form

(Use for purchase(s) over \$15,000, when piggybacking off other contracts)

Date 12/3/2014

Department/Office Human Resources

Division/Area 1132

Contact Person Tami Thornton

Title Human Resources Administrator

Phone 954-921-3639

Email tthornton@hollywoodfl.org

1. Requested Vendor See attached.

Vendor Number MULTIPLE

Address FOUR (4) VENDORS

Contact Person _____

Title _____

Phone _____

Email _____

2. Contract title requesting to piggyback? Southeast Florida Governmental Purchasing Cooperative Group

Awarding Agency City of Coral Springs

Contract Expiration Date 10/14/2015

Copy of Contract and Awarding Agency documentation is attached.

☒ Yes ☐ No

3. Product/Service being requested (be specific). Temporary Employment Services.

4. Detailed description of the products/services function and purpose. To provide contingency staffing when there is seasonal fluctuations, temporary absences of workers, special projects, reduction or reorganization, or any foreseen and unforeseen contingencies; when the current number of employees or their skills sets are

Procurement Service Division use only

Requisition # R _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # BPO _____
(As Applicable)

insufficient to accomplish the work and where qualified individuals cannot be recruited through conventional means given the anticipated business future.

5. Please explain what process the Department/Office took to verify and/or identify this contract. Confirmed member of the COOP.

6. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product/service?

☐ Yes ☒ No

Please explain _____

7. Total cost of the requested product/service. _____

8. Total estimated annual (fiscal year) cost of requested product/service. \$91,248.00

Account Number(s) various _____

9. Is this product/service covered by a warranty? ☐ Yes ☒ No

If yes, please attach a copy of the warranty details.

10. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☐ Yes ☒ No

If yes, please describe the related products/services and estimated cost(s.) _____

11. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☐ Yes ☒ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

12. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? ☐ Yes ☐ No

What is the grant source? _____

What is the grant (dollar) amount? _____

13. Please complete an advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Procurement Service Division use only

Requisition # R _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # BPO _____
(As Applicable)

Date of Advanced Search _____

Company Name(s) Searched _____


Search Results _____

REQUESTING DEPARTMENT RECOMMENDATION



Note: By signing and returning this form, you are verifying and acknowledging that you have reviewed all portions (scope, terms, conditions, pricing, etc.) of the requested contract and recommend its approval based on the contract complying with the City of Hollywood's scope and pricing requirements and to the best of your knowledge the contract does not violate any applicable policy, statute, governing rule or regulation.


Contact Person's Signature

12/3/14
Date

Supervisor's Signature _____

Director's Signature

Date
12.4.14
Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:		Date	<u>1/9/15</u>
Approved By:		Date	<u>1/12/15</u>

Procurement Service Division use only

Requisition # R _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # BPO _____
(As Applicable)

FY2015 Estimated Use of Temporary Services by Human Resources - Citywide Survey

Title	Hourly Rate	Estimated Hours	Total estimated cost
Sr. Office Assistant	\$13.44	2520	\$33,868.80
Office Assistant	\$11.56	320	\$3,699.20
Receptionist	\$11.25	600	\$6,750.00
Custodian	\$11.43	600	\$6,858.00
Maintenance Worker	\$11.43	400	\$4,572.00
Equipment Operator II	\$12.50	200	\$2,500.00
Accounting Assistant	\$17.50	400	\$7,000.00
Accounting Clerk I	\$13.00	2000	\$26,000.00

Grand Total**\$91,248.00**

Vendor	Vendor #	Address	Contact person	Phone	Email
Albion Staffing Solutions	28898	10162 W. Sample Road, Coral Springs, Fl 33065	Maureen Santangelo	954-796-3336	
Alpha 1 Staffing	35451	3350 S.W. 148th Ave., Suite 220, Miramar, FL 33027	Garrie Harris	954-734-2744	
A & Associates	30957	8144 Okeechobee Blvd. Ste. B, West Palm Beach, FL 33411	Evelyn Looney	561-533-5303	
Tampa Service Co. Inc D/B/A Pacesetter					
Personnel Services	26575	381 East Commerical Blvd., Fort Lauderdale, Fl 33334	Cole Wengert	813-270-0171	cwengert@pps.com



Southeast Florida Governmental Purchasing Cooperative Group

CONTRACT AWARD

BID/RFP NO.: 13-D-140F
DESCRIPTION/TITLE: Temporary Employment Services
CONTRACT PERIOD: 10/15/13 – 10/14/15
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: A & Associates, Albion Staffing Solutions, Tampa Service Co., Inc. d/b/a Pacesetter

Office Staff: A & Associates, Albion Staffing Solutions, Alpha 1 Staffing

SECTION #2 – AWARD/BACKGROUND INFORMATION

Award Date: October 2, 2013
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



October 3, 2013

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 October 2, 2013, awarded a portion 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, 2013 through October 14, 2015 with two additional two-year renewal options 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 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



October 3, 2013

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 October 2, 2013, awarded a portion 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, 2013 through October 14, 2015 with two additional two-year renewal options 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 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



October 3, 2013

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 October 2, 2013, awarded a portion 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, 2013 through October 14, 2015 with two additional two-year renewal options 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 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



October 3, 2013

Ms. Evelyn Looney
A & Associates,
8144 Okeechobee Blvd.
West Palm Beach, FL 33411

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

Dear Ms. Looney:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of October 2, 2013, awarded a portion of the aforementioned Bid for *Field Staff & Office Personnel* to A & Associates. The term of this contract is for a period of two years commencing from October 15, 2013 through October 14, 2015 with two additional two-year renewal options 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 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**

Meeting: October 2, 2013
Department: Financial Services
Initiated By: Gail Dixon

Summary Sheet

DOC ID: 3625

SUBJECT: Temporary Employment Services

PRIORITY: Consent – Financial Health & Economic Development

REQUESTED ACTION: Request to award the contract Bid #13-D-140F for Temporary
(INCLUDE CONTRACT Employment Services for Blue Collar Positions to **A & Associates**
START/TERM DATES) of West Palm Beach, FL, **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 **A & Associates** of West Palm Beach, FL, to **Albion**
Staffing Solutions of Miami, FL, and **Alpha 1 Staffing** of
Miramar, FL from October 15, 2013 through October 14, 2015.
The estimated annual expenditure is \$45,000. (REQUEST TO
AWARD)

PROJECT REVIEWED BY
OR INCLUDED IN:

ATTACHMENTS: #1 – Bid Tabulation

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. Insurance: ☒ Approved
☐ N/A
6. Additional Information:

The Southeast Florida Governmental Purchasing Cooperative Group began approximately 21 years ago with a small group of Broward County cities. The Co-op has grown to 46 entities from Dade, Broward, and Palm Beach Counties.

City of Coral Springs
Commission Meeting Agenda Item
Summary Sheet
Meeting: October 2, 2013

Subject: Temporary Employment Services

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 spent 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 processing applications and hiring personnel for Temporary Assignments. It also affords the opportunity to obtain personnel with 24 hour notice.

The City of Coral Springs is the lead agency for the Temporary Employment Services Contract, which was utilized by 18 of the Cooperative agencies covering Palm Beach, Broward, and Miami-Dade counties. This new Temporary Employment Services bid will be utilized by 27 agencies in the tri-county area. Multiple vendors are selected for the Temporary Services Contract award, as the workforce available from each vendor will vary. Multiple vendors also allow each Co-Op agency a better opportunity to find appropriate personnel.

The Parks and Recreation Department has been the main user of the Field Staff Temporary Services Contract for janitorial personnel, irrigation, and ground crews with great success. The quality and dependability of the temporary staff has been quite good and the savings substantial. Other Departments utilizing the contract this year included the City Manager's Office, City Attorney's Office, Code Enforcement, Community Development, Public Works, and Utilities Division for positions such as receptionists, office assistants, and maintenance workers.

The second low bidder, JAG Professional Resources was considered non-responsive. They have no staffed offices within the tri-county area as per the bid requirements. They also do not have any local references as per the bid requirements.

Examples of positions and hourly wages are as follows:

Position	Vendor	Hourly Rate	Vendor	Hourly Rate
Maintenance Worker	A & Associates	\$10.25	Albion Staffing	\$10.40
Lead Worker	A & Associates	\$10.65	Albion Staffing	\$11.88
Office Assistant	A & Associates	\$12.50	Albion Staffing	\$11.56
Legal Secretary	A & Associates	\$16.00	Alpha 1 Staffing	\$16.20
IS Technician	Albion Staffing	\$13.75	Alpha 1 Staffing	\$12.75

The Purchasing Division recommends the award of the Temporary Employment Services contract to the above listed Bidders.

City of Coral Springs
Commission Meeting Agenda Item
Summary Sheet
Meeting: October 2, 2013

Subject: Temporary Employment Services

Copies to:

M. Heller, Director of Financial Services
J. Hearn, City Attorney
D. Pazdra, Human Resources Director

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

Vendor		A & Associates		Tampa Service Co., Inc.		CareersUSA Inc.	
Contact		Evelyn Looney		Larry Kosta		Jennifer Johnson	
Phone #		561 533-5303		512 474-4481		561 826-2905	
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr)	Total Price	Unit Price (Per Hr)
A. Blue Collar							
1	6,000	Custodian	\$10.25	\$61,500.00	\$11.06	\$ 66,360.00	\$12.13
2	30,800	Maintenance Worker	\$10.25	\$315,700.00	\$11.06	\$340,648.00	\$14.16
3	2,200	Lead Worker	\$10.65	\$23,430.00	\$14.20	\$ 31,240.00	\$14.66
4	120	Water Plant Operator	\$18.75	\$2,250.00	\$28.40	\$ 3,408.00	\$17.19
5	2,600	Facilities Technician	\$11.00	\$28,600.00	\$19.17	\$ 49,842.00	\$17.19
6	7,100	Equipment Operator II	\$12.50	\$88,750.00	NB	\$	\$14.66
7	100	Inspector I	\$15.00	\$1,500.00	NB	\$	\$14.66
Subtotal (Blue Collar):				\$521,730.00		\$491,498.00	\$693,468.80
B. White Collar							
1	1,700	Receptionist	\$10.00	\$17,000.00	\$14.20	\$ 24,140.00	\$12.88
2	7,750	Office Assistant	\$12.50	\$96,875.00	\$17.04	\$13,206.00	\$14.09
3	4,320	Principal Office Assistant	\$11.88	\$51,321.60	\$19.88	\$ 85,881.60	\$16.50
4	5,440	Sr. Office Assistant	\$12.75	\$69,360.00	\$26.98	\$146,771.20	\$18.92
5	300	Permit Services Representative	\$12.50	\$3,750.00	NB	\$	\$16.50
6	100	Legal Secretary	\$16.00	\$1,600.00	NB	\$	\$20.13
7	540	Accounting Clerk I	\$13.00	\$7,020.00	NB	\$	\$14.09
8	200	Accounting Assistant	\$12.00	\$2,400.00	NB	\$	\$16.50
9	1,400	Accountant	\$20.00	\$28,000.00	NB	\$	\$23.85
10	880	Information Services Technician	\$13.50	\$11,880.00	NB	\$	\$20.13
11	1,040	Information Services Specialist	\$14.50	\$15,080.00	NB	\$	\$23.76
12	3,040	Public Works Inspector	\$12.50	\$38,000.00	NB	\$	\$17.19
13	800	Park Ranger	\$12.50	\$10,000.00	NB	\$	\$19.72
14	40	Purchasing Assistant	\$12.50	\$500.00	NB	\$	\$18.92
Subtotal (White Collar):				\$352,786.60		\$269,998.80	\$467,775.10
Total (Blue and White Collar):				\$874,516.60		\$761,496.80	\$1,161,243.90

Vendor Contact		JAG Professional Resources		Albion Staffing Solutions		Adecco USA, Inc.	
Contact		Crystal Jones		Maureen Santangelo		Jennifer Kochilaris	
Phone #		866 466-6186 ext. 925		954 796-3336		941 373-6900	
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr)	Total Price	Unit Price (Per Hr)
A. Blue Collar							
1	6,000	Custodian	\$10.15	\$60,900.00	\$10.89	\$65,340.00	\$15.62
2	30,800	Maintenance Worker	\$10.15	\$312,620.00	\$10.40	\$320,320.00	\$14.20
3	2,200	Lead Worker	\$14.00	\$30,800.00	\$11.88	\$26,136.00	\$15.62
4	120	Water Plant Operator	\$21.63	\$2,595.60	\$26.40	\$3,168.00	NB
5	2,600	Facilities Technician	\$18.25	\$47,450.00	\$12.54	\$32,604.00	\$16.33
6	7,100	Equipment Operator II	\$17.00	\$120,700.00	\$13.20	\$93,720.00	NB
7	100	Inspector I	\$18.00	\$1,800.00	\$23.76	\$2,376.00	\$19.88
Subtotal (Blue Collar):				\$576,865.60		\$543,664.00	\$609,890.00
B. White Collar							
1	1,700	Receptionist	\$9.45	\$16,065.00	\$11.25	\$19,125.00	\$16.68
2	7,750	Office Assistant	\$9.45	\$73,237.50	\$11.56	\$89,609.00	\$15.29
3	4,320	Principal Office Assistant	\$10.45	\$45,144.00	\$11.88	\$51,321.60	\$14.60
4	5,440	Sr. Office Assistant	\$11.45	\$62,288.00	\$13.44	\$73,113.60	\$15.99
5	300	Permit Services Representative	\$14.00	\$4,200.00	\$12.50	\$3,750.00	\$16.68
6	100	Legal Secretary	\$14.25	\$1,425.00	\$15.00	\$1,500.00	\$22.24
7	540	Accounting Clerk I	\$11.00	\$5,940.00	\$15.00	\$8,100.00	\$16.68
8	200	Accounting Assistant	\$12.00	\$2,400.00	\$17.50	\$3,500.00	\$18.07
9	1,400	Accountant	\$17.90	\$25,060.00	\$22.50	\$31,500.00	\$26.10
10	880	Information Services Technician	\$18.00	\$15,840.00	\$13.75	\$12,100.00	\$26.10
11	1,040	Information Services Specialist	\$22.00	\$22,880.00	\$13.75	\$14,300.00	\$36.25
12	3,040	Public Works Inspector	\$24.00	\$72,960.00	\$15.00	\$45,600.00	NB
13	800	Park Ranger	\$15.40	\$12,320.00	\$15.00	\$12,000.00	NB
14	40	Purchasing Assistant	\$12.00	\$480.00	\$12.50	\$500.00	\$21.75
Subtotal (White Collar):				\$360,239.50		\$366,000.20	\$414,838.00
Total (Blue and White Collar):				\$937,105.10		\$909,664.20	\$1,024,728.10

Note: JAG Professional Resources bid is considered non-responsive. They do not have any references for the tri-county area as they do not have any offices in the tri-county area. Their virtual office does not have any staff.

Vendor		Alpha 1 Staffing		Creative Staffing		Atrium Personnel, Inc. dba Transhire	
Contact		Garrie Harris		Ann Machado		Scott Rasbach	
Phone #		954 734-2744		305 279-7799		954 484-5401	
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr)	Total Price	Unit Price (Per Hr)
A. Blue Collar							
1	6,000	Custodian	NB	\$12.83		\$76,980	NB
2	30,800	Maintenance Worker	NB	\$13.20		\$406,560.00	NB
3	2,200	Lead Worker	NB	15.29		\$33,638.00	NB
4	120	Water Plant Operator	NB	\$19.80		\$2,376.00	NB
5	2,600	Facilities Technician	NB	\$19.45		\$50,570.00	NB
6	7,100	Equipment Operator II	NB	\$17.94		\$127,374.00	NB
7	100	Inspector I	NB	\$26.40		\$2,640.00	NB
Subtotal (Blue Collar):						\$700,138.00	
B. White Collar							
1	1,700	Receptionist	\$12.00	\$20,400.00	\$13.00	\$22,100.00	\$12.15
2	7,750	Office Assistant	\$15.95	\$118,500.00	\$14.19	\$109,972.50	\$12.15
3	4,320	Principal Office Assistant	\$13.75	\$59,400.00	\$14.84	\$64,108.80	\$13.50
4	5,440	Sr. Office Assistant	\$13.75	\$74,800.00	\$16.13	\$87,747.20	\$14.85
5	300	Permit Services Representative	\$13.20	\$3,960.00	\$14.30	\$4,290.00	\$13.50
6	100	Legal Secretary	\$16.20	\$1,620.00	\$19.50	\$1,950.00	\$20.46
7	540	Accounting Clerk I	\$15.80	\$8,532.00	\$15.60	\$8,424.00	\$13.50
8	200	Accounting Assistant	\$14.00	\$2,800.00	\$16.90	\$3,380.00	\$14.85
9	1,400	Accountant	\$16.20	\$22,680.00	\$29.90	\$41,860.00	\$22.85
10	880	Information Services Technician	\$12.75	\$11,220.00	\$19.50	\$17,160.00	\$16.20
11	1,040	Information Services Specialist	\$14.75	\$15,340.00	\$23.40	\$24,336.00	\$18.90
12	3,040	Public Works Inspector	\$14.75	\$44,840.00	\$26.00	\$79,040.00	\$26.40
13	800	Park Ranger	\$13.00	\$10,400.00	\$20.80	\$16,640.00	\$18.23
14	40	Purchasing Assistant	\$13.00	\$520.00	\$15.60	\$624.00	\$13.50
Subtotal (White Collar):						\$481,632.50	
Total (Blue and White Collar):						\$1,181,770.50	

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


Vendor		TS Staffing Services, Inc.		Enterprise Staffing		Apple One	
Contact		Susan Kennedy		Glyn Maynard		Linda Madigan	
Phone #		212 346-7960		954 349-4513		310 750-3400	
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr)	Total Price	Unit Price (Per Hr)
A. Blue Collar							
1	6,000	Custodian	\$11.99	\$71,940.00	\$18.64	\$111,840.00	NB
2	30,800	Maintenance Worker	\$13.25	\$408,100.00	\$20.10	\$619,080.00	NB
3	2,200	Lead Worker	\$15.00	\$33,000.00	\$20.62	\$45,364.00	NB
4	120	Water Plant Operator	\$19.00	\$2,280.00	\$29.46	\$3,535.20	NB
5	2,600	Facilities Technician	\$29.00	\$75,400.00	\$25.79	\$67,054.00	NB
6	7,100	Equipment Operator II	\$32.00	\$227,200.00	\$27.35	\$194,185.00	NB
7	100	Inspector I	\$38.00	\$3,800.00	\$24.50	\$2,450.00	NB
Subtotal (Blue Collar):				\$821,720.00		\$1,043,508.20	
B. White Collar							
1	1,700	Receptionist	\$11.25	\$19,125.00	\$19.75	\$33,575.00	\$15.60
2	7,750	Office Assistant	\$12.00	\$93,000.00	\$21.10	\$163,525.00	\$18.20
3	4,320	Principal Office Assistant	\$13.00	\$56,160.00	\$26.10	\$112,752.00	\$18.20
4	5,440	Sr. Office Assistant	\$14.00	\$76,160.00	\$24.25	\$131,920.00	\$20.80
5	300	Permit Services Representative	\$12.75	\$3,825.00	\$27.85	\$8,355.00	\$18.20
6	100	Legal Secretary	\$19.75	\$1,975.00	\$22.25	\$2,225.00	\$24.46
7	540	Accounting Clerk I	\$12.00	\$6,480.00	\$20.75	\$11,205.00	\$17.38
8	200	Accounting Assistant	\$15.00	\$3,000.00	\$25.79	\$5,158.00	\$19.50
9	1,400	Accountant	\$27.00	\$37,800.00	\$34.94	\$48,916.00	\$26.00
10	880	Information Services Technician	\$37.00	\$32,560.00	\$24.90	\$21,912.00	\$18.20
11	1,040	Information Services Specialist	\$42.00	\$43,680.00	\$27.00	\$28,080.00	\$20.80
12	3,040	Public Works Inspector	\$46.00	\$139,840.00	\$29.23	\$88,859.20	NB
13	800	Park Ranger	\$35.00	\$28,000.00	\$24.60	\$19,680.00	NB
14	40	Purchasing Assistant	\$22.00	\$880.00	\$18.50	\$740.00	\$19.30
Subtotal (White Collar):				\$542,485.00		\$676,902.20	
Total (Blue and White Collar):				\$1,364,205.00		\$1,720,410.40	
							\$26,520.00
							\$141,050.00
							\$78,624.00
							\$113,152.00
							\$5,460.00
							\$2,446.00
							\$9,385.20
							\$3,900.00
							\$36,400.00
							\$16,016.00
							\$21,632.00
							NB
							NB
							\$772.00
							\$455,357.20
							\$455,357.20

CITY OF HOLLYWOOD, FLORIDA OFFICE OF
INTEROFFICE MEMORANDUM HUMAN RESOURCES
Office of Human Resources 2014 NOV -4 A 11: 30

DATE: October 17, 2014

FILE: HR-15-039

TO: Cathy Swanson-Rivenbark
City Manager

FROM: Tammie Hechler 
Director, Human Resources

SUBJECT: Approval of Amendments to: HR Policy HR-006 – Retention of
Temporary Employment Services/Recruitment Agencies

ISSUE:

Approval to revise HR Policies: HR-006- Retention of Temporary Employment Services/Recruitment Agencies.

EXPLANATION:

The attached policy is amended to clarify the roles, responsibilities and the process of procuring temporary employment services/recruitment agencies.

RECOMMENDATION:

By your signature below, approve revisions to HR Policies: HR-006- Retention of Temporary Employment Services/Recruitment Agencies.

☒ Approve  ☐ Disapprove

Cathy Swanson-Rivenbark
City Manager

HR-006

**CONTINGENT STAFFING/STAFFING AGENCY
EMPLOYMENT SERVICES**

REVISED DATE: OCTOBER 21, 2014

LAST REVISION: JULY 1, 2008

PURPOSE:

Through the process of workforce planning to prepare for immediate and future staffing needs, it is necessary to develop and implement strategic staffing and talent management to ensure the availability of the knowledge, skills, experience, leadership and other attributes necessary for continuity of City operations, to meet and maintain organizational demands and overall City health.

Seasonal fluctuations, temporary absences of workers, special projects, reduction or reorganization, or any foreseen and unforeseen contingencies; when the current number of employees or their skills sets are insufficient to accomplish the work and where qualified individuals cannot be recruited through conventional means given the anticipated business future, contingent staffing may be used to fill that gap as part of an overall workforce plan.

Contingent staffing options can include temporary and part-time employees, contract workers and consultants, staffing agency employees, interns, and seasonal workers. It is the purpose of this policy to ensure standardization and control of the attainment of these services. At no time is a Department/Office authorized to procure these services without going through Human Resources and following the proper procedures.

POLICY:

Requests for contingent staffing must be made through Human Resources with the approval of funding through Financial Services, who will evaluate each request in an effort to determine, based on economy and effectiveness, the optimum method of meeting the requesting department's needs

PROCEDURE:

Should the determination be made that a private staffing agency be utilized, Human Resources will request the following information from the Department/Office:

Date of Request
Requestor
Department/Office
Position Requested
Classification of Position
Primary Responsibilities

Duration of Assignment
Location of Assignment
Reason for the Request
Rate of Pay
Budget Line Item

Once the proper information is obtained, Human Resources will contact eligible vendors who are approved to provide these services with the assistance of the Procurement Department.

Should the determination be made that a contract employee or consultant be needed, Human Resources will notify the requesting Department/Office to contact the City Clerk to complete the necessary routing slip that will be sent to the City Attorney's Office to draft of the contract. At a minimum, the routing slip will include:

The originating Department Director's review and signature
Authorization to enter into agreement (including Commission Resolution attached when Commission approval is required)
City Clerk's review and signature
Procurement's review and signature
City Attorney's Office review and signature
Finance Director's review and signature
City Manager or Mayor Execution

Should the determination be made that part time employees, interns and seasonal workers are needed, Human Resources will work with the requesting Department/Office in accordance with existing procedures for hiring in house workers.

If the anticipated annual costs from annual estimates received by the departments/offices exceed procurement thresholds, Human Resources will obtain the proper approvals with the assistance from the Procurement Department prior to proceeding. Background investigations will be conducted by the agency and shared with the City prior to the start date of the staffing agency employee. If the staffing agency employee needs an access card to any of the City's facilities, an additional background investigation will be conducted by the City. All contact with the agency will be made via the Human Resources Office. Invoices from the staffing agencies will be sent to Human Resources and then forwarded to the applicable Office/Department for payment.

Requesting Department/Offices are to contact Human Resources when they develop a need for contingent staffing. At no time is a Department/Office authorized to procure services without going through Human Resources and following the proper procedures.

Revised 01/01/01; Revised 07/01/2008; Revised 10/21/14