

# BOARD OF PORT COMMISSIONERS OF THE LEE COUNTY PORT AUTHORITY

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| <p>1. <b>REQUESTED MOTION/PURPOSE:</b> Terminate the contract with Cambay Consulting, LLC for Temporary Employee Payrolling Services for RSW Customer Service Agents and award RFB 24-0062LEB, Temporary Employee Payrolling Services for RSW Customer Service Agents to the next lowest bidder, Noor Staffing Group, LLC. Authorize the Chair to execute the Agreement on behalf of the Board and the Executive Director to execute all related documents including options to extend the contract.</p> <p>2. <b>FUNDING SOURCE:</b> General Operating Revenues collected during the normal operations of the SWFIA, Account</p> <p>3. <b>TERM:</b> The term of the agreement is for three (3) years with two (2) additional one (1) year options.</p> <p>4. <b>WHAT ACTION ACCOMPLISHES:</b> Establishes an annual agreement for onboarding and payroll services for Temporary Customer Service Agents at Southwest Florida International Airport.</p> | <p>5. <b>CATEGORY:</b> 11<br/>Consent Agenda</p> <hr/> <p>6. <b>ASMC MEETING DATE:</b></p> <p>7. <b>BoPC MEETING DATE:</b> 3/6/2025</p> |
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| <p>8. <b>AGENDA:</b></p> <p>_____ CEREMONIAL/PUBLIC PRESENTATION</p> <p><u>  X  </u> CONSENT</p> <p>_____ ADMINISTRATIVE</p> | <p>9. <b>REQUESTOR OF INFORMATION:<br/>(ALL REQUESTS)</b></p> <p>NAME <u>  Brian W. McGonagle  </u></p> <p>DIV. <u>  Administration  </u></p> |
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10. **BACKGROUND:**
- During the busiest periods of the year, LCPA may require up to forty temporary part-time customer service ambassadors to assist with providing TSA passenger screening checkpoint queue line management, terminal wayfinding, addressing passenger inquiries, assisting with international arrival duties in the Federal Inspection Facility, passenger cross-walk and curb safety/security monitoring, and other customer-centric duties associated with the safe and secure movement of RSW's passengers and patrons. LCPA will be responsible for interviewing, selecting, and training all temporary seasonal employees selected. The successful bidder will be responsible for on-boarding services by performing background, drug, and I-9 screening for all referred applications and for performing payroll data processing services. Services will be requested on an as-requested and as-needed basis, predicated by airport passenger loads.
- On April 29, 2024, the Lee County Port Authority advertised RFB 24-0062LEB, Temporary Employee Payrolling Services for customer service ambassadors for Lee County Port Authority.
- On May 30, 2024, the LCPA Procurement Office received and opened eleven sealed bids. Staff reviewed all bids with

## 11. RECOMMENDED APPROVAL

<u>DEPUTY EXEC DIRECTOR</u>	<u>COMMUNICATIONS AND MARKETING</u>	<u>OTHER</u>	<u>FINANCE</u>	<u>PORT ATTORNEY</u>	<u>EXECUTIVE DIRECTOR</u>
Brian W. McGonagle	Victoria B. Moreland	N/A	David W. Amdor	Andrea R. Fraser	Steven C. Hennigan

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| <p>12. <b>SPECIAL MANAGEMENT COMMITTEE RECOMMENDATION:</b></p> <p>APPROVED<br/>APPROVED as AMENDED<br/>DENIED<br/>OTHER</p> | <p>13. <b>PORT AUTHORITY ACTION:</b></p> <p>APPROVED<br/>APPROVED as AMENDED<br/>DENIED<br/>DEFERRED to<br/>OTHER</p> |
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**Background (continued)**

Cambay Consulting, LLC, the lowest bidder. The Board then approved the Cambay Consulting, LLC contract on September 5, 2024 and the contract went into effect on November 7, 2024.

On January 28, 2025, Cambay Consulting, LLC requested an amendment to their existing contract to increase the payment terms and markup rates. This proposal, if agreed to, would increase the cost of payroll services by 12.5% and 10% on drug testing services.

LCPA staff recommends the Board terminate the contract with Cambay Consulting, LLC and contract with the second lowest qualified bidder, Noor Staffing Group, LLC, whose bid is less than the new Cambay pricing. LCPA previously utilized Noor Staffing Group, LLC for five years from 2019 through 2024 and provided a great service during that term.

The agreement with Noor Staffing Group, LLC is for a term of three (3) years with two (2) additional one (1) year options. The first year estimated cost will be \$350,000, inclusive of the \$18.22 hourly rate the temporary seasonal employees will receive.

**Attachments:**

1. Master RFB
2. Bid Tabulation of RFB 24-0062LEB
3. Addendum #1
4. Service Provider Agreement
5. Cambay Consulting, LLC Proposal
6. Noor Staffing Group, LLC Proposal
7. Cambay Consulting, LLC Executed Contract
8. Cambay Consulting, LLC Contract Termination Letter
9. Noor Staffing Group, LLC Agreement