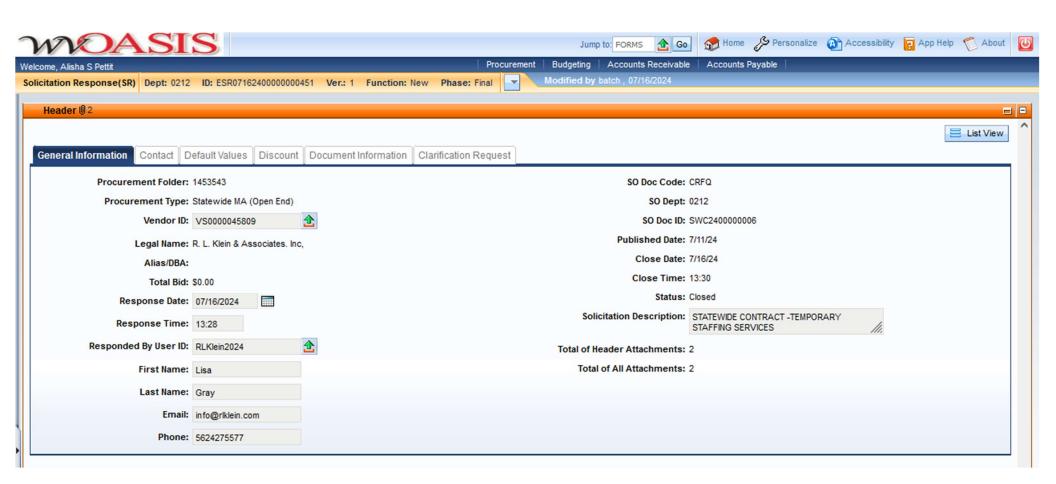
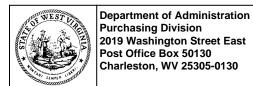


2019 Washington Street, East Charleston, WV 25305 Telephone: 304-558-2306 General Fax: 304-558-6026

Bid Fax: 304-558-3970

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.





#### State of West Virginia **Solicitation Response**

**Proc Folder:** 1453543

**Solicitation Description:** STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES

**Proc Type:** Statewide MA (Open End)

**Solicitation Response Solicitation Closes** 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:** Response Time: 2024-07-16 13:28:02

Comments:

FOR INFORMATION CONTACT THE BUYER

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

Vendor

FEIN# DATE Signature X

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

FORM ID: WV-PRC-SR-001 2020/05 Date Printed: Jul 17, 2024 Page: 1

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:**

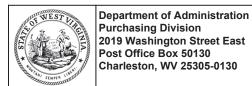
#### **Extended Description:**

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.

FORM ID: WV-PRC-SR-001 2020/05 Date Printed: Jul 17, 2024 Page: 2



# State of West Virginia Centralized Request for Quote Service - Prof

**Proc Folder:** 1453543

**Doc Description:** STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES

**Reason for Modification:** 

ADDENDUM 2

**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 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

Date Printed: Jul 11, 2024 Page: 1 FORM ID: WV-PRC-CRFQ-002 2020/05

#### **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 VIR VARIOUS LOCATIONS INDICATED BY ORDE	S AS
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOUR	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**

<u>Line</u>	<u>Event</u>	<b>Event Date</b>
1	Technical Questions due by 2:00 PM EDT	2024-07-03

## SOLICITATION NUMBER: CRFQ 0212 SWC240000006 Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC240000006 ("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
[XX]	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.

## CRFQ 0212 SWC2400000006 TEMP24

### **Technical Question Response**

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 should be submitted with bid but will be required 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:	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.
	If an agency has a need for a temporary worker to be placed within the first 48-hour period, they would then request an <a href="mailto:emergency placement">emergency placement</a> 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.
Question #137:	Are electronic signatures allowed?

## 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	e bo	ox next to each addendum rece	ivec	1)	
[ X	[ ]	Addendum No. 1	[	]	Addendum No. 6
[ X	[ ]	Addendum No. 2	[	]	Addendum No. 7
[	]	Addendum No. 3	[	]	Addendum No. 8
[	]	Addendum No. 4	[	]	Addendum No. 9
[	]	Addendum No. 5	[	]	Addendum No. 10
further und discussion	ders hel	stand that that any verbal repre- ld between Vendor's represent	esen tativ	tatic es a	Idenda may be cause for rejection of this bid. I on made or assumed to be made during any oral and any state personnel is not binding. Only the ifications by an official addendum is binding.  R. L. Klein & Associates, Inc
					Company
					1 List
					X mr/0 ~

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

**Authorized Signature** 

07/16/2024

Date

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

Classification	W	orker Pay Rate	٧	Vithholding 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 +	With	holding Rate + Ove	erhe	ad Rate and the To	tal I	Rate box will auto	oma	tically calculate.
Vendor Name: F	R. L. K	ein & Associates, I	nc					
	gray/	Lead Account Mai	nage	er				
_		127-5577						
Email:info@rlklein.com								
Signature:s Kommu/ President_	gnature:s Kommu/ President						24	