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Analysis
Request for Quotes
Temporary Employment Services – Debris Monitor

On July 13, 2016, the City of Mason City issued a Request for Quotes (RFQ) seeking temporary employment services for Debris Monitors to observe and document demolition for the 22nd St. SE buyout and to enforce the demolition contract on behalf of the City. The City was seeking quotes for an hourly rate for providing one or two Debris Monitors assuming the Debris Monitors would be paid \$15.00 per hour. The RFQ was distributed to eight local employment agencies. In addition, notice of the opportunity was published in the Globe Gazette, the City's newspaper of record and posted on the lobby and window bulletin boards in City Hall. A bid alert was distributed through the City's online alert system and a notice of the RFQ was published in the online news alerts on the City's web site.

Two quotes were received for this project:

Express Employment Professionals	\$21.75/hr
Manpower	\$20.25/hr

The quotes were evaluated based on the qualification and experience of the employment agency including cost effectiveness; understanding of the work associated with this project; and, the City's past utilization of the vendor.

Cost Effectiveness: The lowest quote was provided by Manpower.

Understanding of the project: Both firms appeared to understand the work associated with the project. Manpower's response indicated that they have potential candidates on board right now and that they would be using a variety of online job boards to assist in identifying other candidates. Express' response indicated that they have potential candidates in their associate pool now and could provide 2-3 candidates for interview upon execution of the contract.

City's past utilization of the vendor: The City has extensive experience working with Express Employment Professionals. Express was contracted by the City to provide Debris Monitors as part of our post-2008 flood buyouts. The service they provided was outstanding and they have a clear understanding of the responsibilities of the Debris Monitor. In addition, Express has executed an employment agreement to provide temporary employment services to the City. The City's Human Resources Director has experience working with both firms both in his role as HR Director for the City and as HR Director for a large manufacturer in the community. He noted that the experience with both agencies was satisfactory but that Express had a larger office staff that could be more aggressive in their recruiting. His experience was that candidates could be identified and hired more quickly through Express.

Based on the City's prior experience with Express Employment Professionals and their understanding of the role and responsibilities of the Debris Monitor, I recommend that the City execute a contract with Express Employment Professionals for a cost not to exceed \$21.75 per hour.


Tricia Sandahl, Project Manager


Date