



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM JOH  
Finance MM  
DA MK  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_  
Other CH

## STAFF REPORT

BOARD MEETING DATE: May 24, 2016

**DATE:** April 29, 2016  
**TO:** Board of County Commissioners  
**FROM:** Joan Maddalena, Purchasing Buyer, Comptroller's Department  
(775) 328-2282, [JMaddalena@washoecounty.us](mailto:JMaddalena@washoecounty.us)  
**THROUGH:** Cathy Hill, Washoe County Comptroller, Comptroller's Department  
(775) 328-2563, [chill@washoecounty.us](mailto:chill@washoecounty.us)  
John Listinsky, Director of Human Resources/Labor Relations  
(775) 328-2089, [jlistinsky@washoecounty.us](mailto:jlistinsky@washoecounty.us)

**SUBJECT:** Award Invitation to Bid #2969-16 for Temporary Employment Services to the following qualified firms: 22nd Century Technologies, Inc., Amtec, Applied Staffing Solutions, LLC, Integrity Staffing Solutions, Manpower, My Next Career Path Staffing, Nova Management Inc., Spherion Staffing, LLC, and if awarded, authorize the Purchasing and Contracts Manager to issue multi-year purchase orders with the specified agencies, on a requirements basis, to cover the specified services for a period of two years, effective July 1, 2016 to June 30, 2018, with one, one-year renewal option at the discretion of Washoe County. [Estimated annual cost for services will be in excess of \$150,000 annually.] (All Commission Districts.)

### SUMMARY

The current contracts for Temporary Services approved by the Board in 2013 will expire on June 30, 2016. Following a formal bidding process for contracts in March and April 2016 the County will award Invitation to Bid #2969-16 for Temporary Employment Services to various agencies for two years, with one (1) one-year renewal option. Typical temporary services provided to the County include general office, receptionist, and data entry duties. Other services could be provided if the need arises. All Washoe County departments may utilize these services as needed.

**Washoe County Strategic Objective supported by this item:** Valued, Engaged Employee Workforce.

### PREVIOUS ACTION

On August 27, 2013 the Board awarded Invitation to Bid #2846-13 for Temporary Employment Services to Integrity Staffing Solutions, Inc.; Manpower; Spherion Staffing of the Sierras; Staffmark Investment, LLC; and Talent Framework effective September 1, 2013 through June 30, 2015, with one 12 month renewal at the discretion of the County, and authorized the Purchasing and Contracts Manager to issue purchase orders on a requirements basis.

AGENDA ITEM # 5.C.

On March 12, 2013 the Board approved Human Resources and Purchasing to develop and administer a RFP for temporary clerical employment services for Washoe County.

On March 23, 2010 the Board awarded invitation to Bid #2714-10 for Temporary Employment Services to Adecco, Applied Staffing, AccuStaff, Career Choices, Hire Dynamics, and Manpower effective April 1, 2010 through June 30, 2012, with one 12 month renewal at the discretion of the County, and authorized the Purchasing and Contracts Manager to issue purchase orders on a requirements basis.

On November 10, 2009 the Board approved Human Resources and Purchasing to develop and administer a RFP for temporary clerical employment services for Washoe County.

On July 18, 2006 the Board awarded invitation to Bid #2533-06 for temporary employment services by the Purchasing Department on behalf of Human Resources to Accountants Inc., Adecco USA, Applied Staffing Solutions LLC, Blue Ribbon Personnel Services, Career Choices, Hire Dynamics, Manpower Temporary Services, SOS Staffing, Inc, Spherion, Westaff, and Robert Half Nevada Staff, Inc. effective August 1, 2006 through July 31, 2008, with an option to renew for one additional, one-year period at the discretion of the County.

## **BACKGROUND**

Washoe County has followed a formal bidding process for contracts for temporary employment services, in compliance with NRS 332.039 to provide temporary clerical and other services to County departments. Typical temporary services provided to the County include general office, receptionist, and data entry duties; however other temporary services could be provided if the need arises.

The temporary employment service agencies can respond within one business day to a department's request. The screening and testing of an applicant's skills and abilities is done by the agency, and the agencies are responsible for the employee associated costs for Worker's Compensation, unemployment and payroll.

Utilizing temporary employment services has proven to be an efficient and effective method of providing some services. Temporary employment agencies have been used in the past to supplement the Registrar of Voter's with election workers, and it has been confirmed that approximately 25 temporary employees will be need for the Primary election and 50 additional for a General election. Additionally these agencies have been used to assist with the NRS mandated redaction project in the Recorder's Office.

Human Resources, in conjunction with representatives from various departments who have used temporary services in the past year, reviewed and evaluated the bids. Bids were evaluated and scored based on the following weighted criteria: Competitive pricing, quality of temporary employees, availability of temporary employees and agency response time on orders, customer references, bidder information submitted is complete in accordance with requirements, and compliance to terms and conditions of RFP requirements. Individual firm scores are available in the Purchasing Office.

Sealed bids were opened in the Purchasing Office at 2:30 p.m., Wednesday, April 6, 2016. This Invitation to Bid was duly advertised in the newspaper and through the services of www.DemandStar.com. Fourteen (14) bids were received in good order.

**Responding Bidders:**

- |                                   |                                |
|-----------------------------------|--------------------------------|
| ◇ 22nd Century Technologies, Inc. | ◇ Manpower                     |
| ◇ Amtec                           | ◇ My Next Career Path Staffing |
| ◇ Applied Staffing Solutions LLC  | ◇ Nova Management Inc.         |
| ◇ Chartwell Staffing Solutions    | ◇ Office Team                  |
| ◇ Infra Options Inc.              | ◇ Personnel One                |
| ◇ Integrity Staffing Solutions    | ◇ Spherion Staffing LLC        |
| ◇ Kelly Services                  | ◇ Talent Framework             |

**FISCAL IMPACT**

Funds for these expenditures are anticipated to be requested and approved in the various Department budgets, expenditure account #710110, for FY16/17. Funds are anticipated to be requested and approved for all future fiscal years applicable to purchase order renewals.

**RECOMMENDATION**

It is recommended that the Board of County award Invitation to Bid #2969-16 for Temporary Employment Services to the following qualified firms: 22nd Century Technologies, Inc., Amtec, Applied Staffing Solutions, LLC, Integrity Staffing Solutions, Manpower, My Next Career Path Staffing, Nova Management Inc., Spherion Staffing, LLC; and if awarded, authorize the Purchasing and Contracts Manager to issue multi-year purchase orders with the specified agencies, on a requirements basis, to cover the specified services for a period of two years, effective July 1, 2016 to June 30, 2018, with one, one-year renewal option at the discretion of Washoe County. [Estimated annual cost for services will be in excess of \$150,000 annually.] (All Commission Districts.)

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be to "move to award Invitation to Bid #2969-16 for Temporary Employment Services to the following qualified firms: 22nd Century Technologies, Inc., Amtec, Applied Staffing Solutions, LLC, Integrity Staffing Solutions, Manpower, My Next Career Path Staffing, Nova Management Inc., Spherion Staffing, LLC; and if awarded, authorize the Purchasing and Contracts Manager to issue multi-year purchase orders with the specified agencies, on a requirements basis, to cover the specified services for a period of two years, effective July 1, 2016 to June 30, 2018, with one, one-year renewal option at the discretion of Washoe County. [Estimated annual cost for services will be in excess of \$150,000 annually.] (All Commission Districts.)"