



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 8/10/2023

File ID: TMP-3201

Department: Finance

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into agreements with the low bidders meeting specifications as outlined in the attached Summary of Bids for Acceptance.

Resolution No.

Finance Information:

Account Number: See additional comments below.

City Cost Amount: \$ Various based on Contract pricing structures.

Total Cost: \$ Various based on Contract pricing structures.

Special Circumstances:

Grant Funded: \$ N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address: N/A

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

Standard of periodic bid utilizes by various departments.

Update of Bids:

Laine Federal Solutions (LFS) - Temporary Personnel Services (Finance)

Elwood Staffing Services Inc. (ESS) - Temporary Personnel Services (Finance)

Largen, Inc. - Irrigation Services (Landscape Management)

RESOLUTION NO. 23 - _____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, the Mayor be, and he is authorized to accept the low bids meeting specifications and effectuate the following agreements on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreements are substantially in words and figures similar to those certain documents attached hereto and identified herein below. An executed copy of said documents being permanently kept on file in the office of the City Clerk of the City of Huntsville, Alabama.

AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND:

<u>VENDOR</u>	<u>COMMODITY/SERVICE</u>	<u>AGREEMENT</u>
Laine Federal Solutions	Temporary Personnel Services	One Year W/Extensions
Elwood Staffing Services Inc.	Temporary Personnel Services	One Year W/Extensions
Largen, Inc.	Irrigation Services	One Year W/Extensions

ADOPTED this the 10th day of August, 2023.

President of the City Council of the City of
Huntsville, Alabama

APPROVED this the 10th day of August, 2023.

Mayor of the City of Huntsville, Alabama



HUNTSVILLE

Finance Department
Procurement Services Division

CONTRACT/BID AWARD RECOMMENDATION FORM

TO: ERIN MOTES **DATE:** 07.20.2023
FROM: TAMARA M YANCY **DEPT:** FINANCE
BID #: 71-2023-13 **COMMODITY/SERVICE:** TEMPORARY PERSONNEL SERVICES

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND LAINE FEDERAL SOLUTIONS (LFS)

RECOMMENDATION: CONTRACT BE JOINTLY AWARDED TO LFS IN CONJUNCTION WITH ELWOOD STAFFING SERVICES TO ENSURE CITY DEPTS ARE ABLE TO SECURE ADD'L PERSONNEL IN TIMELY AND COST-EFFICIENT MANNER TO ADDRESS THEIR NEEDS

DESCRIPTION	PRICE	UOM	COMMENT
CLERK-FILE (BILL RATE)	\$16.91	HOURLY	\$13.50 PAY RATE
CLERK-GENERAL OFFICE (BILL RATE)	\$17.04	HOURLY	\$13.50 PAY RATE
HELPER-OFFICE (BILL RATE)	\$15.78	HOURLY	\$12.50 PAY RATE
LABORER (BILL RATE)	\$17.53	HOURLY	\$14.00 PAY RATE
OPERATOR-WORD PROCESSOR (ADV) (BILL RATE)	\$21.80	HOURLY	\$17.58 PAY RATE
SECRETARY (BILL RATE)	\$20.35	HOURLY	\$16.25 PAY RATE
OPERATOR-DATA ENTRY (ADV) (BILL RATE)	\$21.80	HOURLY	\$17.58 PAY RATE

INITIAL PURCHASE: VARIES DEPENDING ON DEPTS' NEEDS

FUNDING SOURCE: VARIES DEPENDING ON DEPARTMENTS

TERM OF CONTRACT: ☐ One Time
☒ One Year w/ Additional One Year Extensions as Allowable by State Law
☐ One Year
☐ Three Months
☐ Other (Explain)

APPROVALS:

My staff and I have complied with all laws, regulations, City of Huntsville Procurement Rules, and the provisions of any contract and/or grant agreements applicable to this procurement process. In addition, my staff and I have not sought by collusion with the recommended Proposer/Bidder to obtain any advantage over any other Proposer/Bidder in this procurement.

Penny L Smith Digitally signed by Penny L Smith
Date: 2023.07.27 08:06:31 -05'00'

Department Head

Date

Digitally signed by Tamara M Yancy
Date: 2023.07.27 07:43:12 -05'00'

Procurement Manager

Date

Email completed form to Procurement@huntsvilleal.gov



CONTRACT/BID AWARD RECOMMENDATION FORM

TO:	ERIN MOTES	DATE:	07.20.2023
FROM:	TAMARA YANCY	DEPT:	FINANCE
BID #:	71-2023-13	COMMODITY/SERVICE:	TEMPORARY PERSONNEL SERVICES

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HUNTSVILLE

Finance Department
Procurement Services Division

CONTRACT/BID AWARD RECOMMENDATION FORM

TO: ERIN MOTES **DATE:** 07.20.2023
FROM: TAMARA M YANCY **DEPT:** FINANCE
BID #: 71-2023-13 **COMMODITY/SERVICE:** TEMPORARY PERSONNEL SERVICES

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND ELWOOD STAFFING SERVICES INC (ESS)

RECOMMENDATION: CONTRACT BE JOINTLY AWARDED TO ESS IN CONJUNCTION WITH LAINE FEDERAL SOLUTIONS TO ENSURE CITY DEPTS ARE ABLE TO SECURE ADD'L PERSONNEL IN TIMELY AND COST-EFFICIENT MANNER TO ADDRESS THEIR NEEDS

DESCRIPTION	PRICE	UOM	COMMENT
CLERK-FILE (BILL RATE)	\$17.98	HOURLY	\$14.05 PAY RATE
CLERK-GENERAL OFFICE (BILL RATE)	\$18.75	HOURLY	\$14.65 PAY RATE
HELPER-OFFICE (BILL RATE)	\$14.59	HOURLY	\$11.40 PAY RATE
LABORER (BILL RATE)	\$18.64	HOURLY	\$14.45 PAY RATE
OPERATOR-WORD PROCESSOR (ADV) (BILL RATE)	\$27.07	HOURLY	\$21.15 PAY RATE
SECRETARY (BILL RATE)	\$24.45	HOURLY	\$19.10 PAY RATE
OPERATOR-DATA ENTRY (ADV) (BILL RATE)	\$20.67	HOURLY	\$16.15 PAY RATE

INITIAL PURCHASE: VARIES DEPENDING ON DEPTS' NEEDS

FUNDING SOURCE: VARIES DEPENDING ON DEPARTMENTS

TERM OF CONTRACT: ☐ One Time
☒ One Year w/ Additional One Year Extensions as Allowable by State Law
☐ One Year
☐ Three Months
☐ Other (Explain)

APPROVALS:

My staff and I have complied with all laws, regulations, City of Huntsville Procurement Rules, and the provisions of any contract and/or grant agreements applicable to this procurement process. In addition, my staff and I have not sought by collusion with the recommended Proposer/Bidder to obtain any advantage over any other Proposer/Bidder in this procurement.

Penny L Smith Digitally signed by Penny L Smith
Date: 2023.07.27 08:05:56 -05'00'

Department Head

Date

Digitally signed by Tamara M Yancy
Date: 2023.07.27 07:40:08 -05'00'

Procurement Manager

Date

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CONTRACT/BID AWARD RECOMMENDATION FORM
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HUNTSVILLE

Finance Department
Procurement Services Division

CONTRACT/BID AWARD RECOMMENDATION FORM

TO: Procurement DATE: July 19, 2023
FROM: Brian Walker DEPT: Landscape Management
BID #: 66-2023-52 COMMODITY/SERVICE: Irrigation Services

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND Largen, Inc.

RECOMMENDATION: It is recommended Largen be awarded the bid as the were the lowest responsive bidder.

DESCRIPTION	PRICE	UOM	COMMENT
Technician	210.00	Hour	
Helper	75.00	Hour	
Mini Excavator	55.00	Hour	
Skid Steer	55.00	Hour	
Trencher	45.00	Hour	

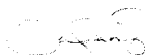
INITIAL PURCHASE: As Needed
FUNDING SOURCE: Various
TERM OF CONTRACT: ☐ One Time
☒ One Year w/ Additional One Year Extensions as Allowable by State Law
☐ One Year
☐ Three Months
☐ Other (Explain)

APPROVALS:

My staff and I have complied with all laws, regulations, City of Huntsville Procurement Rules, and the provisions of any contract and/or grant agreements applicable to this procurement process. In addition, my staff and I have not sought by collusion with the recommended Proposer/Bidder to obtain any advantage over any other Proposer/Bidder in this procurement.

Brian R. Walker Digitally signed by Brian R. Walker
Date: 2023.07.19 10:26:16 -05'00' 7/19/2023

Department Head Date

 Digitally signed by Tamara M. Yancy
Date: 2023.07.19 12:09:21 -05'00' 7/19/2023

Procurement Manager Date

Email completed form to Procurement@huntsvilleal.gov