



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • 928.753.5561
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CITY OF KINGMAN
NOTICE OF REQUEST FOR PROPOSAL
TEMPORARY LABOR FOR VARIOUS CITY OF
KINGMAN DEPARTMENTS AND DIVISIONS
PW23-003R

Project Description: the City of Kingman (City) is conducting a Request for Proposal to select up to five (5) agencies to provide staffing services for temporary clerical positions in various departments of the City of Kingman and up to five (5) agencies to provide staffing services for all other temporary positions in various departments of the City of Kingman. These services may include, but are not limited to, general maintenance, weeding, vehicle operations, clerical duties and other duties as assigned. The initial activity will involve an evaluation and ranking of agencies' qualifications and experience with similar services and a review and evaluation of qualifying Statements of Qualifications (SOQ). The City, at its sole discretion, may make its determination of the final agencies and rank of the final agencies solely on the SOQ review and evaluation. The City may select the highest ranked agencies for interviews and make its determination of the final agencies on the combined results of the SOQ review and evaluation and the interview.

It is expected that this proposal will secure the services outlined herein for one (1) year. Upon mutual agreement between the City and the vendors, services may be extended for four (4) additional one (1) year periods for a maximum term of five (5) years in total.

Solicitation documents are available by email by contacting Curtis Larsen at clarsen@cityofkingman.gov or hard copies can be picked up at the City of Kingman Public Works Department located at 3700 E. Andy Devine Ave., Kingman, AZ 86401. Documents can also be obtained through the City of Kingman website:

<https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list>

Qualified agencies are invited to review the information and to submit their Statements of Qualifications and Pricing in accordance with the criteria established within this Request for Proposal (RFP). All questions regarding this RFP must be received in **writing** by the City of Kingman Public Works Department Project Manager no later than five (5) business days prior to the due date and time cited above and should be addressed as follows: Scope of Work/Proposal Content questions shall be emailed to Curtis Larsen at clarsen@cityofkingman.gov. RFP Process and Compliance questions shall be emailed to Curtis Larsen at clarsen@cityofkingman.gov.



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All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to <https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list> and it shall be the agency's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

The City of Kingman will accept **sealed** proposals from qualified firms at the **office of the City Clerk at 310 North 4th Street, Kingman, AZ 86401**, until **3:00 PM** Arizona Time on **September 28, 2023**. Proposals will be opened at that time. Any proposal received after 3:00 P.M. on the above stated date will be returned unopened. Faxed and e-mailed bids will not be accepted.

The outside of the proposal packaging shall indicate the name and address of the Proposer shall be addressed to: **City of Kingman PW23-003R, Attention: City Clerk** at the above address and shall be marked:

“PW23-003R TEMPORARY LABOR FOR VARIOUS CITY OF KINGMAN DEPARTMENTS AND DIVISIONS”

The envelope shall include one (1) electronic copy and one (1) physical copy. The fee proposal shall detail the markup on the base labor rate. Taxes should be separate. The placement fee rate, if a worker is hired by the City of Kingman before 90 days of temporary work, should be noted separately. Each respondent must submit in a single separate sealed envelope marked Fee Proposal, two (2) copies of the fee proposal.

Additional instructions for preparing your responses are provided on the following pages.

Responses must be in the actual possession of the City Clerk's Office and stamped by a member of the Administrative Services staff on or prior to the exact time and date indicated above. Late responses or unsigned responses **will not** be considered under any circumstances.

The City of Kingman reserves the right to reject any or all responses, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any response. All information regarding the content of the specific responses will remain confidential until a contract is finalized or all responses are rejected.

The City reserves the right to reject any and all bids.

Posted: September 6, 2023

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