

TOWN OF PALM BEACH

Information for Town Council Meeting on: July 10, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: H. Paul Brazil, P.E., Director of Public Works

RE: Award a Contract to Labor Max Staffing for Temporary Labor Services
Resolution No. 092-2018

DATE: June 15, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 092-2018, awarding a purchase order to Labor Max Staffing for temporary labor services in an amount not-to-exceed \$28,000 for FY18. The annual project budget shall be \$167,420, plus a \$20,000 annual contingency, for a five (5) year project budget of \$937,100 contingent on funding in future fiscal years.

GENERAL INFORMATION

The Public Works Department uses a temporary labor pool to supplement the existing Town workforce and assist with various tasks throughout the Town. These tasks include roadway sweeping and landscape debris collection in the Trash Bureau, collection of litter, landscape debris and other tasks in the Grounds Bureau. This pool of employees operates under the direct supervision of Town staff. The current vendor utilized by the Town was based in Virginia and unable to provide employees in a prompt manner and the Town opted to solicit a new bid for these services.

The Town issued Bid No. 2018-33 for the temporary labor services. This bid requires the vendor to have an office located within 30 miles of the Town and staffing to be available with 72 hours. Pricing was requested for labor services in the Services, Facilities and Water Resources Divisions. Option one (1) is for a percentage mark-up over established hourly rates. Option two (2) is for a fixed hourly labor rate and Option three (3) is a fixed hourly rate with a drivers' license.

On May 22, 2018, six (6) vendors submitted bids to provide this service. The Town reviewed the bids and identified primary, secondary, and tertiary vendors for each Option and each Division. This will eliminate the need to rebid services if one or more vendors fail to perform their duties as described in the contract or if their current workload prevents them from responding to Town requests for temporary labor assistance. The Options and awarded vendors are described below:

Option One (1) – Percent of Mark-up Over the Established Hourly Rate (All Divisions)

- Primary Awardee – Labor Max Staffing
- Secondary Awardee – Packplus, Inc.
- Tertiary Awardee – Resume Hounds, Inc.

Option Two (2) – Fixed Rate

- Primary Awardee – Labor Max Staffing
- Secondary Awardee – A & Associates
- Tertiary Awardee – GL Staffing Services

Option Three (3) – Fixed Rate with a Driver's License

- Primary Awardee – Labor Max Staffing
- Secondary Awardee – A & Associates (Water Resources)
- Secondary Awardee – GL Staffing (Facilities and Services)
- Tertiary Awardee – A & Associates (Facilities and Services)
- Tertiary Awardee – GL Staffing (Water Resources)

Based on submitted bids, Town staff requests awarding a purchase order to Labor Max Staffing for temporary labor services in the amount of \$24,300. The FY18 project budget shall be established at \$28,000 which includes a fifteen percent (15%) contingency for unforeseen or emergency work. The five (5) year project budget is estimated to be \$937,100 which includes an annual cost of \$167,420 and a \$20,000 annual contingency based on funding in future fiscal years.

FUNDING/FISCAL IMPACT

Sufficient funds exist in the Public Works FY18 operating budget to accomplish this work. Future work will be contingent on funding in future fiscal years.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This Resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Le Clainche, Director of Finance
Eric B. Brown, P.E., Assistant Director of Public Works
Brett Madison, Facilities Division Manager
Chester Purves, Services Division Manager
Dean Mealy, Purchasing Manager