



Bidder Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

BID NO. 2017-145

**ANNUAL CONTRACT
FOR
TEMPORARY CLERICAL PERSONNEL**

**BIDS DUE JULY 17, 2017
2:00 P.M.**

BID NO. 2017-145

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ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL, COUNTYWIDE**. All bids must be submitted on the attached Price Forms. Bidders must bid on all items. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

BY MAIL VIA US POSTAL SERVICE

ORIGINAL AND ONE (1) COPY

OF

COMPLETED BID

MUST BE RECEIVED IN THE

PURCHASING DEPARTMENT

AT 100 E. WEATHERFORD, SUITE 303

FORT WORTH, TEXAS 76196-0104

ON OR BEFORE JULY 17, 2017

AT 2:00 P.M.

BY COURIER, FEDERAL EXPRESS, UPS

ORIGINAL AND ONE (1) COPY

OF

COMPLETED BID

MUST BE RECEIVED IN THE

PURCHASING DEPARTMENT

AT 100 E. WEATHERFORD, SUITE 303

FORT WORTH, TEXAS 76102

ON OR BEFORE JULY 17, 2017

AT 2:00 P.M.

All bids, including a "NO BID", are due in the Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original bid must be clearly marked "ORIGINAL" and contain all original signatures.

Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Bidder's expense, or destroyed with written authorization of the Bidder. If bids are sent by mail to the Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendation of the Purchasing Agent and the approval of Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.

No oral explanation about the meaning of the bid specifications will be made and no oral instructions will be given before the award of the contract. Request from interested Bidders for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:

GWEN PETERSON, C.P.M., A.P.P., SENIOR BUYER

FAX: (817) 884-2629

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All documents relating to the Bid, including but not limited to, the bid document, questions and responses, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the Bid due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, TX time, Monday, July 3, 2017. After the question deadline, all questions and their responses will be posted on the website and available for download by Bidders.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. It is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days' notice prior to cancellation.

Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County. Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids received after the time limit for receiving bids.
2. Bids containing any irregularities.
3. Unbalanced value of any items.

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Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated.
3. Bidder being interested in any litigation against the County.
4. Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience and equipment and questionnaires
6. Uncompleted work, which in the judgment of the County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.

It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Compliance With Federal and State Laws Form, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Chapter 552.136, Texas Government Code. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION.**" Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Bidder. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Bidder to determine the full extent of the exposures.

Vendor may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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VENDOR AGREES THAT IT WILL PROTECT, DEFEND, INDEMNIFY AND SAVE WHOLE AND HARMLESS TARRANT COUNTY, AND ALL OFFICERS, AGENTS AND EMPLOYEES OF TARRANT COUNTY (HEREINAFTER "THE INDEMNIFIED PARTIES") FROM AND AGAINST ALL CLAIMS, DEMANDS, CAUSES OF ACTION, DAMAGES, JUDGMENTS, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, LITIGATION EXPENSES AND COURT COSTS OF WHATSOEVER NATURE, CHARACTER OR DESCRIPTION THAT ANY PERSON OR ENTITY HAS OR MAY HAVE ARISING FROM OR ON ACCOUNT OF ANY EMPLOYMENT RELATED MATTER ASSERTED BY ANY OF ITS EMPLOYEES AGAINST THE INDEMNIFIED PARTIES OR FOR ANY INJURIES OR DAMAGES (INCLUDING, BUT NOT RESTRICTED TO, DEATH) RECEIVED OR SUSTAINED BY ANY PERSON, PERSONS OR PROPERTY, ON ACCOUNT OF, ARISING OUT OF, OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY NEGLIGENT ACT OR OMISSION OF VENDOR OR ANY AGENT, SERVANT, EMPLOYEE OR SUBCONTRACTOR OF VENDOR IN THE EXECUTION OR PERFORMANCE OF THIS AGREEMENT. VENDOR FURTHER AGREES TO PROTECT, INDEMNIFY AND HOLD THE INDEMNIFIED PARTIES HARMLESS AGAINST AND FROM ANY AND ALL CLAIMS AND AGAINST AND FROM ANY AND ALL LOSS, COST, DAMAGE, JUDGMENTS OR EXPENSE, INCLUDING ATTORNEY'S FEES, LITIGATION EXPENSES AND COURT COSTS ARISING OUT OF THE BREACH OF ANY OF THE REQUIREMENTS AND PROVISIONS OF THE AGREEMENT BECAUSE OF ANY FAILURE OF VENDOR, ITS EMPLOYEES, OFFICERS, AGENTS, SUBCONTRACTORS, INVITEES OR ASSIGNS IN ANY RESPECT TO COMPLY WITH AND PERFORM ALL THE REQUIREMENTS AND PROVISIONS HEREIN.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES, AND INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from October 1, 2017 or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County’s option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for two (2) additional twelve (12) month periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Vendor shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, the County will rescind its option and seek a new bid solicitation.

3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among the governmental entities that are listed on pages7-9; therefore it would be in the Vendor’s best interest to help Tarrant County facilitate this cooperative effort. **A “NO” answer could result in complete rejection of bid.**
 - A. Should other Governmental Entities decide to participate in this contract, would you, the Bidder, agree that all terms, conditions, specifications, and pricing would apply?

_____Yes _____No
 - 1) If you, the Bidder, checked yes, the following will apply:
 - a) Governmental Entities utilizing Inter-Governmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity’s debts. Each Governmental Entity will order their own material/services as needed.
 - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
- d) Vendor(s) awarded contract(s) resulting from bid shall be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information shall be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County. Failure to provide the requested information when requested could delay the renewal process.

4. **SECONDARY/ALTERNATE AWARD:** Secondary or alternate Vendors serve in a backup capacity only. In the event the primary is unable to honor the terms and conditions of the contract, the secondary Vendor may be called. If the secondary Vendor is unable to honor the terms and conditions of the contract the alternate may be called. The primary vendor is the first contact. Use of the secondary or alternate must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- A. In the event the secondary or alternate Vendors are called upon, they will offer the goods and services at the bid prices, or better. Any attempt to increase the original bid price may be cause to remove the Vendor from the contract. This in no way negatively affects the status of the primary Vendor.
- B. If the secondary or alternate Vendor represents themselves as the primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the secondary or alternate Vendor may be removed from the contract. Would you, the Vendor, be willing to accept a secondary/alternate award based on the above?

Yes No

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1.	Alamo Heights ISD	54.	City of Bridgeport	108.	City of Garland
2.	Allen ISD	55.	City of Brownwood	109.	City of Gatesville
3.	Alvord ISD	56.	City of Bryan	110.	City of Georgetown
4.	Anna Fire Department	57.	City of Burkburnett	111.	City of Glen Heights
5.	Anderson County	58.	City of Burleson	112.	City of Godley
6.	Aransas County	59.	City of Caddo Mills	113.	City of Granbury
7.	Arlington ISD	60.	City of Canton	114.	City of Grand Prairie
8.	Armstrong County	61.	City of Carrollton	115.	City of Grand Saline
9.	Atascosa County	62.	City of Castle Hills	116.	City of Grapevine
10.	Bastrop County	63.	City of Cedar Hill	117.	City of Greenville
11.	Bell County	64.	City of Cedar Park	118.	City of Haltom City
12.	Benbrook Water Authority	65.	City of Celeste	119.	City of Haslet
13.	Bethany Spec Utility Dist	66.	City of Celina	120.	City of Heath
14.	Bexar County	67.	City of Cibolo	121.	City of Hitchcock
15.	Birdville ISD	68.	City of Cleburne	122.	City of Horizon City
16.	Blue Ridge Fire Department	69.	City of Cockrell Hill	123.	City of Hudson Oaks
17.	Bosque County	70.	City of Colleyville	124.	City of Huntsville
18.	Branch Fire Department	71.	City of Combine	125.	City of Hurst
19.	Brazoria County	72.	City of Commerce	126.	City of Hutchins
20.	Brazos County	73.	City of Converse	127.	City of Hutto
21.	Briar Volunteer Fire Dept.	74.	City of Coppell	128.	City of Irving
22.	Brooks County Constables, Precincts 1-4	75.	City of Copperas Cove	129.	City of Italy
23.	Brown County	76.	City of Corinth	130.	City of Jacksboro
24.	Bulverde Police Department	77.	City of Corsicana	131.	City of Jefferson
25.	Burnet County	78.	City of Crowley	132.	City of Keene
26.	Cameron County	79.	City of Cumby	133.	City of Keller
27.	Carroll ISD	80.	City of Dalworthington Gardens	134.	City of Kennedale
28.	Carrollton-Farmers Branch ISD	81.	City of De Leon	135.	City of Killeen
29.	Castleberry ISD	82.	City of Decatur	136.	City of Krum
30.	Cedar Hill ISD	83.	City of Deer Park	137.	City of Kyle
31.	Chambers County	84.	City of Denison	138.	City of La Vernia
32.	Cherokee County	85.	City of Denton	139.	City of Lake Dallas
33.	City of Aledo	86.	City of DeSoto	140.	City of Lake Worth
34.	City of Allen	87.	City of Diboll	141.	City of Lancaster
35.	City of Alvord	88.	City of Duncanville	142.	City of Laredo
36.	City of Amarillo	89.	City of Early	143.	City of League City
37.	City of Anna	90.	City of Eastland	144.	City of Leander
38.	City of Arlington	91.	City of El Paso	145.	City of Lewisville
39.	City of Athens	92.	City of Electra	146.	City of Lindale
40.	City of Aubrey	93.	City of Emory	147.	City of Little Elm
41.	City of Austin	94.	City of Euless	148.	City of Littlefield
42.	City of Azle	95.	City of Everman	149.	City of Live Oak
43.	City of Balch Springs	96.	City of Farmers Branch	150.	City of Lubbock
44.	City of Bangs	97.	City of Farmersville	151.	City of Lucas
45.	City of Baytown	98.	City of Ferris	152.	City of Lufkin
46.	City of Bedford	99.	City of Floresville	153.	City of Lumberton
47.	City of Bells	100.	City of Forest Hill	154.	City of Mansfield
48.	City of Benbrook	101.	City of Forney	155.	City of Marshall
49.	City of Blue Mound	102.	City of Fort Worth	156.	City of McAllen
50.	City of Bovina	103.	City of Frisco	157.	City of McKinney
51.	City of Bowie	104.	City of Gainesville	158.	City of Melissa
52.	City of Boyd	105.	City of Galena Park	159.	City of Merkel
53.	City of Bridge City	106.	City of Galveston	160.	City of Mesquite
		107.	City of Ganado	161.	City of Midlothian

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

162.	City of Morgan's Point Resort	217.	City of Waco	267.	Fort Worth Transportation Authority
163.	City of Murphy	218.	City of Watauga	268.	Freestone County
164.	City of Nacogdoches	219.	City of Waxahachie	269.	Frisco ISD
165.	City of Nederland	220.	City of Weatherford	270.	Grandview Police Dept.
166.	City of New Braunfels	221.	City of Westworth Village	271.	Grapevine\Colleyville ISD
167.	City of North Richland Hills	222.	City of White Settlement	272.	Grayson County
168.	City of Odessa	223.	City of Whitesboro	273.	Gregg County
169.	City of Ovilla	224.	City of Whitewright	274.	Guadalupe County
170.	City of Palestine	225.	City of Wills Point	275.	Hardin County
171.	City of Parker	226.	City of Wilmer	276.	Harris County Emg Svcs District #7
172.	City of Pasadena	227.	City of Wylie	277.	Harris County Emg Svcs District #24
173.	City of Pelican Bay	228.	Clay County	278.	Harrison County
174.	City of Pharr	229.	Clear Creek ISD	279.	Hawkins ISD
175.	City of Plano	230.	Cochran County	280.	Hays County
176.	City of Port Isabel	231.	Collin County	281.	Heart of Texas Regional MHMR Center
177.	City of Pottsboro	232.	Collin County Community College District	282.	Henderson County
178.	City of Princeton	233.	Comal County	283.	Hood County
179.	City of Ralls	234.	Cooke County	284.	Hopkins County
180.	City of Red Oak	235.	Coryell County	285.	Housing Authority of the City of Austin
181.	City of Rhome	236.	Cottdale Vol Fire Dept	286.	Humble ISD
182.	City of Richardson	237.	Crowley ISD	287.	Hunt County
183.	City of Richland Hills	238.	Dallas County	288.	Hurst Euless Bedford ISD
184.	City of River Oaks	239.	Dallas/Fort Worth International Airport Board	289.	Hutchinson County
185.	City of Roanoke	240.	Dallas ISD	290.	Idea Public Schools
186.	City of Rockwall	241.	Decatur ISD	291.	Jack County
187.	City of Round Rock	242.	Denison ISD	292.	Jasper County
188.	City of Rowlett	243.	Denton County	293.	Jefferson County
189.	City of Royse City	244.	Denton County Fresh Water Supply Dist No. 1-A	294.	Jim Wells County
190.	City of Runaway Bay	245.	Denton ISD	295.	Johnson County
191.	City of Sachse	246.	DeSoto ISD	296.	Johnson County SUD
192.	City of Saginaw	247.	Diana Special Utility District	297.	Karnes County
193.	City of San Angelo	248.	Duncanville ISD	298.	Kaufman County
194.	City of San Benito	249.	Duval County	299.	Kaufman ISD
195.	City of San Marcos	250.	Eagle Mountain-Saginaw ISD	300.	Keller ISD
196.	City of Sanger	251.	East Texas Council of Govs.	301.	Kennedale ISD
197.	City of Sansom Park	252.	Ector County	302.	Kerens ISD
198.	City of Seagoville	253.	Ector County ISD	303.	Kinney County
199.	City of Sherman	254.	Eddy County, NM	304.	Krum ISD
200.	City of Sour Lake	255.	El Paso County	305.	Lake Dallas ISD
201.	City of Southlake	256.	El Paso County Hospital District dba University Medical Center of El Paso	306.	Lake Worth ISD
202.	City of Southmayd	257.	Electra ISD	307.	Lamar County
203.	City of Springtown	258.	Ellis County	308.	Lamb County
204.	City of Stephenville	259.	Erath County	309.	Lampasas County
205.	City of Sulphur Springs	260.	Everman ISD	310.	Lavon Police Department
206.	City of Taft	261.	Fannin County	311.	Leon County
207.	City of Taylor	262.	Floyd County	312.	Lewisville ISD
208.	City of Temple	263.	Fort Bend County	313.	Limestone County
209.	City of Terrell	264.	Fort Bend County ESD#2	314.	Little Elm ISD
210.	City of Texarkana, AR	265.	Fort Worth Housing Authority	315.	Lovejoy ISD
211.	City of Texarkana, TX	266.	Fort Worth ISD	316.	Lowry Crossing Vol Fire Dept
212.	City of The Colony				
213.	City of University Park				
214.	City of Van Alstyne				
215.	City of Venus				
216.	City of Vernon				

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

317.	Lubbock County	365.	Region II Education Service Center (ESC)	404.	Town of Flower Mound
318.	Mansfield ISD	366.	Richardson ISD	405.	Town of Hickory Creek
319.	Maverick County	367.	Rockwall County	406.	Town of Highland Park
320.	McKinney ISD	368.	Round Rock ISD	407.	Town of Lakeside
321.	McLennan County	369.	Sam Rayburn ISD	408.	Town of Little Elm
322.	McLennan Comm. College	370.	San Jacinto Community College District	409.	Town of Northlake
323.	Medina Valley ISD	371.	San Patricio County	410.	Town of Pantego
324.	Merilee Special Utility Dist.	372.	Schleicher County	411.	Town of Ponder
325.	MHMR of Tarrant County	373.	Senior Center Resource and Public Transit, Inc. of Hunt County	412.	Town of Prosper
326.	Midland County	374.	Seven Points Fire Rescue	413.	Town of Providence Village
327.	Midway ISD	375.	Sherman ISD	414.	Town of Sunnyvale
328.	Milam County	376.	Smith County	415.	Town of Trophy Club
329.	Mills County	377.	Springtown ISD	416.	Town of Westlake
330.	Montgomery County	378.	South Montgomery Fire Department	417.	Town of Westover Hills
331.	Montgomery County Emg Svcs Dis No 10 (ESD 10)	379.	South Texas College	418.	Travis County
332.	Montgomery County Hospital District	380.	SPAN, Inc.	419.	Travis County Healthcare District
333.	Mount Pleasant Police Dept.	381.	Stephens County	420.	Trinity River Authority
334.	Mount Vernon Police Dept.	382.	Sterling County	421.	U.S. Marshals Service
335.	Nacogdoches County	383.	Tarleton State University	422.	University of North Texas
336.	Navarro County	384.	Tarrant Appraisal District	423.	University of North Texas Health Science Center
337.	Nevada Volunteer Fire Dept.	385.	Tarrant County 9-1-1 Emergency Assistance District	424.	University of Texas at Arlington
338.	New Caney ISD	386.	Tarrant County College District	425.	University of Texas at Dallas
339.	Nolan County	387.	Tarrant County Emergency Services District 1	426.	University of Texas MD Anderson Cancer Center
340.	Normangee ISD	388.	Tarrant County Hospital District	427.	Upper Trinity Regional Water District
341.	North Central Texas Council of Governments	389.	Tarrant County Workforce Development Board	428.	Upshur County
342.	North Texas Municipal Water District	390.	Tarrant Regional Water District	429.	Upton County
343.	North Texas Tollway Auth	391.	Taylor County	430.	Van Alstyne ISD
344.	Northwest ISD	392.	Terrell ISD	431.	Van Zandt County
345.	Nueces County	393.	Texas A&M University at Commerce	432.	Victoria County
346.	Olton Police Department	394.	Texas Alcoholic Beverage Commission	433.	Waco ISD
347.	Orange County	395.	Texas Dept. of Parks & Wildlife	434.	Walker County
348.	Orange Cnty Drainage Dist	396.	Texas Dept. of Public Safety	435.	Waller County
349.	Palo Pinto County	397.	Titus County	436.	Ward County
350.	Panola County	398.	TML MultiState Intergovernmental Employee Benefits Pool	437.	Weatherford College
351.	Paradise ISD	399.	Tom Green County	438.	Westminster Fire Dept.
352.	Parker County	400.	Town of Addison	439.	Weston Volunteer Fire Department
353.	Parker County Emergency Services District 1	401.	Town of Argyle	440.	White Settlement ISD
354.	Parmer County	402.	Town of Edgecliff Village	441.	Williamson County
355.	Potter County	403.	Town of Fairview	442.	Williamson County Emg Services District #3
356.	Public Transit Service of Mineral Wells			443.	Wilson County
357.	Quinlan ISD			444.	Wise County
358.	Rains County ESD #1			445.	Wood County
359.	Rancho Viejo Police Dept.			446.	Young County
360.	Randall County			447.	Zapata County
361.	Red Oak ISD				
362.	Red River County				
363.	Refugio County				
364.	Region 9 Education Service Center of Wichita				

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. MINIMUM INSURANCE REQUIREMENTS:

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
- 1) Workers' Compensation/Employer's Liability:
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage —
\$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3) Professional Liability — \$1,000,000 per occurrence
\$2,000,000 aggregate
- B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.
- C. Required Provisions:
- 1) Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.
 - 2) All policies supplying required coverages shall contain endorsements providing Tarrant County with an unconditional thirty (30) days written notice of cancellation. Tarrant County must be notified in writing of any major change in policy conditions or coverages.
 - 3) As to all applicable coverage, Tarrant County and its officers, employees, and elected representatives shall be specifically endorsed onto the policies as an additional insured. A blanket additional insured endorsement will not satisfy this requirement. Contractor/vendor must provide verification that additional insured requirements can be met prior to commencement of contract.
 - 4) All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.
 - 5) The Contractor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6) All Contractor's Employees and Assignees must be covered by Contractor with regards to all Workers' Compensation Employer's Liability, Commercial General Liability Insurance as well as all required coverages to comply with the Affordable Care Act.

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. CRIMINAL BACKGROUND CHECK:

Vendor designated personnel performing work for Tarrant County may be required to undergo a Criminal Background Check.

- a. Vendor shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work for Tarrant County.
- b. Personnel who perform work for Tarrant County may be required to submit to and pass a Criminal Background Check. That status must be maintained by all Vendor personnel for the duration of the contract.
- c. Criminal Background checks conducted by Vendor for vetting purposes are desired but may not be acceptable due to particular requirements. Tarrant County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- d. Failure of the Vendor to supply personnel who pass a Criminal Background Check could result in termination of the contract.
- e. Background checks will be paid for by Tarrant County.

Note: The Criminal Background Check applies to the individual and not the Company.

7. The following is not relevant to all engagements, but instead is applicable when there is a hosted or cloud solution.

Confidentiality, Integrity, Availability (CIA)

Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All County information must remain private and permit redaction of protected information before publication, and audit trails cannot be altered.

Breach Notification

Vendor agrees that upon discovery of unauthorized access to Tarrant County data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspects unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.

Data

All Tarrant County data will remain in the 48 contiguous states at all times.

Right to Audit

Tarrant County reserves the right to audit vendor datacenters which house Tarrant County data or receive SSAI 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

Evaluation criteria shall include, but is not limited to the following:

- a. Hourly Flat Rate service fee for Services
- b. Questionnaire
- c. References
- d. Delivery
- e. Vendor's past performance record with Tarrant County
- f. Tarrant County's evaluation of vendor's ability to perform
- g. Tarrant County's experience with services bid
- h. Special needs and requirements of Tarrant County
- i. Vendor's agreement to extend pricing under this contract to other governmental entities

Award will be based on the overall lowest responsible bid, per extended rates (highest estimated hours multiplied times hourly flat rate service fee). This is an All or Nothing Bid.

Quantities indicated on the Price Forms are estimates based upon the best available information. The County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

SCOPE OF WORK/REQUIREMENTS

1. The purpose and intention of this bid is for Tarrant County to receive written bids for Temporary Clerical Personnel services. This is an "All or Nothing" bid, so the bidder must submit pricing for all Temporary Clerical positions listed.
2. It is Tarrant County's desire to award a primary, secondary, and two (2) to three (3) alternate agencies for this contract.
3. Awards will be made to the overall lowest responsible bids that meet or exceed all specifications.
4. Request for temporary personnel will be on an as needed basis.
5. The successful bidder should have a minimum of three (3) years of business in Temporary Employment Services at time of bid due date.
6. **Temporary Employee Pay Rate:** Tarrant County has established an hourly 'Not-To-Exceed' employee pay rate for each clerical position. Throughout the contract term, the temporary employee may be paid any amount between the current federal minimum wage rate and the stated 'Not-To-Exceed' pay rate for the position. This will allow Tarrant County End Using Departments the flexibility to work with the successful bidder to determine the value of the position at the time a temporary employee is needed. The 'Not-To-Exceed' pay rate for each position is listed on the Price Forms. Temporary employees shall not be paid more than the 'Not-To-Exceed' pay rate or less than the federal minimum hourly wage rate under this contract.
7. Tarrant County reserves the right to audit employee hourly pay rates to verify that the awarded vendor is paying them the agreed upon rate. This audit may include asking the employee the rate they are being paid per hour.
8. The successful bidder(s) will comply with all State, Federal, and Local Laws (including but not limited to the Americans with Disabilities Act, Title VII of the Civil Rights of 1964, Age Discrimination in Employment Act, Civil Rights Act of 1991, Federal Insurance Contributions Act (FICA) and The Affordable Health Care Act, as to treatment and compensation of its employees.
9. Tarrant County will make no payments to individual workers.
10. **The respondent must bid an hourly flat rate service fee to provide the services.** This hourly flat rate service fee must be inclusive of all employer paid fringe benefits, employer paid insurance, employer paid taxes, agency overhead, and any other applicable amounts that are above the employee's hourly pay rate. Bidders must estimate and include all **employer paid** Social Security and Medicare taxes in their hourly flat rate service fee. No additional fees will be allowed or paid. Pricing for this bid will be evaluated on the bidder's fee per hour to provide the services. Submit pricing on the Price Forms.
11. Hourly flat rate service fees quoted shall be firm for the entire contract period and shall be binding if the agency is selected for primary, secondary, or alternate provider. It is anticipated that the contract start date will be October 1, 2017.

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

SCOPE OF WORK/REQUIREMENTS

12. **Overtime:** In the event of an emergency, Tarrant County may require the awarded vendor to supply temporary employees for additional hours exceeding a forty (40) hour work week. The County will pay overtime wage rates calculated at 1 and ½ times the employee's current hourly pay rate plus the straight time hourly fee to provide the services. The fee to provide the services must be invoiced as straight time even if the employee is working overtime. The successful bidder must pay the employee 1 and ½ times the employee's current hourly pay rate for all work time exceeding forty (40) hours per week. Overtime hours must be approved in writing by the County's representative of the contract prior to the commencement of overtime work.
13. Tarrant County will not reimburse mileage or parking.
14. Position specifications for the different types of clerical personnel needed by Tarrant County are listed on the Price Forms.
15. The agency must prescreen each candidate and assure Tarrant County that the candidate has the minimum skill sets listed on the Price Forms for the position in which they are being considered.
16. Successful bidder(s) will be required to furnish able-bodied workers, who shall be no less than eighteen (18) years of age, sober, clean and appropriately dressed for the position, who can work in public areas, ready and willing to follow instructions of County Supervisors. The County is not required to utilize or pay workers who fail to meet these qualifications.
17. To the extent permissible by the law, the successful Bidder(s) shall conduct a background check on all temporary employees sent to Tarrant County.
18. Tarrant County reserves the right to conduct additional background checks as it deems necessary for employees assigned to highly secure offices. These background checks will be paid for by Tarrant County. Tarrant County reserves the right to refuse any candidate who cannot pass the required background checks.
19. Successful bidder(s) shall ensure Tarrant County that no temporary employee shall arrive on County premises with any type of firearms or weapons, illegal drugs or alcohol.
20. Successful bidder(s) shall provide a Time Sheet which the temporary employee and Tarrant County supervisor will complete on a weekly basis. Timesheet must be attached to the invoice submitted to Tarrant County for payment. Separate invoices must be sent for each employee. Invoices must be itemized to include the purchase order number, the correct agreed upon hourly pay rate for the employee, the employee's position (i.e. General Clerk I, General Clerk II, and Administrative Assistant), and the hourly flat rate service fee charged for the service. Contractor may bill weekly, bi-weekly or monthly.

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

SCOPE OF WORK/REQUIREMENTS

21. The successful bidder(s) will prepare payroll checks, make all necessary deductions and pay all taxes, and insurance required by Federal, State, and Local laws. The successful bidder accepts full responsibility for the payment of wages, compensation and benefits to personnel. The successful bidder accepts responsibility for payment of all taxes, assessments, fees, and fines that may be due and owing to any Local, State or Federal government agencies.
22. Requests for temporary workers could be communicated by either telephone or email. A request for a temporary worker must have a response within a stated deadline. The stated deadline will be determined by the End Using Department and depends on the need at that time. The End Using Department must receive resumes by the deadline stated on the request. The successful bidder(s) response to the request should clearly state if a temporary worker can or cannot be provided by the deadline. Any lack of response by the deadline will be considered as an inability to provide a temporary worker. Tarrant County will then move to the Secondary vendor and so on.
23. The successful bidder(s) must call or email the End Using Department to confirm the name of the assigned temporary employee, agreed upon employee pay rate, and verify that his or her skill set meets the County Department's needs.
24. Bidder's emergency phone contact must be able to return call(s) within four (4) hours, if not available immediately.
25. Contactors who consistently are unable to meet requests or who continually send candidates who do not meet the minimum skill set requirements for the positions may be removed from the contract and eligibility for solicitation participation for two (2) years.
26. Tarrant County reserves the right to interview a temporary employee prior to the employee being assigned to the County. Interviews may be requested by telephone or in person.
27. Tarrant County reserves the right to control the details of the temporary employees' work while assigned to the County.
28. Tarrant County reserves the right to cancel an employee if the minimum qualifications have not been met to do the assigned job duty requested.
29. Temporary employees will be assigned to County departments located in downtown Fort Worth and other locations within Tarrant County.
30. Temporary-to-Hire Policy: A temporary employee is eligible for permanent placement after he or she has worked at a location for 520 hours. After this period, Tarrant County reserves the right to place the employee permanently or to keep them on as a temporary for an indefinite period of time. Should Tarrant County elect to make the temporary employee a permanent employee, he or she will be transferred to the Tarrant County payroll at no charge as long as the 520 hour period has elapsed.
31. Subcontracting from another service is not allowed under this contract.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of the certification to this form and return with bid.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a Vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Vendor's ability to provide the intended goods or service of the bid. The County **PREFERS** references to be from Government customers. References must be able to verify the quality of service of Vendor's company provides and that the company has completed a project of similar size and scope of work in the bid. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

Failure to supply required references will deem the bid as non-responsive and it will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or their designee will conduct reference checks. Any deviation to this will result in rejection of the bid.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Bidder, agrees the bid becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Bidder has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a bid.

The undersigned agrees, on behalf of Bidder, that if the bid is accepted, Bidder will furnish all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of the bid will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute the contract, that the bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of the bid have not been communicated to any other Bidder or to any employee of Tarrant County prior to the official opening of the bid.

Vendor hereby assigns to purchase all claims for overcharges associated with the contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in the bid package. ***Failure to sign and return the form will result in the rejection of the entire bid.***

Signature _____ **X**

Authorized Representative

NAME AND ADDRESS OF COMPANY:

Date _____
Name _____
Title _____

Tel. No. _____

FAX No. _____

E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!



Did you provide References,
sign your Bid and/or your
Addendum?

If not, your Bid will be
rejected.

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

FORM 1295 INFORMATION

The following information applies ONLY to an awarded Vendor

Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.

The Filing Process:

1. Prior to award by Commissioners Court, Bidder will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Bidder must print, sign and notarize Form 1295.
3. **Within ten (10) business days** from notification of pending award by the Tarrant County Purchasing Agent, the completed Form 1295 **must** be submitted to Tarrant County.
4. Bidder will need to repeat the process and obtain a separate Form 1295 each time they enter into a new contract, renew a contract or make modification and/or amendments to a Tarrant County contract.

Instruction and information are available at <https://www.ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.

**BY SIGNING ON THE "COMPLIANCE PAGE"
BIDDER AGREES TO ADHERE TO HB 1295 REFERENCED ABOVE.**

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a bid in response to the solicitation, Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of bid submission and time of award, the Bidder will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating the contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL

Effective September 1, 2017, Contractor/Vendor verifies that it/he/she does not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017.

DISCLOSURE OF INTERESTED PARTIES

By submitting a bid in response to the solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Visit https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

FORMS/DOCUMENTS CHECKLIST

✓ Check Indicates Completion	
	1. References. Vendor has provided references, other than Tarrant County. References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this bid.
	2. Signatures. All forms requiring a signature must be signed. Bids not signed will not be considered for award.
	3. Price Forms. All sections of Price Forms have been completed.
	4. Insurance Certificates (If required). Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.
	5. Addenda. When applicable, Bidder acknowledges receipt of all Addenda, including the signed Addend cover pages, and any revised Forms in their bid package.
	6. Price Form Questionnaire: Bidder has completed and included the Price Form Questionnaire.
	7. It is the Bidder's sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda, and special notices. The Signature Form must be signed and returned. Failure to provide signature on the form renders bid non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Compliance with Federal and State Laws, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.
	8. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	9. Accuracy for all mathematical and number entries is the sole responsibility of the Bidder. Tarrant County will not be responsible for errors made by the Bidder.
	10. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System).
	11. Bidder has sealed and marked the envelope with the Bid Number, Bid Title, and due date.
	12. Failure to comply with the requirements set forth in the bid may result in rejection of bid and/or cancellation of contract after award.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM QUESTIONNAIRE

1. Present Company Name: _____

2. Location of Company Headquarters: _____

3. Primary Tarrant County Address: _____

4. Number of offices in Tarrant County: _____

5. City from which employee checks are issued: _____

6. Number of administrative staff in your office: _____

7. Service Plan:
 - A. Location of Primary Placement Office with regard to servicing this contract:

 - B. If servicing location is not located in the Dallas/Fort Worth area, briefly describe your service plan for this contract

8. Local Office Experience (Average Number of Years) in Temporary Clerical Personnel Placement in your local office that will be directly involved in the fulfillment of this contract. _____

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ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM QUESTIONNAIRE

9. Compliance with City, State, and Federal Requirements:
- A. Is your agency presently in compliance with all City, State, and Federal requirements with jurisdiction over your business?
Check One: Yes No
- B. If your answer is "No", what is the specific area of non-compliance and what do you anticipate as the outcome?

10. Years in Business
- A. How many years has your agency been in existence in its current business form and operating under the same name?

- B. How many of these years have your agency operated in Tarrant County?

11. Agency Personnel
- A. Does your agency have, at this time, a sufficient number of employees of the quality expected by Tarrant County?
Check One: Yes No
- B. Are the individuals already registered with your company who meet the qualifications of this bid so that there will not be a problem supplying Tarrant County with temporaries designed under each job description upon demand?
Check One: Yes No
- C. If any deficiencies are expected, please explain them in detail.

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ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM QUESTIONNAIRE

12. Is your agency staffed 24 hours a day?

Check One: On-Site Operation Answering Service

13. Background Checks

A. Does your agency conduct background checks?

Check One: Yes No

B. If yes, explain in detail what is included in the background check:

14. Applicant Testing

A. Does your agency conduct applicant testing?

Check One: Yes No

B. If yes, explain in detail what is included in applicant testing:

15. Applicant Training

A. Does your agency conduct applicant training?

Check One: Yes No

B. If yes, explain in detail what type of training is provided:

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ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM QUESTIONNAIRE

16. Employee Benefits

A. Does your agency automatically provide Medical, Hospitalization, Accidental Injury, Disability, or Life Insurance to the employees it will place with Tarrant County during the term of the contract?

Check One: Yes No

B. If "Yes", indicate the type of insurance provided and the levels of coverage

- Medical _____
- Hospitalization _____
- Accidental Injury _____
- Disability _____
- Life _____

C. If the answer to 16.B. is "No", are any of these available on an optional basis to the employee? If so, indicate the type provided on an optional basis and the rates.

- Medical _____
- Hospitalization _____
- Accidental Injury _____
- Disability _____
- Life _____

D. Is your company in compliance with the Affordable Care Act?

Check One: Yes No

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ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM QUESTIONNAIRE

17. Additional Benefits Offered

A. Does your agency offer other benefits to temporary employees?

Check One: Yes No

B. If yes, please explain

18. Is your agency rated by Dun and Bradstreet?

Check One: Yes No

19. Does your agency understand that due to processing procedures involving several separate Tarrant County offices, there may be up to a thirty (30) day delay from the date an invoice is received by the using department and the Office of the County Auditor before payment is available and that no consideration for special handling will be made?

Check One: Yes No

20. Does the agency understand and agree that subcontracting from another service is not allowed under the terms of this contract?

Check One: Yes No

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ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

The undersigned affirms that they have read and understand the conditions/specifications listed herein and hereby agrees to these conditions/specifications and that answers to the foregoing questions and all statements herein are true and correct.

Authorized Representative's Name (Printed)

Signature of Authorized Representative

**THIS QUESTIONNAIRE MUST BE SIGNED AND RETURNED
IN ORDER FOR BID TO BE CONSIDERED RESPONSIVE.**

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ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM

Item No.	Description	'Not-to-Exceed' Employee's Hourly Pay Rate	Estimated Annual Hours	Hourly Flat Rate Service Fee
1.	<p>RECEPTIONIST Greets visitors, handles incoming calls and performs general administrative duties. Assist other administrative staff with overflow work, data entry and internet research tasks.</p>	\$12.00	0 - 150	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)
2.	<p>GENERAL CLERK I Ability to process information from one or several sources according to established guidelines; compiles, inputs, sorts and files data; performs simple, routine clerical duties; answers general inquires; routes calls/visitors to appropriate source. Must have knowledge of specified software (basic knowledge and skills, not advanced).</p>	\$12.50	0 - 1,800	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM

Item No.	Description	'Not-to-Exceed' Employee's Hourly Pay Rate	Estimated Annual Hours	Hourly Flat Rate Service Fee
3.	<p>GENERAL CLERK II</p> <p>Ability to process information from several sources according to established guidelines; compiles information for and types/reviews/proofreads documents, reports, forms, etc.; occasionally types memos and correspondence; researches and corrects general problems; analyzes and posts information to records, reports, cards and files; answers general inquiries; routes calls/visitors to appropriate source. Must have knowledge of general office practices and procedures and ability to operate office equipment such as computers, copy machines, etc. Must have knowledge of specified software, (basis knowledge and skills, not advanced).</p>	\$13.75	0 - 750	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)
4.	<p>DATA ENTRY CLERK</p> <p>Operates a computer system to input a variety of data; compiles and ensures information is complete and accurate; generates reports and other information; distributes to proper personnel. Must have knowledge of specified equipment and software and skill of 5,000 strokes per hour.</p>	\$13.75	0 - 100	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM

Item No.	Description	'Not-to-Exceed' Employee's Hourly Pay Rate	Estimated Annual Hours	Hourly Flat Rate Service Fee
5.	<p>SENIOR DATE ENTRY CLERK</p> <p>Operates a computer system to input a variety of data; compiles and ensures information is complete and accurate; generates reports and other information; distributes to proper personnel; assist in routing calls/visitors to appropriate source; and may perform other general offices duties. Must have knowledge of specified equipment and skill of a minimum of 8,000 strokes per hour.</p>	\$15.50	0 - 200	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)
6.	<p>ADMINISTRATIVE ASSISTANT</p> <p>Ability to perform a variety of office tasks, such as answering a multi-line phone (4-18 lines); answers questions according to established guidelines; routes calls/visitors to appropriate source; types and proofreads reports and other correspondence on word processor/computer; composes correspondence and memos; opens and distributes mail; files/retrieves documents; may schedule appointments and make travel arrangements. Must have knowledge of general office practices/procedures and equipment, such as computer, copy machine, adding machine, etc. Must have knowledge of Windows 7, Windows XP, and/or Windows Vista and current word processing and spreadsheet software, (i.e. Microsoft Word 2010 or later and Microsoft Excel 2010 or later). Typing/Data entry speed of 60 wpm.</p>	\$15.50	0 - 200	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM

Item No.	Description	'Not-to-Exceed' Employee's Hourly Pay Rate	Estimated Annual Hours	Hourly Flat Rate Service Fee
7.	<p>EXECUTIVE ASSISTANT</p> <p>Same skills as Administrative Assistant with ability to interface with Executives and handle confidential matters. Must have knowledge of Windows 7, Windows XP, and/or Windows Vista and current word processing and spreadsheet software (i.e. Microsoft Word 2010 or later and Microsoft Excel 2010 or later). Typing/Data Entry speed of 70 wpm and some statistical typing.</p>	\$18.00	0 - 900	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)
8.	<p>ACCOUNTING CLERK</p> <p>Performs calculations, such as addition, subtraction, percentages; uses 10-key by touch and light detail accounting. Must have ability to handle monies and be familiar with banking procedures. Skill in reading computer readouts and conduct basic research. Ability to perform simple journal entries.</p>	\$13.75	0 - 100	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)

ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL

PRICE FORM

Item No.	Description	'Not-to-Exceed' Employee's Hourly Pay Rate	Estimated Annual Hours	Hourly Flat Rate Service Fee
9.	SENIOR ACCOUNTING CLERK Same skills as Accounting Clerk. Work experience in accounting, some typing and answering inquires required. Knowledge of accounting principles. Able to perform complex journal entries.	\$18.00	0 - 100	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)
10.	MAILROOM CLERK Picks up mail at post office. Sorts, bundles, distributes and collects mail. Knowledge of U. S. Postal regulations and postage meter machine. Ability to lift boxes, walk and stand.	\$12.00	0 - 500	\$ _____ Hourly Flat Rate Service Fee (Do not include employee's hourly pay rate in this hourly fee)