

AUE STAFFING, INC.

INVITATION TO BID

ITB-B21014S-0-2021/SN

**TEMPORARY STAFFING SERVICES – TERM
CONTRACT**

CITY OF MELBOURNE



Presented To:

City of Melbourne
Shanequa Nabors
Procurement Division
900 E. Strawbridge Avenue
Melbourne, FL 32901

Presented By:

AUE STAFFING, INC.
1600 Sarno Road
Suite 109
Melbourne, FL 32935
(321)622-8306(O)
(321)622-8309 (F)
www.auestaffing.com

AUE STAFFING, INC.

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Cover Letter

3/25/2021

To the City of Melbourne Purchasing Team,

AUE Staffing, Inc. was established in 2005, we have been in the business of providing turn-key professionals for both State and local administrations, including many school districts and multiple municipalities throughout Florida. Initially established under the name AUE Staffing Solutions in 2005 and then reformed as AUE Staffing, Inc. in 2011. We have developed an exclusive yet efficient process that allows our staffing specialists to work closely with your administration to effusively define your staffing and service needs. Our team of internal employees have over 40+ years of experience in the staffing industry.

We understand that these needs vary from day-to-day depending upon the day of week, seasonal peaks, and the current work-load. AUE Staffing, Inc. specialists have been trained to not only fulfill these specific needs on a regular basis, but they have been trained to anticipate when your need will inevitably ebb and flow throughout your Fiscal Calendar.

We have found that the staffing business has lost some of the personal touch that made it valuable to use; many of our current competitors lost focus of what makes a staffing agency advantageous and we have seen a turn of tides to include a more corporate and far-less personal mentality. AUE Staffing, Inc. is not a mechanical staffing agency; we strive to be the missing piece within your city. We work to set up a more collaborative environment that will never leave you feeling misplaced or without assistance. We understand your priorities and continuously work to provide you the best service available.

We look forward to the opportunity to work with City of Melbourne on your Temporary Staffing needs.

A handwritten signature in blue ink that reads "Melody Martin".

Melody Martin, President
777 E. Altamonte Drive
Altamonte Springs, FL 32701
(321) 397-2555 - Office
(941) 587-8765 - Cell
MMartin@AUEStaffing.com

AUE STAFFING, INC.

Proposed Background and Experience:

AUE Staffing, Inc. Methodology – With any order that comes to AUE Staffing, Inc. from our clients, we evaluate the need and the speed in which we need to fill the position. From standard job orders to rush orders we approach them slightly different. Beyond these differences we tackle the vetting of each prospective employee as follows.

Placement for Standard Job Orders – For orders that have a standard turn-around time, AUE Staffing, Inc. has the capability of providing staff members in a more client conducive process. Depending upon the timeframe/advance notice, we have the ability to gather resumes and allow the client to either review the applicants' qualifications or review and meet with the applicants prior to placement. Obviously, the more time we have prior to when the person is needed to report, the more time that we have to customize our process to your needs. We have the ability to involve the Client as much or as little as requested.

Placement for Rush Orders – Our recruiters are constantly recruiting. We are constantly looking and adding to our employee pool. We understand that while an individual may not be good for a specific position that does not mean they are not good for another position with another client or position. Once applicants are in our system, we remain in close contact with the available applicants. Communication is managed through phone, email and text messaging whichever the applicant prefers. We have learned that it is not unusual to have a position open that requires an immediate or next day turn around placement. Due to our constant communication with our available applicants, more times than not, we already have a mental list that may be a good fit for a position.

On the chance that a position comes up that we do not have an immediately available applicant, our stellar recruiting staff immediately goes to work. We utilize all the various social media platforms available to fill positions. This can be posting the positions via Craigslist, Indeed, etc. We also utilize methods such as Facebook, Twitter, LinkedIn and more to immediately advertise for an open position.

Even though a position may require a quick turnaround, that does not mean that we then sacrifice the quality that we are known to provide. What that means, is we work harder. Our recruiting staff has been known to meet an applicant at a Starbucks after hours to ensure we are able to lock down their employment for immediate placement.

At AUE Staffing, Inc. we can earnestly say that our client's satisfaction is our number one priority. We understand that when a client is not happy, we have not done our job. So, with that mindset, we value and uphold our reputation to ensure that when someone hears our name they find it synonymous to quality.

At AUE Staffing, Inc. we can earnestly say that our client's satisfaction is our number one priority. We understand that when a client is not happy, we have not done our job. So, with that mindset, we value and uphold our reputation to ensure that when someone hears our name they find it synonymous to quality.

AUE STAFFING, INC.

1.

Review

Review all incoming applications and resumes received. These applications can be received in a response to a current open position or in response to an open invitation to apply for new and potential positions in the area.

2.

Pre-Screen

It is imperative that we thoroughly vet each new and upcoming employee. This includes immediately communicating with the employee regarding the actual vs stated skills, verifying that the individual can be a good fit with any of our clients.

3.

In-Person Interview

We never submit an individual with your agency under any circumstance unless we have physically met them and properly vetted them. This practice allows us the ability to see and further determine an applicant's work ethic and their desire to complete the position as advertised.

4.

Orientation & Testing

Once we decide to bring a staff member on, we ensure that:

1. We have obtained all employee paperwork for complete document management
2. We submit the applicant for any required testing as requested by the client.
3. Go over any AUE or client orientation information, ensure each applicant has gone through safety training.
4. Verify that an applicant is able and ready for employment with a client.

5.

Drug Testing

Each staff member is required to submit a drug test prior to any placement. This is completed in-office and dependent upon the requirements, this is normally a 5-panel exam, but can be a 10-panel exam if requested. The test is administered to ensure a chain of command and the office recruiter signs off on the results of the test.

6.

Background ✓

AUE staffing submits all staff placed within a government agency to a thorough back-ground check. Dependent upon the position filled, we typically conduct either a Level 1 or Level 2 FDLE background check. Typically, for positions that do not require interaction with children, a Level 1 is completed, and results are received same day. For Level 2 checks it may take a slightly longer time dependent upon the area's response time to the check.

7.

Staff Placement

Once we have met the client, submitted them through all the applicable assessments and trainings, verified their clean drug scan and ensured we have a clean background we now have the ability to place an applicant/employee with our client.

AUE STAFFING, INC.

Technical Staff – With a staffing pool skilled in providing staff in all various levels of skills and abilities, we are well trained in quickly assessing and recognizing the types of positions and opportunities that an applicant will fit in. Combined our recruiters have over 40+ years of staffing experience and consistently work to provide the most stellar of services daily to all our clients.

Services Provided - AUE Staffing, Inc. is structured specifically to meet the needs of the City of Melbourne. Since we only service state and local municipalities, we provide a service-level far beyond the average staffing agency. We know and understand the varied regulations that you must follow beyond those that apply to the average business. From this knowledge, we can specifically cater our services to your business model and provide the level of service that you expect.

Services - We will always work diligently to fill your positions effectively and efficiently. Beyond successfully filling your positions we also manage all the employee's payroll needs. Payroll runs from Sunday to Saturday. At the conclusion of week, employees must finalize their timesheet and submit to their City of Melbourne supervisor for approval and signature. Timesheets are due to our office no later than Monday at noon. Our payroll department works to enter the time, our recruiters review the payroll numbers to verify accuracy. Upon completion payroll is set up to fund every Friday via direct deposit or a fee-free Paycard.

Payroll - Our Payroll department maintains all payroll records. Along with paying each employee weekly, we maintain all the applicable supporting documentation. At the conclusion of each week, our payroll department submits an invoice, which documents each individual's time identified, department/division, Purchase Order number, Supervisor, classification/job costs, hourly rate and date of hire included on it. Additionally, copies of all timesheets signed by each employee and supervisor.

Our Payroll department also receives and manages to process all weekly necessary payroll taxes, liens and garnishments. Our Worker's Compensation team quickly responds to and follows through the completion of each Workers' Compensation Claim and ensures proper administration of all claims. Additionally, we maintain all personnel documentation. From the required payroll forms to the employee's performance reviews and documentation.

Right-to-Hire – AUE Staffing, Inc. recruiters work diligently to place the best candidates with our clients. Due to this, it is not uncommon to see our clients want to bring an employee onto their own payroll. So, when this happens, we consider this a complement to our service, and as such we do not charge a fee so long as the employee has successfully worked 520 hours.

Temporary Personnel - Our recruiters are in the business of providing you the staff that you need. For every employee we will always ensure each individual is properly screened, hired and have the necessary skills and experience to fill all City of Melbourne positions.

AUE STAFFING, INC.

We do not stop at placing individuals within your organization. We continue to work with your organization through the duration of all job orders. We ensure we properly document an employee's performance, this is not just documenting poor performance, but positive performances as well. We keep track of an employees' attendance and late arrivals. We understand your needs and want to ensure your complete and total satisfaction. All overhead costs and fees are built into the rate presented in the bid.

Should there be a need for AUE Staffing, Inc. to immediately intervene based on an employees' performance, we immediately dispatch your AUE Staffing, Inc. team member to ensure the situation is directly managed. If the situation requires an employees' termination, we ensure any applicable badges, keys or other City of Melbourne proprietary property is secured and returned to you.

Background Checks - All our applicants placed with City of Melbourne will be submitted in either a Level 1 State based background check or a five-year Level 2 check. A Level 2 check is a state and national fingerprint-based check. This allows us to see all qualifying offences and monitor to ensure no offences for the following 5 years go unnoticed. Level 2 checks typically include:

- Fingerprint-based searches of records maintained by the Florida Department of Law Enforcement
- National FBI criminal history searches
- County criminal record searches through local courts or law enforcement agencies.

With a 5-year background check, if an employee has something that pops up within the 5 years, we are notified if there is a charge or pending charge. If something is triggered, we will automatically notify City of Melbourne to determine if the employee should be a do not use.

Additional Screening – Upon request by the City of Melbourne, we will gladly provide additional background screening to include:

- Identification Verification
- Vehicular records/Background
- FDLE Automated Criminal Record

Engagement Process - Our engagement process is entirely amiable. We customize our process for every client to accommodate the process as requested. To address the work outlined in the Scope of Work, we want to integrate into your workflow. We are not tied to any specific flow of work and can easily add or remove steps that do not work for your organization. We choose to integrate into your workflow to ensure the work done with AUE Staffing, Inc. makes your life easier and not more difficult. The core of AUE Staffing, Inc. is our belief we are a service provider. What sets us apart from other service providers is the level of service we aim to provide. We strive to accommodate all our client's needs.

AUE STAFFING, INC.

Project Manager – City of Melbourne will be assigned a lead recruiter that will be your point of contact for day-to-day activities. This is made as an ease of reference for your organization. Even though our recruiters work collaboratively to fill positions, we provide you a single point of contact to make doing business with AUE Staffing, Inc. an effortless partnership.

Even though you are assigned a Point-of-Contact, any person within the AUE Staffing, Inc. organization is willing and able to do what we can to help you. This includes anyone from recruiters to our President. We want to ensure complete client satisfaction in all we do.

Communication Methodology - AUE Staffing, Inc. works seamlessly in all various forms of communication. We consistently manage communications via email, telephone, fax, and even text messages. We will follow-suit in your preferred method of communication. We can work with you to develop an effective communication train that will properly meet your needs. This can also be completed via shared sheets and documents via Google. We are fully aware and understand the various methods, we work skillfully in all of them, and know to work with you to map out a methodology that works effortlessly with your specific needs.

Client Reporting – Our staffing software has the capability to provide various reports, although there is large array of information that we can provide in various forms upon request.

Unqualified Employees – AUE Staffing, Inc. agrees that should City of Melbourne determine an employee is unqualified to perform the work, AUE Staffing, Inc. will immediately terminate the employees and charge no fee to the City within the first 4 hours of the assignment.

Client Integration – Upon the execution of a contract between AUE Staffing, Inc. and City of Melbourne, we work to immediately begin work by scheduling an appointment with your designated AUE Staffing, Inc. team and your contract management team. At this point we look to identify your agency needs and timelines. This includes determining any regulatory requirements that will need to be administered in the set-up and initiation of services. At this meeting we also establish a timeline taking all your specifications into consideration, ensure that all of the applicable City of Melbourne and AUE Staffing, Inc. players understand what is expected of them.

On the AUE Staffing, Inc. side we can very quickly ramp up service to allow us the ability to begin placing staff onsite. While we have a broad supply of staff that has been properly vetted and ready for employment. A workflow which accommodates your specific needs will be developed between both AUE Staffing, Inc. and City of Melbourne.

AUE STAFFING, INC.

Approach to Quality Management

With a long-standing reputation, and a combined 40+ years of recruiting experience, the AUE Staffing, Inc. team comes with an exemplary example of our qualifications. Specializing in State and Local municipalities, gives us a unique background in mastering placements of unique qualifications. We are uniquely geared to your needs. How is this?

1. As a contractor that specializes solely on providing services to State and Local government agencies, we are intimately aware of City of Melbourne's needs. We know the positions that need to be filled, we know the qualifications that you are looking for, and the type of employees you are looking to have placed. We always look to recruit and place the most qualified and professional employees.
2. AUE Staffing, Inc. has a significantly high fill rate for our staffing orders. We aim to quickly and effectively place these qualified and professional employees to ensure the least amount of impact to your workload.
3. We aim for a 24-hour standard fill rate. This does not mean that we are incapable of meeting rush orders as well. We have been known to receive orders late in the evening and work to have an employee placed first thing in the morning.
4. Unparalleled customer service. AUE Staffing, Inc. has built its business based on a foundation of customer service. We understand that we are in a service industry, and truly the only way to succeed is to base our business model on going above and beyond all the competition. We know we must stand out from everyone else.
5. This is achieved by providing individual attention to focus on the needs of our clients. We understand that like people, each client is different and has diverse needs. So, our team leads, recruiters, accounting reps, etc. work to not only fulfill the needs of our clients, but we work to get to know you. If one client has a process that fits their needs, but that does not fit another's, we change how we do business to accommodate each client and their specific needs.

Projected Workload

As discussed, AUE Staffing, Inc.'s clients are government agencies, which includes multiple school districts, both County and City agencies and departments. On average, we have approximately 700+ staff members at any one time. This is managed by 3 senior recruiters, 4 recruiters, 4 accounting / payroll representatives, 2 support staff and led by Melody Martin, President and owner of AUE Staffing, Inc. All staff members are dedicated to ensuring we are meeting and exceeding every one of our client's expectations.

AUE STAFFING, INC.

Ensured Satisfaction

Ensured satisfaction is not simply directed to our clients. We need to ensure satisfaction of both our clients, but also to the employees that we place. By ensuring we are building a cohesive team, we build a team that is destined for continued success.

Support and Quality Assurance Resources

All work completed by AUE Staffing, Inc. is backed by our uniform standard of care. This is our warranty to all our clients that we will continuously work to provide you 100% client Satisfaction. Positions filled through our office are done in a collaborative method. While each client has their own point of contact in the office, all orders are run through the office as a whole. We communicate with all members of the team to allow us the ability to expedite orders as they come in. We believe if you, our client, is not happy with an individual, a situation, or anything else, we work to assure you that at any time you can easily call anyone here in the office and know that we will take care of it for you.

AUE STAFFING, INC.

Contact Information

Address:

Brevard County Office

1600 Sarno Road, #109

Melbourne, FL 32935

(321)622-8306 - Office

Corporate

777 E. Altamonte Drive

Altamonte Springs, FL 32701

(321)397-2555 - Office



Elizabeth Torres, Melbourne Branch Manager

Primary Contact

(321)622-8306 – Office

ETorres@AUEStaffing.com

Melody Martin, President

Secondary Contact

(321)397-2555 – Office

MMartin@AUEStaffing.com

AUE STAFFING, INC.

Since its inception AUE Staffing, Inc. has successfully secured contracts with the following Agencies, all of which we currently have awarded and routinely renewed:

Government Agencies

- Orange County Convention Center
- Volusia County Government
- Brevard County Parks and Recreation
- Orange County Government
- Seminole County Government
- City of Oviedo

School Districts

- Seminole County School District
- Orange County School District,
- Brevard County School District
- Volusia County School District

ITB FORMS LIST

The following Forms are provided as part of the ITB package:

Form	Title
	AUE Staffing, Inc. Temporary Staffing Services - Temp Contract
1	Bid Submittal Checklist
2	Bidder's Certification
3	Acknowledgement of Addenda
4	Bidder Questionnaire
5	Drug-Free Workplace Certificate
6	Local Vendor Preference Affidavit of Eligibility
7	Disclosure of Subcontractors
8	Confidential/Proprietary Information
9	Certification Regarding Lobbying
10	Conflict of Interest Certification
11	Non-Collusion Affidavit
12	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
13	Vendor Certification Regarding Scrutinized Companies' List
14	Contractor's Compliance with Employee Eligibility Requirements

FORM 1 BID SUBMITTAL CHECKLIST

Bids may be subject to rejection if all required forms and documents, fully executed where required, are not submitted with bid package. Please submit in the following order:

ITEM	DESCRIPTION	Indicate if items are included with Bid:	
		YES	NO/NA
FORMS:			
1	BID SUBMITTAL CHECKLIST (THIS PAGE)	☒	☐
2	BIDDER'S CERTIFICATION	☒	☐
3	ACKNOWLEDGEMENT OF ADDENDA	☒	☐
4	BIDDER QUESTIONNAIRE	☒	☐
5	DRUG FREE WORKPLACE CERTIFICATE	☒	☐
6	LOCAL VENDOR PREFERENCE AFFIDAVIT OF ELIGIBILITY	☒	☐
7	DISCLOSURE OF SUBCONTRACTORS	☒	☐
8	CONFIDENTIAL/PROPRIETARY INFORMATION	☒	☐
9	CERTIFICATION REGARDING LOBBYING	☒	☐
10	CONFLICT OF INTEREST CERTIFICATION	☒	☐
11	NON-COLLUSION AFFIDAVIT	☒	☐
12	CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION	☒	☐
13	VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES' LIST	☒	☐
14	CONTRACTOR'S COMPLIANCE WITH EMPLOYEE ELIGIBILITY REQUIREMENTS	☒	☐
EXHIBITS:			
A4	PRICING SCHEDULE	☒	☐
B	SUPPLEMENTAL PROVISIONS	☒	☐
ADDITIONAL SUBMITTAL DOCUMENTS/ITEMS:			
1	STATE INCORPORATION DOCUMENTATION (if other THAN FL)	☐	☒
2	COPY OF CURRENT INSURANCE CERTIFICATES, POLICY DECLARATIONS PAGE	☒	☐
3	COPY OF BUSINESS TAX RECEIPT (city/county as applicable), STATE OF FLORIDA, DIVISION OF CORPORATIONS (Incorporation/LLC and/or Fictitious Name) DOCUMENTATION, STATE INCORPORATION DOCUMENTATION (if other THAN FL)	☒	☐
SUBMIT ALL OF THE ABOVE AS FOLLOWS:			
1	ONE COMPLETE ORIGINAL BID PACKAGE [IF EMAILING – MUST BE IN 1 PDF DOCUMENT]	☒	☐
2	ONE COMPLETE COPY OF ORIGINAL BID PACKAGE – IF NOT VIA EMAIL	☒	☐
3	ELECTRONIC COPY [FLASH DRIVE] OF COMPLETE ORIGINAL BID PACKAGE (TITLED "MASTER BID") ON FLASH DRIVE IN PDF FORMAT. IF NOT VIA EMAIL	☒	☐
	IF APPLICABLE: ELECTRONIC COPY [FLASH DRIVE] OF ORIGINAL BID PACKAGE (TITLED "REDACTED BID") WITHOUT CONFIDENTIAL INFORMATION IN PDF FORMAT	☒	☐
When preparing all forms, be sure to use the proper company legal name as it is legally registered in the state in which you are established, followed by any DBA/fictitious name.			

Company AUE Staffing, Inc.

Signature

Melody Martin

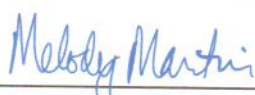
Date: 3/25/2021

FORM 2**BIDDER'S CERTIFICATION**

The below signed Bidder certifies that the items of material or services offered in this ITB meet the required minimum specifications and that all required attachments are included in submitted bid package.

Bidder further certifies that all information contained in this bid is truthful to the best of Bidder's knowledge and belief and that they are duly authorized to submit the proposal on behalf of the vendor/contractor and that the vendor/contractor is ready, willing, and able to perform if awarded the contract.

Bidder agrees to furnish the goods and/or services, specified in the ITB, at the prices or rates quoted in their bid. Bid prices and terms shall be firm for ninety (90) calendar days from the date of bid opening, unless otherwise specified in this ITB.

Bidder's Legal Company Name:		AUE Staffing, Inc.			
Street Address:		1600 Sarno Road Suite 109			
City	Melbourne	State:	Florida	Zip Code:	32935
Telephone:	(321)622-8306	Fax:	(321)622-8309		
E-Mail:	MMartin@auestaffing.com				
Print Name: Melody Martin		Title:	President		
Authorized Signature:				Date:	3/25/2021

FORM 3
ACKNOWLEDGEMENT OF ADDENDA

Instructions: Complete Part I or Part II, whichever is applicable.

Bidder shall indicate below each Addendum received. Bidder understands failure to acknowledge any addenda issued may cause their bid to be considered non-responsive. Bidder may contact the Procurement Division at 321-608-7060 or email procurement@mlbfl.org to confirm the number of addenda (if any) that have been issued.

PART I: Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum #
Addendum # 1
Revised - Addendum # 1
Addendum #2
Addendum #3
Addendum #4

PART II:

☐ No Addenda received in connection with this solicitation.

Company: AUE Staffing, Inc.

Authorized Representative: Melody Martin

Signature: *Melody Martin*

Date: 04/02/2021

FORM 4

BIDDER QUESTIONNAIRE

The following questions shall be answered and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. Bidder may submit any additional information desired.

Company Name:	AUE Staffing, Inc.		d/b/a (if applicable)	
Address of principal place of business:	1600 Sarno Road Suite 109			
City:	Melbourne	State:	FL	Zip: 32935
Phone:	(321)622-8306	Fax:	(321)622-8309	E-Mail: MMartin@auestaffing.com
Website (if applicable):	WWW.AUESTAFFING.COM			
☒ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Limited Liability Company ☐ Other:				
State of Incorporation:				
Number of years in business under company's present name:	10			
Fed Tax ID #:	45-2185132	DUNS #	09-158-3269	
# of FT Employees:	11	# of PT Employees:	1	# of Contracts past/current with gov. agencies: 22
Are you certified with the Florida Secretary of State to conduct business? (Check One) YES: ☒ NO: ☐				
If operating under fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.				
Are you properly licensed/certified by the Federal, State of Florida, and/or local government to perform the specified work? YES: ☒ NO: ☐ Not Applicable: ☐				
Are/will you be properly insured to perform the work? YES: ☒ NO: ☐				
Have you ever defaulted or failed on a contract? (If yes, attach details) YES: ☐ NO: ☒				
Contract Manager for this Contract:	Elizabeth Torres		Title:	Manager
Phone:	(321)622-8306	Fax:	(321)622-8309	E-Mail: ETorres@auestaffing.com
List five (5) references for whom your company has performed services as outlined in this ITB. Attach additional details as needed.				
1.	Company: Brevard County BOCC, Parks & Recreation Department			
	Contact Person:	Hector Lopez	Title:	Assistant Director
	Phone:	(321)633-2046	Fax:	(321)633-2198
			E-Mail:	hector.lopez@brevardfl.gov
	Describe Scope of Work: Handle large number of contracted seasonal workers, primarily during summer camps.			
2.	Company: Brevard County Public Schools			
	Contact Person:	Kevin Thornton	Title:	Director of Food & Nutrition
	Phone:	(321)633-1000 Ext 11690	Fax:	(321)633-3566
			E-Mail:	thornton.kevin@brevardschools.org
	Describe Scope of Work: Provide temporary placement for cafeteria staff, after care workers, and custodians.			
3.	Company: Brevard County Supervisors of Elections			
	Contact Person:	Michelle Moore	Title:	Finance Director
	Phone:	(321)633-2088	Fax:	(321)633-2130
			E-Mail:	mmoore@votebrevard.gov
	Describe Scope of Work: Provide temporary staff such as Poll workers, Clerical Workers & IT Technicians during elections.			
4.	Company: School Board of Seminole County, Florida			
	Contact Person:	Chad Wilsky	Title:	Director/Dining Services
	Phone:		Fax:	
			E-Mail:	chad_wilsky@scps.k12.fl.us
	Describe Scope of Work: Provide staff as requested for office support, custodial, food services and extended day care.			
5.	Company: School Board of Orange County, Florida			
	Contact Person:	Cesar Molina	Title:	HR Area Manager
	Phone:		Fax:	
			E-Mail:	cesar.molina@ocps.net
	Describe Scope of Work: Provide staff as requested for office support, custodial and food services support.			
The undersigned swears to the truth and accuracy of all statements and answers contained herein:				
Authorized Signature:			Date: 3/25/2021	

FORM 5

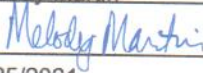
DRUG FREE WORKPLACE CERTIFICATE (Identical Tie Bids)

In accordance with Section 287.087 of the State of Florida Statutes, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

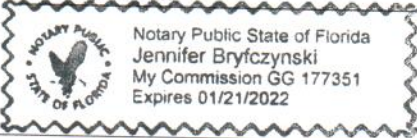
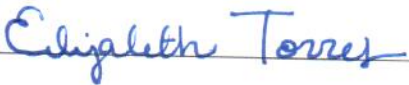
Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

1. Publish a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
3. Give each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
4. Notify the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statements to acknowledge their receipt.
5. Impose a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

As a person authorized to sign this statement, I certify that the above named business, firm or corporation [☒ DOES ☐ DOES NOT] comply fully with the requirements set forth herein.

Company:	AUE Staffing, Inc.
Authorized Representative:	Melody Martin
Signature:	
Date:	3/25/2021

FORM 6

	LOCAL VENDOR PREFERENCE AFFIDAVIT OF ELIGIBILITY		INTERNAL USE ONLY
	City of Melbourne Procurement Division 900 East Strawbridge Avenue Melbourne, FL 32901		
		Phone (321) 608-7062	
Preference Type: ☒ Local-City Business ☒ Local-County Business			
Legal Name of Firm:		AUE Staffing, Inc.	
Contact Person:		Elizabeth Torres	Telephone: (321)622-8306
Email Address:		ETorres@auestaffing.com	Fax: (321)622-8309
Mailing Address:		Physical Address (if different):	
1600 Sarno Road Suite 109 Melbourne, FL 32935			
*Melbourne or County Business Tax Receipt Number:		Current Date Issued:	10/22/2020
☒ Required copies attached?		Previous Date Issued:	10/01/2019
Number of <u>full-time</u> employees working in the City of Melbourne (for city preference) or Brevard County (for county preference):		3	
I certify that my company meets the following qualifications to be eligible for local vendor preference:			
(1) Maintains a valid business tax receipt issued by either the City of Melbourne or Brevard County, at least one (1) year prior to the opening of a bid for which the business may seek local vendor preference, and (2) Maintains a physical business address located within the City of Melbourne or Brevard County, from which the vendor is operating or performing its business, and at which it maintains full-time employees. Note: A post office box shall not be considered a physical business address.			
I certify that under the penalty of perjury, the foregoing statements are true and correct. I also acknowledge that any person, firm, corporation or entity intentionally submitting false information to the City in an attempt to qualify for local preference shall lose the privilege to claim local preference status for a period of two (2) years.			
Authorized Signature:		Date: 3/25/2021	
Printed Name: Melody Martin		Title: President	
NOTARY			
Witness:	Date: 3/25/2021		
			

FORM 7

DISCLOSURE OF SUBCONTRACTORS

N/A

COMPANY LEGAL NAME	
ADDRESS	
PHONE NUMBER	
E-MAIL ADDRESS	
CATEGORY OF WORK	
LICENSE NUMBER (IF APPLICABLE)	
YEARS IN BUSINESS	
COMPANY LEGAL NAME	
ADDRESS	
PHONE NUMBER	
E-MAIL ADDRESS	
CATEGORY OF WORK	
LICENSE NUMBER (IF APPLICABLE)	
YEARS IN BUSINESS	
COMPANY LEGAL NAME	
ADDRESS	
PHONE NUMBER	
E-MAIL ADDRESS	
CATEGORY OF WORK	
LICENSE NUMBER (IF APPLICABLE)	
YEARS IN BUSINESS	

I certify that the above listed subcontractors will perform the indicated category of work. I further certify that any proposed subcontractor changes will be submitted in writing, for approval of the City.

Company Name	AUE Staffing, Inc.		
Authorized Company Representative [Print]	Melody Martin	Title:	President
Authorized Signature			

Not Applicable/ Melody Martin Date: 3/25/2021

FORM 8

CONFIDENTIAL/PROPRIETARY INFORMATION

In compliance with Chapter 119 and 287 of the Florida Statutes, and, except as may be provided by other applicable State and Federal Laws, all Bidders should be aware that the ITB and the bid responses thereto are in the public domain will be available for public inspection and copying thirty days after opening of the bids or until a recommendation of award is made, whichever comes first. Bidders are requested, however, to identify specifically any information contained in their bid that they consider confidential/proprietary and believe to be exempt from disclosure, citing specifically the applicable exempting law. All bids received in response to this ITB become the property of the City of Melbourne and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the CITY.

Any Bidder claiming that its bid contains information that is exempt from the public records law shall provide the specific statutory citations for such exemptions. Clearly mark each section or page that contains confidential or proprietary information. Reference the Tab(s) containing protected information in this section. **Note:** An entire bid cannot be identified as "CONFIDENTIAL" or "PROPRIETARY" and may be considered non-responsive if marked as such.

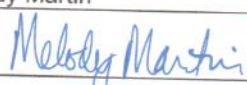
Please mark one:

☒ **NO**, the bid submitted does not contain any confidential/proprietary information.

☐ **YES**, the bid submitted does contain confidential/proprietary information.

If **YES**, clearly mark each page of your bid that contains confidential or other proprietary information and state the reasons why the information is considered confidential or proprietary information and cite the applicable exempting law. **Do not mark the whole bid confidential or proprietary.** Disclosure of requested information will be determined in accordance with the Florida laws, rules and regulations.

INDICATE BELOW THE PAGES OF YOUR BID THAT CONTAIN CONFIDENTIAL OR PROPRIETARY INFORMATION:

DESCRIPTION		PAGE NUMBER/SECTION	
Company:	AUE Staffing, Inc.		
Rep Name:	Melody Martin	Title:	President
Authorized Signature:			Date: 3/25/2021

FORM 9
CERTIFICATION REGARDING LOBBYING

The undersigned [CONTRACTOR] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the CONTRACTOR shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

COMPANY NAME:

AUE Staffing, Inc.

PRINTED NAME OF
CONTRACTOR'S

AUTHORIZED OFFICIAL: Melody Martin

TITLE:

President



3/25/2021

SIGNATURE OF CONTRACTOR'S AUTHORIZED OFFICIAL

DATE:

FORM 10

CONFLICT OF INTEREST CERTIFICATION

Contractor certifies that that they have no present conflict of interest, that they have no knowledge of any conflict of interest that their firm may have, and that Contractor will recuse themselves from any capacity of decision making, approval, disapproval, or recommendation on any contract if they have a conflict of interest or a potential conflict of interest.

Contractors are expected to safeguard their ability to make objective, fair and impartial decisions when performing work for the City of Melbourne, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Contractors performing work for the City of Melbourne should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

Contractor acknowledges that violation of the above mentioned standards could result in the termination of my work for the City of Melbourne.

The undersigned hereby attests that proposing company has no conflicts of interest related to the ITB.

Name of Firm: AUE Staffing, Inc.
Printed Name Melody Martin Title: President
Authorized Signature: Melody Martin
Date: 3/25/2021

FORM 11

NON-COLLUSION AFFIDAVIT

STATE OF

COUNTY

Florida)

Brevard)

Melody Martin, being duly sworn, deposes and says that:

1. He/she is President, of AUE Staffing, Inc.,

Title
Firm/Company

the Bidder that has submitted the attached bid proposal.
2. He/she is fully informed respecting the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting such bid proposal.
3. Such bid proposal is genuine and is not a collusive or sham bid proposal.
4. Neither the said Bidder nor any of its officers, partners, owners, agent representatives, employees or parties in interest including this affiant, has in any way, colluded, conspired, or agreed, directly or indirectly, with any other bidder, firm or person, to submit a collusive or sham proposal in connection with the Agreement for which the attached bid proposal has been submitted or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid proposal or of any other bidder, or to fix any overhead, profit or cost element of the bid proposal price or the bid proposal price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful Agreement any advantage against the City of Melbourne, Florida, or any person interested in the proposed Agreement.
5. The price or prices quoted in the attached bid proposal are fair and proper and are not tainted by any collusion, conspiracy, or unlawful Agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including affiant.

Name of Firm: AUE Staffing, Inc.

Printed Name: Melody Martin

Title: President

Authorized
Signature:

Melody Martin

Date:

03/25/2021

STATE OF

Florida

COUNTY OF

Brevard

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Melody Martin

who, after first being sworn by me affixed his/her signature in the space, provided above on

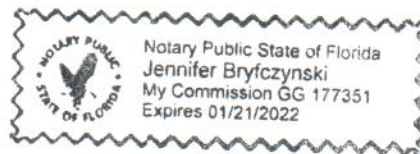
the 25 day of march 20 21

Notary Public

Jennifer Bryczynski

My Commission expires:
(Seal)

1/21/22



FORM 12

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. Contractor Covered Transactions

- a. The prospective contractor certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.
 - b. Has not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in paragraph 1(b) of this certification; and
 - d. Has not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.
2. Where the prospective contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

Name of Firm: AUE Staffing, Inc.

Printed Name: Melody Martin

Title: President

Authorized
Signature:

Melody Martin

Date: 03/25/2021

STATE OF Florida

COUNTY OF Brevard

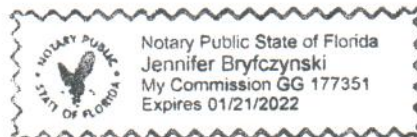
PERSONALLY APPEARED BEFORE ME, the undersigned authority, Melody Martin
who, after first being sworn by me affixed his/her signature in the space, provided above on
the 25 day of March 20 21

Notary Public

Jennifer Bryczynski

My Commission expires:
(Seal)

1/21/22



FORM 13

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES' LIST

Respondent Vendor Name: AUE Staffing, Inc.

FEIN: 45-2185132

Authorized Representative's Name & Title: Melody Martin - President

Address: 1600 Sarno Road Suite 109

City: Melbourne State: Florida Zip: 32935

Phone Number: (321)622-8306 Email: MMartin@auestaffing.com

Sections 287.135 and 215.473, Florida Statutes, prohibit Florida municipalities from contracting with companies, for goods or services over \$1,000,000 that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or to engage in any Business operations with Cuba or Syria. Sections 287.135 and 215.4725 also prohibit Florida municipalities from contracting with companies, for goods or services in any amount that are on the list of Scrutinized Companies that Boycott Israel.

The list of "Scrutinized Companies" is created pursuant to Section 215.473, Florida Statutes. A copy of the current list of "Scrutinized Companies" can be found at the following link:

<https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates/QuarterlyReports.aspx>

As the person authorized to sign on behalf of the Respondent Vendor, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List; or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not participating in a boycott of Israel; and does not have any business operations with Cuba or Syria. I understand that pursuant to Sections 287.135 and 215.473, Florida Statutes, the submission of a false certification may subject the Respondent Vendor to civil penalties, attorney's fees, and/or costs.

I understand and agree that the City may immediately terminate any contract resulting from this solicitation upon written notice if the company referenced above are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) for any contract for goods or services in any amount of monies, it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars (\$1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

Certified By: Melody Martin, who is authorized to sign on behalf of Respondent.

Print Name and Title: Melody Martin

Signature: Melody Martin

FORM 14

CONTRACTOR'S COMPLIANCE WITH EMPLOYMENT ELIGIBILITY REQUIREMENTS
(§448.095, Fla. Stat. – E-Verify)

The E-Verify system is an internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees. Florida Statutes §448.095 provides that any person or entity that has entered or is attempting to enter into a contract with the City of Melbourne to provide labor, supplies or services must register with and use the E-Verify system to verify the work authorization status of all employees hired after January 1, 2021. Further, the contractor must maintain certain required employment compliance records of subcontractors for the duration of the contract with the City of Melbourne.

Contractor Name: AUE Staffing, Inc.

Contractor E-Verify Registration Number: 784783

The undersigned, on behalf of the contractor referenced above, after first being duly sworn, states as follows:

1. That said contractor understands that the contractor must comply with §448.095, Florida Statutes.
2. That the contractor uses the E-Verify system to verify the work eligibility status of employees.
3. That the contractor has enrolled in the E-Verify system under the registration number referenced above and will verify the work eligibility status of employees hired after January 1, 2021 through said registration number throughout the contract period of any and all contracts with the City of Melbourne.
4. That the contractor will maintain affidavits of subcontractors engaged to perform work on any and all contracts with the City of Melbourne.
5. That said contractor further understands that violation of §448.095, Florida Statutes may result in lawful termination of a contract by the City of Melbourne, subjecting the contractor to liability for additional costs incurred by the City of Melbourne as a result of the termination of the contract.

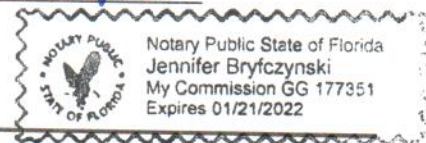
FURTHER AFFIANT SAYETH NOT.

By: Melody Martin
 Print Name: Melody Martin

Sworn to and subscribed before me, by (☒) physical presence or (☐) remote audio-visual means, this 25 day of March, 2021. S/He is personally known to me or has produced Driver's license as identification.

Jennifer Bryczynski
 Notary Public

My commission expires: 1/21/22



FOR CITY USE ONLY:
 Contract: _____
 Date of receipt: _____

**EXHIBIT A4
PRICING SCHEDULE**

CONTRACTOR shall provide all Services (and items incidental thereto) and work set forth in this ITB for the costs stated below.

ITEM	DESCRIPTION	MULTIPLIER
1	General Clerical (Administrative, Secretarial, Office)	1.18920
2	Maintenance, Custodial, Mechanical	1.20880
3	Recreational	1.20640
4	All other positions	1.20510
TOTAL: (ITEMS 1-4)		
5	Percentage of markup for reported tips received by temporary employees performing services. (Markup shall be paid by the CITY to the CONTRACTOR and shall cover costs with no profit margin).	11.55 %
<i>This multiplier and percentage of markup shall not change throughout the term of the contract; however, the CITY'S hourly rate may change.</i>		
Lowest bidder award shall be based on total multiplier Items 1-4.		
Bidder is willing to perform as Secondary or Tertiary CONTRACTOR? YES ☒ NO ☐		

Legal Company Name:	AUE Staffing, Inc.		
Authorized Name & Title:	Melody Martin - President		
I am a legal agent of the above named company and am fully authorized to sign and legally bind the above listed Company to a contract.			
Signature:		Date:	3/25/2021

**THE REMAINDER OF THIS PAGE
INTENTIONALLY LEFT BLANK**

EXHIBIT B
SUPPLEMENTAL PROVISIONS

The following information is required if Bidder is awarded an agreement with the CITY. Please complete this form and submit with bid.

Section 1. Bid. The Contract will be awarded based on CONTRACTOR's bid responding to the CITY's ITB. CONTRACTOR represents and warrants that all information and representations contained in the bid are truthful to the best of CONTRACTOR's knowledge and belief and CONTRACTOR hereby restates and affirms all representations contained in the bid.

Section 2. Performance/Payment Bond. Not required for this ITB.

Section 3. Notice to Parties.

3.1 Notice to the CITY regarding terms and conditions of the Agreement and changes in address/addressee shall be directed to the CITY Procurement Division. Notice and communication with the CITY regarding the Services shall be directed to the CITY Department Contact. Invoices to CITY shall be directed to City of Melbourne, Accounts Payable, 900 East Strawbridge Avenue, Melbourne, Florida 32901.

3.2 Notice and communication and changes in address/addressee to the awarded firm shall be directed to:

Firm Name:	AUE Staffing, Inc.
Contact Name:	Melody Martin
Mailing Address:	1600 Sarno Road Suite 109
	Melbourne, FL 32935
Email Address:	MMartin@auestaffing.com
Phone Number:	(321)622-8306

3.3 Notice of default or notice of termination of Agreement shall be made in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested and shall be addressed as follows:

Firm Name:	AUE Staffing, Inc.
Contact Name:	Melody Martin
Mailing Address:	1600 Sarno Road Suite 109
	Melbourne, FL 32935

A party may unilaterally change its address or addressee by giving notice in writing to the other party as provided in this section. Thereafter, notices and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 4. Insurance Requirements

- A. Commercial General Liability Insurance. CONTRACTOR shall maintain in force for the duration of the contracted period Commercial General Liability Insurance with a limit of not less than \$1,000,000 per occurrence/aggregate and a deductible amount of not more than \$10,000 per claim. The Commercial General Liability Insurance Policy shall be endorsed to list the City of Melbourne as an Additional Insured, be written on an occurrence basis, not claims made, and be issued by an insurance company licensed to do business in the State of Florida with an A.M. Best's rating of A or higher. Other specific policy endorsements may be required by the Contract, depending upon the type and scope of work to be performed. The CONTRACTOR shall require each Subcontractor to maintain Subcontractor's Commercial General Liability Insurance coverage with insurance company licensed in the State of Florida in amounts satisfactory to the CONTRACTOR or insure the activities of the Subcontractors in CONTRACTOR's own policy.
- B. Business Automobile Liability Insurance. CONTRACTOR shall maintain in force for the duration of the contracted period Business Automobile Liability Insurance with a limit not less than \$1,000,000 each accident for all owned, non-owned and hired automobiles. In the event the CONTRACTOR does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the CONTRACTOR to maintain only Hired & Non-Owned Auto Liability Insurance.



AUESTAF-01

MBEATON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/23/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Libertate Insurance Services, LLC
20 N. Orange Ave.,
Suite 500
Orlando, FL 32801

CONTACT

NAME:

PHONE (A/C, No, Ext): (407) 936-2131

FAX (A/C, No):

E-MAIL ADDRESS: PolicyServicing@Libertateins.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Zurich American Insurance Company

INSURER B: American Guarantee & Liability

26247

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

AUE Staffing, Inc.
777 East Altamonte Drive
Altamonte Springs, FL 32701

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			PRA009312005	11/22/2020	11/22/2021	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☒ Professional Liab						MED EXP (Any one person) \$ 10,000
	☒ Abusive Act Liab						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	☒ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 3,000,000
	OTHER:						Combined Agg \$ 5,000,000
A	☐ AUTOMOBILE LIABILITY			PRA009312005	11/22/2020	11/22/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						
	☒ NON-OWNED AUTOS ONLY						
B	☒ UMBRELLA LIAB			UMB036914304	11/22/2020	11/22/2021	EACH OCCURRENCE \$ 4,000,000
	☐ EXCESS LIAB						AGGREGATE \$ 4,000,000
	☐ CLAIMS-MADE						Prod/Comp Ops \$ 4,000,000
	DED ☒ RETENTION \$ 0						PER STATUTE
							OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E L EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E L DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E L DISEASE - POLICY LIMIT \$
A	☐ Employment Practices			EPL050636000	11/22/2020	11/22/2021	Limit \$ 1,000,000
A	☐ Crime-Loss Sustained			PRA009312005	11/22/2020	11/22/2021	EE Dishonest Acts \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured - Designated Person or Organization (Blanket) CG 2026 0413 as required by written contract applies. Waiver of Transfer or Rights of Recovery Against Others to Us (Blanket) CG 2404 0509 as required by written contract applies.

CERTIFICATE HOLDER

City of Melbourne
900 E. Strawbridge Avenue
Melbourne, FL 32901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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The ACORD name and logo are registered marks of ACORD



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER **SUNZ Insurance Solutions, LLC.** ID: (AUE Staffing)
c/o AUE Staffing Inc.
777 East Altamonte Dr.
Altamonte Springs, FL 32701

CONTACT NAME: Melody Martin

PHONE (A/C, No, Ext): 321-397-2555

FAX (A/C, No):

E-MAIL ADDRESS: mmartin@auestaffing.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: United Wisconsin Insurance Company

29157

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
AUE Staffing Inc
777 East Altamonte Dr
Altamonte Springs FL 32701

COVERAGES

CERTIFICATE NUMBER: 60801793

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					
	☐ CLAIMS-MADE ☐ OCCUR					EACH OCCURRENCE \$
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
						PRODUCTS - COMP/OP AGG \$
						\$
	AUTOMOBILE LIABILITY					
	☐ ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					
	☐ EXCESS LIAB ☐ OCCUR					EACH OCCURRENCE \$
	☐ DED ☐ RETENTION \$ ☐ CLAIMS-MADE					AGGREGATE \$
						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WC500-00038-020-SZ	12/1/2020	12/1/2021	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				☒ PER STATUTE ☐ OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. EACH ACCIDENT \$1,000,000
						E.L. DISEASE - EA EMPLOYEE \$1,000,000
						E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers' Compensation coverage applies only to those temporary employees assigned by AUE Staffing Inc, but does not extend any other rights or endorsements, unless explicitly requested.

CERTIFICATE HOLDER

1004

City of Melbourne
900 E Strawbridge Avenue
Melbourne FL 32901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rick Leonard

Common Policy Declarations



Policy Number: PRA 0093120-05

Renewal of: PRA 0093120-04

Named Insured and Address:

AUE Staffing, Inc.
777 East Altamonte Drive
Altamonte Springs, FL 32701

Agency Name and Address:

World Wide Specialty Programs, Inc.
68 South Service Road Suite 235
Melville, NY 11747

Agency Code: 93962000

Policy Period: From: 11/22/2020

To: 11/22/2021

12:01 A.M. local time at the address shown above.

Business Description: Staffing Service

This insurance is provided by one or more of the stock insurance companies which are members of the Zurich-American Insurance Group. The company providing insurance for each applicable coverage part is designated below. The company or companies providing this insurance may be referred to in this policy as "The Company", we, us, or our.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S)

Coverage Part		
Commercial General Liability		
Issued by Zurich American Insurance Company	PREMIUM:	\$9,942.00
Employee Benefits Liability		
Issued by Zurich American Insurance Company	PREMIUM:	\$479.00
Employment Related Practices Liability		
Issued by Zurich American Insurance Company	PREMIUM:	Not Covered
Stop Gap Liability		
Issued by Zurich American Insurance Company	PREMIUM:	\$20.00
Professional Liability		
Issued by Zurich American Insurance Company	PREMIUM:	\$3,394.00
Abusive Acts Liability		
Issued by Zurich American Insurance Company	PREMIUM:	\$557.00
Hired & Non-owned Auto Liability		
Issued by Zurich American Insurance Company	PREMIUM:	\$2,200.00
Crime Coverage		
Issued by Zurich American Insurance Company	PREMIUM:	\$3,306.00
	TRIA PREMIUM:	\$126.00
Total Policy Premium*		\$20,024.00
*This premium does not include Taxes or Surcharges		
Taxes And Surcharges		\$0.00

Endorsements Effective at Inception:

See Schedule Of Forms And Endorsements

Date issued: 11/20/2020

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART FORM(S), FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

Commercial General Liability Declarations



Policy Number: PRA 0093120-05

Item 1. Insured by the stock company below and hereinafter call the Company:
Zurich American Insurance Company
Administrative Office
1400 American Ln
Schaumburg, IL 60196
(800) 382-2150

Item 2. **Named Insured:**
AUE Staffing, Inc.

Agency Name:
World Wide Specialty Programs, Inc.

Agency Code: 93962000

Item 3. **Policy Period:** From: 11/22/2020 To: 11/22/2021 12:01 A.M. local time at the address shown above.

Item 4. Limits of Insurance

General Aggregate Limit	\$	3,000,000	
Products-Completed Operations Aggregate Limit	\$	3,000,000	
Each Occurrence Limit	\$	1,000,000	
Damage To Premises Rented To You Limit	\$	100,000	Any one premises
Medical Expense Limit	\$	10,000	Any one person
Personal And Advertising Injury Limit	\$	1,000,000	Any one person or organization

Item 5. **Annual Premium** \$ 9,942.00
This premium does not include Taxes or Surcharges

Item 6. Endorsements Effective at Inception: See **Schedule Of Forms And Endorsements**

Date issued: 11/20/2020

United Wisconsin Insurance Company

Member Accident Fund Group

A STOCK COMPANY

15200 W. Small Road, New Berlin, WI 53151

WC 00 00 01 H

(Ed. 01/10)

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

NCCI No. 24244 INFORMATION PAGE

NAICS Code 561320

Renewal of Policy Number WC500-00038-019-SZ

POLICY NO. WC500-00038-020-SZ

FEIN: 452185132

Client ID:

1. Insured: AUE Staffing Inc
Mailing 777 East Altamonte Drive
Address Altamonte Springs, FL 32701

☐ Individual ☐ Partnership ☒ Corporation or

Other workplaces not shown above: See Additional Locations Endorsement WC 99 06 05

Additional Named Insured: See Additional Named Insured Endorsement WC 99 06 04

2. Policy Period: The policy is from 12/01/20 to 12/01/21 12:01 A.M. Standard Time, at the Insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here:
FL

B. Employers Liability Insurance : Part Two of the policy applies to work in each state listed in item 3.A.
The limits of our liability under Part Two are:

Bodily Injury by Accident	\$ 1,000,000	each accident
Bodily Injury by Disease	\$ 1,000,000	policy limit
Bodily Injury by Disease	\$ 1,000,000	each employee

C. Other states Insurance: Part Three of the policy applies to the states, if any, listed here:

All States Except HI, ND, OH, WA, WY

D. This policy includes these endorsements and schedules: See Endorsement Schedule WC 99 06 09 A

4. The premium for this policy will be determined by our Manuals of Rules, Classification, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classification	Code No.	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
----------------	----------	---	---------------------------------------	-----------------------------

SEE WC 99 06 01 EXTENSION OF INFORMATION PAGE

Experience Modification	SEE WC 99 06 01 EXTENSION OF
Premium Discount	INFORMATION PAGE
Expense Constant	

MINIMUM PREMIUM \$ 827

TOTAL ESTIMATED ANNUAL PREMIUM

\$ 241,206.00

IF INDICATED BELOW, INTERIM ADJUSTMENTS OF PREMIUM SHALL BE MADE:

☐ Semi-Annually ☐ Quarterly ☐ Monthly

ISSUING OFFICE: Bradenton FL

DATE PRINTED: 12/11/2020

WC 00 00 01 H

(Ed. 01/10)

Countersigned by:

John E. Pappalardo

City of Melbourne

Local Business Tax Receipt
FY 2021

BTR-03926-2020

Classification:

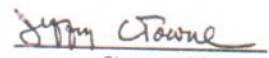
Employment agency

Business: AUE STAFFING, INC.

Location: 1500 SARNO RD #109, Melbourne, FL 32935

Comments / Restrictions:

EMPLOYMENT OFFICE- STAFFING COMPANY


Finance Director

Valid only where all state and local regulated trade licenses/competency cards are in effect for the current fiscal year as required by law.

2020 - 2021

BREVARD COUNTY BUSINESS TAX RECEIPT
SUBJECT TO COUNTY ZONING RESTRICTIONS
TAX RECEIPT SHOULD BE DISPLAYED ON PREMISES

ACCOUNT NO.
170380

THE PERSON(S), OR ENTITY BELOW:

AUE STAFFING INC

777 E ALTAMONTE DR
ALTAMONTE SPRINGS, FL 32701

BUSINESS PERIOD: October 01, 2020 - September 30, 2021
EXPIRES: SEPTEMBER 30, 2021

ISSUED PURSUANT AND SUBJECT TO FLORIDA STATUTES AND BREVARD COUNTY CODE ISSUANCE
DOES NOT CERTIFY COMPLIANCE WITH ZONING OR OTHER LAWS.
BUSINESS TAX RECEIPT IS SUBJECT TO REVOCATION FOR ZONING VIOLATIONS, AND / OR FAILURE
TO MAINTAIN REGULATORY PRE-REQUISITES AS REQUIRED FOR BUSINESS CLASSIFICATION(S), OR
SUBSEQUENT ACTIVITIES. NOTIFY TAX COLLECTOR UPON CLOSING OF BUSINESS.
A PERMIT IS REQUIRED TO ADVERTISE (Including with signage) "GOING OUT OF BUSINESS".

DBA

LOCATION:

1600 SARNO RD
STE 109
MELBOURNE, FL 32935

LISA CULLEN, CFC, Brevard County Tax Collector
P O Box 2500, Titusville, Florida 32781-2500
(321)264-6969 or (321)633-2199

UPON A CHANGE OF OWNERSHIP OR LOCATION,
BUSINESS TAX RECEIPT SHOULD BE TRANSFERRED WITHIN 30 DAYS.

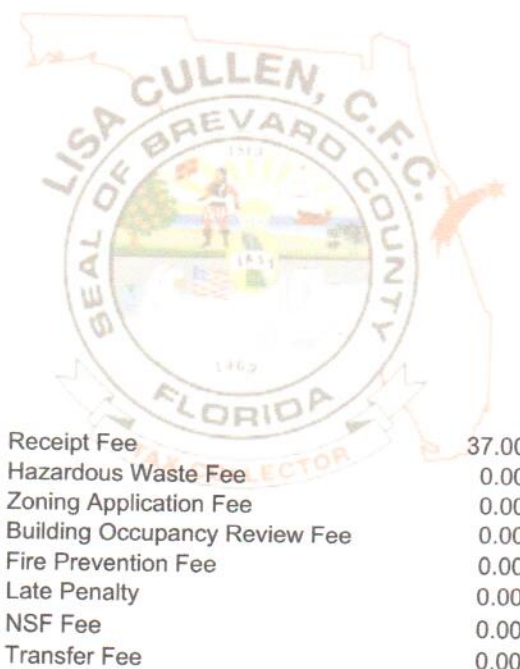
OWNED BY:

AUE STAFFING INC

BUSINESS CLASSIFICATIONS, DISCLAIMERS, AND RELATED FEES:

820005 RECEIPT AMT
470001 GENERAL PUBLIC SERVICE

EXEMPTIONS: 0.00



Receipt Fee	37.00
Hazardous Waste Fee	0.00
Zoning Application Fee	0.00
Building Occupancy Review Fee	0.00
Fire Prevention Fee	0.00
Late Penalty	0.00
NSF Fee	0.00
Transfer Fee	0.00

Paid 002-20-00014676 09/28/2020 37.00

MAIN OFFICE: 400 South St., 6th Floor, Titusville, FL 32780

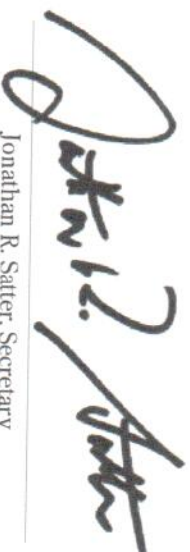
BRANCH OFFICES: Merritt Island Office, 1605 N. Courtenay Pkwy
Melbourne Office, 1515 Sarno Road
Palm Bay Office, 450 Cogan Dr. SE
Titusville Office, 800 Park Ave.
Indian Harbour Beach Office, 240 E. Eau Gallie Blvd.
Viera Office, 2725 Judge Fran Jamieson Way, #A108, Viera, FL 32940

State of Florida

Woman Business Certification

AUE STAFFING INC.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
03/31/2021 to 03/31/2023



Jonathan R. Salter, Secretary
Florida Department of Management Services



City of Melbourne



Procurement Division

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7060 • Fax (321) 608-7070

ADDENDUM # 1

Date Issued: March 22, 2021

ITB No.: ITB-B21014S-0-2021/SN

ITB Title: Temporary Staffing Services-Term Contract

This addendum is issued as part of the aforementioned ITB. Any revisions incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. **Revisions, if applicable, shall be indicated as follows: underlined text is added; strike-through text is deleted.**

The Bidder shall acknowledge receipt of this addendum on Acknowledgement of Addenda form. Failure to do so may subject Bidder to disqualification.

1. QUESTION: How many employees currently work under (or will be anticipated to work under) this contract?

RESPONSE: 59 temporary employees currently work under this contract.

2. QUESTION: Who are the present vendors?

RESPONSE: ManpowerGroup, US, Inc.

3. QUESTION: How many vendors will be awarded as a result of this solicitation?

RESPONSE: It is the intent of the CITY to award this contract to one (1) Primary CONTRACTOR and one (1) or more Secondary CONTRACTORS as it deems necessary to meet its needs and objectives.

4. QUESTION: What are the current billable hourly rates?

RESPONSE: The current multipliers are as follows:

Category A:	Clerical/Secretarial/Administrative/Office	1.21
Category B:	Maintenance/Custodial/Mechanical	1.29
Category C:	Recreational	1.24
Category D:	All other positions	1.21

***There is no list of billable rates. The billable rate will be provided at the time of request.**

5. QUESTION: How much is intended to be spent (dollar value) once the contract is awarded?

RESPONSE: There is no anticipated spend at this time. It is dependent on the needs of the departments/ divisions.

6. QUESTION: Is there a Prevailing/Living wage requirement associated with this project?

RESPONSE: No.

7. QUESTION: Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?

RESPONSE: No.

8. QUESTION: Could you please clarify, what is the mode of submission?

RESPONSE: If submitting via email, provide one complete electronic bid titled "Master Bid" in pdf format. If bid contains confidential information, include copy titled "Redacted

Bid" in pdf format without confidential information. If submitting hard copy please refer to page 7, Section II. C of the ITB.

9. QUESTION: Could you please clarify: Is the vendor to identify the pay rate or will City provide the details?

RESPONSE: The City will provide the pay rate for each position.

10. QUESTION: Could you please clarify: Does temporary employee pay the parking fee for their vehicle?

RESPONSE: There is no parking fee for temporary employees.

11. QUESTION: Will the City of Melbourne reimburse all the costs of Background checks?

RESPONSE: No. See Exhibit A2. Section III C. - SECURITY/BACKGROUND CHECK.

12. QUESTION: Could you please clarify: Regarding Form 6 – Local Vendor Preference Affidavit of Eligibility, is it mandatory for vendors to have Melbourne or County Tax Receipt Number and do we need to provide the copy of evidence?

RESPONSE: Yes, if the vendor is expected to be considered for local vendor preference, the City of Melbourne and/or County tax receipt number is mandatory and a copy needs to be provided.

13. QUESTION: Could you please clarify, is it mandatory for vendors to enclose the details of subcontractors or is it required to have subcontractors partner to bid for this opportunity? (Form 7)

RESPONSE: No subcontractors will be permitted to perform work under the Contract. Form 7-DISCLOSURE OF SUBCONTRACTORS is hereby removed from this ITB.

14. QUESTION: What was the City's spend in the past 2-years?

RESPONSE: FY19 \$1,488,799.34 and FY20 \$1,370,696.62

15. QUESTION: Please provide the response submitted by winning vendor(s) (including pricing).

RESPONSE: Please see attached bid submittal for previously awarded vendor, ManpowerGroup US, Inc.

16. QUESTION: Bid Submittals – If submitting the bid electronically, do you require the original copy mailed?

RESPONSE: No. See response to question 8 above.

17. QUESTION: What type of drug test is required for temporary employees, 5-panel or 10-panel drug test?

RESPONSE: A 12-Panel test is required as follows:

Cocaine

Opiates

THC

METH/AMP

AMP

Benzodiazepines

Barbiturates (BAR)

Methadone (MTD)

Tricyclic Anti-Depressants (TCA)

PCP

MDMA(ECSTASY)

EDDP/ PPX(Methadone metab) (Darvon)

18. QUESTION: What type of background check will need to be performed? Are there different types? If so, what are they and will the awarded vendor be notified which one should be conducted for each position?
- RESPONSE: The type of background check needed will be dependent upon the position. The City will require a Level 2 background check for Recreation positions that will be in contact with or supervising vulnerable groups. Notification will be provided by the City at the time of request.
19. QUESTION: What is considered full time for a temporary worker to qualify for ACA? Would the assignments be long enough to be considered full-time status?
- RESPONSE: The length of the assignment is dependent upon the department need. It is expected that the Staffing Agency will comply with all provisions of the Affordable Care Act (ACA) applicable to its temporary employee(s), including the employer shared responsibility provisions relating to the offer of "Minimum Essential Coverage" to "Full-Time Employees" and their "Dependents" (as those terms are defined in Internal Revenue Code Section 4980H and related regulations) and the applicable reporting provisions under Internal Revenue Code Section 6055 and 6056 and related regulations (the "Reporting Requirements").
20. QUESTION: Could job descriptions be provided for all requested positions?
- RESPONSE: Yes, when a request is made by a department, the specific job description will be forwarded to the CONTRACTOR. All job descriptions may be found on the City's website at <https://www.governmentjobs.com/careers/melbourneflorida/classspecs>
21. QUESTION: Do the 5 references on page 26 Form 4 apply for the Team or just the Prime?
- RESPONSE: Form 4 - Bidder Questionnaire applies to the firm submitting a bid for the services requested.
22. QUESTION: Can you reconfirm that email responses to the ITB are to be sent to your email address?
- RESPONSE: Yes, email responses must be submitted to the email as listed in the front page of the ITB. .
23. QUESTION: Should the Bidder have a subcontractor/team partner?
- RESPONSE: No subcontractors will be permitted to perform work under the Contract.
24. QUESTION: Is it necessary to bid on all job descriptions or selective categories?
- RESPONSE: Bidders are required to submit on all categories.
25. QUESTION: Our firm does not comply with the LOCAL VENDOR PREFERENCE AFFIDAVIT OF ELIGIBILITY, as per Form 6 points (1) and (2). Will that disqualify us from participation?
- RESPONSE: No.
26. QUESTION: Could you describe the "multiplier" and "percentage of markup" you are requesting on Exhibit A4, the pricing schedule?
- RESPONSE: The CONTRACTOR shall provide temporary staffing services based on the following multiplying rate of compensation factors: (e.g. a 17% markup to CITY specified wages = a multiplier of 1.17)
27. QUESTION: Please confirm the number of proposal copies to be submitted while submitting through email?

RESPONSE: See response to question # 8 above.

28. **QUESTION:** Can you please explain the work time schedule for the required candidates?

RESPONSE: Please refer to Exhibit A2 - Performance Standards Section 1.F

29. **QUESTION:** Can you please brief the evaluation criteria for the award & weights assigned to those criteria?

RESPONSE: Please refer to Exhibit A4 – Pricing Schedule – Lowest responsive, responsible bidder shall be based on total multiplier items 1-4.

30. **QUESTION:** Is this a re-compete ITB?

RESPONSE: The current contract was solicited in 2016. This ITB is the only solicitation for temporary staffing services issued since 2016.

31. **QUESTION:** When was the existing contract started and what is the annual monetary spent value of the current contract since inception?

RESPONSE: The current contract commenced on May 1, 2016. The estimated annual monetary spend value is as follows:

FY 2016 \$131,895.79
FY 2017 \$1,303,997.71
FY 2018 \$1,350,003.65
FY 2019 \$1,491,779.34
FY 2020 \$1,377,571.95
FY 2021 \$347,875.47

32. **QUESTION:** What are the minimum guaranteed hours per week for these positions?

RESPONSE: The minimum hours for an assignment is four (4) hours.

33. **QUESTION:** Can you provide us separate job titles for different Job Descriptions mentioned in the pricing schedule table?

RESPONSE: All of the City's job descriptions can be found on the city website as indicated in response to question # 20 above.

34. **QUESTION:** What other positions are to be requested during the contract period mentioned in Exhibit A1, Scope of Work, II. Job Description?

RESPONSE: Any position can be requested based on department needs. All City job descriptions can be found on the City's web site:

Class Specifications | Sorted by ClassTitle ascending | Job Opportunities
(governmentjobs.com)

35. **QUESTION:** What have been the most frequent positions the City uses?

RESPONSE: Landscaping / Grounds worker & Casual Labor Attendant

36. **QUESTION:** What kind of position is anticipated to add in the categories of Recreational and All other positions?

RESPONSE: Recreational :

Casual Labor Attendant
Landscaping /Grounds worker
Lounge Attendant
Janitor/ Cleaner
Food Servers- Non-restaurant
File clerk

All Other:

All City positions can be a request based on the department's needs.

37. QUESTION: How many positions can we expect under this contract throughout the given term?

RESPONSE: There is no anticipated number of positions under the contract throughout the given term. It is dependent on the needs of the departments. There are generally 45 to 50 temporary employees active at all times.

38. QUESTION: What does agency mean by Multiplier? Do we need to provide an Hourly Pay rate or Hourly Billy rate here? Please confirm.

RESPONSE: The multiplier is the mark-up percentage that the City agrees to pay the Contractor over the City's hourly rate for the position that is being filled.

39. QUESTION: Would you be accepting references from the public as well as commercial entities?

RESPONSE: Yes. Public agencies are preferred.

40. QUESTION: Can you please share the amount of business each vendor did under this Contract in previous years?

RESPONSE: ManpowerGroup US, Inc. is our only vendor. Please see Response #31 above.

41. QUESTION: The markup will be paid to the Contractor - does it need to include the pay rate plus taxes only or the cost of benefits too?

RESPONSE: Please see Exhibit A2 - Performance Standards – Section 1L

Bid due date has been changed to: April 15, 2021 no later than 3:00 PM.


Shanequa Nabors
Buyer

City of Melbourne



Procurement Division

900 E. Strawbridge Avenue - Melbourne, FL 32901 - (321) 608-7060 - Fax (321) 608-7070

REVISED - ADDENDUM # 1

Date Issued: March 22, 2021

ITB No.: ITB-B21014S-0-2021/SN

ITB Title: Temporary Staffing Services-Term Contract

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5. QUESTION: How much is intended to be spent (dollar value) once the contract is awarded?
RESPONSE: **There is no anticipated spend at this time. It is dependent on the needs of the departments/ divisions.**
6. QUESTION: Is there a Prevailing/Living wage requirement associated with this project?
RESPONSE: **No.**
7. QUESTION: Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?
RESPONSE: **No.**
8. QUESTION: Could you please clarify, what is the mode of submission?
RESPONSE: **If submitting via email, provide one complete electronic bid titled "Master Bid" in pdf format. If bid contains confidential information, include copy titled "Redacted**

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RESPONSE: A 12-Panel test is required as follows:

Cocaine
Opiates
THC
METH/AMP
AMP
Benzodiazepines
Barbiturates (BAR)
Methadone (MTD)
Tricyclic Anti-Depressants (TCA)
PCP
MDMA(ECSTASY)
EDDP/ PPX(Methadone metab) (Darvon)

18. QUESTION: What type of background check will need to be performed? Are there different types? If so, what are they and will the awarded vendor be notified which one should be conducted for each position?
- RESPONSE: The type of background check needed will be dependent upon the position. The City will require a Level 2 background check for Recreation positions that will be in contact with or supervising vulnerable groups. Notification will be provided by the City at the time of request.
19. QUESTION: What is considered full time for a temporary worker to qualify for ACA? Would the assignments be long enough to be considered full-time status?
- RESPONSE: The length of the assignment is dependent upon the department need. It is expected that the Staffing Agency will comply with all provisions of the Affordable Care Act (ACA) applicable to its temporary employee(s), including the employer shared responsibility provisions relating to the offer of "Minimum Essential Coverage" to "Full-Time Employees" and their "Dependents" (as those terms are defined in Internal Revenue Code Section 4980H and related regulations) and the applicable reporting provisions under Internal Revenue Code Section 6055 and 6056 and related regulations (the "Reporting Requirements").
20. QUESTION: Could job descriptions be provided for all requested positions?
- RESPONSE: Yes, when a request is made by a department, the specific job description will be forwarded to the CONTRACTOR. All job descriptions may be found on the City's website at <https://www.governmentjobs.com/careers/melbourneflorida/classspecs>
21. QUESTION: Do the 5 references on page 26 Form 4 apply for the Team or just the Prime?
- RESPONSE: Form 4 - Bidder Questionnaire applies to the firm submitting a bid for the services requested.
22. QUESTION: Can you reconfirm that email responses to the ITB are to be sent to your email address?
- RESPONSE: Yes, email responses must be submitted to the email as listed in the front page of the ITB. .
23. QUESTION: Should the Bidder have a subcontractor/team partner?
- RESPONSE: No subcontractors will be permitted to perform work under the Contract.
24. QUESTION: Is it necessary to bid on all job descriptions or selective categories?
- RESPONSE: Bidders are required to submit on all categories.
25. QUESTION: Our firm does not comply with the LOCAL VENDOR PREFERENCE AFFIDAVIT OF ELIGIBILITY, as per Form 6 points (1) and (2). Will that disqualify us from participation?
- RESPONSE: No.
26. QUESTION: Could you describe the "multiplier" and "percentage of markup" you are requesting on Exhibit A4, the pricing schedule?
- RESPONSE: The CONTRACTOR shall provide temporary staffing services based on the following multiplying rate of compensation factors: (e.g. a 17% markup to CITY specified wages = a multiplier of 1.17)
27. QUESTION: Please confirm the number of proposal copies to be submitted while submitting through email?

RESPONSE: See response to question # 8 above.

28. **QUESTION:** Can you please explain the work time schedule for the required candidates?

RESPONSE: Please refer to Exhibit A2 - Performance Standards Section 1.F

29. **QUESTION:** Can you please brief the evaluation criteria for the award & weights assigned to those criteria?

RESPONSE: Please refer to Exhibit A4 – Pricing Schedule – Lowest responsive, responsible bidder shall be based on total multiplier items 1-4.

30. **QUESTION:** Is this a re-compete ITB?

RESPONSE: The current contract was solicited in 2016. This ITB is the only solicitation for temporary staffing services issued since 2016.

31. **QUESTION:** When was the existing contract started and what is the annual monetary spent value of the current contract since inception?

RESPONSE: The current contract commenced on May 1, 2016. The estimated annual monetary spend value is as follows:

FY 2016 \$131,895.79
FY 2017 \$1,303,997.71
FY 2018 \$1,350,003.65
FY 2019 \$1,491,779.34
FY 2020 \$1,377,571.95
FY 2021 \$347,875.47

32. **QUESTION:** What are the minimum guaranteed hours per week for these positions?

RESPONSE: The minimum hours for an assignment is four (4) hours.

33. **QUESTION:** Can you provide us separate job titles for different Job Descriptions mentioned in the pricing schedule table?

RESPONSE: All of the City's job descriptions can be found on the city website as indicated in response to question # 20 above.

34. **QUESTION:** What other positions are to be requested during the contract period mentioned in Exhibit A1, Scope of Work, II. Job Description?

RESPONSE: Any position can be requested based on department needs. All City job descriptions can be found on the City's web site:

Class Specifications | Sorted by ClassTitle ascending | Job Opportunities
(governmentjobs.com)

35. **QUESTION:** What have been the most frequent positions the City uses?

RESPONSE: Landscaping / Grounds worker & Casual Labor Attendant

36. **QUESTION:** What kind of position is anticipated to add in the categories of Recreational and All other positions?

RESPONSE: Recreational :

Casual Labor Attendant
Landscaping /Grounds worker
Lounge Attendant
Janitor/ Cleaner
Food Servers- Non-restaurant
File clerk

All Other:

All City positions can be a request based on the department's needs.

37. QUESTION: How many positions can we expect under this contract throughout the given term?

RESPONSE: There is no anticipated number of positions under the contract throughout the given term. It is dependent on the needs of the departments. There are generally 45 to 50 temporary employees active at all times.

38. QUESTION: What does agency mean by Multiplier? Do we need to provide an Hourly Pay rate or Hourly Billy rate here? Please confirm.

RESPONSE: The multiplier is the mark-up percentage that the City agrees to pay the Contractor over the City's hourly rate for the position that is being filled.

39. QUESTION: Would you be accepting references from the public as well as commercial entities?

RESPONSE: Yes. Public agencies are preferred.

40. QUESTION: Can you please share the amount of business each vendor did under this Contract in previous years?

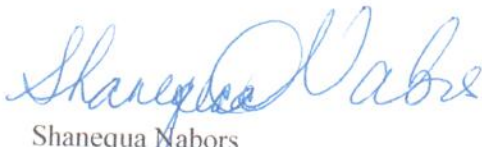
RESPONSE: ManpowerGroup US, Inc. is our only vendor. Please see Response #31 above.

41. QUESTION: The markup will be paid to the Contractor - does it need to include the pay rate plus taxes only or the cost of benefits too?

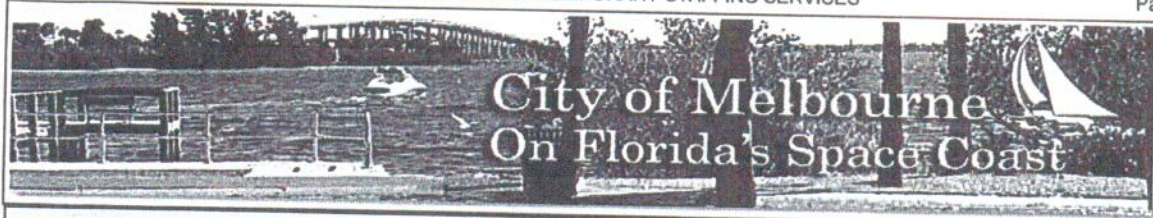
RESPONSE: Please see Exhibit A2 - Performance Standards – Section 1L

Revision #1-Addendum #1 to include copy of response submitted by winning vendor per question #15.

Bid due date has been changed to: April 15, 2021 no later than 3:00 PM. Zoom Bid opening has been changed to 4:00 PM.



Shanequa Nabors
Buyer



INVITATION TO BID

Bid Number:	ITB-02-038-0-2016/BB		
Bid Title:	TEMPORARY STAFFING SERVICES		
Date Issued:	February 5, 2016		
Pre-Bid Conference:	☐ YES ☐ NO Mandatory ☐ YES ☐ NO Time/Date: N/A		
Pre-Bid Location:	N/A		
Requests for clarification and exceptions to terms & conditions regarding this bid request must be submitted in writing via email, fax, or mail on or before: <u>2/18/16</u> by <u>12:00 PM ET</u>			
BID DUE DATE/TIME: FEBRUARY 25, 2016 no later than 3:00 PM ET			
Location: Procurement Division, 900 E. Strawbridge Avenue, 2 nd Floor, Melbourne, FL 32901			
Contact:	Brigitte Bache, Sr. Buyer	Ph: 321-608-7063	Fax: 321-608-7070 bbache@melbourneflorida.org

BIDDER'S CERTIFICATION AND ACKNOWLEDGEMENT OF ADDENDA

ADDENDA: The Bidder hereby acknowledges receipt of the following Addenda:									
# 1	Dated: 2/8/16	#	Dated:	#	Dated:	#	Dated:	#	Dated:
# 2	Dated: 2/22/16	#	Dated:	#	Dated:	#	Dated:	#	Dated:
(Bidder to insert # of each Addendum received). Bidder understands failure to acknowledge any addenda issued may cause the bid to be considered non-responsive. Bidders may contact the Procurement Division at 321-608-7060 or email procurement@melbourneflorida.org to confirm the number of addenda (if any) that have been issued.									

The signed Bidder certifies that the items of material or services offered in this invitation meet the required minimum specifications and that all required attachments are included in submitted bid package. It is understood that any item offered as an alternate not meeting specifications may be rejected.

Bidder further certifies that all information contained in this bid is truthful to the best of Bidder's knowledge and belief and that they are duly authorized to submit the bid on behalf of the vendor/contractor and that the vendor/contractor is ready, willing, and able to perform if awarded the bid.

Bidder offers and agrees to furnish the goods and/or services, specified in the invitation, at the prices or rates quoted in their bid. Bid prices and terms shall be firm for ninety (90) days from the date of bid opening, unless otherwise specified in this Invitation to Bid.

Bidder Company Name:		
J Mark Inc. of Central Florida d/b/a Manpower		
Street Address:		
1005 East Strawbridge Avenue		
City	State:	Zip Code:
Melbourne	FL	32901
Telephone:	Fax:	
321-242-2296	321-821-4921	
E-Mail:		
Lisa.H@mnpr.com		
Print Name:	Title:	
Lisa Hancock	Executive Vice President	
Authorized Signature:	Date:	
Lisa Hancock	3/1/16	

ITB released by
Buyer Initials: BB

BID SUBMITTAL CHECKLIST			
Bids may be subject to rejection if all required forms and documents, fully executed where required, are not submitted with bid package.			
Please submit your bid in the following order:			
Item	DESCRIPTION	Indicate if items are included with Bid:	
		YES	NO
1	ITB ATTACHMENTS:		
	BIDDER CERTIFICATION – ITB Cover Page (Original signed, in ink, by authorized representative.)	✓	
	BID SUBMITTAL CHECKLIST – (This page)	✓	
	ATTACHMENT A – BIDDER QUESTIONNAIRE	✓	
	ATTACHMENT B – REFERENCE QUESTIONNAIRES – BIDDER HAS SENT FORM TO ALL REFERENCES. (Bidders are to verify that the CITY has received completed reference questionnaires from their references)	✓	
	ATTACHMENT C – DRUG FREE WORKPLACE CERTIFICATE	✓	
	ATTACHMENT D – LOCAL VENDOR PREFERENCE AFFIDAVIT OF ELIGIBILITY (if applicable)	✓	
2	ITB EXHIBITS:		
	EXHIBIT A4 – PRICING SCHEDULE	✓	
	EXHIBIT B – CITY'S SUPPLEMENTAL PROVISIONS (Complete information in section 3)	✓	
3	ADDITIONAL DOCUMENTS:		
	PROOF OF INSURANCE: CERTIFICATE OF INSURANCE OR A COPY OF POLICY'S DECLARATIONS' PAGE	✓	

When preparing all forms, be sure to use the proper company legal name as it is legally registered in the state in which you are established, followed by any DBA/fictitious name.

Company JMark Inc. of Central Florida Signature Lisa Hancock Date: 3/1/16
d/b/a Manpower

ATTACHMENT A

BIDDER QUESTIONNAIRE

The following questions must be answered and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Bidder may submit any additional information desired.

Company Name:	JMark Inc of Central Florida		d/b/a (if applicable)	Manpower	
Street / PO Box:	1005 East Strawbridge Avenue				
City:	Melbourne		State:	FL	Zip: 32901
Phone:	321-242-2296	Fax:	321-821-4921	E-Mail:	Lisa.t@manpower.com
Website (if applicable):	www.manpower.com				
☐ Sole Proprietor ☐ Partnership ☒ Corporation ☐ Joint Venture ☐ Other					
Number of years in business under company's present name:	25				
Fed Tax ID #:	59-3114570		DUNS #	03-337-5557	
Are you certified with the Florida Secretary of State to conduct business? (Check One) YES: ☒ NO: ☐					
If operating under fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.					
Are you properly licensed/certified by the Federal, State of Florida, and/or local government to perform the specified work? YES: ☒ NO: ☐ Not Applicable: ☐ ATTACH COPY OF ALL APPLICABLE LICENSING/CERTIFICATION DOCUMENTS					
Are/will you be properly insured to perform the work? YES: ☒ NO: ☐					
Contact for this Contract:	Lisa Hancock		Title:	Exec. Vice President	
Phone:	407-774-4242	Fax:	407-774-9288	E-Mail:	Lisa.t@manpower.com
Have you ever defaulted or failed on a contract? (If yes, attach details) YES: ☐ NO: ☒					
List at least three (3) references for which you have provided these services (same scope/size) in the past five (5) years - preferably government agencies. BIDDERS ARE RESPONSIBLE FOR SENDING REFERENCE QUESTIONNAIRE (ATTACHMENT B) TO THEIR REFERENCES.					
1.	Company: CareerSource Central Florida				
	Contact Person:	Leo Alvarez		Title:	CFO
	Phone:		Fax:	E-Mail:	LAlvarez@careersourcecf.com
	Describe Scope of Work: Clerical, industrial, IT				
2.	Company: Lynx				
	Contact Person:	Debbie Toler		Title:	HR Analyst-Generalist
	Phone:	407-254-6061	Fax:	407-254-6273	E-Mail: DToler@go.lynx.com
	Describe Scope of Work: Clerical, engineering, IT, industrial				
3.	Company: City of Cocoa				
	Contact Person:	Brian Cail		Title:	H.R. Coordinator
	Phone:	321-433-8447	Fax:	E-Mail:	bcaill@cocoatl.org
	Describe Scope of Work: Clerical, industrial				
4.	Company: Knowledge Services (State of Florida)				
	Contact Person:	Rachel Flanders		Title:	Program Manager
	Phone:	850-597-7253	Fax:	E-Mail:	rachelfl@knowledgeservices.com
	Describe Scope of Work: Clerical, industrial, data entry				
5.	Company:				
	Contact Person:			Title:	
	Phone:		Fax:	E-Mail:	
	Describe Scope of Work:				
The undersigned swears to the truth and accuracy of all statements and answers contained herein:					
Authorized Signature: Lisa Hancock			Date: 3/1/16		

ATTACHMENT B**City of Melbourne****TEMPORARY STAFFING SERVICES****Reference Questionnaire**

The City of Melbourne, as a part of the ITB, requires proposing Companies to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The Bidder is required to send the reference form (the following two pages) to each business reference listed on Bidder Questionnaire. The business reference, in turn, is requested to submit the Reference Form directly to the City of Melbourne Procurement Division by the date indicated on the form for inclusion in the evaluation process. The form and information provided will become a part of the submitted bid. The business reference may be contacted for validation of the response. It is the Bidder's responsibility to verify their references have been received by the City of Melbourne Procurement Division by the date indicated on the reference form.

ATTACHMENT C

DRUG FREE WORKPLACE CERTIFICATE (Identical Tie Bids)

In accordance with Section 287.087 of the State of Florida Statutes, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

1. Publish a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
3. Give each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
4. Notify the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statements to acknowledge their receipt.
5. Impose a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

As a person authorized to sign this statement, I certify that the above named business, firm or corporation [☒ DOES ☐ DOES NOT] comply fully with the requirements set forth herein.

Company:	JMark Inc of Central Florida d/b/a Manpower
Authorized Representative:	Lisa Hancock
Signature:	Lisa Hancock
Date:	3/1/16

ATTACHMENT D

LOCAL VENDOR PREFERENCE AFFIDAVIT OF ELIGIBILITY		INTERNAL USE ONLY
City of Melbourne Procurement Division 900 East Strawbridge Avenue Melbourne, FL 32901		Phone (321) 608-7062
Preference Type: ☒ Local-City Business ☒ Local-County Business		
Legal Name of Firm: JMark Inc. of Central Florida d/b/a Manpower		
Contact Person: Lisa Hancock		Telephone: 321-242-2296
Email Address: Lisa@manpower.com		Fax: 321-821-4921
Mailing Address:		Physical Address (if different):
1005 East Strawbridge Ave Melbourne, Florida 32901		Same
*Melbourne or County Business Tax Receipt Number: 29005		Current Date Issued: 10/5/2015
☒ Required copies attached?		Previous Date Issued: 5/11/2015
Number of full-time employees working in the City of Melbourne (for city preference) or Brevard County (for County preference):		4
I certify that my company meets the following qualifications to be eligible for local vendor preference:		
(1) Maintains a valid business tax receipt issued by either the City of Melbourne or Brevard County, at least one (1) year prior to the opening of a bid for which the business may seek local vendor preference, and		
(2) Maintains a physical business address located within the City of Melbourne or Brevard County, from which the vendor is operating or performing its business, and at which it maintains full-time employees. Note: A post office box shall not be considered a physical business address.		
I certify that under the penalty of perjury, the foregoing statements are true and correct. I also acknowledge that any person, firm, corporation or entity intentionally submitting false information to the CITY in an attempt to qualify for local preference shall lose the privilege to claim local preference status for a period of two (2) years.		
Authorized Signature: Lisa Hancock		Date: 2/29/16
Printed Name: Lisa Hancock		Title: Executive Vice President
NOTARY		
Witness: Elaine Hinkley		Date: 2/29/16
		

H522-523-59-705-0

BELOW IS YOUR LOCAL BUSINESS TAX RECEIPT
PLEASE DETACH AND CONSPICUOUSLY DISPLAY TO PUBLIC VIEW

* * * N O T I C E * * *

THIS RECEIPT MUST BE RENEWED BY
9/30/2016

Renewal AFTER 9/30/2016 will result in late
fees of up to 25% of the annual cost.

City of Melbourne

Local Business Tax Receipt
FY 2016

BTR 29005



Business Name: MANPOWER TEMPORARY SERVICES
Location: 1005 E Strawbridge Av

Classification:

070 Employment/help Supply Servic

Comments/ Restrictions:

Michael M. Ernie

Issue Date 10/5/2015

Exp Date: 9/30/2016

TAX RECEIPT SHALL BE TRANSFERRED WITHIN 30 DAYS OF CHANGE OF OWNERSHIP OR LOCATION. NOTIFY REVENUE OFFICE UPON CLOSING BUSINESS

**ATTACHMENT E
PROPOSED SUBCONTRACTOR FORM**

COMPANY NAME	
LOCATION/ADDRESS	
PHONE NUMBER	
E-MAIL ADDRESS	
# OF EMPLOYEES	
% WORK EXPECTED TO BE COMPLETED BY SUBCONTRACTOR	
SERVICES TO BE PERFORMED	
YEARS IN BUSINESS	

COMPANY NAME	
LOCATION/ADDRESS	
PHONE NUMBER	
E-MAIL ADDRESS	
# OF EMPLOYEES	
% WORK EXPECTED TO BE COMPLETED BY SUBCONTRACTOR	
SERVICES TO BE PERFORMED	
YEARS IN BUSINESS	

COMPANY NAME	
LOCATION/ADDRESS	
PHONE NUMBER	
E-MAIL ADDRESS	
# OF EMPLOYEES	
% WORK EXPECTED TO BE COMPLETED BY SUBCONTRACTOR	
SERVICES TO BE PERFORMED	
YEARS IN BUSINESS	

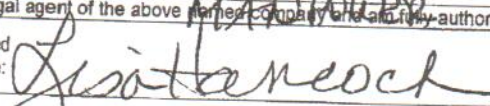
The undersigned representative of the Bidder states that the Bidder has contacted the Subcontractors listed below and that they have agreed to perform the scope of work outlined in these proposal specifications for the dollar value set forth in this bid submittal and that the following information regarding the Subcontractors is true and correct to the best of his/her knowledge.

Signature	<i>Diana Hancock</i>	Title	<i>EUP</i>	Date	<i>3/1/16</i>
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EXHIBIT A4

REVISED PRICING SCHEDULE FOR ADDENDUM #2

CONTRACTOR shall provide temporary staffing services based on the following multiplying rate compensation factors: (e.g. a 17% markup to CITY specified wages = a multiplier of 1.17)

ITEM	DESCRIPTION	Multiplier
The Bidder's proposed multiplier rate shall include all costs such as: contracted worker rate, social security taxes, Medicare taxes, state and federal unemployment insurance, worker's compensation insurance, Affordable Care Act (ACA), liability insurance, advertising, recruiting, background checks, drug testing, administrative costs (payroll, admin, etc.)		
A	Category A Employees: Clerical/Secretarial/Administrative/Office	1.21
B	Category B Employees: Maintenance/Custodial/Mechanical	1.29
C	Category C Employees: Recreational	1.24
D	Category D Employees: All other positions	1.21
Guaranteed minimum number of hours per approved position for temporary staffing services		4 Hours
Company: J Mark Inc of Central Florida d/b/a J Mark Inc	Printed Name: (Authorized Rep) Lisa Hancock	Title: Executive Vice President
I am a legal agent of the above named company and am fully authorized to sign and bind the above listed Company to the contract.		
Authorized Signature: 		Date: 3/1/16

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EXHIBIT B**SUPPLEMENTAL PROVISIONS**

Section 1. Bid. This Contract is awarded based on CONTRACTOR'S Bid responding to CITY'S ITB. CONTRACTOR represents and warrants that all information and representations contained in the Bid is truthful to the best of CONTRACTOR'S knowledge and belief and CONTRACTOR hereby restates and affirms all representations contained in the Bid.

Section 2. Performance Bonds. No performance bonds or payment bonds are required by this Contract.

Section 3. Notice to Parties

- A. Notice to the CITY regarding terms and conditions of the Contract and changes in address/addressee shall be directed to the CITY Procurement Contact as identified on the cover page of this Contract. Notice and communication with the CITY regarding the Services shall be directed to the CITY department contact as identified on the cover page of this Contract. Payment to CITY shall be directed to City of Melbourne, Accounts Receivable, 900 East Strawbridge Avenue, Melbourne, Florida 32901.
- B. Notice and communication and changes in address/addressee to the CONTRACTOR shall be directed to the CONTRACTOR Contact as identified on the cover page of this Contract.
- C. Notice of default or notice of termination of this Contract shall be made in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested and shall be addressed as follows:

If to the CITY

Procurement & Contracts Manager
Procurement Division
City of Melbourne
900 East Strawbridge Avenue
Melbourne, Florida 32901

If to CONTRACTOR:

IMark Inc of Central Florida d/b/a Manpower
1005 East Strawbridge Avenue
Melbourne, FL 32901

A party may unilaterally change its address or addressee by giving notice in writing to the other party as provided in this section. Thereafter, notices and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 4. Insurance Requirements

- A. CONTRACTOR shall maintain in force for the duration of the contracted period Commercial General Liability, Workers Compensation, and, if vehicles are used in the delivery of contracted service, Auto Liability insurance coverage.
- B. Proof of Insurance. CONTRACTOR shall submit proof of the required insurance to city in the form of Certificates of Insurance or a copy of their policy's declaration page.

Section 5. Other Provisions

- A. Paragraph ____ of the Standard Terms and Conditions of Agreement - Services shall be modified as follows:



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
02/04/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Central, Inc.
Milwaukee WI Office
10700 Research Drive
Suite 450
Milwaukee WI 53226 USA

CONTACT NAME:
PHONE
(A/C. No. Ext.): (866) 283-7122 **FAX**
(A/C. No.): (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Federal Insurance Company

20281

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
J-Mark, Inc. of Central Florida
dba Manpower
445 West State Road 436
Suite 1013
Altamonte Springs FL 32714 USA

COVERAGES

CERTIFICATE NUMBER: 570061127238

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:			35207790	03/01/2016	03/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			73508789	03/01/2016	03/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION			79850970	03/01/2016	03/01/2017	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT
A	Misc Liab cvg			35207790 Crime SIR applies per policy terms & conditions	03/01/2016	03/01/2017	Employee Theft \$2,000,000 Included Client Coverage Included Third Party Dishone: Included

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Coverage.

CERTIFICATE HOLDER

J-Mark, Inc. of Central Florida
dba Manpower
445 West State Road 436, Suite 1013
Altamonte Springs FL 32714 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

Holder Identifier :

Certificate No : 570061127238



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
02/08/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Central, Inc.
Milwaukee WI Office
10700 Research Drive
Suite 450
Milwaukee WI 53226 USA

CONTACT NAME:
PHONE (A/C No. Ext): (866) 283-7122 FAX (A/C No.): (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Lloyd's Syndicate No. 2623 AA1128623
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

INSURED
J-Mark, Inc. of Central Florida
dba Manpower
445 West State Road 436
Suite 1013
Altamonte Springs FL 32714 USA

COVERAGES

CERTIFICATE NUMBER: 570061151531

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☐ OCCUR						EACH OCCURRENCE
							DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)
							PERSONAL & ADV INJURY
							GENERAL AGGREGATE
							PRODUCTS - COM/OP AGG
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	☐ POLICY ☐ PRO-JECT ☐ LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per person)
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					BODILY INJURY (Per accident)
							PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB	☐ OCCUR					
	EXCESS LIAB	☐ CLAIMS-MADE					EACH OCCURRENCE
	DED ☐ RETENTION						AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y ☐ N	N/A				PER STATUTE ☐ OTHER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT
A	E&O-PL-Primary			QK1603464 Claims Made SIR applies per policy terms & conditions	03/01/2016	03/01/2017	E.L. DISEASE-EA EMPLOYEE
							E.L. DISEASE-POLICY LIMIT
							Aggregate Occurrence
							\$15,000,000
							\$15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Coverage.

CERTIFICATE HOLDER

CANCELLATION

J-Mark, Inc. of Central Florida
dba Manpower
445 West State Road 436, Suite 1013
Altamonte Springs FL 32714 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

City of Melbourne



Procurement Division

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7060 • Fax (321) 608-7070

ADDENDUM #1

Date Issued: February 8, 2016

ITB No.: ITB-02-038-0-2016/BB

ITB Title: Temporary Staffing Services

This addendum is issued as part of the aforementioned ITB. The changes incorporated herein are an amendment to and supersede those conditions shown in the original solicitation.

The Bidder shall acknowledge receipt of this addendum in the space provided on the Bidder's Certification and Acknowledgement of Addenda form. Failure to do so may subject Bidder to disqualification.

Question 1: What is the annual budget for this contract?

Answer: There is no budget for temporary staffing. It is expensed on an as-needed basis.

Question 2: Who is the current vendor on contract?

Answer: Spherion Staffing, LLC, Melbourne, Florida.

Question 3: What is the award date of current contract?

Answer: The contract was originally awarded to MSS Staffing, Inc. by City Council on February 12, 2013. The originally awarded vendor closed their business and ended their contract as of August 2, 2014. The contract was awarded to Spherion Staffing, LLC by City Council on May 27, 2014 based on original bid results and the City's local vendor preference ordinance. Spherion's contract effective date was June 2, 2014.

Question 4: What were the hourly billing rates for each category at time of award?

Answer: The multipliers originally awarded were as follows:

Category A:	Clerical/Secretarial/Administrative/Office	1.17
Category B:	Maintenance/Custodial/Mechanical	1.18
Category C:	Recreational	1.17
Category D:	All other positions	1.17

Question 5: What were the prevailing wage requirements at time of award?

Answer: There were no prevailing wage requirements.

Question 6: What are the current billing rates?

Answer: The current multipliers are as follows:

Category A:	Clerical/Secretarial/Administrative/Office	1.22
Category B:	Maintenance/Custodial/Mechanical	1.28
Category C:	Recreational	1.25
Category D:	All other positions	1.22

Per the Affordable Care Act the City also pays the current vendor \$0.29 per billable hour up to a maximum annual fee of \$6,800.

Question 7: May we be provided with the bid tabulation from current contract?

Answer: The bid tabulation is attached to this Addendum.

Bid due date and time remain unchanged: February 25, 2016 no later than 3:00 PM.

Lanae Gilmore

Lanae Gilmore, CPPO, CPPB
Procurement & Contracts Manager

Qua Hancock

City of Melbourne



Procurement Division

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7060 • Fax (321) 608-7070

ADDENDUM #2

Date Issued: February 22, 2016

ITB No.: ITB-02-038-0-2016/BB

ITB Title: Temporary Staffing Services

This addendum is issued as part of the aforementioned ITB. The changes incorporated herein are an amendment to and supersede those conditions shown in the original solicitation.

The Bidder shall acknowledge receipt of this addendum in the space provided on the Bidder's Certification and Acknowledgement of Addenda form. Failure to do so may subject Bidder to disqualification.

Question 1: Can you share what the dollar spend was in 2014 and 2015 under this contract?

Answer: The approximate spend for fiscal years 2014 and 2015 are as follows:

FY 2014 (10/1/13 – 9/30/14): \$362,530 FY 2015 (10/1/14 - 9/30/15): \$351,348

Question 2: For each of the Categories (A, B, C, and especially D) can you give the job titles used historically and any job descriptions you might have used?

Answer: The majority of temporary staff the City hires fall into Category C "Recreational": This includes Parks and Recreation and the City's Golf Courses. The most common positions are Recreation Aides, Golf Course/Pro Shop Attendants, and Snack Bar Attendants. Category A "Clerical/Secretarial/Administrative" positions are used occasionally as needed. Category D "All other positions" is seldom used.

Question 3: What is the average length of an assignment?

Answer: The City does not track the average length of assignments. Occasionally the City will need temporary staff for a few weeks for someone out on leave. Golf Course assignments are long-term in nature and can last for multiple years.

Question 4: Can we submit one or two categories or do we have to submit for all items?

Answer: Bidders are to submit multiplier rates for all categories.

Question 5: Can the City provide job descriptions and titles for expected positions within scope of this bid?

Answer: The job descriptions for long-term positions for Golf Course and Pro Shop Attendants are attached this addendum. There is no way for the City to anticipate what other positions are expected.

Question 6: Is City open to including the ACA costs in the proposed mark-up, as opposed to billed separately? The pricing schedule format doesn't allow for room to indicate a shift to include the cost in the pricing instead of a separate billable item.

Answer: After further research, the City determined that ACA costs should not be a separate cost to the City. Bidders shall submit multiplier rates that are all-inclusive (this includes ACA costs). See Revised Exhibit A4 Pricing Schedule attached to this addendum.

Bid due date and time is extended to: March 1, 2016 no later than 3:00 PM.

Lanae Gilmore

Lanae Gilmore, CPPO, CPPB
Procurement & Contracts Manager

Lisa Anasch

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Detail by Entity Name

Florida Profit Corporation

J MARK INC. OF CENTRAL FLORIDA

Filing Information

Document Number	V29321
FEI/EIN Number	59-3114570
Date Filed	04/17/1992
State	FL
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	09/26/2007
Event Effective Date	NONE

Principal Address

445 WEST STATE ROAD 436, SUITE 1013
ALTAMONTE SPRINGS, FL 32714

Changed: 02/22/2012

Mailing Address

PO BOX 3097
EAU CLAIRE, WI 54702

Changed: 05/29/2009

Registered Agent Name & Address

INCORP SERVICES INC
17888 67TH COURT NORTH
LOXAHATCHEE, FL 33470

Name Changed: 04/26/2005

Address Changed: 09/13/2006

Officer/Director Detail

Name & Address

Title VP

HIAWATHA, IA 52233

Title P

FREDERIKSON, DAVID M
1119 REGIS CRT, SUITE 260
EAU CLAIRE, WI 54701

Annual Reports

Report Year	Filed Date
2014	01/09/2014
2015	01/12/2015
2016	03/04/2016

Document Images

03/04/2016 -- ANNUAL REPORT	View image in PDF format
01/12/2015 -- ANNUAL REPORT	View image in PDF format
01/09/2014 -- ANNUAL REPORT	View image in PDF format
02/01/2013 -- ANNUAL REPORT	View image in PDF format
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02/18/2011 -- ANNUAL REPORT	View image in PDF format
02/19/2010 -- ANNUAL REPORT	View image in PDF format
05/29/2009 -- ANNUAL REPORT	View image in PDF format
04/03/2008 -- ANNUAL REPORT	View image in PDF format
09/26/2007 -- REINSTATEMENT	View image in PDF format
07/10/2006 -- ANNUAL REPORT	View image in PDF format
04/26/2005 -- ANNUAL REPORT	View image in PDF format
01/23/2004 -- ANNUAL REPORT	View image in PDF format
02/27/2003 -- ANNUAL REPORT	View image in PDF format
03/18/2002 -- Name Change	View image in PDF format
01/30/2002 -- ANNUAL REPORT	View image in PDF format
04/06/2001 -- ANNUAL REPORT	View image in PDF format
04/18/2000 -- ANNUAL REPORT	View image in PDF format
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FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS[Home](#)[Contact Us](#)[E-Filing Services](#)[Document Searches](#)[Forms](#)[Help](#)[Previous on List](#)[Next on List](#)[Return to List](#)[Filing History](#)**Fictitious Name Detail****Fictitious Name**

MANPOWER TEMPORARY SERVICES

Filing Information

Registration Number G09000176903

Status ACTIVE

Filed Date 11/17/2009

Expiration Date 12/31/2019

Current Owners 1

County SEMINOLE

Total Pages 2

Events Filed 1

FEI/EIN Number 59-3114570

Mailing Address445 WEST STATE ROAD 436, SUITE 1013
ALTAMONTE SPRINGS, FL 32714**Owner Information**J MARK INC OF CENTRAL FLORIDA
PO BOX 3097

EAU CLAIRE, WI 54701

FEI/EIN Number: 59-3114570

Document Number: V29321

Document Images[11/17/2009 -- Fictitious Name Filing](#)[View Image in PDF format](#)[12/17/2014 -- Fictitious Name Renewal Filing](#)[View Image in PDF format](#)[Previous on List](#)[Next on List](#)[Return to List](#)[Filing History](#)

City of Melbourne



Procurement Division

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7060 • Fax (321) 608-7070

ADDENDUM # 2

Date Issued: March 24, 2021

ITB No.: ITB-B21014S-0-2021/SN

ITB Title: Temporary Staffing Services-Term Contract

This addendum is issued as part of the aforementioned ITB. Any revisions incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. **Revisions, if applicable, shall be indicated as follows: underlined text is added; strike-through ~~text~~ is deleted.**

The Bidder shall acknowledge receipt of this addendum on Acknowledgement of Addenda form. Failure to do so may subject Bidder to disqualification.

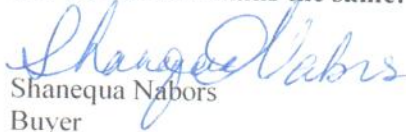
1. QUESTION: Where do we add our profit margin as the markup in item #5 says no profit is included?

RESPONSE: **The percentage of markup on reported tips received by temporary employees shall cover CONTRACTOR costs with no profit margin on the tips.**

2. QUESTION: Could you please elaborate about "Percentage of markup for reported tips received by temporary employees performing services, (Markup shall be paid by the CITY to the CONTRACTOR and shall cover costs with no profit margin)"?

RESPONSE: **CONTRACTOR shall be responsible for reporting and paying all appropriate taxes and fees to the IRS on tips received by temporary employees performing services under the Contract. The City agrees to pay CONTRACTOR a markup (item #5 on the Pricing Schedule) of reported tips received by temporary employees performing services under this Contract. See Exhibit A2 - Performance Standards – Section 1L**

Bid due date remains the same: April 15, 2021 no later than 3:00 PM.


Shanequa Nabors
Buyer

City of Melbourne



Procurement Division

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7060 • Fax (321) 608-7070

ADDENDUM # 3

Date Issued: March 25, 2021

ITB No.: ITB-B21014S-0-2021/SN

ITB Title: Temporary Staffing Services-Term Contract

This addendum is issued as part of the aforementioned ITB. Any revisions incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. **Revisions, if applicable, shall be indicated as follows: underlined text is added; strike-through ~~text~~ is deleted.**

The Bidder shall acknowledge receipt of this addendum on Acknowledgement of Addenda form. Failure to do so may subject Bidder to disqualification.

1. QUESTION: We would like to receive an electronic copy of purchase orders released under this bid.
RESPONSE: See Attachments A & B listing the purchase orders issued for the City's current contract # ITB-02-038-0-2016/BB-Temporary Staffing Services.

Bid due date remains the same: April 15, 2021 no later than 3:00 PM.


Shanequa Nabors
Buyer

ATTACHMENT A

Total Ordered	Create Date	Status	PO Line #	Qty	UOM	Unit Price	Net Price	PO Detail Description
\$16,565.48	05/06/2016	0 - Closed						
			1	309	HOUR	\$23.79	\$7,351.11	TEMPORARY WEEKEND EMPLOYEES FOR FIRE INSPECTION PAY RANGE 19.6591 * 1.21 MULTIPLIER
			2	397	HOUR	\$23.21	\$9,214.37	TEMPORARY WEEKEND EMPLOYEES FOR CODE ENFORCEMENT PAY RANGE 19.7197 * 1.21 MULTIPLIER
\$3,297.36	05/11/2016	0 - Closed						
			1	264	HOUR	\$12.49	\$3,297.36	TEMPORARY STAFFING FOR DATA ENTRY INTO CEMETERY APPLICATION. (\$10.3 1.21)= \$12.49/HR)
\$1,116.00	05/19/2016	0 - Closed						
			1	100	HOUR	\$11.16	\$1,116.00	TEMPORARY STAFFING FOR ONE RECREATION LEADER FOR ADULT KICKBALL L 124%) = \$11.16 COVERAGE THRU 9/30/16
\$8,272.00	05/19/2016	0 - Closed						
			1	550	HOUR	\$15.04	\$8,272.00	TEMPORARY STAFFING FOR 2 RECREATION LEADERS FOR ADULT SOFTBALL (\$1 \$15.04) COVERAGE THRU 9/30/16
\$18,709.12	05/24/2016	0 - Closed						
			1	1232	HOUR	\$11.16	\$13,749.12	TEMPORARY STAFFING FOR 4 RECREATION AIDES FOR TENNIS COURTS (\$9.00 ;
			2	400	HOUR	\$12.40	\$4,960.00	TEMPORARY STAFFING FOR MAINTENANCE WORKER I AT TENNIS COURTS (\$10 \$12.40)
\$2,997.60	06/01/2016	0 - Closed						
			1	240	HOUR	\$12.49	\$2,997.60	3 TEMP DATA ENTRY CLERKS TO ENTER CEMETERY RECORDS. (\$10.32* 1.21 ML
\$4,053.50	06/07/2016	0 - Closed						
			1	335	HOUR	\$12.10	\$4,053.50	TEMP SERVICES FOR AMINISTRATIVE ASSISTANT II FOR FINANCIAL SERVICES (\$1 MULTIPLIER = \$12.10)
\$5,445.00	06/17/2016	0 - Closed						

		1	450	HOUR	\$12.10	\$5,445.00	TEMP PART TIME SERVICES FOR THE REVENUE DEPARTMENT FOR BTR RENEV MULTIPLIER = \$12.10) JULY 1, 2016 - SEPTEMBER 30, 2016
\$4,805.30	06/22/2016 0 - Closed	1	290	HOUR	\$16.57	\$4,805.30	TEMPORARY EMPLOYEE AT GRANT STREET WATER RECLAMATION. HOURS AF HOURLY RATE \$12.845 X 1.29 MULTIPLIER = \$16.57/HOUR.
\$14,188.72	08/10/2016 0 - Closed	1	672	HOUR	\$11.16	\$7,499.52	CRANE CREEK GOLF CASUAL LABOR \$9.00 X 1.24 MULTIPLIER = \$11.16
		2	298	HOUR	\$12.40	\$3,695.20	CRANE CREEK GOLF MAINTENANCE \$10.00 X MULTIPLIER 1.24= 12.40
		3	300	HOUR	\$9.98	\$2,994.00	CRANE CREEK GOLF FOOD HANDLER \$8.05 X MULTIPLIER 1.24= 9.98
\$4,411.16	08/10/2016 0 - Closed	1	442	HOUR	\$9.98	\$4,411.16	MALLARDS LANDING GOLF FOOD HANDLER \$8.05 X MULTIPLIER 1.24 = \$9.98
\$3,720.00	08/10/2016 0 - Closed	1	300	HOUR	\$12.40	\$3,720.00	MALLARDS LANDING GOLF MAINTENANCE \$10.00 X MULTIPLIER \$1.24 = \$12.40
\$8,994.96	08/10/2016 0 - Closed	1	806	HOUR	\$11.16	\$8,994.96	MALLARDS LANDING GOLF CASUAL LABOR \$9.00 X MULTIPLIER \$1.24 = \$11.16
\$37,208.56	10/10/2016 0 - Closed	1	416	HOUR	\$23.79	\$9,896.64	TEMPORARY WEEKEND EMPLOYEES FOR FIRE INSPECTION PAY RANGE 19.659 MULTIPLIER
		2	512	HOUR	\$23.21	\$11,883.52	TEMPORARY WEEKEND EMPLOYEES FOR CODE ENFORCEMENT PAY RANGE 19.659 MULTIPLIER
		3	920	HOUR	\$16.77	\$15,428.40	TEMPORARY CLERICAL ASSISTANT-PAY RANGE 13.86 X 1.21 MULTIPLIER
\$14,288.00	10/12/2016 0 - Closed	1	950	HOUR	\$15.04	\$14,288.00	TEMPORARY STAFFING FOR 2 RECREATION LEADERS FOR ADULT SOFTBALL (\$ 1.24=\$15.04)

\$2,511.00	10/12/2016 0 - Closed	1	225	HOUR	\$11.16	\$2,511.00	TEMPORARY STAFFING FOR ONE RECREATION LEADER FOR ADULT KICKBALL 1.24 = \$11.16)
\$53,528.32	10/13/2016 0 - Closed	1	3712	HOUR	\$11.16	\$41,425.92	TEMPORARY STAFFING FOR 4 RECREATION AIDES FOR TENNIS COURTS (\$9.00
		2	976	HOUR	\$12.40	\$12,102.40	TEMPORARY STAFFING FOR MAINTENANCE WORKER I AT TENNIS COURTS (\$: 1.24=\$12.40)
\$40,839.18	10/17/2016 0 - Closed	1	4041	HOUR	\$9.98	\$40,329.18	TEMPORARY STAFF FOR CRANE CREEK RESTAURANT 70 HOURS/WEEK @ \$8.0
		2	510	SUM	\$1.00	\$510.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFFING AS NEEDED
\$26,607.20	10/17/2016 0 - Closed	1	2640	HOUR	\$9.98	\$26,347.20	TEMPORARY STAFFING FOR MALLARDS LANDING RESTAURANT 45 HOURS/WI \$1.24 = \$9.98
		2	1	SUM	\$260.00	\$260.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFFING
\$68,448.00	10/18/2016 0 - Closed	1	4000	HOUR	\$11.16	\$44,640.00	TEMPORARY STAFFING FOR MALLARDS LANDING CASUAL LABOR 125 HOURS/ 1.24 multiplier = \$11.16
		2	1920	HOUR	\$12.40	\$23,808.00	MAINTENACE STAFF 60 HOURS/WEEK @ \$10x 1.24 MULTIPLIER= \$12.40
\$72,507.76	10/18/2016 0 - Closed	1	3916	HOUR	\$11.16	\$43,702.56	TEMPORARY STAFFING FOR CRANE CREEK GOLF COURSE FOR CASUAL LABOR @ 11.16/HR
		2	2323	HOUR	\$12.40	\$28,805.20	MAINTENANCE STAFF 60 HOURS/WEEK @ 12.40/HR
\$363.00	10/19/2016 0 - Closed	1	30	HOUR	\$12.10	\$363.00	EXTENSION OF TEMP PART TIME SERVICES FOR THE REVENUE DEPARTMENT (MULTIPLIER = \$12.10)

\$774.40	10/26/2016 0 - Closed	1	64	HOUR	\$12.10	\$774.40	TEMP PART TIME SERVICES FOR THE REVENUE DEPARTMENT (\$10.00*1.21 M
\$30,221.28	11/03/2016 0 - Closed	1	2708	HOUR	\$11.16	\$30,221.28	CUSTODIAL TEMP STAFF FOR AUDITORIUM \$9.00 X 1.24 = \$11.16/HR
\$5,949.92	11/10/2016 0 - Closed	1	328	HOUR	\$18.14	\$5,949.92	TEMP EMPLOYEES TO FIX SIGNAGE THROUGHOUT THE CITY DUE TO THE EFFE MATTHEW \$14.9936*1.21= \$18.142256
\$2,841.60	12/01/2016 0 - Closed	1	160	HOUR	\$17.76	\$2,841.60	TEMPORARY CLERICAL ASSISTANT ASSIGNMENT NOVEMBER - DECEMBER, 2016 (8 WEEKS) \$14.68 X 121% = \$17.76
\$13,068.00	12/06/2016 0 - Closed	1	900	HOUR	\$14.52	\$13,068.00	TEMP PART TIME SERVICES FOR THE FINANCIAL SERVICES DEPARTMENT (\$12. MULTIPLIER = \$14.52)
\$16,000.00	12/14/2016 0 - Closed	1	1		\$16,000.00	\$16,000.00	2 TECHNICAL SUPPORT TECHNICIANS (\$20 hourly rate x 1.21 multiplier for a tr hour)
\$1,420.80	12/29/2016 0 - Closed	1	80	HOUR	\$17.76	\$1,420.80	TEMPORARY CLERICAL ASSISTANT ASSIGNMENT EXTENSION JANUARY 2017 (4 \$14.68 X MULTIPLIER 1.21 = \$17.76
\$4,936.80	01/05/2017 0 - Closed	1	408	HOUR	\$12.10	\$4,936.80	TEMP PART TIME SERVICES FOR THE POLICE DEPARTMENT - PROPERTY/EVIDE MULTIPLIER - \$12.10)
\$14,000.00	01/12/2017 0 - Closed	1	1		\$14,000.00	\$14,000.00	TEMPORARY STAFFING: DENISE BILLETS; TO CONTINUE UNTIL THE FULL TIME POSITION IS FILLED \$13.51*1.21=\$16.34 TOTAL BILLED HOURLY RATE
\$4,262.40	02/15/2017 0 - Closed						

		1	240	HOUR	\$17.76	\$4,262.40	HOURLY RATE \$14.69 X MARKUP (121%)=\$17.76 PER TOTALLY BILLED HOUR TWELVE WEEK ASSIGNMENT TO START 2/17/17, END WHEN EMPLOYEE RETI APPROXIMATELY 8 - 12 WEEKS. APPROXIMATELY 20 HOURS PER WK
\$4,617.60	02/28/2017 0 - Closed						
		1	260	HOUR	\$17.76	\$4,617.60	TEMPORARY CLERICAL ASSISTANT ASSIGNMENT EXTENSION FEBRUARY - APR \$14.68 X MULTIPLIER 1.21 = \$17.76
\$1,420.80	04/13/2017 0 - Closed						
		1	80	HOUR	\$17.76	\$1,420.80	TEMPORARY CLERICAL ASSISTANT ASSIGNMENT EXTENSION MAY 2017 (4 WE MULTIPLIER 1.21 = \$17.76
\$17,437.44	05/03/2017 0 - Closed						
		1	912	HOUR	\$19.12	\$17,437.44	TEMPORARY WAREHOUSE STOREKEEPER ASSIGNMENT APRIL 2017 THRU JUL \$15.80 X MULTIPLIER 1.21 = \$19.12
\$4,617.60	06/29/2017 0 - Closed						
		1	260	HOUR	\$17.76	\$4,617.60	TEMPORARY CLERICAL ASSISTANT ASSIGNMENT EXTENSION JUNE-AUGUST (6 MULTIPLIER 1.21 = \$17.76
\$2,841.60	06/29/2017 0 - Closed						
		1	1	SUM	\$2,841.60	\$2,841.60	TEMP STAFF TO PREPARE PLANS TO BE DIGITIZED FOR THE TRANSFER TO THE SYSTEM FOR ENGINEERING.
\$8,452.08	07/18/2017 0 - Closed						
		1	504	EACH	\$16.77	\$8,452.08	TEMP PART TIME SERVICES FOR THE REVENUE DEPARTMENT (\$13.86*1.21 MI
\$670.80	10/04/2017 0 - Closed						
		1	40	EACH	\$16.77	\$670.80	EXTENSION OF TEMP PART TIME SERVICES FOR THE REVENUE DEPARTMENT (MULTIPLIER = \$16.77)
\$54,218.16	10/04/2017 0 - Closed						
		1	416	HOUR	\$23.79	\$9,896.64	TEMPORARY WEEKEND EMPLOYEES FOR FIRE INSPECTION PAY RANGE 19.659 MULTIPLIER

		2	512	HOUR	\$23.21	\$11,883.52	TEMPORARY WEEKEND EMPLOYEES FOR CODE ENFORCEMENT PAY RANGE 1 MULTIPLIER
		3	1960	HOUR	\$16.55	\$32,438.00	TEMPORARY CLERICAL ASSISTANT-PAY RANGE 13.68X1.21 MULTIPLIER
\$5,805.00	10/06/2017 0 - Closed	1	1	SUM	\$5,805.00	\$5,805.00	TWO (2) - TEMP WORKERS TO FIX SIGNAGE THROUGHOUT THE CITY AFTER H
\$33,480.00	10/20/2017 0 - Closed	1	3000	EACH	\$11.16	\$33,480.00	CUSTODIAL TEMP STAFF FOR AUDITORIUM \$9.00 X 1.24 = \$11.16/HR
\$28,470.24	10/25/2017 0 - Closed	1	2756	HOUR	\$10.04	\$27,670.24	TEMPORARY STAFFING FOR MALLARDS LANDING LOUNGE FOR 53 HOURS A V 1.24=\$10.04)
		2	800	SUM	\$1.00	\$800.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFF (AS NEEDED)
\$2,511.00	10/26/2017 0 - Closed	1	225	HOUR	\$11.16	\$2,511.00	TEMPORARY STAFFING FOR TWO RECREATION LEADERS FOR ADULT KICKBALL 1.24=\$11.16)
\$14,288.00	10/30/2017 0 - Closed	1	950	HOUR	\$15.04	\$14,288.00	TEMPORARY STAFFING FOR 2 RECREATION LEADERS FOR ADULT SOFTBALL (\$1 1.24=\$15.04)
\$50,840.00	11/02/2017 0 - Closed	1	3400	HOUR	\$11.16	\$37,944.00	TEMPORARY STAFFING FOR 4 RECREATION AIDES FOR THE TENNIS COURTS (\$1
		2	1040	HOUR	\$12.40	\$12,896.00	TEMPORARY STAFFING FOR MAINTENANCE WORKER I AT TENNIS COURTS (\$1 1.24=\$12.40)
\$42,896.42	11/02/2017 0 - Closed	1	4160	HOUR	\$10.04	\$41,766.40	TEMPORARY STAFF FOR CRANE CREEK LOUNGE FOR 80 HOURS A WEEK (\$8.10
		2	1	SUM	\$825.00	\$825.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFF

		3	305.02	SUM	\$1.00	\$305.02	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFF
\$124,292.64	11/02/2017 0 - Closed						
		1	6004	HOUR	\$11.16	\$67,004.64	TEMPORARY STAFFING FOR CRANE CREEK RESERVE GOLF COURSE FOR CASUAL (X 1.24=\$11.16)
		2	4620	HOUR	\$12.40	\$57,288.00	TEMPORARY STAFF FOR MAINTENANCE (\$10.00 X 1.24=\$12.40)
\$139,123.04	11/02/2017 0 - Closed						
		1	7444	HOUR	\$11.16	\$83,075.04	TEMPORARY STAFFING FOR MALLARDS LANDING GOLF COURSE FOR CASUAL (1.24=\$11.16)
		2	4520	HOUR	\$12.40	\$56,048.00	TEMPORARY STAFFING FOR MAINTENANCE STAFF (\$10.00 X 1.24=\$12.40)
\$13,975.50	12/04/2017 0 - Closed						
		1	1050	HOUR	\$13.31	\$13,975.50	TEMPORARY STAFFING FOR (3) CLERICAL/INVENTORY POSITIONS FOR PROPER (\$11.00/HOUR X \$2.31/MARKUP = \$13.31/TOTAL BILLED HOURLY RATE)
\$6,601.56	12/18/2017 0 - Closed						
		1	406	EACH	\$16.26	\$6,601.56	TEMP PART TIME & FULL TIME SERVICES FOR THE UTILITY BILLING & COLLECTIVE (SWITCHBOARD) (\$13.44*1.21 MULTIPLIER = \$16.26)
\$28,297.60	01/16/2018 0 - Closed						
		1	1480	HOUR	\$19.12	\$28,297.60	TEMPORARY WAREHOUSE STOREKEEPER ASSIGNMENT JANUARY 2018 THROUGH WEEKS) \$15.80 X MULTIPLIER 1.21 = \$19.12
\$13,583.70	03/09/2018 0 - Closed						
		1	810	HOUR	\$16.77	\$13,583.70	TEMP EMPLOYEE SERVICES FOR REVENUE
\$4,975.60	03/21/2018 0 - Closed						
		1	280	EACH	\$17.77	\$4,975.60	HOURLY RATE \$14.69 PLUS MARKUP OF 1.21 FOR A TOTAL OF \$17.77 PER HOUR
\$24,800.00	06/13/2018 0 - Closed						
		1	24800	EACH	\$1.00	\$24,800.00	TO PAY TEMPORARY EMPLOYEES ON AN AS NEEDED BASIS PER CONTRACT #0.
\$8,276.40	06/13/2018 0 - Closed						
		1	152	HOUR	\$54.45	\$8,276.40	1 SYSTEMS ANALYST (\$45 hourly rate x 1.21 multiplier for a total of \$54.45 per hour)

\$5,686.40	08/16/2018 O - Closed	1	320	HOUR	\$17.77	\$5,686.40	TEMP STAFF FOR ADMIN ASST II AT \$14.69/HR X MARKUP OF 1.21 = \$17.77/H
\$29,204.12	10/09/2018 O - Closed	1	2756	HOUR	\$10.27	\$28,304.12	TEMPORARY STAFFING FOR MALLARDS LANDING LOUNGE FOR 53 HOURS A WEEK (\$10.27 X 1.24=\$10.27)
		2	1	SUM	\$900.00	\$900.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFF (as needed)
\$34,299.37	10/11/2018 O - Closed	1	3073.42	EACH	\$11.16	\$34,299.37	CUSTODIAL TEMPORARY STAFF FOR AUDITORIUM \$9.00 X 1.24 = \$11.16/HR
\$2,511.00	10/11/2018 O - Closed	1	225	HOUR	\$11.16	\$2,511.00	TEMPORARY STAFFING FOR TWO RECREATION LEADERS FOR ADULT KICKBALL (\$11.16 X 1.24=\$11.16)
\$14,288.00	10/11/2018 O - Closed	1	950	HOUR	\$15.04	\$14,288.00	TEMPORARY STAFFING FOR TWO RECREATION LEADERS FOR ADULT SOFTBALL (\$15.04 X 1.24=\$15.04)
\$43,623.20	10/15/2018 O - Closed	1	4160	HOUR	\$10.27	\$42,723.20	TEMPORARY STAFF FOR CRANE CREEK LOUNGE FOR 80 HOURS A WEEK (\$8.29 X 1.24=\$10.27)
		2	900	SUM	\$1.00	\$900.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFF
\$50,840.00	10/15/2018 O - Closed	1	3400	HOUR	\$11.16	\$37,944.00	TEMPORARY STAFFING FOR 4 RECREATION AIDES FOR THE TENNIS COURTS (\$11.16 X 1.24=\$11.16)
		2	1040	HOUR	\$12.40	\$12,896.00	TEMPORARY STAFFING FOR MAINTENANCE WORKER I AT TENNIS COURTS (\$12.40 X 1.24=\$12.40)
\$20,124.00	10/15/2018 O - Closed	1	20124	EACH	\$1.00	\$20,124.00	TO PAY TEMPORARY EMPLOYEES ON AN AS NEEDED BASIS PER CONTRACT #0:
\$178,363.04	10/18/2018 O - Closed						

		1	8071.24	HOUR	\$11.16	\$90,075.04	BLANKET FOR TEMPORARY STAFFING FOR MALLARDS LANDING GOLF COURSE LABOR (\$9.00 X 1.24=\$11.16)
		2	7120	HOUR	\$12.40	\$88,288.00	STAFFING FOR MAINTENANCE (\$10.00 X 1.24=\$12.40)
\$216,513.67	10/18/2018 0 - Closed	1	10484.2	HOUR	\$11.16	\$117,003.67	TEMPORARY STAFFING FOR CRANE CREEK RESERVE GOLF COURSE FOR CASUAL X 1.24 = \$11.16)
		2	8025	HOUR	\$12.40	\$99,510.00	TEMPORARY STAFFING FOR MAINTENANCE (\$10.00 X 1.24 = \$12.40)
\$20,124.00	01/09/2019 0 - Closed	1	20124	EACH	\$1.00	\$20,124.00	TO PAY TEMPORARY EMPLOYEES ON AN AS NEEDED BASIS PER CONTRACT #0
\$20,697.60	03/06/2019 0 - Closed	1	576	HOUR	\$19.60	\$11,289.60	ACCOUNTS PAYABLE CLERK FOR THIRTEEN WEEKS AT \$16.20/HR + 121% MARKUP OF \$19.60/HR
		2	480	HOUR	\$19.60	\$9,408.00	ACCOUNTS PAYABLE CLERK FOR TWELVE WEEKS AT \$16.20/HR X 121% MARKUP \$19.60/HR
\$16,815.72	05/03/2019 0 - Closed	1	16815.72	EACH	\$1.00	\$16,815.72	TO PAY TEMPORARY EMPLOYEES ON AN AS NEEDED BASIS PER CONTRACT #0
\$15,443.20	05/14/2019 0 - Closed	1	760	HOUR	\$20.32	\$15,443.20	TEMPORARY WAREHOUSE STOREKEEPER ASSIGNMENT MAY 2019 THRU AUGUST 2019 \$15.75 X MULTIPLIER 1.29 = \$20.32
\$9,619.20	05/22/2019 0 - Closed	1	480	EACH	\$20.04	\$9,619.20	TEMPORARY ADMINISTRATIVE ASSISTANT II FROM 05/20/2019 THROUGH 08/1 WEEKS). \$16.56 X MULTIPLIER 1.21 = \$20.04
\$12,384.00	06/12/2019 0 - Closed	1	960	HOUR	\$12.90	\$12,384.00	BLANKET FOR TEMPORARY STAFFING FOR PARKS MAINTENANCE (\$10X1.29=\$12.90)
\$10,583.04	06/13/2019 0 - Closed						

		1	1		\$10,583.04	\$10,583.04	TEMPORARY EMPLOYEE FOR ADMINISTRATIVE ASSISTANT III TO THE CHIEF OF POLICE. 12 WEEKS @ \$22.048 (\$18.22 MARKUP(1.21)) = \$10,583.04
\$6,001.20	06/25/2019 0 - Closed	1	360	HOUR	\$16.67	\$6,001.20	TEMP PART TIME SERVICES FOR THE REVENUE DEPARTMENT (\$13.78*1.21 MARKUP(1.21)) = \$16.67
\$5,291.52	08/06/2019 0 - Closed	1	1		\$5,291.52	\$5,291.52	TEMPORARY EMPLOYEE FOR ADMINISTRATIVE ASSISTANT III TO THE CHIEF OF POLICE. 6 WEEKS @ \$22.048 (\$18.22 MARKUP(1.21)) = \$5,291.52
\$15,488.00	08/09/2019 0 - Closed	1	320	HOUR	\$24.20	\$7,744.00	TECHNICAL SUPPORT TECHNICIAN (\$20/HOURLY RATE X 1.21 MULTIPLIER FOR \$24.20/HOUR.
		2	320	HOUR	\$24.20	\$7,744.00	TECHNICAL SUPPORT TECHNICIAN (\$20/ HOURLY RATE X 1.21 MULTIPLIER FOR \$24.20/ HOUR)

ATTACHMENT B

Total Ordered	Create Date	Status	PO Line #	Qty	UOM	Unit Price	Net Price	PO Detail Description
\$109,985.82	07/24/2019	0 - Closed	1	2149	HOUR	\$51.18	\$109,985.82	TEMPORARY (1 YR) ENERGОВ PROJECT MANAGER - WILL THIEN
\$2,300.46	10/01/2019	0 - Closed	1	138	HOUR	\$16.67	\$2,300.46	TEMP PART TIME SERVICES FOR THE REVENUE DEPARTMENT
\$33,512.96	10/02/2019	0 - Closed	1	1		\$12,346.88	\$12,346.88	TEMPORARY EMPLOYEE FOR ADMINISTRATIVE ASSISTANT III TO THE C \$22.048/HOUR (\$18.2213 + \$3.826 MARKUP[1.21]) X 40 HOURS PER W \$5,291.52
			2	1		\$10,583.04	\$10,583.04	TEMPORARY EMPLOYEE FOR ADMINISTRATIVE ASSISTANT III TO THE CI \$22.048/HOUR (\$18.2213 + \$3.826 MARKUP[1.21]) X 40 HOURS PER W = \$10,583.04
			3	1		\$10,583.04	\$10,583.04	TEMPORARY EMPLOYEE FOR ADMINISTRATIVE ASSISTANT III TO THE CI \$22.48/HOUR (18.2213 + 3.826) MARKUP (1.21) X 40 HOURS PER WEEI
\$6,501.99	10/09/2019	0 - Closed	1	319.98	HOUR	\$20.32	\$6,501.99	TEMPORARY WAREHOUSE STOREKEEPER ASSIGNMENT OCTOBER 2019 THRU DECEMBER 2019 \$15.75 X MULTIPLIER 1.29 = \$20
\$14,288.00	10/22/2019	0 - Closed	1	950	HOUR	\$15.04	\$14,288.00	TEMPORARY STAFFING FOR TWO RECREATION LEADERS FOR ADULT SO X 1.24 = \$15.04)
\$2,511.00	10/22/2019	0 - Closed	1	225	HOUR	\$11.16	\$2,511.00	TEMPRARY STAFFING FOR TWO RECREATION LEADERS FOR ADULT KICK (\$9.00 X 1.24 = \$11.16)
\$52,188.05	10/22/2019	0 - Closed						

			1	3400	HOUR	\$11.16	\$37,944.00	TEMPORARY STAFFING FOR 4 RECREATION AIDES FOR THE TENNIS CC 1.24 = \$11.16)
			2	1040	HOUR	\$12.40	\$12,896.00	TEMPORARY STAFFING FOR MAINTENANCE WORKER I AT TENNIS COL 1.24 = \$12.40)
			3	95	HOUR	\$14.19	\$1,348.05	TEMPORARY STAFFING FOR 1 RECREATION AIDE FOR THE TENNIS COL
\$36,292.86	11/04/2019	0 - Closed						
			1	3126	HOUR	\$11.61	\$36,292.86	CUSTODIAL TEMPORARY STAFF FOR AUDITORIUM \$9.00 X 1.29 = \$11.
\$21,900.98	11/12/2019	0 - Closed						
			1	2002	HOUR	\$10.49	\$21,000.98	TEMPORARY STAFFING FOR THREE FOOD HANDLERS AT MALLARDS LO 1.24 = \$10.49)
			2	900	SUM	\$1.00	\$900.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFF
\$179,998.40	11/18/2019	0 - Closed						
			1	7300	HOUR	\$11.16	\$81,468.00	TEMPORARY STAFFING FOR 12 CASUAL LIGHT LABOR EMPLOYEES AT C RESERVE GOLF COURSE (\$9.00 X 1.24 = \$11.16)
			2	7946	HOUR	\$12.40	\$98,530.40	TEMPORARY STAFFING FOR 9 MAINTENANCE STAFF/LANDSCAPERS FOI RESERVE GOLF COURSE (\$10.00 X 1.24 = \$12.40)
\$179,552.00	12/10/2019	0 - Closed						
			1	8200	HOUR	\$11.16	\$91,512.00	TEMPORARY STAFFING FOR TWELVE CASUAL LABOR LIGHT EMPLOYEES LANDING GOLF COURSE (\$9.00 X 1.24 = \$11.16)
			2	7100	HOUR	\$12.40	\$88,040.00	TEMPORARY STAFFING FOR NINE MAINTENANCE STAFF/LANDSCAPERS LANDING GOLF COURSE (\$10.00 X 1.24 = \$12.40)
\$97,431.12	12/12/2019	0 - Closed						
			1	6294	HOUR	\$15.48	\$97,431.12	BLANKET FOR TEMPORARY STAFFING FOR PARKS MAINTENANCE (\$12.0 \$15.48)
\$3,872.00	12/18/2019	0 - Closed						

			1	3872	SUM	\$1.00	\$3,872.00	TEMPORARY OFFICE HELP FOR UTILITIES OPERATIONS OFFICE LOCATED AT HARPER RD. 2 MONTHS/320 HOURS @\$12.10 = \$3872
\$47,432.00	12/19/2019	0 - Closed						
			1	1960	HOUR	\$24.20	\$47,432.00	TECHNICAL SUPPORT TECHNICIAN (\$20/HOURLY RATE X 1.21 MULTIPLIER OF \$24.20/HOUR.
\$5,496.40	01/15/2020	0 - Closed						
			1	1		\$3,140.80	\$3,140.80	TEMP EMPLOYEE TO ASSIST WITH PREPARING DOCUMENTS FOR ARCHITECTURAL RECORDS
			2	1		\$2,355.60	\$2,355.60	EXTENSION OF TEMPORARY WORKER TO PREPARE RECORDS FOR ARCHITECTURAL RECORDS
\$42,400.00	01/17/2020	0 - Closed						
			1	42400	HOUR	\$1.00	\$42,400.00	BLANKET P.O. TO PAY TEMPORARY EMPLOYEES ON AN AS NEEDED BASIS UNDER CONTRACT #02-038-0-2016/BB.
\$14,955.22	02/03/2020	0 - Closed						
			1	1378	HOUR	\$10.49	\$14,455.22	TEMPORARY STAFFING FOR FOUR FOOD HANDLERS FOR CRANE LUNCH SERVICE (\$10.49)
			2	500	SUM	\$1.00	\$500.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFF
\$8,808.80	02/05/2020	0 - Closed						
			1	520	HOUR	\$16.94	\$8,808.80	TEMPORARY STAFFING ASSIGNMENT FEBRUARY 2020 THROUGH MAY 2020 @ \$14.00 x MARKUP 121%=\$16.94
\$21,780.00	02/14/2020	0 - Closed						
			1	1		\$21,780.00	\$21,780.00	TEMPORARY ASSISTANT CITY ENGINEER TO ASSIST WITH CAPITAL IMPROVEMENT PROJECTS, DEVELOPMENT PLAN REVIEW AND VARIOUS OTHER DUTIES
\$1,104.84	03/18/2020	0 - Closed						
			1	62	HOUR	\$17.82	\$1,104.84	SWITCHBOARD OPERATOR FOR 62 WORKING HOURS AT \$14.73/HR + 12% MARKUP FOR A TOTAL OF \$17.82/HR

\$17,424.00	06/04/2020	0 - Closed	1	160	HOUR	\$60.50	\$9,680.00	LEAD SYSTEM ANALYST FOR 160 WORKING HOURS AT \$50.00/HR + 12% MARKUP FOR A TOTAL OF \$60.50
			2	160	HOUR	\$48.40	\$7,744.00	SYSTEMS ANALYST FOR 160 WORKING HOURS AT \$40.00/HR + 12% MARKUP FOR A TOTAL OF \$48.40
\$1,742.40	06/10/2020	0 - Closed	1	120	HOUR	\$14.52	\$1,742.40	CONCIERGE FOR 120 HRS TO MONITOR CITY HALL BUILDING CUSTOMER INQUIRIES FOR AN INITIAL 3 WEEKS AT \$12.00/HR + 12% MARKUP FOR A TOTAL OF \$14.52
\$22,320.00	06/16/2020	0 - Closed	1	1500	HOUR	\$14.88	\$22,320.00	TEMPORARY STAFFING FOR 5 CUSTODIANS FOR RECREATION CENTERS SANITIZED FOR PATRONS DURING SUMMER CAMP (10 WEEKS) (\$12.00/HR + 12% MARKUP FOR A TOTAL OF \$14.88/HR)
\$3,634.06	08/24/2020	0 - Closed	1	218	HOUR	\$16.67	\$3,634.06	TEMP PART TIME SERVICE FOR THE REVENUE DEPARTMENT
\$2,667.20	09/03/2020	0 - Closed	1	160	HOUR	\$16.67	\$2,667.20	SWITCHBOARD OPERATOR FOR 160 WORKING HOURS AT \$13.78/HR + 12% MARKUP FOR A TOTAL OF \$16.67/HR
\$1,000.00	09/09/2020	0 - Closed	1	1		\$1,000.00	\$1,000.00	ONE CONTRACT EMPLOYEE W/KNOWLEDGE OF SSRS AND SSIS FOR 20 WORKING HOURS AT \$40.00/HR + 12% MARKUP FOR A TOTAL OF \$44.80
\$25,168.00	10/12/2020	8 - Printed	1	1		\$25,168.00	\$25,168.00	TEMPORARY IT EMPLOYEE, \$20/HR X 4.2/HR MARKUP=\$24.20/HR
\$15,403.08	10/12/2020	8 - Printed	1	924	HOUR	\$16.67	\$15,403.08	TEMP PART TIME SERVICES FOR THE REVENUE DEPARTMENT
\$30,000.00	10/12/2020	8 - Printed	1	1		\$30,000.00	\$30,000.00	BLANKET P.O. TO PAY TEMPORARY EMPLOYEES ON AN AS NEEDED BASIS

\$11,971.00	12/28/2020	8 - Printed						
			1	1100	HOUR	\$10.61	\$11,671.00	TEMPORARY STAFFING FOR FOOD HANDLERS AT MALLARDS LANDING 1.24 = \$10.61)
			2	300	SUM	\$1.00	\$300.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFF
\$14,241.60	12/30/2020	8 - Printed						
			1	920	HOUR	\$15.48	\$14,241.60	TEMPORARY STAFFING PARKS MAINTENANCE (\$12.00 X 1.29 = \$15.48 NEEDED BASIS
\$19,321.92	01/05/2021	8 - Printed						
			1	360	HOUR	\$15.48	\$5,572.80	TEMP STAFF FOR EXTRA CLEANING OF POOLS, REC. CENTERS AND GOL (\$15.48 X 1.29 = \$15.48)
			2	1008	HOUR	\$13.64	\$13,749.12	TEMP STAFF FOR TENNIS TO ENSURE SOCIAL DISTANCING DUE TO COV (\$11.00 X 1.24 = \$13.64)
\$19,321.92	01/05/2021	8 - Printed						
			1	360	HOUR	\$15.48	\$5,572.80	TEMP STAFF FOR EXTRA CLEANING OF POOLS, REC. CENTERS AND GOLF (\$15.48 X 1.29 = \$15.48)
			2	1008	HOUR	\$13.64	\$13,749.12	TEMP STAFF FOR TENNIS TO ENSURE SOCIAL DISTANCING DUE TO COVI (\$11.00 X 1.24 = \$13.64)
\$15,325.20	01/05/2021	8 - Printed						
			1	990	HOUR	\$15.48	\$15,325.20	CUSTODIAL TEMPORARY STAFF FOR AUDITORIUM \$12.00 X 1.29 = \$15.4
\$34,977.40	01/07/2021	8 - Printed						
			1	1500	HOUR	\$13.64	\$20,460.00	TEMPORARY STAFF FOR TENNIS PRO SHOP EMPLOYEES (\$11.00 X 1.24 =
			2	450	HOUR	\$15.48	\$6,966.00	TEMPORARY STAFF FOR TENNIS MAINTENANCE (\$12.00 X 1.29 = \$15.48
			3	425	HOUR	\$15.04	\$6,392.00	TEMPORARY STAFF FOR SOFTBALL (\$12.13 X 1.24 = \$15.04)

			4	85	HOUR	\$13.64	\$1,159.40	TEMPORARY STAFF FOR KICKBALL (\$11.00 X 1.24 = \$13.64)
\$16,695.50	01/08/2021	8 - Printed	1	1550	HOUR	\$10.61	\$16,445.50	TEMPORARY STAFFING FOR FOOD HANDLERS AT CRANE CREEK LOUNGE (\$10.61)
			2	250	SUM	\$1.00	\$250.00	10.17% MARKUP ON TIPS RECEIVED BY TEMPORARY STAFF
\$6,324.00	01/11/2021	8 - Printed	1	300	HOUR	\$21.08	\$6,324.00	TEMPORARY STAFFING FOR RECREATION ADMIN OFFICE (\$17.00 X 1.24 = \$21.08)
\$92,370.00	01/11/2021	8 - Printed	1	4000	HOUR	\$11.16	\$44,640.00	TEMPORARY STAFFING FOR CASUAL LIGHT LABOR EMPLOYEES AT CRAVEY RESERVE. (\$9.00 X 1.24 = \$11.16)
			2	3700	HOUR	\$12.90	\$47,730.00	TEMPORARY STAFFING FOR MAINTENANCE STAFF/LANDSCAPERS FOR CRAVEY RESERVE (\$10.00 X 1.29 = \$12.90)
\$81,855.00	01/11/2021	8 - Printed	1	3000	HOUR	\$11.16	\$33,480.00	TEMPORARY STAFFING FOR CASUAL LIGHT LABOR AT MALLARDS LAND (\$9.00 X 1.24 = \$11.16)
			2	3750	HOUR	\$12.90	\$48,375.00	TEMPORARY STAFFING FOR MAINTENANCE STAFF/LANDSCAPERS FOR MALLARDS LANDING. (\$10.00 X 1.27 = \$12.90)
\$2,508.80	01/19/2021	0 - Closed	1	128	HOUR	\$19.60	\$2,508.80	TEMPORARY PART TIME SERVICE FOR FINANCE
\$15,480.00	03/23/2021	8 - Printed	1	1000	HOUR	\$15.48	\$15,480.00	TEMPORARY STAFF FOR CUSTODIAL COVERAGE DUE TO STAFF SHORTAGE (12.00 X 1.29 = \$15.48)

City of Melbourne



Procurement Division

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7060 • Fax (321) 608-7070

ADDENDUM # 4

Date Issued: April 2, 2021

ITB No.: ITB-B21014S-0-2021/SN

ITB Title: Temporary Staffing Services-Term Contract

This addendum is issued as part of the aforementioned ITB. Any revisions incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. **Revisions, if applicable, shall be indicated as follows: underlined text is added; strike-through ~~text~~ is deleted.**

The Bidder shall acknowledge receipt of this addendum on Acknowledgement of Addenda form. Failure to do so may subject Bidder to disqualification.

Clarification:

The zoom time has been changed to 4:00 PM.

Bid due date remains the same: April 15, 2021 no later than 3:00 PM.


Shanequa Nabors
Buyer