

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: MAY 10, 2017

AGENDA ITEM NUMBER: 14

SUBJECT: RESOLUTION AWARDING A CONTRACT FOR TEMPORARY STAFFING SERVICES FOR THE SHERIFF'S OFFICE TO BRADLEY PERSONNEL, INC. (FORSYTH COUNTY SHERIFF'S OFFICE)

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:

The Forsyth County Sheriff's Office has been utilizing temporary office assistants in the Permits Unit since March 2015 because of elevated numbers of fingerprinting requests, pistol purchase permit requests, and concealed carry permit requests. This sustained increase is the result of a number of factors including:

1. State Legislative Actions:
 - a. Public adjuster applicants required to furnish criminal history background check (July 2010)
 - b. Processing time for reviewing gun permits decreased from 30 to 7 days (October 2013)
 - c. Firefighters, medical personnel and emergency medical services personnel required to furnish criminal background check (January 2015)
2. Recent mass shooting incidents such as Aurora in July 2012, Sandy Hook in December 2012, Orlando night club in June 2016, Las Vegas in October 2017 and Stoneman Douglas in February 2018.
3. The U.S. election cycle, especially in even numbered years (i.e. 2012, 2014, 2016 and 2018).

A backlog of permit applications began increasing and reached a peak in May/June 2016. Since that time, the Sheriff's Office has responded by adding an additional temporary position (for a total of 2), temporary re-assignments and use of overtime. The backlog was eliminated in October 2017.

A temporary office assistant has been assisting with recruitment needs since August 2017 and has been very helpful in reducing vacancies.

The Sheriff's Office is currently using Bradley Personnel for the temporary position in recruitment, and has been using Express Services personnel for the last 3 years in the Permits Unit.

The Sheriff's Office solicited bids for temporary staffing services and received the following responses:

Temporary agency "mark-up" rates:

Bradley Personnel: hourly rate + 32.0%
Express Services: hourly rate + 43.02%
Kelly Services: hourly rate + 48.0%

The attached Resolution will approve the continued use of temporary positions from Bradley Personnel, Inc. for both the Permits Unit (2 positions for 12 months) and recruitment (1 position for 3 months, ending September 30, 2018).

The resolution awards a contract in the amount of \$67,170 to the lowest bidder, Bradley Personnel, Inc., to continue temporary staffing services for permitting and recruitment.

Funds will be appropriated in the Fiscal Year 2018-2019 Sheriff's Office budget to cover the cost of this service contract.

ATTACHMENTS: YES NO

SIGNATURE: _____

J. Dudley Watts, Jr.
COUNTY MANAGER

DATE: May 8, 2018

**RESOLUTION AWARDING A CONTRACT FOR TEMPORARY STAFFING
SERVICES FOR THE SHERIFF'S OFFICE TO BRADLEY PERSONNEL, INC.
(FORSYTH COUNTY SHERIFF'S OFFICE)**

WHEREAS, the Sheriff's Office has utilized temporary personnel to assist with recruitment and with the Permits Unit since March 2015 as a result of increased applications and State regulatory changes; and

WHEREAS, the Sheriff's Office continues to need the assistance of temporary personnel and solicited bids for temporary staffing services and received the following responses:

Temporary Agency "mark-up" rates:

Bradley Personnel: hourly rate + 32.0%

Express Services: hourly rate + 43.02%

Kelly Services: hourly rate + 48.0%

WHEREAS, it is the recommendation of the County Manager, the Sheriff, and the Purchasing Director that a contract for temporary staffing services be awarded to Bradley Personnel, Inc. at an hourly cost of the hourly rate plus 32%, which represents an amount of \$67,170.00 for two positions for twelve (12) months in the Permits Unit and one position for three (3) months, ending September 30, 2018, to assist with recruitment; and

WHEREAS, the County Chief Financial Officer has determined that sufficient funds are available to cover the amount of this contract;

NOW, THEREFORE, BE IT RESOLVED, that the Forsyth County Board of Commissioners hereby awards a contract for temporary staffing services for the Forsyth County Sheriff's Office, to Bradley Personnel, Inc. at an hourly cost of the hourly rate plus 32%, which represents an amount of \$67,170.00 for two positions for twelve (12) months in the Permits Unit and one position for three (3) months, ending September 30, 2018, to assist with recruitment.

BE IT FURTHER RESOLVED that the County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, a contract with Bradley Personnel, Inc. for temporary staffing services for the Forsyth County Sheriff's Office in the amount of \$67,170.00, for the services outlined herein, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

BE IT FURTHER RESOLVED by the Forsyth County Board of Commissioners that the County Manager is hereby authorized to execute, on behalf of Forsyth County, amendments to this agreement with Bradley Personnel, Inc. for these services, within appropriations, in the current and future fiscal years, if these services are deemed necessary, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this 10th day of May 2018.