

**SCHOOL BOARD OF BREVARD COUNTY**  
**OFFICE OF PURCHASING SERVICES**  
**2700 JUDGE FRAN JAMIESON WAY**  
**VIERA, FL 32940-6601**

**BID #09-035/BP – Temporary Personnel Services – Human Resources – Option Year 2 – (Amendment 1) – Adjustment for Minimum Wage Increase. Increase to take effect January 1, 2012.**

**VENDORS RECOMMENDED FOR RENEWAL**

<u>Vendor Name</u>	<u>Estimated Amount Awarded</u>	<u>Item Nos.</u>
<b>Vendor # 0000212265 Sunrise Staffing</b>	Indeterminate	All Categories
<b>Vendor # 0000212266 TRC Staffing Services</b>	Indeterminate	All Categories

**TOTAL Indeterminate**

**SOLICITATION SUMMARY**

Date Solicited: March 3 2009 Number of Items or Groups: 8  
Present to Board: April 28, 2009  
**Amendment Presented to Board**  
**for information:** November 22, 2011

**CONTRACT TERM:**

One year from May 12, 2011.

**RECOMMENDATION:**

On October 15, 2011, The State of Florida’s Department of Economic Opportunity announced that Florida’s minimum wage is going up by 36 cents to \$7.67 per hour effective January 1, 2012. It is the recommendation of Ms. Debra Pace, Deputy Superintendent of Human Resources Services and Staff to amend the award to increase the pay/bill rate to only those positions affected by the increase as noted in the highlighted attached Pay/Bill schedule.

**ACTION BY BOARD**

N/A Approved Recommendation(s) Above & Awarded

Meeting Date:

       Other \_\_\_\_\_

**Bid #09-035/BP - Temporary Personnel Services – Human Resources - Option Year 2**  
**Adjustment for Minimum Wage Increase.**

**Requirements**

This bid is to identify Agencies interested in providing temporary personnel services to the School Board of Brevard County (SBBC).

Agencies agreeing to provide said services in accordance with the terms and conditions contained herein and deemed acceptable, will be submitted to the SBBC for contract approval.

Agency's Qualifications

Only responsible Agencies qualified by previous experience and satisfactory completion of at least five contracts or orders for similar services within the last five years will be considered. The Agency shall be in sound financial position and qualified to perform the work. In order to facilitate prompt award of the contract, the Agency shall complete and submit the attached questionnaire with this bid package.

Failure to submit the above requested information may be cause for rejection of your proposal.

Hiring Criteria

The Agency must certify that all temporary personnel furnished will meet the following criteria:

- Five Panel Drug Screening Test (minimum)
- Blood Borne Pathogens and Hazardous Communication Training/Orientation
- High School Diploma (with the exception of: Food Service Worker, Cook, Baker, or Cashier and Custodial Worker)
- Fingerprints/Background Check (including State & Federal criminal history)
- Completed Form I-9 – Employment Eligibility Verification Form
- Hepatitis B Vaccine for all Custodial Workers

Documentation will be provided by the Agency upon request to show employees have satisfactorily completed specified screenings.

It will be understood and agreed by all parties that Agencies awarded the bid are independent contractors. The Agency will certify that the personnel provided have been properly screened, hired and are qualified to perform their duties in accordance with all applicable federal, state and local laws, ordinances and regulations. Any costs associated with the screening and hiring of Agency's employees is the sole responsibility of the Agency and in no way involves the SBBC with the exception of Food & Nutrition Services Temporary Personnel (See Invoicing & Payment).

Reciprocal Agreement

Any request by the SBBC that workers currently on their substitute and temporary workers list be given preference in transferring to the Agency's employment will be strictly honored as long as these individuals meet the hiring criteria of the Agency. This provision will apply to substitutes and temporaries of the SBBC on a voluntary basis.

Current SBBC temporary employees referred to the Agency can be hired by the SBBC at any time on a regular basis without any time constraints or charge by the Agency. Employees recruited and hired by the Agency cannot be hired on a regular basis by the SBBC until the employee completes 90 calendar days from the date of hire, regardless of the hours worked on the Agency's payroll. This condition may be waived by the Agency upon special request by the SBBC and does not apply to personnel for which the Agency has received payment of a finder's fee from the Office of Food & Nutrition Services (See Invoicing & Payment). Any special request will be submitted by the school/dept to the Agency in written form. The Agency must provide a written response to the requestor releasing the temporary worker for employment by the SBBC.

### Employee Placement

Employees are expected to report to work site within two hours of notification to the Agency. Each work assignment will be a minimum of four hours per day, normally 9:30 a.m. to 1:30 p.m. for Food Service Personnel. Start and End times may vary by school or department.

Job orders may be placed by any school principal, supervisor, or manager (Client) by telephone. After normal business hours, orders may be placed utilizing a paging system and/or a phone answering system. Job orders will include type of job, location of job, hours, expected duration of assignment, supervisor's name, and any other pertinent information.

The Client will contact the Agency of their choice directly with the job order. When the Agency is contacted, the job order is theirs to fill. If no temporary employees are readily available for placement, then the Client may cancel the job order and contact another SBBC approved Agency. The Client will not contact more than one Agency until it is evident that the Agency contacted has no one available to fill their job order.

The Agency will be responsible for locating the best qualified employee available for that position. First priority will be given to any special personnel requests made by the Client. The Agency will contact the Client prior to assigning new employees to existing job orders and will assign the new employee as directed by the Client based on their established priorities. The Agency will confirm via telephone to the appropriate staff member who placed the order, the name of the Agency employee assigned to their order.

In the event of incompatibility or less than expected performance by one of the Agency's employees, the Client need only place a telephone call to the Agency's office. The Agency is responsible for replacing any employee due to nonperformance or noncompliance of assigned job, as well as responsible for notifying said employee of such. In the event of illness or unforeseen emergencies regarding the Agency employee, the Agency is solely responsible for replacement of said employee.

### Invoicing & Payment

The Agency and employee are responsible for the correct completion of his/her time sheet. Each time sheet is completed reflecting the employee's name, school/department name, address, city, job title, and pay rate. Further breakdown shows the day of the week worked, the date, the actual start time, the actual finish time, the lunchtime taken (if applicable) and the number of regular hours for the day. All times are rounded to the nearest quarter (1/4) hour.

There is also space for any overtime hours completed; however, overtime must be pre-approved by both the Client and the Agency in order to be worked. The Agency will be responsible for notifying Clients in regard to employees who have worked hours in excess of a normal workday or week as in the case of dual assignments. Overtime is considered more than 10 hours per day or over 40 hours per week. The associated pay rate is 1.5 times the normal pay rate for overtime hours.

At the end of the week, or at the end of the employee's assignment at that location, hours are totaled. In order to be considered a valid and completed time sheet, the employee signature must accompany an authorized Client signature. A copy of this completed time sheet is given to the Client. It is the responsibility of the employee to then deliver the completed, signed time sheet to the Agency office in order to receive a paycheck. The Agency and the employee are responsible for a correct and complete time sheet.

Based on the abnormally low unemployment rate in Brevard County, each approved Agency will be paid a finder's fee of \$78.00 per Food Service Temporary Personnel. This amount may be invoiced after the employee completes one full day's work and must be invoiced within thirty days after employee's first day's work. Finder's fees apply only to the Office of Food & Nutrition Services requests. In addition Temporary Cafeteria Manager Interns and Surveillance Coordinator will receive \$.558 per mile reimbursement for travel expenses.

Personnel other than Food Services: Invoices will be sent to the SBBC Office of Accounting Services, 2700 Judge Fran Jamieson Way, Viera, FL 32940-6601 and include the following:

- A purchase order number issued by the SBBC.
- Location, such as, school or department number.
- Service provided (custodial, clerical, etc.).
- Each location billing will show the Agency's employee name, number of hours worked, hourly pay rate, hourly bill rate, and weekly pay period ending date.

Remittance will be made to the Agency and will be due in accordance with the payment cycle currently implemented by the SBBC.

Food Service Personnel: The SBBC Office of Food & Nutrition Services utilizes a Purchasing Card for payment of services. All approved vendors must accept credit card payments for Food Services Personnel.

#### Service Guarantee

This guarantee states the Agency will not invoice for an employee whose work was deemed unsatisfactory within the first four hours of the assignment. Recognizing that no matter how thorough an evaluation process may be, events will occur which require the Agency to reassign or terminate employees.

#### Usage Reports

A report shall be generated in an effort to increase productivity for the SBBC. This report should be generated no less than monthly. The report will show at minimum, the employees utilized the hours they worked, and the billed amount, by location.

#### Pricing

All service pricing is based on an hourly bill rate per employee. This hourly bill rate includes Employee's Pay Rate, matching FICA, Federal and State Unemployment Insurance, and Worker's Compensation Insurance. The temporary personnel assigned are strictly employees of the Agency.

#### Service Requirements

The awardees shall provide sufficient staff, resources, and facilities to ensure that the SBBC's business is handled in a timely manner.

#### Federal/State Charges & Adjustments

Federal/State-mandated increases in FICA, Federal Unemployment, Insurance Rates, State Unemployment Insurance Rates, and Worker's Compensation Insurance Rates, will be monitored throughout the term of the contract and may result in a modification of the bill rates by the SBBC.

SBBC will consider necessary pay & bill rate adjustments based upon increases to the State of Florida minimum wage hourly rate.

## Contract Term and Renewal of Contract

All agencies agreeing to these terms and conditions will be evaluated and, upon acceptance, will be recommended to the SBBC for contract approval.

The term of this contract shall be for a period of one year from the date awarded by the SBBC. This stipulation shall be subject to a thirty (30) day written notice of cancellation by either party. All prices shall be firm for the term of this contract. The awardees shall agree to this condition by signing their bid. If required, upon mutual agreement, the contract will be extended ninety (90) days beyond the contract expiration date.

The SBBC reserves the right to renew this contract for up to two (additional) one-year periods, upon mutual agreement with awardees, in writing. The SBBC, through the Office of Purchasing Services, shall, if considering renewal of contract, request a letter of intent to renew from the awardees prior to the end of the current contract period.

## Annual Contract Review

Within sixty (60) days prior to the expiration date of the contract, District and Purchasing Services personnel will meet with representatives of the approved agencies to review contract terms and conditions for the coming year. Job descriptions will be addressed individually.

## Job Descriptions

The Agency will be responsible for the appearance of all their working personnel assigned to a site (clean and appropriately dressed) at all times. Required special clothing is listed within the job listing and must be adhered to by temporary employees.

If Agency employees are required to assist with cooking, baking duties, or cash handling duties, this will be done under the direct supervision of the Cafeteria Manager.

## Food Service Personnel Pay Rate Procedures - Food Service Personnel Pay Rate Procedures – [New rates go into effect January 1, 2012](#)

All new Food Services Temporary Personnel will be hired into Cafeteria Worker positions, and paid a rate of \$7.50 per hour. Cafeteria Workers assigned to fill Cashier, Cook, or Baker position will be evaluated after one week by the agency they are employed by. The Agency will contact the Manager and employee, review the performance of the worker in the position they were assigned, and if both the Manager and the Agency agree the employee is qualified for the position of Cashier, Cook, or Baker the attached performance review form will be completed by the Agency and sent to the Office of Food Services to authorize a pay rate of \$8.00 per hour.

❖ **Food Service Kitchen Worker**      Pay Rate: **\$7.80/hr.**      Bill Rate: **\$11.03/hr.**

### Knowledge, Skills and Abilities:

Ability to work harmoniously with students and other adults and provide friendly service; work efficiently and effectively at a fast pace; work and communicate in a noisy environment; learn and operate basic food service equipment and machinery; follow simple instructions and skill in performance of routine non-technical duties involving cleanup and serving food. Basic math skills necessary for preparation of recipes, i.e., measurement, ratio and proportion, multiplication, division, addition, subtraction and counting ability necessary for inventory. Communication skills necessary for reading and understanding labels and functional and cordial discourse with children and adults. Must agree to wear appropriate safeguards for food area (e.g., hair net, gloves, etc.). Knowledgeable of the importance of sanitation and safety in a quantity food service establishment.

### Physical Requirements:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

❖ **Cook, Baker, or Cashier**

Pay Rate: \$8.30/hr.

Bill Rate: \$11.74/hr.

Knowledge, Skills and Abilities:

Considerable knowledge of methods and materials used in moderately large-scale cooking, baking, or cashiering operations. Must have the ability to carry out oral and written instructions. **Cooks and Bakers** must have knowledge in cooking/baking time, oven temperatures, methods of mixing, food values, and nutrition, as well as the use of the equipment necessary to accomplish these tasks. **Cashiers** must have the ability to work in a fast-paced environment, possess skill in counting and making change as well as skill in operation of calculator and cash register. Must agree to wear appropriate safeguards for food area (e.g., hair net, gloves, etc.). Knowledgeable of the importance of sanitation and safety in a quantity food service establishment.

Physical Requirements:

**Cooks & Bakers** - Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to move objects.

**Cashiers** - Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

❖ **Custodial Worker**

Pay Rate: \$7.75/hr.

Bill Rate: \$11.01/hr.

Knowledge, Skills and Abilities:

Provide services that will maintain a clean, safe and positive environment at school site. Heavy manual work in routine housekeeping, domestic tasks, and grounds work in and around schools and other buildings. Primary responsibility is for buildings, grounds and equipment. Ability to understand and follow instruction.

Physical Requirements:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

❖ **Clerical Worker**

Pay Rate: \$7.75/hr.

Bill Rate: \$11.01/hr.

Knowledge, Skills and Abilities:

Responsible for performing basic clerical duties which may include but are not limited to typing documents, answering telephones, filing, photocopying, addressing and stuffing envelopes, sorting and distributing mail. Knowledgeable of word processing on a PC or Macintosh. Ability to type 40 wpm, work independently and carry out assignments to completion. Work well with others and assist the school public cooperatively and courteously.

Physical Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects.

❖ **Maintenance Helper**

Pay Rate: \$8.25/hr.

Bill Rate: \$11.72/hr.

Knowledge, Skills and Abilities:

Knowledge of the use and maintenance of tools and equipment. Demonstrated ability to understand and follow oral and written directions. Performs semi-skilled tasks related to the various trades in the school system under the supervision of a craftsman. Competence with operating small power hand tools, saws, drills, chain saws, nail guns, power push mowers, string trimmers, etc. Must have a valid Florida driver's license.

Physical Requirements:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

❖ **Mechanical Technician Helper** Pay Rate: \$8.25/hr. Bill Rate: \$11.72/hr.

Knowledge, Skills and Abilities:

Semi-skilled work in periodic servicing of automotive equipment. Must have an aptitude toward mechanical work and be able to understand technical/professional manuals. Must also have some knowledge of the standard methods practices, tools and equipment of the automotive mechanical trade, working knowledge of the occupational hazards and safety precautions of the trade and a valid Florida driver's license.

Physical Requirements:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

❖ **Warehouse Worker** Pay Rate: \$8.50/hr. Bill Rate: \$12.07/hr.

Knowledge, Skills and Abilities:

Capable of off-loading materials, receives, stores supplies and pulls materials for delivery. Ability to read, write and follow directions. Counts, sorts material and put on pallets. Performs other related duties as assigned. Competence with operating a forklift, pallet jack and hand truck. Must have a valid Florida driver's license.

Physical Requirements:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

❖ **Temporary Cafeteria Manager Intern** Pay Rate: \$9.50/hr. Bill Rate: \$13.49/hr.

Knowledge, Skills and Abilities:

Two years experience in Food Services or related work. Must possess general knowledge of quantity food preparation. Have and demonstrate the ability to organize, manage, supervise, and instruct others. Have the ability to establish and maintain favorable working conditions with school staff, vendors, county-level personnel, subordinates, and other persons in contact with the cafeteria. Assignments will be under control of the Brevard County School Food Service Department. Will work primarily with the cafeteria manager on records and paperwork. Will work with cook, baker, cashier, and other cafeteria workers in helping to complete whatever task is being performed and to learn all aspects of cafeteria operation and management. Must use effective positive interpersonal communications skills. Perform other incidental tasks or services consistent with the job goal of this position. Must possess valid driver's license.

Physical Requirements:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

❖ **Personnel Records Clerk I** Pay Rate: \$9.00/hr. Bill Rate: \$12.78/hr.

Knowledge, Skills and Abilities:

Considerable knowledge of business English, spelling, grammar, and arithmetic. Must have knowledge of office practices, procedures and methods employed during various phases of personnel form and data processing. Requires knowledge of personnel rules, regulations and procedures. Ability to perform complex clerical work with little supervision, to develop effective work methods, to exercise independent judgment in evaluation situations and make decisions in accordance with departmental policies. Must be able to establish and maintain working relationships with School Board personnel. Ability to assume responsibility for maintaining accurate records. Must be able to use a computer. Accurate typing or word processing skills. Must be able to understand oral and written instructions.

Physical Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects.



❖ **Teacher Assistant,  
Special Assignment**

Pay Rate: \$7.75/hr. Bill Rate: \$11.01/hr.

Knowledge, Skills and Abilities:

Ability to work effectively with children and teachers. Willingness to learn the unique educational and/or personal needs to assist a student with a disability. Ability to assist students with disabilities with classroom activities, modifications, transportation and personal needs as directed by the teacher.

Physical Requirements:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

❖ **Accounting Auditor**

Pay Rate: \$12.00/hr. Bill Rate: \$17.04/hr.

Knowledge, Skills and Abilities:

Degree in Accounting and/or accounting background and experience is required. Ability to perform with minimal or/no supervision. Ability to work with others, provide instructions, and guidance. Accurate typing skills and computer knowledge of Microsoft Word programs.

Physical Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects.

❖ **Accounting Clerk**

Pay Rate: \$8.50/hr. Bill Rate: \$12.07/hr.

Knowledge, Skills and Abilities:

Knowledge of bookkeeping principles and practices and standard office procedures. Ability to apply knowledge to work situations. Ability to use technology to keep records accurately. Operate a computer and all standard business office machines. Work collaboratively to initiate requisitions and purchase orders, verify receipt of merchandise, correlate invoices, purchase orders and receiving reports, and process vendor payments. Examine financial records for accuracy and completeness according to prescribed standards. Monitor expenditures to ensure compliance with accounting standards and adherence to budget constraints. Monitor and maintain appropriate stock levels for various inventory items. Prepare and record journal entries, process daily accounting information and prepare periodic financial reports. Process daily cash receipts and maintain receipt books and cash receipt records. Travel between school site and district office occasionally. Use effective positive interpersonal communication skills. Perform other tasks or services consistent with the goal of this position.

Physical Requirements:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently.

❖ **Group Leader for School  
Age Child Care**

Pay Rate: \$7.75/hr. Bill Rate: \$11.01/hr.

Knowledge, Skills and Abilities:

Ability to work effectively with School Age Child Care and other school staff members. Ability to effectively care for, relate to and inspire confidence in children. Ability to understand and follow directions. Ability to maintain a schedule that may require a great deal of flexibility on a day-to-day basis. Ability to participate in daily program activities and perform basic clerical duties related to daily center operations.

Physical Requirements: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Indoors and out door work.

**Additional Job Descriptions**

The SBBC may choose to obtain temporary personnel for additional job categories at any time during the term of the contract. The pay and bill rates will be determined by the SBBC for the specific job categories as required. The SBBC and the Agency will mutually agree to implementation schedules and dates.

**Bid #09-035/BP - Temporary Personnel Services - Office of Human Resources**

**Vendors Agreeing to District Requirements – Option Year 2**

**Vendor # V0000212265**  
**Sunrise Staffing**  
**4699 North State Road 7 – Suite S**  
**Tamarac, FL 33319**  
**Contact – Jean Frantz Guillaume**  
**Ph: 800.457.0971**  
**Ph: 954.485.2622**  
**Fax: 954.485.2663**  
**Email: [info@1800sunstaff.com](mailto:info@1800sunstaff.com)**  
**Internet Site: [WWW.1800sunstaff.com](http://WWW.1800sunstaff.com)**

**Vendor # V0000212266**  
**TRC Staffing Services Inc.**  
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**Suite 400**  
**Melbourne, FL 32940**  
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