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**Request for Proposal #1969
Temporary Agency Services
Period of Performance July 1, 2018 through June 30, 2019**

This Request for Proposal dated April 11, 2018 is being issued to receive proposals by the Purchasing Officer, Brian K. Jackson, Contra Costa Water District (District), 1331 Concord Avenue, Concord, California, until **11:00 A.M., Monday, April 30, 2018** for Temporary Agency Services for fiscal year 2019 (FY19), beginning on July 1, 2018 through June 30, 2019, and a priced optional 12-month extension period for fiscal year 2020 (FY20), from July 1, 2019 through June 30, 2020, to be exercised at the District's sole discretion. Proposal priced option sheet(s) must be included for FY20, the optional 12-month extension, for the proposal package to be considered a complete submission. The District will evaluate both one-year and two-year pricing and will determine what appears to provide the best value to the District.

The District reserves the right to award multiple contracts for optimal staffing coverage. The successful respondent (Agency) will be required to enter into a contract with the District to provide temporary staffing services. Proposals received after the designated date and time will not be accepted. Proposals must be submitted in sealed envelopes marked "**Temporary Agency Services RFP 1969**" and should be addressed to the Purchasing Officer, Contra Costa Water District, 1331 Concord Avenue, Concord, CA 94520.

No faxed or email bids will be accepted. Bidders must also provide with their hard copy bid (paper) an electronic version on a flash drive containing all required documentation in Word/Excel PDF format.

SCHEDULE

Proposal Release Date	April 11, 2018
Proposal Package Due Date	April 30, 2018
Proposal Evaluation Completion Date	June 6, 2018
Anticipated Contract Start Date	July 1, 2018

The District has included a General Provisions attachment which helps describe various provisions related to the District's bid and proposal processes. Please read them carefully. If you have any questions, please contact the Purchasing Officer at the phone number listed below.

A handwritten signature in black ink, appearing to read "Brian K. Jackson", is written over a horizontal line.

Brian K. Jackson
Purchasing Officer
Contra Costa Water District

Proposals shall be prepared in accordance with the following attachments, including completing and submitting the forms enclosed with each Attachment:

Attachment A: Scope of Work

Attachment B: Proposal Requirements

Attachment C: Rates and Charges Sheet

Attachment D: Purchase Order Terms and Conditions-No other contract documents will be considered.

Attachment E: Proposal Guarantee Form

AWARD CRITERIA

Contract awards will be based on the following:

- Billing rates and mark-ups (50%)
- Screening, testing procedures and performance review (25%)
- References (20%)
- Benefits paid for by employer (5%)

This package provides details on what must be included in a respondent's submission packet. This includes a rates and charges sheet provided as Attachment C.

The District encourages contracts with minority and women-owned and operated business enterprises.

The District does not obligate itself to accept the lowest proposal or any particular proposal and specifically reserves the right to reject any or all proposals, to make any awards or rejections in what it alone considers to be in the best interest of the District, and to waive any irregularities in the proposals.

Pursuant to Section 1770. et. seq. of the California Labor Code, the successful proposer shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations.

Request for Proposal packages may be obtained from the Contra Costa Water District website at www.ccwater.com.

The successful proposer must ensure that employees and applicants for employment are not discriminated against on the basis of age, color, race, national origin, ancestry, religion, sex, sexual preference, marital status and comply with the Americans with Disability Act.

SCOPE OF WORK

The criteria used to select the successful agency(s) are: billing rates and mark-ups, screening and/or testing procedures, references, performance appraisal/review of temporaries, and benefits paid for by employer and offered to temporary workers assigned to this contract.

The temporaries filling each position may be required to work at the following locations: 1331 Concord Avenue, Concord; 2333 Bisso Lane, Concord; 2401 Bisso Lane, Concord; 2411 Bisso Lane, Concord; 2015 Bates Avenue, Concord; 3760 Neroly Road, Oakley; 3965 Neroly Road, Oakley; and 100 Walnut Boulevard, Brentwood.

Below is a list of positions that the District requests frequently from temporary staffing agencies. This list is not all inclusive and the District has the option to request other types of candidates on an as needed basis.

POSITION DESCRIPTIONS

Account Clerk

Duties include: performs data entry functions and operates an on-line interactive computer terminal; posts, verifies, and balances various accounts; and performs related general clerical work such as typing, filing, and photocopying. Candidate must possess at least two years of accounting experience, type 35 words per minute, operate a 10-key by touch with speed and accuracy, and have good customer service, telephone, and communication skills.

Administrative Secretary

Duties including: word processing; developing spreadsheets and slide presentations; handling incoming calls; reviewing and screening correspondence; maintaining appointment calendar and scheduling meetings; opening and routing incoming mail; and composing routine correspondence. Employees in this position usually work for upper level managers. Candidates are required to have four years of executive level secretarial experience, type 50 words per minutes, be proficient using Microsoft Word, Excel, and PowerPoint, and have excellent communication and telephone skills.

Office Services Clerk

Duties include: preparing incoming and outgoing mail for distribution; using postage meter and scale; copying, collating, sorting, and inserting materials; and routine filing of previously indexed materials. Candidates must have at least one year of office experience, type 35 words per minute (wpm), be able to operate various office equipment including computer, postage meter, mail inserting equipment, and copying machine; and have knowledge of generally accepted filing methods. On a continuous basis, the candidate will sit at a desk for long periods of time; stand or walk for extended periods; intermittently reach equipment surrounding desk; type on a keyboard; and lift and carry objects weighing up to 50 pounds. The candidate must communicate effectively with others; understand and carry out written and oral instructions. Exercise tact and sound judgment in sensitive or difficult situations; establish and maintain effective working relationships

with those contacted in the course of the work. Possession of, or ability to obtain, a valid California driver's license is required.

Senior Clerk

Duties include: performing complex or specialized office support work requiring the use of independent judgment; organizing and maintaining various departmental files; entering and retrieving data using various computer software; receiving and screening visitors and telephone calls; and operating standard office equipment. Candidates must have three years of responsible general clerical experience, basic knowledge of Microsoft Word and Excel, type 45 wpm, knowledge of generally accepted filing methods, and experience using various pieces of office equipment such as a copying and fax machine.

Meter Reader

Duties include: Drive District vehicle on several routes around the District's service area. Clean driving record is required. Ability to read meters, to record readings and to make simple arithmetical calculations. Knowledge of types and sizes of meters and of street and water meter locations. Ability to write legibly and make neat entries and to deal with customers in a tactful and courteous manner. The candidate must be in good physical condition to permit working under a variety of climatic and geographic conditions.

General Laborer

General Facility cleanup- indoors and/or outdoors – sweeping, pulling weeds, power washing filters and basins, hosing down facilities, painting pipes, moving furniture and/or equipment (generally less than 50 lbs. but on rare occasion heavier). This position includes minor handyman type of work – hanging pictures/plaques, installing or assembling shelving, installing shelving brackets. Ability to use basic hand tools, shovel, broom, power washer, large water hoses (similar to fire hoses) and small hand power tools. Ability to read and understand English. General knowledge of the identification, use and operation of common hand and small hand power tools. Follow safety procedures and precautions.

Work Schedule and Wages:

Be able to work four (4) to five (5) days a week, hours 7:00 am to 3:30 pm with a half-hour lunch – working two (2) to three (3) days at either the Bollman Water Treatment Plant (WTP) in Concord or the Randall-Bold Brentwood plants in Oakley.

Worker to receive wage of \$12.00 per hour for the initial contract period. They must provide their own transportation.

General Laborer Work Sites:

Bollman WTP	Randall-Bold WTP	Brentwood WTP
2015 Bates Avenue	3760 Neroly Road	3760 Neroly Road
Concord	Oakley	Located just behind the Randall-Bold WTP
925-688-8090	925-625-6502	925-625-6680

Engineering Aide

Under supervision of the Engineering Technician III, incumbent will perform routine drafting for water system designs, and basic engineering calculations in support of those designs using the District's established drafting standards. Design work will be completed in AutoCAD Map 3D 2018 and Civil 3D 2018 and incumbent should be familiar with both programs. A basic understanding of drafting principles, practices, and techniques as well as being able to interpret Civil drawings is desirable as well as successful completion of coursework in drafting, algebra, and geometry. A basic understanding of surveying, easements and Geographic Information Systems (GIS) is also desirable. Position requires being able to exercise good judgment in choosing design scales, planning arrangements of views and sections, and interpreting maps and drawings. The position is also expected to regularly communicate project status updates and identify any issues that might impact the design schedule. Some field work will be required and candidates should be able to lift 30 pounds, possess a valid California Driver's License with satisfactory driving record and be willing to work under a variety of climatic and geographic conditions.

Work Schedule and Wages for Engineering Aide:

Be able to work two (2) to five (5) days a week, hours 8:00 a.m. to 5:00 p.m. with one (1) hour lunch.

Worker to receive wage of \$29.53 per hour for the initial contract period.

They must provide their own transportation and insurance.

SCREENING AND TESTING

For the positions listed above, please describe the methods used to determine competency level in the following areas:

- Typing/Keyboarding
- Ten Key
- Ability to Operate Office Equipment
- Filing Methods
- Software Programs such as Word, Excel, PowerPoint, etc.
- Ability to Perform Arithmetic Computations
- Accounting Knowledge
- General Clerical Aptitude
- General Physical Aptitude

Occasionally, Contra Costa Water District has a need to have a District candidate tested on Word, Excel, and Power Point. Please provide the cost of testing a District applicant on these programs.

REFERENCES

Please provide 3 references, preferably with public sector agencies serviced out of the proposing agency and location.

PERFORMANCE EVALUATION/REVIEW

Please describe your procedure for evaluating employee performance, if any.

BENEFITS

Please provide a listing of benefits, if any that are offered to your employees and paid for by the employer.

PROPOSAL REQUIREMENTS

To be considered responsive to the Request for Proposal, your packet should be in accordance with the following award criteria format:

1. Provide a copy of your company's informational packet, business license, and insurance certificates.
2. Describe your company's:
 - Screening and/or testing procedures
 - References procedures
 - Performance evaluation/review of temporaries
 - Benefits offered to temporaries paid for by employer
3. Complete Attachment C – Rates and Charges
4. Provide three (3) references preferably with public sector agencies.
5. Meet all direct contract terms and conditions including, but not limited to:
 - Insurance and indemnification requirements
 - Prevailing wage requirements
 - Independent contractor requirements

RATES AND CHARGES
FY19 July 1, 2018 through June 30, 2019

Classification	Temporaries Pay Rate	Administrative % of Mark-Up	Total Bill Rate	Average # of Temporaries Available
Account Clerk	\$20.88			
Administrative Secretary	\$26.34			
Office Services Clerk	\$20.88			
Senior Clerk	\$23.73			
Meter Reader	\$22.64			
General Laborer	\$23.32			
Engineering Aide	\$29.53			

RATES AND CHARGES
FY20 July 1, 2019 through June 30, 2020

Classification	Temporaries Pay Rate	Administrative % of Mark-Up	Total Bill Rate	Average # of Temporaries Available
Account Clerk	\$21.50			
Administrative Secretary	\$27.13			
Office Services Clerk	\$21.50			
Senior Clerk	\$24.44			
Meter Reader	\$23.31			
General Laborer	\$24.01			
Engineering Aide	\$30.41			

Purchase Order Terms and Conditions

Compensation: By accepting this Purchase Order (PO), the Contractor/ Vendor (Vendor) agrees to receive and accept the prices shown as full compensation for furnishing all materials and for doing all the work contemplated and embraced in the order; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of all elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of work until its acceptance by Contra Costa Water District (CCWD) and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work and the whole thereof, in the manner according to the requirements of CCWD's inspection.

Vendor shall state its discount terms on invoices. Delay caused by correction of errors and omissions shall extend the discount period and shall be just cause for withholding settlement without loss of cash discount by CCWD. This order or any payment due hereunder is not assignable by Vendor without written approval of CCWD. Full payment shall be made for acceptance materials within 45 days after receipt of invoice.

F.O.B.: Unless otherwise specified, all shipments are Free-On-Board delivered to the location shown on the Purchase Order. A copy of the receipted freight bill MUST accompany the invoice when freight is authorized to be prepaid and added to invoice.

Substitutions: Substitutions, changes, and prices other than specified above must be authorized in writing by CCWD.

Contract: The PO, and any referenced attachments, when accepted by Vendor, either in writing or shipment of all or any portion of the material, or the commencement of performance of any portion of the services covered hereunder, constitutes the entire contract between Vendor and CCWD concerning its subject matter; and neither any contrary or additional conditions specified by Vendor nor any subsequent amendment or supplement shall have any effect without CCWD's written approval.

Indemnification – Vendor shall indemnify, hold harmless and defend the Contra Costa Water District (CCWD), and each of its officers, Directors, officials, employees, volunteers and agents from any and all loss, claims, demands, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CCWD, the Vendor or any other person and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expense), arising or alleged to have arisen directly or indirectly out of performance of the contract. The Vendor's obligations under the preceding sentence shall apply regardless of whether CCWD or any of its officers, directors, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss, liability fines, penalties, forfeitures, cost or damages caused solely by the active negligence or by the willful misconduct of the CCWD. If Vendor should subcontract all or any portion of the work to be performed under this agreement, Vendor shall require each subcontractor to indemnify, hold harmless, and defend the CCWD, its officers, Directors, officials, employees, volunteers and agents in accordance with the terms of the preceding paragraph.

Contractor's Licensing Laws: All contractors shall be licensed in accordance with the laws of the State of California.

Permits or Licenses: The Vendor shall procure all permits and licenses, pay all charges and fees and give all notices necessary and incidental to the due and lawful prosecution of the work.

Taxes: Unless otherwise provided herein or required by law, Vendor assumes exclusive liability for, and shall pay before delinquency, all sales, use, excise and other taxes, or charges of any kind now or hereinafter imposed on or with respect to, or measured by the articles sold or material or work furnished hereunder on the wages, salaries or other remuneration paid to persons employed in connection with the performance of this P.O.

Safety: All equipment, materials and services shall comply with all Federal, State and local safety rules and regulations including those imposed by the Occupational Safety and Health Administration (OSHA).

Independent Contractor: Vendor is an independent Contractor/ Supplier retained by CCWD to provide goods and/or perform the work described herein. All personnel employed by the Vendor, including subcontractors and personnel of said subcontractors approved by CCWD, are not and shall not be deemed to be employees of CCWD. The Vendor and approved subcontractors shall comply with all State and Federal laws pertaining to employment and compensation of their employees or agents, including the provision of Worker's Compensation. CCWD shall not under any circumstances be liable to Vendor for any person or persons acting for Vendor for any death, injury, property destruction, or damage received or claimed relating to or resulting from the activities undertaken pursuant to this P.O.

Warranty: Vendor warrants that the goods specified in this P.O. shall be free from defects in design, material, and workmanship. The goods specified in this P.O. shall not be deemed accepted until after inspection within a reasonable time after arrival at the delivery location specified on the P.O. Vendor warrants that the goods specified in this P.O. will be fit for the purposes for which they were sold to CCWD.

Attorney's Fees: If a lawsuit is filed to enforce the terms hereof, the prevailing party will be entitled to an award of attorney's fees.

Prevailing Wages: Pursuant to Section 1773.2 of the Labor Code, a copy of which is on file with CCWD, Vendors performing public work shall pay prevailing per diem wages.

Insurance: Vendors performing work for CCWD shall provide proof of insurance, in amounts not less than those specified, for the following: Comprehensive General Liability \$1,000,000 per occurrence; Worker's Compensation: statutory coverage required; Commercial Auto Liability: \$1,000,000 per accident for bodily injury and property damage, endorsed for "any" auto. Please note that in addition to the certificate of insurance, an endorsement must be provided to name the *Contra Costa Water District, its officers, agents, and employees as "Additional Insured"*. The certificate of insurance can be a master certificate, to cover all work done during the year, or a single purpose certificate to cover one specific project/job.

PROPOSAL GUARANTEE

TO THE CONTRA COSTA WATER DISTRICT, CONCORD, CALIFORNIA:

Pursuant to the foregoing notice to proposers, the undersigned proposer herewith submits a proposal on the proposal sheet or sheets attached hereto and made a part hereof, and binds himself/herself on award by the Contra Costa Water District (District) under this proposal, to execute in accordance with such award a contract, of which this proposal and the said notice to proposers and the specifications attached to the notice to proposers shall be a part.

The proposer further agrees that should the proposer withdraw this proposal in a manner other than provided for in the specifications, or his/her default in executing the contract, {providing the necessary insurance and bonds}, or timely provision of {materials} {equipment} {services} under said contract in a manner satisfactory to District, the bidder/proposer shall pay any and all additional cost incurred by District in obtaining the {materials} {equipment} {services} from another firm.)

Signature: _____

Address: _____

(Corporate Seal)

Nature of firm (corporation, partnership, etc.) and names of individual members of the firm, or names and titles of officers of the corporation.

Corporation organized under the laws of the state of:
