

BOARD OF PORT COMMISSIONERS OF THE LEE COUNTY PORT AUTHORITY

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| <p>1. REQUESTED MOTION/PURPOSE: Request Board award RFB 24-0062LEB , Temporary Employee Payrolling Services for Customer Service Ambassadors for LCPA to Cambay Consulting LLC and authorize Chair to execute the Agreement on behalf of the Board. Approval authorizes the Executive Director to execute all related documents for optional extensions.</p> <p>2. FUNDING SOURCE: General Operating Revenues collected during the normal operations of the SWFIA, Account WG5424041200.503490</p> <p>3. TERM: The term of the agreement is for three (3) years with two (2) additional one (1) year options. The first year estimated cost will be \$350,000.00, inclusive of the \$18.22 hourly rate the temporary seasonal employees will receive.</p> <p>4. WHAT ACTION ACCOMPLISHES: Establishes an annual agreement for onboarding and payroll services for Temporary Customer Service Ambassadors at Southwest Florida International Airport.</p> | <p>5. CATEGORY: 10
Consent Agenda</p> <hr/> <p>6. ASMC MEETING DATE: 8/20/2024</p> <p>7. BoPC MEETING DATE: 9/5/2024</p> |
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8. AGENDA:

_____ CEREMONIAL/PUBLIC PRESENTATION

 X CONSENT

_____ ADMINISTRATIVE

9. REQUESTOR OF INFORMATION:
(ALL REQUESTS)

NAME Brian W. McGonagle

DIV. Administration

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.

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. The Request for Bids was posted on the LCPA's website, and sent to the Airports Council International - North America, the Airport Minority Advisory Council, and the Florida Airports Council.

On May 30, 2024, the LCPA Purchasing Office received and opened eleven sealed bids. Staff reviewed all bids submitted and recommends the award go to Cambay Consulting LLC, the lowest, most responsive and responsible

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

**12. SPECIAL MANAGEMENT COMMITTEE
RECOMMENDATION:**

APPROVED **X (6-0)**
APPROVED as AMENDED
DENIED
OTHER

13. PORT AUTHORITY ACTION:

APPROVED
APPROVED as AMENDED
DENIED
DEFERRED to
OTHER

Background (continued)

bidder.

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 1-9 screening for all referred applicants and for performing payroll data processing services. Services will be requested on an as-requested and as-needed basis, predicated by airport passenger loads.

The annual agreement provides the Authority the ability to secure the services of Cambay Consulting LLC on an as needed basis. The term of the agreement is for three (3) years with two (2) additional one (1) year options. The first year estimated cost will be \$350,000.00, inclusive of the \$18.22 hourly rate the temporary seasonal employees will receive.

Attachments:

- 1 - Bid Tabulation of RFB 24-0062LEB
- 2 - Master RFB
- 3 - Addendum #1
- 4 - Cambay Consulting LLC Proposal
- 5 - Service Provider Agreement
- 6 - Notice of Intended Decision