

CARSON CITY PURCHASING AND CONTRACTS
201 North Carson Street, Suite 3
Carson City, NV 89701
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<http://www.carson.org/index.aspx?page=998>

RFP #1213-120

January 29, 2013

Addendum No. 1

As of 1/29/2013, the following questions have been received. Answers are provided in italics and red:

1. (Section 3.2) Can you please explain the term, "legally mandates benefits," and how it relates to temporary staffing? *Please list any Federal, state and local law benefits your firm is required to provide.*
2. (Section 3.2) Can you please provide a listing of the classifications needed within the seven (7) categories for temporary staffing (Light Industrial, General Office, Police Services, Medical Services, Project Management, General Labor and Fire Services)? *Job classifications can be found at <http://agency.governmentjobs.com/carsoncity/default.cfm?action=agencyspecs>.*
3. (Section 3.2) Can you please provide a job description for all classifications needed? *Job classifications can be found at <http://agency.governmentjobs.com/carsoncity/default.cfm?action=agencyspecs>.*
4. (Section 3.2) Can vendors bid on and be awarded a temporary staffing contract for a portion of the abovementioned staffing classifications? Will vendors be disqualified if not able or willing to provide all staffing classifications needed? *Yes. Vendors will not necessarily be disqualified because they cannot provide all of the staffing services requested.*
5. (Section 5.1) Can you please list the members making up the City Review and Selection Committee? *The Committee Members have not been selected.*
6. (Section 5.3) Are there quantifiable measurable in place for the evaluation criteria being utilized to award this contract? Are there available points attached to the following criteria (Firm overview, Services and Experience)? *Yes, see RFP Section 5.3*
7. (Section 5.3) Can you please explain the reference requirement, if any? *"References" relates to other entities similar to Carson City that your firm contracts with. They are being requested and will be called.*
8. Can you please provide current and past rates for service, for the abovementioned classifications? *See contract.*
9. Can you please provide temporary usage information (revenue and staffing hours) for the past fiscal year? The past two fiscal years? *Carson City spent \$968,362 in temporary staffing the past fiscal year. Staffing hours unknown. Not available.*
10. What are the expected contract terms? *Two year term.*
11. How many vendors is this contract going to be awarded to? *Unknown*
12. Is there a cutoff time for submitting questions? *See RFP Section 2.1*

13. Can we be sent addenda electronically, or updated on when addenda are posted to the City website? *Addendum will be posted on website.*
14. What is the City's annual spend on staffing services, per category? *Carson City spent \$968,362 in temporary staffing the past fiscal year. No category breakdown.*
15. Can you provide a detailed job description for job category "Project Management". *A Project Manager will be tasked with completing assigned tasks as they relate to a variety of local government projects. The Project Manager may supervise other staff, be responsible to meet deadlines, working a field or office setting all depending upon the city department/division requesting the service.*
16. What are the minimum requirements for drug/alcohol screening and background checks for Carson City temporary employees? *Carson City does not have a policy that applies to the minimum requirements for drug/alcohol screening and background checks for temporary employees as they are not employees of the City. We are asking those companies who make a proposal to include their drug/alcohol screening and background check policies in the proposal.*
17. References are listed in the evaluation criteria. How many references does the City want the vendor to provide? *A decision that needs to be made by the proposer. Carson City checks references.*
18. What is the typical length of assignment? *It can be as short as a few hours or as long as several years.*
19. What department uses the majority of temporary associates? *Public Works and Parks & Recreation.*
20. What is the City's temporary spend? *Carson City spent \$968,362 in temporary staffing the past fiscal year.*
21. Does the City utilize payrolling services? If so, what is the City's spend on these services? *No*
22. Do you have set payment terms, if so what are they? Are they negotiable? *No*

End of Addendum 1

TEMPORARY SERVICES CONTRACT



Pricing

Spherion is pleased to offer the City of Carson City qualified candidates meeting all screening and employment requirements for both Public Works and the Parks and Recreation Departments at a **34% mark-up over pay rate for all non clerical positions. We can offer a 30% mark-up over pay rate for all clerical positions.**

Should the City of Carson City wish to convert a Spherion candidate to the City's payroll, Spherion will not assess a conversion fee once our employee has worked a minimum of 520 hours.

Note: Spherion retains the option to decline placing candidates in positions associated with physical activity or operating equipment deemed high risk.



TEMPORARY SERVICES CONTRACT



February 27, 2009

City of Carson City
 William Thomas
 Recruitment Manager
 201 N. Carson Street, Ste. 4
 Carson City, NV 89701

Dear William:

Thank you for calling me and explaining your needs and expectations for 2009. We look forward to expanding on and building a long term relationship with your different departments. We believe that our knowledge and experience as a staffing solutions provider would prove to be very helpful in exceeding your expectations.

Spherion truly believes that we have set ourselves apart from the competition through excellence in innovative solutions, screening, selection, testing and employee training, combined with outstanding customer service. Through our continued commitment to quality, we are confident we can provide Carson City's different divisions with staffing solutions that meet service, pricing and information objectives.

We look forward to the opportunities that lie ahead with the growth of your company and the partnership we are building.

Spherion offers the City of Carson City the following rates for temporary and temporary to hire staffing:

<u>JOB DESCRIPTION:</u>	<u>Markup %</u>
Light Industrial	39% Markup
Light Industrial	37% Markup if paid by check versus credit card

The Standard Bill Rate includes:

- | | |
|---------------------------------------|---|
| 1. Employee's Wage | 6. Liability Insurance |
| 2. Worker's Comp Burden | 7. Recruiting Costs |
| 3. Federal & State Unemployment Taxes | 8. Administrative Costs |
| 4. Social Security Taxes | 9. Reference Checks |
| 5. 24 Hour Service | 10. Homeland Security (I-9 verification) |

5-panel drug screening completed before start of assignment at **no cost**.
 National Criminal Background Check completed before start of assignment at **no cost**.

TEMPORARY SERVICES CONTRACT

**CONVERSION AND I-9 VERIFICATION**

Spherion Staffing offers a **No Fee** conversion after 480 billed hours of employment. All Spherion Staffing employees will be screened through **Homeland Security** for I-9 verification status for employment in the United States.

In the event that the City of Carson City would require a conversion on the temporary to hire agreement with less than 480 hours worked, Spherion proposes the following:

<u># Calendar Days Employee Temps</u>	<u>Fee % of Annual Salary</u>
<160 hours	10%
161-480 hours	5%
>480 hours	\$ No Fee

We appreciate that the City of Carson City has chosen to partner with Spherion Staffing for your staffing needs.

Sincerely,

Brian Lytle

Brian Lytle
 Vice President Operations
 Spherion Staffing & Recruiting
 5580 Mill Street, Suite 100
 Reno, NV 89501
 Ofc: 775-829-8367
 Cell: 775-772-0160
 Fax: 775-829-9364
 brianlytle@spherionreno.net

I agree to the rates and the contents of this proposal.

Dated: 3-5-09

Print Name: Jennifer Schultz

Signature: J. Schultz

Title: HR Director

Payment Terms

Spherion payment terms are Net 30 Days from receipt of invoice. Beginning sixty (60) days from the invoice date, Spherion may charge interest at the rate of one and one-half percent (1½%) per month of the unpaid balance (Annual Percentage Rate of 18%), or the maximum legal interest rate, whichever is less.