

Information for Town Council Meeting on September 10, 2019

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving the Award of Invitation to Bid No. 2019-26, Temporary Staffing Services for the Department of Business Development and Operations to the following two (2) Firms; Spur Employment Inc. dba Spur and Precision Staffing, Inc. dba AP Recruiters and Associates Contingent upon Budget Approval, in the Annual Contract Award Amount of \$428,000 and a Proposed Five Year Award of \$2,247,000, Contingent upon Satisfactory Vendor Performance and Budget Approval, **Resolution No. 92-2019**

DATE: 3 September 2019

STAFF RECOMMENDATION

Staff recommends Town Council approval of Resolution No. 92-2019, approving the Award of Invitation to Bid No. 2019-26, Temporary Staffing Services for the Department of Business Development and Operations to the following two (2) Firms; Spur Employment Inc. dba Spur and Precision Staffing, Inc. dba AP Recruiters and Associates contingent upon budget approval, in the annual contract award amount of \$428,000 and a proposed five (5) year award of \$2,247,000, contingent upon satisfactory vendor performance and budget approval.

SUMMARY EXPLANATION/BACKGROUND

The current award, Bid No. 2014-21 expires on September 30, 2019. Since this was a five year award, no additional extensions are permitted.

Purchasing issued Invitation to Bid No. 2019-26 on May 29, 2019. A total of fifteen (15) firms reviewed the solicitation and five (5) firms responded based on their ability to fill positions that were noted as required to support operations in addition to their markup for staff provided.

The bids were received on July 11, 2019 and five (5) firms were responsive and responsible to the bid requirements. A Best and Final Offer Request was made to each firm. Four (4) of the firms reduced their percentage markup.

The bid document called for the award to the two (2) low, responsive, responsible bidders. Spur Employment Inc. dba Spur and Precision Staffing, Inc. dba AP Recruiters and Associates are recommended for award, with Spur being the primary vendor to the Town. The markup rate for

Spur is 22% and 29% for the recommended secondary vendor, AP Recruiters and Associates.

The incumbent vendor, Faneuil, Inc. had proposed a markup rate of 37.27%.

The contract is utilized to support staffing at Par 3, Tennis and the Recreation Center. The projected budgeted amounts are as follows: Par 3, \$328,000, Tennis, \$64,000, and Recreation Center, \$36,000 based on past usage of staffing.

FISCAL IMPACT/FUNDING SOURCE

The funding will for this program is from the Department of Business Development and Operations' operating budget, contingent upon budget approval.

USER DEPARTMENT CONCURRENCE

The Department of Business Development and Operation is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Carolyn Stone, Director, Business Development and Operations
Duke Basha, Assistant Purchasing Manager