



CITY OF NORTH PORT
 FINANCE DEPARTMENT/PURCHASING DIVISION
 4970 CITY HALL BLVD, STE 337
 NORTH PORT, FLORIDA 34286
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AWARD RECOMMENDATION

To: Todd Garrison, Chief of Police
From: Alla V. Skipper, CPPB, Senior Contract Administrator
Date: 6/24/2020
Subject: RFB NO. 2020-56 School Crossing Guard Services

Bid opening was held on June 24, 2020, one (1) response was received from:

<i>COMPANY NAME</i>	INITIAL CONTRACT TERM (3-YEAR TERM) / PER YEAR	RENEWAL TERM (2-YEAR TERM)/ PER YEAR	RENEWAL TERM (1-YEAR TERM)/ PER YEAR
Waterfield Florida Staffing/Action Labor	\$182,700.00	\$191,887.20	\$191,887.20

Please review the submittal. The submittal contained a scrivener’s error and it was corrected and bid schedule was resubmitted. **Purchasing has reviewed the submittal and has determined it to be responsive (see attached tabulation).** A responsive submittal is one which conforms in all material respects to the solicitation. Refers to a bid that contains no exceptions or deviations from the terms, conditions, and specifications.

Police Department representative shall review the submittals to determine if the bidder is responsible. A responsible person, company or entity is determined to have the capability in all respects to fully perform the contract requirements and has the integrity and reliability which will assure good faith performance and the capacity and capability to perform in accordance with the specifications. Please complete and sign this form and attach your recommendation after you have contacted and substantiated the references. **Upon receipt of this recommendation form, I will post Notice of Intent (NOI).**

	APPARENT LOW BIDDERS SUBMITTAL: Waterfield Florida Staffing, LLC. DBA Action Labor DBA Staffing Connection	APPARENT LOW BIDDER SUBMITTAL		
		YES	NO	N/A or OTHER
		1	Procurement reviewed and determined the apparent low bidder to be responsive: Waterfield Florida Staffing, LLC.	✓
2	Department Director recommendation: to the lowest responsive, responsible bidder meeting or exceeding specifications: Waterfield Florida Staffing, LLC.	✓		

Contract Award to be approved by Commission at the 7/28/20 meeting:

COMPANY NAME	INITIAL CONTRACT TERM (3-YEAR TERM) / PER YEAR	RENEWAL TERM (2-YEAR TERM)/ PER YEAR	RENEWAL TERM (1-YEAR TERM)/ PER YEAR
Waterfield Florida Staffing/Action Labor	\$182,700.00	\$191,887.20	\$191,887.20

See attached Tabulation for details.



Christopher Morales, Deputy Chief of Police

06-26-20
Date



Todd Garrison, Chief of Police

06-29-2020
Date

Alla V. Skipper Digitally signed by Alla V. Skipper
Date: 2020.06.25 12:12:07 -04'00'

Alla Skipper, Senior Purchasing Administrator

Date



Kim Ferrell, Finance Director

7/8/20
Date

RFB NO. 2020-56 School Crossing Guard Services Tabulation Sheet

Contractor MUST complete every block highlighted in yellow below to be deemed responsive

COMPANY NAME: WAERFIELD FLORIDA STAFFING, LLC DBA/ACTION LABOR STAFFING CONNECTION

***INITIAL CONTRACT TERM (FROM LAST PARTY SIGNATURE FOR THREE (3) YEARS)**

Description	Unit	Estimated Hours/ Per Year	# Employees	Contractor Proposed # of Employees	Hourly Rate	ANNUAL COST
Crossing Guard Initial Term	Hourly	360	24	24	17.5	\$151,200.00
Supervisor Year Initial Term	Hourly	900	2	2	17.5	\$31,500.00
ANNUAL TOTAL						\$182,700.00

***RENEWAL YEAR (END OF INITIAL TERM- AUTO RENEW FOR 2-YEAR TERM)**

Description	Unit	Estimated Hours/ Per Year	# Employees	Contractor Proposed # of Employees	Hourly Rate	ANNUAL COST
Crossing Guard Renewal Term	Hourly	360	24	24	18.38	\$158,803.20
Supervisor Renewal Term	Hourly	900	2	2	18.38	\$33,084.00
ANNUAL TOTAL						\$191,887.20

***RENEWAL YEAR (AT THE END OF RENEWAL, MUTUALLY AGREE TO ONE (1) ADDITIONAL YEAR).**

Description	Unit	Estimated Hours Per Year	# Employees	Contractor Proposed # of Employees	Hourly Rate	ANNUAL COST
Crossing Guard (Final One-Year)	Hourly	360	24	24	18.38	\$158,803.20
Supervisor (Final One-Year)	Hourly	900	2	2	18.38	\$33,084.00
ANNUAL TOTAL						\$191,887.20

It is within the City's discretion to adjust the number of employees.

The number shown in the above are estimates for the purpose of arriving at a total annual cost for comparison of Solicitation Responses and establishing low bid.

***The Term of this Contract begins on the date the last party to the Contract signs it below ("Effective Date"), and will run for three (3) years from the Effective Date ("Initial Term"). At the end of the Initial Term, this Contract will automatically renew for an additional two (2) years ("Renewal Term"). At the end of the Renewal Term, the Contractor and the City Manager or designee may agree to renew this Contract for one (1) additional year.**



CITY OF NORTH PORT
BID TABULATION "AS READ-PER BID OPENING"
SCHOOL CROSSING GUARD SERVICES

BID NO. 2020-56

BID OPENING DATE: JUNE 24, 2020

DEPARTMENT: POLICE DEPARTMENT

COMPANY NAME	INITIAL CONTRACT TERM (3-YEAR TERM) / PER YEAR	RENEWAL TERM (2-YEAR TERM) / PER YEAR	RENEWAL TERM (1-YEAR TERM) / PER YEAR
Waterfield Florida Staffing/Action Labor	\$ 182,700.00	\$ 191,887.20	\$ 191,887.20
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

DECLARATION OF EXEMPTION FROM PUBLIC RECORD: Pursuant to Florida Statute No. 119.07 (1), the City of North Port does hereby declare that all bid documents relating to Bid No. 2020-56 are exempt from public record for a period of thirty (30) days, or until such time as the "City" declares intent with regard to disposition whichever comes first.

Bid No. 2020-56 opened this 24TH day of JUNE, 2020, in City Hall, Conference Room 302, the City of North Port, Sarasota County, FL at 2:00 PM.

ATTEST:

Heather Taylor, CMC, CITY CLERK

OPENED BY:

Alla V. Skipper, CPPB, Senior Contract Administrator