



## Notice of Intended Decision

### **RFB 24-0062LEB: Temporary Employee Payrolling Services for Customer Service Ambassadors for Lee County Port Authority**

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On April 29, 2024, Lee County Port Authority (LCPA) released the referenced Request for Bid (RFB). The services required are intended to expedite the hiring process and allow the Authority more flexibility with a temporary workforce. There will be approximately 15 to 20 persons hired for the prime season (end of December through the beginning of May) up to a total of forty (40) people. It is anticipated that the number of employees may fluctuate based on turnover. In addition, the successful Bidder must be available to engage with employees and explain any payroll issues or concerns at all times, in accordance with applicable protocols, procedures, and industry standards to meet the Authority's goals and objectives. The successful Bidder must provide the following services which include, but not limited to: on-board processing, pricing, payroll data processing, reporting requirements, meeting LCPA established timelines, processing and maintaining claims, and transitioning existing customer service ambassadors in the event of a service provider change.

The RFB was broadcast through the *News-Press*, Lee County Port Authority website, Airport Minority Advisory Council, Airport Council International, Florida Airport Council, and posted on the Authority's e-procurement system (IonWave).

IonWave electronically notified 404 potential bidders. There were eleven (11) bids received, and the bids received are listed in alphabetical order:

*Arch Staffing & Consulting*

*ATHENA Consulting LLC*

*Cambay Consulting LLC*

*Catalyst QLM, LLC*

*Compunnel Inc. (COMPUNNEL SOFTWARE GROUP, INC.)*

*Manpower*

*Noor Staffing Group, LLC*

*Southeast Airport Services Inc.*

*Tech Army LLC*

*The Midtown Group (Midtown Personnel, Inc)*

*Tryfacta, Inc. (Tryfacta Inc.)*

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*This Notice of Intended Decision will be posted in the Authority's e-procurement system on <https://flylcpa.ionwave.net>. Anyone aggrieved by this notice is directed to the Lee County Port Authority Procurement Manual. Failure to follow the bid protest procedure set out in the Lee County Port Authority Procurement Manual will constitute a waiver of protest and resulting claims.*



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The award of the RFB will be to the responsive and responsible Bidder having the lowest total bid price awarded, which is based on the following bid schedule of a 17.5% mark-up rate. To be responsive, the bid must conform in all material respects to the requirements of the RFB. To be a responsible Bidder, the Bidder must have the capability to perform, and the experience, integrity, reliability, capacity, facilities, equipment, and credit to assure good faith performance.

Following the bid opening on May 30, 2024, the bids were evaluated for responsiveness. The lowest bid, submitted by Cambay Consulting LLC is responsive and was forwarded to the Human Resources Department and Airport Operations Department for subsequent review. A written recommendation to award to the lowest, responsive, and responsible Bidder was received by the Human Resources Department and Airport Operations Department.

#### ***Recommended Action***

Recommend award of RFB 24-0062LEB, Temporary Employee Payrolling Services for Customer Service Ambassadors for Lee County Port Authority to the lowest, responsive, and responsible bidder, Cambay Consulting LLC, for a total bid price awarded, which is based on the following bid schedule of a 17.5% mark-up rate.

The agreement will be considered by the Lee County Board of Port Commissioners (Board). Final approval rests with the Board.

*Robert George*

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Robert M. George  
Procurement Manager

Date: 24/07/24

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Final Audit Report

2024-07-24

Created:	2024-07-24
By:	Larene Brubaker (lebrubaker@flylcpa.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA84FGxyHSjB4CiITj8OMSWty1291CEATN

## "draft - Notice of Intended Decision RFB 24-0062LEB" History

-  Document created by Larene Brubaker (lebrubaker@flylcpa.com)  
2024-07-24 - 4:24:47 PM GMT
-  Document emailed to Robert George (rmgeorge@flylcpa.com) for signature  
2024-07-24 - 4:24:51 PM GMT
-  Email viewed by Robert George (rmgeorge@flylcpa.com)  
2024-07-24 - 4:24:58 PM GMT
-  Document e-signed by Robert George (rmgeorge@flylcpa.com)  
Signature Date: 2024-07-24 - 4:27:26 PM GMT - Time Source: server
-  Agreement completed.  
2024-07-24 - 4:27:26 PM GMT