

**CONTRACT BETWEEN THE CITY OF GAINESVILLE d/b/a GAINESVILLE REGIONAL UTILITIES AND
CAREER CENTER, INC. D/B/A TEMPFORCE**

Annual Contract for Temporary Personnel Services

THIS CONTRACT, entered into on the 20th day of November, 2008* by and between THE CITY OF GAINESVILLE, a Florida municipal corporation doing business as GAINESVILLE REGIONAL UTILITIES, 301 SE 4th Avenue, Gainesville, FL 32601, ("GRU"), and CAREER CENTER, INC. d/b/a TEMPFORCE, a Florida Corporation, 1236 NW 18th Avenue, Gainesville, Florida 32609 ("Contractor").

WHEREAS, GRU requires temporary personnel services on an as-needed basis; and

WHEREAS, GRU issued an Invitation to Bid No. 2009 - 004 dated October 6, 2008 to establish a Contract for the provision of temporary personnel services; and

WHEREAS, Contractor submitted a bid dated October 17, 2008 to perform the work in accordance with the Invitation to Bid; and

WHEREAS, GRU desires to award this Contract to Contractor for the provision of temporary personnel services.


NOW, THEREFORE, in consideration of the foregoing premises and the covenants contained herein, the parties agree as follows:

1. Contractor shall provide temporary personnel services on an as-needed basis with following enumerated Specifications and Documents, which are attached hereto and by this reference, are incorporated herein.
 - 1.1 GRU's Invitation to Bid No. 2009 - 004 dated October 6, 2008 (Attachment "A").
 - 1.2 Contractor's Proposal, dated October 17, 2008 (Attachment "B").
2. GRU shall pay the Contractor for the faithful performance of this Contract the price as bid by the Contractor. Payment of any amount due on this Contract shall be made upon verified invoice within thirty (30) days of the receipt of the approved invoice.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day first above written in two (2) counterparts, each of which shall without proof or accounting for the other counterparts be deemed an original contract.


CAREER CENTER, INC. d/b/a
TEMPFORCE

BY:

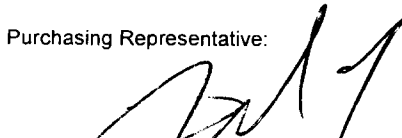

Carolynn Buchanan
Owner/ Manager

CITY OF GAINESVILLE d/b/a
GAINESVILLE REGIONAL UTILITIES

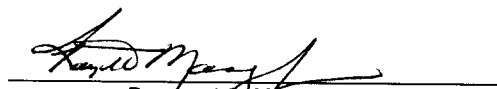
BY:


Kathy E. Viehe, AGM
Customer Support Services

Purchasing Representative:


E. Alexander Corvetto
Buyer Analyst

Approved as to form and legality:


Raymond O. Manasco, Jr.
Utilities Attorney



**GAINESVILLE REGIONAL UTILITIES
CITY OF GAINESVILLE, FLORIDA**

Invitation to Bid No. 2009 - 004

Issue Date: October 6, 2008

Bid Opening Date: October 17 2008 at 2:00 p.m.

**ANNUAL CONTRACT FOR TEMPORARY PERSONNEL SERVICES FOR THE
CITY OF GAINESVILLE AND GAINESVILLE REGIONAL UTILITIES**

Purchasing Representative:

**E. Alexander Corvetto, Buyer Analyst
Purchasing Division
Phone: (352) 393-1209
Facsimile: (352) 334-2989
e-mail: corvettoea@gru.com**

Gainesville Regional Utilities

**Physical Address:
301 S.E. 4th Avenue
Gainesville, FL 32601**

ATTACHMENT "A"



GAINESVILLE REGIONAL UTILITIES

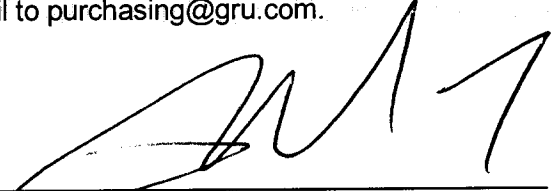
**CITY OF GAINESVILLE, FLORIDA
INVITATION TO BID NO. 2009 - 004**

ISSUE DATE: October 6, 2008
PROJECT: Annual Contract for Temporary Personnel Services
BID OPENING DATE: October 17, 2008 at 2:00 p.m.

Sealed bids will be received by the City of Gainesville, Florida, at Utilities Purchasing until 2:00 p.m., local time, on the bid opening date, at which time and place all bids will be publicly opened and will be available for inspection upon notice of award or intended award or within ten (10) days after bid opening, whichever is earlier. Bid prices may be read at the public bid opening, at the sole discretion of Utilities Purchasing. **Bids must be in the possession of Utilities Purchasing prior to bid call at 2:00 p.m. on the bid date.** Possession is defined as being physically received in Utilities Purchasing at the GRU Administration Building, 301 S.E. 4th Avenue, 3rd Floor, Gainesville Florida 32601. **The time clock located in Utilities Purchasing will be the official time for bid call. ANY BID RECEIVED AFTER THE BID CALL WILL NOT BE CONSIDERED.** Bids shall be sealed and plainly marked on the outside of the envelope with both the bid number and the bid name. Bids must be completed and signed in ink in space(s) provided on the enclosed Bid form(s) and submitted in duplicate or bid will be subject to rejection. Bids may be submitted by facsimile or e-mail for certain Invitations to Bid. The Special Provisions will indicate whether a facsimile or e-mail bid will be accepted in response to the Invitation to Bid. (See Section 6.2 of the Instructions to Bidders for further details.)

Any deviation from the specifications must be explained in detail on sheets attached to the Bid Form and labeled "Clarifications and Exceptions" and each deviation must be itemized by number and must specifically refer to the applicable specification paragraph and page. Otherwise, it will be considered that items offered are in strict compliance with these Specifications and the successful bidder will be held responsible for meeting the Specifications. A bidder who is aggrieved in connection with the specifications of this bid may protest in writing to Utilities Purchasing prior to the opening of bids. If Bidder wishes its Standard Terms and Conditions to be considered as part of its bid, such terms and conditions must be made part of the "Clarifications and Exceptions." The City reserves the following rights: to waive clarifications and exceptions in awarding the bid in the best interest of the City; to accept or reject any or all bids; to waive any or all irregularities; and, to award the contract to the responsible bidder whose bid is determined by the City to be in its best interest. Notice of intended award shall be posted in Utilities Purchasing. Protests in respect to intended award must be filed within three calendar days of posting for purchases which do not require prior approval of the City Commission and within seven calendar days for purchases which require prior approval of the City Commission. It is the bidder's responsibility to be informed of the intended award and specific protest procedures.

Further information may be obtained by calling Utilities Purchasing at (352) 393-1240, during normal office hours, by faxing to (352) 334-2989 or by e-mail to purchasing@gru.com.



E. Alexander Corvetto, Buyer Analyst
Utilities Purchasing
(352) 393-1209

SECTION ONE

BID FORM

TO: City of Gainesville/Gainesville Regional Utilities
P.O. Box 147117, Mail Station A-130
Gainesville, Florida 32614-7117

PROJECT: Annual Contract for Temporary Personnel Services

PURCHASING REPRESENTATIVE (to be contacted for additional information on this Bid):

E. Alexander Corvetto, Buyer Analyst _____ (352) 393-1209 _____

BIDDER: _____

BIDDER'S ADDRESS: _____

DATE: _____

BIDDER'S REPRESENTATIVE (to be contacted for additional information on this Proposal):

(Name) Telephone number: _____

Fax number: _____

1.0 BIDDER'S CERTIFICATION.

1.1 In submitting this Bid, Bidder represents that:

a. Bidder has examined copies of all the Bidding Documents and of the following Addenda (receipt of which is hereby acknowledged):

Date	Number
_____	_____
_____	_____
_____	_____

b. Bidder has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner affect cost, progress, performance or furnishing of the Work.

1.2 **BIDDER CERTIFIES** (Check as Applicable):

_____ Bidder is a Minority Business Enterprise (as defined in §288.703(2), *Florida Statutes*), who is:

State Certified _____ Federally Certified _____ Woman-Owned _____

_____ Bidder is a Small Business Enterprise, defined as an independently owned and operated business concern that employs 200 or fewer permanent full-time employees, and that, with its affiliates, has a net worth of not more than \$5,000,000 (meeting all of the requirements of §288.703(1), *Florida Statutes*).

_____ Bid includes subcontracts which are Small Businesses and/or Minority Business and bidder agrees to supply a breakdown of the amounts paid to such enterprises upon submission of final pay request

_____ Bidder has implemented a drug-free workplace program which meets the guidelines of §287.087, *Florida Statutes*.

2.0 BIDDER ACKNOWLEDGES THAT:

_____ Bid is in full compliance with the Specifications

_____ Bid is in full compliance with the Specifications except as specifically stated and attached hereto

3.0 TAXES. The sums bid below include Florida sales taxes on items required by Bidder to manufacture or supply the items to be provided or obtain items needed to perform the work, but do not include Florida sales taxes on the bid price below for equipment, materials or services to be provided to the City. The City of Gainesville is exempt from Florida sales taxes for certain purchases made by the City and will provide a tax exempt certificate upon request.

4.0 BID PRICES. The undersigned hereby proposes and agrees, if this bid is accepted, to perform the services of temporary personnel in the job classifications below, in accordance with the attached bid specifications for the billing rates listed below.

The "Wage Rate \$/Hour equals 85% of the current, comparable regular General Government/GRU employee wage, and will be revised annually equal to the change in the regular employee wage. The Wage Rate \$/Hour times the All-inclusive Multiplier equals the Billing Rate.

	<u>Job Classification</u>	<u>Wage Rate \$/Hour</u>	<u>All-Inclusive Multiplier</u>	<u>Billing Rate</u>
1.	Account Clerk	\$11.44	_____	\$ _____
2.	Computer Assistant	\$13.59	_____	\$ _____
3.	Computer Programmer	\$14.81	_____	\$ _____
4.	Customer Service Rep.	\$10.49	_____	\$ _____
5.	Data Base Administrator	\$23.79	_____	\$ _____
6.	Drafter/Graphics	\$16.15	_____	\$ _____
7.	Housing Specialist	\$16.15	_____	\$ _____
8.	Human Resources Tech.	\$11.44	_____	\$ _____
9.	Instructor	\$14.81	_____	\$ _____
10.	Laborer (Skilled)	\$10.49	_____	\$ _____
11.	Laborer (Semi-Skilled)	\$9.83	_____	\$ _____
12.	Laborer (Unskilled)	\$8.43	_____	\$ _____
13.	Meter Reader	\$9.83	_____	\$ _____
14.	Programmer/Analyst	\$17.87	_____	\$ _____
15.	Recreation Aide	\$8.43	_____	\$ _____
16.	Support Specialist	\$16.15	_____	\$ _____
17.	Support Staff	\$9.10	_____	\$ _____
18.	Support Staff I	\$10.03	_____	\$ _____
19.	Support Staff II	\$13.59	_____	\$ _____
20.	Systems Analyst	\$23.79	_____	\$ _____

Multiplier for other Job Classifications not listed _____

Additional Pricing Information:

Check "yes" or "no" to indicate if the costs of the following tests are included in the Billing Rate as bid. If "no" is checked, please indicate the cost per test. City staff will request such tests as required by the job requirements.

Health Assessment Test

Included in the Billing Rate?

Yes _____ No _____ If No, \$ _____ /per test

Drug Screening Test

Included in the Billing Rate?

Yes _____ No _____ If No, \$ _____ /per test

Criminal Background Check

Included in the Billing Rate?

Yes _____ No _____ If No, \$ _____ /per test

Credit Record Check

Included in the Billing Rate?

Yes _____ No _____ If No, \$ _____ /per test

_____ **Bid Submittals attached (see Item 12 of the Special Provisions)**

(SEAL)

[Individual, partnership, or company name, address and State of incorporation, as applicable]

BY: _____

Signature

Typed Name: _____

Title: _____

[If bidder is other than an individual (i.e., company, partnership, or corporation), include authorization for the above individual to sign on behalf of the proposer.]

SECTION TWO

INSTRUCTIONS TO BIDDERS

1.0 DEFINED TERMS.

- 1.1 Authorized Representative: Any representative of the City, whether or not a City or GRU employee, designated as the City's Authorized Representative for the purposes of this Contract either in a provision of these Specifications or in written communication from the Utilities Purchasing Manager.
- 1.2 Bid Date: The date the bid(s) will be opened by Utilities Purchasing which is established by this Invitation to Bid, or as modified by addenda, if any.
- 1.3 Bidder: Any person, firm, corporation, organization or agency submitting a bid for the work proposed or his duly authorized representative.
- 1.4 Contract: The contract, agreement or purchase order executed by GRU and the Contractor for the performance of the work. The Contract shall incorporate the provisions of the Invitation to Bid.
- 1.5 Contract Price: The amount stated in the Contract plus or minus any additions or deductions contained in any contract amendment or change order.
- 1.6 Contractor or Vendor: The person, firm, corporation, organization or agency, or its duly authorized representative, with whom the GRU has a Contract for performance of the work or supply of equipment or materials.
- 1.7 GRU: City of Gainesville, d.b.a., Gainesville Regional Utilities, Florida, acting by and through its representatives. Gainesville Regional Utilities may also be referred to herein as "Owner."
- 1.8 Invitation to Bid ("ITB"): Directions, provisions, and requirements contained in the ITB, i.e., Instructions to Bidders, General Conditions, Special Provisions, Technical Specifications (if any) including any drawings and/or plans, Bid Form and Bonds, if applicable.
- 1.9 Responsible Bidder: To be responsible, the bidder shall have the capacity in all respects to fully perform the contract requirements, and the experience, integrity, reliability, capacity, facilities, equipment, proposed subcontractors, suppliers and other persons and organizations proposed by the bidder to perform the furnish the Work, and credit which will assure good faith performance. Responsibility shall be determined solely by GRU. GRU reserves the right to make such investigation as it deems necessary to make this determination. Such information may include, but shall not be limited to: current financial statements, bank records, verifications of availability of equipment and personnel and past performance records.
- 1.10 Responsive Bidder: To be responsive, bidder must submit a bid which conforms in all material respects to the requirements set forth in this ITB, as determined solely by GRU.

- 1.11 **Subcontractor:** Any person, firm or corporation other than the Contractor supplying labor or materials for work being performed under the Contract.
- 1.12 **Successful Bidder:** The lowest, qualified, responsible and responsive Bidder to whom GRU makes an award.
- 1.13 **Work:** Any work, services, materials, parts or equipment furnished under and made a part of the Contract, including items not specifically indicated or described which are reasonably considered in good practice as being essential to completing the requirements of the Contract.
- 1.14 **Minority Business Enterprise:** A business that is at least 51% owned by a minority person. A minority is defined as a lawful permanent resident of Florida who is (a) African-American, (b) Asian-American, (c) Hispanic-American, (d) Native-American, or (e) American women, or has been certified as a Minority Business Enterprise by any federal agency or under criteria established by Purchasing Division programs.
- 1.15 **Small Business Enterprise:** An independently owned and operated business concern that employs 200 or fewer permanent full-time employees, and that, with its affiliates, has a net worth of not more than \$5,000,000

2.0 EXAMINATION OF CONTRACT DOCUMENTS AND SITE.

- 2.1 It is the responsibility of each Bidder before submitting a Bid, to (a) examine the ITB thoroughly, (b) if applicable, visit the site to become familiar with local conditions that may affect the cost, progress, performance of furnishing the Work, (c) consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work, (d) study and carefully correlate Bidder's observations with the ITB, and (e) notify the Purchasing Representative of all conflicts, errors or discrepancies in the ITB.
- 2.2 In the event that there is any conflict between the terms and conditions contained in the ITB, the precedence shall be the Contract or ITB, as amended or modified, interpreted as a whole, as applicable, and then as follows:
 - a. addenda or modifications of any nature, if any
 - b. technical specifications, if any
 - c. special provisions
 - d. general conditions
 - e. instructions to bidders
 - f. contract
 - g. bid form
- 2.3 A vendor who is aggrieved in connection with the specifications of this bid may protest in writing to Utilities Purchasing prior to bid call.

3.0 INTERPRETATIONS AND ADDENDA.

- 3.1 All questions about the meaning or intent of the ITB are to be directed to the Purchasing Representative who has signed the ITB. Interpretations or clarifications considered necessary

in response to such questions will be issued by Addenda mailed or delivered to all parties recorded as having received the ITB. Questions received less than two (2) days prior to the closing date may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

3.2 Addenda may also be issued to modify the ITB as deemed advisable by the Purchasing Representative.

3.3 Addenda issued by GRU prior to the opening date shall be binding as if written into the ITB. Bidder is required to acknowledge receipt of the same as indicated on the Bid Form.

4.0 PREPARATION OF BIDS.

4.1 The Bid Form is included in the ITB; additional copies may be obtained from the Purchasing Representative.

4.2 All blanks on the Bid Form must be completed in ink or by typewriter.

4.3 A bid by corporations must be executed in the corporate name by the president, a vice-president, or other corporate representative accompanied by evidence satisfactory to GRU of such person's authority to sign. The corporate address and state of incorporation must be shown below the signature.

4.4 A bid by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature, and the official address of the partnership must be shown below the signature.

4.5 All names must be typed or printed below the signature.

4.6 The Bid shall contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).

4.7 Unless stated otherwise, Bidder(s) must submit a Bid for all items listed on the Bid Form.

4.8 Only one bid from any individual, firm, corporation, organization or agency under the same or different name shall be considered. Should it appear to GRU that any Bidder is interested in more than one bid all bids in which such Bidder has interest shall be rejected.

4.9 Responses to this Invitation to Bid upon receipt by GRU become public records subject to the provisions of Chapter 119, *Florida Statutes*, Florida's Public Records Law. Should the Bidder feel that any portion or all of its response is exempt from the Florida Public Records Law, its response should clearly assert such exemption and the specific legal authority for the asserted exemption. All material that qualifies for exemption from Chapter 119 must be submitted in a separate envelope, clearly identified as "TRADE SECRETS EXCEPTION," with your firm's name and the bid number marked on the outside. Please be aware that the designation of an item as a "trade secret" by the Bidder may be challenged in court by any person. In designating material in a bid as "trade secret," the Bidder agrees to hold the City harmless

from any award to a plaintiff of damages, costs, or attorneys' fees incurred by the City by reason of any legal action challenging the Bidder's trade secrets claim.

- 4.10 Responses to this Invitation to Bid will be available for inspection after such time as an award is recommended or within ten (10) days after the bid date, whichever is earlier.
- 4.11 The Bidder, by affixing the authorized signature to the Bid Form, declares that the bid is made without any previous understanding, agreement, or connections with any persons, firms, or corporations making a bid on the same items and that it is in all respects fair and in good faith without any outside control, collusion or fraud. A non-exclusive manufacturer/distributor relationship does not, in and of itself, constitute a prior understanding, agreement, connection or collusion between bidders.
- 4.12 The Bidder further declares that no City Commissioner, other City officer, or City employee directly or indirectly owns more than five (5) percent of the total assets or capital stock of the bidding entity, nor will directly or indirectly benefit by more than five (5) percent from the profits or emoluments of this contract. [For purposes of this paragraph, indirect ownership or benefit does not include ownership or benefit by a spouse or minor child.]

5.0 DEVIATIONS FROM SPECIFICATIONS.

- 5.1 Any deviation from this ITB must be explained in detail. Otherwise, it will be considered that items offered are in strict compliance with the ITB and the Successful Bidder will be held responsible for meeting all of the specifications of the ITB. Deviations must be explained on separate sheets attached to the bid labeled "Clarifications and Exceptions" and each must be itemized by number and must refer to the applicable specification paragraph and page.
- 5.2 Bidder is expected to fully inform himself as to the requirements of the Specifications and failure to do so will be at his own risk. Bidder shall not expect to secure relief on the plea of error.
- 5.3 GRU reserves the right to waive clarifications and exceptions in awarding the bid in the best interest of GRU.

6.0 SUBMISSION OF BID.

- 6.1 The bid shall be submitted in duplicate on the prescribed Bid Form at the time and place indicated on the Invitation to Bid and shall be enclosed in an opaque sealed envelope, marked with the Bid Name and name and address of the Bidder and accompanied by the security and other required documents, when applicable. A bid not meeting this requirement may be deemed non-responsive.
- 6.2 If the Special Provisions indicate submission of the bid by e-mail or facsimile is permitted, the bid form and any other required documentation must be received by bid call. Originals of the signed bid form and any required documentation must be received by Utilities Purchasing within two business days of the bid date. If the originals are not received by Utilities Purchasing within two business days, the bid may be deemed non-responsive. If the bid is submitted by facsimile, the transmission must be completed by bid call.

7.0 MODIFICATION AND WITHDRAWAL OF BIDS.

- 7.1 The bid may be modified or withdrawn by an appropriate document duly executed (in the manner that a bid must be executed) and physically received by Utilities Purchasing any time prior to bid call.
- 7.2 After the bid date, corrections in the bid shall be permitted: 1) only to the extent that the bidder can show by clear and convincing evidence a mistake of a nonjudgmental character was made; 2) the nature of the mistake is evident; and 3) the bid price intended is evident. After the bid date, no changes in bid prices or other provisions of the bid prejudicial to the interest of GRU or fair competition shall be permitted. In lieu of bid correction, an apparent low bidder alleging a material mistake of fact may be permitted to withdraw its bid, at the option of GRU if: (a) the mistake is clearly evident on the face of the bid but the intended correct bid is not similarly evident; or, (b) the bidder submits evidence which clearly and convincingly demonstrates that a good faith mistake (without negligence of the bidder) was made.

8.0 COSTS IN DEVELOPMENT OF BID. Costs for developing a response to this ITB are entirely the obligation of the Bidder and shall not be charged in any manner to GRU.

9.0 NON-SUBMITTAL OF BID. In the event a vendor elects to not submit a bid, please return the "Statement of No Bid" or advise Utilities Purchasing at (352) 334-3400, Ext. 1240, of your decision and reason for not submitting a bid by the stated bid date. Failure to respond may cause removal of the vendor from the bid list.

10.0 PUBLIC ENTITY CRIMES/DEBARMENT/SUSPENSION/TERMINATION.

- 10.1 Pursuant to §287.133(2)(a), *Florida Statutes*, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.
- 10.2 Bidder shall be responsible for any violation of the current policies regarding debarment/suspension/termination which have been issued by the Utilities Purchasing Division. A copy of these policies is attached to this ITB.
- 10.3 Rejection of Bids, Termination of Contract.
- a. A previously solicited and/or accepted bid may be rejected or acceptance revoked prior to beginning of performance upon discovery by the City that the bidder or its affiliates have committed any act which would have been cause for debarment.
- b. If the City discovers, after a contract is awarded and performance has begun, that the Bidder or its affiliates have committed any act subsequent to or prior to award or acceptance which would have been cause for debarment had it been discovered prior to solicitation or

acceptance, the City may consider such to be a material breach of the contract and such shall constitute cause for termination of the contract.

11.0 SALES TAX. The bid should include Florida sales taxes on items required by the Bidder to manufacture or supply the items needed to perform the work, but should not include Florida sales taxes on the bid price for equipment, materials or services to be provided to GRU. The City of Gainesville, d.b.a. Gainesville Regional Utilities, is exempt from Florida sales taxes for certain purchases and will provide a tax-exempt certificate upon request.

12.0 BID SECURITY AND BOND(S).

12.1 If bid security is required in the Special Provisions, each bid must be accompanied by a cashier's check, certified check or bid bond in the form attached payable to the City of Gainesville, d.b.a., Gainesville Regional Utilities, in the amount of five percent (5%) of the bid submitted. Bid security will be forfeited if the Successful Bidder fails to execute a contract with GRU substantially including the terms herein or to accept issuance of a purchase order with fifteen (15) days after notification of award of the Contract.

12.2 If a performance bond is required in the Special Provisions, the Contractor shall furnish a performance bond in the form attached in an amount of 100% of the lump sum amount of the bid as security for the full and complete performance of the Contract and for the payment of all persons performing labor, furnishing materials or furnishing equipment in connection with the Contract.

12.3 If either bid security or a performance bond is required in the Special Provisions of this ITB, the surety or sureties shall be a company or companies satisfactory to GRU. Any surety shall be required to have a resident agent in the State of Florida and shall be duly licensed to conduct business therein. The requirement of a Florida resident agent may be waived by GRU if evidence satisfactory to GRU is provided that applicable requirements have been met to permit service of process on a State office under Florida law.

13.0 BID.

13.1 All discounts shall be stated as a part of the bid and shall be fully explained. The Special Provisions will state if prompt payment discounts are to be considered in the award of the bid.

13.2 Only firm bids will be considered.

13.3 Late payment penalties, if any, shall be listed as clarifications and exceptions and shall not be included as part of the bid.

13.4 The price shall be determined by the price stated on the bid form. GRU shall not be responsible for any additional charges not accepted by GRU, and any invoicing at variance with this provision shall be grounds for cancellation of the Contract at the option of GRU.

- 14.0 ERRORS.** The Bidder shall read this ITB fully and be informed as to its requirements. Failure to do so will be at Bidder's own risk. A Bidder shall not be relieved of a requirement of this ITB on the plea of error.
- 15.0 LOBBYING.**
- 15.1 To ensure fair consideration and consistent and accurate dissemination of information for all proposers, the City prohibits communication to or with any department, employee, or agent evaluating or considering the proposals during the submission process, except as authorized by the contact person.
- 15.2 During the blackout period as defined herein, except as pursuant to an authorized appeal, no person may lobby, as defined herein, on behalf of a competing party in a particular procurement process, City officials or employees except the purchasing designated staff contact in the purchasing division. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.
- 15.3 The blackout period means the period between the time the submittals for invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, are received by the City of Gainesville purchasing division and the time City officials and employees award the contract. Lobbying means when any natural person, for compensation, seeks to influence the governmental decision-making, to encourage the passage, defeat or modification of any proposal, recommendation or decision by City officials and employees, except as authorized by procurement documents.



**CITY OF GAINESVILLE
GAINESVILLE REGIONAL UTILITIES
PURCHASING DIVISION**

DEBARMENT/SUSPENSION/TERMINATION

Debarment/Suspension. The purchasing representative is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in activity which might lead to debarment. The suspension shall be for a period not to exceed three months. After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the purchasing representative, after consulting with the City Attorney, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. The causes for debarment include:

- (a) Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract, within five years of a proposed award;
- (b) Conviction under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a City contractor, within five years of a proposed award;
- (c) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals, within five years of a proposed award;
- (d) Violation of contract provisions, as set forth below, of a character which is regarded by the purchasing representative to be so serious as to justify debarment action, within five years of a proposed award:
 - (I) Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - (II) A record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
- (e) For any provision of, or offer, gift or agreement to provide, any gratuity, kickback or offer of employment to any City employee or former City employee in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase requisition, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor, within three years of a proposed award; and
- (f) For any payment, gratuity, kickback or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order, within three years of a proposed award; and
- (g) For retaining a person or soliciting or securing a City contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business, within three years of a proposed award; and
- (h) During the period of a contract with the City, employing, or offering employment to, any current City employee participating directly or indirectly in the procurement process, within three years of a proposed award; and
- (i) Any other cause the purchasing representative determines to be so serious and compelling as to affect responsibility as a City contractor, including debarment by another governmental entity for any cause listed in this Section.

REJECTION OF BIDS/TERMINATION OF CONTRACT

Previously solicited and/or accepted bids may be rejected or acceptance revoked prior to beginning of performance upon discovery by the City that the bidder or its affiliates have committed any act which would have been cause for debarment.

If the City discovers, after a contract is awarded and performance has begun, that the bidder or its affiliates have committed any subsequent to or prior to award or acceptance which would have been cause for debarment had it been discovered prior to solicitation or acceptance, the City may consider such to be a material breach of the contract and such shall constitute cause for termination of the contract.

Revised 10/06/86

disbarment.att

STATEMENT OF NO BID

**TO: City of Gainesville/Gainesville Regional Utilities
P. O. Box 147117, Mail Station A-130
Gainesville, Florida 32614-7117
Fax: (352) 334-2989**

PROJECT: Annual Contract for Temporary Personnel Services

VENDOR: _____

VENDOR'S ADDRESS: _____

DATE: _____

VENDOR'S REPRESENTATIVE:

_____ Telephone number: _____
(Name) Fax number: _____

The above Vendor declines to submit a bid on the referenced bid for the following reason(s):

- _____ No longer offers the service or product in this type of bid and requests to be removed from the vendor's list for this service or product.
- _____ Our schedule will not permit us to perform the work.
- _____ Do not have the time to bid at this time but requests to remain on the vendor's list.
- _____ Insufficient time to respond to the Invitation to Bid
- _____ Unable to meet specifications.
- _____ Unable to meet the insurance requirements.
- _____ Unable to meet the bond requirements.
- _____ Other _____

Remarks: _____

IF A STATEMENT NO-BID IS NOT EXECUTED AND RETURNED, THE VENDOR'S NAME MAY BE DELETED FROM THE LIST OF GAINESVILLE REGIONAL UTILITIES' QUALIFIED VENDORS FOR THIS SERVICE OR PRODUCT.

SECTION THREE

GENERAL CONDITIONS

1.0 CONDUCT OF THE WORK.

- 1.1 Personnel. The Contractor shall employ only competent and skilled workers on the Work. Contractor shall perform this contract as an independent contractor. All persons engaged in any of the Work performed pursuant to this contract shall at all times, and in all places, be subject to the Contractor's sole direction, supervision and control. Neither Contractor, nor anyone employed by it, shall represent, act, or be deemed to be the agent or employee of GRU.
- 1.2 Warranty of Service. Contractor warrants that its services under this Contract shall be performed in a thorough, efficient, and workmanlike manner, promptly and with due diligence and care, and in accordance with that standard of care and skill ordinarily exercised by members of the profession or vocation doing similar work.
- 1.3 Noninfringement. Contractor warrants that any work product or other material furnished to GRU does not infringe on any third party rights in any US patent, copyright, trademark or trade secret.
- 1.4 Extra work. Without invalidating the Contract, GRU may, at any time, by written order and without preliminary notice to the surety, order extra work within the general scope or alter the work by addition or reduction, and the contract price will be adjusted accordingly.

2.0 CANCELLATION.

- 2.1 If the term of the Contract resulting from this bid continues beyond the current fiscal year and funds for such Contract are not approved during a subsequent fiscal year, GRU reserves the right to terminate such Contract without cause upon thirty (30) days written notice to Contractor.
- 2.2 GRU reserves the right to cancel any Contract arising out of an award under this ITB if, in its opinion, there is any failure to adequately perform the requirements of this ITB. Under these conditions, cancellation will be effective immediately upon written notification to the Contractor and such cancellation will relieve GRU from any obligation to purchase any items under such Contract.

3.0 CONTRACT PRICE.

- 3.1 Price. GRU shall pay the Contractor for the work at the price[s] stated on the Contract. No additional payment shall be made to the Contractor except for additional work or materials

as stated on a valid change order issued by GRU prior to the performance of the work or delivery of materials.

- 3.2 **Final Payment/Acceptance.** The acceptance by the Contractor of final payment due on termination of the Contract, shall constitute a full and complete release of GRU from any and all claims, demands and causes of action whatsoever which the Contractor, its successors or assigns have or may have against GRU under the provisions of the Contract.
- 4.0 **TIME OF COMPLETION.** Time is of the essence for the completion of all work under the resulting Contract. The work shall be completed within the time frame provided on the Bid Form.
- 5.0 **RESPONSIBILITIES OF THE CONTRACTOR.**
- 5.1 **Performance.** The Contractor shall perform all the Work promptly and diligently in a good, proper, and workmanlike manner in accordance with these Specifications. The Contractor in doing the work shall have the freedom to perform the authorized work by such means and in such a manner as it may choose within the limits of these Specifications.
- 5.2 **Materials, Services and Facilities.** The Contractor shall provide and pay for all labor, tools, equipment, transportation and materials and these shall be of a high quality in every respect. The Contractor's employees shall be as clean and as in good appearance as the job conditions permit and shall conduct themselves in an industrious and courteous manner. Modern tools kept in good working order shall be utilized. Adequate first aid supplies shall be provided by the Contractor and shall be accessible to the employees.
- 5.3 **Subcontractors.**
- a. The Special Provisions section of the specifications will indicate whether or not subcontractors are allowed. If subcontractors are allowed, the Contractor may utilize service or specialty Subcontractors on those parts of the work which under normal contracting practices are performed by specialty Subcontractors. If Subcontractors are to be used, the following provisions shall apply.
 - b. The Contractor shall notify GRU in writing of any subcontract that is to be utilized and no Subcontractor shall be employed without the written approval of GRU.
 - c. The Contractor shall be as fully responsible to GRU for acts and omissions of persons directly or indirectly employed by it as it is for the acts and omissions of persons strictly employed by him.
 - d. Nothing contained in this Contract shall create any kind of contractual relationship between the Subcontractor and GRU.

- e. GRU of Gainesville strongly encourages participation in this project by minority and small business subcontractors. The successful bidder will be requested to provide information on anticipated participation of MBES and SBES prior to commencement and actual participation, in terms of dollars, prior to closeout of the project.
- 5.4 Compliance with Laws and Regulations. All City, County, State and Federal laws, regulations or ordinances must be strictly observed. Contractors shall be responsible for all practical and legal notices and signals to the public while the work is in progress and shall take precautions that may be necessary to protect life and property.
- 5.5 Responsibility for Damages. The Contractor shall indemnify and hold harmless GRU and its elected and appointed officials from liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of the construction contract.
- 5.6 Enforcement or Litigation Costs. The Contractor shall pay all costs and expenses that may be incurred by GRU (i) in enforcing compliance by the Contractor with the provisions of this Contract, or (ii) in defending any proceeding or suit brought against GRU for violation by the Contractor of any law or ordinance, or (iii) in defending any action or suit for which indemnification is required hereunder. If GRU shall be, or be made, a party to any litigation with respect to any matter arising out of, or related to, this Contract as to which the Contractor is at fault or responsible, the Contractor shall pay all judgments, decrees and costs, including reasonable attorney's fees, incurred by or imposed upon GRU in connection therewith.
- 6.0 INSURANCE.**
- 6.1 Contractor's and Subcontractor's Insurance. The Contractor shall not commence work until he has obtained all the insurance required under this section and until such insurance has been approved by GRU nor shall the Contractor allow any Subcontractor to commence work until the Subcontractor has obtained the insurance required for a Contractor herein and such insurance has been approved unless the Subcontractor's work is covered by the protections afforded by the Contractor's insurance.
- 6.2 Workman's Compensation Insurance. The Contractor shall procure and maintain workers' compensation insurance to the extent required by law for all its employees to be engaged in work under this Contract. In case any employees are to be engaged in hazardous work under this Contract and are not protected under the workers' compensation statute, the Contractor shall provide adequate coverage for the protection of such employees.
- 6.3 Public Liability Insurance. If Insurance is required in the Special Provisions of the specifications, the Contractor shall procure and shall maintain broad form comprehensive general liability insurance and comprehensive automobile liability insurance with coverage amounts as listed in the Special Provisions section. GRU shall be an additional insured on

this insurance with respect to all claims arising out of the operations or work to be performed.

- a. Comprehensive General (Public) Liability (other than automobile)
 - i. Premises/Operations
 - ii. Independent Contractors
 - iii. Products/Completed Operations
 - iv. Personal Injury
 - v. Contractual Liability
 - vi. Explosion, collapse and underground property damage

- b. Automobile Bodily Injury/ Automobile Property Damage Liability
 - i. City/Leased Automobiles
 - ii. Non-Owned Automobiles
 - iii. Hired Automobiles

- 6.4 **Proof of Carriage of Insurance.** The Contractor shall furnish GRU a certificate of insurance in a form acceptable to GRU for the insurance required. Such certificate or an endorsement provided by the Contractor must state that GRU will be given thirty (30) days written notice prior to cancellation or material change in coverage. Copies of an endorsement naming GRU as Additional Insured must accompany the certificate of insurance.
- 7.0 **PERMITS AND LICENSES.** The Contractor shall procure all permits and licenses, pay all charges and fees and give all notice necessary and incidental to its performance of the work.
- 8.0 **ASSIGNMENT OF CONTRACT.** The Contractor shall not assign or subcontract in whole or in part its rights or obligation under this Contract or any monies due or to become due thereunder without the written consent of GRU.
- 9.0 **LIENS.** Before the final acceptance of the work and payment by GRU, the Contractor shall furnish to GRU proper satisfactory evidence, under oath, that all claims for labor and materials employed or used in the construction of said work have been settled and no legal claim can be filed against GRU for such labor and materials. If such evidence is not furnished to GRU, such amounts as may be necessary to meet the unsatisfied claims may be retained from monies due to the Contractor under this Contract until the liability shall be fully discharged.
- 10.0 **DEFECTIVE WORK AND MATERIALS.**
- 10.1 All materials furnished or work done, when not in accordance with the intent of these Specifications, shall be rejected and shall be removed immediately and replaced by suitable and satisfactory work and materials at no further cost to GRU. Failure to reject any defective work or materials will not prevent later rejection when such a defect is discovered

and shall not relieve the Contractor of his obligation to fulfill his Contract even though such work and materials have been previously inspected by GRU and accepted; and it shall not obligate GRU to final acceptance nor shall it prevent GRU at any time subsequent from recovering damages from work actually shown to be defective.

10.2 If the Contractor fails to remove any defective work or materials, GRU shall have the right to stop work and remedy the cause at the expense of the Contractor.

10.3 If GRU deems it expedient to accept minor imperfect work, GRU shall have the right to retain such work and an equitable deduction shall be made in the Contract price.

11.0 TERMINATION / DEFAULT.

11.1 If the Contractor shall be adjudged as bankrupt, or if he should make a general assignment for the benefit of its creditor(s), or if a receiver shall be appointed for the Contractor, or if it should persistently or repeatedly refuse or fail to supply enough properly skilled workmen or proper materials, or if it should refuse or fail to make payment to persons supplying labor or materials for the work under the Contract, or it persistently disregards instructions of GRU, or fails to observe or perform or is guilty of a substantial violation of any provision of the Contract documents, then GRU, after serving at least ten (10) days' prior written notice to the Contractor of its intent to terminate and such default shall continue unremedied for a period of ten (10) days, may terminate the Contract without prejudice to any other rights or remedies and take possession of the work; and GRU may take possession of and utilize in completing the work such materials, appliances, equipment as may be on the site of the work and necessary therefore. The Contractor shall be liable to GRU for any damages resulting from such default.

11.2 Previously solicited and/or accepted bids may be rejected or acceptance revoked prior to beginning of performance upon discovery by GRU that the bidder or its affiliates have committed any act which would have been cause for debarment.

11.3 If GRU discovers, after a contract is awarded and performance has begun, that the bidder or its affiliates have committed any act subsequent to or prior to award or acceptance which would have been cause for debarment had it been discovered prior to solicitation or acceptance, GRU may consider such to be a material breach of the contract and such shall constitute cause for termination of the Contract.

11.4 GRU reserves the right to terminate this Contract without cause upon thirty (30) days written notice to Contractor.

12.0 DELAY.

12.1 Notwithstanding the completion schedule, GRU shall have the right to delay performance for up to three months as necessary or desirable and such delay shall not be deemed a breach of contract, but the performance schedule shall be extended for a period equivalent to the time

lost by reason of GRU's delay. Such extension of time shall be the Contractor's sole and exclusive remedy for such delay.

- 12.2 If the project for which the delivery is required is stopped or delayed for more than three months, either in whole or in substantial part, and either GRU or Contractor elects to terminate the Contract because of such delay, if such stoppage or delay is due to actions taken by GRU, within its control, Contractor's sole and exclusive remedy under the contract shall be reimbursement for costs reasonably expended in preparation for or in performance of the contract plus Contractor's lost profit in respect to the equipment or materials procured, manufactured or kept for GRU under the Contract. None of the aforementioned costs shall be interpreted to include home office overhead expenses or other expenses not directly attributable to performance of the Contract. Contractor shall not be entitled to make any other claim, whether in breach of contract or in tort for damages resulting in such delay.
- 12.3 If the performance of the Contract is delayed by fire, lightning, earthquake, cyclone, or other such cause completely beyond the control of either GRU or the Contractor then the time for completion of the Contract shall be extended for a period equivalent to the time lost by reason of any of the aforesaid causes.
- 12.4 GRU reserves the right to terminate this Contract without cause upon thirty (30) days written notice to Contractor.

13.0 WARRANTY/GUARANTEE.

- 13.1 Contractor warrants and guarantees to GRU that all materials will be new unless otherwise specified and that all work will be of good quality and free from defects and in accordance with the Specifications.
- 13.2 Contractor agrees to remedy promptly, and without cost to GRU, any defective materials or workmanship which appear within the warranty period stated in the Special Provisions section of the specifications.
- 13.3 No provision contained in these Specifications shall be held to limit Contractor's liability for defects to less than the legal limit of liability in accordance with law.
- 13.4 No provision contained in these Specifications shall be held to limit the terms and conditions of the manufacturer's warranty and Contractor shall secure parts, materials and equipment to be installed with manufacturer's full warranty as to parts and service wherever possible.

14.0 PAYMENT.

- 14.1 Invoicing. The Contractor shall be responsible for invoicing the City for work performed. The Contractor shall submit invoices for General Government and GRU separately. Invoices shall be directed to the following Accounts Payable Departments:

**General Government /
City of Gainesville**

Accounts Payable
P.O. Box 490, Station 15
Gainesville, FL 32602

Gainesville Regional Utilities

Accounts Payable
P.O. Box 147117, Station A - 105
Gainesville, FL 32614-7117

- 14.2 Required Information. The Contractor's invoices must include the following information: the correct job number, the work location, engineer, job start date, and job completion date. Most of this information can be obtained directly from the Contractor Summary Package as prepared by the Engineer. Invoices for completed work must be submitted no later than thirty (30) days from the completion date of the work. Invoices for partially completed work will be allowed by exception only and at GRU's discretion. All partial invoices must be clearly identified as such on the face of the invoice.
- 14.3 Payment. Payment will be due to the Contractor thirty (30) days after receipt of the invoice, provided, however, that the Contractor shall not submit more than one invoice per thirty-day period. Payment may be withheld by GRU due to failure by the Contractor to comply with these Specifications or because unacceptable equipment or materials were delivered as determined by GRU's inspection. GRU shall notify the Contractor of any unsatisfactory performance as soon as practicable so that it can be corrected without delaying payment if possible.
- 14.4 Claim for Extra Payment. If the Contractor claims that any instruction or change issued by GRU involves extra cost, it shall so notify GRU in writing within ten (10) days after receipt of such instruction and in any event secure approval before proceeding to execute the work.
- 15.0 NOTICES.**
- 15.1 Notices to the Contractor pursuant to these Specifications shall be deemed to have been properly sent when mailed to the Contractor at the address provided on the Bid Forms.
- 15.2 Notices to GRU shall be deemed to have been properly sent when mailed to Utilities Purchasing, Gainesville Regional Utilities, P.O. Box 147117, Station A130, Gainesville, Florida 32614-7117.
- 16.0 DISPUTES.** Except as otherwise provided in this Contract, any dispute concerning a question of fact or of interpretation of a requirement of the Contract which is not disposed of by mutual consent between the parties shall be decided by the General Manager or his designee, who shall reduce the decision to writing and furnish a copy thereof to the parties. In connection with any dispute preceding under this clause the party shall be afforded an opportunity to be heard and to offer evidence in support of its version of the facts and interpretation of the Contract. The General Manager or his designee shall make such explanation as may be necessary to complete, explain or make definite the provisions of this Contract and the findings and conclusions shall be final and binding on both parties.

Pending the final decision of a dispute hereunder, Contractor shall proceed diligently with its performance of the Contract in accordance with the preliminary directions of GRU.

- 17.0 SOVEREIGN IMMUNITY.** Nothing in this document shall be interpreted to waive the City's sovereign immunity.
- 18.0 GOVERNING LAW.** Any resulting transaction hereunder shall be governed by and construed in accordance with the laws of the State of Florida, without giving effect to the principles of conflict of laws. Venue for all disputes shall be in Alachua County, Florida.

SECTION FOUR

SPECIAL PROVISIONS

- 1.0 SCOPE.** These Special Provisions amend or supplement the Invitation to Bid and General Conditions as indicated below. All provisions which are not so amended or supplemented remain in full force and effect, except that the Technical Specifications, if any, shall govern if any conflict arises between such sections and these Special Provisions.
- 2.0 AUTHORIZED REPRESENTATIVES.** The Purchasing Representative for this Project is E. Alexander Corvetto. Questions regarding this Invitation to Bid and the administration of the resulting contract should be directed to Mr. Corvetto at (352) 393-1209 or via facsimile at (352) 334-2989.
- 3.0 DESCRIPTION OF WORK.**
- 3.1 A contract for temporary personnel services is required on an as needed basis for various departments within the City of Gainesville's General Government and Gainesville Regional Utilities departments.
- 3.2 The "Wage Rate" for each job description as listed on the Bid Form shall be determined by the City based on the City's job description and the current wage for the position. Revised Wage Rates shall be provided to the Contractor prior to the anniversary date of the Contract and shall be made effective January 1st each year. The Wage Rate shall be the wage paid to the temporary employee. The Billing Rate shall be adjusted in conjunction with any Wage Rate modification.
- 3.3 Historical data of temporary services provided in this solicitation are provided solely for the guidance of bidders in establishing a possible estimate of the volume to be expected. Data provided shall in no way be binding as to an exact quantity or value of the contract. Neither shall the historical data be interpreted as a guaranteed minimum or maximum.
- 4.0 HISTORICAL USAGE.** The following historical data is provided for informational purposes only to assist potential bidders in the preparation of bids. The data should not be interpreted as any guarantee of future requirements.

	<u>General Government</u>	<u>GRU</u>
Total expenditures for FY 2007		
(12 months)	\$319,444	\$207,979

Job Classification **Total number of hours required over the past three years of the contract (General Government & GRU combined)**

Account Clerk	5,402
Computer Assistant	1,168
Computer Programmer	341
Customer Service Rep.	5,987
Drafter/Graphics	372
Human Resources Tech.	2,764
Laborer (all)	54,876
Programmer/Analyst	588
Support Staff (all)	47,126

The following positions did not have requirements during the last three years but are typical positions that may be required under the contract in the future.

Housing Specialist
Recreation Aide
Research Assistant
Systems Analyst

Note: Other job classifications not listed above will be requested on an as-needed basis and approved by the City's Human Resource Department.

5.0 TERMS OF AWARD.

- 5.1 Award will be made to the lowest, responsive, responsible bidder based on cost of annual maintenance.
- 5.2 GRU reserves the right to award the Contract to other than the lowest bidder for such reasons as delivery and/or performance times and utilization of minority or small business contractors or subcontractors.
- 5.3 GRU reserves the right to reject any and all bids, or any part thereof, to waive any and all informalities or irregularities, and the right to disregard all nonconforming, nonresponsive, unbalanced or conditional bids. Also, GRU reserves the right to reject the bid of any bidder if GRU believes that it would not be in its best interest to make an award to that bidder, whether because the bid is not responsive or the bidder is not responsible, as determined by GRU.
- 5.4 Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

- 5.5 If the contract(s) is to be awarded, GRU will give the Successful Bidder(s) a Notice of Award within sixty (60) days after the bid date. All Bids shall remain valid for sixty (60) days from the Bid Date.
- 5.6 When GRU gives a Notice of Award to the Successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Contract (or Purchase Order, as applicable) with all other written Contract Documents attached. Within fifteen (15) days thereafter Contractor shall sign and deliver the required number of counterparts of the Contract and attached documents to GRU with the required Bonds, if applicable. GRU shall deliver one fully signed counterpart to Contractor.
- 5.7 Failure on the part of the successful Bidder to execute a Contract within fifteen (15) days after the notice of acceptance shall be just cause for annulment of award.
- 5.8 GRU may then accept the bid of the next lowest bidder or readvertise the bid. If the bid of the next lowest bidder is accepted, this acceptance shall bind such bidder as though it was the original Successful Bidder.

6.0 TERM OF AGREEMENT.

- 6.1 The term of the Contract shall commence on January 1, 2009 and terminate on December 31, 2014. The contract may be extended for one (1) additional five-year period, upon negotiation of the prices and the mutual agreement of the parties.
- 6.2 Termination without Cause. Either Party may terminate this Agreement with a thirty (30) days' prior written notice to the other Party. Upon receipt or giving of notice of termination, Contractor shall cease work and shall promptly deliver all material used for training to GRU. Within thirty (30) days after delivery of completed work and an invoice therefore, GRU will pay Contractor for all satisfactorily completed work pursuant to the terms hereof. Termination under this paragraph shall not give rise to any claim against GRU, its employees or agents, for damages or for compensation in addition to that provided hereunder.
- 6.3 Termination for Cause. If, through any cause, Contractor shall fail to fulfill in a timely and proper manner the agreed obligations, fail to meet the schedule, or if Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, GRU shall thereupon have the right to terminate this Agreement by giving a ten (10) day written notice to Contractor of the effective date of such termination. If Contractor fails to cure such default within the ten (10) days to the satisfaction of GRU, this Agreement shall then terminate as stated. Upon such termination, Contractor shall be entitled to payment of such amount, to be determined by GRU, to fairly compensate Contractor for the work satisfactorily performed to the termination date; provided, however, that (a) no allowance shall be included for termination expenses, and (b) GRU shall deduct from such amount and from any amount due and payable to Contractor to the termination date.
- 6.4 GRU reserves the right to cancel any Contract arising out of an award under this ITB if, in its opinion, there is any failure to adequately perform the requirements of this ITB. Under these

conditions, cancellation will be effective immediately upon written notification to the Contractor and such cancellation will relieve GRU from any obligation to purchase any items under such Contract.

6.5 Adjustments to the contract price may be requested by the Contractor at least sixty (60) days prior to the anniversary date of October 1 each year. Any negotiated price change shall become effective on October 1 of that year. The Contractor shall provide documentation for any price increase and the price increase shall not exceed the Consumer Price Index (CPI) "Not Seasonally Adjusted" during the previous twelve months as published by the U.S. Department of Labor, Bureau of Labor Statistics.

7.0 **SUBCONTRACTORS.** Subcontractors are not allowed.

8.0 **SUBMISSION OF BIDS.** Bids via e-mail or facsimile are not acceptable (see item 6.2 of the Instruction to Bidders for further instructions).

9.0 **INSURANCE**

Insurance is required in the amounts stated below:

Commercial General Liability	\$1,000,000 combined single limit for bodily injury and property damage
Automobile Liability	\$1,000,000 combined single limit for bodily injury and property damage
Worker's Compensation	Statutory Limits

10.0 **BONDS.**

10.1 Bid Bonds and Performance Bonds are NOT required.

10.2 A Commercial Blanket Bond **IS** required for any bids that result in a Contract with the City.

11.0 **EXCLUSIVITY.** This is an exclusive contract. The City will purchase all its requirements for this service under this Contract, unless the Contractor is unable to meet all requirements.

12.0 **BID SUBMITTALS.** The Bidder shall provide the following information with the bid submittal. Failure to provide this information may be cause for the bid to be deemed non-responsive.

12.1 A listing of three (3) business references with similar jobs and/or specifications for contracts performed of similar size and nature. Include a contact name and phone number for each reference.

12.2 General information about the business including such information as the business' staff and experience, number of years in temporary personnel service business, location of office(s), applicant screening process, etc.

12.3 The business' recruitment policy, practices and philosophy.

13.0 CONTRACT POST-AWARD ORIENTATION.

13.1 After a contract has been awarded, but before any written orders are initiated, the Contract Administrator will conduct an orientation conference with the Contractor and appropriate representatives of the City. The purpose of the orientation conference is to aid both GRU and Contractor personnel in achieving a clear and mutual understanding of general contract requirements.

Contractor shall submit at least three business references with similar jobs and/or specifications.

SECTION FIVE

TECHNICAL SPECIFICATIONS

- 1.0 SCOPE.** The provisions contained in this section are intended to be cooperative with, to supplement, or to modify Instructions to Bidders, Special Provisions and General Conditions and, in case of any conflict with such sections, the intent of any and all Technical Specifications shall govern.
- 2.0 DETAILED DESCRIPTION OF THE WORK.**
- 2.1 The Contractor shall provide temporary personnel services on an as-needed basis for various City of Gainesville and Gainesville Regional Utilities departments.
- 2.2 Descriptions for each job classification within the City are provided for some general categories and standard job classification for possible requirements of temporary personnel (See Attachment 1). The City reserves the right to add other job classifications to the Contract as needed based on the City's requirements.
- 2.3 The Department Manager or designee from the department requiring temporary personnel services shall be responsible for contacting the Contractor for the purpose of requesting required services based on the job classification needed. If the required job classification is not listed in the Contract based on the experience and skills required, the Contractor shall propose an hourly wage rate for the job classification which will be subject to the approval by the City. The All-Inclusive Multiplier shall be applied to the wage rate to determine the billing rate. Any job classification not already established in the Contract shall be approved the City's Human Resource Department.
- 3.0 TESTING AND TRAINING.**
- 3.1 The Contractor shall be responsible for conducting the following services prior to employment of temporary personnel upon request by the City. The service shall be billed in accordance with the rates stated in the bid, if not included in the billing rate.
- 3.1.1 Health Assessments: At the request of the City, the Contractor shall conduct (or have conducted) health assessments to determine an employee's general state of health and physical ability to perform the job for which the employee is requested.
- 3.1.2 Drug Testing. Drug testing is required for certain job classifications. The Contractor shall be responsible for conducting such drug testing at the request of the City and in accordance with all federal regulations.
- 3.1.3 Criminal Background Check. (as required by job duties)
- 3.1.4 Credit Record Check. (as required by job duties)
- 3.1.5 Motor Vehicle Record Check. (as required by job duties)

- 3.2 Contractor is responsible for employing temporary personnel which are capable of performing the tasks for which they were requested. The Contractor must train and test employees for proficiency in the job that they will be performing as provided by the job classification (i.e. Office related jobs should have experience with office procedures and use of office equipment and office computer software, etc.). The Contractor shall confirm the validity of all required licenses.
- 3.3 Employee must have the appropriate valid driver's licenses for job classifications requiring the operation of motor vehicles.
- 3.4 All employees must comply with all safety practices of the City as established by the safety training departments and/or the Risk Management Department. The Contractor is responsible for obtaining copies of safety practices from the City of Gainesville Human Resources Department or the appropriate safety training department or Risk Management Department. The Contractor will ensure that all employees are familiar with all safety practices of the City as established by the safety training departments and/or the Risk Management Department.
- 3.5 All testing and training must be fair and non-discriminatory and must follow Labor and Justice Department rules and requirements.
- 3.6 Contractor shall remove promptly, and without cost the City, any temporary personnel deemed incompetent or undesirable by the City.
- 3.7 The City reserves the right to visit the Bidder's office site to observe the testing and training procedures as part of the evaluation of bids received or to evaluate the Contractor's ability to continue to provide the required services.
- 4.0 HIRING OF CONTRACTOR'S EMPLOYEES.** If, after using the Contractor's employees, the City should at any subsequent time put any of these employees on its own payroll, the Contractor waives all rights to and requirements for a payment of a fee reimbursing the Contractor for damage suffered as a result of the loss of the training and advertising invested in that employee.
- 5.0 HOURS OF WORK.**
- 5.1 Temporary personnel supplied by the Contractor shall be required to work normal business hours for the position they are temporarily filling (examples include 4, 6, 8, 10 or 12 hour shifts).
- 5.2 Employees may not exceed forty (40) hours per week without written approval from the Department Head of the requesting department or his or her designee. The Contractor shall be compensated for authorized overtime at a rate not to exceed 1.5 times the wage rate plus the all inclusive multiplier for the particular job classification.
- 6.0 GUIDELINES FOR EMPLOYING TEMPORARY EMPLOYEES.**
- 6.1 Routine Requests for Temporary Employees:

- 6.1.1 The Contractor shall send a temporary employee to the job site at the request of City staff. If requested by City staff, the Contractor shall send more than one employee to the department for an interview.
- 6.1.2 A purchase order must be provided to the Contractor for the temporary employee prior to the employee beginning the assignment.
- 6.1.3 Routine assignments shall be for six (6) months or less, unless approved by the appropriate City staff.
- 6.2 Emergency Request for Temporary Employees:
 - 6.2.1 The Contractor shall send a temporary employee to any job site within the City of Gainesville at the verbal request of the Department Supervisor.
 - 6.2.2 Emergency assignments shall not exceed one week.
- 7.0 **REPORTS.** The Contractor shall provide usage reports for personnel provided to General Government and GRU under the Contract on an as-needed basis.
- 8.0 **WORK LOCATION.** Temporary personnel may be required to work at any City or GRU facility in the Gainesville area. A current listing of General Government and GRU Departments and their physical business address is provided as **Attachment 2**. Other City Departments not listed are covered by the Contract. The correct business address shall be provided at the time of the request.

ATTACHMENT 1

SAMPLE JOB DESCRIPTIONS

ACCOUNT CLERK II

NATURE OF WORK

Processes basic and semi-complex accounting functions, including but not limited to, invoice payment, payroll preparation, financial database and records maintenance and inventory. May perform basic and semi-complex calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting and/or payroll records. Masters all applicable software, organizational processes and procedures. May be expected, through on-the-job training, to progress to the Account Clerk Senior level.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor or coordinator and receive general supervision commensurate with the level of knowledge and experience. After successfully mastering higher level systems and processes and working with internal customers and external vendors, may be assigned greater responsibilities. Where deemed appropriate and upon recommendation of the supervisor and approval of management, may be reclassified to the Account Clerk Senior level.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Verifies, inputs, and retrieves basic and semi-complex financial data transactions in computer system.

Calculates and prepares checks for payments of invoices, utilities, taxes and other payments.

Independently analyzes and/or reconciles semi-complex accounts payable, accounts receivable, and/or utility accounting and billing system problems.

Through the use of ledgers, journals and/or computers, classifies records and summarizes higher level numerical and financial data to compile and keep financial records.

Calculates, prepares and issues bills, invoices, account statements and other financial statements according to established procedures.

Complies with organizational, Federal and state policies, procedures and regulations.

Performs financial calculations such as amounts due, interest charges, balances and discounts.

Prepares bank deposits by compiling data from cashiers, verifying and balancing receipts and sending cash, checks or other forms of payments to banks.

Receives, records and banks cash, checks and vouchers.

Compiles semi-complex statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable and payroll.

Reviews the processing of purchase orders, payment vouchers and expenditure authorizations and payroll for accuracy and compliance with organizational policies and procedures.

Establishes and maintains vendor and department financial records.

Works with customers and vendors to calculate and make adjustments to customer accounts to correct billing errors. Monitors and processes delinquent accounts.

Prepares and maintains inventory, materials and property accounting and tracking records.

Prepares and processes payroll information.

Tracks work order completion and grant processing.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May provide assistance to supervisors, managers or auditors in the analysis and research of financial data and in the preparation of semi-complex and special fiscal reports.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma, and three year of experience in sub-professional accounting work; an Associate of Arts degree with at least 12 semester hours of accounting can be substituted for one year of experience; or an equivalent combination of education, training and experience which provides the required knowledge, abilities and skills.

LICENSES/CERTIFICATES

A valid State of Florida Driver License is required at all times while employed in this classification.

NOTES

This classification is not exempt from the overtime provisions of the Fair Labor Standards Act and incumbents will be paid at the appropriate rate for all hours actually worked.

The nature of this classification may require occasional work outside normal business hours, including evenings, nights, weekends and holidays during emergencies.

Work in this classification is performed indoors at a desk/workstation requiring extended periods of sitting and operating a computer, and may on occasion require very limited (less than 20 pounds) physical lifting, pushing and pulling to perform essential job functions.

This classification is subject to the provisions of the City of Gainesville Drug Free Workplace Program.

SELECTION FACTORS

Depending on area of assignment:

Typing at a speed acceptable to departmental needs

Knowledge of and ability to process routine and semi-complex payroll, including hours of work and overtime provisions of the Fair Labor Standards Act

Knowledge of and ability to process account billing

Ability to learn and apply more complex principles of accounting rules and regulations

Knowledge of financial operations and bookkeeping principles and standard office terminology, procedures, routines, and equipment

Knowledge of, and ability and willingness to apply, appropriate and applicable accounting principles and procedures, and applications to accounting functions

Knowledge of rules and regulations of keeping accounting records

Knowledge of business English and arithmetic

Ability to skillfully operate computers and relevant software and other business machines

Ability to analyze semi-complex utility accounting, billing system and payroll problems

Ability to make mathematical calculations with reasonable speed and accuracy.

Human Resources Department: _____ Signed original on file in Human Resources /

_____ Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 05/21/2004, 07/10/2008.

COMPUTER PROGRAMMER II

NATURE OF WORK

This is moderately complex technical work developing, implementing, and maintaining programs used in the City's computer systems.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its advanced technical skill.

MINIMUM REQUIREMENTS

Graduation from an accredited four year college or university with major course work in computer science, engineering, math, or related subject, or graduation from an accredited two year college and two years related work experience, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

None.

NOTES

Work is sedentary and requires prolonged hours at a computer terminal or personal computer.

Proficiency in three or more of the following areas may be required: structured programming techniques, data base design, DEC/VAX environment, microcomputers, operating systems, or computer networks.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Performs programming and program design tasks including preparation of program design documents, creation and modification of program code, and installation of software packages.

Prepares status reports. Prepares and maintains time records. May prepare project task time estimates.

Creates test databases. Performs system and program testing. Troubleshoots and corrects program and system problems.

May design user interfaces, applying graphic design and creative artistic skills.

Assists in implementation of departmental standards and adherence to these by staff and users.

Follows departmental standards and procedures.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Consults with users and other ISD staff on program design. May assist in preparation of Requests for Information and Requests for Proposal.

Prepares program specifications and technical and user documentation to departmental standards.

May specify and maintain data definitions and data base design.

May train users and other personnel on applications.

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Knowledge of principles and operation of the City's application systems and computer systems, and related technology.

Knowledge of programming and database design techniques.

Knowledge of procedures and techniques in analyzing and testing of programs and systems using programming and control languages and testing aids.

Some knowledge of principles, methods, and practices of public administration.

Ability to report on multiple assignments at varying stages of development, implementation, or operation.

Ability to review and make recommendations on program design and programming in a highly complex operating environment.

Ability to communicate effectively, both orally and in writing.

Ability to assist in preparation of technical specifications.

Ability to assist in development and maintenance of standards for ISD procedures.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Human Resources Department: Signed original on file in Human Resources /
Date

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REVISION DATE: 12/1/94; 9/10/2002.

COMPUTER SYSTEMS ANALYST

NATURE OF WORK

This is responsible professional work analyzing computer systems.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its administrative duties and advanced technical skills.

MINIMUM REQUIREMENTS

Graduation from an accredited four year college or university with major course work in mathematics, computer and information systems, or systems engineering, and four years experience in information systems design, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

None.

NOTES

None.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Analyzes alternative methods and techniques of processing automated and computerized municipal information.

Plans, schedules, and implements programs of data management designed to provide both operations and management information in a responsive and efficient manner.

Conceives, designs, and develops computer programs to improve operations management or provide information.

Performs statistical analysis on collected data to support systems analysis efforts.

Coordinates programs and data processing plans with other government agencies.

Trains and directs programming of personnel and computer operations as required to implement the Integrated Municipal Information System.

May design user interfaces, applying graphic design and creative artistic skills.

Conducts continuing evaluation of the City's data management system to improve cost effectiveness, processing capacity, or information format.

Attends work on a continual and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May require on-call responsibilities.

May require after-hours and weekend support responsibilities.

May function as a team leader.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

May be required to supervise employees designed as performing "safety sensitive" functions, for purposes of the Drug Free Workplace Program, depending on job assignment and work location.

May be required to work with, or have access to information or documents pertaining to criminal investigations, especially those dealing with drug-related activity.

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Considerable knowledge of principles, practices, and methodologies of operating a computing system.

Considerable knowledge of database design techniques.

Considerable knowledge of technical aspects of information processing equipment, including electronic data processing (E.D.P.) equipment and peripherals, microfilm, and teleprocessing equipment.

Considerable knowledge of principles of systems analysis.

Considerable knowledge of sound computer systems programming and management techniques.

Some knowledge of principles, methods, and practices of public administration.

Ability to design record and form layouts.

Ability to work effectively with coworkers and the general public.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: Signed original on file in Human Resources /
Date

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REVISION DATE: 12/1/94; 8/4/97; 9/10/2002.

CUSTOMER SERVICE REPRESENTATIVE, SR.

NATURE OF WORK

This is highly responsible, technical lead work supervising utilities' customer service activities.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its advanced customer service skills and supervisory responsibility in a multiple service environment.

MINIMUM REQUIREMENTS

Graduation from an accredited high school or possession of an acceptable equivalency diploma and four (4) years progressively responsible experience in public contact or utility customer service work, preferably in a call center environment, one year supervisory experience, or an equivalent combination of training and experience which provides the required knowledge, ability and skills.

LICENSES/CERTIFICATES

Must maintain a valid outside contact telephone number.

NOTES

None.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Coordinates daily operations of staff.

Provides customer service training to new employees and coordinates special projects with staff.

Assists in formulating policies and procedures affecting customer service.

Performs performance appraisals.

Responds to inquiries and complaints from customers and other agencies in person, by phone, and by mail. Handles complicated complaints.

Investigates, researches, and resolves problems in accordance with established policy.

Coordinates procurement and use of office supplies and equipment.

Coordinates processing of utility payments, deposits, permits and services, and handling of delinquent accounts and resolution of customer account disputes.

Assists in emergency storm situations for service restoration.

Performs duties of Customer Service Representative 2 as needed.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Acts in absence of supervisor.

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Thorough knowledge of utility services industry, GRU and City operations, and applicable ordinances, policies, and procedures.

Thorough knowledge of utilities' billing and records policies and procedures.

Thorough knowledge of new service procedures and regulations.

Thorough knowledge of credit and collections procedures and regulations.

Thorough knowledge of office practices and procedures, business English, spelling, and commercial arithmetic.

Knowledge of computers and relevant software.

Ability to plan, organize, and supervise work of others.

Ability to use good interpersonal skills through oral and written communication on the telephone and in person.

Ability to work effectively with co-workers and the general public in a team environment.

Ability and willingness to maintain composure, effectiveness, and objectivity during stressful encounters.

Ability to quickly assess the critical elements of a situation and decide upon appropriate remedial methods.

Skill in demonstrating strong organizational and motivational training efforts.

Human Resources Department: Signed original on file in Human Resources /

Date

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REVISION DATE: 12/1/94; 5/21/2004.

DRAFTER

NATURE OF WORK

This is responsible technical drafting work for gas facilities.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory experience and from lower classes by its advanced technical skills.

MINIMUM REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by two years technical training, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Pre-employment medical examination required, including satisfactory drug screening. Work may require performance of tasks outdoors under varying climatic conditions.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Determines line locations and schedules appointments for locations for construction crews.
Drafts city and county permits and permits for the state road department.
Maintains working and corrosion maps for valves, stations, services, and main lines.
Provides appropriate employees with blueprints of system maps.
Produces summary reports as needed.
Works on special projects.
Translates field notes into final drawings and updates appropriate maps.
Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Will be required to respond under emergency conditions.
Will be responsible for the dispatch of emergency vehicles (either emergency response/public safety vehicles or other vehicles in emergency situations).
Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Considerable knowledge of principles, practices, techniques, and instruments of engineering drawing.

Considerable knowledge of mathematics.

Knowledge of computers and relevant software.

Skill in use of engineering and drafting instruments, equipment, and software.

Ability to make accurate, neat, and legible field notes, sketches, and drawings.

Ability to perform technical computations to make estimates and to compile data and statistics.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

Human Resources Department: Signed original on file in Human Resources

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REVISION DATE: 12/1/94; 8/4/97.

ENGINEERING TECHNICIAN I

NATURE OF WORK

Supervisory and professional work in utilities engineering.

CLASSIFICATION STANDARDS

Positions allocated to this class report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibilities and from lower classes by its supervisory and administrative responsibilities.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with major course work in engineering or related field and/or four years of progressively responsible experience in utilities construction and engineering, or a related area, or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

None.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Prepares and assists in the preparation of medium and short range studies pertaining to new revenue service, expansion, renewal, replacement, system improvements, and operation and maintenance of the electric and gas systems.

Develops and directs the design and preparation of plans, specifications, work order documents and cost estimates for changes, additions and/or deletions to the gas and electric systems.

Reviews work orders material requisition forms for job compatibility and materials availability.

Provides supervision, coordination, direction, and technical expertise to all levels of engineering technicians, construction personnel, and entry-level engineers.

Provides technical assistance for operations personnel, utilities customers, contractors, and other utilities as requested.

Assists in the preparation of bid specifications, contract documents, engineering drawings, and specifications for contractor installed public utilities systems and facilities.

Inspects construction work in progress to determine if proper materials and workmanship are used and to determine compliance with plans, specifications, and standards.

Participates in the administration of labor agreements.

Recommends discipline of employees, when necessary, in accordance with applicable bargaining agreements and City policies.

Plans, schedules and coordinates construction and maintenance with the utilities customers, contractors, and engineering and operations personnel.

Requires the use and exercise of independent judgment.

Attends work on continuous and regular basis.

ENGINEERING TECHNICIAN - Page 2
Job Description

TITLE CODE: 6031

NON-ESSENTIAL JOB FUNCTIONS

Will be required to respond under emergency conditions.

Provides guidance on work processes and reviews technical adequacy of work products or tasks.

May be required to supervise employees designated as performing "safety sensitive" functions, for purposes of the Drug Free Workplace Program, depending on job assignment and work location.

Assists in the preparation of divisional level budget estimates by assembling and preparing related data, reports, and cost estimates.

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Thorough knowledge of the engineering principles and practices applied to the planning, design, construction, and operation of electric and gas utilities.

Thorough knowledge of national codes, utilities rules, regulations, materials, construction standards and specifications used in the electric and gas utilities industry.

Considerable ability to prepare, review, and interpret engineering plans and specifications.

Considerable ability to make involved engineering computations, designing difficult utilities projects, develop complex plans and specifications, and make complicated tests.

Considerable ability to plan, layout, and supervise the work of designated subordinates engaged in utilities engineering, construction, and related work.

Ability to establish and maintain effective work relations with associates, subordinates, consultants, government officials and the public.

Ability to write clear and concise reports.

Human Resources Department: Signed original on file in Human Resources /
Date

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REVISION DATE: 12/1/94; 8/4/97; 8/10/99.

ENGINEERING TECHNICIAN II

NATURE OF WORK

This is skilled, technical engineering work in the area of utilities, public works, or transportation.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of supervisory duties and from lower classes by its technical nature.

MINIMUM REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by courses in drafting, engineering, or related field, and two years related experience, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

None.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Prepares routine layout and design in accordance with standard procedures and methods. Performs drafting assignments and prepares graphs and charts related to engineering surveys and projects.

Prepares construction drawings and sketches, cost estimates and work orders, and related drafting documents for plotting of easements and rights-of-way.

Performs detailed design drafting for construction drawings and standards.

Maintains system record drawings. Prepares and maintains comprehensive traffic accident data, traffic signal inventory drawings, parking data, and traffic count data.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Assists in field inspection and layout of utilities, public works, or transportation facilities.

Assists in permitting process through and with various public agencies.

Provides routine traffic count and traffic accident data to the public in person and by telephone.

Maintains maps and automated data management system.

Analyzes engineering data and performs necessary computations for engineering studies.

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Considerable knowledge of principles, practices, and techniques of engineering drawing and/or right-of-way acquisitions.

Considerable knowledge of mathematics through the level of trigonometry.

Knowledge of permitting process.

Some knowledge of standard methods and materials used to construct and operate electric, water, or wastewater utility system.

Some knowledge of real property acquisition methods and procedures.

Skill in interpreting and plotting legal descriptions and engineering drawings.

Skill in use of drafting equipment and materials, and ability to produce finished engineering drawings, sketches, and charts.

Ability to perform moderately technical engineering computations.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: Signed original on file in Human Resources /

Date

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REVISION DATE: 12/1/94

HUMAN RESOURCES TECHNICIAN

NATURE OF WORK

This is paraprofessional work performing varied office and technical Human Resource support duties.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated manager and work under limited supervision. Work in this class is distinguished from higher classes by its lack of responsibility for program control and from lower classes by its emphasis on specialized office/ technical human resource support responsibilities.

MINIMUM REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by appropriate technical courses and three (3) years progressively responsible experience in a staff/technical assistance position, or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Typing at a speed acceptable to department needs may be required.
Human Resources or Customer Services background desirable.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Compiles, tracks, and maintains information and documentation relating to applicants, employees, programs, certifications, compliance with State regulations and licensure, and activities.

Compiles reports relating to employee and/or applicant demographics and human resource activities.

Schedules appointments and coordinates activities.

Monitors examinations and assessment centers.

Composes correspondence.

Gathers information relating to human resources programs and activities and prepares reports of findings.

Enters, maintains, and retrieves computerized information.

Assists in all aspects of the application process, including assisting applicants, procurement of needed documents, background checks, and job offers. Makes arrangements for events, facilities, meals, and lodgings.

Provides employees with assistance in completing employment forms.

Assist in other HR divisions with performance of research, analyses, data gathering, and input to the computer system.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May act as lead-worker with support staff on assigned projects.

May cover front desk, participate in payroll sign up process.

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Thorough knowledge of office management practices and procedures, business English, spelling, and basic mathematics.

Knowledge of computers and relevant software.

Ability to organize and evaluate information.

Ability to effectively handle multiple tasks.

Ability to communicate effectively, both orally and in writing.

Ability to recognize the details in the work and how they affect Human Resource processes and deadlines.

Ability to work effectively with co-workers and the general public.

Ability to maintain security and confidentiality.

Human Resources Department: Signed original on file in Human Resources /
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 12/1/99; 4/16/2002; 5/21/2004;9/1/2006

LABOR CREW LEADER II

NATURE OF WORK

Supervision of primarily skilled and/or semi-skilled workers involved in the construction, maintenance and repair of City building, streets, grounds and facilities.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its emphasis on knowledge and abilities in skilled work and from lower classes by its supervisory responsibilities.

MINIMUM REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma, and three years experience in construction, maintenance, and repair of public works projects or related facilities, including one(1) year experience supervising semi-skilled to skilled workers, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Work requires physical strength and agility sufficient to safely perform all essential functions. Work may require performance of tasks outdoors under varying climatic conditions. Work may require performing tasks in and around heavy traffic. Work may require exposure to hazardous conditions and noxious chemicals.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Supervises, plans, and coordinates work of crew/s (6 or more) of primarily skilled workers performing a variety of maintenance and construction activities. including street construction and maintenance, storm sewer construction and maintenance, street sweeping, building demolition, and right-of-way mowing and maintenance.

Supervise construction of new facilities and major renovations to existing facilities.

Estimates and orders materials for work.

Supervise, plans and coordinates work of subordinates.

Provides training and instruction to subordinates.

Conducts regular and periodic performance reviews of subordinates.

Has significant input in all decisions affecting hiring, firing, and disciplining of subordinates.

Inspects project work for compliance with plans, performance standards, and all applicable federal, state, local, and department safety regulations.

Supervise sewer rodding and hand cleaning of sewers and catchbasins.

Oversees planting, propagation, maintenance, and care of lawns, shrubbery, trees, and flowers.

Supervise and assist in maintenance and cleaning of buildings.

Supervise maintenance, lining, and policing of athletic fields.

Conducts accident investigations.

Keeps records of labor and materials. Tracks, verifies, approves subordinate time worked.

Prepares detailed records and reports in a timely manner.

Job Description

Required to respond under emergency condition.
Assists in review and preparation of engineering plans and specifications. Prepares feasibility studies.
Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May operate heavy equipment, including front-end loader, backhoe, and grader in the absence of supporting equipment operators.
May perform skilled work.
May make minor field repairs on equipment necessary for work.
May frequently chauffeur other employees, depending upon assignment and work location.
Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Depending on area assigned:
Considerable knowledge of materials, methods, techniques, and equipment commonly used in major public works and utility construction and right-of-way maintenance.
Considerable knowledge of principles and practices applied to construction and maintenance of roads, streets, storm sewers, and drainage ditches.
Considerable knowledge of occupational hazards and safety precautions of the work.
Skill in the use and care of tools and the operation of related complex power equipment.
Ability to plan and supervise work of a group of primarily semi-skilled and skilled workers performing various complex public works and related construction, maintenance, and repair tasks in a manner conducive to full performance and high morale.
Ability to prepare and maintain records and reports.
Ability to prepare work requests.
Ability to read and follow routine engineering drawings.
Ability to communicate effectively, both orally and in writing.

Human Resources Department: Signed original on file in Human Resources /
Date

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REVISION DATE: 12/1/94; 8/4/97; 5/21/2004.

MAINTENANCE WORKER I

NATURE OF WORK

This is entry-level manual labor performing un-skilled and semi-skilled tasks, or assisting skilled workers.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under direct supervision. Work in this class is distinguished from higher classes by its routine, physical nature and from other classes by its emphasis on outdoor maintenance and construction activities.

MINIMUM REQUIREMENTS

Completion of eighth grade, and six months experience in laboring work, including use of tools and equipment used in maintenance, repair, or construction work, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

For employment with RTS, pre-employment medical examination required, including satisfactory drug screening.

Work requires physical strength and agility sufficient to safely perform all essential functions.

Work may require performance of tasks outdoors under varying climatic conditions.

Work may require exposure to hazardous conditions and noxious chemicals.

May be required to work outside business hours depending on department needs.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Assist journey-level workers in electrical, carpentry, plumbing, painting, concrete, and other trade work.

Assist in demolition, forming, and pouring of concrete facilities.

Performs basic maintenance on City trees, shrubs, and bedding plants. Trims and prunes shrubbery and small trees. Prepares holes, sets trees, and prepares appropriate supporting structures and materials. Grows and maintains plants. Water plants and trees.

Performs routine grounds and road right-of-way cleaning and maintenance. Mows grass with power, push-type, or small tractor mower. Cuts and hoes weeds. Rakes leaves and edges curbs. Sprays/applies herbicidal sprays or cuts weeds. Loads trash and trimmings on truck. Sweeps sidewalks and cleans floors. Hand pull or power cut unwanted vegetation. Digs and clears drainage ditches. Maintains trails on City properties.

Assists in repair and resurfacing of damaged asphalt paths and roadways by asphalt placement or pothole repair. Rakes hot and cold asphalt. Assist in operation of paving machine. Assists in the repair of potholes on asphalt roadways.

Adds clay to infields, rebuilds pitchers' mounds and batters' boxes, edge fields, installs sodding and assists in solving irrigation problems. Drag infield and warning track, pack holes on pitchers' mound, home plates, on the field and in bullpens; paints foul lines on outfield grass. Cut grass on infield and outfield.

MAINTENANCE WORKER I - Page 2
Job Description

TITLE CODE: 5035

Performs routine cleaning and maintenance of varied grounds keeping, landscaping, and maintenance equipment and facilities. Greases and makes minor repairs on equipment. Services and washes automobiles and trucks. Checks manholes for leaks, repairs storm sewer pipes and catch basins. Cleans out storm sewer pipes and catch basins. Performs light maintenance and servicing work related to the operation of heavy equipment. Cleans and maintains buildings and facilities. Uses and maintains power hand tools, such as drill, nailing gun, circular saws. Sets up barricades and other temporary traffic control devices; provides flagging services. Lifts and moves heavy equipment. Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May drive City vehicles.
May performs minor maintenance and cleaning of buildings.
May direct contract and temporary helpers.
May support City activities with personnel, equipment, and materials, requiring moving and lifting heavy equipment, tables, and chairs for special events and programs.
May be responsible for locking and unlocking facility and notifying appropriate individuals in the event of an emergency. May monitor special events and programs, including cleaning up at end.
May enforce compliance with strict building rules and regulations.
May frequently chauffeur other employees, depending upon assignment and work location.
May be required to transport, mix, handle or use hazardous materials (other than gasoline, batteries, pumping fuel or access to normal janitorial cleaning materials) or may be responsible for facilities or equipment carrying current, fluids or gas that could endanger the public or other employees.
Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Depending on area of assignment:
Some knowledge of tools used in groundskeeping, facility maintenance and construction.
Some knowledge of precautions necessary to work safely.
Ability to perform manual tasks involving physical strength and endurance under variable weather conditions.
Ability to work effectively with coworkers and the general public, including angry and/or abusive individuals.
Ability to read and understand detailed and complex work schedules and diagrams.
Ability to work independently with little supervision.
Ability to conform to grooming and dress codes (uniforms furnished).

Human Resources Department: Signed original on file in Human Resources /
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.
REVISION DATE: 12/1/94; 8/4/97; 5/21/2004.

MAINTENANCE WORKER II

NATURE OF WORK

This is manual labor performing semi-skilled and limited skilled work of a physically demanding nature.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under close supervision. Work in this class is distinguished from higher classes by its lack of supervisory duties and from lower classes by its semi-skilled to skilled emphasis on maintenance and construction.

MINIMUM REQUIREMENTS

Completion of eighth grade, and one year experience in laboring work, including use of tools and equipment used in maintenance, repair or construction work, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.
Class "B" Commercial Driver License (CDL) may be required depending on departmental needs.

NOTES

For employment with RTS, pre-employment medical examination required, including satisfactory drug screening.
Work requires physical strength and agility sufficient to safely perform all essential functions.
Work may require performance of tasks outdoors under varying climatic conditions.
Work may require exposure to hazardous conditions and noxious chemicals.
Work may require performing tasks in and around heavy traffic.
Work may require exposure to prolonged high noise levels.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Builds and sets forms, pours concrete, and performs finish work. Operates concrete saw, air hammer, concrete and mortar mixers, and vibrating rollers. Constructs and repairs curb inlets. Removes and replaces broken or hazardous sidewalk.

Lays pipe and lays bricks. Repairs broken pipes and opens clogged sewers. Checks and cleans manholes. Assists in backfilling ditches. Loads materials on truck.

Constructs, repairs, and maintains doors, floors, windows, partitions, roofs, plumbing, lighting fixtures, drywall and other parts of buildings. Applies protective coatings.

Repairs or resurfaces asphalt paths and roadways. Operates asphalt paving machine as part of crew. Rakes hot and cold asphalt. Grades lime rock. Resods grass.

Assists journey-level workers in electrical, carpentry, plumbing, painting, concrete, and other trade work..

Drives motor trucks to transport sand, stone, gravel, supplies, equipment, and other items.

Sets up barricades and other temporary traffic control devices.

Update, repair, and care for displays and exhibits.

Directs traffic around or through work site.

Prepare and/or enters work orders.

MAINTENANCE WORKER II - Page 2
Job Description

TITLE CODE: 5039

Maintains and operates planers, joiners, power saws, and related carpentry equipment.
Performs hand and bench work in a carpentry shop.
Maintains and cleans tools and equipment used in work. Fixes flat tires, changes/replenishes fluids and filters, replaces fuses and fan belts, and applies touch-up paint.
Services and washes vehicles.
Assists in moving and storing office and other equipment.
Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May frequently chauffeur other employees, depending upon assignment and work location.
May occasionally operate heavy equipment including rubber tire backhoes, and/or front end loaders.
Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Depending on area of assignment:
Knowledge of types and uses of common hand tools, materials, and standard equipment used in maintenance, construction, and repair.
Knowledge of precautions necessary to work safely with and around mechanized construction and maintenance equipment.
Skill in use of basic hand tools and operation of small power equipment.
Ability to work effectively with coworkers and the general public.

Human Resources Department: Signed original on file in Human Resources /
Date

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REVISION DATE: 12/1/94; 8/4/97; 5/12/2000; 5/21/2004.

METER READER

NATURE OF WORK

This is field work reading water, gas, and electric meters and recording readings using a hand held computer.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its emphasis on utility meter reading.

MINIMUM REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma, and six months experience in public contact work, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Work requires physical strength and agility.

Work requires performance of tasks outdoors under varying climatic conditions.

Work involves extended periods of walking, bending, and stooping.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Reads electric, gas, and water meters on assigned routes and records readings using a hand held computer.

Verifies unusually high or low readings by confirming reading and meter number and reports unusual situations to supervisor.

Checks to see that electric, gas, and water meters are registering properly. Records in computer or reports to supervisor on conditions such as service theft, stopped meters, and meters needing maintenance, and hazardous conditions including downed power lines or gas leaks.

Follows established safety guidelines regarding bad dogs, access to meters, personal safety, and hazardous conditions.

Digs out water meter boxes. May perform other maintenance duties as needed.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Refers customer inquiries and complaints to appropriate department.

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Knowledge of City and County geography.

Knowledge of computers and relevant software.

Knowledge of occupational hazards and safety precautions of working with electric and gas meters.

Ability to maintain good public relations under sometimes difficult circumstances.

Ability to write legibly.

Ability to perform basic arithmetic calculations.

Ability to work effectively with co-workers and the general public.

Human Resources Department: Signed original on file in Human Resources /

Date

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REVISION DATE: 12/1/94

RECREATION AIDE I

NATURE OF WORK

Routine work of limited variety and complexity in recreational programs and activities.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its limited responsibility and lack of complexity.

MINIMUM REQUIREMENTS

Graduation from high school or acceptable equivalency diploma and one year experience in recreation work; or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Driver's License required.

American Red Cross certification in First Aid and CPR required.

NOTES

Must be able to pass background screening through HRS.

Work may require performance of tasks outdoors under varying climatic conditions.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Assists in conducting activities. Distributes equipment for games. Records center attendance. Assists in maintaining order and discipline. Checks equipment to assure that it is clean and in proper working order.

Assists in instructing sewing, ceramics, arts and crafts, dancing, and games.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs related clerical work. Copies center schedule for distribution to the administrative office. Answers telephone and gives information on center activities and schedules.

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Knowledge of one or more activities involved in a community recreation program.

Knowledge of the aims of a community recreation program.

Ability to instruct program participants in varied recreational activities.

Ability to work effectively with co-workers, the general public, and children.

Human Resources Department: Signed original on file in Human Resources

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REVISION DATE: 12/1/94

REHABILITATION SPECIALIST I

NATURE OF WORK

This is responsible work supervising and participating in advanced technical work inspecting and rehabilitating substandard housing and other housing.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its supervisory duties and advanced technical skill.

MINIMUM REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma, and five years experience in construction rehabilitation, cost estimating, or related field, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

None.

NOTES

Work may require performance of tasks outdoors under varying climatic conditions.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Reviews plans and prepares inspection reports. Inspects existing structures to determine eligibility for rehabilitation assistance.

Prepares estimates of cost of rehabilitation work.

Prepares, supervises, and/or approves specifications and working drawings of work to be performed.

Prepares written records and reports on all work performed.

Inspects and re-inspects to determine compliance with all codes.

Inspects dwelling units during rehabilitation.

Confers with other officials of the City concerning questions of minimum housing codes, trades inspections, or related items.

Advises homeowners on all phases of rehabilitation, construction, and home maintenance.

Takes part in Site Housing Initiative Partnership homeownership training.

Negotiates contracts between property owners and general contractors.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Thorough knowledge of minimum housing codes and standards.

Thorough knowledge of building construction methods and building materials.

Thorough knowledge of housing rehabilitation programs.

Considerable knowledge of building labor and material costs.

Ability to understand and interpret residential and small commercial building construction plans and specifications.

Ability to work effectively with co-workers, property owners, contractors, and the general public.

Ability to maintain records and prepare reports.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: Signed original on file in Human Resources

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REVISION DATE: 12/1/94

STAFF ASSISTANT

NATURE OF WORK

This is responsible administrative and staff support work of a moderately-complex nature.

CLASSIFICATION STANDARDS

Positions allocated to this classification typically report to a non-managerial supervisor or a line manager of a single functional area and work under general supervision. Work in this class is distinguished from higher classes by its moderately-complex, non-supervisory nature and from lower classes by a greater variety of more responsible duties.

This position level is expected to perform duties associated with all lower levels of the Staff Support series.

MINIMUM REQUIREMENTS

Graduation from an accredited high school or possession of an acceptable equivalency diploma, and two (2) years support staff experience, or an equivalent combination of training and experience which provide the required knowledge, abilities, and skills.

LICENSES/CERTIFICATES

Prefer formal training in written communications and staff support concepts.
If courier duties required, a valid Florida Drivers license with a safe driving record.

NOTES

Must type at a minimum speed of 35 correct words per minute or at a higher speed as set by the department.

Demonstrated proficiency in relevant software and computer skills.

May require occasional after-hours work.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Collects and compiles moderately-complex information.

Drafts moderately-complex correspondence.

Edits documents originating in and relating to area of assignment.

Tracks a variety of official documents relating to area of assignment.

Prepares personnel reports and meeting minutes.

Communicates policies, procedures, and other relevant information to internal and/or external customers. Processes and follows up on customer service requests.

Recommends improvements, solutions, and corrective actions to functional area.

Makes travel arrangements and prepares itineraries for staff.

Attends work on a regular and continuous basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Thorough knowledge of office terminology, practices, and procedures, equipment and business English, spelling, and arithmetic.

Thorough knowledge of computers and relevant office software.

Basic knowledge of organizational policies, procedures and practices.

Ability to maintain complex records and prepare moderately-complex reports.

Ability to understand and follow moderately-complex oral and written instructions.

Ability to work effectively with co-workers and internal and external customers.

Ability to communicate effectively, both orally and in writing.

Ability to use personal computers and basic office equipment.

Human Resources Department: Signed original on file in Human Resources /
Date

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Revised: 12/24/2002; 3/2/2004.

STAFF ASSISTANT, SR.

NATURE OF WORK

This is responsible administrative and staff support work of a complex nature supporting diverse functions.

CLASSIFICATION STANDARDS

Positions allocated to this classification typically report to a first level manager of a diverse functional area or a middle manager and work under general supervision. Work in this class is distinguished from higher classes by its complex nature, limited supervisory responsibilities and from lower classes by a greater variety of more responsible duties and innovation.

This position level is expected to perform duties associated with all lower levels of the Staff Support series.

MINIMUM REQUIREMENTS

Graduation from an accredited high school or possession of an acceptable equivalency diploma, and three (3) years support staff experience, or an equivalent combination of training and experience which provide the required knowledge, abilities, and skills.

LICENSES/CERTIFICATES

Certified Administrative Professional (CAP) certificate or Certified Professional Secretary (CPS) certificate preferred.

If courier duties required, a valid Florida Drivers license with a safe driving record.

NOTES

Must type at a minimum speed of 35 correct words per minute or at a higher speed as set by the department.

Demonstrated proficiency in relevant software and advanced computer skills.

May require occasional after-hours work.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Assists supervisor in researching and responding to inquiries and complaints. Independently resolves routine to moderately-complex complaints.

Assigns work to other subordinates of the assigned supervisor; coordinates work flow, and facilitates work completion.

Assists in development, preparation, and monitoring of annual and project budgets.

Composes moderately-complex correspondence.

Performs limited analyses and prepares and summarizes moderately- complex statistical data.

Serves as liaison to internal groups and committees as well as external groups and agencies relating to assigned functional areas.

Takes real time or machine dictation.

Writes, edits, produces, and distributes informational, publicity, and promotional materials.

Monitors administrative and operational directives from upper management to ensure compliance for area.

Processes payables.

Attends work on a regular and continuous basis.

Selection Factors:

SELECTION FACTORS

Thorough knowledge of office terminology, practices, and procedures, equipment and business English, spelling, and arithmetic.

Thorough knowledge of computers and relevant office software.

Thorough knowledge of organizational policies, procedures and practices.

Ability to analyze moderately-complex information and prepare moderately-complex summary reports.

Ability to understand and follow complex oral and written instructions.

Ability to resolve customer complaints and answer inquiries.

Ability to work effectively with co-workers and internal and external customers.

Ability to communicate effectively, both orally and in writing.

Ability to use personal computers and basic office equipment.

Ability to organize and coordinate multiple work and office staff assignments.

Human Resources Department: Signed original on file in Human Resources /

Date

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Revised: 12/24/2002; 3/2/2004.

TRAINING AND DEVELOPMENT SPECIALIST

NATURE OF WORK

This is professional and technical work training and coordinating instruction of City personnel.

CLASSIFICATION STANDARDS

Positions allocated to this class reports to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its emphasis on specialized training and from lower classes by the use of independent judgment and professional knowledge in the design and development of training programs.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major course work in a discipline relevant to the work assigned, two years progressively responsible experience in administering employee training programs, or "hands on" experience with information systems or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

Depending on area of assignment Graduate level work in Organizational Development or Human Resources Development is preferred.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

May be required to attend meetings outside business hours.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Coordinates City-wide efforts to train employees through interaction with management, other internal trainers, employees, employee groups and departments.

Utilizes strategic planning processes to align human resources development and organizational development functions with the goals of City management.

Markets all facets of the human resources development function and enhances its credibility and visibility by advising and consulting with management and departments to identify and provide solutions to human performance problems.

Designs, develops, implements, and administers performance-based, City-specific, management and supervisory development programs, or system related training programs.

Utilizes basic business principles to quantify results of training, education and development programs. Evaluates effectiveness of interventions, solutions, and training initiatives through participant feedback, test instruments and reports from supervisory and managerial personnel.

Recommends mandatory compliance training, education and development of policies and procedures based on state and federal mandates and regulations. May develop and deliver training.

Assesses performance problems through interviews, surveys, questionnaires, focus groups, task analysis and job analysis in order to design an appropriate intervention, solution, or training program.

Develops performance-based training in response to specific employee, departmental, and City-wide requests and needs.

Job Description

Analyzes employee demographics and researches potential resources to design lesson plans, develop curriculum, assess learning types, and determine specific teaching methods utilized in training delivery.

Coordinates evaluation of proposals, external consultants and trainers with other departments and agencies.

Contributes to marketing, coordination, and administration of training records, courses and programs, including tuition reimbursement and training library.

Coordinates identification, evaluation, acquisition, utilization, storage and maintenance of computer equipment, library inventory, and audio-visual and other equipment, materials and aids.

Develops and delivers employee orientation and training programs using in-house resources. Coordinates with the Computer Services Department in a City-wide effort to train employees throughout the organization to become proficient in the use of the City's financial and other related system software.

Advises and consults with management and departments to identify and provide solutions to system training needs.

Serves as liaison with the Computer Services Department and software providers.

Develops technical manuals.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Serves on committees and task forces involved in solving human performance or system training problems.

May supervise, plan and coordinate work of subordinates.

May act in absence of supervisor.

Performs other related duties as assigned.

Selection Factors:**SELECTION FACTORS**

Depending on area of assignment:

Through knowledge of principles, practices, methods and theories of training and employee programs.

Knowledge of learning theory and of training and development principles, practices and methods.

Knowledge of training, management development and educational resources.

Knowledge of and ability to operate and effectively use audio-visual and other training aids.

Knowledge of basic statistical methods.

Ability to research and identify training and development resources and acquire appropriate resources for use in the City's training and development programs.

Ability to plan, prepare and deliver effective training programs and to stimulate enthusiasm in participants.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to plan, direct, and supervise work of others.

Human Resources Department: Signed original on file in Human Resources /
Date

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REVISION DATE: 08/31/95; 3/18/2003]

USER SUPPORT TECHNICIAN I

NATURE OF WORK

Entry level technical work relating to the installation, maintenance, operation, and repair of the City's computer and telephone systems including all aspects of customer service.

CLASSIFICATION STANDARDS

Positions allocated to this class report to a designated supervisor and performs work under close supervision. Work in this class is distinguished from higher classes by its entry level nature and from lower classes by its emphasis on the technical aspect and problem solving abilities.

MINIMUM REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma; vocational training in information technology, or any other related field; one year of work in one of the following areas: digital computer systems, computer networks, data communications equipment, business telephone systems, microcomputers, cable management systems; help desk operations, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.
Help Desk Analyst Certification desirable.

NOTES

Computer software skills may be required as specified by the department.
Pre-employment medical examination required; including satisfactory drug screening.
Normal color vision as required by work.
On-call work required.
Able to lift up to 25 pounds.

Examples of Work:

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Logs and classifies user queries, requests, and problems in support of the various computer, network, and telephone systems.

Assist in resolution of routine user requests, support queries and problems.

Performs routine computer operations, i.e. mounting/dismounting tapes, loading paper in printers.

Keeps records of labor and materials.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

May configure, test, and install microcomputers.

May repair, adjust, clean, or replace faulty equipment.

May perform routine preventive maintenance and minor adjustments on equipment.

May analyze and determine whether a trouble report is a repair or operational problem and determine which department, agency or vendor needs to be notified. May be responsible for ensuring follow-up on problems referred to others.

May input data and systems queries using a video terminal.

May perform routine clerical tasks related to the operations of the data center, such as separating, bursting, and sorting output.

Job Description

May analyze system malfunctions to determine problem areas and implement appropriate corrective action.

Performs other related duties as assigned.

Selection Factors:

SELECTION FACTORS

Depending on area of assignment:

Knowledge of the operation, adjustment, and care of standard mainframe and microcomputer equipment.

Knowledge of current principles, practices, and procedures of modern data processing.

Ability to keep records and prepare reports.

Thorough knowledge of occupational hazards and safety precautions of the work.

Thorough knowledge of office practices and procedures, business English, spelling, and commercial arithmetic.

Ability to communicate effectively, both orally and in writing.

Knowledge of computers and relevant software.

Ability to maintain security and confidentiality.

Ability to work effectively with co-workers and the general public.

Human Resources Department: Signed original on file in Human Resources /

Date

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REVISION DATE: 12/1/94; 3/27/01.

Attachment 2
CITY OF GAINESVILLE LIST OF DEPARTMENTS*

Gainesville Regional Utilities	General Government
Accounting Department 301 SE 4th Avenue	Administrative Services 200 East University Avenue
Administrative Services 301 SE 4th Avenue	Assistant City Manager 200 East University Avenue
Billing & Records 301 SE 4th Avenue	Community Development Block Grant 200 East University Avenue
Conservation Services 301 SE 4th Avenue	Building Department 306 NE 6th Avenue
Control Area Services 301 SE 4th Avenue	City Commission 200 East University Avenue
Customer & Administrative Services 301 SE 4th Avenue	City Legal Department 200 East University Avenue
Customer Operations 301 SE 4th Avenue	Clerk of the Commission 200 East University Avenue
Deerhaven Generating Station 10001 NW 13 th Street	Communications and Marketing 200 East University Avenue
Duplication and Mailroom 301 SE 4th Avenue	Community Redevelopment Agency 200 East University Avenue
Electric Engineering 301 SE 4th Avenue	Computer Services 222 E. University Avenue
Electric Transmission & Distribution 555 S.E. 5 th Avenue	Economic Development 200 East University Avenue
Energy Delivery Administration 301 SE 4th Avenue	Equal Opportunity Department 200 East University Avenue
Energy Supply Administration 301 SE 4th Avenue	Facilities Management 405 NW 39th Avenue
Facilities Maintenance 301 SE 4 th Avenue	Finance, Management and Budget 222 E. University Avenue
Field Services 532 S.E. 5 th Avenue	Fire Rescue Department 427 South Main Street 1024 NE 14 th Street
Finance Department 301 SE 4th Avenue	Fleet Management 400 SE 5 th Avenue 481 NW 39 th Avenue
Financial Analysis & Budget 301 SE 4th Avenue	General Services 400 SE 5 th Avenue
Fuels Management 301 SE 4th Avenue	Housing Department 222 E. University Avenue
Gas & Electric Measurement 555 S.E. 5 th Avenue	Human Resources 222 E. University Avenue
GRU Com 301 SE 4th Avenue	Ironwood Golf Course 2100 NE 39th Avenue

**Attachment 2
CITY OF GAINESVILLE LIST OF DEPARTMENTS***

Gainesville Regional Utilities	General Government
Information Systems 301 SE 4th Avenue	Office of City Auditor 200 East University Avenue
IT Application and Customer Services 301 SE 4th Avenue	Office of City Manager 200 East University Avenue
Kanapaha Wastewater Treatment Plant 6301 SW 63 rd Blvd.	Office of Management & Budget 200 East University Avenue
Kelly Plant 605 SE 3 rd Street	Parks, Recreation & Cultural Affairs 401 SE 21st Avenue 405 NW 39th Avenue 302 NE 6th Avenue, Bldg A
Marketing Department 301 SE 4th Avenue	Planning and Development Services Department 222 E. University Avenue
Meter Operation 532 S.E. 5 th Avenue	Police Department 721 NW 6th Street
Murphree Water Plant 1600 N.E. 53 rd Avenue	Public Works Department 806 NE 6th Avenue 405 NW 39 th Avenue
New Services Department 301 SE 4th Avenue	Regional Transit System 100 East 10th Avenue
Office of General Manager 301 SE 4th Avenue	Risk Management 222 E. University Avenue
Organizational Development 301 SE 4th Avenue	Small Business Development 200 East University Avenue
Power Engineering 301 SE 4th Avenue	Solid Waste 1024 NE 14 th Street
Power Systems 301 SE 4th Avenue	Strategic Planning 200 E. University Avenue
Real State 301 SE 4th Avenue	Traffic Engineering Department 306 NE 6th Avenue 405 NW 39th Avenue
Springhills Service Center 3805 NW 97 th Blvd.	
Stores 555 S.E. 5 th Avenue	
Strategic Planning 301 SE 4th Avenue	
Substations & Relay 555 S.E. 5 th Avenue	
Utilities Purchasing 301 SE 4th Avenue	

Attachment 2
CITY OF GAINESVILLE LIST OF DEPARTMENTS*

Gainesville Regional Utilities	General Government
Wastewater Collection 526 SE 5 th Avenue	
Water Distribution 526 SE 5 th Avenue	
Water/Wastewater Systems 301 SE 4th Avenue	

* List of departments and locations was compiled based on the most current information at the time. However, the list changes as departments are created, cease to exist or get combined with other departments. It's important to verify information with the facility representative requesting the service.