



The State University
of New York

Office for Capital Facilities Guidance Document

CLC-2

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Temporary Personnel

A guide for the use of the Office for General
Services Temporary Personnel contract

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Description

The Office for General Services (OGS) has a contract in place for temporary personnel. This vehicle may in some cases be a useful tool for campuses to support facilities related activities. Because the contract vehicle is in place with OGS the time required to place a contract is reduced. Therefore, the contract may be most useful in situations where schedule is a high priority. The contract includes temporary labor for asbestos removal, boiler makers, carpenters, electricians, laborers, masons, operating engineers, painters, roofers, sheet metal workers, welders as well as movers, warehouse, and clerical personnel.

- **Title: Administrative Services (Statewide)**
- **Group: 73003**
- **Award: 22559 (Replaces 20099, 20101 and 20487)**
- **Contract Period: October 25, 2012 - October 24, 2017**
- **Contract Information:**
<http://ogs.ny.gov/purchase/snt/awardnotes/7300322559can.HTM>

The contractors most likely to be of use to Facilities include those for asbestos removal, boiler makers, carpenters, electricians, laborers, masons, operating engineers, painters, roofers, sheet metal workers, welders. A listing of these contractors is provided below. In addition, there are numerous contractors who can provide movers, warehouse, and clerical personnel.

- [Construction Force Services, Inc](#)
- [Companies of JJ Young, LLC](#)
- [Dominion Temps, Inc.](#)
- [Kasselman Electric](#)
- [Tri State Employment, Inc.](#)

How to use the contract

A summary is provided below; however for a full description of how to use the contract please see the contracts [Procurement Instructions](#).

- Determine Applicability
 - Determine your region & available services
 - Check Preferred Sources Listing
 - Review and document the availability and applicability of preferred sources for the procurement record
 - Submit a request to the primary contractor listed for that service in your region. A detailed description of each contractor, their services and quality control plans are provided within each contractors Executed Contract and Terms and Conditions document.
 - Include the information listed in the [Procurement Instructions](#) document in the

request to the contractor.

- Issue a purchase order referencing the OGS contract number to the contractor for the estimated period of use

Frequently Asked Questions

[OGS Frequently Asked Questions Document](#)

Additional Frequently Asked Questions

1. Who supervises the laborers under the contract?

Answer: The agency supervises all work under the temporary services contract.

2. What level of definition is supplied to a contractor regarding a job?

Answer: The agency defines the labor category & how many hours are needed. The contract is a time and material contract with no scope of work required. However, for more complex projects it is recommended that the agency reach concurrence with the contractor on the general scope of work and the hours required to complete the scope.

3. Are background checks required?

Answer: Upon request by the agency the contractor is required to provide appropriate background checks for all personnel furnished under the agreement.

4. Is a contractor required to complete the OSHA 10 hour course?

For all construction trades all contract employees shall have completed the OSHA 10-hour construction course and shall have completed additional training as required including but not limited to, asbestos & lead awareness, lockout/tagout, hazard communication and confined space awareness.

Upon first reporting to the job the contract employee MUST present to authorized user proof of the completion of the above listed courses, including all updates and renewals. Failure of the contract employee to provide such documentation to the authorized user upon contract employees reporting for initial assignment shall result in the authorized user rejecting employee.

5. What determines the contractor's price?

Answer: For construction trades the price listed consists of a percent (%) adder. The prevailing wage rate plus this percent adder is the complete price per hour for temporary labor and includes all costs of providing temporary personnel, including but not necessarily limited to; all administrative requirements; all other additional costs such as background checks; night/evening shift premiums; and all overhead costs and profit.

6. What procurement forms are required to be completed by the campus for construction contracts?

Answer:

- Prevailing wage rate: The agency responsible for obtaining a prevailing wage rate schedule and including that wage rate within the purchase contract.
- Insurance: The agency must ensure that prior to the commencement of the work to be performed by the contractor, the contractor files certificates of insurance with the OGS and the agency in accordance with the insurance requirements set forth in the contract.

7. Can the contractor utilize subcontractors?

Answer: A contractor can bring in subcontractors. The contractor is responsible for ensuring that subcontractors carry insurance at the limits defined within the contract, and for ensuring subcontractors comply with all requirements of the contract.

8. How is Minority and Woman Owned Business Enterprises (MWBE) under the contract managed?

Answer: The MWBE goals defined within the Temporary Services Contract are reflective of an OGS goal for that particular contract and do not reflect the SUNY MWBE goals. Campuses are encouraged to work with the contractor to attain MWBE subcontractor participation consistent with the SUNY MWBE goals.

References

- Temporary Personnel Contract
 - <http://ogs.ny.gov/purchase/snt/awardnotes/7300322559can.HTM>
- Guide to Using OGS Contracts
 - <http://www.ogs.state.ny.us/purchase/pdfdocument/Guide.pdf>
- Preferred Sources
 - <http://www.ogs.state.ny.us/procurecounc/pdfdoc/psguide.pdf>