


# CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139  
www.ci.miami-beach.fl.us

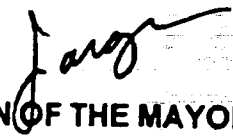
*To: Madeline  
FYI.* 

## COMMISSION MEMORANDUM

**To:** Mayor David Dermer and  
Members of the City Commission

**Date:** January 30, 2002

**From:** Jorge M. Gonzalez  
City Manager



**Subject:** A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AWARING CONTRACTS TO 19 TEMPORARY PERSONNEL AGENCIES PURSUANT TO INVITATION FOR BIDS NO. 55-00/01, TO PROVIDE TEMPORARY PERSONNEL SERVICES.

### ADMINISTRATION RECOMMENDATION

Award contracts.

### AMOUNT AND FUNDING

\$240,000 estimated annual based on requests submitted by various departments over the past 18 months. Funds are available from the temporary labor budget accounts allocated to City Departments and/or Divisions, subject to Office of Management and Budget review.

### ANALYSIS

Invitation for Bids No. 55-00/01 was issued on August 24, 2001, with an opening date of September 21, 2001. Notices were sent to 62 prospective bidders, resulting in the receipt of 20 bids. The Procurement Division evaluated all 20 bids, and determined that 19 bids were responsive and one (1) was not responsive. The one non-responsive bid was submitted by Victoria & Associates, who failed to provide the true bill rate to the City (i.e. an hourly rate that included all overhead, profit, and the employee's hourly rate).

The purpose of this bid is to establish multiple contracts for Temporary Personnel Services, as needed, for the various Departments and Divisions of the City as specified in the Bid, from sources of supply that will give prompt and efficient service. Temporary personnel will be used to cover for regular City employees who are on vacation or leave of absence; to temporarily fill vacancies until they are permanently filled; and to work on special projects.

### PERSONNEL INTERVIEW AND SELECTION

The City has the option to request more than one person at a time for any specific assignment to interview and select the best candidate for that specific assignment, at no cost to the City.

## **TERM OF CONTRACT**

The contracts shall commence the day after date of award by the Mayor and City Commission of Miami Beach Florida and shall remain in effect for a period of two (2) years. Providing that the successful bidders will agree to maintain the same terms and conditions of the contract, this contract may be extended for an additional two, one-year periods if mutually agreed upon by the City and contract awardees.

## **PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT**

The successful bidders' hourly rates quoted by the bidder on the Bid Form shall remain fixed and firm during the term of this contract; provided, however, that the bidder may offer incentive discounts from this fixed price to the City at any time during the contractual term.

## **MIAMI BEACH ONE STOP CAREER CENTER**

All temporary personnel services firms that are being recommended for award have agreed to work with the One-Stop Career Center to recruit potential employees. By working together with the Center, the City can insure a larger pool of qualified workers, and support the work of the Center in helping secure gainful employment for unemployed and under employed Miami Beach residents.

## **ESTIMATED QUANTITIES**

The City estimates that \$240,000 in annual expenses will be contracted for during the term of this contract. This is an estimate based upon requests submitted by various departments over the past 12 months, and may be increased or decreased in accordance with the actual requirements of the City. The City, in accepting any bid or portion thereof, contracts and agrees only to obtain the contractual service in such amounts as represent the actual requirements of the City.

The actual requirements of the City are determined in part by the application of Civil Service rules with regards to the employment of temporary help. In the event Civil Service rules preclude the City from obtaining temporary help in the estimated quantity stated, the City reserves the right to drastically curtail or eliminate any contract entered into as a result of this bid.

In the event that the City employs a temporary employee, damage fees (temporary to permanent charge) shall not be accessed on employees who have worked 90 days for the City. Should the City employ a temporary employee prior to 90 days, charges shall not exceed 10% of annual fee for that class.

## **TEMPORARY TO PERMANENT**

In the event that the City employs a temporary employee, damage fees (temporary to permanent charge) shall not be accessed.

## **PAYMENT**

The basis of the amount of the payment shall be the hourly rate per hour unit times the number of hours worked. Overtime will be considered after forty (40) hours of work per week according to the Fair Labor Standards Act. The hourly rate quoted includes all overhead, profit and benefit costs to the bidder, including employee's hourly rate, which will be in accordance with the City's Living Wage Ordinance.

## **QUALIFICATION**

In the event that any personnel from the successful bidders assigned to the City is found to be unqualified for any specific assignment, the City has the right to return such employee at no cost to the City. The City shall be the sole judge of qualification and its decision shall be final.

## **HOLIDAYS**

The City's holiday schedule shall be observed. In the event that the City requires a temporary employee to work on a holiday observed, the day shall be paid at the overtime rate. It is the responsibility of the using Department/Division to notify the temporary agency prior to a temporary employee working on Saturday, Sunday, Holiday or any overtime.

## **EMPLOYEES ARE RESPONSIBILITY OF BIDDER**

All employees of the bidder shall be considered to be, at all times, the sole employees of the bidder under its sole direction and not an employee or agent of the City. The bidder shall supply competent and physically capable employees. The City may require the bidder to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on the City's property is not in the best interest of the City. Each employee shall have and wear proper identification. The employees utilized under the resulting contract will be provided with and shall follow all policies and procedures of the City.

## **AUDIT**

The City reserves the right to perform audit investigations of the contractor's payroll and related records of employees assigned to the City of Miami Beach to ascertain that such employees' records indicate payment received for the specific hours worked for the City. Such audit will be at the discretion of and at the option of the City, but in no event will the contractor be required to surrender any records in its possession nor submit any records which do not contain information concerning hours worked and payment received based on the contractor's invoices to the City of Miami Beach.

The complete listing of temporary positions and their associated job descriptions is attached and labeled Attachment 1.

The tabulated results and the list of temporary agencies is attached and labeled Attachment 2.

The Administration recommends that the Mayor and City Commission adopt the attached Resolution, which award contracts to the firms pursuant to Bid No. 55-00/01, to provide temporary personnel services.

JMG:MDB:GL *gl*

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**TEMPORARY PERSONNEL SERVICE ITB 55-00/01**

		<b>CONTACT PERSON</b>	<b>TELEPHONE #</b>	<b>FAX NUMBER</b>	<b>ADDRESS</b>
1	<b>A+ ULTRASOUND TEMPS</b>	JANET ROSILLO	305-231-4141	305-231-4103	3750 W 16 AVE #140-U HIALEAH, FL 33012
2	<b>ADTS</b>	TOM SHOLAR	954-973-7600	954-973-4890	1303 N. STATE RD 7, MARGATE, FL 33063
3	<b>BUDGET QUALITY STAFFING</b>	HOLLY LEWIS	305-670-6660	305-670-4808	9200 S. DADELAND BLVD #520 MIAMI, FL 33156
4	<b>CAREERS USA</b>	HEATHER RORAFF	561-995-7000	561-995-7001	6501 CONGRESS AVE, SUITE 200, BOCA RATON, FL 33487
5	<b>CORESTAFF SERVICES</b>	LOURDES PINTADO	305-468-1848	305-468-1842	3900 NW 79 AVE, SUITE 457 MIAMI, FL 33166
6	<b>CREATIVE STAFFING</b>	JOHN BITTERMAN	305-279-7799	305-598-9692	7700 N. KENDALL DRIVE, SUITE 300 MIAMI, FL 33156
	<b>DAVID WOOD</b>	Janet Garcia & Maria Carlos	305-820-8600 celular 305-992- 8974	305-821-7511	6175 MIAMI LAKES DRIVE, EAST, MIAMI, FL 33014
	<b>DEANNA ENTERPRISE</b>	GARRIE HARRIS	305-573-0333	305-573-0251	3050 BISCAYNE BLVD MIAMI FL 33137
	<b>ICBM</b>	PATRICIA PARDO	813-290-0113, 1- 866-481-4226	813-290-0119	5700 MEMORIAL HWY. SUITE 205, TAMPA, FL
	<b>KFORCE</b>	EILEEN KELLY	1-800-564-1867	305-819-9544	5201 BLUE LAGOON DR. PENTHOUSE, MIAMI, FL 33125
	<b>LABOR READY</b>	LINDA CLARK	321-229-0076	305-694-1942	8896 N.W 7 AVE. MIAMI, FL 33150
	<b>LARRIEU &amp; ASSOC.</b>	RENE LARRIEU	305-569-9151	305-569-9111	3971 S.W 8 ST. SUITE 204 MIAMI, FL 33134
	<b>MANPOWER</b>	JOAN GREENBERG	954-236-9871	954-263-2961	8181 W BROWARD BLVD. SUITE 200, PLANTATION, FL 33324
	<b>TALENT TREE</b>	CHRIS DIFILIPPI	954-424-9641	954-424-9641	8551 W. SUNRISE BLVD, SUITE 204, PLANTATION, FL 33322
	<b>TRADESMEN INTERNATIONAL</b>	MAUREEN LOPEZ	305-583-1534	305-717-6007	8260 NW 27 ST. SUITE 410 MIAMI, FL 33122
	<b>TRI STATE</b>	SUSAN KENNEDY	212-346-7960	212-285-1053	160 BROADWAY, 15th FLOOR, NEW YORK, NY 10038
	<b>UNION TEMPORARY SERV</b>	WENDY BLANTON	954-893-1141	954-893-5445	12501 NE 9 AVE., SUITE 104 NORTH MIAMI, FL 33161
	<b>VELKIN</b>	SARITA SANTANA	305-876-9799	305-876-0007	6404 NW 36 ST. SUITE 220, MIAMI, FL 33166
	<b>WESSTAFF</b>	JIM MOBLEY	305-362-8258	305-362-6980	419 W. 49 ST. HIALEAH, FL 33012

## OFFICE TEMPORARY PERSONNEL SERVICE ITB 55-00/01

		SECRETARY I	SECRETARY II	CLERK TYPIST	CLERK I	CLERK II	CLERK III
1	A+ ULTRASOUND TEMPS	\$12.00	\$12.41	\$11.45	\$11.35	\$11.88	\$13.20
2	ADTS	\$13.25	\$14.20	\$13.25	\$13.25	\$13.25	\$14.20
3	BUDGET QUALITY STAFFING	\$12.26	\$12.68	\$11.93	\$11.98	\$12.14	\$12.19
4	CAREERS USA - WOMAN OWNED	\$13.80	\$15.18	\$13.80	\$13.53	\$13.53	\$13.80
5	CORESTAFF SERVICES	\$16.80	\$19.60	\$15.40	\$14.00	\$15.40	\$16.80
6	CREATIVE STAFFING	\$14.20	\$14.84	\$12.90	\$12.65	\$12.83	\$14.20
7	DAVID WOOD	\$12.42	\$12.78	\$12.16	\$12.16	\$12.16	\$12.78
8	DEANNA ENTERPRISE	\$12.85	\$13.96	\$12.51	\$12.40	\$13.20	\$14.20
9	ICBM, MINORITY OWNED	\$17.25	\$18.40	\$15.15	\$14.00	\$15.00	\$17.80
10	K-FORCE	NA	NA	NA	NA	NA	\$17.95
11	LABOR READY	\$14.55	\$16.35	\$14.55	\$14.55	\$14.55	\$19.50
12	LARRIERU & ASSOC.	\$13.04	\$16.53	\$13.04	\$12.29	\$13.04	\$14.26
13	MANPOWER	\$13.20	\$14.52	\$11.35	\$11.35	\$11.88	\$13.20
14	TALENT TREE	\$13.44	\$16.00	\$12.56	\$12.56	\$12.74	\$13.12
15	TRI STATE	\$11.52	\$11.52	\$11.52	\$11.52	\$11.52	\$11.52
16	UNION TEMPORARY SERV - WOMAN OWNED	\$17.25	\$18.95	\$16.65	\$14.95	\$16.10	\$17.25
17	VELKIN - MINORITY WOMEN OWNED	\$16.68	\$20.95	\$13.37	\$11.98	\$12.60	\$15.95
18	WESTAFF	\$12.44	\$13.95	\$12.44	\$12.44	\$12.44	\$13.95

OFFICE TEMPORARY PERSONNEL SERVICE ITB 55-00/01

		BOOKKEEPER / ACCT CLERK	CSR COMPLAINT OPER	CSR COMMUNICATION OPER	PERSONNEL TECH I	BUYER
1	A+ ULTRASOUND TEMPS	\$15.38	\$14.40	\$14.40	\$14.72	14.72
2	ADTS	\$16.25	\$13.25	\$14.20	\$16.25	\$25.20
3	BUDGET QUALITY STAFFING	\$12.81	\$11.97	\$12.19	\$13.67	\$11.97
4	CAREERS USA - WOMAN OWNED	\$15.18	\$13.53	\$13.80	\$16.56	\$13.80
5	CORESTAFF SERVICES	\$18.90	\$14.00	\$14.00	\$18.90	\$22.40
6	CREATIVE STAFFING	\$15.50	\$12.65	\$12.65	\$14.20	\$15.48
7	DAVID WOOD	\$14.20	\$12.16	\$12.78	\$14.20	\$17.04
8	DEANNA ENTERPRISE	\$13.46	\$12.36	\$12.86	\$13.96	\$14.62
9	ICBM, MINORITY OWNED	\$18.40	\$17.00	\$16.25	\$18.40	\$18.40
10	K-FORCE	\$18.95	NA	NA	NA	NA
11	LABOR READY	\$19.50	\$14.55	\$14.55	\$14.55	\$19.95
12	LARRIERU & ASSOC.	\$15.34	\$17.02	\$16.53	\$14.27	\$16.04
13	MANPOWER	\$16.50	\$11.88	\$13.20	\$15.18	\$13.06
14	TALENT TREE	\$15.38	NA	NA	NA	NA
15	TRI STATE	\$11.52	\$11.52	\$11.52	\$11.52	\$15.60
16	UNION TEMPORARY SERV - WOMAN OWNED	\$18.95	\$16.65	\$16.10	\$18.95	\$14.00
17	VELDIN - MINORITY WOMEN OWNED	\$19.52	\$13.30	\$14.00	\$20.30	\$15.95
18	WESTAFF	\$13.95	\$12.68	\$15.22	\$13.95	\$21.56

## SPECIALIZED TEMPORARY PERSONNEL SERVICE TB 55-00/01

		CARPENTER	ELECTRICIAN	PLUMBER	SERVICE WORKER	ACC. MCH. MAINT.
1	A+ ULTRASOUND TEMPS	NA	NA	NA	\$12.56	NA
2	ADTS	\$24.00	\$27.90	\$27.90	\$15.50	\$27.90
3	BUDGET QUALITY STAFFING	NA	NA	NA	\$12.99	\$15.92
4	DEANNA ENTERPRISE	\$13.40	\$18.92	\$18.92	\$15.20	\$18.92
8	TRADESMEN INTERNATIONAL	\$28.00	\$28.00	\$28.00	\$14.00	\$28.00
9	TRI-STATE	\$15.60	\$15.60	\$15.60	\$11.52	\$13.00
10	UNION TEMPORARY SERV WOMAN OWNED	\$30.15	\$39.45	\$35.60	\$21.00	\$40.80
11	WESTAFF	NA	NA	NA	\$13.42	NA



SPECIALIZED TEMPORARY PERSONNEL SERVICE - ITB 55-00/01

		PAINTER	MASON-JOURNEY MAN	SHEET METAL MECHANIC	SPRINKLER MECHANIC
1	A+ ULTRASOUND TEMPS	NA	NA	NA	NA
2	ADTS	\$24.75	NA	NA	NA
3	BUDGET QUALITY STAFFING	\$12.99	NA	NA	NA
4	DEANNA ENTERPRISE	\$15.20	NA	NA	NA
8	TRADESMEN INTERNATIONAL	\$25.00	NA	NA	NA
9	TRI-STATE	\$13.00	NA	NA	NA
10	UNION TEMPORARY SERV WOMAN OWNED	\$31.60	\$37.25	\$38.35	\$40.60
11	WESTAFF	NA	NA	NA	NA

TECHNICAL TEMPORARY PERSONNEL SERVICE ITB 55-00/01

<b>MAINFRAME PROGRAMMER</b>									
1	K-FORCE	COBOL	IMS DB/DC	DB2	CICS	AS400	MVS JCL	MAINFRAME PROD. SUPPOR	\$34.00
		\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$34.00

<b>CLIENT SERVER PROGRAMMING</b>									
1	K-FORCE	VISUAL BASICS	VISUAL C++	C/C ++	ACCESS/CRYSTAL REPORTS	ORACLE DEVELOPER	ORACLE DBA's	PEOPLESOFT	\$100.00
		\$42.00	\$52.00	\$55.00	\$38.00	\$57.00	\$65.00	\$100.00	

<b>CLIENT SERVER PROGRAMMING CONT.</b>									
1	K-FORCE	SQL SERVER DBA's	WEB DEVELOP	QA TESTER	BUSINESS ANALYST				
		\$60.00	\$50.00	\$40.00	\$45.00				

<b>TECHNICAL SUPPORT</b>									
1	K-FORCE	TECHNICAL - HELP DESK	TECHNICAL - PC TECHS	TECHNICAL - NETWORK SUPPORT	ADMINISTRATION	ENGINEERS	ARCHITECTURE	SECURITY	\$62.00
		\$24.00	\$24.00	\$27.00	\$39.00	\$48.00	\$62.00	\$62.00	

<b>UNIX SYSTEM ADMINISTRATION</b>									
1	K-FORCE	UNIX MID LEVEL	UNIX SENIOR LEVEL						
		\$55.00	\$65.00						