




The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 2

 List View


General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1453543

SO Doc Code: CRFQ

Procurement Type: Statewide MA (Open End)

SO Dept: 0212

Vendor ID: VS0000045809 

SO Doc ID: SWC2400000006

Legal Name: R. L. Klein & Associates, Inc.

Published Date: 7/11/24

Alias/DBA:

Close Date: 7/16/24

Total Bid: \$0.00

Close Time: 13:30

Response Date: 07/16/2024 

Status: Closed

Response Time: 13:28

Solicitation Description: STATEWIDE CONTRACT -TEMPORARY
STAFFING SERVICESResponded By User ID: RLKlein2024 

Total of Header Attachments: 2

First Name: Lisa

Total of All Attachments: 2

Last Name: Gray

Email: info@rlklein.com

Phone: 5624275577



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Solicitation Response

Proc Folder: 1453543
Solicitation Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES
Proc Type: Statewide MA (Open End)

Solicitation Closes	Solicitation Response	Version
2024-07-16 13:30	SR 0212 ESR07162400000000451	1

VENDOR
VS0000045809
R. L. Klein & Associates. Inc,

Solicitation Number: CRFQ 0212 SWC2400000006
Total Bid: 0
Response Date: 2024-07-16
Response Time: 13:28:02
Comments:

FOR INFORMATION CONTACT THE BUYER
Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor
Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOUR	364.100000	0.00

Comm Code	Manufacturer	Specification	Model #
80111600			

Commodity Line Comments:

Extended Description:

TEMPORARY EMPLOYEE STAFFING SERVICES:
Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.
If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1453543			Reason for Modification: ADDENDUM_2
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-11	2024-07-16 13:30	CRFQ 0212 SWC2400000006	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000045809

Vendor Name : R. L. Klein & Associates, Inc

Address :

Street : 46 Peninsula Center Suite E-298

City : Rolling Hills Estates
CA

State : Country : USA Zip : 90274

Principal Contact : James W kommu/ President

Vendor Contact Phone: (562)-427-5577 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor
Signature X

FEIN# 954612414

DATE 07/16/2024

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_2 is issued for the following:

1. To publish additional information to the Purchasing Division's responses provided in Addendum_1.

No Other Changes.

The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.

Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL	364.10	7,57,328.00

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:

TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

SOLICITATION NUMBER: CRFQ 0212 SWC2400000006

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2400000006 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other: To publish additional information previously provided in Addendum_1.

Description of Modification to Solicitation:

1. To publish additional information to the Purchasing Division's responses provided in Addendum_1.

No Other Changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Question #29:	Please confirm if Appendix A (Page 81) of the CRFQ is to be submitted?
Response #29:	This <u>should</u> be submitted <u>with bid</u> but <u>will be required</u> prior to award. Appendix A is Not required with bid response. Will be required prior to any contract award. However, by providing Appendix A with bid could expedite awarding of contracts.
Question #99:	Please confirm if we need to provide the Certificate of Insurance after the award.
Response #99:	Insurance Certificate <u>should be</u> submitted with bid but <u>will be required</u> prior to award. Not required with bid response but is required prior to contract award. However, by providing the COI with bid could expedite awarding of contracts.
Question #102:	Could you please clarify whether you require the candidate's resume to be submitted within 48 hours, or if you need the candidate to join within 48 hours?
Response #102:	<p>Per Specification 4.1.8.2.1 resumes are not required in this solicitation. Per Specification 4.1.15.2.3 Vendors are required to inform the requesting agency if they can provide the temporary worker in the time specified by the agency. This is not for placement of the worker in a 48-hour time period. However, once the vendor has informed the agency that a worker is available, the agency may request a resume or other documentation at that time. See Specification 4.1.15.5 for further information on agency request.</p> <p>If an agency has a need for a temporary worker <u>to be placed</u> within the first 48-hour period, they would then request an <u>emergency placement</u> under specification 4.1.15.3 which requires the vendor to expedite their response to the agency indicating their ability to fill the emergency need or issue a waiver to the agency for the next vendor to be contacted.</p>
Question #137:	Are electronic signatures allowed?
Response #137:	Yes.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2400000006

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:


(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

R. L. Klein & Associates, Inc

Company



Authorized Signature

07/16/2024

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

STATEWIDE COVERAGE:

Each Job Classification submitted will
be required for vendor to provide in all 55
counties throughout the State of West Virginia.

REQUEST FOR QUOTATION

CRFQ SWC2400000006

(CMA TEMP24)

Temporary Staffing Services

EXHIBIT_A

Classification	Worker Pay Rate	Withholding Rate	Overhead Rate	Total Rate*
Accounting Technician 2	\$ 18.00	\$ 1.80	\$ 8.00	\$ 27.80
Administrative Services Assistant 1	\$ 20.00	\$ 2.00	\$ 8.00	\$ 30.00
Administrative Services Assistant 2	\$ 22.00	\$ 2.20	\$ 8.00	\$ 32.20
Cook		\$ -	\$ -	\$ -
Custodian	\$ -	\$ -	\$ -	\$ -
Data Entry Operator2	\$ 18.00	\$ 1.80	\$ 8.00	\$ 27.80
Executive Secretary	\$ 36.00	\$ 3.60	\$ 8.00	\$ 47.60
Groundskeeper	\$ -	\$ -	\$ -	\$ -
Health Service Worker	\$ 22.00	\$ 2.20	\$ 8.00	\$ 32.20
Laboratroy Assistant 3	\$ 20.00	\$ 2.00	\$ 8.00	\$ 30.00
Laborer	\$ -	\$ -	\$ -	\$ -
Mail Runner	\$ -	\$ -	\$ -	\$ -
Office Assistant 2	\$ 18.00	\$ 1.80	\$ 8.00	\$ 27.80
Office Assistant 3	\$ 20.00	\$ 2.00	\$ 8.00	\$ 30.00
Paralegal	\$ 35.00	\$ 3.50	\$ 8.00	\$ 46.50
Parking Attendant	\$ -	\$ -	\$ -	\$ -
Word Processor	\$ 22.00	\$ 2.20	\$ 8.00	\$ 32.20

* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: _____ R. L. Klein & Associates, Inc
 Contact Person: _____ Lisa gray/ Lead Account Manager
 Phone #: _____ (562)-427-5577
 Fax #: _____ 562-427-1807
 Email: _____ info@rlklein.com
 Signature: _____ s Kommu/ President

Date: 07/15/2024