



## Request for Quotation

|          |   |                     |                                    |
|----------|---|---------------------|------------------------------------|
| Mail     | Box 158; Grand River,<br>Ohio 44045             | Today's<br>Date     | April 15, 2021                     |
| Shipping | 555 Lake Shore Blvd;<br>Painesville, Ohio 44077 | <b>Due<br/>Date</b> | <b>April 30, 2021 at 12:00p.m.</b> |
| Phone    | 440-350-1036                                    | Email:              | kbare@laketran.com                 |
| Fax      | 440-354-4202                                    |                     |                                    |

Laketran is the regional transit authority for Lake County, Ohio. Our tax-exempt # is A-418562. The following terms and conditions apply:

1. All items are FOB 555 Lake Shore Blvd, Painesville Township, Ohio 44077 unless otherwise specified below.
2. Payment terms are net 30 days after acceptance.
3. By submittal of a quote, vender certifies to the following:
  - a. Vendor has not colluded with another contractor in the preparation/submittal of this quote.
  - b. Vendor does not have any delinquent personal property taxes in Lake County.
  - c. Vendor is not on the U.S. Controller General's list of Ineligible Contractors.
  - d. Neither the Vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this purchase by any Federal department or agency.
  - e. No federal funds have been or will be paid by Vendor to any employee or officer of Laketran in connection with this purchase.
  - f. Vendor is an Affirmative Action/Equal Opportunity Employer.
  - g. Vendor understands this purchase is further governed by additional terms and conditions of the U.S. Dept. of Transportation/Federal Transit Administration.

**Please direct all questions to [kbare@laketran.com](mailto:kbare@laketran.com) or by phone at 440-350-1036.**

**Please submit quote to: Keith Bare via fax (440) 354-4202 or e-mail: [kbare@laketran.com](mailto:kbare@laketran.com) by 12:00 p.m. on April 30th. Thank you.**

**Quotes are being sought for: Temporary Employment Agency for filling open Vehicle Servicer position(s).**

## Overview

- Laketran is seeking to contract with qualified Temporary Staffing Agencies with expertise in expeditiously sourcing, screening, and providing quality candidates to fill temporary staffing needs and/or temp-to-hire for the vehicle service department.
- This will be a firm-fixed price contract for a period of one year with options to renew for up to two additional one year periods for a total of three years.
- Laketran currently has a crew of full time employees to fuel, wash, clean and check fluids in Laketran's fleet of 166 vehicles
- Laketran is looking to fill positions with temporary employee(s) due to an internal promotion and/or vacancies.
- Laketran will agree to pay the "Employee pay per hour" and the "Agency Mark-up" on a month to month basis if temporary employment is to continue after the ninety day goal.
- Laketran will not pay any "End of Agreement" fees after ninety days of temporary employment.
- Laketran will have the right at any time to refuse any temporary personnel supplied by the Agency for any job related deficiency and to request immediate removal of the employee.
- If there is not an internal, qualified applicant hired, the temporary employee(s) will be able to apply for this full time position.
- There is no guarantee of full time employment with Laketran.

## Job specifics

- A Laketran employee will get the vehicles to the servicing area.
- Temporary employee(s) are not permitted to operate Laketran vehicles.
- Temporary employee(s) will be responsible for the daily servicing of Laketran vehicles.
- The vehicle will be fueled
- The fluids will be checked and topped off as required. (i.e. oil, washer fluid, Diesel Exhaust Fluid)
- Trash will be removed from inside of the vehicle
- The floor will be swept and mopped.
- Wash vehicle interior windows .
- The driver area and the dash will be cleaned.
- The fare box will be emptied.
  - Note; this is an enclosed system, there is no access to revenue. The system will notify Laketran if there is any tampering. There are multiple cameras in the only area this operation can be performed.
- Exterior areas may have to be spot scrubbed to ensure the vehicle cleanliness meets Laketran standards.
- Temporary Employee(s) will have to complete light paperwork documenting work performed and fluids used.
- A Laketran employee will drive the vehicle thru the bus washer and park the vehicle.

- Temporary employee(s) will help with the daily cleanup of the work area.

### **Work times**

- Laketrans current shift is 3:30pm and 12:00am Monday thru Fridays.
- When scheduled for an eight hour shift a half hour unpaid lunch break will be included in the shift. Laketrans does not have paid lunch breaks.

### **Responsibility of the Temporary Agency**

- Temporary employee(s) must have a recent, clean drug test.

### **Employee requirements**

- Temporary employee(s) is/are subject to random drug/alcohol testing, under the Federal Transit Administration, while working for Laketrans.
- Work attire, supplied by the temporary employee(s)
  - Must be clean and appropriate for the task of cleaning vehicles (and public work).
  - Shirts and pants must be plain, with no advertisements, statements, slogans or offensive graphics
  - Shorts, tank tops, sleeveless shirts, saggy pants or revealing clothing are not acceptable.
  - Clothing must not cause a safety risk by being too loose or restrictive.
  - Jewelry must also be kept to a bare minimum - preferably none being worn.
- Behavior
  - Offensive language and inappropriate behavior will not be tolerated
  - Laketrans decisions on above items are final
  - Employee must complete a pre-employment interview. This interview will be unpaid.
- While in the work area, all employees must wear the appropriate Personal Protective Equipment (PPE).
  - Shoes with safety toes and non-slip soles are supplied by the temporary employee(s).
  - Safety glasses will be supplied by Laketrans.

### **Cost**

Laketrans is requesting your cost to have temporary employee(s) complete this work.

- "Employee pay per hour" is the rate the temporary employee(s) will be paid, per hour.
- "Agency markup" is the percentage the Temporary Agency charges for each employee, per hour. This is a percentage, not a dollar amount.
- "Total Hourly Cost" is the full hourly cost to Laketrans, per hour.

### **Fulfillment of Laketrans Agreement Responsibility**

Laketrans is aware of potential financial commitments should the need for temporary employee(s) be shorter than expected.

- Fees for Laketran to hire an employee within the first thirty (30) days of temporary employment will be the fees, billable to Laketran, should Laketran hire the temporary employee(s) during this time.
- Fees for Laketran to hire an employee within the first one sixty (60) days of temporary employment will be the fees, billable to Laketran, should Laketran hire the temporary employee(s) during this time.
- Fees for Laketran to hire an employee up to ninety (90) days of temporary employment will be the fees, billable to Laketran, should Laketran hire the temporary employee(s) during this time.
- Fees covering the End of the Agreement prior to the ninety (90) goal will be the fees, billable to Laketran, should the need for temporary employee(s) no longer be needed during this time, regardless of the hours worked by the employee(s).
- Laketran will bear no cost should a different temporary employee be requested due to job performance or deviation from performance, attendance, attire or behavior guidelines.
- Laketran will not pay any additional fees beyond Ninety (90) calendar days. Other than the “Employee pay per hour” and “Agency Mark-up.”

## Laketran Quote Form

Questions should be directed to Keith Bare at kbare@laketran.com. I will respond to all vendors, in writing, so all see the same answer.

### Cost

- Employee pay per hour \$ \_\_\_\_\_
- Agency Markup % \_\_\_\_\_
- Total Hourly Cost to Laketran \$ \_\_\_\_\_

### Fulfillment of Laketran's Contract Responsibility

Laketran's financial responsibility if Laketran hires the temporary employee as a full time Laketran employee (per position). Position is defined as each vacancy, regardless of how many

- Day 1 to day 30 from the first day the position is filled \$ \_\_\_\_\_
- Day 31 to day 60 from the first day the position is filled \$ \_\_\_\_\_
- Day 61 to day 90 from the first day the position is filled \$ \_\_\_\_\_

Company Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_