



Macon-Bibb County, Georgia

INVITATION FOR BIDS

FOR

STAFFING AGENCIES TO PROVIDE UNSKILLED LABOR AS NEEDED TO MACON-BIBB COUNTY

962-69

BID NUMBER: 24-010-LH

ISSUED: November 2, 2023

BIDS DUE NO LATER THAN 12:00 NOON ON Thursday, November 30, 2023

Macon-Bibb County Procurement Department
Suite 308
700 Poplar Street, Suite 308
Macon, Georgia 31201

STAFFING AGENCIES TO PROVIDE UNSKILLED LABOR AS NEEDED TO MACON-BIBB COUNTY

I. GENERAL

A. Invitation

1. Notice is hereby given that the Macon-Bibb County Board of Commissioners will receive sealed bids (Original Bid and Flash Drive) in the Procurement Department, Suite 308, Macon-Bibb Government Center, 700 Poplar Street, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, November 30, 2023**, for **Staffing Agencies to Provide Unskilled Labor As Needed to Macon-Bibb County**. Macon-Bibb County seeks staffing agencies to enter into a two-year agreement to supply unskilled labor to Macon-Bibb County as needed at a set hourly rate.
2. NO BIDS WILL BE ACCEPTED AFTER THIS DESIGNATED TIME.
Deadline to submit questions is Friday, November 17, 2023, by 3:00 pm. Questions to be emailed only to Lhardwick@maconbibb.us
3. Bids will be publicly opened in the Macon-Bibb County Commissioners Conference Room, 2nd Floor on **Thursday, November 30, 2023, at 2:00 pm.**
4. Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Small Business Affairs Office at (478) 300-2297.

B. Bid Documents

1. Bid documents may be examined and obtained at the Macon-Bibb County Procurement Department, Suite 308, Government Center, 700 Poplar Street, Macon, Georgia 31201, by calling (478) 803-0550, or may be viewed and downloaded from one of the links included below:

Georgia Procurement Registry website

http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100

Macon-Bibb County Procurement Page www.maconbibb.us/procurement

C. Sealed Bids

Envelopes shall be identified on the outside as “Bid 24-010-LH Staffing Agencies to Provide Unskilled Labor As Needed to Macon-Bibb County” and delivered by hand or mailed to:

Macon-Bibb County Procurement Department

700 Poplar Street, Suite 308

Macon, Georgia 31201

Attn: Laura Hardwick

D. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.

II. INSTRUCTIONS TO BIDDERS

A. Definitions

1. Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in these specifications, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.
2. Wherever the term “work” occurs in these specifications, it shall mean the work as defined herein, including, all labor, materials, equipment, transportation, and supervision necessary to complete the contract.

B. Document Discrepancies

1. Should the bidder find discrepancies in, or omissions from the documents, he shall at once notify the Macon-Bibb County Procurement Department.
2. Requests for Interpretations of Scope of Services shall be made in writing to the Macon-Bibb County Procurement Department not later than seven (7) days prior to receipt of bids, email preferred, to lhardwick@maconbibb.us.
3. Any subsequent instructions to bidders will be issued in the form of addenda to the specifications and sent to the bidder. All addenda shall be enumerated in the Bid Form.
4. All definitions set forth in the specifications are applicable to this Invitation for Bids, the Bid Form and the proposed Contract Documents including, but not limited to, drawings, project manual, and any addenda issued prior to receipt of bids.
 - a) Addenda are written, or graphic instruments issued prior to the execution of the Contract that may modify or interpret the bidding documents by deletion, additions, clarifications or corrections.
 - b) Addenda will become part of the Contract Documents when the Contract is executed.

C. Submittals

1. Each bidder by making his bid represents he has read and understands all bid documents. Bidders shall price bids to take into consideration the requirements listed in the Scope of Services and the Invitation for Bids. In order for bids to be considered, the complete bid document package shall be submitted including each of the following completed

documents.

- a) Bid Form
- b) Bidder's Qualification Form
- c) Financial & Legal Stability Statement
- d) List of Sub-Contractors
- e) Minority Participation Goal
- f) E-Verify Affidavit
- g) Debarment Form

D. Reservations

- 1. The bidder acknowledges that Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior County experience. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required submittals on the date required by the bidding documents, or if the bid is in any way incomplete or irregular. Hence the County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another. Macon-Bibb County may award bid to multiple vendors to provide services as needed by Macon-Bibb County.

E. Insurance Requirements

- 1. Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

Automobile Liability: \$1,000,000

SCOPE OF SERVICES

Macon-Bibb County is seeking Staffing Agencies to provide temporary unskilled labor on an as needed basis. Contractor (s) shall perform a comprehensive program for employment screening to ensure the best-qualified candidates are selected. Staffing services must meet the minimum qualifications detailed in this Scope of Work.

Contractor shall provide unskilled laborers for purposes to include, but not limited to litter pick up, debris removal of debris weighing up to forty (40) pounds. Macon-Bibb County shall oversee the work performed by laborers. Laborers shall perform work under the supervision of a Macon-Bibb employee. Laborers shall supply their own transportation for workdays in which their labor is needed at multiple work sites.

Laborers shall wear closed-toed shoes and long work pants while performing services for Macon-Bibb County as well as other protective equipment suitable for work as directed by supervising Macon-Bibb County employees.

Laborers shall be able to lift items, debris, etc. weighing up to forty (40) pounds at the direction of Macon-Bibb County employees.

Laborers shall be able to provide their own source of automobile transportation to and from job sites.

Macon-Bibb County is a twenty-four (24) hour operation; therefore, temporary workers may be needed for any shift as well as emergency basis. Work assignments may vary depending on the needs of the hiring department and work may include shifts, holiday, weekends, etc.

Temporary laborers may be required to work overtime or beyond the work shift with prior authorization from the hiring supervisor/manager of department. Time and one-half the regular hourly rate will be paid for hours worked in excess of a consecutive forty (40) hour period calculated from Monday to Sunday.

Successful Contractor shall compensate day laborers at a rate no less than \$12/hour.

The Contractor shall submit a percentage markup above the hourly base rates.

If requests for labor are made seven business days or more in advance of the start date, contractors shall notify Macon-Bibb County whether laborers are available and how many laborers are available at least five business days prior to the start date.

Laborers must be drug tested at least once every thirty (30) days for the following illegal substances and any other illegal substances at the vendor's discretion:

1. Marijuana
2. Cocaine.
3. PCP.
4. Amphetamines.
5. Opiates.

Macon-Bibb County may require Contractor to drug test day laborers within twenty-four (24) hours of Contractor's receipt of demand for drug test from Macon-Bibb County in the event day laborer(s) are involved in an incident or accident that results in physical injury or property damage during the day laborer(s)' shift. Macon-Bibb County shall make a diligent effort to send notice to Contractor after Macon-Bibb County has actual knowledge of said incident or accident.

The selected contractor(s) shall provide Macon-Bibb County with email and phone contact information so that Contractor's can be contacted to ascertain their availability as needed by Macon-Bibb County.

This contract may be awarded to multiple vendors if advantageous to Macon-Bibb County. The County makes no guarantee as to the specific amount of service required from the Contractor. During the term of the contract agreement, the County is under no obligation to request or utilize any number of services.

Temporary laborers shall be residents of Bibb County or one of the Georgia counties which border Bibb County. The counties that border Bibb County are Houston County, Twiggs County, Jones County, Monroe County, and Crawford County.

BID FORM

STAFFING AGENCIES TO PROVIDE UNSKILLED LABOR AS NEEDED TO MACON-BIBB COUNTY

Price per hour of labor per unskilled temporary laborer for workday four (4) to eight (8) hours long with 35% placement fee if temporary laborer is hired within six (6) months of the most recent date the individual worked as a day laborer for Contractor while performing services for Macon-Bibb County:

\$/hr _____

Price per hour of labor per unskilled temporary laborer for workday four (4) to eight (8) hours long with no placement fee:

\$/hr _____

NOTE: Each bidder shall submit two price quotes on this bid form.

The first price quote shall be the quoted hourly rate per day laborer for an eight-hour workday if Macon-Bibb County pays a placement fee for hiring unskilled laborer(s) as Macon-Bibb County employee(s). The placement fee shall be 35% of the employee's annual salary if Macon-Bibb County hires an individual who worked as an unskilled laborer for a Contractor within six (6) months of the most recent date said individual worked as an unskilled laborer whose labor was provided to Macon-Bibb County. If more than one Contractor employed an individual whose labor was provided to Macon-Bibb County within six months of the individual's Macon-Bibb County hire date, then the Contractor for whom the temporary laborer provided labor to Macon-Bibb County most recently without actual knowledge of the individual's acceptance of employment with Macon-Bibb County shall receive the 35% placement fee.

The second price quote shall be the quoted hourly rate per day laborer for an eight-hour workday with no placement fee if Macon-Bibb County hires the individual at any time after the employee worked as a temporary laborer for Contractor.

Macon-Bibb County will select one of the two quotes when awarding bid(s) and shall exclusively enter into an agreement pursuant to the terms of the selected quote in regard to price and placement fee.

All work performed under this bid and the resulting contract shall be in strict compliance with the scope of service and specifications.

Respectfully Submitted,

Authorized Signature: _____ Dated: _____

Typed Name: _____ Title: _____