

CITY OF OAK RIDGE, TENNESSEE
REQUEST FOR PROPOSAL – FY16
TEMPORARY LABOR
July 1, 2016 through June 30, 2017

SPECIFICATIONS FOR THE PROVISION OF TEMPORARY WORKERS

I. GENERAL LABOR

The Temporary Service agency shall furnish personnel of a general labor capability. Personnel supplied to the City may be relieved of duty and told to report back to the Temporary Service at the discretion of the City at any time. A phone call advising the Temporary Service of this action shall be sufficient notice as far as the City's responsibility. In most cases, personnel should be able to report to work within 24 hours of notification by the City to the Temporary Service.

General laborers shall be able to work under the following conditions and have the knowledge or aptitude to be trained to use the listed equipment.

- Outside in adverse weather conditions
- Follow written and oral assignments with limited supervision
- Remove debris from ditches
- Load trucks by hand
- Cut and carry limbs, bushes, rocks, etc.
- Use shovels, rakes, bush axe, mattock and/or any hand tool
- Use light equipment such as weed eaters, push mowers, trimmers and drill motors
- Lift at least 50 pounds
- Set concrete forms, screen concrete and finish concrete
- Asphalt work
- Use air type jackhammers, chain saws and quickie saws
- CDL certification may be required for certain assignments

The general laborer workers shall desire long-term work assignments with the City, usually six months and up to two years. The City uses the long term temporary assignments as an extended interview for workers to become City employees. The City is NOT INTERESTED in day laborers.

Following are the submittals required with your proposal. Failure to provide the following information may deem your proposal as non-responsive.

1. Proof of worker's compensation and general liability insurance.
2. Statement on your company's insurance coverage that allows your temporary workers to drive City of Oak Ridge vehicles while on their work assignment.
3. The City of Oak Ridge is a Drug Free Workplace. Explanation of your company's pre-employment (pre-assignment) drug screen procedures.

General Labor, continued

4. Explanation of your company's random drug testing procedures and if they would be available upon demand by the City in cases of reasonable suspicion.
5. Explanation of your company's pre-employment (pre-assignment) criminal background check procedures.
6. Explanation of your company's temporary to permanent policy, i.e. how many weeks must a worker be a temporary, is there a maximum number of weeks a temporary can be on a specific assignment, etc.
7. Pay rate and bill rate for temporary workers without CDL.
8. Pay rate and bill rate for temporary workers with CDL.

II. OFFICE PERSONNEL

The Temporary Service agency shall furnish personnel of clerical general office, administrative assistant with computer skills, accounting clerks and cashiers. All office personnel will be required to meet the public as well as City personnel. Accounting clerks must be bonded by the temporary service to handle cash transactions.

Office temporaries could be needed for seasonal, part time or long term assignments. Computer skills that could be required are Microsoft Office software including Word, Excel, Access, Power Point, etc. and data entry on IBM AS/400 system.

Following are the submittals required with your proposal. Failure to provide the following information may deem your proposal as non-responsive.

1. Proof of worker's compensation and general liability insurance.
2. The City of Oak Ridge is a Drug Free Workplace. Explanation of your company's pre-employment (pre-assignment) drug screen procedures.
3. Explanation of your company's random drug testing procedures and if they would be available upon demand by the City in cases of reasonable suspicion.
4. Explanation of your company's pre-employment (pre-assignment) criminal background check procedures.
5. Explanation of your company's temporary to permanent policy, i.e. how many weeks must a worker be a temporary, is there a maximum number of weeks a temporary can be on a specific assignment, etc.
6. Pay rate and bill rate for each of the following categories: office clerk; administrative assistant with computer skills; accounting clerk and cashier.

III. NOTES

Please indicate with your proposal if your company cannot provide laborers that are allowed to use motorized equipment and/or accounting personnel that are not allowed to handle cash transactions. If you are not allowed to provide these services, your company may still be contacted if a need arises for a long-term assignment that does not require the above referenced skills.

The contract period is from July 1, 2016 through June 30, 2017, with up to four (4) additional one-year options to renew (July 1 through June 30) upon mutual agreement of the parties. Annual price adjustment may be considered based on approved City funding.

Proposals are due by **3:00 p.m. May 24, 2016 to the following address.**

In Person or Overnight Delivery

Attn: Lyn Majeski
City of Oak Ridge
100 Woodbury Lane
Oak Ridge, Tennessee 37830

Regular Mail

Attn: Lyn Majeski
City of Oak Ridge
P.O. Box 1
Oak Ridge, TN 37831-0001

Proposals submitted by mail must indicate on the outside envelope, lower left corner, the following: "RFP - Temporary Labor FY17" It is the Respondent's responsibility to deliver responses to the exact location specified on or before the time indicated above.

No faxed, emailed or telephoned proposals will be accepted. Late proposals are not accepted.

If you have any questions concerning this proposal, please contact Lyn Majeski at lmajeski@oakridgetn.gov or (865) 425-1819. Deadline for questions is 12:00 p.m. on May 19, 2016.

**Temporary Labor
Request for Proposal
City of Oak Ridge, Tennessee
Proposal Cover Sheet**

Proposal due: May 24, 2016 by 3:00 p.m., local time

GENERAL INFORMATION/SPECIFICATIONS

1. Sealed proposals submitted to:

By mail:

Attn: Lyn Majeski
Finance Department
City of Oak Ridge
P.O. Box 1
Oak Ridge, Tennessee 37831-0001

By express mail or personal delivery:

Attn: Lyn Majeski
Finance Department
City of Oak Ridge
100 Woodbury Lane
Oak Ridge, Tennessee 37830

2. If any additional information is needed, please contact: Lyn Majeski at lmajeski@oakridgetn.gov or (865) 425-1819

3. Proposal must conform to requirements set forth in the Request for Proposal

PROPOSAL SUBMITTED BY:

Company: _____
Physical Address: _____

Mailing Address : _____

Rep Name: _____

Phone: _____ Fax: _____

E-mail: _____

Tax ID Number: _____

Receipt of Addenda

Addendum No. ____ Date: _____ Addendum No. ____ Date: _____ Addendum No. ____ Date: _____

Respondent attests that no officers or employees of the City of Oak Ridge are members of, or have financial interest in, the business submitting this proposal.

Signature of Authorized Person for Respondent

Printed Name and Title