

Notice of Recommendation

ITB 24-ES-12

Temporary Staffing Services

Date: September 5, 2024

SUMMARY:

The City of Edgewater issued an Invitation to Bid (ITB 24-ES-12) on July 17, 2024 with the sole purpose and intent of obtaining bids from qualified and licensed firms offering to provide temporary personnel to fill various temporary labor positions on an as needed basis.

The solicitation was broadcast via the City's E-procurement Platform, as well as via DemandStar, and the State of Florida DMS, Office of Supplier Diversity site, along with being posted in City Hall.

Twelve (12) bids were submitted and opened on August 27, 2024 at 10:00 am, along with two (2) no bids. One (1) bid was deemed responsive and responsible. Eleven (11) of the submittals did not meet the requirement of having a location within 35 miles of City Hall from which to dispatch personnel in a timely manner. This requirement was stated in the scope of work and verified as a requirement through multiple questions which were part of Addendum #1 released on August 7, 2024. (Bid Tabulation is attached.)

Vendor

Pricing

Waterfield Florida Staffing LLC
dba Action Labor of Florida

\$485,890.00 (pricing is based on provided estimated hours)

Per the Purchasing Policy – ***"SINGLE RESPONSE: Where only one response is received to a solicitation, an award may be made to such respondent if the City determines: (1) that the price submitted is fair and reasonable; (2) that other prospective respondents had a reasonable opportunity to respond; and (3) that it is in the best interest of the City to proceed with award. Otherwise, a single response to a solicitation may be rejected pursuant to Section VII, and the Purchasing Specialist may: (1) cancel the proposed procurement; (2) solicit new bids, proposals, or sealed replies; or (3) proceed with procurement as otherwise provided in this Manual."***

Staff has determined that the criteria for awarding the contract to the sole responsive and responsible bidder has been met: (1) The price proposal was fair and reasonable and in line with current pricing; (2) the solicitation was broadcast via several platforms and over 1550 companies were notified of the bid; and (3) staff concludes that rebroadcast of this solicitation would not bring in any additional responsive and responsible submittals and that it would be in the best interest of the City to proceed with the award.

RECOMMENDED ACTION:

Staff recommends that City Council approve the award of contract for ITB 24-ES-12 Temporary Staffing Services to Waterfield Florida Staffing LLC dba Action Labor of Florida, and authorize the City Manager to sign the necessary contract.



BID TABULATION

ITB No. 24-ES-12

Temporary Staffing Services

RESPONSE DEADLINE: August 27, 2024 at 10:00 am

Report Generated: Thursday, September 5, 2024

VENDOR TOTALS

Vendor	Total
Waterfield Florida Staffing LLC	\$485,890.00

REFUSE COLLECTOR/GROUNDSKEEPER CATEGORY (INITIAL TERM, YEARS 1, 2, &3)

BIDDER WILL BE HELD TO YEARLY PRICING, UNLESS PRICING INCREASE HAS BEEN AGREED UPON PER SECTION 4.7 COMPENSATION.
Must bid on all lines within the Refuse/Grounds Keeper to be considered for this category.

Refuse Collector/Groundskeeper Category (initial term, years 1, 2, &3)					Waterfield Florida Staffing LLC	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
X	1	Refuse Collector- (Year 1) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	3500	Hourly	\$24.00	\$84,000.00
X	2	Groundskeeper/Laborer- (Year 1) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	2000	Hourly	\$21.25	\$42,500.00

EVALUATION TABULATION
ITB No. 24-ES-12
Temporary Staffing Services

Refuse Collector/Groundskeeper Category (initial term, years 1, 2, &3)					Waterfield Florida Staffing LLC	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
X	3	Refuse Collector- (Year 2) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	3500	Hourly	\$25.60	\$89,600.00
X	4	Groundskeeper/Laborer- (Year 2) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	2000	Hourly	\$22.80	\$45,600.00
X	5	Refuse Collector- (Year 3) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	3500	Hourly	\$26.80	\$93,800.00
X	6	Groundskeeper/Laborer- (Year 3) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	2000	Hourly	\$24.32	\$48,640.00
Total						\$404,140.00

MAINTENANCE CATEGORY (INITIAL TERM, YEARS 1, 2, &3)

BIDDER WILL BE HELD TO YEARLY PRICINING, UNLESS PRICING INCREASE HAS BEEN AGREED UPON PER SECTION 4.7 COMPENSATION.
Must bid on all lines within the Refuse/Grounds Keeper to be considered for this category.

EVALUATION TABULATION
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Maintenance Category (initial term, years 1, 2, &3)					Waterfield Florida Staffing LLC	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
X	1	Parks & Recreation - Maintenance Worker - (Year 1) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	500	Hourly	\$22.50	\$11,250.00
X	2	Certified Parks Maintenance Worker- (Year 1) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	500	Hourly	\$29.00	\$14,500.00
X	3	Parks & Recreation - Maintenance Worker - (Year 2) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	500	Hourly	\$24.00	\$12,000.00
X	4	Certified Parks Maintenance Worker- (Year 2) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	500	Hourly	\$30.50	\$15,250.00
X	5	Parks & Recreation - Maintenance Worker- (Year 3) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	500	Hourly	\$25.50	\$12,750.00
X	6	Certified Parks Maintenance Worker- (Year 3) Per charge to include all Worker's compensation coverage, all payroll taxes, and unemployment contributions.	500	Hourly	\$32.00	\$16,000.00
Total						\$81,750.00