

Collin County Community College District (CCCCD) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Joy LaFon Buyer	Address	Purchasing	Address
Email	jlafon@collin.edu		3452 Spur 399	
Phone	01 (972) 758-3870 x		McKinney, TX 75069	
Fax	01 (972) 758-3881 x	Contact	Joy LaFon Buyer	Contact
			Purchasing	
Bid Number	4164	Department		Department
Title	Annual Contract for Temporary Personnel Services	Building	Collin Higher Education Center 367	Building
Bid Type	ITB	Floor/Room		Floor/Room
Issue Date	4/30/2018 03:00 PM (CT)	Telephone	01 (972) 758-3870 x	Telephone
Close Date	5/14/2018 03:00:00 PM (CT)	Fax	01 (972) 377-1070 x	Fax
		Email	jlafon@collin.edu	Email

Supplier Information

Company Temps Of McKinney (All Star Temporaries, Inc.)
 Address 500 W. University Dr.
 Suite 104
 McKinney, TX 75069

Contact
 Department
 Building
 Floor/Room
 Telephone (972) 542-5586
 Fax (972) 548-0770
 Email
 Submitted 5/14/2018 09:47:59 AM (CT)
 Total \$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature Sharron Jean Edwards

Email tempmck@birch.net

Supplier Notes

Temps of McKinney has provided temporary employees to businesses in the Collin County area for over 38 years. Many of our customers have used our services since they opened their business here in McKinney. We would appreciate the opportunity to continue to service Collin College if the bid is awarded to us.

Bid Notes

Bid Activities

Bid Messages

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Standard 3-year term, no renewals	Contract shall commence upon the date of award, or as otherwise indicated in this solicitation, and continue for a three year period.	Acknowledged
2	Bid Acceptance	I have read and understand the Standard Terms and Conditions, and Specifications, including insurance requirements, contained herein, and further agree to abide and accept said Terms, Conditions and Specifications.	Acknowledged
3	Cooperative Purchasing Agreement - List of Values	As permitted under Interlocal Cooperation Act C Texas Government Code, Chapter 791, other governmental entities may wish to also participate under the same terms and conditions contained in this contract. If this bid does not specifically list additional entities, each entity wishing to participate must have prior authorization from Collin County Community College and the vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Collin County Community College shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by the entities. Bidder is to state their willingness to allow other governmental entities to participate in this contract, if awarded.	Yes
4	Criminal Background Checks	No person shall be engaged by the vendor to work on District property who have charges pending, or who have been convicted, received probation or deferred adjudication. The following is a list of offenses which apply: 1) Any offense against a child; 2) Any sex offense; 3) Any crimes against persons involving weapons or violence; 4) Any felony offense involving controlled substances; 5) Any felony offense against property; or 6) Any other offense that the District believes might compromise the safety of students, staff or property. It shall be the responsibility of the vendor to ensure compliance with this provision. Prior to the start of the contract vendor shall submit a NATIONAL criminal background investigation report for all employees with an updated report and an updated report every three (3) months, to include any new hires working on District property, to the Collin College Vice President of Human Resources. During the duration of the contract the District reserves the right to request additional reports from the vendor if any employee is suspected of a criminal offense as stated above. Report must be in accordance with Texas Education Code 22.0834.	Acknowledged
5	Debarment	The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the District. The Contractor must notify the District Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period	Acknowledged

6 Equal Opportunity Employer (EOE)	<p>Personnel relations of the Vendor's employees shall be the Vendor's responsibility, including compliance with all applicable government regulations related to the employment of personnel. The Vendor shall be an Equal Opportunity Employer and shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, or gender. The vendor shall hire only persons who may legally work in the United States, to include citizens and nationals of the United States and aliens authorized to work. It is the vendor's responsibility to verify the identity and employment eligibility of anyone hired for performance under this contract. Furthermore, all persons performing work under this contract must be an employee of the company.</p>	(No Response Required)
7 Non Collusion Statement	<p>By checking this box, you affirm that you are duly authorized to execute this contract, that this company, corporation or firm has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.</p>	Yes
8 Non-Disclosure Agreement	<p>The awarded vendor(s) shall be required to sign the attached Non-Disclosure Agreement should it be determined that the vendor will have access to certain confidential information such as, but not limited to, personally identifiable information concerning students, faculty or staff of the District, other employee information, data and results, information relating to the District's computer systems and communications network, including information stored thereon, information relating to the District's finances and information supplied to the District in confidence by third parties. The NDA is not required to be submitted with the vendor's response to the solicitation, but will be submitted upon notification of award should the agreement be required.</p>	Acknowledged
9 Purchase Order Delivery Address (Business)	<p>Supplier,</p> <p>Please enter the company name, street address, city, state, and zip code for the address where purchase orders should be sent if awarded this contract. Purchase order distribution will be via e-mail or fax. Please include an e-mail address or fax number.</p> <p>Please enter a Contact Person's name, e-mail, and phone number.</p>	<p>Temps of McKinney, 500 W. University Dr. #104, McKinney, TX 75069 Fax #: 972-548-0770 Email: tempsmck@birch.net, Contact Person: Sharron Edwards, tempsmck@birch.net, 972-542-5586</p>

10	Felony Conviction Notification Certification - INCLUDE IN YOUR RESPONSE YOUR CHOICE OF A, B, OR C; AND CONTACT INFORMATION OF CERTIFYING OFFICIAL'S NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDRESS.	<p>Acceptable responses are as follows:</p> <p>A. Firm is a publicly-held corporation.</p> <p>B. Not owned nor operated by anyone who has been convicted of a felony.</p> <p>C. Firm is owned or operated by someone convicted of a felony. Include a general description of the conduct resulting in the conviction of a felony.</p> <p>State of Texas Legislative Senate Bill No. 1, Education Code Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."</p> <p>Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."</p> <p>THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.</p>	B
11	Principal Place of Business	Is your company, ultimate parent company, or majority owner's principal place of business in the State of Texas?	Yes
12	Employ at Least 500 People	Does your company, ultimate parent company, or majority owner employ at least 500 people in the State of Texas?	No
13	Tobacco Free Campus	All Collin County Community College District campuses are tobacco free campuses. All contractors, their employees and subcontractors shall refrain from using tobacco of any kind while on District property. The Tobacco Free Campus policy is strictly enforced.	Acknowledged
14	SciQuest Participation Defined	<p>Collin County Community College District's (Collin College) Purchasing Department utilizes an eProcurement system called CougarMart. Using CougarMart, Collin College will be able to easily source and purchase products from suppliers who make their data available electronically through the application. Decisions to enable suppliers in CougarMart will be based on historical data. The manufacturer of the system, SciQuest, does not charge transaction fees to suppliers and there is no cost to you for making your catalog and pricing available. SciQuest will provide the software and services to electronically integrate with our procurement system, and to enable supplier product catalog to be accessible through the application.</p> <p>Please answer the following three questions.</p>	(No Response Required)
15	SciQuest Relationship	Do you currently have a relationship with SciQuest?	No
16	SciQuest Relationship - Yes	If you do have a relationship with SciQuest, is your catalog punch-out or hosted?	

17	SciQuest Relationship - No	If you do not have a relationship with SciQuest, would you be willing to engage in a relationship to provide either a punch-out or hosted catalog?	
		A punch-out is a web based catalog available to requesting client organizations thru the SciQuest eProcurement application.	
		A hosted catalog is supplier catalog content, usually loaded from a spreadsheet, that is hosted on the SciQuest servers and is made accessible to requesting client organizations.	
18	Current Contracts	State the number of contracts currently in place which are applicable to each position listed.	Over 35 contracts doing much of the same type of work we do at Collin College.
19	Retention of Qualified Personnel	State the average retention time of qualified personnel for positions required for Collin College.	Normally we are able to supply new temporary employees with 24-48 hours depending on the job assignment.
20	Skills/Knowledge Testing and Training	State the tests used for skills and knowledge testing and for employee training.	Currently we are using tests from Employ Tests. These include Behavioral & Aptitude, Microsoft Office, Computer Skills, General Office, Food Service, Accounting and Finance.
21	Response Time to Calls	State your response time for your agency to furnish a temporary employee for a position.	We should be able to supply a new employee with 24-48 hours depending on the job assignment and response time from Collin College HR approval of criminal history of the employee.
22	Response Time for Availability Calls	State your response time to return a call requesting availability status of a temporary employee.	Most calls are returned within one hour.
23	Added Services	List added services such as reports, customized guides for hiring managers and for temporary personnel.	Any reports or special request can be made available within reason.
24	Benefits provided for Your Employees	List benefits your agency provides for your employees.	No benefits are provided to our employees.
25	Delinquent Franchise Taxes Certification - INCLUDE IN YOUR RESPONSE THE CONTACT INFORMATION OF CERTIFYING OFFICIAL'S NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDRESS.	As required by §2252.903, Government Code, bidder's official certifies that its Texas franchise tax payments are current, or that it is exempt from, or not subject to, such tax.	Sharron Edwards, Sec./Treas. 9782-542-5586, tempmck@birch.net
26	W9 Form	Bidder shall include a W9 Form with their bid submission. This may be done electronically by clicking on the "Response Attachments" tab and clicking on "New under "Response Attachments". I acknowledge that a copy of my company's W9 Form has been included with this submission.	Acknowledged
27	REFERENCE #1	Please provide the Company Name, Address, City, State, Zip, Contact Name, eMail Address, Phone Number, and Fax Number for reference #1 where similar scope of work as bid specifications was provided.	Texas Tech University, 2500 Broadway, Lubbock, TX 79409, Sean D. Childers, Assistant Vice President Operations, sean.childers@ttu.edu, 806-834-4673

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| 28 | REFERENCE #2 | Please provide the Company Name, Address, City, State, Zip, Contact Name, eMail Address, Phone Number, and Fax Number for reference #2 where similar scope of work as bid specifications was provided. | Collin County, 2300 Bloomdale Rd., McKinney, TX 75071, Caitlin Niemann, HR Generalist, cniemann@co.collin.tx.us, 972-547-1990 |
| 29 | REFERENCE #3 | Please provide the Company Name, Address, City, State, Zip, Contact Name, eMail Address, Phone Number, and Fax Number for reference #3 where similar scope of work as bid specifications was provided. | KLAK Radio, 1700 Redbud Blvd. # 185, McKinney, TX 75071, David Smith, General Manager, david.smith@alphamediausa.com, 903-647-0465 |
| 30 | REFERENCE #4 | Please provide the Company Name, Address, City, State, Zip, Contact Name, eMail Address, Phone Number, and Fax Number for reference #4 where similar scope of work as bid specifications was provided. | Leon's Texas Cuisine, 2100 Redbud Blvd. McKinney, TX 75069, Michelle Ramos, HR Director, mramos@texas cuisine.com, 972-529-5050 ext. 232 |
| 31 | Conversion/Placement Fees | Please acknowledge this attribute and attach your conversion/placement fee sheet (if available) for the transition of temporary employees to permanent status, and for direct hire employees. | After our employee has worked with Collin College for a period of 30 days (or 240 hours), that employee can be hired by Collin College for no additional charge. |

Line Items

#	Qty	UOM	Description	Response
1	1		Business Office - Bursar, Cashier, SCC. Estimated 4 each. Must be familiar with keyboarding and able to run a scanning type cashier system and maintain accurate cash drawer balance. Direct customer service experience, ability to follow instructions and adapt to new software, excellent interpersonal skills, ability to function in noisy environment, ability to work long, irregular hours for 3 to 4 weeks, including one or two Saturdays. Must be able to stand for 6 consecutive hours. Minimum educational requirement: Associates degree. The District will pay \$15.19 per hour for this position. Please state your percentage markup rate.	30.00%

Item Notes:

Supplier Notes:

2	1		Financial Aid Call Center, Phone Bank Operators, SCC. Estimated 4 to 6 needed for Call Center at SCC only. Position is for a 12 to 13 week duration. Full day training will be provided for this position. Must be able to function in noisy environment. Must have excellent customer service skills. Must be computer literate with expertise to quickly adapt to using District-wide, higher education software from SunGard. Must have the ability to learn District procedure and policy and services at all sites. This position receives calls by telephone, no in-person customer contact. Minimum educational requirement: High School Diploma. The district will pay \$16.03 per hour for this position. Please state your percentage markup.	30.00%
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Item Notes:

Supplier Notes:

3	1		Admissions and Records, Phone Bank Operators. Estimated 8 needed for Records Center for CPC ; 8 needed for SCC. This position is for a 3 to 4 week duration. Full day training will be provided for this position. Must have ability to function in noisy environment. Must have excellent customer service skills. Must be computer literate with expertise to quickly adapt to using District-wide, higher education software from SunGard. Must have ability to learn District procedures, policy and services at all sites. This position receives calls by telephone, no in-person customer contact. Minimum educational requirement: High school Diploma. The District will pay \$16.03 per hour for this position. Please state your percentage markup.	30.00%
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Item Notes:

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4	1		Admissions and Records Data Entry Clerk. Estimated number of employees per campus: 2 each CPC; 2 each PRC; 2 each SCC; 5 each CYC. Prefer 10-key by touch, excellent interpersonal skills, ability to function in noisy environment, ability to work long, irregular hours for 2 weeks, including 1 Saturday. Must be available to train prior to registration and commit to specified dates. One year experience at data entry preferred. Minimum educational requirement: High School Diploma. The District will pay \$12.90 for this position. Please state your percentage markup.	30.00%
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Item Notes:

Supplier Notes:

5	1	Admissions and Records Information Center Assistant. Estimated number of employees per campus: 2 each CPC; 10 each PRC; 10 each SCC. Receives callers in person and by phone and must determine nature of inquiry and direct callers to appropriate destination. Operate PBX telephone console. Provide clerical support, assist students with non-credit registration, respond to customer inquiries in friendly and professional manner, perform job functions accurately while under pressure, maintain confidentiality, have ability to quickly learn services available at all District sites in order to make appropriate and timely referrals. Ability to work various hours, including day and evening. Skill to apply modern office practices and skill to accurately input information via computer keyboard or typewriter and to operate standard office equipment. Ability to listen attentively and demonstrate understanding, provide accurate information or assistance to requestors in a timely and courteous manner. Ability to maintain restraint and keep calm when faced with interpersonal conflict and, or emotional or angry individuals. Minimum educational requirement: High School Diploma. The District will pay \$13.62 per hour for this position. Please state your percentage markup.	30.00%
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Item Notes:

Supplier Notes:

6	1	Receptionist, all campuses - CPC, PRC, CYC, SCC, and CHEC. Must have skill to answer multi-line phone and take messages, oral and written skills to convey accurate information, ability to do light typing and filing. Minimum educational requirements: High School diploma. Work experience required: 1 year . The District will pay \$13.62 per hour for this position.	30.00%
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Item Notes:

Supplier Notes:

7	1	General Office Clerk, all campuses - CPC, PRC, CYC, SCC, and CHEC. Must be computer literate with expertise to quickly adapt to using District-side higher education software from Ellucian, typing 40 wpm. Must be able to follow verbal and written instructions and have ability to operate copier and facsimile. Minimum educational requirement: High School diploma. Work experience required: 1 year. The district will pay \$12.90 per hour for this position. Please state your percentage markup rate.	30.00%
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Item Notes:

Supplier Notes:

8	1	Secretary, all campuses - CPC, PRC, CYC, SCC, and CHEC. Detail oriented with ability to follow oral and written instructions precisely and knowledge of modern office practices and procedures, skill in answering multi-line phone system, telephone etiquette, oral and written skills to convey ideas, facts and information accurately, skill in proofreading. Must be computer literate with expertise to quickly adapt to using District-wide, higher education software from Ellucian, Proficient in Office Suite, and type 65 wpm. Minimum educational requirements: Associate's degree. Work experience required: 1 year. The District will pay \$14.38 per hour for this position. Please state your percentage markup rate.	30.00%
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Item Notes:

Supplier Notes:

9	1	Executive Assistant, all campuses - CPC, PRC, CYC, SCC, and CHEC. Assists upper level management staff. Requires excellent office and telephone etiquette, ability to record and write minutes of meetings, oral and written skills to convey ideas, facts and information accurately, skill in proofreading, detail oriented with ability to follow oral and written instructions precisely, computer literate with the expertise to quickly adapt to using District-wide higher education software from Ellucian, proficient in Office Suite, typing 65 wpm. Minimum educational requirements: Associates degree. Work experience required: 1 year. The District will pay \$19.92 per hour for this position. Please state your percentage markup rate.	30.00%
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Item Notes:

Supplier Notes:

10	1	Grounds Maintenance Personnel for all campuses. Salary range is \$12.90 per hour, based on proven experience per hour to start. All grounds maintenance personnel shall be in possession of a valid Texas drivers license, have a background in landscape maintenance, ability to read English, ability to follow written directions and-or proven skill in irrigation mechanics. Grounds maintenance personnel may be approved for a salary increase of \$0.25 per hour after one year of continuous assignment to the District. Criteria for increases may include, but will not be limited to punctuality, attendance, ability, experience and longevity. Please state your percentage markup for this position.	30.00%
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Item Notes:

Supplier Notes:

11	1	Plant Worker, for all campuses, CPC, PRC, CYC, SCC and CHEC. Assist with event set-ups, miscellaneous cleaning, deliver packages, assist maintenance personnel and minor handy man work. Minimum educational requirements: High School diploma or GED. The District will pay \$12.90 for this position. Please state your percentage markup.	30.00%
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Item Notes:

Supplier Notes:

12	1	Plant worker, PRC, General HVAC technician for performing preventative maintenance checks, change filters, check belts, etc. Minimum educational requirement: High School diploma or GED. The District will pay \$17.87 per hour for this position. Please state your percentage markup.	30.00%
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Item Notes:

Supplier Notes:

13	1	Food Service Worker, SCC, CPC, PRC, Starbucks, 15 positions. Performs a wide range of duties involved with preparing and/or serving foods and beverages in one or more of a variety of food service environments. Assist in cleaning work areas, equipment, utensils, May assist in the set up and service; collection of garbage/trash; sweeping, mopping, taking inventory or completing food usage sheet, as appropriate to the area of operation. May serve food to customers and/or perform cashiering duties, as appropriate. Work schedule may vary from 6 a.m. - 7:30 p.m. Monday - Saturday. The District will pay \$11.00 per hour for this position. Please state your percentage markup.	30.00%
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Item Notes:

Supplier Notes:

14	1	Food Service Cook, 10 positions. May perform such duties as preparing salad items, grilling and frying food, hot foods and/or cold foods, and/or assisting in the preparation of bakery items, as appropriate to the position. Assist in cleaning work areas, equipment, utensils. May assist in the setup and service; collection of garbage/trash; sweeping, mopping, taking inventory or completing food usage sheets, as appropriate to the area of operation. May serve food to customers. Work schedule may vary from 6 a.m. - 7:30 p.m. Monday - Saturday. The District will pay \$13.00 for this position. Please state your percentage markup .	30.00%
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Item Notes:

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15	1	Starbucks Barista, 5 positions on SCC and CPC campuses. This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles. May perform such duties as preparing salad items, hot foods, and/or cold foods, and/or assisting in the preparation of bakery items, as appropriate to the position. Assist in cleaning work areas, equipment and utensils. May assist in the set up and service; and collection of garbage/trash; sweeping, mopping, taking inventory or completing food usage sheets, as appropriate to the area of operation. May serve food to customers and/or perform cashiering duties, as appropriate. Work schedule may vary from 6 a.m. - 7:30 p.m. Monday - Saturday. The District will pay \$11.75 per hour for this position. Please state your percentage markup.	30.00%
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Item Notes:

Supplier Notes:

16	1	Catering Wait Staff: need varies depending of catering events at SCC. This position is responsible for working catered events to include breakfast, lunch, coffee breaks, snacks and dinners. Duties include: preparing a section of tables before guests sit down(e.g., changing the tablecloth, putting out new utensils, cleaning chairs, etc.); offering beverages, refilling buffet food and beverages, serving plated meals, pre-clearing the tables, and serving food and beverages to customers. Work schedule may vary from 6 a.m. - 11:30 p.m. Monday - Saturday. The District will pay \$13.00 for this position and \$15.00 for captains. Please state your percentage markup.	30.00%
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Response Total: \$0.00
