

CYPRESS FAIRBANKS

INDEPENDENT SCHOOL DISTRICT

To: **Darin Crawford**
Assistant Superintendent for Support Services

From: **James Briscoe**
Director of Procurement Services

Date: **May 14, 2025**

Re: **Event Staff Contract Labor**
Annual Contract # 25-06-8201R-RFP

The following proposals were received and opened at 10:00 a.m., Wednesday, April 23, 2025, as advertised and specified in documents concerning **Annual Contract # 25-06-8201R-RFP Event Staff Contract Labor**. The proposals received and the evaluation summary are located on pages 2-3.

^a Primary vendor award

^b Secondary vendor award

Recommendations: **Andy Frain Services**
Core Personnel Staffing Services

Estimated Expenditure: **\$90,435.00**

Contract Term: **July 1, 2025 - June 30, 2026**

Renewal: **4 Years**

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Line 1 USHER - list hourly rate for an usher.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<u>Core Personnel Staffing Services</u>	1	Hour	\$21.00 ^b
<u>Andy Frain Services</u>	1	Hour	\$21.50 ^a

Line 2 TICKET TAKER - list hourly rate for a ticket taker.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<u>Core Personnel Staffing Services</u>	1	Hour	\$21.00 ^b
<u>Andy Frain Services</u>	1	Hour	\$21.50 ^a

Line 3 DOOR GUARD - list hourly rate for a door guard.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<u>Core Personnel Staffing Services</u>	1	Hour	\$21.00 ^b
<u>Andy Frain Services</u>	1	Hour	\$21.50 ^a

Line 4 PARKING LOT SELLER - list hourly rate for a parking lot seller.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<u>Core Personnel Staffing Services</u>	1	Hour	\$21.00 ^b
<u>Andy Frain Services</u>	1	Hour	\$21.50 ^a

Line 5 PARKING LOT ATTENDANT - list hourly rate for a parking lot attendant.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<u>Core Personnel Staffing Services</u>	1	Hour	\$21.00 ^b
<u>Andy Frain Services</u>	1	Hour	\$21.50 ^a

Line 6 SUPERVISORS - list hourly rate.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<u>Core Personnel Staffing Services</u>	1	Hour	\$21.00 ^b
<u>Andy Frain Services</u>	1	Hour	\$25.00 ^a

Line 7 PEER SECURITY - list hourly rate for peer security personnel.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<u>Core Personnel Staffing Services</u>	1	Hour	\$21.00 ^b
<u>Andy Frain Services</u>	1	Hour	\$21.50 ^a

Line 8 ADDITIONAL FEES and CHARGES - list hourly rate for any additional services.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>PRICE</u>
<u>Core Personnel Staffing Services</u>	1	Hour	\$21.00 ^b
<u>Andy Frain Services</u>	1	Hour	\$40.00 ^a

#25-06-8201R-RFP Event Staff Contract Labor

TEAM SCORE SUMMARY

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
Andy Frain Services	99.40	89.40	96.40	95.07	1.00
Core Personnel Staffing Services	82.00	87.00	74.00	81.00	2.00

Devon Perry, Director Berry Center

Memo:

To: James Briscoe, *Director of Procurement Services*

From: Devon Perry, *Director Berry Center*

Subject: *Contract 25-06-8201R-RFP Award Recommendation – Event Staff Contract Labor*

Date: 05/01/2025

Upon careful review and evaluation of the proposals submitted for Contract 25-06-8201R-RFP, we recommend that the vendors scoring (70) seventy percent or higher on the Evaluation Matrix be granted the contract due to their ability to offer the best value to the district.

The contract will be valid for one (1) year until June 30, 2026, and will renew automatically for four (4) additional one-year terms until June 30, 2030, unless either party provides a written notice of non-renewal at least thirty (30) days in advance. Upon mutual agreement, proposed prices can be extended beyond the firm price offer date on a month-to-month basis for up to 6 months.

The event staff contract services provided by the recommended vendors Andy Frain Services as the Primary Vendor and Core Personnel Staffing Services as the Secondary Vendor to be utilized by Berry Center to provide event staff positions at events.

Andy Frain Services and Core Personnel Staffing Services both submitted bids for the requested proposal, with each meeting or surpassing product criteria and offering the best service at an affordable rate.

Should you have any inquiries or require additional information regarding this recommendation, please do not hesitate to reach out.

Sincerely,

Devon Perry

Director Berry Center, Cypress-Fairbanks ISD