

# Memo

To: Board of Trustees  
From: Dr. Devin Stephenson  
Date: October 16, 2018  
Re: ITB 2018-19-01 Temporary Employees

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Sealed proposals for Bid #2018-2019, Temporary Employees were opened on Thursday, October 4, 2018. The following proposals were received:

- LandrumHR
- Spur Employment, Inc.

Based on the analysis of the bids, the committee, Jeanette Shires, Director, Mattie Kelley Arts Center and Robert Whittaker, Theatre Technical Supervisor, concluded that LandrumHR meets bid specifications with lowest cost.

RECOMMENDATION: The NWF State College Board of Trustees approves the LandrumHR for ITB 2018-19-01 Temporary Employees



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President

10/16/2018

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Date

## MEMORANDUM

**TO:** Dr. Devin Stephenson

**FROM:** Jeanette Shires,  
Director, Mattie Kelly Arts Center

**DATE:** October 5, 2018

**SUBJECT:** Bid Evaluation Committee Recommendation  
Bid #2018-2019-01 Temporary Employees

Sealed proposals for the above referenced items were opened on Thursday, October 4, 2018 at 2:00 p.m.

**Proposals were received as follows:**

LandrumHR  
Spur Employment, Inc.

**Bid Evaluation Committee recommends:**

Based on the analysis of the bids, the committee Jeannette Shires, Director, Mattie Kelly Arts Center and Robert Whittaker, Theatre Technical Supervisor concludes that LandrumHR meets bid specifications with lowest cost and recommends the award of ITB 2018-2019-01 to LandrumHR.



Dedria A. Lunderman  
Director of Purchasing

10/5/18

Date



**NORTHWEST FLORIDA  
STATE COLLEGE**

**ITB 2018-2019-01 Temporary Employees  
Bid Opening: October 4, 2018 @ 2:00 PM CST**

| Vendor   | LandrumHR | SPUR<br>Employment, Inc. |  |  |
|--|-----------|--------------------------|--|--|
| <b>Carpenter, Electrician, Props,<br/>Wardrobe, Audio, Truck, Pusher</b> |           |                          |  |  |
| Hourly Rate  | 8.25      | Truck 15.00              |  |  |
| Mark-up  | 1.38%     | 3.75%                    |  |  |
| Hourly Bill Rate   | 11.39     | 18.75                    |  |  |
| <b>Stagehand</b>   |           |                          |  |  |
| Hourly Rate  | 8.25      | 11.00                    |  |  |
| Mark-up  | 1.38%     | 2.75%                    |  |  |
| Hourly Bill Rate   | 11.39     | 13.75                    |  |  |
| <b>Crew Head</b>   |           |                          |  |  |
| Hourly Rate  | 10.00     | No Bid                   |  |  |
| Mark-up  | 1.38%     |                          |  |  |
| Hourly Bill Rate   | 13.80     |                          |  |  |
| <b>Hair &amp; Makeup</b>   |           |                          |  |  |
| Hourly Rate  | 15.00     | No Bid                   |  |  |
| Mark-up  | 1.38%     |                          |  |  |
| Hourly Bill Rate   | 20.70     |                          |  |  |
| Bid Copies (4)   | X         | X                        |  |  |
| Documents Signed   | X         | X                        |  |  |
| Addendum 1   | X         | X                        |  |  |
|  |           |                          |  |  |