

**Agenda Item Details**

Meeting May 08, 2018 - REGULAR SCHOOL BOARD MEETING

Category Q. Finance - Consent

Subject 38. Request for Approval of Bid #2018-11, Temporary Personnel

Access Public

Type Action (Consent)

Recommended Action Approval of Bid #2018-11, Temporary Personnel

Goals GF-4 Maximize Resources

**Public Content****Background Information:**

Throughout the course of the year, the District may require temporary personnel on an as needed basis at the hourly positions listed in the bid. The intent of this bid is to establish requirements and secure pricing for temporary personnel.

**Educational Impact:**

This bid allows the District to secure pricing for qualified temporary personnel which meet or exceed the job requirements determined by the District.

**Strategic Plan Impact:**

Supports the District's Mission Statement by providing schools and departments appropriate personnel to help students master all academic standards.

**Fiscal Impact:**

Funding for services under this bid is included in the budget of schools and departments.

**Recommendation:**

Approval of Bid #2018-11, Temporary Personnel, to Coherent Staffing Solutions LLC, Graham Staffing, Inc., Westaff, PESG of Florida LLC, SPUR Employment, Inc., and AUE Staffing, Inc., for the period of July 1, 2018 through June 30, 2019.

**Action Required:**

Approval of the Superintendent's recommendation.

**Drafted, reviewed and submitted by:**

Patrick Snodgrass, CPSM, Director of Purchasing  
Michael Degutis, Chief Financial Officer

**Sincerely,**  
**Tim Forson**  
**Superintendent of Schools**

Bid #2018-11 Temporary Personnel May 2018.pdf (384 KB)

## Administrative Content

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

## Workflow

Workflow                      Apr 26, 2018 10:23 AM :: Submitted by Wendy Wilson. Routed to Wendy Wilson for approval.  
Apr 26, 2018 10:23 AM :: Approved by Wendy Wilson. Routed to Patrick Snodgrass for approval.  
Apr 26, 2018 10:25 AM :: Approved by Patrick Snodgrass. Routed to Gina Fallica for approval.  
Apr 26, 2018 10:51 AM :: Approved by Gina Fallica. Routed to Mike Degutis for approval.  
Apr 26, 2018 11:47 AM :: Approved by Mike Degutis. Routed to Vicki Davenport for approval.  
Apr 26, 2018 12:10 PM :: Approved by Vicki Davenport. Routed to Cathy Mittelstadt for approval.  
Apr 26, 2018 1:32 PM :: Approved by Cathy Mittelstadt. Routed to Vicki Moody for approval.  
May 1, 2018 9:42 AM :: Approved by Vicki Moody. Routed to Tim Forson for approval.  
May 1, 2018 1:35 PM :: Final approval by Tim Forson

Last Modified by Tim Forson on May 1, 2018



## ST. JOHNS COUNTY SCHOOL DISTRICT

Sebastian Administrative Annex

Purchasing Department

3015 Lewis Speedway, Unit 5

St. Augustine, Florida 32084

Telephone (904) 547-8941 FAX (904) 547-8945

*Patrick Snodgrass, CPSM  
Director of Purchasing*

### MEMORANDUM

TO: Michael Degutis, Chief Financial Officer

FROM: Patrick Snodgrass, Director of Purchasing *Patrick Snodgrass*

DATE: April 26, 2018

SUBJECT: Bid #2018-11, Temporary Personnel

In March 2018 the District released an Invitation to Bid for Temporary Personnel. The bid requires a percentage markup for specific positions with a set hourly pay rate. The bid allows additional positions to be added at a rate agreed upon by both parties. Several companies were notified of this bid through DemandStar. In addition, the District released an ad in The St. Augustine Record on three different dates. The District received seven submittals and one "no bid".

The District requires awarded vendors to provide weekly time sheets to their employees which are manually filled out and approved by an authorized District representative. SPUR Employment, Inc., uses a different model allowing their employees to clock in and out using a smart phone and the coordinates of the location where services are to be performed. An authorized District representative is then able to log in and view hours.

I recommend the award to Coherent Staffing Solutions LLC, Graham Staffing, Inc., Westaff, PESG of Florida LLC, SPUR Employment, Inc., and AUE Staffing for all bid positions. However, it should be noted that usage of temporary employees through SPUR Employment, Inc., will be limited to a specific group of schools/departments until all questions regarding timesheets and approval have been answered and results are satisfactory to the District.

Tabulation Sheet

	Hourly Pay Rate	Howroyd-Wright Employment Agency, Inc. dba Apple One Employment Services		Coherent Staffing Solutions LLC		Graham Staffing, Inc.		Westaff		EDU Staff		PESG of Florida LLC		SPUR Employment, Inc.		AUE Staffing, Inc.	
		Percentage Markup	Hourly Bill Rate	Percentage Markup	Hourly Bill Rate	Percentage Markup	Hourly Bill Rate	Percentage Markup	Hourly Bill Rate	Percentage Markup	Hourly Bill Rate	Percentage Markup	Hourly Bill Rate	Percentage Markup	Hourly Bill Rate	Percentage Markup	Hourly Bill Rate
General Clerical Worker	\$10.50	45%	\$15.23	30%	\$13.65	36%	\$14.28	35%	\$14.18	No Bid	No Bid	39.95%	\$14.69	22%	\$12.81	32%	\$13.86
Food Service Worker	\$10.50	No Bid	No Bid	No Bid	No Bid	40%	\$14.70	37%	\$14.39	No Bid	No Bid	39.95%	\$14.69	22%	\$12.81	39%	\$14.60
Custodial/Laborer Worker	\$10.50	No Bid	No Bid	40%	\$14.70	40%	\$14.70	40%	\$14.70	No Bid	No Bid	44.95%	\$15.22	22%	\$12.81	42%	\$14.91
Warehouse Worker	\$10.50	No Bid	No Bid	No Bid	No Bid	40%	\$14.70	41.05%	\$14.81	No Bid	No Bid	44.95%	\$15.22	22%	\$12.81	42%	\$14.91

Eight (8) responses received. Recommend award to Coherent Staffing Solutions LLC, Graham Staffing, Inc., Westaff, PESG of Florida LLC, SPUR Employment, Inc., and AUE Staffing, Inc.