



Webb County Purchasing Department
1110 Washington, Suite 101
Laredo, Texas 78040
Phone: (956)523-4125
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Honorable Judge Joe Lopez, 49th Judicial District
Honorable Judge Monica Notzon, 111th Judicial District
Honorable Judge Beckie Palomo, 341st Judicial District
Honorable Rosaura Tijerina, Commissioner Pct. 2
Honorable Jaime Canales, Commissioner Pct. 4

Dr. Cecilia Moreno, Purchasing Agent

April 14, 2015

**Staff Force
c/o Lauro Soto
1505 Calle Del Norte
Suite 100
Laredo, TX 78045**

Re: RFP 2015-50 Annual Contract for Temporary Contract Personnel
Term of Contract: April 13, 2015 to September 30, 2016
Renewal Period: One year extension

Dear Vendor:

Your company submitted a bid to Webb County in response to the above-referenced bid. This letter is to inform you that Webb County accepted your bid and on April 14, 2015 the Webb County Commissioner's Court approved to award your company as one of the primary vendors for this contract. The details of the annual contract agreement are included with this letter. Please sign, date and return a copy with an original signature. The commodities and/or services listed on the attached pages must be provided as specification in the bid. All terms and conditions set forth in the bid are made part of this contract, and all commodities and/or services are on an as needed basis.

Fee Agreement

Webb County Clerk's Office
Contract RFP 2015-50
April 21th, 2015

Staff Force, Inc. proposes the following types of personnel under the following terms:

POSITION: Manual Trades/Clerical

SERVICE RATE: 28% Clerical/Administrative
30% Manual Trades

FOR EXAMPLE: Pay rate \$10.00 Bill rate \$12.80 (Clerical)
Pay rate \$10.00 Bill rate \$13.00 (Manual Trade)

RATE INCLUDES: State and Federal Taxes, Unemployment Insurance, Workers Compensation and General Liability Insurance

ACA ADMINISTRATION: 0% surcharge added to weekly invoice total
*Effective Week Ending January 4, 2015
* We will not bill the Webb County for ACA fees

TERMS: Due upon receipt

ACCEPTABLE PAYMENT: Check or ACH

SUPPLIES & EQUIPMENT: Provided by Client unless otherwise requested

EMPLOYEE SCREENING: Multi-Jurisdictional Criminal Background Screen, Department of Homeland Security E-Verify, Random Drug Screening


LIQUIDATION: 520 hours Temp-to-Hire Conversion*

MINIMUM HOUR REQUIREMENT: Four hours minimum per employee per day

CERTIFICATION: All Forklift Drivers must be certified by a Staff Force Field Risk Manager

* Client understands Staff Force, Inc. employees are assigned to Client to render temporary service and not to become employed by Client until 520 hour requirement is met.

Signature (Client)



Signature (Staff Force Representative)

4-21-15

The Following Items were awarded:

The contract consists of:

- (1) Letter of Award, with Listing of Awarded Items;
- (2) Extension form 2016-2017; (see attached)
- (3) Bid Tabulation

Please sign and date below as acceptance of the annual contract.


Signature

4-16-15
Date

If you have any questions, please call Amanda Flores at 956-523-5936 or by e-mail at aeflores@webbcountytexas.gov

Respectfully,

Dr. Cecilia May Moreno
Purchasing Agent

Extension Form

RFP 2015-50 Annual Contract for Temporary Contract Personnel

The County of Webb will consider extending this contract for one year if prices remain constant.

Please indicate below if your company would be interested in an extension (2016-2017)

Yes No

Acknowledgement: Please sign, date & return receipt of acknowledgement

Lauro Soto
Signature

4-16-15
Date

Lauro Soto
Print Name

***We must have the request for extension submitted at the beginning of the contract term.
Vendor and Webb County will both have an opportunity to accept or reject the consideration
of the extension before it becomes effective.***