

Bid Number 303

MARINE ENVIRONMENTAL SCIENCES CONSORTIUM
D.B.A Dauphin Island Sea Lab
101 Bienville Blvd
Dauphin Island, AL 36528 (251)861.2141

The Marine Environmental Sciences Consortium will receive **SEALED BIDS** on:

Temp Employment Services

See attached for Specifications

ALL MATERIALS/PRODUCTS MUST BE EQUAL OR BETTER THAN SPECIFIED.

As specified less all Federal, State and Local taxes.

Please include all Government and Educational discounts that apply.

PLEASE QUOTE F.O.B. DAUPHIN ISLAND, AL

Bids will be opened at the Dauphin Island Sea Lab, Administration Bldg.

On: **Tuesday June 24th 2025 @ 2:00PM**

Address Bid to: Nancy Jackson, Purchasing Agent
Marine Environmental Sciences Consortium
101 Bienville Blvd.
Dauphin Island, AL 36528

Mark Envelope: Bid on: **BID # 303 Temporary Employment Svcs.**
To be opened: **Tuesday, June 24th, 2025 @ 2:00PM**

The right is reserved to reject any and all bids.

LATE AND/OR FAXED/EMAILED BIDS WILL NOT BE ACCEPTED.

Specify in your quotation any deviations from the attached specifications. Any questions regarding specifications should be directed to Chris Shaw 251-861-2141 x7514 or cshaw@disl.org.

Sincerely,

Nancy Jackson
Purchasing Agent
Dauphin Island Sea Lab
251-861-2141 X 7506

Please note: Any specification of brand is meant only to convey the level of quality desired and IS NOT meant to exclude any bidders or suitable products.

1. Introduction and Background:

The Dauphin Island Sea Lab (DISL) is a leading marine research and education facility located on Dauphin Island, Alabama. We require a reliable and efficient temporary staffing agency to supplement our workforce in several key areas, particularly during peak seasons.

2. Scope of Services:

The successful agency will be responsible for providing qualified temporary personnel in the following job categories:

- **Café Staff:** Including but not limited to cooks, servers, and cashiers.
- **Snack Shack Staff:** Including but not limited to food preparation and service personnel.
- **Gift Shop Staff:** Including but not limited to sales associates and stock personnel.
- **Housekeeping Staff:** Responsible for maintaining cleanliness and order in various facilities.
- **Summer Interns/Staff:** A diverse range of positions supporting research, education, and administrative functions during the summer months. Specific roles and qualifications will vary.

3. Agency Responsibilities:

The selected agency will be responsible for the following:

1. Recruiting, screening, interviewing, and assigning its personnel to perform the type of work requested by DISL.
2. Paying Assigned Employees' wages and providing them with the benefits offered by the agency. This includes paying, withholding, and transmitting payroll taxes; providing unemployment insurance, general liability insurance, and workers' compensation benefits; and handling unemployment and workers' compensation claims involving Assigned Employees.
3. Performing past employment verification and/or recommendations, Certification, Education, or Skill Verification where applicable, a standard 5-panel drug screen, and a Statewide Criminal Background Search for all candidates. **Crucially, this background search must also include a Sexual Offender Registry search.**
4. Invoicing DISL for services provided on a weekly basis, with payment due upon receipt of invoice.

4. DISL Responsibilities:

DISL will be responsible for the following:

1. Properly supervising Assigned Employees performing their work and being responsible for its business operations, products, services, and intellectual property.
2. Providing Assigned Employees with a safe work site and providing appropriate information, training, and safety equipment with respect to any hazardous substances or conditions to which they may be exposed at the work site.
3. Not changing Assigned Employees' job duties without the agency's express prior written approval.

4. Providing the agency with a signed timesheet or other agreed method of approval of the work time submitted for Assigned Employees. This will act as a certification that the documented hours are correct and authorizes the agency to bill DISL for those hours.
5. Paying the agency for its performance at the rates set forth in the agreement and future addenda specifying Position Title, Workman's Compensation Code, and Bill Rate.
6. Obtaining prior written consent from the agency for any agency employees to perform the following job-related activities:
 - o (a) Driving an automobile or other motor vehicle.
 - o (b) Operating machinery other than office equipment.
 - o (c) Handling cash, securities, or other valuables. DISL agrees to the liability and indemnification clauses as stated in the provided document if prior written consent is not obtained. DISL further agrees not to expose any agency employees to unnecessary hazard or extra hazard and will comply with all applicable safety laws and regulations.

5. DISL Right to Review and Potential Rate Reduction:

DISL reserves the right to have its personnel conduct an initial review of potential candidates submitted by the agency. **Should DISL identify a candidate for consideration and directly forward that candidate to the agency for formal processing and assignment, the agency's standard bill rate for that individual will be subject to a mutually agreed-upon reduction.** This clause acknowledges instances where DISL may have pre-existing relationships or identify suitable candidates through its own networks.

6. Meet and Greet/Interview Process:

DISL requires the opportunity to interview (meet and greet) each individual candidate referred by the agency **prior to any hiring decision**. This allows DISL to assess the candidate's suitability for the specific role and our organizational culture.

7. Contract Term:

The initial contract term is anticipated to be **five (5) years**.

Bid Submission Requirements:

Interested agencies are requested to submit a comprehensive **SEALED** bid package that includes, but is not limited to, the following:

- Company profile and history.
- Detailed pricing structure for each job category outlined in Section 2. Please clearly indicate all fees and markups.
- Description of your recruitment, screening, and onboarding processes.
- Sample background check report (redacted to protect privacy).
- Proof of required insurance coverage (general liability and workers' compensation).
- References from at least three (3) comparable clients.
- Your proposed methodology for implementing the rate reduction clause outlined in Section 5.
- Confirmation of your ability to comply with the meet and greet/interview requirement in Section 6.

9. Evaluation Criteria:

Bids will be evaluated based on, but not limited to, the following criteria:

- Cost-effectiveness and competitiveness of pricing.
- Experience and reputation of the agency.
- Quality and efficiency of recruitment and screening processes.
- Adequacy of insurance coverage.
- References and client satisfaction.
- Responsiveness to all requirements outlined in this RFB.

Pursuant to Code of Alabama, 1975, Sections 41-16-20 through 41-16-31, as amended, sealed bids will be received by the Marine Environmental Sciences Consortium d.b.a. Dauphin Island Sea Lab at its office in Dauphin Island, Alabama, until the time and date specified in the Invitation To Bid (ITB) and then opened in public as soon thereafter as practicable. Bids or No Bids received after specified time and date for opening (late bids) will not be accepted.

Bid Preparation

1. Bidders must include the ITB number and bid opening date and time must be shown on the outside of the sealed envelope/package in which the bid or no bid is submitted. Improperly identified bids or no bids will be disqualified and returned.

2. Bids made in pencil will not be accepted. Each bid must contain the complete mailing address of the bidder. **Bids must be signed and the signature must be NOTARIZED. UNSIGNED AND/OR NON-NOTARIZED BIDS WILL NOT BE ACCEPTED.**

3. Errors will not be corrected after bids are opened. In case of error in extension of prices, the unit price will govern. In case of discrepancy in price stated in words and price stated in figures the price in words will govern. No bid shall be altered or amended after the specified time for opening bids. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened. Purchasing Agent may allow a bid to be withdrawn after opening for good cause, upon written request from the bidder. Prices and notations must be in ink or typewritten. No erasures permitted.

4. Errors may be deleted prior to bid submission with a non-obliterating line and the correction entered in ink or typewritten adjacent to the error and initialed and dated in ink by the person signing the bid.

5. MESC reserves the right to accept or reject all bids or any portion thereof and award to the lowest responsible bidder. Unless otherwise specified by the bidder or MESC, MESC has sixty (60) days to award the bid.

6. Quotation is to state payment terms.

7. A performance bond equal to 100 percent of the contract price for faithful performance of the contract is required to be furnished by the contractor prior to beginning work, to guarantee

both completion of the contract in accordance with contract documents and prompt payment to all persons supplying him or them with labor, materials, supplies, etc.

8. Alabama law (Section 41-4-116, Code of Alabama) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and local sales, and/or lease tax on all taxable sales and leases into Alabama. **BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557,** They are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certificate is false.

9. Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance.

10. Act 2011-535 Successful bidder will be required to complete the Alabama Immigration Law Compliance Documents and/or federally mandated e-verify documents as appropriate.