

**Middlesex Regional Educational Services Commission
NJ State Approved Co-op # 65MCESCCPS**

**RFP # MRESC 15/16-12 – Non-Certified Staffing
Bid Term: 6/5/15 – 6/4/18 EXTENDED TO 6/4/20**

Each member will annually specify to the Contractor in writing the daily rate of pay that all Non-certified staff to be provided are to be paid by the Contractor and the number of each type of Non-certified staff to be provided under the contract. The daily rate of pay, when converted to an hourly rate, may not be less than the New Jersey minimum wage. Each Co-op member will also provide a written Job Description for each separate position requested.

Contractors are required to submit, as their price, a fixed percentage of the daily rate of pay specified by the Co-op member. This percentage of the daily rate of pay shall be known as the “Contractor’s Percentage”. The Co-op Member will be required to pay to the Contractor the daily rate of pay plus the Contractor’s Percentage for each provided position. The Contractor is not permitted to charge any other fee or expense except performance bonding expense, if any. The Contractor’s Percentage must therefore include all expenses, including pay; employer’s cost of Social Security, employer’s share of unemployment insurance (including all claim expense), workers compensation, administrative fee of 2% payable to MRESC, supervision and reporting, profit and all other expenses.

INSTRUCTIONAL AIDE

# OF AIDES PER DISTRICT	CONTRACTOR’S PERCENTAGE
1 TO 10	<u>35%</u>
11 TO 20	<u>35%</u>
21 TO 30	<u>35%</u>
31 TO 40	<u>35%</u>
41+	<u>35%</u>

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DRIVER

# OF DRIVERS REQUIRED	CONTRACTOR'S PERCENTAGE
1 TO 10	<u>42%</u>
11 TO 20	<u>42%</u>
21 TO 30	<u>42%</u>
31 TO 40	<u>42%</u>
41+	<u>42%</u>

CUSTODIAN/MAINTENANCE

# OF CUSTODIANS REQUIRED	CONTRACTOR'S PERCENTAGE
1 TO 10	<u>42%</u>
11 TO 20	<u>42%</u>
21 TO 30	<u>42%</u>
31 TO 40	<u>42%</u>
41+	<u>42%</u>

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FOOD SERVICE

# OF FOOD SERVERS REQUIRED	CONTRACTOR'S PERCENTAGE
1 TO 10	<u>35%</u>
11 TO 20	<u>35%</u>
21 TO 30	<u>35%</u>
31 TO 40	<u>35%</u>
41+	<u>35%</u>

SECRETARIAL

# OF SECRETARIES REQUIRED	CONTRACTOR'S PERCENTAGE
1 TO 10	<u>35%</u>
11 TO 20	<u>35%</u>
21 TO 30	<u>35%</u>
31 TO 40	<u>35%</u>
41+	<u>35%</u>

All proposals must include a cost per thousand dollars of any performance bond that may be required by a Co-op Member. The cost of any performance bond required by any Co-op member must be passed on to the Co-op Member as a charge separate from charges for Non-certified daily staff costs. COST PER ONE THOUSAND DOLLARS FOR PERFORMANCE BOND:
\$100.00