

PROVISIONS AND REQUIREMENTS

REQUEST FOR PROPOSALS

THIS IS NOT AN ORDER

ADVERTISED RFP #1213-120

RELEASE DATE: January 10, 2013

INTRODUCTION:

Carson City is soliciting proposals from temporary staffing agencies to provide cost effective temporary staffing services. Carson City utilizes temporary staffing services to fill staffing needs.

PROPOSALS shall be submitted to the **CARSON CITY FINANCE DEPARTMENT**, 201 N. Carson Street, Suite 3, Carson City, Nevada 89701, by no later than 5:00 p.m. on February 4, 2013.

ADDENDA: All addenda are posted on Carson City's website <http://www.carson.org/Index.aspx?page=998>. It is each bidder's responsibility to ensure that they have received all addenda prior to submission of their sealed bid.

RECOMMENDATION FOR AWARD will be made by the Human Resources Department based on the evaluation results of the City Review and Selection Committee. The City Review and Selection Committee may narrow the field to three or four consultants for possible oral interviews. Once the committee has made a recommendation and a contract is negotiated, the results will be posted on www.carson.org and all respondents will be notified by fax of the Recommendation for Award to the successful respondents.

FINAL SELECTION will be made by Carson City, and is tentatively scheduled for Thursday, March 7, 2013. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by Carson City shall be deemed final.

1 **INTRODUCTION** (General Information)

- 1.1 Carson City invites interested parties to submit proposals to provide cost effective temporary staffing services.
- 1.2 A City Review and Selection Committee will evaluate the proposals submitted.
- 1.3 During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Consulting Firm, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Review and Selection Committee for the Consultants who submit a Proposal and were short listed.
- 1.4 Submission of a proposal indicates acceptance by the Consulting Firm of the conditions contained in this Request for Proposals, unless clearly and specifically

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noted in the proposal submitted and confirmed in the resultant contract between Carson City and the Firms selected.

- 1.5 There is no expressed or implied intent or obligation for Carson City to reimburse responding firms for any expenses incurred in preparing proposals as well as travel expenses during interviews in response to this Request for Proposals.
- 1.6 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

2 CARSON CITY CONTACT PERSON:

- 2.1 Until the receipt and opening of proposals, the proposers' principal contact with Carson City will be as listed below. All questions are to be submitted in writing and potential Proposers will receive copies of all questions and answers except for the questions that are considered proprietary. Questions that are considered proprietary by Human Resources will only be answered to the proposer who asked the question. Questions will only be received through 12:00 p.m. on January 31, 2013.

Kim Belt
Carson Finance Department – Purchasing and Contracts
201 N. Carson Street, Suite 3
Carson City, NV 89701
775-283-7137
e-mail: KBelt@carson.org
FAX: 775-887-2107

- 2.2 All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other City staff or City officials may be disqualified for doing so.

3 SCOPE OF WORK:

- 3.1 Carson City is seeking the services of several highly skilled, experienced and qualified firms that can provide expert services. Carson City wishes to select firms that can demonstrate the highest level of support by performing these functions in an accurate and timely manner. The selected firms should provide quality service along with dependable and reliable customer service.
- 3.2 The selected firms shall ensure that all temporary employees are qualified, reliable and provided legally mandated benefits. The following information must be provided:
 - Temporary staffing for the following categories:
 1. Light Industrial
 2. General Office/Administrative/Clerical
 3. Police Services
 4. Medical Services

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5. Project Management
6. General Labor
7. Fire Services

- Provide a detailed description of any markup that the firm retains, the conversion rates for temporary to permanent conversions, as well as any additional costs or fees not included in the hourly rate.
- Describe in detail your firm's hiring process, ordering process, training programs, employee benefits and other services that are provided to employees.
- Describe how quality and service standards will be maintained.
- Provide a description of your firm's screening process for temporary employee applicants and how background checks and if drug/alcohol tests are conducted.
- Describe any on-going drug/alcohol testing that occurs with the employees, including for those employees who are CDL certified.
- Provide information related to how temporary employees are recruited.
- Provide a description of any testing, including aptitude or skills tests, that are administered.
- Provide a detailed description of your firm's invoicing procedures and deadlines for submitting timesheets.
- Describe the methods used to resolve issues with staff or organizational performance, including conflict resolution.
- Describe how your firm evaluates job performance or temporary employees.
- List any usage reports that can be generated and made available to Carson City on a regular basis.
- Please confirm the firm provides unemployment and workman's compensation insurance that covers its temporary employees.

- 3.3 The RFP information will be used to select Independent Contractor and potentially enter into a contractual agreement upon approval of the Carson City Board of Supervisors. It is the responsibility of the firm to ensure that the RFP is submitted in a timely manner.

Completing an RFP is not a confirmation that the Independent Contractor has been selected to enter into a contractual agreement with Carson City.

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RFP REQUIREMENTS:

4.1 Submission of RFP Proposals:

- 4.1.1 A master copy (so marked) of the Proposal and nine (9) copies to include a title page showing the RFP subject; the firm's name, address, telephone number and fax number of a contact person. The Proposal must be received on or before the date and time set for receipt of proposals.

Proposals shall be clear and straightforward, and not exceed 30 pages in length not including company brochures. Company brochures are provided as attachments to the 30 pages referenced above.

- 4.1.2 Proposers shall send their completed Proposals to the following person at the address indicated. Further, they should indicate the RFP number and Firm Name on the outside of the sealed Proposal Package to:

Kim Belt, Purchasing and Contract Manager
Carson City Finance Department – Purchasing and Contracts
201 N. Carson Street, Suite 3
Carson City, Nevada 89701

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EVALUATION OF PROPOSALS:

- 5.1 Proposals submitted will be evaluated by the City Review and Selection Committee.

- 5.2 The Committee may call for **oral interviews**. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether or not said proposal is selected.

5.3 **The following categories will be evaluated in the selection process:**

A. Firm Overview: Company profile and structure.

B. Services: Pricing and Proposal Fees, Response to Requirements/Request including background checks

C. Firm's Experience/Capacity to Provide Services: Completed projects of similar size, References, and years of operation.

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RIGHT TO REJECT PROPOSALS:

- 6.1 Submission of proposal indicates acceptance by the Consulting Firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.

Carson City reserves the right to reject any or all proposals and to award to the proposer the City deems most qualified and whose award of the contract will accrue to the best interests of the City.

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- 6.2 **Late proposals will not be accepted.** Prospective proposers are held responsible that their proposals arrive at the Carson City Finance Department - Purchasing & Contracts on or before the designated time and date.

7 WITHDRAWAL OF PROPOSALS:

- 7.1 Requests to withdraw proposals received after the time and date set for opening and acknowledging proposals will not be considered.

8 CONTRACT TERMINATION:

- 8.1 Carson City reserves the right to terminate the contract if the Consultant does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited, to the following:

- 8.1.1 Failure to provide sufficient personnel as identified in the RFP.
- 8.1.2 Failure to provide the principal Team as submitted.
- 8.1.3 Substitution of the Team or other identified personnel without prior approval of Carson City.

9 INSURANCE

9.1 **General Liability:**

- 9.1.1 The successful Proposer shall be required to furnish and maintain throughout the term of the proposed Agreement, such general liability and property damage insurance as shall protect him/her and any sub-consultants, agents, and employees performing work covered by the proposed Agreement from claims for, but not limited to, bodily injury, sickness, disease, death, or property damage arising or resulting from the proposer's performance, or by any sub-consultant, person, firm, or employee directly or indirectly employed by him/her. The successful Proposer shall furnish the City a certificate of said insurance, with limits no less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury as well as property damage and with the City added as a co-insured.

9.2 **Worker's Compensation:**

- 9.2.1 The successful Proposer shall purchase and maintain throughout the term of the contract such Industrial Insurance (SIIS) as will protect him from claims which may arise out of or result from the Consultant's execution of the work on this project, whether such execution be by the Consultant or by any sub-consultant, or by anyone directly or indirectly employed by any of the consultants, or by anyone for whose acts any of them may be liable.

10 OBJECTION BY UNSUCCESSFUL PROPOSER:

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- 10.1 Any unsuccessful Proposer may file an objection to the City regarding the selection of the City Review and Selection Committee by following the procedure outlined in Paragraph 10.2 below. Information on the results of the Committee's evaluation may be obtained on www.carson.org and will be faxed to each respondent.
- 10.2 Any objection shall be written and submitted to the Finance Department before the recommendation shall be scheduled to be heard by the Board of Supervisors. The objection will be placed on the next available Board of Supervisors meeting agenda.

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