



# Baldwin County Commission

## Legislation Text

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**File #:** 19-0807, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 3/6/2019

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director/Deidra Hanak, Interim Personnel Director/Jessie Peacock, EMA Director/Scott Wallace, Training and Shelter Coordinator

**Submitted by:** Wanda Gautney, Purchasing Director

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### ITEM TITLE

Request of Proposals (RFP) for Temporary Clerical and Labor Services for the Baldwin County Commission

### STAFF RECOMMENDATION

Approve the attached Request for Proposals (RFP) for Temporary Clerical and Labor Services and authorize the Purchasing Director to advertise the RFP.

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** The Personnel Department and EMA Department requests consideration for an RFP (Request for Proposal) to find a competitive rate for temporary clerical and labor services for various departments of the Baldwin County Commission. The County requires all departments to follow the "Temporary Labor Policy" with the purpose of governing the use of temporary labor through closely monitoring its usage and the financial impact on the county's budget. This is a three-year bid. The policy sets forth procedural requirements that the departments of the Baldwin County Commission must follow.

These procedural requirements limit the use of temporary labor when current staffing levels are not sufficient to complete a particular project within a required time frame, during an extended leave period of a county employee(s) or during a declared emergency that causes a need for shelter workers, bus drivers or disaster workers. A temporary worker shall not be used continuously for more than three (3) months and shall not be re-employed without a one (1) month break in service, unless the worker is assigned to a specific project with a pre-determined termination date not to exceed twelve (12) months.

### FINANCIAL IMPACT

**Total cost of recommendation:** N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding? N/A

### LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?  
N/A

Reviewed/approved by: N/A

Additional comments: N/A

### ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

### FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: 03/05/2019

Individual(s) responsible for follow up: Wanda Gautney/Purchasing Director

Action required (list contact persons/addresses if documents are to be mailed or emailed): Mail  
RFP's

Additional instructions/notes: N/A