

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-OFFICE STAFF.

REPORT IN BRIEF: A competitive bid was conducted for the supply of temporary office 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 fifteen responses (thirteen (13) bids and two (2) "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 Tri-State Employment, Atrium Personnel d/b/a TransHire, 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 Tri-State Employment, Atrium Personnel d/b/a TransHire, 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-OFFICE STAFF.

WHEREAS, the Town is in need of temporary office 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 office 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 Tri-State Employment, Atrium Personnel d/b/a TransHire, and A1A Employment for the supply of temporary office 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 BUDGET OF USING DEPTS.
BUDGET ITEM & DESCRIPTION TEMPORARY PERSONNEL - WHITE COLLAR WORKERS
APPROXIMATE COST COMMODITY
METHOD OF PROCUREMENT (check the one that applies) OFFICE STAFF

- 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 AA

Signed [Signature]
 Town Administrator

VENDOR	BIDS SUBMITTED	COST
TRI STATE EMPLOYMENT	}	
ATRIUM PERSONNEL d/b/a TRANS HIRE		
AIA EMPLOYMENT		
LLOYD STAFFING		SEE
PERSONALLY YOURS		ATTACHED
WESTAFF		BID
A JOB FOR YOU		TABULATION
APPLE ONE EMPLOYMENT		
CAREERS USA		
KEMP GROUP		
MENTOR 4 INC.		
PEROTEK		
GLENNAUL GROUP		
PACESETTER PERSONNEL - NO BID		
DAVID WOOD - NO BID		

Signed [Signature]
 Procurement Manager

BID SPECIFICATION COMMITTEE'S RECOMMENDATION

Vendor	Cost	
TRI-STATE EMPLOYMENT	}	
ATRIUM PERSONNEL d/b/a TRANS HIRE		PER ATTACHED
AIA EMPLOYMENT		BID TABULATION

