

# INVITATION TO BID

State of Ohio  
Department of Administrative Services  
General Services Division  
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <b>RS905015</b>	OPENING DATE (1:00 p.m.) <b>May 8, 2015</b>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ( )	TOLL FREE NO. 1 - ( )
		CONTACT PERSON	FAX NO. ( )
REQ./INDEX NO. <b>MAC022</b>	BID NOTICE DATE <b>4/15/15</b>	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____Days, Net 30 Days			
<p><b>PARTICIPATING AGENCY(IES):</b> ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.</p>			
<b>ADDENDUM FOR CHANGE</b> <b>ADDENDUM NO.: 1</b> <b>REVISION DATE: 04/20/15</b>			
<b>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</b>  <b>TEMPORARY PERSONNEL SERVICES</b>			
Attached are pages 8 and 9 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to indicate updates made to the Specifications on this ITB.			

SPECIFICATION (CONT'D)

- I. Using agencies may request temporary personnel services for holiday; evening/night work and weekend work. Working hours may vary depending on agency, department, and/or section. Holiday, evening/night work, and weekend work will be paid by the using agency at the same rate (i.e.: time and a half, shift differential, holiday pay, etc.) as the corresponding State employee's position would be paid.
- J. Temporary personnel should be available for the entire length of the assignment, however; if a replacement is required, a qualified replacement must be provided within twenty-four (24) hours of notification. Weekends and holidays shall be included as part of the time requirement for notification/replacement.
- K. The using agency reserves the right to reduce the length of the assignment and will provide the Contractor(s) with as much notice as possible.
- L. Upon request, the Contractor(s) will provide assistance, at no additional cost, to the using agency to assist in problem resolution.
- M. Record/Time Keeping
  - 1. Temporary personnel will utilize the timekeeping system in effect at each agency to document actual hours worked. Additionally, the temporary personnel will complete a weekly time sheet supplied by the awarded Contractor indicating the name of the temporary personnel, position description, dates worked for that week, beginning and ending times, number of straight time hours worked, number of pre-approved (by waiver from the Office of Procurement Services) overtime hours worked, number of holiday hours worked, evening/night and weekend hours worked, the rate to be paid and the name of the facility where the work is performed. An agency supervisor will sign the time sheets on a weekly basis validating the hours worked by the temporary personnel. Payment will be made for the actual hours worked and supported by the timekeeping records. The Contractor will attach a copy of the validated time sheet when invoicing the agency.
  - 2. The time a temporary personnel enters and leaves their work station/area will be counted as actual hours worked and not the time they enter and leave their work facility (building). The signing in and out at a guard station or other area within the facility does not itself provide documentation for verification of hours worked.
  - 3. The using agency is required, when overtime (pre-approved) is to be paid, to attach to each temporary personnel's time sheet a copy of the pre-approval signed by an authorized representative of the Office of Procurement Services. Any requests for overtime pay not accompanied by a copy of the pre-approval will not be honored by the State.
- \* N. The State assumes that the Contractor will pay the temporary personnel within a reasonable number of days after submitting a signed time sheet to the Contractor.
- O. The Contractor(s) will be responsible for the temporary personnel's federal and state payroll requirements up to, but not limited to, payroll taxes, payroll reports and Workers' Compensation.
- P. The Contractor(s) will not charge the State of Ohio placement fees if a temporary personnel is selected for a full time, part-time or intermittent position with the State of Ohio through the State's selection process.
- Q. The Contractor will bond employees as directed by the using agency. The fee for this service will be borne by the using agency. (Use OAKS Item ID Number \_\_\_\_\_ for Bonding Fee)
- R. Due to the proprietary nature of proof of efficiency testing materials, the Contractor will make available to the State, during a Contractor site visit, copies of the tests used to determine the efficiency of those temporary personnel the Contractor will furnish to the using agency for the positions contained herein. Efficiency tests should be scored and totaled by percentage prior to presenting the results to the using agency. The State representatives will not remove or copy any of the presented data.

\*Indicates update to Specification.

SPECIFICATION (CONT'D)

- \* S. There may be instances in which the temporary personnel will be required to work in close proximity to inmates or patients. The Contractor must be able to furnish temporary personnel to all types of State agencies, such as correctional facilities, hospitals, etc.
- \* T. Each agency may have their own set of agency work rules and policies. Work rules and policies that are implemented for State employed staff will also be the same set of work rules and policies for temporary personnel staff assigned to that agency.
- \* U. Mileage and travel reimbursement, including lodging, meal allowances, rental vehicles and air travel are excluded from this Contract.

IV. TEMPORARY PERSONNEL

The duties are illustrative only. Staff may perform some or all of these duties or other job-related duties as assigned.

- A. A description of each position can be found by clicking this link: [POSITION DESCRIPTIONS](#)  
These descriptions are for reference purposes only and actual duties may vary.
- B. Any questions regarding these positions should be directed to the Office of Procurement Services.

V. INSURANCE

Using agencies will be required to obtain an endorsement to their insurance coverage for liability coverage if temporary personnel are to operate state-owned vehicles. Copies of such endorsements must be made available to the awarded Contractor upon request.

VI. CONTRACTOR QUALIFICATIONS

- A. The Contractor must have been in business for a minimum of two consecutive (2) years as a corporation, partnership, individual or association that maintains and employs a staff of qualified temporary personnel.
- B. The Contractor must be able to provide service to all areas within the District they are bidding. Failure to provide these services will result in the using agency being granted a waiver from DAS to seek these services from another Contractor. Any difference in cost that is greater than the Contract price will be paid to the agency by the awarded Contractor until they can either fill the position with their own employee or until they have been removed from the Contract.

\*This addendum is being issued to note the Specifications that have been removed from this page and to note the reorganization of paragraphs due to this update.