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Rocky Hanna

ADDENDUM No. 1 TO ORIGINAL INVITATION TO BID (ITB)

Date: **June 2, 2021**

ITB No. 5642-2022 Temporary Personnel Services

Bid Opening: **June 10, 2021 @ 2:00 P.M. EST**

This addendum is being issued to make the following changes, corrections, clarifications and additions to the bidding document. The information in this addendum modifies and changes the original bidding document and takes precedence over the original document. Receipt of this addendum shall be acknowledged by signing and dating below and submitting this document with your response. Failure to acknowledge this addendum may preclude consideration of the response for award.

Addendum has been issued to answer all questions received within the timeframe allowed in the ITB.

1. **What is the overall budget for this solicitation?** There is no set budget, services will be requested by site as needed.
2. **What is the current annual spend for these temporary positions?** Current spend for FY 2021 is \$430,828.03
3. **Taking into consideration things change from year to year, can you please provide the estimated usage for each position, either daily or annually?** Estimated usage cannot be predicted.
4. **On page 17, you list Substitute Teacher:**
 - a. **How many substitute teachers are requested on a daily basis?** Needs vary.
 - b. **How many of those absences are currently being filled by the district?** The District has a large pool of substitute teachers that currently meet our needs.
 - c. **Are you looking for a company to manage the entire substitute teacher program or only a company to fill the last minute absences in which the district is unable to fill?** No, only to fill last minute absences as needed.
 - d. **If there is a national company with the expertise of staffing a specific classification of positions, i.e. Program/Instructional Support, would the district consider an exclusive arrangement to manage those specific positions?** The District is not contemplating that option at this time.
5. **Why has Leon County Schools (LCS) released an ITB for Temporary Staffing.** The current contract is expiring.
6. **Is LCS contracting with an outside firm to provide Temporary Staffing Services?** Yes
 - a. **If so, what positions have the firm been contracted to fill?** Information is attached.
 - b. **If so, what are the fill rates for each of the temporary staff positions?** Information is attached.
 - c. **If so, what is the firm's percentage mark up, by position?** Information is attached.

- d. **If so, has LCS released the ITB due to vendor performance?** No
- e. **If so, has LCS released the ITB due to procurement requirements.** Yes

7. **How will an ITB proposal bid be scored?** Bids will be evaluated in accordance with Section I., 19., of the ITB.
- a. **If a rubric will be used to score bids, will LCS share the rubric? If not, what point value will be applied to each area scored?** Bid responses will not be scored, bids will be evaluated in accordance with Section I., 19., of the ITB.

8. **Who will evaluate and score respondent's bids?** Please see the answer to Question #7.
- a. **If a committee will score bids, please share the names and titles of the committee members?**

9. **Our research indicates LCS utilizes the Frontline Absence Management application.**
- a. **Does LCS prefer to use the Frontline Absence Management application?** Frontline Technologies is our current substitute management software.
 - b. **What is LCS's annual subscription cost for Frontline?** \$39,454.37
 - c. **Does LCS use Frontline to manage all its employee absences? If not all positions, which positions will not use the Frontline for absences?** No, only substitute teachers.

10. **Is LCS's preference to award the contract to a sole vendor or multiple vendors?** The award will be made in accordance with Section I., 5., of the ITB.
- a. **If multiple vendors will be preferred, please share the process for selecting awardees and allocating assignments.** Please refer to Section I., 5., of the ITB.
 - b. **If a sole vendor is preferred, must the vendor fill all positions listed in ITB?** Please refer to Section I., 5., of the ITB.

11. **Can LCS provide the approximate number of absences logged last year for each position included in this ITB?** No
- a. **If LCS utilizes permanent temporary staff, please share numbers by position.** Information is attached.
 - b. **What are the fill rates for each of the temporary staff positions?** Information is attached.

12. **Is there an annual budget allocated for the Temporary Personnel Services contracted services?** No
- a. **If yes, what is the budgeted annual amount?** N/A
 - b. **If no, what is the expected annual contract value for all Temporary Personnel positions?** Unknown
 - c. **How much did LCS spend in 2019 and 2020 on Temporary Personnel wages?** Information is attached.

13. **Will the deadline to submit a bid proposal remain June 10, 2021, by 2:00 PM ET.** Yes

14. **What is the expected budget for this solicitation?** There is no set budget, services will be requested by site as needed.

15. **Is this a new contract?** The contract(s) resulting from this ITB will replace a current expiring contract.

16. **What are the challenges faced by/due to the current incumbent(s)? how does the District expects the resolution for the same?** There are currently no challenges with the incumbent contractors.

17. **What is the current mark-up percentage for the services requested (in each category) in the RFP?**
Information is attached

18. **Who is/are the incumbent(s) for each category of services requested in this RFP?** Lyneer Staffing, HireQuest and SS Solutions.

19. **Describe how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the procurement process?** The awarded contractor providing the lowest markup will receive the request first.
20. **It is our understanding that the District only requires the Forms mentioned in Proposal checklist table provided on Page 1 of the RFP document. Please clarify if this is correct, If not, then please provide a list of items that the District requires in a successful Proposal.** That is correct.
21. **Please provide the name of the incumbents.** Please see the answer to Question #18.
22. **Please Provide pricing proposal of the Incumbents or the awarded proposal of the Incumbent(s).** Information is attached.
23. **Please clarify on District's evaluation criteria and specially how much weightage does each factor holds?** Please see the answer to Question #7.
24. **Does the District intends to award to lowest bid preferences.** Please refer to Section I., 5., of the ITB.
25. **To provide a competitive pricing structure, please provide the historical spending on this project.** Information is attached.
26. **Does the District intends for transition of temporary employees to newly awarded vendors, if yes, then what will be the criteria for the same?** The District currently maintains a pool of temporary personnel from the existing contract. The award of this contract does NOT necessitate the need to displace current personnel and/or reassign them to a newly awarded Contractor. The District reserves the right, at its' sole discretion, to reassign existing personnel if deemed in its' best interest.
27. **What number on temporary employees are currently working with the District?** Information is attached.
28. **Does the District intends to award the contract on primary/secondary/tertiary basis ?** Please refer to Section I., 5., of the ITB.
29. **Apart from the forms specified in Page 1, please confirm if we need to send other pertinent information like qualifications, experiences, capability, time keeping, invoicing & reporting strategies etc?.** No.
30. **We understand that the vendor can chose between Physical Notarization or Electronic/Digital Notarization, is it correct?** Original hard copy forms must be returned physically notarized.
31. **Is this a re-compete ITB? If yes, Yes**
- a. **Could you please the name of Current Suppliers (who are currently providing services to Agency)?** Please refer to Question #18.
 - b. **Could you please share current Suppliers pricing and Proposals?** Information is attached.
 - c. **When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?** The current contract was awarded on 9/6/2016. Information is attached.
 - d. **How many resources are currently engaged in the current contract?** Information is attached.
 - e. **Can you please share the no. of positions served in previous years under this contract?** Information is attached.
 - f. **Can you please share the amount of business each vendor did under this contract in previous years?** Information is attached.

32. **Is there any local preference for this contract?** Please refer to Section I., 31., of the ITB.

33. **What will be the estimated annual budget for this project?** There is no set budget, services will be requested by site as needed.

34. **How many positions we can expect under this contract throughout the given term?** There is no minimum guarantee. Positions will be requested as needed.

35. **How many vendors is agency planning to select?** Award will be made in the best interest of the District.

36. **Can you please confirm the most commonly filled positions of this contract?** Information is attached.

37. **Minimum guaranteed hrs per week for these positions?** There is no minimum guarantee. This is an as needed contract.

38. **(PAGE #7) II. LICENSURE, INSURANCE AND LIABILITY - OCCUPATIONAL LICENSE: The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Would State of Florida Business registration Certificate will suffice the requirement? Yes**

39. **To deliver this contract, do we need to have physical Presence in the Leon county?** No, however Bidder must meet the minimum qualifications in Section V., F., of the ITB.

40. **(Page#9) - IV. BIDDER REQUIREMENTS - REFERENCES: Each Bidder is required to submit a list of three (3) customer references using the format on the attached "Customer Reference Form" Exhibit D. The Bidder must be the prime contractor for each customer/contract referenced. All references shall be for work performed over the last year at commercial, multi-residential developments and/or institutional complexes for contracts of comparable size.**

- a. **Can you please clarify what kind of references will be accepted by the agency?** Requirements are highlighted above.
- b. **Kindly elaborate "commercial, multi-residential developments and/or institutional complexes" referred in the above requirement.** The District is seeking references from "like-size" governmental or commercial contracts.
- c. **Can you please clarify that if any of the positions is required to work on construction sites or with scope of construction services?** No, construction service positions are not included.
- d. **Can we provide other references where we have placed similar skills employees but with different commercial & government entities.** Yes

**TO QUALIFY YOUR BID, OF WHICH THIS ADDENDUM BECOMES A PART,
RECEIPT OF ADDENDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID.**

VENDOR NAME

VENDOR ADDRESS

NAME

TITLE

SIGNATURE

FY 2021 Temporary Personnel Services Usage

P.O. Number	Description	Expended	Position Title	PAY RATE	BILL RATE
LYNEER STAFFING					
3662100022	BLANKET PO FOR INSTRUCTIONAL SUBSTITUTES	\$ 466.78	Instructional Substitutes	\$12.50	\$15.69
2502100004	PROFESSIONAL LEARNING	\$ 26,998.22	Shawana White	\$19.00	\$23.85
0382100004	LIVELY TECHNICAL CENTER - WORKFORCE	\$ 22,094.35	Clerical Assistant	\$16.00	\$20.08
0462100006	BLANKET PO FOR CUSTODIAL SERVICES - MOORE ELEMENTARY	\$ 6,573.84	Custodian	\$14.93	\$19.11
1302100010	SCHOOL SAFETY & SECURITY	\$ 26,821.86	Dispatcher/Office Clerk	\$12.00	\$15.00
			Office Clerk	\$12.00	\$15.00
1302100011	SCHOOL SAFETY & SECURITY	\$ 28,185.24	Clerical Assistant	\$10.32	\$12.95
			Clerical Assistant	\$10.32	\$12.95
			Clerical Assistant	\$10.32	\$12.95
			Clerical Assistant	\$10.32	\$12.95
2002100003	BLANKET PO FOR CLERICAL SERVICES FOR WELLNESS CENTER/LCS CLINICS	\$ 11,838.68	Office Clerk	\$11.00	\$13.81
			Office Clerk	\$11.00	\$13.81
2002100001	HEALTH SERVICES - MEDICAID	\$ 6,028.28	Office Clerk	\$10.32	\$12.95
2842100041	MAINTENANCE	\$ 31,873.02	Maintenance Worker	\$16.09	\$20.60
2842100040	MAINTENANCE	\$ 20,762.75	Maintenance Dept Manager	\$22.00	\$27.61
2162100135	MAINTENANCE	\$ 1,716.48	Maintenance Worker	\$12.00	\$15.36
2162100027	MAINTENANCE	\$ 23,946.03	Painters	\$14.34	\$18.36
2162100024	MAINTENANCE	\$ 67,393.10	Maintenance Worker	\$12.00	\$15.36
			Maintenance Worker	\$12.00	\$15.36
			Maintenance Worker	\$12.00	\$15.36
			Maintenance Worker	\$12.00	\$15.36
0282100005	BLANKET PO FOR CUSTODIAL SERVICES - SAIL	\$ 1,960.40	Custodian	\$10.00	\$12.80
3662100051	BLANKET PO FOR OFFICE CLERKS AT T&S	\$ 32,272.53	Office Clerk	\$10.00	\$12.55
HIREQUEST					
2222100027	NUTRITION SERVICES		Food Service Worker		
2422100034	WAREHOUSE	\$ 1,911.52	Laborer	\$11.73	\$8.50
0702100151	LINCOLN HIGH SCHOOL		Laborer	\$12.82	\$17.69
SS SOLUTIONS LLC					
3142100015	21ST CENTURY	\$ 928.13	Activities Leader	\$12.00	\$14.85
3142100009	21ST CENTURY	\$ 12,641.82	Activities Leader	\$12.00	\$14.85
3142100008	21ST CENTURY	\$ 11,313.13	Activities Leader	\$12.00	\$14.85
3142100005	21ST CENTURY	\$ 17,244.60	Activities Leader	\$12.00	\$14.85
3142100004	21ST CENTURY	\$ 18,800.11	Activities Leader	\$12.00	\$14.85
3142100003	21ST CENTURY	\$ 19,912.54	Activities Leader	\$12.00	\$14.85
3142100002	21ST CENTURY	\$ 15,785.55	Activities Leader	\$12.00	\$14.85
3142100001	21ST CENTURY	\$ 23,359.07	Activities Leader	\$12.00	\$14.85
	TOTALS:	\$ 430,828.03			

FY 2019 TEMPORARY PERSONNEL SERVICES USAGE

LYNEER STAFFING

P.O. Number	Description	Amount Expended	TITLE	PAY RATE	BILL RATE
281900005	SAIL	\$ 9,547.70	Custodian	\$9.29	\$11.89
371900002	LIVELY TECHNICAL CENTER - WORKFORCE	\$ 25,994.85	Clerical Assistant	\$15.00	\$1.00
381900008	LIVELY TECHNICAL CENTER - WORKFORCE	\$ 15,822.63	Clerical Assistant	\$9.29	\$11.26
381900036	LIVELY TECHNICAL CENTER	\$ 1,619.30	Clerical Assistant	\$15.00	\$18.83
461900021	WT MOORE	\$ 19,086.12	Custodian	\$14.93	\$19.11
681900001	FT. BRADEN	\$ 17,843.11	Executive Secretary	\$22.00	\$27.61
681900002	FT. BRADEN	\$ 15,906.80	Computer Support Tech	\$14.50	\$18.20
681900009	FT. BRADEN	\$ 8,461.92	Maintenance/Laborer	\$8.50	\$10.88
681900019	FT. BRADEN	\$ 11,459.52	Custodial Staff	\$10.25	\$13.12
1261900000	SUPERINTENDENT ADMINISTRATION	\$ 18,872.50	Executive Secretary	\$19.50	\$24.00
1301900000	2018 - 2019 BLANKET PURCHASE ORDER FOR DISPATCHER/OFFICE CLE	\$ 20,737.38	Dispatcher/Office Clerk	\$12.00	\$15.00
1301900001	2018-2019 FINGERPRINT OFFICE/CLERICAL ASSISTANCE	\$ 27,959.15	Clerical Assistant	\$10.32	\$12.95
			Clerical Assistant	\$10.32	\$12.95
1301900014	2018-2019 FINGERPRINT OFFICE/CLERICAL ASSISTANCE	\$ 18,703.12	Clerical Assistant	\$10.32	\$12.95
			Clerical Assistant	\$10.32	\$12.95
1301900049	2018-2019 FINGERPRINT OFFICE/CLERICAL ASSISTANCE	\$ 1,311.19	Office Clerk	\$10.32	\$12.95
2001900002	BLANKET PURCHASE ORDER FOR CLERICAL SERVICES FOR WELLNESS CENTER	\$ 15,029.65	Office Clerk	\$9.50	\$11.92
			Office Clerk	\$9.50	\$11.92
2001900006	HEALTH SERVICES - CPR TRAININGS	\$ 7,797.93	Executive Secretary	\$25.00	\$31.38
	HEALTH SERVICES - CPR TRAININGS		Executive Secretary	\$25.00	\$31.38
	HEALTH SERVICES - CPR TRAININGS		Executive Secretary	\$25.00	\$31.38
2001900015	HEALTH SERVICES - MEDICAID	\$ 2,428.13	Clerical Assistant	\$10.32	\$12.95
2101900000	TRANSPORTATION	\$ 16,358.92	Data Clerk	\$15.00	\$18.83
2101900001	TRANSPORTATION	\$ 26,836.48	Laborer	\$11.00	\$14.08
2101900002	TRANSPORTATION	\$ 22,425.60	Custodian	\$10.00	\$12.80
2101900003	TRANSPORTATION	\$ 7,104.00	Custodian	\$10.00	\$12.80
2161900028	MAINTENANCE	\$ 66,779.52	Laborer	\$10.00	\$12.80
			Laborer	\$10.00	\$12.80
			Laborer	\$10.00	\$12.80
			Laborer	\$10.00	\$12.80
2161900029	MAINTENANCE	\$ 119,846.80	Maintenance Worker	\$12.50	\$16.00
			Maintenance Worker	\$12.00	\$15.36
			Maintenance Worker	\$12.00	\$15.36
			Maintenance Worker	\$12.00	\$15.36
			Maintenance Worker	\$12.00	\$15.36
			Maintenance Worker	\$12.00	\$15.36
2161900030	MAINTENANCE	\$ 245,130.42	Painter	\$14.34	\$18.36
			Painter	\$14.34	\$18.36
			Painter	\$14.34	\$18.36
			Painter	\$14.34	\$18.36
			Painter	\$14.34	\$18.36
			Painter	\$14.34	\$18.36
			Maintenance Worker	\$12.00	\$15.36
			Maintenance Dept. Mgr.	\$24.80	\$31.74
2161900042	MAINTENANCE	\$ 75,051.20	Laborer	\$10.00	\$12.80
2621900018	COMPUTER OPERATIONS	\$ 15,541.92	Student Records	\$12.00	\$15.06
2621900019	COMPUTER OPERATIONS	\$ 34,108.49	Office Clerk	9.29	\$11.66
			Office Clerk	9.29	\$11.66
			Office Clerk	9.29	\$11.66
			Office Clerk	9.29	\$11.66
			Office Clerk	9.29	\$11.66
2621900020	COMPUTER OPERATIONS	\$ 39,667.32	Office Clerk	\$9.29	\$11.66
			Office Clerk	\$9.29	\$11.66
			Office Clerk	\$9.29	\$11.66
			Office Clerk	\$9.29	\$11.66
2621900060	STUDENT RECORDS	\$ 47,202.60	Office Clerk	\$9.29	\$11.66
			Office Clerk	\$9.29	\$11.66
			Office Clerk	\$9.29	\$11.66
			Office Clerk	\$9.29	\$11.66
2621900068	COMPUTER OPERATIONS	\$ 19,107.86	Office Clerk	\$9.29	\$11.66
			Office Clerk	\$9.29	\$11.66
			Office Clerk	\$9.29	\$11.66
2741900012	ESE PROGRAMS/CURRICULUM	\$ 1,495.20	Project Manager	\$24.82	\$31.19
2741900038	ESE PROGRAMS/CURRICULUM	\$ 59,351.76	Classroom Behavior Assistant	\$13.00	\$16.32
2841900013	MAINTENANCE	\$ 89,854.28	Maintenance Worker	\$16.09	\$20.60
			Maintenance Worker	\$16.09	\$20.60
2841900017	MAINTENANCE	\$ 32,572.94	Maintenance Dept Manager	\$22.00	\$26.16
HIREQUEST					
2421900014	WAREHOUSE	\$ 3,850.03	Laborer	\$8.50	\$11.73
2221900005	NUTRITION SERVICES	\$ 61,229.75	Food Service Worker	\$10.00	\$12.82
2421900005	WAREHOUSE	\$ 9,466.41	Laborer	\$13.00	\$16.64
	TOTALS:	\$ 1,231,562.50			

Leon County School Board Bid # 5405-2017 - Revised 10/18/2016 (Pay Scale Adjustment Only)/ Revised 7/10/17 (ANP)/Revised 10/19/18 (ANP)/Revised 8/18/20 (ANP)

Temporary Personnel Services - Department: Purchasing/ Opening Date: August 25, 2016 @ 2:00p.m. EST

Item #	Position Title	Pay Range	<i>A & Associates – Cancelled Contract 9/29/2016</i>	<i>Adecco</i>	<i>DES of Florida, LLC</i>	<i>Hire Quest d/b/a Trojan Labor</i>	<i>IOS Acquisitions, LLC</i>	<i>Kelly Services, Inc.</i>
Primary Award			Firm Markup (%)	Firm Markup (%)	Firm Markup (%)	Firm Markup (%)	Firm Markup (%)	Firm Markup (%)
Alternate Award								
CATEGORY 1 – OFFICE SUPPORT								
1	Office Clerk	\$8.50 - \$14.93	29.25	33.61	No Bid	33	27.45	31
2	Clerical Assistant	\$10.32 - \$17.17	29.25	33.61	No Bid	33	27.45	31
3	Secretary	\$11.87 - \$19.76	29.25	33.61	No Bid	33	27.45	31
4	Executive Secretary	\$13.64 - \$26.13	29.25	33.61	28.95	33	27.45	31
5	Account Clerk	\$11.87 - \$19.76	29.25	33.61	No Bid	33	27.45	31
6	Data Entry Operator	\$8.50 - \$14.93	29.25	33.61	No Bid	33	27.45	31
7	Computer Support Technician	\$13.64 - \$26.13	29.25	33.61	No Bid	33	27.45	31
CATEGORY 2 – TRADES AND LABORERS								
8	Food Service Worker	\$8.50 - \$14.93	29.25	No Bid	No Bid	38	No Bid	No Bid
9	Electrician	\$15.68 - \$26.13	29.25	39.34	No Bid	38	No Bid	No Bid
10	Painter	\$14.34 - \$23.90	29.25	39.34	No Bid	38	No Bid	No Bid
11	HVAC Mechanic	\$15.68 - \$26.13	29.25	39.34	No Bid	38	No Bid	No Bid
12	Maintenance Worker/Laborer	\$8.50 - \$14.93	29.25	39.34	No Bid	38	No Bid	No Bid
13	Custodian	\$8.50 - \$14.93	29.25	39.34	No Bid	38	No Bid	No Bid
14	Courier	\$8.50 - \$14.93	29.25	39.34	No Bid	33	No Bid	No Bid
CATEGORY 3 – MANAGEMENT AND ADMINISTRATION								
15	Project Manager	\$21.74 - \$36.22	17.75	33.61	28.50	33	27.45	31
16	Coordinator	\$24.99 - \$41.66	17.75	33.61	27.75	33	27.45	31
17	Director	\$28.75 - \$55.11	17.75	33.61	25.95	33	27.45	31

Bidders are hereby notified that failure to file a protest within the time prescribed in section 120.57(3) Florida Statutes and Board Policy 6320.02, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Offers received from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

Opened By: June Kail Date: 8/25/2016 Recorded By: Nancy Scott Date: 8/25/2016

Leon County School Board Bid # 5405-2017 - Revised 10/18/2016 (Pay Scale Adjustment Only)/ Revised 7/10/17 (ANP)/Revised 10/19/18 (ANP)/Revised 8/18/20 (ANP)

Temporary Personnel Services - Department: Purchasing/ Opening Date: August 25, 2016 @ 2:00p.m. EST

Item #	Position Title	Pay Range	<i>Infinity Staffing Solutions, d/b/a Lyneer Staffing</i>	<i>Moten Tate, Inc.</i>	<i>Small Business Information & Resources Corp. (Bidder does not meet minimum qualifications)</i>	<i>SS Solutions, LLC – Assumption of Primary 9/29/2016</i>		
Primary Award			Firm Markup (%)	Firm Markup (%)	Firm Markup (%)	Firm Markup (%)	Firm Markup (%)	Firm Markup (%)
Alternate Award								
CATEGORY 1 – OFFICE SUPPORT								
1	Office Clerk	\$8.50 - \$14.93	25.5	35	-	No Bid		
2	Clerical Assistant	\$10.32 - \$17.17	25.5	35	-	No Bid		
3	Secretary	\$11.87 - \$19.76	25.5	35	-	No Bid		
4	Executive Secretary	\$13.64 - \$26.13	25.5	35	-	No Bid		
5	Account Clerk	\$11.87 - \$19.76	25.5	35	-	No Bid		
6	Data Entry Operator	\$8.50 - \$14.93	25.5	35	-	No Bid		
7	Computer Support Technician	\$13.64 - \$26.13	25.5	35	-	No Bid		
	Classroom Behavior Assistant (Added 10/18/18)	\$13.00 - \$21.67	25.5					
CATEGORY 2 – TRADES AND LABORERS								
8	Food Service Worker	\$8.50 - \$14.93	30	40	-	No Bid		
9	Electrician	\$15.68 - \$26.13	28	40	-	No Bid		
10	Painter	\$14.34 - \$23.90	28	40	-	No Bid		
11	HVAC Mechanic	\$15.68 - \$26.13	28	40	-	No Bid		
12	Maintenance Worker/Laborer	\$8.50 - \$14.93	28	40	-	No Bid		
13	Custodian	\$8.50 - \$14.93	28	40	-	No Bid		
14	Courier	\$8.50 - \$14.93	28	40	-	No Bid		
	Maintenance Dept. Manager (Added 7/10/17)	\$20.74 - \$34.55	28					
CATEGORY 3 – MANAGEMENT AND ADMINISTRATION								
15	Project Manager	\$21.74 - \$36.22	25.5	35	-	18.66		
16	Coordinator	\$24.99 - \$41.66	25.5	35	-	18.66		
	Activities Leader (Added 8/18/20)	\$11.40 - \$19.42				23.75		

Opened By: June Kail

Date: 8/25/2016

Recorded By: Nancy Scott

Date: 8/25/2016