Revision number: 1

Purchasing Agent: Nikki Sanchez
Phone #: (801) 538-3342
Email: nsanchez@utah.gov

Item: TEMPORARY EMPLOYMENT SERVICES

Vendor: VC0000144435
Manpower
1424 Legend Hills Dr Ste 100
Clearfield, UT 84015-1597

Internet Homepage: www.manpower.com

General Contact: Darcy Blakemore
Telephone: (801) 774-8560
Fax number: (801) 621-6756
Email: darcy.blakemore@na.manpower.com

Reporting Type: Custom
Brand/trade name: N/A

Price: See attached
Terms: Net 30
Effective dates: 11/25/09 through 11/24/2011
Potential renewal options remaining: Three 1-yr
Days required for delivery: 1 Day
Price guarantee period: 1 Year
Freight: N/A
Minimum order: N/A
Min shipment without charges: N/A
Other conditions:

CONTRACT HAS BEEN EXTENDED THROUGH 11/24/11.

BID NO: DB10014

This is a multiple award contract. Please see MA1822, MA1090, MA2040, MA2041, and MA2042 for the lowest markup in each category of employee.

This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor creating a PRC in Finet. Agencies will return to the vendor any invoice which reflects incorrect pricing.
Pricing Sheet

1. Clerical Office Support:
   
a. **No requirement for computer or keyboard skills:** 29.04% _______________________
   Tasks such as answering phones; processing the flow and logging of paper work; filing; distributing mail, office supplies, and documents; basic research such as locating available information from files; telephone calls, and other basic resources; making appointments; operating office equipment, i.e., copying machines, fax machines; and helping the public over counters.

   b. **Computer and keyboard skills required:** 29.04% _______________________
   Tasks such as data entry and retrieval; utilization of data base or spread sheets; word processing, etc.

   c. **Advanced office skills:** 29.04% _______________________
   Tasks in addition to those listed above include minute taking and transcribing and composition of letters.

2. Fiscal Skills:
   
a. **General Fiscal:**
   
   N/A% ______________________
   Task such as general bookkeeping; posting of data; verifying numbers; processing vouchers; and other related technician level tasks.

   b. **Advanced fiscal skills:**
   
   N/A% ______________________
   Addition to the skills listed above, generates and reconciles accounting reports, performs accounting functions utilizing spread sheets and reviews fiscal transactions.

3. Light Industrial
   
   34.04% ______________________

4. Heavy Industry
   
   N/A% ______________________

5. Skilled Trades
   
   N/A% ______________________

6. Drivers and Heavy Equipment Operators
   
   N/A% ______________________

7. Medical Office support placement
   
   N/A% ______________________

8. Additional Services
   
   N/A% ______________________
FINET COMMODITY CODE(S):
96403000000- ACCOUNTING, AUDITING, BOOKKEEPING PERSONNEL
96435000000- ELECTRICIANS
96450000000- GROUNDSKEEPERS
96455000000- INDUSTRIAL WORKERS
96459000000- LABORERS (COMMON LABOR)
96471000000- PLUMBERS
96478000000- SECRETARIAL AND CLERICAL PERSONNEL (INCLUDING COURT REPORTERS AND WORD PROCESSING OPERATORS
00000 – GENERIC COMMODITY CODE