



Vendor Name:

---

**TARRANT COUNTY**  
PURCHASING DEPARTMENT

*JACK BEACHAM, C.P.M.*  
PURCHASING AGENT

*ROB COX, A.P.P.*  
ASSISTANT

**RFP NO. 2010-102**

**REQUEST FOR PROPOSALS  
FOR THE  
ANNUAL CONTRACT FOR  
PAYROLL SERVICES  
FOR TEMPORARY LABOR**

**PROPOSALS DUE AUGUST 9, 2010  
2:00 P.M.**

**RFP NO. 2010-102**

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This Table of Contents is intended as an aid to vendors and not as a comprehensive listing of the proposal package. Vendors are responsible for reading the entire proposal package and complying with all specifications.

**RFP FOR THE ANNUAL CONTRACT FOR  
PAYROLL SERVICES FOR TEMPORARY LABOR**

**PRE-PROPOSAL CONFERENCE**

**DATE:** TUESDAY, JULY 27, 2010

**TIME:** 2:00 P.M.

**LOCATION:** TARRANT COUNTY ADMINISTRATION BUILDING  
PURCHASING DEPARTMENT CONFERENCE ROOM  
100 E. WEATHERFORD, SUITE 303  
FORT WORTH, TEXAS 76102

Note: Persons with disabilities requiring special accommodations should contact Dianna Lee at (817) 884-1143 at least two (2) days prior to the Pre-Proposal Conference.

**RSVP:** Vendors planning to attend the pre-bid conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Monday, July 26, 2010.

Send RSVP'S to Dianna Lee, at (817) 884-2629.

Questions from bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

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| <p style="text-align: center;"><b>RFP FOR THE ANNUAL CONTRACT FOR<br/>PAYROLL SERVICES FOR TEMPORARY LABOR</b></p> |
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Tarrant County is soliciting proposals for the **ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR, COUNTYWIDE.**

**THE ORIGINAL AND SIX (6) COPIES**  
**OF**  
**COMPLETED PROPOSALS**  
**MUST BE RECEIVED IN THE**  
**PURCHASING DEPARTMENT**  
**AT 100 E. WEATHERFORD, SUITE 303**  
**FORT WORTH, TEXAS 76102**  
**ON OR BEFORE AUGUST 9, 2010 AT 2:00 P.M.**

**All proposals, including a "NO BID", are due in the Purchasing Department by the due date,** in sealed envelopes or boxes. **All proposal must be clearly marked with the RFP Number, the name of the company submitting the proposal, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt.** Original proposal must be clearly marked "**ORIGINAL**" and contain all original signatures.

**Any proposal received after the date and/or hour set for RFP opening will not be accepted. Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at respondent's expense, or destroyed with written authorization of the bidder.** If proposals are sent by mail to the Purchasing Department, the respondent shall be responsible for actual delivery of the proposal to the Purchasing Department before the advertised date and hour for opening of RFPs. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the RFP opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by proposer/respondent guaranteeing authenticity. After the official opening, proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this proposal.

**No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Requests from interested respondents for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:**

**DIANNA LEE, C.P.M., SENIOR BUYER**  
**FAX: (817) 884-2629**

**The deadline for receipt of all written questions shall be 12:00 (Noon), Fort Worth time, Wednesday, July 28, 2010.**

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All documents associated with this RFP, including but not limited to, the RFP document, questions and their responses, addenda and special notices will be posted under the RFP number on the Tarrant County web site and available for download by respondents and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the RFP due date.

**Proposal Response Forms must be fully completed and included in your response. Forms that have been retyped or altered may result in rejection of proposal.**

Failure to provide signatures, where required and/or submission of required forms, including but not limited to the Proposal Signature Form, Reference Page, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire proposal.

This RFP is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations shall be conducted with responsible vendor(s) who submit proposals determined to be reasonably susceptible of being selected for award.

Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

**CONFIDENTIALITY:** Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in LGC, Section 262.030(c) of the State of Texas County Purchasing Act.

"The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to an RFP is "confidential" will not be treated as such if the County receives a request for a copy of the RFP. The County will of course make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information, but Tarrant County cannot and will not make an agreement to withhold information from the public contrary to the County's responsibilities under the Act."

Additionally, to the extent your response is incorporated into the contract, that contract will become an official record available for public inspection.

The successful Contractor shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

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**Continuing non-performance** of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted and to waive any technicalities for the best interest of the County. Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals received after the time limit for receiving proposals.
2. Proposals containing any irregularities.
3. Unbalanced value of any items.

Vendors may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Vendors.
2. Reasonable grounds for believing that any Vendor is interested in more than one Bid for the work contemplated.
3. The Vendor being interested in any litigation against the County.
4. The Vendor being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgement of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful proposer/respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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**SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

1. **Contract Terms:** Successful vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the vendor, the contract may be renewed for three (3) additional one (1) year periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **Renewal Options:** Tarrant County reserves the right to exercise an option to renew the contract of the vendor for three (3) additional one (1) year periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Respondent shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Respondent in complete form within the time specified, the County will rescind its option and seek a new proposal solicitation.
3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among the governmental entities that are listed on pages 6-8; therefore it would be in the vendor's best interest to help Tarrant County facilitate this cooperative effort. **A "NO" answer could result in complete rejection of proposal.**
  - A. Should other Governmental Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing would apply?  

☐ Yes    ☐ No
  - 1) If you, the Respondent, checked yes, the following will apply:
    - a) Governmental Entities utilizing Inter-Governmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material/services as needed.
    - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the successful Respondent and each governmental entity.

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**SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

- c) Vendor(s) awarded contract(s) resulting from Request for Proposals (RFP) shall be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information shall be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County. Failure to provide the requested information when requested could delay the renewal process.

**B. SECONDARY/ALTERNATE AWARD:** Secondary or alternate vendors serve in a back up capacity only. In the event the primary is unable to honor the terms and conditions of the contract, the secondary vendor may be called. If the secondary vendor is unable to honor the terms and conditions of the contract the alternate may be called. The primary vendor is the first contact. Use of the secondary or alternate must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- 1) In the event the secondary or alternate vendors are called upon, they will offer the goods and services at the proposed prices, or better. Any attempt to increase the original proposed price may be cause to remove the vendor from the contract. This in no way negatively affects the status of the primary vendor.
- 2) If the secondary or alternate vendor represents themselves as the primary vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the secondary or alternate vendor may be removed from the contract. Would you, the Respondent, be willing to accept a secondary/alternate award based on the above?

\_\_\_\_\_Yes      \_\_\_\_\_No

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**Entities Currently Participating in Cooperative Purchasing Program with Tarrant County**

|                                   |                                    |                                   |
|-----------------------------------|------------------------------------|-----------------------------------|
| 1. Alamo Heights ISD              | 49. City of Cedar Hill             | 99. City of Haltom City           |
| 2. Allen ISD                      | 50. City of Cedar Park             | 100. City of Horizon City         |
| 3. Alvord ISD                     | 51. City of Celeste                | 101. City of Hudson Oaks          |
| 4. Anna Fire Department           | 52. City of Celina                 | 102. City of Huntsville           |
| 5. Arlington ISD                  | 53. City of Cleburne               | 103. City of Hurst                |
| 6. Armstrong County               | 54. City of Cockrell Hill          | 104. City of Hutchins             |
| 7. Atascosa County                | 55. City of Colleyville            | 105. City of Irving               |
| 8. Bastrop County                 | 56. City of Combine                | 106. City of Italy                |
| 9. Bexar County                   | 57. City of Commerce               | 107. City of Keene                |
| 10. Blue Ridge Fire Department    | 58. City of Coppell                | 108. City of Keller               |
| 11. Bosque County                 | 59. City of Copperas Cove          | 109. City of Kennedale            |
| 12. Branch Fire Department        | 60. City of Corinth                | 110. City of Killeen              |
| 13. Brazoria County               | 61. City of Corsicana              | 111. City of Krum                 |
| 14. Brazos County                 | 62. City of Crowley                | 112. City of Kyle                 |
| 15. Brown County                  | 63. City of Cumby                  | 113. City of La Vernia            |
| 16. Bulverde Police Department    | 64. City of Dalworthington Gardens | 114. City of Lake Worth           |
| 17. Burnet County                 | 65. City of Decatur                | 115. City of Lancaster            |
| 18. Cameron County                | 66. City of Denison                | 116. City of League City          |
| 19. Carroll ISD                   | 67. City of Denton                 | 117. City of Leander              |
| 20. Carrollton-Farmers Branch ISD | 68. City of DeSoto                 | 118. City of Lewisville           |
| 21. Castleberry ISD               | 69. City of Diboll                 | 119. City of Lindale              |
| 22. Cedar Hill ISD                | 70. City of Duncanville            | 120. City of Little Elm           |
| 23. Chambers County               | 71. City of Early                  | 121. City of Littlefield          |
| 24. City of Aledo                 | 72. City of Eastland               | 122. City of Live Oak             |
| 25. City of Allen                 | 73. City of El Paso                | 123. City of Lubbock              |
| 26. City of Alvord                | 74. City of Electra                | 124. City of Lucas                |
| 27. City of Amarillo              | 75. City of Emory                  | 125. City of Lufkin               |
| 28. City of Arlington             | 76. City of Euless                 | 126. City of Lumberton            |
| 29. City of Athens                | 77. City of Everman                | 127. City of Mansfield            |
| 30. City of Aubrey                | 78. City of Farmers Branch         | 128. City of Marshall             |
| 31. City of Austin                | 79. City of Ferris                 | 129. City of McAllen              |
| 32. City of Azle                  | 80. City of Floresville            | 130. City of McKinney             |
| 33. City of Balch Springs         | 81. City of Forest Hill            | 131. City of Melissa              |
| 34. City of Bedford               | 82. City of Forney                 | 132. City of Merkel               |
| 35. City of Benbrook              | 83. City of Fort Worth             | 133. City of Mesquite             |
| 36. City of Blue Mound            | 84. City of Frisco                 | 134. City of Midlothian           |
| 37. City of Bovina                | 85. City of Gainesville            | 135. City of Murphy               |
| 38. City of Bowie                 | 86. City of Galena Park            | 136. City of Nacogdoches          |
| 39. City of Boyd                  | 87. City of Galveston              | 137. City of Nederland            |
| 40. City of Bridge City           | 88. City of Ganado                 | 138. City of New Braunfels        |
| 41. City of Bridgeport            | 89. City of Garland                | 139. City of North Richland Hills |
| 42. City of Brownwood             | 90. City of Gatesville             | 140. City of Odessa               |
| 43. City of Bryan                 | 91. City of Georgetown             | 141. City of Pasadena             |
| 44. City of Burkburnett           | 92. City of Glen Heights           | 142. City of Pelican Bay          |
| 45. City of Burleson              | 93. City of Godley                 | 143. City of Pharr                |
| 46. City of Caddo Mills           | 94. City of Granbury               | 144. City of Plano                |
| 47. City of Carrollton            | 95. City of Grand Prairie          | 145. City of Pottsboro            |
| 48. City of Castle Hills          | 96. City of Grand Saline           | 146. City of Port Isabel          |
|                                   | 97. City of Grapevine              | 147. City of Princeton            |
|                                   | 98. City of Greenville             | 148. City of Ralls                |

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**Entities Currently Participating in Cooperative Purchasing Program with Tarrant County**

|      |                                               |      |                                                                     |      |                                            |
|------|-----------------------------------------------|------|---------------------------------------------------------------------|------|--------------------------------------------|
| 149. | City of Red Oak                               | 196. | Decatur ISD                                                         | 233. | Hurst Euless Bedford ISD                   |
| 150. | City of Richardson                            | 197. | Denton County                                                       | 234. | Hutchinson County                          |
| 151. | City of Richland Hills                        | 198. | Denton County Fresh Water Supply Dist                               | 235. | Idea Public Schools                        |
| 152. | City of River Oaks                            |      | No. 1-A                                                             | 236. | Jasper County                              |
| 153. | City of Roanoke                               | 199. | Denton ISD                                                          | 237. | Jefferson County                           |
| 154. | City of Rockwall                              | 200. | DeSoto ISD                                                          | 238. | Jim Wells County                           |
| 155. | City of Round Rock                            | 201. | Duncanville ISD                                                     | 239. | Johnson County                             |
| 156. | City of Rowlett                               | 202. | Duval County                                                        | 240. | Johnson County Special Utility District    |
| 157. | City of Royse City                            | 203. | Eagle Mountain-Saginaw ISD                                          | 241. | Karnes County                              |
| 158. | City of Runaway Bay                           |      |                                                                     | 242. | Kaufman County                             |
| 159. | City of Sachse                                | 204. | Ector County                                                        | 243. | Kaufman ISD                                |
| 160. | City of Saginaw                               | 205. | Education Service Center Region XI                                  | 244. | Kennedale ISD                              |
| 161. | City of San Angelo                            | 206. | El Paso County                                                      | 245. | Kinney County                              |
| 162. | City of San Marcos                            | 207. | El Paso County Hospital District dba R.E. Thomason General Hospital | 246. | Krum ISD                                   |
| 163. | City of Sansom Park                           |      |                                                                     | 247. | Lake Dallas ISD                            |
| 164. | City of Sherman                               | 208. | Electra ISD                                                         | 248. | Lake Worth ISD                             |
| 165. | City of Sour Lake                             | 209. | Ellis County                                                        | 249. | Lamb County                                |
| 166. | City of Southlake                             | 210. | Erath County                                                        | 250. | Lampasas County                            |
| 167. | City of Southmayd                             | 211. | Everman ISD                                                         | 251. | Lavon Police Department                    |
| 168. | City of Springtown                            | 212. | Fannin County                                                       | 252. | Leon County                                |
| 169. | City of Taft                                  | 213. | Fort Bend County                                                    | 253. | Lewisville ISD                             |
| 170. | City of Temple                                | 214. | Fort Worth Housing Authority                                        | 254. | Little Elm ISD                             |
| 171. | City of Terrell                               |      |                                                                     | 255. | Lowry Crossing Volunteer Fire Dept.        |
| 172. | City of Texarkana                             | 215. | Fort Worth ISD                                                      | 256. | Mansfield ISD                              |
| 173. | City of The Colony                            | 216. | Fort Worth Transportation Authority                                 | 257. | McKinney ISD                               |
| 174. | City of University Park                       | 217. | Freestone County                                                    | 258. | McLennan County                            |
| 175. | City of Van Alstyne                           | 218. | Frisco ISD                                                          | 259. | McLennan Community College                 |
| 176. | City of Venus                                 | 219. | Grandview Police Department                                         | 260. | MHMR of Tarrant County                     |
| 177. | City of Waco                                  | 220. | Grapevine\Colleyville ISD                                           | 261. | Midway ISD                                 |
| 178. | City of Watauga                               | 221. | Grayson County                                                      | 262. | Mills County                               |
| 179. | City of Waxahachie                            | 222. | Gregg County                                                        | 263. | Montgomery County                          |
| 180. | City of Weatherford                           | 223. | Gunter Special Utility District                                     | 264. | Montgomery County Hospital District        |
| 181. | City of Westworth Village                     | 224. | Hardin County                                                       | 265. | Nacogdoches County                         |
| 182. | City of White Settlement                      | 225. | Harris County Emergency Services District                           | 266. | Nevada Volunteer Fire Department           |
| 183. | City of Whitewright                           |      |                                                                     | 267. | North Central Texas Council of Governments |
| 184. | City of Wylie                                 | 226. | Harrison County                                                     | 268. | North Texas Municipal Water District       |
| 185. | Clay County                                   | 227. | Hays County                                                         | 269. | Northwest ISD                              |
| 186. | Clear Creek ISD                               | 228. | Heart of Texas Region MHMR Center                                   | 270. | Nueces County                              |
| 187. | Collin County                                 |      |                                                                     | 271. | Olton Police Department                    |
| 188. | Collin County Community College               | 229. | Henderson County                                                    | 272. | Orange County                              |
| 189. | Comal County                                  | 230. | Hood County                                                         | 273. | Palo Pinto County                          |
| 190. | Cooke County                                  | 231. | Hopkins County                                                      |      |                                            |
| 191. | Coryell County                                | 232. | Hunt County                                                         |      |                                            |
| 192. | Cottdale Volunteer Fire Department            |      |                                                                     |      |                                            |
| 193. | Crowley ISD                                   |      |                                                                     |      |                                            |
| 194. | Dallas County                                 |      |                                                                     |      |                                            |
| 195. | Dallas/Fort Worth International Airport Board |      |                                                                     |      |                                            |

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**Entities Currently Participating in Cooperative Purchasing Program with Tarrant County**

|                                                                     |                                                      |                    |
|---------------------------------------------------------------------|------------------------------------------------------|--------------------|
| 274. Paradise ISD                                                   | 303. Texas Dept. of Public Safety                    | 342. Zapata County |
| 275. Parker County                                                  | 304. Titus County                                    |                    |
| 276. Parker County Emergency Services District 1                    | 305. Tom Green County                                |                    |
| 277. Potter County                                                  | 306. Town of Addison                                 |                    |
| 278. Public Transit Service of Mineral Wells                        | 307. Town of Argyle                                  |                    |
| 279. Red River County                                               | 308. Town of Edgecliff Village                       |                    |
| 280. Rockwall County                                                | 309. Town of Fairview                                |                    |
| 281. Region 9 Education Service Center Wichita                      | 310. Town of Flower Mound                            |                    |
| 282. San Jacinto College District                                   | 311. Town of Hickory Creek                           |                    |
| 283. San Patricio County                                            | 312. Town of Highland Park                           |                    |
| 284. Schleicher County                                              | 313. Town of Lakeside                                |                    |
| 285. Senior Center Resource and Public Transit, Inc. of Hunt County | 314. Town of Pantego                                 |                    |
| 286. Seven Points Fire Rescue                                       | 315. Town of Ponder                                  |                    |
| 287. Sherman ISD                                                    | 316. Town of Prosper                                 |                    |
| 288. Smith County                                                   | 317. Town of Sunnyvale                               |                    |
| 289. Springtown ISD                                                 | 318. Town of Westlake                                |                    |
| 290. South Montgomery Fire Department                               | 319. Town of Westover Hills                          |                    |
| 291. South Texas College                                            | 320. Travis County                                   |                    |
| 292. St. John Westside Volunteer Fire Dept. of Edgard, LA           | 321. Travis County Healthcare District               |                    |
| 293. Tarrant Appraisal District                                     | 322. Trinity River Authority                         |                    |
| 294. Tarrant County 9-1-1 Emergency Assistance District             | 323. United States Marshals Service                  |                    |
| 295. Tarrant County College District                                | 324. University of North Texas Health Science Center |                    |
| 296. Tarrant County Emergency Services District 1                   | 325. University of Texas at Arlington                |                    |
| 297. Tarrant County Hospital District                               | 326. University of Texas at Dallas                   |                    |
| 298. Tarrant County Workforce Development Board                     | 327. University of Texas MD Anderson Cancer Center   |                    |
| 299. Tarrant Regional Water District                                | 328. Upper Trinity Regional Water District           |                    |
| 300. Taylor County                                                  | 329. Van Zandt County                                |                    |
| 301. Texas A&M University at Commerce                               | 330. Victoria County                                 |                    |
| 302. Texas Dept. of Parks & Wildlife                                | 331. Waco ISD                                        |                    |
|                                                                     | 332. Walker County                                   |                    |
|                                                                     | 333. Ward County                                     |                    |
|                                                                     | 334. Weatherford College                             |                    |
|                                                                     | 335. Westminster Fire Dept.                          |                    |
|                                                                     | 336. Weston Volunteer Fire Department                |                    |
|                                                                     | 337. White Settlement ISD                            |                    |
|                                                                     | 338. Williamson County                               |                    |
|                                                                     | 339. Wilson County                                   |                    |
|                                                                     | 340. Wise County                                     |                    |
|                                                                     | 341. Wood County                                     |                    |

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| <p style="text-align: center;"><b>RFP FOR THE ANNUAL CONTRACT FOR<br/>PAYROLL SERVICES FOR TEMPORARY LABOR</b></p> |
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**SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

**4. MINIMUM INSURANCE REQUIREMENTS**

- A. The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
  - 1) Workers' Compensation — statutory including Employer's Liability of \$500,000
  - 2) Comprehensive Commercial General Liability:
    - a. Bodily Injury/Personal Injury — \$1,000,000 per occurrence  
\$2,000,000 aggregate
    - b. Property Damage — \$1,000,000 aggregate
  - 3) Contractual Liability — same limits as above
- B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.
- C. Required Provisions:
  - 1) Proof of Carriage of Insurance – All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.
  - 2) All certificates shall provide Tarrant County will receive an unconditional thirty days written notice in case of cancellation or any major change.
  - 3) As to all applicable coverage, certificates shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
  - 4) All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.
  - 5) The Contractor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
  - 6) The Contractor/Vendor is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

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| <p style="text-align: center;"><b>RFP FOR THE ANNUAL CONTRACT FOR<br/>PAYROLL SERVICES FOR TEMPORARY LABOR</b></p> |
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**I. Scope**

- A. The purpose of this RFP is to solicit responses from qualified Vendors to provide payroll services for temporary personnel for Elections Administration and other Tarrant County departments. As a result of this RFP, Tarrant County expects to receive and evaluate responses, select a Vendor(s), and enter into a services contract based on an hourly rate fee. The terms and conditions of the contract will be fully negotiated.

**II. Background and Purpose**

- A. Elections Administration uses a payroll service agency to process payroll checks for temporary employees working elections held throughout the year. Utilization of temporary staff will fluctuate depending on the size of each election held. In even number years, major elections are the Primary Elections in March, City/ISD Elections in May, both of which may have run-offs and the General Election in November. Special Elections may be held throughout the year. In odd numbered years, City/ISD Elections are held in May and various Special Elections may be held throughout the year. Some temporary employees may continue to work throughout the year.
- B. Other county departments may choose to use this contract to process payroll for grant funded employees or paid volunteers.

**III. Statement of Work**

- A. Tarrant County Elections Administration will be able to provide a list of qualified, experienced workers for the successful bidder. Contractor may be asked to provide additional staffing on as needed basis. Tarrant County reserves the right to interview a temporary employee prior to employee being assigned to the County. Final approval of all workers will remain with Tarrant County.
- B. To the extent permissible by law, the successful contractor(s) shall conduct a criminal background check on all temporary employees assigned to Tarrant County. Tarrant County may also choose to conduct an additional criminal background check.
- C. Successful Contractor(s) should provide a Weekly Time Sheet which the temporary employee and Tarrant County Supervisor will complete on a weekly basis. Recorded time worked must be attached to the invoice submitted to Tarrant County for payment. Separate invoices must be submitted to each County Department utilizing this contract.
- D. The Contractor should furnish, to the Elections Administration, weekly and monthly usage reports by classification/department, indicating detailed information, such as employee name, pay rate, regular hours, total hours, bill rate, overtime bill rate, gross pay, total billed, and taxes paid to enhance documentation of funds for State, County, and Contract budget requirements. Reports showing this detailed information can be via diskette, on-line communication or hard copy.

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| <p style="text-align: center;"><b>RFP FOR THE ANNUAL CONTRACT FOR<br/>PAYROLL SERVICES FOR TEMPORARY LABOR</b></p> |
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- E. All records are to be available at any time, during normal working hours for review by County Auditor.
- F. Tarrant County will not be responsible for Stop Payment Fees on payroll checks. Respondent should include procedures for replacing checks.
- G. In accordance with the Social Security Independence and Program Improvements Act, wherein the election worker's pay is not subject to FICA withholding until their earnings equal \$1500 or more in a calendar year. (See Attachment A)
- H. Amount paid to Election Poll Workers continues to be exempt from Federal Income Tax Withholding Requirements, Federal Unemployment Taxes, and State Unemployment Taxes. In addition, the Immigration and Naturalization Service will not enforce the requirements that I-9's be kept for Election Poll Workers. (See Attachment D)
- I. The Contractor will prepare payroll checks, make all necessary deductions and pay all taxes and insurance required by Federal, State and Local laws. The Contractor accepts full responsibility for the payment of wages, compensation and benefits to personnel. The Contractor further accepts responsibility for payment of all taxes, assessments, fees, and fines that may be due and owing to any Local, State or Federal government agencies.
- J. The contractor agrees to save harmless the County from any and all claims and liability for the acts of the contractor's employees. The Contractor also agrees to save harmless the County from any and all expenses, including attorney fees incurred by the County in litigation or otherwise resisting said claims or liabilities as a result of the Contractor's employees activities. Further, the Contractor agrees to protect, indemnify and save harmless the County from and against all claims, demands and causes of actions of every kind and character brought by an employee of the Contractor against the County due to personal injuries and/or death to such employee resulting from any alleged negligent act by either commission or omission.
- K. The Contractor will comply with all State, Federal, and Local Laws (including but not limited to the Americans with Disabilities Act, Title VII of the Civil Rights of 1964, Age Discrimination in Employment Act, and Civil Rights Act of 1991) as to treatment and compensation of its employees. Tarrant County will make no payments to individual workers.
- L. The Contractor should offer a benefits package to employees meeting an eligibility requirement. Benefits should include but not be limited to medical insurance. Response should include information on the employee benefits package offered.

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| <p style="text-align: center;"><b>RFP FOR THE ANNUAL CONTRACT FOR<br/>PAYROLL SERVICES FOR TEMPORARY LABOR</b></p> |
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**M. Election Official Pay**

1. Tarrant County Elections Administration will provide Access Database and Excel Spreadsheet for the processing of Election Officials payroll. Said database and spreadsheet will include fifteen (15) fields (eScan number, poll worker ID, first name, last name, address, city/state/zip, Social Security Number, hours worked, rate of pay, training, delivery, telephone, Miscellaneous, Miscellaneous Total, Check Total).
2. Election Day compensation of Election Officials for County Elections involves approximately 420 voting locations, with six (6) employees per location. Most elections, however, will have fewer locations.
3. Election Official payroll checks should be processed within ten (10) days.

**IV. Contractor's Qualifications**

- A. Successful contractor should have a minimum of three (3) years of business experience in temporary employment and payroll services.
- B. Respondent must demonstrate financial stability and viability to the sole satisfaction of the County.

**V. Proposal Submissions**

**A. Required Forms**

1. Proposal Signature Form
2. Addendum Signature Form(s) (if applicable)
3. Certificate of Eligibility Form
4. Form for Disadvantaged Business Enterprises
5. HUB certification forms (if applicable)
6. Insurance Certificates
7. Deficiencies and Deviations Form
8. Cooperative and Secondary Award (pages 5 – 6)
9. References
10. Proposal Pricing Form

**B. Vendor Experience and Qualifications**

1. Executive Summary –brief narrative highlighting company background. Includes a brief description of the company including the length of time the company has been in business and years of experience in payroll services.

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| <b>RFP FOR THE ANNUAL CONTRACT FOR<br/>PAYROLL SERVICES FOR TEMPORARY LABOR</b> |
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2. Financial Statements

Respondent should include the following documentation in their proposal submission:

- a) A Current Financial Statement that has been prepared no more than six (6) months prior to the date of submission.
- b) Three (3) most recent annual audits or independently reviewed financial statements.

C. Proposed Approach and Management of Contract

1. This section should contain a narrative that clearly demonstrates the Respondent's approach toward meeting the goals and requirements of this RFP.
2. Provide your company's procedures for reissued check requests and stop payments on payroll checks including any cost to employee.

D. Benefits Offered to Temporary Employees

1. Provide a detailed explanation of insurance and other benefits offered to employees. Include eligibility requirements and weekly costs to employee.

E. Cost Proposal

1. Payroll services will be billed based on a per hour rate. Hourly rate should include all costs associated with this service.

**VI. Evaluation Criteria**

- |    |                                                   |     |
|----|---------------------------------------------------|-----|
| A. | Vendor Experience and Qualifications .....        | 20% |
|    | 1. Relevant Experience                            |     |
|    | 2. Financial Stability                            |     |
| B. | Proposed Approach and Management.....             | 20% |
|    | 1. Meets Specifications of RFP                    |     |
|    | 2. Project Approach to Accomplish Tasks           |     |
| C. | Employee Benefits Offered to Temporary Staff..... | 20% |
| D. | Cost.....                                         | 30% |
| E. | References.....                                   | 10% |



# TARRANT COUNTY

## HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

### I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

### II. DEFINITIONS

Historically underutilized businesses (HUBs), also know as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$25,000.

### III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
  1. Target goals should consider:
    - the availability of HUB firms within the specific category of goods or services to be procured; and
    - the diversity of the county's population.
  2. The goals should be reviewed and amended periodically.
  3. The program may apply to all County procurements including construction and professional services.
  4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
  5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
  2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
  3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
  4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
  2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
  3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
  4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

#### **IV. ADMINISTRATIVE GUIDELINES**

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
  2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
  3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
  4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
  5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

#### **510 Historically Underutilized Businesses Policy**

*Adopted: Court Order 64788 (December 17, 1990)*

*Amended: Court Order 69958 (December 7, 1993)*

*Amended: Court Order 99651 (December 28, 2006)*

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**FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY**

**Disadvantaged Business Enterprises (DBE)** are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services  
Statewide HUB Program  
1711 Jacinto Blvd.  
PO Box 13047  
Austin, TX 78711-3047  
(512) 463-5872

**OR**

North Central Texas  
Regional Certification Agency  
624 Six Flags Drive, Suite 100  
Arlington, TX 76011  
(817) 640-0606

**If your company is already certified, attach a copy of your certification to this form and return with proposal.**

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

**Indicate all that apply:**

\_\_\_\_\_ Minority-Owned Business Enterprise  
\_\_\_\_\_ Women-Owned Business Enterprise  
\_\_\_\_\_ Disadvantaged Business Enterprise

**RFP FOR THE ANNUAL CONTRACT FOR  
PAYROLL SERVICES FOR TEMPORARY LABOR**

**VENDOR REFERENCES**

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this RFP. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this RFP. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

**REFERENCE ONE**

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

**REFERENCE TWO**

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

**REFERENCE THREE**

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

THE ORIGINAL AND SIX (6) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL

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| <p align="center"><b>RFP FOR THE ANNUAL CONTRACT FOR<br/>PAYROLL SERVICES FOR TEMPORARY LABOR</b></p> |
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**PROPOSAL SIGNATURE FORM**

The undersigned agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and a storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be sixty (60) calendar days unless a different period is noted by the proposer/respondent.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Proposer/Respondent, nor any employee of Tarrant County, and that the contents of this proposal have not been communicated to any other proposer/respondent or to any employee of Tarrant County prior to the official opening of this RFP.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package. ***Failure to sign and return this form will result in the rejection of the entire proposal.***

**NAME AND ADDRESS OF COMPANY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

FAX No. \_\_\_\_\_

**AFTER HOURS EMERGENCY CONTACT:**

Name: \_\_\_\_\_

Tel. No. \_\_\_\_\_

**COMPANY IS:**

Business included in a Corporate Income Tax Return? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_ Corporation organized & existing under the laws of the State of \_\_\_\_\_

\_\_\_\_ Partnership consisting of \_\_\_\_\_

\_\_\_\_ Individual trading as \_\_\_\_\_

\_\_\_\_ Principal offices are in the city of \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND THE ORIGINAL AND SIX (6) COPIES RETURNED WITH PROPOSAL**

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| <p><b>RFP FOR THE ANNUAL CONTRACT FOR<br/>PAYROLL SERVICES FOR TEMPORARY LABOR</b></p> |
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**CERTIFICATION OF ELIGIBILITY**

**(This provision applies if the anticipated contract exceeds \$25,000)**

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do may result in terminating this contract for default.

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Authorized Signature

**THIS FORM MUST BE SIGNED AND THE ORIGINAL AND SIX (6) COPIES RETURNED WITH PROPOSAL**

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| <p align="center"><b>RFP FOR THE ANNUAL CONTRACT FOR<br/>PAYROLL SERVICES FOR TEMPORARY LABOR</b></p> |
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**BID FORMS/DOCUMENTS CHECKLIST**

|                       |                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓Indicates Compliance | A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package. |
|                       | 1. <b><u>Vendor References.</u></b> Bidder has provided three (3) references, <b>other than Tarrant County.</b> References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this bid.                                                                                        |
|                       | 2. <b><u>Signatures.</u></b> All forms requiring a signature must be signed. Bids not signed will not be considered for award.                                                                                                                                                                                                                                                     |
|                       | 3. <b><u>Bid Proposal Forms.</u></b> All sections of Bid Proposal Forms have been completed.                                                                                                                                                                                                                                                                                       |
|                       | 4. <b><u>Insurance Certificates (If required).</u></b> Bidders must submit all Insurance Certificates with bid. If no insurance requirements specified, mark N/A.                                                                                                                                                                                                                  |
|                       | 5. <b><u>Addenda.</u></b> When applicable, Bidder acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised Bid Forms in their bid package.                                                                                                                                                                                              |
|                       | 6. Failure to provide signatures, where required and/or submission of required forms, including but not limited to the Bid Proposal Signature Form, References, Bid Forms/Documents Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.                        |
|                       | 7. <b>Accuracy for all mathematical and number entries is the sole responsibility of the bidder.</b> Tarrant County will not be responsible for errors made by the bidder.                                                                                                                                                                                                         |
|                       | 8. Bidder's company is registered on TVORS (Tarrant On-Line Vendor Registration System)                                                                                                                                                                                                                                                                                            |
|                       | 9. Failure to comply with the requirements set forth in this RFP may result in rejection of bid and/or cancellation of contract after award.                                                                                                                                                                                                                                       |

**THE ORIGINAL AND SIX (6) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!**

**RFP FOR THE ANNUAL CONTRACT FOR  
PAYROLL SERVICES FOR TEMPORARY LABOR**

# DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements and/or provisions as outlined in this Request for Proposals and Qualifications. Unless specifically listed here, your response will be considered to be in FULL compliance with the RFP. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the RFP stipulated must be fulfilled at no additional expense to Tarrant County.

[illegible]

# RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

## PROPOSAL PRICING FORM SECTION 1 - WEEKLY EMPLOYEES

Indicate Total Price for Payroll Services, including Federal Payroll Texas and Unemployment Insurance on the following Hourly Rates. These rates will apply to weekly employees using the weekly timesheets provided by the Contractor.

| Employee<br>Hourly Rate | Est. Annual<br>Regular Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Regular Time<br>(Est. Hours x Bill Rate) | Employee<br>Overtime Rate | Est. Annual<br>Overtime Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Overtime |
|-------------------------|------------------------------|---------------------------------------|----------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------|--------------------------------|
| 7.25                    | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 10.88                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 7.50                    | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 11.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 8.00                    | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 12.00                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 8.50                    | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 12.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 9.00                    | 0 - 72,500 Hours             | \$ _____                              | \$ _____                                                       | 13.50                     | 0 - 29,000 Hours              | \$ _____                              | \$ _____                       |
| 9.50                    | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 14.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 10.00                   | 0 - 51,000 Hours             | \$ _____                              | \$ _____                                                       | 15.00                     | 0 - 20,000 Hours              | \$ _____                              | \$ _____                       |
| 10.50                   | 0 - 4,000 Hours              | \$ _____                              | \$ _____                                                       | 15.75                     | 0 - 1,600 Hours               | \$ _____                              | \$ _____                       |
| 11.00                   | 0 - 600 Hours                | \$ _____                              | \$ _____                                                       | 16.50                     | 0 - 240 Hours                 | \$ _____                              | \$ _____                       |
| 11.50                   | 0 - 1,400 Hours              | \$ _____                              | \$ _____                                                       | 17.25                     | 0 - 560 Hours                 | \$ _____                              | \$ _____                       |
| 12.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 18.00                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 12.50                   | 0 - 100 Hours                | \$ _____                              | \$ _____                                                       | 18.75                     | 0 - 40 Hours                  | \$ _____                              | \$ _____                       |

# RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

## PROPOSAL PRICING FORM SECTION 1 - WEEKLY EMPLOYEES

Indicate Total Price for Payroll Services, including Federal Payroll Texas and Unemployment Insurance on the following Hourly Rates. These rates will apply to weekly employees using the weekly timesheets provided by the Contractor.

| Employee<br>Hourly Rate | Est. Annual<br>Regular Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Regular Time<br>(Est. Hours x Bill Rate) | Employee<br>Overtime Rate | Est. Annual<br>Overtime Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Overtime |
|-------------------------|------------------------------|---------------------------------------|----------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------|--------------------------------|
| 13.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 19.50                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 13.50                   | 0 - 2,300 Hours              | \$ _____                              | \$ _____                                                       | 20.25                     | 0 - 940 Hours                 | \$ _____                              | \$ _____                       |
| 14.00                   | 0 - 3,800 Hours              | \$ _____                              | \$ _____                                                       | 21.00                     | 0 - 1,520 Hours               | \$ _____                              | \$ _____                       |
| 14.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 21.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 15.00                   | 0 - 1,900 Hours              | \$ _____                              | \$ _____                                                       | 22.50                     | 0 - 760 Hours                 | \$ _____                              | \$ _____                       |
| 15.50                   | 0 - 25 Hours                 | \$ _____                              | \$ _____                                                       | 23.25                     | 0 - 10 Hours                  | \$ _____                              | \$ _____                       |
| 16.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 24.00                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 16.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 24.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 17.00                   | 0 - 15,500 Hours             | \$ _____                              | \$ _____                                                       | 25.50                     | 0 - 6,200 Hours               | \$ _____                              | \$ _____                       |
| 17.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 26.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 18.00                   | 0 - 4,000 Hours              | \$ _____                              | \$ _____                                                       | 27.00                     | 0 - 1,600 Hours               | \$ _____                              | \$ _____                       |
| 18.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 27.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |

# RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

## PROPOSAL PRICING FORM SECTION 1 - WEEKLY EMPLOYEES

Indicate Total Price for Payroll Services, including Federal Payroll Texas and Unemployment Insurance on the following Hourly Rates. These rates will apply to weekly employees using the weekly timesheets provided by the Contractor.

| Employee<br>Hourly Rate | Est. Annual<br>Regular Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Regular Time<br>(Est. Hours x Bill Rate) | Employee<br>Overtime Rate | Est. Annual<br>Overtime Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Overtime |
|-------------------------|------------------------------|---------------------------------------|----------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------|--------------------------------|
| 19.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 28.50                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 19.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 29.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 20.00                   | 0 - 1,500 Hours              | \$ _____                              | \$ _____                                                       | 30.00                     | 0 - 600 Hours                 | \$ _____                              | \$ _____                       |
| 20.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 30.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 21.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 31.50                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 21.50                   | 0 - 300 Hours                | \$ _____                              | \$ _____                                                       | 32.25                     | 0 - 120 Hours                 | \$ _____                              | \$ _____                       |
| 22.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 33.00                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 22.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 33.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 23.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 34.50                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 23.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 35.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 24.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 36.00                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 24.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 36.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |

# RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

## PROPOSAL PRICING FORM SECTION 1 - WEEKLY EMPLOYEES

Indicate Total Price for Payroll Services, including Federal Payroll Texas and Unemployment Insurance on the following Hourly Rates. These rates will apply to weekly employees using the weekly timesheets provided by the Contractor.

| Employee<br>Hourly Rate | Est. Annual<br>Regular Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Regular Time<br>(Est. Hours x Bill Rate) | Employee<br>Overtime Rate | Est. Annual<br>Overtime Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Overtime |
|-------------------------|------------------------------|---------------------------------------|----------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------|--------------------------------|
| 25.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 37.50                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 25.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 38.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 26.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 39.00                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 26.50                   | 0 - 100 Hours                | \$ _____                              | \$ _____                                                       | 39.75                     | 0 - 40 Hours                  | \$ _____                              | \$ _____                       |
| 27.00                   | 0 - 4,000 Hours              | \$ _____                              | \$ _____                                                       | 40.50                     | 0 - 1,600 Hours               | \$ _____                              | \$ _____                       |
| 27.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 41.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 28.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 42.00                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 28.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 42.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 29.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 43.50                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 29.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 44.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 30.00                   | 0 - 1,000 Hours              | \$ _____                              | \$ _____                                                       | 45.00                     | 0 - 400 Hours                 | \$ _____                              | \$ _____                       |
| 30.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 45.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |

# RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

## PROPOSAL PRICING FORM SECTION 1 - WEEKLY EMPLOYEES

Indicate Total Price for Payroll Services, including Federal Payroll Texas and Unemployment Insurance on the following Hourly Rates. These rates will apply to weekly employees using the weekly timesheets provided by the Contractor.

| Employee<br>Hourly Rate | Est. Annual<br>Regular Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Regular Time<br>(Est. Hours x Bill Rate) | Employee<br>Overtime Rate | Est. Annual<br>Overtime Hours | Hourly Bill Rate<br>to Tarrant County | Extended Price<br>for Overtime |
|-------------------------|------------------------------|---------------------------------------|----------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------|--------------------------------|
| 31.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 46.50                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 31.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 47.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 32.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 48.00                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 32.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 48.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 33.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 49.50                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 33.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 50.25                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 34.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 51.00                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 34.50                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 51.75                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| 35.00                   | 0 - 10 Hours                 | \$ _____                              | \$ _____                                                       | 52.50                     | 0 - 4 Hours                   | \$ _____                              | \$ _____                       |
| <b>Total</b>            |                              |                                       |                                                                |                           |                               |                                       | \$ _____                       |

|                                                                             |
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| <b>RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR</b> |
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**PROPOSAL PRICING FORM  
SECTION 2 - ELECTION OFFICIAL PAY**

**Provide Total Price for Payroll Services. These rates will apply to Election Officials.**

| Hourly Rate<br>Election Official | Estimated<br>Annual Hours | Hourly Rated<br>Charged to<br>Tarrant County | Extended Price |
|----------------------------------|---------------------------|----------------------------------------------|----------------|
| 5.15                             | 0 - 10 Hours              | \$ _____                                     | \$ _____       |
| 7.00                             | 0 - 10 Hours              | \$ _____                                     | \$ _____       |
| 7.25                             | 0 - 10 Hours              | \$ _____                                     | \$ _____       |
| 7.50                             | 0 - 10 Hours              | \$ _____                                     | \$ _____       |
| 8.00                             | 0 - 10 Hours              | \$ _____                                     | \$ _____       |
| 8.50                             | 0 - 87,300 Hours          | \$ _____                                     | \$ _____       |
| 9.00                             | 0 - 49,300 Hours          | \$ _____                                     | \$ _____       |
| 9.50                             | 0 - 10 Hours              | \$ _____                                     | \$ _____       |
| 10.00                            | 0 - 18,700 Hours          | \$ _____                                     | \$ _____       |
| 10.50                            | 0 - 10 Hours              | \$ _____                                     | \$ _____       |

|                                                                             |
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| <b>RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR</b> |
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**PROPOSAL PRICING FORM  
SECTION 2 - ELECTION OFFICIAL PAY**

Provide Total Price for Payroll Services. These rates will apply to Election Officials.

| Hourly Rate<br>Election Official | Estimated<br>Annual Hours | Hourly Rated<br>Charged to<br>Tarrant County | Extended Price |
|----------------------------------|---------------------------|----------------------------------------------|----------------|
| 11.00                            | 0 - 10 Hours              | \$ _____                                     | \$ _____       |
| 11.50                            | 0 - 10 Hours              | \$ _____                                     | \$ _____       |
| 12.00                            | 0 - 10 Hours              | \$ _____                                     | \$ _____       |

| Rate  | Description                       | Estimated Qty/Hours | Rate Charged to<br>Tarrant County | Extended Price |
|-------|-----------------------------------|---------------------|-----------------------------------|----------------|
| 25.00 | Delivery of Election Supplies     | 0 - 1,550 Each      | \$ _____                          | \$ _____       |
| 12.50 | 1/2 Delivery of Election Supplies | 0 - 5,100 Each      | \$ _____                          | \$ _____       |
| 10.00 | Attendance at Training Session    | 0 - 4,500 Hours     | \$ _____                          | \$ _____       |
| 10.00 | Miscellaneous                     | 0 - 4,000 Each      | \$ _____                          | \$ _____       |