

CONSENT ITEMS

RE: TEMPORARY LABORERS

DEPARTMENT: PUBLIC WORKS

PROGRAM: PROPERTY SERVICES (CURBSIDE LEAF COLLECTION)

RECOMMENDATION: We request authorization to use up to six temporary laborers from the low bidder, Westside Personnel, for a five week period, on an as needed basis.

EXPLANATION: The curbside leaf collection program continues for six weeks. Seven crews require 28 workers, each comprised of two drivers, a vacuum hose operator, and one raker. Currently, there are 24 full time Public Works employees available. Since 2005, we have supplemented our work force with temporary laborers. Factoring in for sick leaves and vacations, we are requesting approval to hire up to six temporary laborers on an as needed basis. Below is a summary of four written quotes which are attached. We do not anticipate using these laborers beyond eight hours per day nor Saturdays/holidays. The selected vendor will provide background checks at no additional costs and their certificate of insurance.

Bidders	Hourly Rate	Total Hours (6 persons x 23 days)	Cost
Westside Personnel Services	\$11.24	1104	\$12,408.96
Labor Finders	\$14.03	1104	\$15,489.12
24-7 Staffing, LLC	\$14.80	1104	\$16,339.20
Manpower	\$20.33	1104	\$22,444.32
BUDGET			\$12,500.00

(1) 23 days per person.

SUBMITTED BY: GARY R. KRAMER, P.E., CITY ENGINEER/DIRECTOR OF PUBLIC WORKS

DATE: OCTOBER 4, 2013 



Main Office: 48 Fenton Plaza
Fenton, MO 63026
(636) 349-9378
Fax (636) 349-9030

140 W. St. Louis St.
Pacific, MO 63069
(636) 271-7322
Fax (636) 271-2742

September 6, 2013

REC'D SEP 10 2013

*City of Ballwin
Department of Public Works
Attn: Linda Tate
200 Park Drive
Ballwin, MO 63011-3728*

Dear Linda:

It has been a pleasure servicing City of Ballwin, Department of Public Works in the past. We appreciate the trust shown in us and hope to continue our relationship for many years to come.

We at Westside Personnel are dedicated to our customers to remain cost competitive while providing quality service second to none.

Each laborer will understand that they will be working outside in a dusty environment and all types of weather including rain and severe heat and cold. They will also understand that they will need their own work boots. A job description will be issued to each and every laborer.

	<i>RATE</i>	<i>HOURLY RATE</i>
<i>LABORERS</i>	<i>\$8.00</i>	<i>\$11.12</i>

A criminal background check will be provided to you for each employee prior to reporting to work. Worker compensation insurance will also be issued before the laborers start to work.

If you have any questions, please give me a call.

Sincerely,

*Carol Goeddel
Sales Executive*



Quotation

REC'D SEP 10 2013

Quotation No: 37-8-1443 Date:09/10/2013
Valid Until:

Prepared For: City Of Ballwin
Customer No: 37-8-19
Attention: Linda Tate
Title: Administrative Assistant
Address: 200 Park Dr
 Ballwin, MO 63011
Phone/Fax: (636) 227-9000 / (636) 207-2333

Prepared By: LF Staffing Services, Inc.
Office: Arnold
Quoted By: Lee C. Harlan
Title: Branch Manager
Address: 1364 Jeffco Boulevard
 Arnold, MO 63010
Phone/Fax: (636) 287-3709 / (636)
 287-1378
Email: Arnold@laborfinders.com

Position	Job Description	Bill Rate
Leaf Removal	All Weather - No Felonies \$10 / Hr.	\$14.03

Labor Finders provides employee recruitment and covers workers compensation insurance, general liability insurance, employment taxes and withholding, administration of all payroll and related functions. Labor Finders proactive risk management program makes safety of our assigned employees priority one.

This quote does not include other expenses such as drug testing, employment physicals, etc. Should any of these items be required these expenses will be added to your invoice. Higher rates may apply by reason of any Government contract, any such prevailing or living wage law, contract specifications or Customer's request (including any overtime work).

Thank you for the opportunity to provide this quotation. Labor Finders goal is to provide your company with the best possible service and to help improve your productivity through the use of our staffing services. We welcome the opportunity to work with your company and look forward to earning the privilege to be your business partner.

If you accept this quotation, please sign and return to our office. Please contact us at (636) 287-3709 if you have any questions.

Authorized Customer Signature

Date

THANK YOU FOR CONSIDERING OUR SERVICES !
For more information about our company and services please visit us at
www.laborfinders.com

24-7 Staffing, LLC

476 Old Smizer Mill Rd, Ste 112
Fenton, MO 63026
(O) 636-707-1030 (C) 314-541-9810
danfox.247@gmail.com

City of Ballwin,

Relative to the informal bid for temporary workers over a five week period starting on November 4th, 2013, 24-7 Staffing, LLC proposes the following:

24-7 Staffing proposes to pay the temporary worker **\$10.00** per hour and bill the City of Ballwin **\$14.80** per hour for an effective bill rate of **48%**.

24-7 Staffing provides temporary workers for the City of Kirkwood's Sanitation Division. The type of temporary worker the City of Ballwin is looking for will fall in line with the type of workers we are currently recruiting for the City of Kirkwood.

Our customer service is the highest in the industry. The designated representative from the City of Ballwin will have access to myself and our account representative 24 hours a day 7 days a week. This is especially important for last minute changes or in the event an employee does not show up for work.

I have attached a copy of our Workers Compensation Insurance to this proposal.

Relative to the bid requirements, 5 employees working 40 hours per week for 5 weeks at a bill rate of \$14.80 per hour would be \$14,800.00. Obviously, 24-7 Staffing would only bill the City of Ballwin for actual hours worked during the time period in question.

Please contact me with any questions.

Cordially,

Daniel Fox
24-7 Staffing



Manpower

ASSIGNMENT DETAILS

1. JOB DESCRIPTIONS AND LOCATIONS*

Job Title	Job Description	Location
Laborers	Raking leaves that were were placed at the curb by homeowners to be picked up by the City's vacuum.	City of Ballwin

* If the parties decide to change the scope of the Order by, for example, adding or deleting jobs or locations, they must execute an amendment to this Order reflecting the intended change. Manpower reserves the right not to provide an Assigned Employee or candidate for any reason.

2. RATES*

Job Title	Straight Time Bill Rate
Laborer	20.33

* The above Rates are comprised in part of the following costs associated with Manpower's Employer Obligations and are subject to Section 3 of the Order: FICA, FUTA, SUTA, and Worker's Compensation statutory minimums.

3. ADDITIONAL BACKGROUND CHECKS AND TESTING

Check or Test	Specific Requirements, if Any	Cost
Criminal Record Check		N/A per employee
		\$ per employee
		\$ per employee
		\$ per employee
		\$ per employee
		\$ per employee

4. ADDITIONAL DETAILS

Description	Details
Workweek	Assigned Employee will perform a standard eight (8) hour work day during the course of a standard work week (Monday through Sunday)
Payment for Overtime	The pricing provided above does not contemplate non-exempt Assigned Employees (as "non-exempt employees" is defined in the Fair Labor Standards Act or relevant state law) working overtime. If Assigned Employee works more than forty (40) hours in any one work week, Manpower will be compensated by Client for the additional hours at a rate of one and one-half times the Assigned Employee's straight-time bill rate. Likewise, if the Assigned Employee works more than eight (8) hours in any one day in a jurisdiction that requires overtime pay to employees in such circumstance, or in jurisdictions in which other overtime or double-time obligations are imposed by statute or regulation, Manpower will be compensated by Client for the additional hours by multiplying the Assigned Employee's straight-time bill rate by the same multiplier that Manpower is legally required to apply to the Assigned Employee's pay rate. Any hours required to be paid at premium rates will be included on time slips.
Limited Warranty	In the event that Manpower removes an Assigned Employee pursuant to Section 2 of the attached Terms and Conditions, Client will be relieved of the obligation to pay for the first four (4) hours of work performed by that Assigned Employee.

5. CONVERSION FEES

If during the term of this Order and for six (6) months thereafter, Client solicits or hires away any of Manpower's employees, candidate referrals or Assigned Employees involved in performing services or obligations under this Order, then Client shall pay Manpower a direct hiring conversion fee. Such conversion fee will be based upon and equivalent to the Permanent Placement fee of the placed Candidate's annual salary and will be prorated based on the length of time the Assigned Employee is on assignment as referenced below:

Time on Assignment	Provided Fee Benefits
0 to 240 Hours	100% of Permanent Placement Fee
241 to 480 Hours	25% Discount from Permanent Placement Fee
481 to 720 Hours	50% Discount from Permanent Placement Fee
721+ Hours Until Day of Hire	75% Discount from Permanent Placement Fee

6. PERMANENT PLACEMENT FEES

Client agrees to pay a fee if Client hires or retains a candidate, in any capacity, referred by Manpower within one (1) year after that candidate was presented to Client, regardless of whether Client learned of or could have learned of the candidate through other means. As follows is the fee payable, which is a fixed percentage of Compensation* paid by Client:

Annualized Compensation	Fee Percentage
Below \$40,000	16%
\$40,000 - \$59,999	20%
\$60,000 - \$79,999	25%

_____/_____
Initials