

CITY OF CARROLLTON

GENERAL CONDITIONS

AND

SPECIFICATIONS

FOR

REQUEST FOR PROPOSAL

FOR

TEMPORARY SERVICES

RFP # 12-020

CLOSING DATE: THURSDAY, JUNE 28, 2012

11:30 AM

PROPOSAL OF BIDDERS

The following RFP is made for furnishing the materials/services for the city of Carrollton, Texas.

The undersigned declares that the amount and nature of the materials/services to be furnished is understood and that the nature of this bid is in strict accordance with the conditions set forth and is a part of this bid, and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the bids are opened.

The undersigned, in submitting this bid, represents that they are an equal opportunity employer, and will not discriminate with regard to race, religion, color, national origin, age or sex in the performance of this contract.

The undersigned hereby proposes to furnish the items on, F.O.B. Carrollton, Texas, freight pre-paid at the unit prices quoted herein after notice of bid award.

The undersigned affirms that they are duly authorized to execute this contract that this company, corporation, firm, partnership or individual and has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this type of business prior to the official opening of this bid.

Temporary Services RFP# 12-020		Respectfully Sub	Respectfully Submitted,		
PLEASE INCLUDE A COPY O	OF YOUR W-9				
		SIGNATURE			
		DATE			
PRINTED NAME		TITLE			
COMPANY NAME	CONTACT PERSON (Must have knowledge of Bid)				
BILLING ADDRESS	STREET	CITY	STATE	ZIP	
MAILING ADDRESS	STREET	CITY	STATE	ZIP	
PHONE NUMBER (metro/toll free)	FAX NUM	MBER E-	-MAIL ADDRESS		
HUB Vendor Status Y	ES	(attach certification)	NO		

<u>HUB VENDORS:</u> HUB vendors (Historically Underutilized Business) are vendors who's company is owned by either a minority or woman. If you are classified as a HUB vendor and have certification to prove this, please respond below and attach a copy of your certification. If you would like to read the Texas bid statute which references HUB vendors, please follow this link http://www.statutes.legis.state.tx.us/SOTWDocs/LG/htm/LG.252.htm

NO BID: If response is not received in the form of a "Bid" or "No Bid" bidder will be removed from bid list. Please give a specific reason as to why you are unable to bid, i.e.: we do not sell the required product/service. **No bids may be faxed to: 972-466-3175**

NOTICE TO BIDDERS

Sealed proposals will be received by the city of Carrollton, Carrollton, Texas, at the office of Vince Priolo, Purchasing Manager, City Hall Building, 1945 E. Jackson Road, Carrollton, Texas 75006-1790 or **via email**, until the hour of 11:00AM on the 28th day of June, 2012at which time proposals duly delivered and submitted will be considered for supplying the following:

REQUEST FOR PROPOSAL FOR TEMPORARY SERVICES RFP # 12-020

Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the Purchasing Manager, the bidder shall be responsible for actual delivery of the bid to the Purchasing Manager before the advertised date and hour for opening of bids. If mail is delayed by the postal service, courier service, an ISP – internet service provider or in the internal mail system of the city of Carrollton beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

The term RFP and BID are used as interchangeable terms in this document.

Information concerning the specifications may be submitted electronically to Chrystal Davis, Workforce Services Manager, at chrystal.davis@cityofcarrollton.com or by phone at 972-466-4917. Please be sure to copy the Purchasing Department regarding any and all correspondence via email to purchasing@cityofcarrollton.com.

Information on the bid process/procedures may be obtained from Vince C. Priolo, Purchasing Manager and or Ebonie Williams, Buyer at 972-466-3133 and via email purchasing@cityofcarrollton.com via email.

Until the final award by the city of Carrollton, said City reserves the right to reject any and/or all bids, to waive technicalities, to re-advertise, to proceed otherwise when the best interests of said City will be realized hereby. Bids will be submitted sealed and plainly marked with the date and time of opening.

The city of Carrollton Municipal Building is wheelchair accessible. For accommodations or sign interpretive services needed for bid openings, please contact the Purchasing Office 48 hours in advance at (972) 466-31335.

City of Carrollton, Texas

Vine Part

Vince C. Priolo

Purchasing Manager

Publication Dates: Wednesday, June 13, 2012

&

Wednesday, June 20, 2012

Closing Date: Thursday, June 28, 2012 @ 11:00 AM

GENERAL CONDITIONS

ADDENDA

It is the responsibility of the vendor to check for addenda. Addenda will be posted to the City's website: www.cityofcarrollton.com/purchasing

ANNUAL CONTRACT FUNDING

The city operates on a fiscal year that ends on September 30th. Because state law mandates that a municipality may not commit funds beyond a fiscal year, this bid is subject to cancellation if funds for this commodity are not approved in the next fiscal year.

ASSIGNMENT OF BID/CONTRACT

The successful bidder may not assign their rights and duties under and award without the written consent of the City's Purchasing Manager. Such consent shall not relieve the assignor of liability in event of default by their assignee.

BID CONSIDERATION / TABULATION

After bids are opened and publicly read, the bids will be tabulated for comparison on the basis of the bid prices and quantities (lowest responsible vendor) or by the best value method shown in the Proposal. Until final award of the Contract, the city reserves the right to reject any or all bids, to waive technicalities, and to re-advertise for new bids, or proposed to do the work otherwise in the best interests of the City.

The following items will be considered when an award is based on best value:

- The purchase price;
- The reputation of the bidder and of the bidder's goods or services;
- The quality of the bidders' goods or services;
- The extent to which the goods or services meet the municipality's needs;
- The bidder's past relationship with the municipality;
- The impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- The total long-term cost to the municipality to acquire the bidder's goods or services; and
- Any relevant criteria specifically listed in the request for bids or proposals.

BID SUBMISSION

Bids may be submitted in person, electronically or by mail.

- To submit a bid electronically, all documents must be returned and a digital signature provided on the proposal to bidders form. As an alternative to the digital signature, the bid may be sent electronically and the proposal to bidders form may be faxed to 972-466-3175. This form is the only page that will be accepted via fax.
- Submit bids via email to bids@cityofcarrollton.com
- Submit bids via mail to PO Box 110535, Carrollton, TX 75011-0535
- To submit a bid via mail, all documents must be returned and an original signature provided on the proposal to bidders sheet.
- Bids will not be accepted in either format without a signature.
- The City is not responsible for mail service. See page 2, paragraph 2 of the Notice to Bidders.

BRAND NAMES

If items for which bids have been called for have been identified by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Bids offering "equal" products will be considered for award if such products are clearly identified in the bids and are determined by the Purchasing Manager and requesting Department to be equal in all material respects to the brand name products referenced. Unless the bidder clearly indicates in their bid that they are offering an "equal product", their bid shall be considered as offering a brand name product referenced in the Proposal Schedule.

CANCELLATION OF BIDS

Bids may be cancelled with 30 days written notice with good cause.

CHANGES OR ALTERATIONS

No part of this bid may be changed/altered in any way. Vendors must submit written requests to change any specifications/conditions with their proposal. *Changes made with out submission of a written request to this bid will result in disqualification.*

COMPLETING INFORMATION

Bidder must fill in all information asked for in the blanks provided under each item. Failure to comply may result in rejection of the Bid at the City's option.

CONTRACT CLAUSE

All bidders understand and agree that the vendor's bid response will become a legally binding contract upon acceptance in writing by the City. This contract may be superceded only if replaced with a more extensive contract that is agreed to by both parties.

DEFAULT

In case of default of the successful bidder, the city of Carrollton may procure the articles from other sources and hold the bidder responsible for any excess cost occasioned thereby.

DELIVERY

The City reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If order is given and the Bidder fails to furnish the materials by the guaranteed date, the City reserves the right to cancel the order without liability on its part. All prices are to be F.O.B. Carrollton, Texas all freight prepaid.

DELIVERY DATE

Delivery date is an important factor to the City and may be required to be a part of each bid. The city of Carrollton considers delivery time to be that period elapsing from the time the individual order is placed until that order or work thereunder is received by the City at the specified delivery location. The delivery date indicates a guaranteed delivery at Carrollton, Texas. Failure of the bidder to meet guaranteed delivery dates or service performance could affect future City orders.

Whenever the Contractor encounters any difficulty which is delaying or threatens to delay timely performance (including actual or potential labor disputes), the Contractor shall immediately give notice thereof in writing to the Purchasing Manager, stating all relevant information with respect thereto. Such notice shall not in any way constitute a basis for an extension of the delivery or performance schedule or be construed as a waiver by the City of any rights or remedies to which it is entitled by law or pursuant to provisions herein. Failure to give such notice, however, may be grounds for denial of any request for an extension of the delivery or performance schedule because of such delivery.

INDEMNIFICATION

In case any action in court is brought against the Owner, or any officer or agent of the Owner, for the failure, omission, or neglect of the vendor to perform any of the covenants, acts, matters, or things by this contract undertaken; or for injury or damage caused by the alleged negligence of the vendor or his subcontractors or his or their agents, or in connection with any claim based on lawful demands of subcontractors, workmen, materialmen, or suppliers the vendor shall indemnify and save harmless the Owner and his officers and agents, from all losses, damages, costs, expenses, judgments, or decrees arising out of such action.

INSURANCE

Deductibles, of any type, are the responsibility of the vendor/contractor

MISCELLANEOUS

Except as to any supplies or components which the specifications provide need not be new, all supplies and components to be provided under this contract shall be new (not used or reconditioned, and not of such age or so deteriorated as to impair their usefulness or safety), of current production and of the most suitable grade for the purpose intended. If at any time during the performance of this contract the Contractor believes that the furnishing of supplies or components which are not new is necessary or desirable, they shall notify the Purchasing Manager immediately, in writing, including the reasons therefore and proposing any consideration which will flow to the City if authorization to use supplies or components is granted.

The city of Carrollton supports a recycling program. Recycled materials are acceptable and will be considered for award. The City desires to use recycled products when a comparable material/product is available. If your company distributes products made of recycled materials please submit an alternate bid for the items requested. All recycled products should meet the minimum standards established in the bid specifications provided. State any exceptions: costs, warranties and percentage of recycle materials used in the manufacture of the material/product. The City will determine the acceptability of the materials/product bid as an alternate.

The City will consider special vendor pricing on discounts in exchange for City's willingness to participate in new product testing or promotion including ability of vendor to bring other potential customers to city job sites to demonstrate product. The amount of product discount in exchange for these services should be clearly stated in the bid document. Any promotional strategies should be discussed with the Purchasing Manager and approved by the appropriate City Official(s) before submission of the bid.

Successful bidder(s) agrees to extend prices to all entities that have entered into or will enter into joint purchasing inter-local cooperation agreements with the city of Carrollton. As such, the city of Carrollton has executed an inter-local agreement with certain other governmental entities authorizing participation in a cooperative purchasing program. The successful vendor may be asked to provide product/services, based upon the bid price, to any other participant in the forum.

The City operates on a fiscal year that ends on September 30th. State law mandates that a municipality may not commit funds beyond a fiscal year; this bid is subject to cancellation if funds for this commodity are not approved in the next fiscal year.

PAYMENT TERMS & CONDITIONS

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. City review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials or service. Bids which call for payment before 30 days from receipt of invoice, or cash discounts given on such payment, will be considered only if in the opinion of the Purchasing Manager the review, inspection and processing procedures can be completed as to the specific purchases within the specified time.

It is the intention of the city of Carrollton to make payment on completed orders within thirty (30) days of receiving invoicing unless unusual circumstances arise. Invoices shall be fully documented as to labor, materials and equipment provided. Orders will be placed by the Purchasing Department and must be given a Purchase Order Number to be valid. No payments shall be made on invoices not listing a Purchase Order Number. No partial payment will be made.

Payment will not be made by the City until the vendor has been given a Purchase Order Number, has furnished proper invoice, materials, or services, and otherwise complied with City Purchasing procedures, unless this provision is waived by the City.

PROVISIONAL CLAUSES

The city of Carrollton will not enter into any contract where the cost is provisional upon such clauses as are known as "escalator" or "cost-plus" clauses.

REJECTION OF BIDS

The City reserves the right to reject any or all bids or to waive technicalities at its option when in the best interests of said City.

Bids will be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, unauthorized alternate bids or irregularities of any kind. However, the City reserves the right to waive any irregularities and to make the award in the best interests of the City.

The City reserves the right to reject any or all bids, and all bids submitted are subject to this reservation. Bids may be rejected, among other reasons, for any of the following specific reasons:

- Bids received after the time limit for receiving bids as stated in the advertisement.
- Proposal containing any irregularities.
- Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

- Reason for believing collusion exists among the Bidders.
- Reasonable grounds for believing that any Bidder is interested in more than one Proposal for the work contemplated.
- The Bidder being interested in any litigation against the City.
- The Bidder being in arrears on any existing contract or having defaulted on a previous contract.
- Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
- Uncompleted work, which in the judgment of the City will prevent or hinder the prompt completion of additional work if awarded.

REQUEST FOR NON-CONSIDERATION

Bids deposited with the City cannot be withdrawn prior to the time set for opening bids. Request for non-consideration of bids must be made in writing to the Purchasing Manager and received by the City prior to the time set for opening bids. After other bids are opened and publicly read, the Proposal for which non-consideration is properly requested may be returned unopened. The Proposal may not be withdrawn after the bids have been opened, and the Bidder, in submitting the same, warrants and guarantees that this bid has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes and that such bid will not and cannot be withdrawn because of any mistake committed by the Bidder.

SALES TAX

The total for each bid submitted must include any applicable taxes. Although the City is exempt from most City, State, or Federal taxes, this is not true in all cases. It is suggested that taxes, if any, be separately identified, itemized, and stated on each bid. The City cannot determine for the bidder whether or not the bid is taxable to the City. The bidder through the bidder's attorney or tax consultant must make such determination. Bills submitted for taxes after the bids are awarded will not be honored.

SPECIFICATIONS

- 1. The purpose and intention of this RFP is for the City of Carrollton to receive written proposals on an hourly rate for Temporary Personnel Service. This Request For Proposal will be evaluated using price as 40% of the weighted amount, mark-up as 40% and references/reputation of the company as 20%.
- 2. Awardees will comply with all State, Federal, and local laws (including the Americans With Disabilities Act, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, and Civil Rights Act of 1991) as to treatment and compensation of its employees. City shall make no payments to individual workers.
- 3. It is the responsibility of the temporary service provider to conduct pre-employment checks (some examples may include but are not limited to, nationwide and county specific criminal history checks, credit checks, motor vehicle checks, etc) prior to sending someone on assignment to work for the City of Carrollton. Prior to placing a candidate (and/or during placement), the City of Carrollton has the right to review the outcome of the pre-employment checks to ensure candidates meet or exceed employment standards.

Light Industrial and Maintenance related workers are often hired for seasonal work and often immediately inquire about permanent employment with the City. In an effort to fill seasonal positions more quickly the City reserves the right to hire on Light Industrial and Maintenance temporary staff directly after 30 days on assignment without an additional cost/fee to the City.

4. **INSURANCE REQUIREMENTS**

Requirements are listed below and are the minimum acceptable coverage. AN INSURANCE REQUIREMENT AFFIDAVIT OR CERTIFICATE MUST BE SUBMITTED TO BE CONSIDERED.

Commercial General Liability: \$1,000,000.00 combined single limit per occurrence for Fire Damage, Medical Expenses, Personal & Advertising Injury, General Aggregate and Products–Completed Operations Aggregate. This policy shall have no coverage removed by exclusions.

Automobile Liability: \$500,000.00 combined single limit per accident for bodily injury and property damage. Coverage should be provided as a "Code 1," any auto.

Worker's Compensation and Employers' Liability: Statutory. Employers Liability policy limits of \$500,000.00 for each occurrence, \$500,000.00 Aggregate - Disease.

Other Insurance Provisions

The City must be named as an additional insured on the Commercial General Liability and Automobile Liability Insurance policies. These insurance policies shall contain the appropriate additional insured endorsement signed by a person authorized by the insurer to bid coverage on its behalf.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been provided to the City. If the policy is cancelled for non-payment of premium, only ten (10 days notice is required.

Insurance is to be placed with insurers with a Best rating of no less than A:VII. The company must also be duly authorized to transact business in the State of Texas.

Workers' Compensation and Employers' Liability Coverage: The insurer shall agree to waive all rights of subrogation against the City, its officials, employees and volunteers for losses arising from the activities under this contract.

Certificates of Insurance and Endorsements effecting coverage required by this clause shall be forwarded to:

City of Carrollton
Purchasing Department
P. O. Box 110535
Carrollton, Texas 75011-0535

Insurance Certificate must be submitted and issued with the City listed as the certificate holder.

Cancellation Policy must read as follows:

"Should any of the above described polices be cancelled before the expiration date thereof, the issuing insurer will mail a 30 days written notice to the certificate holder named to the left."

- 5. The City has the right to control the details of the temporary employees' work while assigned to the City.
- 6. In the event that the temporary will be assigned driving duties, the City reserves the right to conduct a motor vehicle history check and a drug test before placing the temporary in the work environment.
- 7. The City of Carrollton estimates a total of 3,000 hours of temporary services are needed for the one-year period of this price agreement. It is specifically understood and agreed that these hours are approximate and any increased hours will be paid for at the quoted hourly rate. It is further understood that the supplier shall not have any claim against the City of Carrollton for hours less than the estimated amount.
- 8. This RFP will be awarded by category or in a manner that is the most advantageous to the city.
- 9. The attached list of position specifications is the different types of personnel which may be needed by the City of Carrollton. Please use this form for quoting hourly rates for each description.
- 10. Award criteria shall be based on the lowest weighted average rate for Category I which represents the most heavily used positions. Categories II and III will be awarded based on the lowest average weight. A maximum response time of one (1) hour; the ability and quality of testing and training; and worker's compensation and liability coverage will also be factors considered in the award. A primary, secondary and third agency will be designated. In the event that the primary agency cannot respond in one (1) hour, the City will move to the secondary agency for back-up coverage. If the secondary agency cannot meet the response time, the City will contact the third agency for back-up coverage.
- 11. Hourly rates proposed shall be firm for one (1) year from award date and shall be binding if agency is selected for primary, secondary or third provider. This price agreement contains an option to renew for two (2) additional one (1) year periods, under the same terms and conditions provided both parties are in agreement.

- 12. Please list at least 2 references, preferably municipalities that you are currently doing business with. Include the following: Government name, Address, phone number, and contact person. (Please use the sheet titled Reference on page 16.
- 13. Please submit a draft of contract services to include:
 - a) Description of agency and services provided;
 - b) Applicant/employee testing conducted by agency;
 - c) Employee training conducted by agency;
 - d) Statement about worker's compensation and liability insurance coverage.
 - e) Statement on the extent of employee background checks.
- 14. If the primary awardee fails to meet the requirements of the bid specification and the City of Carrollton Temporary Personnel Service Operating Procedures (see attached page), the Annual Price Agreement for Temporary Services may be canceled upon 30 days written notice. The secondary awardee will then be designated as primary awardee and the third awardee will be designated as secondary awardee.
- 15. The city of Carrollton reserves the right to make a bid award to either one vendor whose bid is the best value for the city, or to multiple vendors. If the award is made to multiple vendors, it will be either as one vendor being the primary vendor and the other vendor the secondary vendor, or both vendors awarded jointly
- 16. All awardees will receive written notice of the bid award, which will include the agreed upon rate for each job description, a copy of the Temporary Personnel Services Specifications and a copy of the Temporary Personnel Service Operating Procedures.
- 17. Pages 2 through 20 must be submitted/included with your returned bid.

TEMPORARY PERSONNEL SERVICE

OPERATING PROCEDURES

- An employee within the City of Carrollton Workforce Services/Human Resources department will call the temporary agency to place an order stating the position, typical duties, person and department the temporary will report to, starting time, date, and length of employment. At this time, the agency must verify the bid rate for the position ordered.
- Temporary agency must make contact with the City of Carrollton Workforce Services/Human Resources Department within a maximum of **one hour**, and supply a temporary worker with in a maximum of three hours. Agency must either, at the time a temporary is ordered or prior to the three-hour time limit, supply the name of the temporary to the Department of Workforce Services/Human Resources. In addition, the agency shall inform the temporary of the department in which he/she will be located.
- All contact regarding temporary services must be made with the Department of Workforce Services/Human Resources and not with the departments requesting the temporaries.
- When supplying a temporary, the agency must ensure the following:
 - One temporary per order unless the time period is extended by the department requesting a temporary. Whenever this change is made, the agency must supply Workforce Services/Human Resources with the name of the replacement.
 - Once a temporary is assigned to a department, the temporary is expected to work the full assignment unless the temporary or supervisor is dissatisfied with the assignment. Temporaries are not to be reassigned by the agency.
 - Assigned temporaries must meet position specifications as set forth in the Annual Price Agreement for Temporary Services. The City reserves the right to request another temporary if the first does not meet performance standards.
- All temporaries are expected to report to work on time and dress appropriately for public contact.
- In the event the primary awardee is unable to provide the requested temporary within the specified one hour time period and the City is forced to go to the next provider, the primary vendor will pay the resulting difference in cost.
- In the event the secondary awardee is unable to provide the requested temporary within the specified one hour time period and the City is forced to go to the next provider, the secondary vendor will pay the resulting difference in cost.
- The agency shall attach time sheets to the invoices. To expedite invoice payments, the agency shall indicate the department/division in which the temporary worked (i.e. Environmental Health, Library, Water, Streets, etc.) on the attached time sheets. Individual temporaries shall be placed on separate invoices.

TEMPORARY SERVICES POSITION SPECIFICATIONS

CATEGORY I: CLERICAL/SECRETARIAL

These positions will make up 60% of the weighted average.

1. RECEPTIONIST

Places, receives and routes phone calls. Provides general information to callers or visitors. Greets and directs visitors. Provides telephone directory assistance. Takes telephone messages. Additional duties may include: opening, delivering and sending mail; using photocopying and facsimile machine; typing general letters or information on a typewriter.

2. GENERAL CLERK II

Ability to process information from several sources according to established guidelines; compiles information for and types/reviews/proofreads documents, reports, forms, etc.; occasionally types memos and correspondence; researches and corrects general problems; analyzes and posts information to records, reports, cards and files; answers general inquiries; routes calls/visitors to appropriate source. Must have knowledge of general office practices and procedures and ability to operate general office equipment such as typewriter, computer, adding machine, copying machine, etc. Typing/data entry speed of 40 wpm. Must have knowledge of specified software (basic knowledge and skill - not advanced).

3. SECRETARY

Ability to perform a variety of office tasks such as answering a multi-phone line (4-8 lines); answers questions according to established guidelines; routes calls/visitors to appropriate source; types and proofreads reports and other correspondence on typewriters or on a word processor/computer; composes correspondence and memos; opens and distributes mail; files/retrieves documents; may schedule appointments and make travel arrangements. Must have knowledge of general office practices/procedures and equipment such as computer, typewriter, copying machine, adding machine, etc. Typing/data entry speed of 60 wpm. Prefer experience on equipment and software specified (basic knowledge and skills - not advanced).

4. EXECUTIVE SECRETARY

Same skills as Secretary with ability to interface with Executives and handle confidential matters. Typing/data entry speed of 70 wpm and some statistical typing. Prefer experience on equipment and software specified (advanced knowledge and skills).

These positions will make up 40% of the weighted average.

5. GENERAL CLERK I

Ability to process information from one or several sources according to established guidelines; compiles, inputs, sorts and files data; performs simple, routine clerical duties; answers general inquiries; routes calls/visitors to appropriate source. Must have knowledge of general office practices and procedures and ability to operate general office equipment such as typewriter, computer, adding machine, copying machine, etc. Typing/data entry speed of 40 wpm. Must have knowledge of specified software (basic knowledge and skill - <u>not</u> advanced).

6. DATA ENTRY CLERK

Operates a computer system to input a variety of data; compiles and ensures information is complete and accurate; generates reports and other information; distributes to proper personnel. Must have knowledge of specified equipment and software and skill of 3,000 strokes per hour.

7. SENIOR DATA ENTRY CLERK

Operates a computer system to input a variety of data; compiles and ensures information is complete and accurate; generates reports and other information; distributes to proper personnel; assists in routing calls/visitors to appropriate source; and may perform other general office duties. Must have knowledge of specified equipment and skill of 10,000 strokes per hour.

CATEGORY II: ACCOUNTING

8. ACCOUNTING CLERK

Performs calculations such as addition, subtractions, percentages; uses 10 key by touch and light detail accounting. Must have the ability to handle money and be familiar with banking procedures. Skill in reading computer readouts and conduct basic research. Ability to perform simple journal entries.

9. SENIOR ACCOUNTING CLERK

Same skills as Accounting Clerk. Working experience in accounting, some typing and answering inquiries required. Knowledge of accounting principles. Ability to perform complex journal entries.

CATEGORY III: OPERATIONS

Temporary staff placed for assignment in this category must be provided gloves, safety goggles, a safety vest and a name badge or "STAFF" t-shirt issued by the temporary agency prior to sending them out for assignment with the City of Carrollton.

10. LIGHT INDUSTRIAL

Loading/unloading trucks, shipping and receiving, forklift, pulling orders, truck driving. Additional duties may include operating a computer for inventory control and accessing warehouse information and material, which requires general knowledge of a computer.

11. MAINTENANCE WORKER

Painting, light maintenance, janitorial, carpentry, service technician. Lawn maintenance/mowing, upkeep of shrubbery and flower beds, ditch digging, and general clean up/trash removal.

12. LABORER

Loading sanitation/brush trucks, lifting trash and recycle items weighing up to 45 lb. Responsible for picking up brush and general clean up.

CATEGORY IV: LIBRARIAN

LIBRARIAN

Provides assistance and information to library patrons; Works as needed at Adult or Youth Services Public
service desks; Assists patrons in the use of print and online reference sources such as; the online catalog, CDROM indexes and/or periodical indexes; Advises patrons on the selection of materials; Searches library
collection to locate requested information.

MINIMUM QUALIFICATIONS

- Possession of a Bachelor's Degree with a Master's of Information Science Degree or equivalent field preferred from an American Library Association accredited college or university
- Work afternoons, evenings and weekends including Sunday.
- Must have flexible work availability

PREFERENCES:

Public Library experience in youth and adult

Preference will be given to individuals who can meet the flexible schedule necessary

It is the responsibility of the temporary service provider to conduct pre-employment checks (some examples may include but are not limited to, nationwide and county specific criminal history checks, credit checks, motor vehicle checks, etc) prior to sending someone on assignment to work for the City of Carrollton. Prior to placing a candidate (and/or during placement), the City of Carrollton has the right to review the outcome of the pre-employment checks to ensure candidates meet or exceed employment standards.

Light Industrial and Maintenance related workers are often hired for seasonal work and often immediately inquire about permanent employment with the City. In an effort to fill seasonal positions more quickly the City reserves the right to hire on Light Industrial and Maintenance temporary staff directly after 30 days on assignment without an additional cost/fee to the City.

INSURANCE REQUIREMENT AFFIDAVIT

TO BE COMPLETED BY APPROPRIATE INSURANCE AGENT.

I, the undersigned agent, certify that the insurance requirements contained in this bid document have been reviewed by me with the vendor identified below. If the vendor identified below is awarded this contract by the City of Carrollton, I will be able, within ten (10) working days after being notified of such award, to furnish a valid insurance certificate to the CITY meeting all of the requirements contained in this bid.

Agent Signature		Printed Name			
Name of Insurance Carrier	ier				
Address of Agency		City	State	Zip	
Phone #	Fax #	Email .	Address		
Vendor / Contractor Na					
Acknowledgen Subscribed ad Sworn be	nent fore me by the above named				
	f				
(seal)					
		Notary Public in	n and for the State of		

NOTICE TO THE AGENT

If this time requirement is not met, the City has the right to declare this vendor non-responsible and award the contact the next lowest/responsible bidder meeting the specifications. If you have any questions concerning these requirements, please contact Ebonie Williams, City of Carrollton Purchasing at 972-466-3133.

REFERENCES

Please list at least two references of governments, individuals or companies that have used your temporary services:

COMPANY NAME OR CONTACT PERSON			
STREET ADDRESS	CITY	STATE	ZIP
CONTACT PERSON		TELEPHONE NUMB	ER
PRODUCTS/SERVICES USED			
COMPANY NAME OR CONTACT PERSON			
STREET ADDRESS	CITY	STATE	ZIP
CONTACT PERSON		TELEPHONE NUMB	ER
PRODUCTS/SERVICES USED			
COMPANY NAME OR CONTACT PERSON			
STREET ADDRESS	CITY	STATE	ZIP
CONTACT PERSON		TELEPHONE NUMB	ER
PRODUCTS/SERVICES USED			
COMPANY NAME OR CONTACT PERSON			
STREET ADDRESS	CITY	STATE	ZIP
CONTACT PERSON		TELEPHONE NUMBER	
PRODUCTS/SERVICES LISED			

PROPOSAL SHEET

Des	cription	Employee Hourly Rate	% Mark Up	Bill Rate
1.	Receptionist			
2.	General Clerk II			
3.	Secretary			
4.	Executive Secretary			
5.	General Clerk I			
6.	Data Entry Clerk			
7.	Senior Data Entry Clerk			
8.	Accounting Clerk			
9.	Senior Accounting Clerk			
10.	Light Industrial			
11.	Maintenance Worker			
12.	Laborer			
14.	Librarian			

CONFLICT OF INTEREST QUESTIONNAIRE

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code went into effect which requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the City Secretary of the City of Carrollton not less than the 7th business day after the person becomes aware of facts that require the statement to be filed.

A recent amendment to this state law that went into effect on September 1, 2007 now allows for two changes to the original statute:

- 1. The Conflict of Interest Questionnaire only needs to be filled out and returned with your bid if you or your company are aware of a conflict, and,
- 2. If the amount of the conflict exceeds \$2,500

It is the responsibility of every vendor filling out and returning this bid to determine if there is a conflict meeting the parameters listed above. If so, the City of Carrollton requires that this Questionnaire be completed and turned in with your bid. If there is no conflict, or if the amount of the conflict is less than \$2,500, then you are not required to submit the Questionnaire with your bid.

See Section 176.006, Local Government Code which reads "A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor."

CONFLICT OF INTEREST QUESTIONNAIRE **FORM CIQ** For vendor or other person doing business with local governmental entity This questionnaire is being filed in accordance with chapter 176 of the Local **OFFICE USE ONLY** Government Code by a person doing business with the governmental entity. Date Received By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176,006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An Offense under this section is a Class C misdemeanor. 1 Name of person doing business with local governmental entity. 2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.) 3 Name each employee or contractor of the local government entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship. A Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ Page 2

For vendor or other person doing business with local governmental entity

Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only
if the answer to A, B, or C is YES.
This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.
A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No
B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government Officer named in this section AND the taxable income is not from the local governmental entity? Yes No
C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves As an officer or director, or holds an ownership of 10 percent or more? Yes No
D. Describe each affiliation or business relationship.
Signature of person doing business with the governmental entity Date