

# TOWN OF DAVIE

## TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Herb Hyman/797-1016

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** n/a

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE BIDS FOR TEMPORARY SERVICES-FIELD STAFF.

**REPORT IN BRIEF:** A competitive bid was conducted for the supply of temporary field staff needed by various depts. from time to time. The Town acted as lead agency for the Southeast Florida Cooperative Purchasing Group for this bid. The Town sent out specifications to seventy-seven (77) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received twelve responses (nine (9) bids and three (3) "no bid" responses). This is a cooperative bid between eight (8) municipalities. A multiple award is made to ensure that the needs of Town of Davie using depts. and other participating co-op members can be met regardless of quantities or classification of employee required. The recommendation is for Pacesetter Personnel, Prime Time Staffing, and A1A Employment as the lowest responsive and responsible bidders. The initial contract is a one (1) year term with options to renew for two (2) additional one (1) year terms by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

**PREVIOUS ACTIONS:** Not applicable

**CONCURRENCES:** The recommended award has been reviewed by the Procurement Manager and the Bid Specification Committee who concur with the decision to award to Pacesetter Personnel, Prime Time Staffing, and A1A Employment.

**FISCAL IMPACT:**

Has request been budgeted? yes

If yes, expected cost: not to exceed the operating budget of using depts.

Account Name: Operating Budget of using depts.

Additional Comments: Not applicable

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):**

Procurement Authorization

Bid Tabulation

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BIDS FOR TEMPORARY SERVICES-FIELD STAFF.

WHEREAS, the Town is in need of temporary field staff from time to time; and

WHEREAS, the Town, acting as lead agency for the Southeast Florida Cooperative Purchasing Group, solicited sealed bids for such temporary field staffing; and

WHEREAS, after review, the Town Council wishes to accept the bid from the three lowest bidders.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the bids from Pacesetter Personnel, Prime Time Staffing, and A1A Employment for the supply of temporary field staffing in accordance with unit prices identified in Attachment "A".

SECTION 2. The Town Council hereby authorizes the expenditure from the operating budget of each using department.

SECTION 3. The initial contract term is one (1) year with options to extend the contract for two (2) additional one (1) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

**ACCOUNT NUMBER.** OPERATING BUDGETS OF VARIOUS DEPTS.      **BUDGET ITEM & DESCRIPTION** TEMPORARY PERSONNEL - BLUE COLLAR WORKERS      **APPROXIMATE COST** COMMODITY  
**METHOD OF PROCUREMENT** (check the one that applies) FIELD WORKERS

- Open Competitive Bidding  
 Piggyback on Contract Number \_\_\_\_\_  
 Sole Source  
 Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed *Carol Penick*  
 Department Head  
 Have Funds been Reserved N/A  
 Date 8/20/04 Signed *[Signature]*  
 Signed *[Signature]*  
 Town Administrator

VENDOR	BIDS SUBMITTED	COST
PACESETTER PERSONNEL	}	SEE ATTACHED BID TABULATION
PRIME TIME STAFFING		
AIA EMPLOYMENT		
WESTAFF		
KEMP GROUP		
BEROTEK		
TRI-STATE EMPLOYMENT		
CAREERS USA		
A JOB FOR YOU		
MENTOR 4 INC - NO BID		
ATRIUM PERSONNEL - NO BID		
DAVID WOOD - NO BID		

Signed *Hubert [Signature]*  
 Procurement Manager

**BID SPECIFICATION COMMITTEE'S RECOMMENDATION**

Vendor	Cost
PACESETTER PERSONNEL	PER ATTACHED BID TABULATION
PRIME TIME STAFFING	
AIA EMPLOYMENT	



	K	L	M	N	O	P	Q	R	S	T
1										
2										
3										
4			KEMP	AEROTEK		TRI-STATE			CAREERS	
5			GROUP			EMPLOYMENT			USA	
6										
7		\$10.09	\$70,630.00	\$11.75	\$82,250.00	\$9.60	\$67,200.00	\$12.76	\$89,320.00	
8		\$11.31	\$282,750.00	\$11.50	\$287,500.00	\$15.00	\$375,000.00	\$14.85	\$371,250.00	
9		\$11.31	\$22,620.00	\$11.75	\$23,500.00	\$9.60	\$19,200.00	\$12.76	\$25,520.00	
10		\$12.69	\$12,690.00	\$11.75	\$11,750.00	\$9.45	\$9,450.00	\$12.76	\$12,760.00	
11			\$388,690.00		\$405,000.00		\$470,850.00		\$498,850.00	
12										
13										

TEMPORARY SERVICES-FIELD STAFF

	U	V	W	X	Y
1		TEMPORARY SERVICES-FIELD STAFF			
2					
3					
4		A JOB			
5		FOR YOU			
6					
7	CUSTODIAN/JANITOR-7,000 HRS.	\$18.00	\$126,000.00		
8	MAINTENANCE WORKER-25,000 HRS.	\$18.00	\$450,000.00		
9	PARK AIDE-2,000 HRS.	\$15.00	\$30,000.00		
10	STOREKEEPER-1,000 HRS.	\$15.00	\$15,000.00		
11	TOTAL		\$621,000.00		
12					
13					