



INTEROFFICE MEMORANDUM

TO: Fulton County Board of Commissioners
Fulton County Board of Registration & Elections
Dick Anderson, County Manager *DA*

FROM: Nadine Williams, Interim Director, Registration & Elections *NW*

RE: Election Central Temporary Moving Staff

DATE: February 14, 2022

Agenda Item 23-0088	<i>Registration & Elections Request approval of a statewide contract - Registration & Elections, SWC99999-001- SPD0000136, Temporary Staffing - Clerical & Light Industrial in an amount not to exceed \$304,619.52 with Dover Staffing, Inc. (Smyrna, GA) to provide temporary staffing services to assist in preparation for the move to the new warehouse location at 5600 Campbellton Road, SW, Atlanta, Georgia 30331. Effective upon BOC approval.</i>
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Per the request at the Fulton County Board of Commissioners February 1, 2022 meeting, please find additional information and a cost comparison quote regarding the Department of Registration & Elections temporary staff needs for the upcoming relocation to Election Central.

The Department of Registration & Elections met with the County Manager's Strategy Team and the Department of Real Estate & Asset Management representatives to coordinate moving needs.

Since the Department of Registration & Elections is comprised of less than 37 permanent staff, the request was made to onboard temporary staff to assist. The work duties (listed below) to relocate the Registration & Election Government Center main office and 2 warehouse locations are beyond standard moving request. Although the cost with a moving company is lower for a traditional move, the work duties needed include pulling documents for open request as needed, reconciliation of documents, data entry, forklift operations etc.

Temporary staff workload to include, but not limited to:

- Packing boxes
- Labeling boxes with WDS inventory system
- Scanning -out boxes for chain of custody records
- Data entry WDS inventory system
- Palletizing boxes
- Loading trucks
- Reconciliation of documents
- Removal of files from cabinets
- Transport of boxes, supplies & equipment
- Unloading trucks
- Unpacking boxes
- Forklift operations at old and new location
- Scanning-in boxes for chain of custody records
- Shelving boxes and supplies
- Removal of computers
- Open record request assistance
- Replacing files in cabinets
- Installing computers

Onboarding temporary staff familiar with our processes and who fall under the direct supervision of the Department of Registration & Election division managers will allow for efficiency. This will ensure the secure and organized transport of our Election equipment and files. It will also allow the flexibility to add additional labor hours if needed.

Thank you for your support.

Cc: Sharon Whitmore, CFO
Joseph Davis, Director, DREAM
Felicia Strong -Whitaker, Director, Purchasing
Patrick Eskridge, Deputy Director, Registration & Elections

Request for Proposal

February 13, 2023

Prepared by:

Beltmann Relocation Group
4897 Lewis Rd
Stone Mountain GA 30083



[HOME](#) | [OFFICE](#) | [LOGISTICS](#)



February 13, 2023

Keith Johnson
Fulton county General Services
Elections move

Keith,

Thank you for calling on the Beltmann Relocation Group to help with this project.

Beltmann Relocation Group has built our business for over fifty years by providing high- quality relocation solutions for our corporate customers. In reviewing your move requirements, we believe our experience; references and resources are unmatched in the industry and will provide you with a customized and successful solution

With our “[be the customer](#)” approach to business we are committed to making your relocation a leading priority within our organization. We have assembled a team of professionals that not only have experience in executing commercial relocation projects, but also understand the importance of maintaining high standards of excellence.

We look forward to working with you and your organization on a very successful relocation.

Sincerely,

Charlie Shockley
Beltmann Relocation Group
Account Executive
Workplace Services

ELECTIONS

ELECTIONS OFFICE, 3RD FLOOR AND 1ST FLOOR

Packers-Office

Pack crew to pack all items from offices, common areas, breakrooms, storage rooms and file rooms. Client to supply boxes. Mail room to be packed by mailroom staff
\$6754.00 3days

Move to new facility

Crew to deliver in equipment pack electronics onto machine carts, dolly files and boxes. Commence move to 5600, trucks will rotate between buildings until all items are moved. All items will be placed according to client provided directional signage. Electronics placed onto desktops, contents stage in or near work areas. All equipment and building protection removed at conclusion of move. Space smooth set for client arrival
\$13280.00 2days

MATERIAL COSTS: ELECTIONS GOVERNMENT CENTER

Material Description	COST
Corrugate	\$180.00
Shrink wrap	\$84.00
Speed packs 20	\$560.00
Computer bags 150	\$175.00
Bubble wrap 2 rolls	\$190.00
Tape 40	\$90.00
Labels	\$40.00

TOTAL GOVERNMENT CENTER \$21353.00

ELECTIONS English Street

Packers

Elections staff to pack all employees
Elections to un-shelve all skids

Move to new facility

Crew to move approximately 17 trailer loads of product to 5600. Skids staged for Elections staff to reshelve. Hampers, tables, carts, stairs staged in warehouse as directed. Office items will be delivered and placed according to client provided directional signage Racking and workstations not included with this bid
\$25980.00 3 days

MATERIAL COSTS: ELECTIONS ENGLISH ST

Material Description	COST
Corrugate	
Shrink wrap	\$168.00
Speed packs 25	\$780.00
Computer bags 30	\$40.00
Bubble wrap 1 rolls	\$80.00
Tape 25	\$60.00
Labels	\$20.00

TOTAL \$27128.00

ELECTIONS 5210 Phillips Lee Dr.

Move to new facility

Crew to move approximately 68 trailer loads of voting machines, skids, drop boxes, bags of equipment, large caged carts, small amount of office product. Elections to un-rack and rerack all items. Every thing to be pushed to designated staging area and placed as directed

\$87404.00 10-12 days

MATERIAL COSTS: ELECTIONS PHILLIPS

Material Description	COST
Corrugate	
Shrink wrap	\$168.00
Speed packs 10	\$280.00
Computer bags 10	\$15.00
Bubble wrap 1 rolls	\$80.00
Tape 18	\$30.00
Labels	\$20.00

TOTAL \$87997.00

Temps for MOVE to Election Central
MOVING costs- Registration & Elections Dept

Note> All positions will be staffed via Temp agency. Selected Dover Staffing agency and bid quote is for the costs shown herein. Enterprise rental quote was obtained as well.

1160 SALARIES - TEMPORARY (All will be TEMPS, no time limited FULCO)	#	PAY Rate	Reg Bill Rate (p/hr)	OT Bill Rate (p/hr)	Reg Hours	OT Hours	Costs (Formula)	Expected Start Date	Expected End date
<u>Election Coordinators & Assistants - TEMP</u>									
Regional Election Coordinator 1	2	\$ 18.50	\$ 24.79	\$ 37.19	80	0	\$ 3,966.40	TBD	TBD
Regional Election Coordinator 2- Lead	-	\$ 24.00	\$ 32.16	\$ 48.24	80	0	\$ -	TBD	TBD
								TBD	TBD
<u>VOTER EDUCATION / ADMIN - TEMP</u>									
Administrative Clerk	1	\$ 17.00	\$ 22.78	\$ 34.17	80	0	\$ 1,822.40	TBD	TBD
Voter Education Officers	2	\$ 20.00	\$ 26.80	\$ 40.20	80	0	\$ 4,288.00	TBD	TBD
								TBD	TBD
<u>SUPPLIES & LOGISTICS EPC - TEMP</u>									
EPC Note> Move Voting Equipment; box up Inventory and supplies								TBD	TBD
Systems Specialists	5	\$ 18.50	\$ 24.79	\$ 37.19	360	0	\$ 44,622.00	TBD	TBD
Executive Assistant	1	\$ 20.00	\$ 26.80	\$ 40.20	120	0	\$ 3,216.00	TBD	TBD
R&E Assistant-Logistics LEAD	2	\$ 18.00	\$ 24.12	\$ 36.18	360	0	\$ 17,366.40	TBD	TBD
R&E Assistant-Logistics	10	\$ 17.50	\$ 23.45	\$ 35.18	160	0	\$ 37,520.00	TBD	TBD
Drivers (CDL License)	-	\$ 25.00	\$ 33.50	\$ 50.25	120	0	\$ -	TBD	TBD
Couriers	30	\$ 18.00	\$ 24.12	\$ 36.18	120	0	\$ 86,832.00	TBD	TBD
Courier - Fleet Coordinator	5	\$ 20.60	\$ 27.60	\$ 41.41	120	0	\$ 16,562.40	TBD	TBD
<u>REGISTRATION - TEMP</u>									
Executive Assistant	1	\$ 20.00	\$ 26.80	\$ 40.20	120	0	\$ 3,216.00	TBD	TBD
Courier- Mail Room	2	\$ 18.00	\$ 24.12	\$ 36.18	120	0	\$ 5,788.80	TBD	TBD

ABSENTEE - TEMP

Absentee Specialists	4	\$ 16.00	\$ 21.44	\$ 32.16	80	0	\$ 6,860.80	TBD	TBD
Executive Assistant	1	\$ 20.00	\$ 26.80	\$ 40.20	80	0	\$ 2,144.00	TBD	TBD
Courier - Fleet Coordinator Mail Rm (VR/AB)	1	\$ 20.60	\$ 27.60	\$ 41.41	80	0	\$ 2,208.32	TBD	TBD
Courier- Mail Room	1	\$ 18.00	\$ 24.12	\$ 36.18	80	0	\$ 1,929.60	TBD	TBD

ADVANCE VOTING LOCATIONS - TEMP

Advance Voting Trainer/Assistants	2	\$ 25.00	\$ 33.50	\$ 50.25	80	0	\$ 5,360.00	TBD	TBD
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1160 PROFESSIONAL SERVICES

\$ 243,703.12

Notes

Packing, Inventory, and Restocking relocation of Department of Registration & Elections Government Center Main Office and 2 warehouses.
 Hourly rates vary due to work duties - to include data entry, forklift operations, reconciling of documents, open record request assistance etc.
 Exact start dates will be determined per BOC approval.
 All permanent employees along with temps will prepare and complete this project.

*** Meeting Notes**

- *Move to Election Central starting 3/1/2023 - pending construction completion
- *DREAM to cover moving cost
- *Server will move with permanent staff - to be coordinated with SOS for verification
- *Shelving from EPC Warehouse to be moved to Elections central.