

Key Information Summary Sheet

Temporary Agency Casual Laborer Employee Services for DHCD

Invitation for Bids No. 11-27-001



IFB Issue Date: October 14, 2010

Procurement Officer: Ann Goldman
goldmana@mdhousing.org
410-514-7113
(FAX) 410-987-4676

Submit Bids to: Dept. of Housing and Community Development
Attention: Ann Goldman
100 Community Place, Room 2.613A
Crownsville, MD 21032-2023

**Bids Due:
and Opening:** November 5, 2010 at 2:00 pm local time
100 Community Place, Room 2.613A
Crownsville, MD 21032-2023
goldmana@mdhousing.org

Anticipated Contract Start: November, 2010

Anticipated Completion Date: November, 2011

SMALL BUSINESS RESERVE PROCUREMENT

This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

See Section 1.14 of the IFB for more information.

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SECTION 1 - GENERAL INFORMATION

1.1 Purpose

The Maryland Department of Housing and Community Development (DHCD) is seeking the services of two (2) temporary staffing agencies to provide personnel on an as needed basis for the performance of casual laborer services.

1.2 Procurement Method

This Contract will be awarded in accordance with the small procurement regulations under COMAR 21.05.07.

1.3 Questions

Questions will be accepted from prospective Bidders and should be submitted in a timely manner to the Procurement Officer only. **E-mail submission of questions is preferable**, but questions will also be accepted by phone, mail or facsimile to the Procurement Officer. The Procurement Officer will decide whether an answer can be given before the closing date, based on the availability of time to research and communicate an answer. Answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors who are known to have received a copy of this IFB.

1.4 Bid Submission Requirements, Deadline and Bid Opening

Submit a completed and signed original of the Bid Form (Attachment B), with all other required documentation, in a sealed envelope clearly marked with IFB title, number and closing date/time to the Issuing Office not later than the closing date and time noted on the Key Information Summary Sheet.

Allow sufficient mail and internal delivery time to ensure receipt of bids at the Issuing Office prior to the closing date and time. Bids submitted by e-mail or facsimile will not be accepted. No late bid or late request for bid modification or withdrawal will be considered. Requests for extensions of the closing date or time will not be granted.

Bids will be opened in accordance with the provisions of COMAR 21.05.02.11 at the date and time noted on the Key Information Summary Sheet in the Finance Conference Room, Room 2.610 at the Issuing Office. Bids opened will not be returned.

1.5 Preparation of Bid Form

Do not alter or change any wording on any bid form. Bids that are obviously unbalanced, or that include alteration of forms, omissions, irregularities, and/or conditional bids may be deemed non-responsive and rejected. Bids shall be typewritten or written legibly in ink. All erasures, strike-throughs or other alterations shall be initialed in ink by the signer.

All bids shall be signed in ink as follows:

- Individual/Sole Proprietor – Sign with full name and address.
- Partnership – Partners shall sign with full names and business addresses
- Limited Partnership – General partners shall sign with full names and business addresses.
- Corporation – An officer of the corporation shall sign with full name and title and shall include the name and address of the corporation.
- LLC or LLP – The member of the LLC authorized to obligate the LLC or LLP shall sign with full name and business address.

1.6 Procurement Officer and Issuing Office

The sole point of contact at the State for purposes of this IFB is the Procurement Officer at the Issuing Office listed on the Key Information Summary Sheet.

1.7 Contract Manager

After contract awards and throughout the course of the project, the Contract Managers listed below (or designee) will monitor the performance of the Contractors.

Sharon Hayes
Facilities and Fleet Management Services
Division of Finance and Administration
Department of Housing and Community Development
100 Community Place, Ground Floor, Room .500
Crownsville, MD 21032
Tele: (410) 514-7090
Fax: (410) 514-7899
Email: hayess@mdhousing.org

1.8 Duration of Bid

Bids submitted in response to this IFB are irrevocable for 60 days following the bid opening date. The Procurement Officer may extend this period, with the Bidder's written consent.

1.9 Revisions to the IFB

If it becomes necessary to revise this IFB, amendments will be provided to all prospective Bidders that were sent this IFB or otherwise are known by the Procurement Officer to have obtained this IFB. Failure to acknowledge receipt does not relieve the Bidder from complying with all terms of any such amendment.

1.10 IFB Cancellation / Rejection

The State reserves the right to cancel this IFB at any time prior to contract award pursuant to COMAR 21.06.02.02. The State also reserves the right to accept or reject, in whole or in part, any and all bids received in response to this IFB, and to waive or permit cure of minor irregularities in any manner necessary to serve the best interests of the State of Maryland.

1.11 Contract Type

The Contracts awarded as a result of this IFB shall be indefinite quantity contracts with fixed unit prices in accordance with COMAR 21.06.03.06A.2.

1.12 Compensation and Method of Payment

The Contracts will provide that the Contractors be paid monthly for temporary agency casual laborer services. Payment shall be based upon the actual number of hours expended by the Contractor in performance of the services requested by DHCD in the preceding month, multiplied by the fixed hourly rates of compensation on the Contractor's Attachment B, Price Bid Form.

No conversion fee shall be payable for temporary agency employees that are offered direct employment by DHCD if they have been on assignment to DHCD for 12 weeks or longer.

1.13 Parties to the Contract

The Contracts entered into as a result of the response to this IFB shall be by and between each successful Bidder as Contractor and DHCD, and shall include the terms and conditions of Attachment A attached to this IFB and generally the provisions of this IFB. Any exceptions to this IFB or the terms and conditions of Attachment A will result in the rejection of the bid. **Attachment A is provided for information and review only. It is not to be submitted with the Bidder's response to this IFB.**

1.14 Small Business Reserve Procurement

This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

A "Small Business" is a business, other than a broker, that meets the following criteria:

- The business is independently owned and operated;
- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;

- The wholesale operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;*
- The retail operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;*
- The manufacturing operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;*
- The service operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;*
- The construction operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years;* and
- The architectural and engineering operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.*

*If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

For more information about the Small Business Reserve program visit:

<https://www.smallbusinessreserve.maryland.gov/faq/index.cfm>

1.15 Minority Business Enterprises (MBEs)

A Small Business is not the same as a Minority Business Enterprise, but a business can be both if it has been qualified as a Small Business and has been certified by the Maryland Department of Transportation's (MDOT) Minority Business Enterprise Program as a Minority Business Enterprise. For more information about the Minority Business Enterprise visit:

http://www.mdot.state.md.us/MBE_Program/index.html

SECTION 2 – MINIMUM QUALIFICATIONS

2.1 Certified Small Business

This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance

and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract. Bidders must state the date of their Small Business registration in the Minimum Qualifications Questionnaire section of the Bid Form, Attachment B.

SECTION 3 – SCOPE OF SERVICES

3.1 Overview

The purpose of this Invitation for Bids (IFB) is to identify two (2) Contractors to provide temporary employees for causal labor services in support of DHCD's Facilities and Fleet Management unit.

3.2 Staffing Classifications and Duties

The Contractor shall provide temporary employee casual laborers, who are dependable, flexible, friendly, hardworking, and possess a positive attitude, to perform various tasks or duties for DHCD on an as-needed basis. The Contractor shall have procedures in place to ensure that temporary employees proposed for assignment meet the qualifications as presented in this IFB and are capable of handling duties assigned.

The Contractor shall:

- Provide temporary employees upon receiving notice from DHCD as soon as possible but not later than close of business the same day of notification.
- Ensure temporary employees have transportation to and from the job site.
- Provide an immediate replacement at no additional charge should the laborer assigned be unable to perform the tasks/duties.

3.3 Employee Qualifications and Examples of Tasks

Employee qualifications. Each laborer shall:

- Speak/read English in order to communicate with staff in order to perform tasks/duties.
- Be able to lift or move items/boxes weighting 10 – 75 lbs.
- Be able to stand or be on feet the majority of the time.
- Be able to work in various temperatures and in inclement weather.
- Have a working knowledge of various tools (e.g., drills, sanders, carpet shampooer, pressure washer, snow blower, etc.).
- Have no criminal record for the past five (5) years and have a negative drug and alcohol test within the past year.

Examples of tasks (may include but are not limited to):

- Seasonal work (e.g., salting and shoveling snow, pressure-washing pavement and gazebos).
- Moving furniture (office moves, conference room set up, etc.).
- Warehousing (delivering, moving and re-arranging boxes).

- Janitorial/housekeeping (emergency spill/cleanups, carpet shampooing, etc.).

3.4 Temporary Employee Screening Procedures

The Contractor shall have temporary employee applicant screening procedures in place that may include, but are not limited to:

- Evaluation of general knowledge and skills
- Technical skill competency testing
- Verification of work experience and capabilities through reference checks
- Ability to provide results of a background investigation check, if requested by DHCD for specific assignments

3.5 Temporary Employee Assignments

The DHCD Contract Manager or designee will notify the Contractor of temporary employee assignments as requirements arise and provide the following information to the Contractor for each assignment:

- Staffing classification and summary of duties
- Assignment start date
- Estimated assignment end date
- Daily work schedule hours
- DHCD point of contact

Upon receipt of an assignment notification, the Contractor shall:

- Propose an employee of the appropriate classification level with the experience, knowledge, and ability suitable for the specific assignment
- Provide evidence that the employee has no criminal record for past five (5) years and has a negative drug and alcohol test within the past year.

The Contractor shall respond with a proposal as soon as possible but not later than close of business the same day of notification.

DHCD will review the proposed employee's resume and qualifications prior to accepting any assignment. DHCD reserves the right to reject proposed staff based on this review.

DHCD may terminate staff assignments at any time.

Not later than two working days after the start of an assignment, the Contractor shall obtain from the assigned temporary employee and provide to DHCD:

- A written, signed and dated response by the proposed temporary employee to the following question regarding whether there has been any criminal conviction:

Have you even been convicted of any violation of law other than a minor traffic violation? Yes _____ No _____

If yes, give the date, place of conviction, charge and disposition of each case.

Date: _____ Signature of Applicant: _____

3.6 Monitoring

The Contractor shall provide temporary employee timesheets for DHCD review and approval.

The Contractor shall serve as the point of contact between DHCD and the temporary employee for performance and attendance issues.

The Contractor shall provide a substitute in the event of either the planned or unplanned absence of an assigned temporary employee. DHCD will review the substitute's resume and qualifications and may reject the employee based on this review.

SECTION 4 – BID EVALUATION AND CONTRACT AWARD

4.1 Qualifying Bids

The Procurement Officer will review each bid for compliance with the requirements of this IFB. Failure to comply with any requirements will normally disqualify a bid; however, the State may waive minor irregularities when it is in the State's best interest to do so, pursuant to COMAR 21.06.02.04.

4.2 Discretion as to Deviations and Compliance

DHCD reserves and assigns to the Procurement Officer the right to determine which Bidders have met the minimum qualifications listed herein.

4.3 Contract Award

It is DHCD's intention to award contracts to two (2) responsible Bidders submitting a responsive bid as follows: The Bidder with the most favorable Total Estimated Price, as submitted on the Bid Form, Attachment B shall be deemed the "Primary Contractor" and the Bidder with the second most favorable Total Estimated Price, as submitted on the Bid Form, Attachment B shall

be deemed the “Secondary Contractor”. The estimated total price is for evaluation purposes only. Contractors will be compensated for actual work performed as described in Section 1.12 above.

DHCD reserves the right at its sole discretion to select only one Bidder if it determines that it is in the best interest of the State.

4.4 Assignment of Work

DHCD will first notify the Primary Contractor of each temporary employee assignment. If the Primary Contractor declines the opportunity to provide the services, or is unable to fill the assignment with temporary staff possessing the required qualifications, DHCD will notify the Secondary Contractor of the temporary employee assignment.

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