



Manpower

PLEASE DELIVER TO:

City of Ann Arbor
c/o Customer Service
301 East Huron Street
Ann Arbor, Michigan 48107

**Manpower Response to
City of Ann Arbor
RFP # 21-09
Temporary Staffing Services for Public Works**

SECTION D – FEE PROPOSAL

March 16, 2021



Manpower

Manpower, Inc. of Southeastern Michigan
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Section D – Fee Proposal

Fee Proposal

We understand the requirement to offer value and economy in pricing while ensuring that the proposed rate structure can support quality and expertise in service delivery. Due to the talent shortage and current labor market conditions, low pay rates challenge our ability to provide qualified candidates and lead to decreased retention as well as increased turnover. The combination of increased demand for temporary associates, higher workforce turnover, and non-competitive pay rates contribute to the current marketplace challenge of finding productive employees at a reasonable cost for entry-level positions. “Experts estimate it can cost as much as twice an employee’s salary to recruit, hire and train a new worker.” (Source: The New York Times)

Our cost proposal is built on fair and marketable temporary associate pay ranges and is carefully adapted and structured in order to positively impact our ability to recruit and retain productive employees, resulting in significant cost savings in performance, attendance, training, and turnover rates. The increases you see reflected in our bill rates are directly impacted by current labor market trends.

We are pleased to offer the City of Ann Arbor the following pricing for the positions requested in this RFP. Furthermore, we would be happy to work with you on additional positions outside the scope of this current project should your needs change.

Position Title	Hourly Bill Rate Range
Temporary Public Works Technician-IS	\$27.17 – 28.12 per hour
Laborer - Infrastructure	\$23.60 – 24.42 per hour
Laborer – Solid Waste	\$23.60 – 24.42 per hour
General Office Clerk – Public Works	\$21.45 – 22.20 per hour

For the positions reference above and any additional positions outside of those listed in RFP # 21-09, the hourly bill rate will not exceed a mark-up of 48% over the hourly pay rate.

Rate Information

Our bill rate includes a criminal background check and drug screen; any additional pre-employment screening or onboarding requirements can be arranged upon request. Our bill rate also includes social security, federal, state, and local withholding tax, unemployment compensation, workers' compensation, insurance and bonding for our associates, and all business and payroll-related costs, including ACA compliance and preparation of year-end W-2 forms.

Manpower reserves the right to modify the rates set forth in proportion to any legislatively mandated or imposed changes by an agency of a county's government. The modification commences upon the effective date of such new or increased cost. Changes include any new or increased cost associated with the passage of a law or regulation mandating any wage increase or benefits for associates.

It is the corporate policy of Manpower, Inc. of Southeastern Michigan not to charge fees for associates who are subsequently placed on our customer's permanent payroll. We ask only that our light industrial and clerical associates remain on our payroll for 90 calendar days (or a minimum of 420 hours). However, we know and understand there are circumstances when our customers want or need to hire our associates prior to 420 hours, in which case we have the following conversion fee structure:

- Hired within 140 hours: 20% of annual salary
- Hired within 141-280 hours: 15% of annual salary
- Hired within 281-420 hours: 10% of annual salary
- Hired after 420 hours: No conversion fee

Our associates are paid weekly. Manpower makes all legally required deductions from our associates' payroll. Wages are paid upon submission of an authorized report of hours worked by our associates (either via a paper timeslip or through an electronic timekeeping system). You will be invoiced weekly upon submission of authorized time for the total hours actually worked by our associate. Invoices can be issued by email or mail. Payment will be due within 30 days upon receipt of invoice. Please notify us immediately if there are special requirements for billing or if you wish to confirm billing instructions or contact information.

Keeping our customer accounts current is the foundation for extending (and managing) the lowest bill rate possible to you, our Client. We reserve the right to charge interest on invoices not paid within 30 days of the invoice date at the rate of 1.5% per month. In the event of a breach by Client of its obligation to make timely payments hereunder, Client shall also be liable to Manpower for its costs, including actual attorney's fees, incurred by Manpower in enforcing its rights under this Agreement, and Manpower reserves the right to discontinue services to the Client. If we engage legal counsel in connection with balances that remain unpaid for more than 30 days after the invoice date, you will be required to reimburse us for the actual attorney's fees we incur.

Unless otherwise arranged prior to the arrival of the assigned associate, Manpower guarantees to pay a minimum of four (4) hours to our associates. We also guarantee the work performance of our associates. Manpower's guarantee states that if you are not completely satisfied with our associate,

please notify us immediately and we will find a replacement. If you notify us within the first day, you will not be billed.

Fee Proposal Justification

Rates proposed have been determined based on the following factors:

- current, running assignments with the City of Ann Arbor Public Works
- nature of the work, required qualifications, and physical requirements per the job descriptions
- local labor market data
- reporting and servicing requirements
- assignment of executive/professional personnel in addition to the key service staff listed below
- social security, federal, state, and local withholding tax
- unemployment compensation
- workers' compensation
- insurance and bonding of our associates
- business and payroll-related costs, including ACA compliance and preparation of year-end W-2s

Key Staff

For the positions included in RFP # 21-09, these openings would be staffed and serviced by our specialized team of recruiters who focus on industrial/skilled trade and administrative/clerical positions. The team is comprised of and managed by the following staff:

- Bryan Elias, Staffing Specialist
- Bryan Smith, Senior Staffing Specialist
- Meghan Johnson, Senior Staffing Specialist
- Melanie Quick, Staffing Specialist
- Jordan VanZandt, Service Solutions Manager
- Kelly Baily, Staffing Vice President / CSO