

**Charlotte County Board Of County Commissioners  
Agenda Item Summary**

**Item Number: F- 16**

**1 DEPARTMENT MAKING REQUEST**

Purchasing

**2 MEETING DATE**

9/9/2014 9:00:00 AM

**3 REQUESTED MOTION/ACTION**

Approve, amended exhibit A, File #14-338 Temporary Services, City of Punta Gorda ITB #F2013120-SVC-TEMPEMP/1314/2, awarded to Snelling Staffing Services, of Port Charlotte, FL at the unit prices submitted for positions listed.

**4 AGENDA**

Consent

**5 IS THIS ITEM BUDGETED ( IF APPLICABLE ) - Yes**

**Budget Action**

No action needed. This item is budgeted in various departmental budgets.

**Financial Impact Summary Statement**

This item is budgeted in various departmental budgets.

**Detailed Analysis Attached -**

**Budget Officer-**

**6 BACKGROUND ( Why is this Action Necessary, and What Action will be accomplished )**

On June 24, 2014 the Board of County Commissioners approved File #14-338, Temporary Personnel Services and authorized the County Administrator authority to approve renewal options for up to two (2) additional one (1) year periods at the same terms and conditions, by mutual consent.

The incorrect tabulation sheet was inadvertently attached to the original Agenda Item, File #14-338, Temporary Personnel Services approved by the Board on June 24, 2014. The correct tabulation sheet, Amendment 1, Revised Exhibit A - Methodology for calculation hourly rates and revised hourly rates, is the correct tabulation sheet and is inclusive all administrative fees in the hourly rate.

**ATTACHMENTS:**

Name:

Description:

Type:

[14-](#)

[338 Temporary Services Contract Award Pricing Ammendment.pdf](#)

#14-338 Amendment Exhibit

Backup

Material

**AMENDMENT 1**  
**AGREEMENT #F2013120/SVC-TEMPEMP/1314/2**

**THIS AMENDMENT IS TO THE ORIGINAL AGREEMENT, effective m/d/yr and is dated as of the**  
11<sup>th</sup> day of June, 2014

by and between:

The City of Punta Gorda  
326 West Marion Ave.  
Punta Gorda, FL 33950  
(941) 575-3302

(hereinafter called **CITY**); and

Snelling Staffing Services  
992 Tamiami Trail, Suite D-2  
Port Charlotte, FL 33953  
(941) 624-5570

(hereinafter called **CONTRACTOR**)

**CITY** and **CONTRACTOR**, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**Revise Exhibit A – Methodology for calculating hourly rates and revised hourly rates**

**IN WITNESS WHEREOF, the parties hereto have signed this Amendment in duplicate.** One counterpart each has been delivered to **CITY FILE** and **CONTRACTOR**. All portions of the Contract Documents have been signed or identified by **CONTRACTOR** and **CITY**.

This Amendment will be effective on the date first written above on Page One of this Amendment.

CITY: CITY OF PUNTA GORDA

CONTRACTOR: SNELLING STAFFING SERVICES

BY: 

BY: 

Name: Howard Dunik

Name: Bernhard Neumann

WITNESS: 

WITNESS: 

ADDRESS FOR GIVING NOTICES:

ADDRESS FOR GIVING NOTICES:

326 West Marion Avenue  
Punta Gorda, FL 33950

992 Tamiami Trail, Suite D-2  
Port Charlotte, FL 33953

**REVISED EXHIBIT A TO AGREEMENT F2013120 – TEMPORARY  
EMPLOYMENT  
AGREEMENT #F2013120/SVC-TEMPEMP/1314/2  
INITIAL PERIOD  RENEWAL PERIOD  EXTENSION   
CONTRACT PERIOD: JUNE 16, 2014 THRU JUNE 15, 2017  
PRICES EFFECTIVE THROUGH: JUNE 15, 2015**

**DEB ADAMS, CONTRACT ADMINISTRATOR – [dadams@pgorda.us](mailto:dadams@pgorda.us), fax 941-575-3340, or 326 W. Marion Avenue, Punta Gorda, FL 33950 SHALL be copied on all correspondence relating to this contract.**

**AWARDED VENDOR: SNELLING STAFFING SERVICES**

**PRIMARY ORDERING/CONTRACT CONTACT INFORMATION:** Bernhard Neumann  
EMAIL: [snellingpc@gmail.com](mailto:snellingpc@gmail.com)  
TELEPHONE: 624-5570 FAX: 764-6629 CELL: 941-661-1303  
MAILING ADDRESS: 992 Tamiami Trail, Suite D-2, Port Charlotte, FL 33953

**ALTERNATE ORDERING CONTACT INFORMATION:** Doris Neumann  
EMAIL: [doris.snelling@gmail.com](mailto:doris.snelling@gmail.com)  
TELEPHONE: 624-5570 FAX: 764-6629 CELL: 941-400-8908

PAYMENT TERMS: Net 45  
ACCEPT CREDIT CARDS:  Yes  No

RESPONSE TIME – Filling written request – 8 hours  
Replacing refused temporary employee – 3 hours after request

**PURCHASING REQUIREMENTS**

- 1) Departments shall enter a requisition with estimated dollars for issuance of a Blanket PO. CIP requisitions will need a separate Blanket PO.
- 2) Supervisors shall verify contract rates on all invoices prior to authorizing payment of invoices.

Item	Description	UOM	Hourly Rate
1	Administrative Assistant	hours	\$13.76
2	Accounting Clerk	hours	\$13.03
3	Clerk/Receptionist/Data Entry	hours	\$13.03
4	Advanced Word Processor	hours	\$13.39
5	Customer Service Representative	hours	\$13.03
6	General Secretary	hours	\$13.39
7	Equipment Operator	hours	\$18.84
8	Laborer	hours	\$13.58
9	Sanitation Laborer	hours	\$15.48
10	Janitor	hours	\$13.58
11	Garage Mechanic	hours	\$18.05
12	Project Coordinator	hours	\$26.06
13	Meter Technician/Reader	hours	\$16.56

## 1) CONTRACT REQUIREMENTS

- a) Temporary Personnel Requirements
  - i) Temporary personnel proposed to provide services shall be thoroughly screened and tested by the Contractor and they shall have relative similar work experience. Work orders may vary from one (1) day to an undetermined long-term assignment.
  - b) The Contractor shall be fully liable for the actions of their temporary staff and shall fully indemnify, defend, and hold harmless the City, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the negligent act or omission by Contractor's temporary staff.
- c) Additional Personnel Positions
  - i) The City may negotiate hourly rates with the Contractor for additional positions, which are not specified in the Agreement, during the term of the Agreement.
    - (1) The Contractor shall not fulfill a request for temporary personnel placement for a new position without having prior written authorization from the City's Procurement Office.
    - (2) Bidder shall propose a maximum percentage markup in the Bid Schedule to be used in determining the hourly rate to be added to the Agreement. This percentage of mark-up shall be calculated on the hourly rate, payroll taxes, workers compensation, benefits, etc.
  - ii) The City or the PPA shall have the ability to contract and utilize Contractor as a Third Party Provider, for various professional contract employees. The professional contract employee may include but not be limited to, accountants, internal auditors, attorneys, paralegals, computer programmers, grant analysts, volunteer coordinators, and specialized historians.
    - (1) The City or PPA and the Contractor will negotiate an hourly rate for the position and the entity will compensate the provider a percentage for the Third Party services based on the hourly rate only. This percentage of mark-up shall be calculated on the hourly rate, payroll taxes, workers compensation, benefits, etc.
- d) Contractor Requirements and Responsibilities
  - i) The Contractor shall abide by the following criteria in their performance of this contract:
    - (1) The Contractor is not to discriminate against any employee or applicant because of disability, race, religion, color, sex, age or national origin, except wherein religion or sex may be a bona fide occupational qualification reasonably necessary to the normal operation of the agency. The Contractor agrees to post in a conspicuous place and make available to applicants employment notices setting forth the provisions of the above.
    - (2) The Contractor, in all solicitations or advertisements for employees placed on behalf of the City or PPA, will state the Contractor is an Equal Opportunity Employer.
    - (3) Notices, statements, and solicitations shall be placed in accordance with applicable Federal laws, rules, and regulations.
    - (4) The Contractor shall assign a primary contact person, who will be responsible to monitor the City's account and make periodic visits with the Human Resources Division. An alternate contact person is to be assigned in the event the primary contact person is not available.
      - (a) Contractor shall define the contact names and contact information in the Bidder's Response Form.
  - ii) Contractor shall state in the Bidder's Response form the proposed maximum timeframe for filling a written Temporary Employee Request form.

- iii) The City will compensate the Contractor for the actual hours worked. Temporary employees will not be compensated for holiday pay or lunch hour pay, unless otherwise authorized by the City.
  - (1) Unless the City authorizes otherwise, the City will compensate a temporary employee at time and one-half for those hours exceeding forty (40) in a workweek (Monday through Sunday).
  - (2) The City reserves the right to change the above items to remain consistent with the City's Rules and Regulations as may be amended from time to time.
- iv) Temporary personnel who are sent to fill a work request and who does not meet the criteria of the request are subject of being replaced at the discretion of the City.
  - (1) Contractor shall specify the maximum timeframe for replacement of temporary employee in the Bidder's Response form.
  - (2) The City will not be charged for the hour(s) worked by the replaced temporary employee, which was due to their inability to meet job requirements and/or criteria.
- v) The Contractor is responsible for notifying temporary employees of their work assignment, location of work and directions to the work location.
- vi) The Contractor is responsible for ensuring all temporary employees have transportation to and from a City job assignment.
- vii) All temporary employees sent to provide required services are to be appropriately dressed for the assigned position and for public contact. The Contractor is responsible for contacting the Human Resources Department for the proper dress code.
  - (1) The City will provide the proper safety apparel, as may be required.
- viii) The Contractor is responsible for placing a call to the requesting Department, within fifteen (15) minutes of the start time, to verify that the temporary employee arrived at their assigned location. The Contractor shall also make a follow up call to the requesting Department before the end of the first workday for feedback on the temporary employee and their performance.
- ix) In the event the temporary employee does not arrive for work, the Contractor shall be responsible for assigning a new temporary employee before the next scheduled work day. Failure to perform shall result in the City invoking liquidated damages and repetitive failures to perform shall subject the Contractor to be found in default of the Agreement.
- x) The Contractor is responsible for the temporary employee payroll checks in accordance with their pay schedule. The City shall make no payment to temporary employees. Payroll checks issued by the Contractor must comply with all State, Federal and Local taxes as to compensation to its employees, including but not limited to:
  - (1) Worker's Compensation
  - (2) State Taxes
  - (3) Applicable Local Taxes
  - (4) Social Security and Medicare
  - (5) Miscellaneous Taxes
- xi) Temporary employees assigned to City Departments, which handle money and bank deposits as a primary function, shall be bonded by a Florida Bonding Contractor. Adequate bonding is the responsibility of the Contractor and shall be at the agencies expense.
- xii) The City has the right to coordinate with the Contractor the hiring of an assigned temporary employee for regular hire by the City. Contractor shall state the minimum timeframe

guaranteed for hiring the Contractor's temporary employee as a regular hire by the City in the Bidder's Response form.

e) Procedure for Requesting Temporary Personnel

i) City of Punta Gorda

(1) When a need for temporary services, to be provided by the Contractor arises, the City's Human Resources Department will forward to the agency a "Temporary Help Request Form". This form shall be supplied by the Contractor and will encompass the type of work function and the information required to fill the need.

ii) Charlotte County Board of County Commissioners

(1) When temporary personnel are needed the requesting Department must generate a memo stating why temporary services are needed. The memo will then be sent to be approved by the County Administrator. Once approved the Contractor must send the temporary employee candidate's name to Human Resources for a background check prior to starting the assignment requested.

**2) GENERAL SCOPE OF WORK**

a) Provide qualified temporary employment service to the City as may be required for various clerical, labors, industrial and professional positions.

b) Temporary employment services requested shall be thoroughly screened and tested by the bidder(s) and they shall have relative similar work experience. Work orders may vary from one (1) day to an undetermined long-term assignment.

c) The positions listed below are applicable to clerical, field, and industrial. The position descriptions are very general in nature; however, they identify the City's minimum expectations of the staff's ability to perform. The services to be provided shall be dependent upon the Participating Agency and specific department's needs for temporary services.

i) Administrative Assistant - A skilled clerical position responsible for providing administrative assistance to the staff and Director of a department and assistance to members of the public.

ii) Accounting Clerk - An entry level accounting position responsible for the preparation of the accounts payable subsidiary ledger and subsequent check preparation.

iii) Clerk/Receptionist/Data Entry -

(1) Assists executive assistants and secretaries by sorting mail, filing, scanning, answering phones, greeting clients, scheduling meetings, and restocking supplies.

(2) Greets and directs visitors, answers telephones, and performs general clerical and customer service work in support of an office.

(3) Maintains database by entering new and updated data information. Updates and maintains information on computer systems and in archives.

iv) Advanced Word Processor - Responsible for conducting the full range of word processing operations. Advanced skills in Microsoft Office applications and proofreading

v) Customer Service Representative

(1) Serves customers by providing product and service information; resolving product and service problems.

(2) Responsible for acting as a liaison between customers and companies. Assists with complaints, orders, errors, account questions, billing, cancelations, and other queries.

- vi) General Secretary - A clerical position responsible for general secretarial duties, which include screening and referring telephone calls, greeting the public, typing, transcribing, filing, and operation of various office machines.
- vii) Laborer - Entry level laborer than will perform various labor and maintenance duties as directed by the City and dependent upon the specific Division requesting temporary staffing.
- viii) Equipment operator - Same as Laborer with experience and knowledge of operating various industrial and construction equipment
- ix) Sanitation Laborer - An entry level laborer position responsible for solid waste collection services to residents and businesses of Punta Gorda.
- x) Janitor - Responsible for performing janitorial duties for facilities.
- xi) Garage Mechanic - Skilled in the performance of maintenance, repair and operation of automotive equipment.
- xii) Project Coordinator - A skilled paraprofessional technical position responsible for overseeing projects from inception to completion and ensuring that contractors perform work that meets City specifications and expectations
- xiii) Meter Technician - An entry level technical position responsible for reading, repairing, and replacing water meters.
- xiv) Professional
  - (1) Ability to contract and utilize firms as a Third Party Provider, for various professional contract employees. The professional contract employee may include but not be limited to, accountants, internal auditors, attorneys, paralegals, computer programmers, grant analysts, volunteer coordinators, and specialized historians.
  - (2) The entity and the provider will negotiate an hourly rate for the position and the entity will compensate the provider a percentage for the Third Party services based on the hourly rate only. This percentage of mark-up shall be calculated on the hourly rate, payroll taxes, workers compensation, benefits, etc.
- d) On a case by case basis, the City reserves the right to specify the hourly wage for the Contractor to compensate the temporary employee, based on their qualifications. The Contractor shall be compensated based on the maximum percentage markup proposed in the Bid Schedule. This percentage of mark-up shall be calculated on the hourly rate, payroll taxes, workers compensation, benefits, etc.