



A PROPOSAL TO PROVIDE
TEMPORARY PERSONNEL SERVICES
SOLICITATION NO. FPUR-200036-GD
for
GAINESVILLE REGIONAL UTILITIES
&
CITY OF GAINESVILLE

July 10, 2020

Due Date: July 13, 2020

SUBMITTED BY:

RANIA HANNA

Signature: *Rania Hanna*

PRESIDENT

Sunshine Enterprise USA LLC

500 Winderley Pl., St 220,

Maitland, FL 32751

C: +1 (407) 308-7989

E: Raniah@seu-usa.com

Tax ID: 82-2013540



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

SUBMITTAL

July 10, 2020

FORMS

SOLICITATION NUMBER FPUR-200036-GD FOR TEMPORARY PERSONNEL SERVICES

- Contract Sample
- Respondent's Certification
- Drug Free Workplace Form
- Pricing Response Form
- Reference Form
- Non Submittal Form

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SOLICITATION NUMBER FPUR-200036-GD FOR TEMPORARY PERSONNEL SERVICES

RESPONDENT'S CERTIFICATION

NAME OF CORPORATION, PARTNERSHIP, OR INDIVIDUAL: Sunshine Enterprise USA LLC

PHYSICAL ADDRESS: 500 Winderley Pl. | Suite 220 | Maitland, FL | 32751

FEDERAL IDENTIFICATION #: 82-2013540 STATE OF INCORPORATION: FL (Seal)

I have carefully reviewed this Solicitation including the scope, submission requirements, general information, and the evaluation and award process.

I acknowledge receipt and incorporation of the following addenda, and the cost, if any, of such revisions has been included in the pricing provided.

Addenda 1 through 4 acknowledged (if applicable).

I am a small business enterprise (SBE) or service disabled veteran enterprise (SDVE) certified with the City of Gainesville Equal Opportunity Department (<http://www.cityofgainesville.org/OfficeofEqualOpportunity.aspx>). YES NO

I am a local business requesting Local Preference (include Business Tax Receipt and Zoning Compliance Permit) YES NO

The Living Wage Ordinance applies YES NO

If yes, additional costs in response price \$ _____

I further acknowledge that: **Response is in full compliance with the specifications**; or Response is in full compliance with the specifications **except** as specifically stated and explained in detail on sheets attached hereto and labeled "Clarifications and Exceptions".

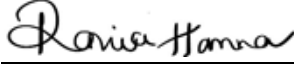
I hereby propose to provide the goods/services requested in this Solicitation. I agree to hold pricing for at least **60** calendar days from the Solicitation due date. I agree that CITY's terms and conditions herein take precedence over any conflicting terms and conditions submitted for CITY's consideration, and agree to abide by all conditions of this Solicitation.

I certify that all information contained in this Response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to execute and submit this Response on behalf of the organization as its agent and that the organization is ready, willing and able to perform if awarded.

I further certify that this Response is made without prior understanding, agreement, connection, discussion, or collusion with any other person, company or corporation submitting an offer for the same product or service; no officer, employee or agent of CITY owns or will benefit more than 5% from award of this Solicitation; and the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

	07/10/2020
_____ AUTHORIZED SIGNATURE	_____ DATE
Rania Hanna	President
_____ PRINT NAME	_____ TITLE
407-308-7989	407-636-2985
_____ TELEPHONE NUMBER	_____ FAX NUMBER
raniah@seu-usa.com	
_____ E-MAIL ADDRESS	
www.seu-usa.com	
_____ WEBSITE	

RESPONDENT'S CONTACT
(for additional information)

Sam Faragalla
_____ NAME
Vice President
_____ TITLE
407-636-2985
_____ PHONE
samf@seu-usa.com
_____ E-MAIL ADDRESS

If Respondent is not an individual, include authorization for the above individual to sign on behalf of the organization.

**CITY OF GAINESVILLE
GAINESVILLE REGIONAL UTILITIES
PROCUREMENT**

**SOLICITATION NUMBER FPUR-200036-GD FOR TEMPORARY PERSONNEL SERVICES
DRUG-FREE WORKPLACE CERTIFICATION FORM**

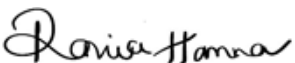
Preference may be given to a business that certifies that it has implemented a drug-free workplace program. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Sunshine Enterprise USA LLC
CORPORATION, PARTNERSHIP, OR INDIVIDUAL

07/10/2020
DATE


AUTHORIZED SIGNATURE

SOLICITATION NUMBER FPUR-200036-GD FOR TEMPORARY PERSONNEL SERVICES**PRICING RESPONSE FORM**

Responding Company's Name: Sunshine Enterprise USA LLC

The foundation for the determination of the employee Wage Rate is the City of Gainesville Job Classification and its associated Minimum Salary. Most recent information can be located at:

<https://www.governmentjobs.com/careers/gainesville/classspecs>

Direct reference to the City's Job Description, Job Code and Minimum Salary for the position should be provided as back-up for the bill rate quoted.

The Bill Rate \$/Hour will be determined by an All-Inclusive Multiplier added to the CITY'S minimum salary for the position. The All-Inclusive Multiplier must include all Affordable Care Act fees.

This solicitation may award to more than one vendor. The CITY understands that some temporary services companies specialize in certain categories of services, therefore, bidders may bid on one category, many, or all of the work categories identified below. However, bidder must be able to demonstrate that it has the resources to fully support the job categories for which they are bidding.

NOTE: Technical Categories are not sought under this solicitation.

Provide All-Inclusive Multiplier for all Job Categories your company is bidding on below, remember, the All-Inclusive Multiplier must include provision for the Affordable Care Act:

	Job Categories	All Inclusive Multiplier
1	General Office & Clerical Work	1.20
2	Labor-Light Lifting (i.e. Store Clerk)	1.30
3	Maintenance, Labor- Heavy Lifting (i.e. janitorial, outdoor labor such as small equipment operators, working in concrete, asphalt, digging trenches, etc.)	1.35
4	Child Care	1.20
5	Food Service (i.e. Cooks, Waiters, Kitchen Staff)	1.20
6	CDL Drivers	1.55
7	School Crossing Guards	1.30

The following services shall be provided by the Contractor prior to employing temporary personnel upon the request of the City. These services must be billed in accordance with the rates stated, unless otherwise included in the billing rate.

a. Health Statements: At the request of the City, the Contractor shall have health assessments conducted to determine an employee's general state of health and physical ability to perform the job for which the employee is requested.

Cost per request: Included

b. Drug Testing: Drug testing may be required for certain job classifications. The Contractor is responsible for conducting drug testing at the request of the City and in accordance with all federal regulations.

Cost per request: Included

c. Criminal Background Check: (as required by job duties)

Cost per request: Included

d. Criminal Record Check: (as required by job duties)

Cost per request: Included

e. Motor Vehicle Record Check: (as required by job duties)

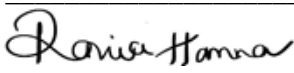
Cost per request: Included

Do not quote fractional percentages beyond 2 digits. If more than two digits are quoted, percentage will be obtained by rounding down.

If the Respondent offers discounted pricing, such as prompt payment discounts or volume discounts, it must be clearly stated and explained here. Such discounts, if applicable, will not be used in determining award of the Solicitation. If there are additional rates that are not included above, they must be included in the "Clarifications and Exceptions" page marked as "Additional Pricing". If Respondent is awarded the contract, additional rates must be formalized via an Amendment to the Contract.

Submitted by:

Name (printed) Rania Hanna

Signature 

Title President

Date 07/10/2020

REFERENCE FORM

Name of Bidder: Sunshine Enterprise USA LLC

Provide current, verified information for three references of similar scope performed within the past five years. You may include other pertinent information.

#1 Year(s) services provided (for example: 1/2018 to 2/2019): 7/2017 - Present

Company Name: Dura-Stress Inc.

Address: 11325 County Road 44

City, State, Zip: Leesburg, Florida 34788

Contact Name: Maylin Connors

Office: 352-787-1422
Phone Number: Cell: 352-396-6775 Fax Number: 352-460-0112

Email Address: mconnors@durastress.com

#2 Year(s) services provided (for example: 1/2018 to 12/2019): 12/2017 to Present

Company Name: Tampa International Airport

Address: P.O. Box 22287,

Tampa, FL 33622
City, State, Zip:

Contact Name: Tara Camp, CPPO, CPPB

Office: (813) 870-8736
Phone Number: Cell: (813) 215-2645 Fax Number: _____

Email Address: tcamp@tampaairport.com

#3 Year(s) services provided (for example: 1/2018 to 12/2019): 10/2017 to Present

Company Name: The City of Plant City - Parks and Recs.

Address: 1904 S. Park Rd.

City, State, Zip: Plant City, FL 33563

Contact Name: Fernando Castano

Office: 813-659-4200
Phone Number: Cell: 813-434-5263 Fax Number: 813-757-9220

Email Address: fcastano@plantcitygov.com



July 10, 2020

Gainesville Regional Utilities

301 S.E. 4th Avenue
Gainesville, FL 32601

City of Gainesville

200 East University Avenue
Gainesville, FL 32601

Solicitation No. FPUR-200036-GD
Request for Proposal - Temporary Personnel Services

Ms. Dykeman, Gainesville Regional Utilities, City of Gainesville and the Purchasing Committee:

On behalf of Sunshine Enterprise USA, we would like to thank you for giving us the opportunity to participate in the subject bid.

We fully appreciate the complexity of conducting administrative, key executive/managerial support supplemental workforce recruitments for a wide variety of positions including city/county managers, and directors and managers in: finance, human resources, IT, healthcare, public works, safety (utilities, oil, gas, construction, police and fire, etc.), human services, information systems, construction, utilities, and much more. We believe we are uniquely suited to design and deliver a recruitment and staffing strategies that will work well with your organization's specific needs and goals.

As a retained recruiting and staffing firm, we ascribe to ethical standards which focus on: professionalism, integrity, competence, objectivity, accuracy, avoidance of conflicts of interest, confidentiality, loyalty to the client and candidate, equal opportunity, and the public interest.

We specialize in assisting public sector organizations as they seek management talent to help lead important public service organizations. Our client list shares some of our experience in temporary/ staffing/ recruiting leadership for the nation's cities, counties, utilities, marine, construction, regional authorities, and other organizations.

We appreciate the opportunity to submit this proposal and look forward to discussing our qualifications and approach with you with regard to your present and future needs.

In the meantime, if you have any questions or require additional information, please feel free to call me. I am an authorized representative of our firm, and by submission of this proposal am committing to provide the services in accordance with all project requirements. I will also serve as the primary contact person. My direct telephone number and e-mail are listed below, and the mailing address is printed on this cover letter.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Contact Information

Contact Information for Binding Official / Primary Contact

Rania Hanna, President
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 200, Maitland, FL 32751
Phone no.: 407-633-0188
Email: raniah@seu-usa.com

Project Manager and Liaison Officer of this bid 24/7

Sam Faragalla, Executive Vice President
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 200, Maitland, FL 32751
Phone no.: 407-308-7989
Email: samf@seu-usa.com



July 10, 2020

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Request for Proposal - Temporary Personnel Services

LETTER OF INTEREST

Ms. Dykeman, Gainesville Regional Utilities, City of Gainesville and the Purchasing Committee:

Sunshine Enterprise USA LLC dba Sunshine Enterprise USA is pleased to submit herewith our letter of interest to participate in the **Solicitation No. FPUR-200036-GD Request for Proposal - Temporary Personnel Services** for Gainesville Regional Utilities, City of Gainesville. Since being invited to address this exciting opportunity, our team members have collaborated to produce a preliminary plan that we believe will support your organization.

As you know, we are a team of professionals with a proven track record in this region that has the ability to successfully transform our plan into reality. Our team is comprised of members who have worked together on numerous successful projects. They have been assembled for this project because of the enormous trust and confidence they have in one another. You can be assured that our team will manage your requests carefully, and accountability for results will never be delegated.

Our crew size and staff can easily handle these contracted jobs. Sunshine Enterprise USA is committed to making personnel available to all clients to whom we propose our services. We are continually hiring new team members to facilitate our growth.

The staffing for this project will be:

- Sam Faragalla, Project Manager and Liaison Officer and will work closely with the Clients' Managers to cover all the needs on timely manner.
- Rania, Finance and Accounting
- Angela Tester, Recruiter
- Bekka Larson, Recruiter
- Helen Blondel, Recruiter
- Jacklyn Lee, Recruiter
- Keila Soto, Recruiter
- Cheyenne Henderson, Recruiter
- Philip Faragalla, IT

We therefore look forward to offering our quality staffing service. Thank you for giving us the opportunity to participate.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 220, Maitland, FL 32751
Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

REFERENCES

July 10, 2020



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Request for Proposal - Temporary Personnel Services

List of verifiable references

<p>1. Tara Camp, CPPO, CPPB Purchasing Manager – Non-Capital Program and Material Management Tampa International Airport Mailing Address: P.O. Box 22287, Tampa, FL 33622 tcamp@tampaairport.com Office: (813) 870-8736 Cell: (813) 215-2645 Date of Services: Since July 2017</p>	<p>2. Doug Wycoff Deputy Director, ITS Engineering & Operations Tampa International Airport/Aviation Authority Office: (813) 546-8125 Cell: (813) 215-2645 DWycoff@TampaAirport.com Date of Services: Since July2017</p>
<p>3. Al Aponas SE President The Middlesex Corporation 10801 Cosmonaut Blvd. Orlando, FL 32824 aaponas@middlesexco.com Office: 407-515-3560 Cell: 508-726-2582 Fax: 407-206-0074 Date of Services: Since June 2014</p>	<p>4. Fernando Castano Parks and Recreation 1904 S. Park Rd. Plant City, FL 33563 fcastano@plantcitygov.com Office: 813-659-4200 Cell: 813-434-5263 Fax: 813-757-9220 Date of Services: Since June 2018</p>
<p>5. Maylin Connors Human Resources Manager Dura-Stress Inc. 11325 County Road 44 Leesburg, Florida 34788 mconnors@durastress.com Office: 352-787-1422 Cell: 352-396-6775 Fax: 352-460-0112 Date of Services: Since June 2018</p>	<p>6. Abby Iracheta Administrative Assistant City of Plant City Recreation & Parks Dept. 1904 South Park Rd, Plant City FL 33563 airacheta@plantcitygov.com Office: 813-659-4200 Ext. 4317 Fax: 813-757-9220 Date of Services: Since June 2018</p>

Other references available upon request.



Sunshine Enterprise USA

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500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

GENERAL STATEMENT OF EXPERIENCE

July 10, 2020

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



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**Solicitation No. FPUR-200036-GD
Request for Proposal - Temporary Personnel Services**

ORGANIZATION (*Qualifications and Consulting Staff*)

- Current Sunshine Enterprise USA staff are three. A partial listing of staff for assignment to assist the Client is included under “Project Team.” ninety percent (90%) woman-owned Company.
- No other firm other than Sunshine Enterprise USA is currently intended to be party to this proposal or fulfillment of the contract when approved.
- Organizational Chart:

President

Executive Vice President

Vice President and CFO

FIRM QUALIFICATIONS AND EXPERIENCE (*Qualifications*)

Sunshine Enterprise USA is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our consulting and executive searches to the specific and unique needs of our clients, and to get results. We will work on a search until it is complete regardless of the time and effort required.

- We specialize in recruiting leadership for cities, counties, state, education, healthcare, regional authorities, marine, utilities and nonprofit organizations. Our client list attests to our experience in assisting these organizations large and small to find the talent they need.
- Working with boards, councils, search committees, executives and human resource offices in such settings, we are accustomed to the complex internal dynamics, networking, and candidate screening and evaluation processes that routinely arise in recruitments of this nature, and to the high level of constituent, political, and media interest they sometimes engender.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.
- As previously noted, we have conducted about 690 successful executive search consulting engagements covering a broad range of positions including many positions in water utility and other public sector agencies:
 - Gainesville Police Department – Staffing services since 2019 - \$77K/Year
 - Dura-Stress: Temporary Laboer since 2018 - \$1.8M/Year
 - Volusia County - Temporary Services since 2019 - \$5M/Year
 - The City of Plant City – Temporary Services since 2017 - \$750K/Year



- Tampa International Airport – Contract Staffing since 2017 - \$750K/Year
 - Volusia District School Board - \$550K/Year
 - City fo Ocala - \$350K/Year
 - The Middlesex Corporation – Construction, Marine, Asphalt and Utilities. (\$350M/Year) (General, Skilled and Semi-Skilled) Laborers, Pipe Layer, CDL A/B Truck Drivers, Heavy Equipment Operators, Paver Operators, Admin staffs, Accountants, Controllers, Engineers, Foremen and Superintendents, etc. since 2014
 - McAllen Independent School District Awarded Primary Contracotor since 2016
 - Temporary/Day Labor Services for the City of Cape Coral since 2017.
 - LYNX -Executive Search and Recruiting Services for Central Florida Regional Transportation Authority d.b.a. LYNX since 2018
 - Clemson University - Executive Search and Recruiting Services since 2018.
 - PSTA Pinellas Suncoast Transit Authority- Executive Search and Recruiting Services since 2017.
- We work collaboratively with the client to generate solutions that are creative yet practical, to meet the organization “where it is” while also moving it to the next level.
 - Sunshine Enterprise USA offers a comprehensive range of products and services. Our systematic approach to human resource management ensures that the solutions, strategies, and methodologies we implement improve your organization.

CONSULTING SERVICES	
ORGANIZATIONAL STRATEGY	TESTING, RECRUITMENT & SELECTION
<ul style="list-style-type: none"> • Workforce & Succession Planning 	<ul style="list-style-type: none"> • Job Analysis
<ul style="list-style-type: none"> • Organizational Assessment, Redesign and Re-Engineering 	<ul style="list-style-type: none"> • Develop/Deliver Assessment Center Services
<ul style="list-style-type: none"> • Performance Management 	<ul style="list-style-type: none"> • Executive Search
<ul style="list-style-type: none"> • Employee Engagement 	<ul style="list-style-type: none"> • Test Development*
<ul style="list-style-type: none"> • Change Management 	<ul style="list-style-type: none"> • Test Administration*
<ul style="list-style-type: none"> • Complaint Investigations & HR Outsourcing 	<ul style="list-style-type: none"> • *(for employment and licensing certification)
CLASSIFICATION AND COMPENSATION	TRAINING AND DEVELOPMENT
<ul style="list-style-type: none"> • Classification 	<ul style="list-style-type: none"> • Training
<ul style="list-style-type: none"> • Compensation 	<ul style="list-style-type: none"> • Coaching
	<ul style="list-style-type: none"> • Accelerated Leader 360° Assessment™
	<ul style="list-style-type: none"> • Leadership Development

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



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Request for Proposal - Temporary Personnel Services

EXPERIENCE AND PAST PERFORMANCE
PROJECT TEAM QUALIFICATIONS AND EXPERIENCE

- Our team brings to this project a combination of background and skills vital to the requirements of the Client. As previously noted, the overall Project Manager will be Sam Faragalla, assisted by Rania Hanna and others who will also lend support as needed and are listed with their Bios below. Sam Faragalla will be the primary on-site manager. His background and experience include over 21 years of recruiting experience on a national and global level.
- Our staff are all professionals, each with extensive management background as key executives in public organizations. The recruiters to be assigned to this work have significant personal experience recruiting a range of executive and administrative leadership for a broad range of clients. We assure that the individuals listed represent our current team assigned to search for The Client and that any additional future staff assigned will be submitted to you for prior approval. We are available to immediately assist with your current needs.
- Current Sunshine Enterprise USA staff are six. A partial listing of staff for assignment to assist The Client is included under “Project Team.”
- The primary Sunshine Enterprise USA contacts for Gainesville Regional Utilities, City of Gainesville will be Sam Faragalla, MA, SHRM-SCP, Vice President; Rania Hanna, President; and other staff and research associates as needed.
- All of the above-mentioned staff may be involved in some phases and tasks of the search as previously outlined. On-sight representation will, however, primarily be the responsibility of Sam Faragalla and Rania Hanna. Research Staff will be responsible for advertising.
- We will spend whatever time is necessary to complete all tasks and objectives in the search plan. The main project Manager (Sam Faragalla) will be available by office and cell phone on a seven day per week, 24 hours per day basis. Other staff will be available during regular business hours during the day and by cell phone in the evenings if critical issues need to be discussed.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



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QUALIFICATIONS AND EXPERIENCE

Sunshine Enterprise USA is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our temporary/recruitment services, consulting and executive searches to the specific and unique needs of our clients, and to get results.

- Although primarily known as a leading staffing firm, Sunshine Enterprise USA also provides other general and specialty management consulting services, including management audits, organizational development, public safety, strategic planning, assessment centers, leadership development training, performance management, executive coaching, diversity training, and human resources management.
- We have placed temp-to-hire, Contract-to-perm and direct placement i.e. IT , Project Engineers/Managers, Accountants, Billing Specialists, Customer Service Representatives, Financial Analysts, etc. for major employers such as Pineelass Suncoast Authorities (PSTA), Tampa International Airport and the Middlesex Corporation, etc.
- We were able to staff The City of Plant City with all temp laborers requests to Utilities Maintenance Department & Parks & Recreation Department.
- We were able to staff The City of Cape Coral with all Day Labor, Clerks and temp staffs.
- We were able to staff and recruit average of 690 staffs in FY 2016/2017 for The Middlesex Corporation on various construction Heavy Civil Highways, Roadways and Asphalt projects throughout the Central FL since 2014 till present.
- We specialize in staffing and recruiting for cities, counties, state, education, healthcare, regional authorities, construction, asphalt, paving, marine, utilities and nonprofit organizations. Our client list attests to our experience in assisting these organizations large and small to find the talent they need.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.
- Also, we have conducted about 275 successful executive search consulting engagements covering a broad range of positions including many positions in water utility and other public



sector agencies.

- Volusia County - Temporary Services
 - The City of Plant City – Temporary Services
 - Gainesville Police Department – Staffing services
 - Tampa International Airport – Contract Staffing
 - The Middlesex Corporation – Construction, Marine, Asphalt and Utilities. (\$350M/Year) (General, Skilled and Semi-Skilled) Laborers, Pipe Layer, CDL A/B Truck Drivers, Heavy Equipment Operators, Paver Operators, Admin staffs, Accountants, Controllers, Engineers, Foremen and Superintendents, etc.
 - McAllen Independent School District Awarded Primary Contractor.
 - Temporary/Day Labor Services for the City of Cape Coral.
 - TBARTA Executive Search for the Executive Director
 - LYNX -Executive Search and Recruiting Services for Central Florida Regional Transportation Authority d.b.a. LYNX
 - Clemson University - Executive Search and Recruiting Services
 - Dura-Stress: Temporary Laboer
 - PSTA Pinellas Suncoast Transit Authority- Executive Search and Recruiting Services
- The management and supervision of any and all staff providing services to the Client will be provided by Sam Faragalla (Executive Vice President) and Rania Hanna (President), of Sunshine Enterprise USA.

TIMEKEEPING SOLUTIONS

At Sunshine Enterprise USA, we implement cost-effective solutions to track our employees’ time, control labor costs and increase payroll accuracy.

The Client will benefit from our Time Program which features timekeeping products that are reliable, user-friendly and accurate.

Quality Assurance

Sam Faragalla, Vice President, leads the Quality Assurance for Sunshine Enterprise USA. Sam guides the staff in responding to project issues, challenges and responsibilities to provide quality on every project. To assure quality on a project Sam may work on any and or all of the following phases of the project as listed below:

- Interviews, hires and conducts orientation sessions for new hires
- Assistance Problem Solving for all Challenges on the Project
- Timely responses to project issues and complexities
- Amenable Solutions to meet the Clients quality requirements and Budget Constraints

Signature: 

Authorized Name: Rania G Hanna

Position: President

On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188

E-mail : samf@seu-usa.com



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Gainesville, FL 32601

Solicitation No. FPUR-200036-GD

Request for Proposal - Temporary Personnel Services

WORKLOAD

This is to indicate and confirms that we have no current or pending bids or projects. Hence Sunshine Enterprise USA has the 100% full capacity, capability and resources to complete this project within the desired time frame.

Present and Projected Work Loads

Sunshine Enterprise USA is a startup business certified DBE and SBA and the only workload we have so far is bidding on the current opportunities. We are well below our bonding and staffing capacity. The same staff size has handled much higher workloads including in 2017 when our firm was successfully established. The beauty of the **Staffing Services** project is the ability to pre-assign management personnel and staff which will allow us to hit the ground running at award. These staff assignments will have, if any, no effect on other Sunshine Enterprise USA jobs if we are honored with this award.

Our crew size and staff can easily handle these contracted jobs. Sunshine Enterprise USA is committed to making personnel available to all clients to whom we propose our services. We are continually hiring new team members to facilitate our growth.

The staffing for this project will be:

- Sam Faragalla, Project Manager and Liaison Officer and will work closely with the Client Managers to cover all the needs on timely manner.
- Rania, Finance and Accounting
- Angela Tester, Recruiter
- Bekka Larson, Recruiter
- Helen Blondel, Recruiter
- Jacklyn Lee, Recruiter
- Keila Soto, Recruiter
- Cheyenne Henderson, Recruiter
- Philip Faragalla, IT

This project will be the main focus for these team members. Each of these members will be dedicated to this project as their sole work responsibility. The goal is to provide effective management staffing. To accomplish this task, it requires dedication and time. Sunshine Enterprise USA is committed to providing this as a standard on this project.

Equipment Availability and Resources

Sunshine Enterprise USA "Bidder" hereby warrants to provide the services requested herein and have adequate organization, facilities, equipment, safety PPEs, badges, uniform and personnel to ensure

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



prompt and efficient service to the Client.

Staffing and Recruitment Life Cycle

Recruitment & Staffing Strategy

1. Marketing: Brochures, Posters, Flyers, Computer Presentations for Job Fairs.
2. Sources
 - a. Internal (Referrals program and Posting job openings)
 - b. Community Colleges and Vocational Schools
 - c. Industry Associations and Community Organizations
 - d. Military Installations: Available Veterans
3. Advertisement
 - a. Trade magazines -Professional staff
 - b. Local News Papers -Professional and craft positions
 - c. Large signs at project location -Craft positions
 - d. Billboards
 - e. Help Wanted Posters (Local gas stations, Diners and Community Centers i.e. Career Source, Bridge of America, Goodwill, Movie Theaters, etc.)
 - f. Internet & Networking (Text Messages and Email Alerts)
 - g. Social Networks (LinkedIn, Facebook and Twitter)
 - k. Internet Help Wanted Sites (Indeed, Monster, Career Builder, Road Tech, Craig's List, Construction job.com, and Others)

Hiring Process for Hourly Team Members

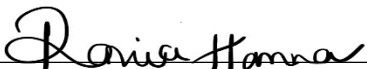
- A. Capability to hire on the spot
- B. Background checks: have option of starting candidates with the understanding that their employment is subject to successful background check.
- C. Drug test prior to starting

Monitoring

1. Time to fill positions
2. Recruitment Cost Ratio (Total Recruitment Cost/Total Number Positions Filled)
3. Quality of new hire/turnover rate for first 6 months.

Training

1. Daily Huddle/Tool Box Talk
2. Training classes and online classes
3. Weekly safety meeting
4. Job Hazard Analysis (JHA)
5. Mentorship Program
6. Job Rotations

Signature: 

Authorized Name: Rania G Hanna

Position: President

On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188

E-mail : samf@seu-usa.com



July 10, 2020

Gainesville Regional Utilities

301 S.E. 4th Avenue
Gainesville, FL 32601

City of Gainesville

200 East University Avenue
Gainesville, FL 32601

Solicitation No. FPUR-200036-GD

Request for Proposal - Temporary Personnel Services

QUALIFICATIONS AND STAFF GUARANTEE, WARRANTY, INSURANCE AND STANDARD APPLICABLE

Sunshine Enterprise USA "Bidder" hereby warrants to provide the services requested herein and herein and have adequate insurance, Workers' comp., bond, organization, facilities, equipment and personnel to ensure prompt and efficient services to Gainesville Regional Utilities, City of Gainesville.

We will be responsible for any WC claims for our employees and any other claims we become legally liable for, we will not assume any liability for negligence on the Client's part or the Client 's employees.

Sunshine Enterprise USA assigns, if we are the successful bidder, Sam Faragalla to be the one person designated to act as primary liaison between the Sunshine Enterprise USA and the Client. In addition, an alternate will be designated to act in the temporary absence of that primary liaison.

We hereby agree and confirm that we do not have any subcontractor(s) and all services provided is totally of Sunshine Enterprise USA.

Sunshine Enterprise USA "Bidder" hereby confirms and verifies that SEU has **NEITHER** prior **NOR** ongoing incidents as to which it is alleged that SEU has defaulted or failed to perform which has led the other party to terminate the contract. The Clients' success has been no.1 commitment and priority for us.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



July 10, 2020

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Request for Proposal - Temporary Personnel Services**

**FINANCIAL CAPABILITIES, RESOURCES, CUSTOMER SERVICES AND
QUALITY CONTROL**

Sunshine Enterprise USA "Bidder" hereby warrants that we are financially stable and have the necessary resources, human and financial, to provide the services at the level required by the Board of Client.

Sunshine Enterprise the strong financial strength to do business with SCSC. Efficiency and cost control are keys of SEU success. SEU Management Team monitors the financial strength of the business on an on-going basis. Placing increased focus on the key areas of business profitability, liquidity and solvency to have a positive impact on our financial strength and bottom line. One of our best attributes are:

- Strong employee attitudes.
- Excellent customer service.
- Large market share.
- Personal relationships with customers.
- Highly efficient, low-cost operation.
- High integrity.

Sunshine Enterprise USA assigns, if we are the successful bidder, Sam Faragalla to be the one person designated to act as primary liaison between the Sunshine Enterprise USA and the Client. In addition, an alternate will be designated to act in the temporary absence of that primary liaison.

We hereby confirm that we do not have any financial shortfalls including without limitation any pending bankruptcy proceedings, bankruptcies, receiverships, mergers, acquisitions, stock acquisitions or spin-offs which have occurred within the last three (3) years and any material pending or threatened litigation.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

OPERATIONAL PLAN FOR ACQUISITION AND RETENTION

July 10, 2020



July 10, 2020

Gainesville Regional Utilities

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Request for Proposal - Temporary Personnel Services

WORK PLAN/TECHNICAL APPROACH/PROJECT MANAGEMENT

Work Plan – (*Scope of Services*)

As the successful contractor, we will provide you with the quality services and expertise our clients have come to expect. We have a strong history of recruiting diversified workforce as it is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to all applicants and team members

“The Company provides equal opportunity in all of its recruitment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, uniform service member status, marital status, domestic partner status, pregnancy, age, medical condition, disability, genetic information or any other protected status in accordance with the requirements of all federal, state and local laws”.

Our Search Services Feature:

- Designing a customized recruitment strategy to match your history and leadership patterns, current issues and future challenges;
- A calendar that starts immediately upon authorization to proceed, includes regular progress reports, and usually concludes within 10 to 20 days. We can expedite the search if desired, and will work with the Project Manager and Board of Directors’ meeting schedules as needed;
- An extensive, narrative-written job profile including your organization’s history and leadership patterns, current issues, and future challenges of the job;
- A recruitment process and approach that includes advertising, but also relies more upon aggressive networking than passive advertising;
- A large pool of applicants who meet the minimum qualifications and a targeted, diverse pool of qualified, proven candidates for interview;
- Comprehensive reference and background checking;
- Ongoing quality review of project deliverables, time and service benchmarks, weekly status reports, candidate reports, and coordination/communication between Sunshine Enterprise USA LLC, The Client and Selection Committee;
- Personal guidance and assistance to The Client, Board, Selection Committee, Human Resources, Departmental representatives, and other staff that facilitates interviews, candidate travel, evaluation of candidates, decision-making, relocation, negotiations, and employment agreement assistance with the candidate selected.



Task Summary – General Approach:

We have a straightforward, structured search process. We adapt it to your requirements, and then ask you to join us as partners in its implementation. We will work closely with The Client Selection Committee, management and staff to establish agreed upon strategy, tools, critical path items and decision points of note in the search process.

Please see “Project Team and Resumes” for our firm’s work team assignments. At each stage, we provide written materials, training, and explanations as needed. Although we follow a clear strategic work plan and closely monitor agreed upon tasks and goals, we also believe that, in the long term, results are most important.

The following Tasks and Outcomes address the general approach and services provided:

- **Scope of Services**

The scope of services will consist of recruitment/market strategy, recruitment including advertisements, mailings, networking, cold calling and development of a position profile/brochure; candidate contacts/evaluation, screening, including review and the development of a written Progress and Final Report of leading candidates and finalists; performing reference and background checks; regular verbal and written status reports; assisting in the interview process, candidate negotiation, and holding periodic meetings with the Board, the Selection Committee and appropriate designated Client’s staff.

- **Key Meetings**

We will also meet with The Selection Committee, designated staff, community/public representatives, and other key stakeholders at the beginning of the contract to identify major issues the future hires will face; determine the critical qualifications for the position(s) as identified by you; establish specific timelines; and collect information to develop the search criteria and develop a search profile. We would also anticipate at least two later meetings to discuss/review the written Progress Report (Leading Candidates), and participate in final interviews (Final Report).

- **Advertising**

Appropriate advertising will be used. This includes hard-copy publications and electronic media and other organizations and publications specific to the type of position including to the job type as well as Industry web-site, local media, etc. Please note, however, that in our experience, the best candidates often come from networking rather than advertisement. We therefore focus a great deal of time on the networking and personal contacts. Our recruiters use a variety of sourcing methods which include both technology-based resources as well as more traditional sources, such as networking and employee referrals.

Local Sourcing

Our search begins in the local community where our candidates live and work.

- | | |
|---------------------------------|---|
| - Community Resources. | - Local newspaper, radio stations and TVs |
| - Veterans Events and Resources | - Billboards |
| - Employee Referrals | - LinkedIn |
| - Passive Job Seekers | |



- CFMA
- CSMFO
- NFBPA
- Governmentjobs.com
- International Hispanic Network
- USAjobs.com
- Universities
- Community Colleges

Niche Sourcing

Our focused sourcing allows us to become experts in terminology, nuances and regulations of each industry.

- Diversity Resources
- Professional Organizations
- Targeted Advertising and Job Fairs

Internet Sourcing

We use state of the art recruiting systems, industry job boards and social networking sites to reach job seekers online.

- Industry Job Boards
- Advanced Search Techniques

By focusing our recruiting efforts on Local, Niche and Internet sourcing, we can ensure that you receive the only best qualified candidates.

The Advertising and Recruitment stage includes ad placement, email distribution of the Position Profile, responding to inquiries about the position, and ongoing communication with applicants and prospects.

Ad Placement/ Social Media and Marketing of Position

The Executive Recruiter and client work together, to determine the best ways to advertise and recruit for the position. Ads are typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Ongoing Communication with Applicants and Prospects

Sunshine Enterprise USA communicates with all applicants on a frequent and ongoing basis to ensure applicants stay enthusiastic about the opportunity. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about organization, and it is an area in which Sunshine Enterprise USA excels. Sunshine Enterprise USA also utilizes Google Alerts for each client organization and provide updates to our Executive Recruiters and applicants of any references made regarding the client organization in various media outlets.

• Initial Candidate Screening

We sort candidates based on the criteria established, profile, comments from peers and colleagues, training & education, resume/bio review, communication ability and experience, accomplishments, references, background checks, telephone and personal meetings, review of appropriate writing and work samples, the degree of their expressed interest/commitment to



consider the specific position, and many other methodologies. The written Progress Report and Progress Meeting that is provided to you is also key to assuring that we are on track and to narrow the field from leading candidates to finalists for interview and reduce (with your input) to a list of screened finalists.

Success Profile

The desired skills, experience and temperament critical to successful performance are all factors of the Success Profile.

Phone Screen

An initial telephone screen verifies a candidate's overall availability and fit as a contract employee. We address ability to perform the position and establish availability for the duration of the position. If we feel the employee is a good match, we will set up an appointment for a personal interview.

- **Interview Process**

In addition to our telephone interview/screening/assessment of candidates, and face-to-face or video conferences with potential finalists, we will assist with the interview process as well as provide negotiation support.

In-Depth Personal Interview

Every candidate will be personally interviewed in our office to ensure he/she possesses the qualifications, experience and temperament required for the position. The recruiter evaluates the candidate's ability to perform the position, establishes availability for the start date and duration of the assignment, and verifies the candidate's previous salary history and current salary requirements.

Follow-Up Interview

The candidate is interviewed a second time, either over the phone or in person. The purpose of this interview is to review the position and its requirements and assure again that the candidate is capable and willing to meet job expectations of Sunshine Enterprise USA and Client.

Assessments (DiSC and I-OPT)

It is critical for you to know as much as you can about your new employees, managers, executives before hiring him/her. Historically, employers have depended upon resumes, references, and interviews as sources of information for making hiring decisions. In practice, these sources have often proved inadequate for consistently selecting successful employees. The use of assessments has become essential for employers who want to place the right people in the right positions.

Sunshine Enterprise USA uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management Profile analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

The I-OPT Assessment is a tool that measure how a person perceives and processes information. How someone perceives and processes information has a profound impact on what motivates a person, how a person sees an issue, and how that person interacts with



others on team projects. Understanding one's own I-OPT Profile makes it possible to be more self-aware. Understanding another's I-OPT Profile helps predict how he or she will approach any given situation.

- **Candidate Screening**

Together with the designated staff/contacts, we will reduce the pool of candidates to a list of no more than 15 semi-finalists and from there to approximately five or six (5-6) screened candidates for interview. Summary information will be provided on the leading candidates to include – background, achievements & strengths, etc. We also conduct initial reference and social media checks on the top candidates invited for interviews. A complete background and reference check will be conducted on the final candidate.

- **Reference & Background Screening**

Applicant information is verified via discussion with the applicant, peers, colleagues, subordinates, bosses, news media, review of reports & documents, writing samples, background screening and references, education & employment verification, telephone, video conference and/or face-to-face meetings/interviews, and other means including occasional psychological testing and assessment centers. DMV, Criminal, Credit and other background checks are also completed.

Employment and Reference Verification

A minimum of five reference checks will be performed for each candidate before he/she is placed on a contract. The references we obtain are recent, relevant to the position and from a direct supervisor. We verify dates of employment, job description and assess overall ability through contact with each reference and employers.

- **Selection Process**

Selection is made using all of the above plus an interview(s) between the candidate(s) and you. We also involve the candidate's family and significant others in the process as appropriate. During the interview and screening process, we will consult and assist you with screening including rating and other tools.

- **Offer Negotiations**

We work closely with the final candidate(s) and you to help negotiate an offer, acceptance, employment agreement/contract, starting date, etc. This often includes assistance drafting offer letters, compensation/benefit research, contract/agreement review, discussion with legal counsel when appropriate, and individual negotiation. We make it a point to be available to help both the final candidate and you to reach an amiable conclusion that ends with confidence and enthusiasm on both sides.

- **The Board of Client's, Selection Committee, Human Resources & Appointing Authority**

As noted earlier in this proposal, we have worked with hundreds of public sector and private sector clients including cities, counties, states, the federal government, and numerous utilities, transportation, educational institutions and other public service organizations. As such we have also worked with the Boards, Councils, Advisory Boards, Stakeholder Groups, and Committees, Selection Committees, Public & Citizen's groups, State, Local and



Federally legislated and mandated advisory boards, commissions, as well as elected local, state, and national representatives. The Board of Client, Appointing Authority, Selection Committee and other Executives (and their delegates) are critical to the search process from assistance in providing initial information regarding goals and objectives of the Client, criteria relevant to the duties and responsibilities of the position being recruited including input and approval of the overall recruitment process and recruitment profile/challenge statement/ brochure, interview and selection of the final candidate, approval of the final employment agreement, etc. Our role is to assist in the process and to consult with and help you to make a well- informed decision. We believe the final choice is yours to make. We will help you make a well-informed choice by framing what we have together learned about the candidates in the context of the job and specific requirements. Our role is to help make that decision easier.

• **Search Closure/Sign-offs**

At the end of the search, all applicants will be appropriately notified of the result in a professional manner that reflects well on the client.

• **Quality Control/Assurance**

All work done as part of any and all search or consulting work for The Board of Client will be subject to quality assurance, quality monitoring, quality improvement, task review and/or confirmation, and standards review as part of current Sunshine Enterprise USA’s Policy and Operating standards. Overall supervision is provided by the President of the company with support from the Executive Vice President and Vice President/General Counsel as needed. We will establish benchmarks in conjunction with The Board of Client as required or appropriate.

• **End-to-End Requisition Lifecycle**

<p>Vacancy Management</p>	<ul style="list-style-type: none"> • Notificaiotion of open vacancies • Monitor requisition process through the applicant tracking system for approval • Manage internal applicants if necessary • Develop external postings with hiring manager • Post vacancy to Government websites, career page, jobs boards selected through program agreement • Manage and update all candidate flow and vacancy status for open vacancies using the applicant tracking system • Close vacancy and remove from external posting upon start date
<p>Canddiate Sourcing</p>	<ul style="list-style-type: none"> • Create branding messages that address WHY, WHO, Objestins and FAQ’s • Work collaboratively with CalOptima to provide clear buiness requirements and recommendations to improce the candidate expereince and career site • Enage in ongoing pipeline/buislding networks for reeable skill-sets • Leverage national job boards, niche job board sites, relationship with professional associations • Provide bes-in-class supplemntal position recommnedations • Use of social media channels to build andd manage employment brand • Hos job fairs, colleges & Univerisities career fairs and coomunity events as necessary.



Candidate screening/Disposition	<ul style="list-style-type: none"> • Perform phone screens to identify most qualified candidates • Screen candidates utilizing tools and/or recruiters consistent with agreed upon hiring criteria • Send disposition communication to all candidates that are not qualified
Candidate presentation/Submittals & Certifications	<ul style="list-style-type: none"> • Provide shortlist of candidates for consideration to hiring manager • Manage communication with hiring manager to provide real-time requisition updates • Provide research and data to hiring manager that supports recruiting activity
Interview Logistics	<ul style="list-style-type: none"> • Schedule all phone, video and in-person interviews with hiring team • Manage all travel requests and logistics for in-person interviews
References/ Drug Testing/ Background Screening/ Clearance Processing	<ul style="list-style-type: none"> • Perform reference checks using agreed upon process • Initiate drug testing and background check screening per the policy • Facilitate clearance checks, if required
Offer Management	<ul style="list-style-type: none"> • Develop employment offer terms with hiring manager to include but not limited to compensation, education and health benefits • Extend verbal offer to selected candidate • Compose offer letter and facilitate hiring manager review and approval process • Deliver offer letter to applicant • Manage all offer negotiation communication between applicant and hiring manager
Onboarding	<ul style="list-style-type: none"> • Send onboarding forms and start date, logistics, instructions along with the company policy to the new hires. • Collect forms designated as required prior to and on start date • Help to coordinate first day experience • Keep the employment applications for at least 7 years or more as per the Federal laws.
Performance Management	<ul style="list-style-type: none"> • Provide real time reporting and metrics • 14 & 45 days review with new hires then shared with hiring manager • Monthly and quarterly partnership reviews to include: SLA performance, candidate and requisition data, key messaging and highlights, and recommendations for program enhancement

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



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Benefits Overview

Medical Insurance

- Offered through UnitedHealth
- 3 Plan designs to choose from
- Co-Pay Plan, HRA Plan, HSA Plan

Dental Insurance

- Offered through UnitedHealth
- PPO style plan
- Vision Insurance
- Offered through EyeMed Vision
- Completely separate from medical coverage

401k Plan

- Offered through MassMutual
- Automatic enrollment at 3% contribution upon 60th day of employment
- Employer match after one year of employment
- Annual Limits: \$19,000 under 50;\$25,000 over 50

Basic Life and AD&D


- Offered through UnitedHealth
- Company sponsored benefit
- Beneficiary Designation Form

Flex Spending Plans

- Offered through WageWorks
- Healthcare Flexible Spending – limit \$2,700
- Dependent Care Spending – limit \$5,000
- Active participation necessary during Open Enrollment annually

Training & Development

- OSHA 10 trainings
- EEO training
- Realistic Job Preview
- First-day Introduction.
- Mentor/Buddy Person Program.
- 14 & 45 days review

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Key Personnel for this Project

Recruitment Team

Our recruitment team of Mr. Sam Fargalla, Ms. Helen Blondel, Ms. Angela Tester, Ms. Bekka Larson, Ms Cheyenne Henderson and Ms. Rania Hanna possesses extensive public sector recruiting experience and will serve as resources throughout this recruitment effort. The specific project manager will be determined based on our ability to meet all your customer service needs in a timely and effective manner. We do not utilize subcontractors and no staff members will be removed or replaced without the prior written concurrence of the District. Their full resumes follow.

Role/Project Assignment	Name	Phone	Email
Senior Executive Recruiter	Sam Faragalla	407-308-7989	samf@seu-usa.com
Senior Executive Recruiter	Rania Hanna	407-633-0188	raniah@seu-usa.com
Senior Executive Recruiter	Helen Blondel	407-636-2984	helenb@seu-usa.com
Senior Executive Recruiter	Angela Tester	407-636-1231	Angelat@seu-usa.com
Executive Recruiter	Bekka Larson	407-768-1232	bekkal@seu-usa.com
Executive Recruiter	Cheyenne Henderson	407-636-2982	cheyenneh@seu-usa.com



Rania Hanna
President

Rania Hanna is an expert in the Recruitment, Payroll, Accounting and Staffing Industry

After living abroad for a few years, Rania developed a passion for Staffing and Finance business. She joined a large company in 2002 and had the opportunity to work all over the world with individuals and Corporations. In 2016, she formed Sunshine Enterprise USA with the initial intention of working with just Recruitment, Staffing, and Payroll Services.



She started servicing clients in response to the varied work climate that accompanied the construction, utilities, environmental and civil engineering industries. The constant disparities in workloads, varying contract locations, seasonal requirements and periodic need for specialists or professionals with unique skills makes it difficult to maintain proper staffing levels in these sectors. Understanding these recurring niche industry problems, Rania was chartered to serve the staffing needs of industries with strict regulatory guidelines and cyclic/seasonal trends.

Rania is results orientated professional, offering over 15 years of progressive responsibility in recruiting. Consistently recognized as strategic and a change agent with the proven ability to design, build and re-organize recruitment teams to meet or exceed corporate talent objectives. Resourceful decision maker who combines integrity, exemplary leadership and proven operational skill to lead complex projects from conception through completion. Motivated by quality and the customer experience, looks for out-of-the-box solutions in delivering best practice results.



Sam Faragalla, MA, SHRM-SCP
Vice President, Marketing and Business Development
Project manager and liaison officer for this bid



Sam Faragalla, MA, SHRM-SCP is an expert in the Staffing and Recruitment industry. He is Human Resources Executive with over 15 years of comprehensive human resources experience including staffing, recruitment and retention, conflict resolution, change management, labor relations and benefits administration. Proven experience collaborating with senior management to conduct Human Resources strategic planning in order to support and further corporate goals. Possess broad knowledge of human resources in a variety of sectors including union and non-union environments and Fortune 500 companies with a large number of exempt/non-exempt employees. Demonstrated experience initiating cost containment strategies resulting in significant savings. Excellent ability to address and implement strategic plans for talent acquisition, retention and succession planning. Proven skills in labor and employment law including complaint investigation to thwart legal action.

Expertise in

Operations Management
Training & Development
Employee Relations

Compensation/Benefits Design
Harassment/EEO Compliance
Policy Design & Administration

He has been involved with his current and previous employers in a variety of projects. These projects include both public and private sector work, as either a prime or subcontractor. Public projects were large bid projects. These projects range from less than \$100M to in excess of \$600 million, individually.

Also, as part of his background, he has worked overseas in Oil & Gas then locally in Heavy Civil Construction industries. Regardless of titles, all the roles he has filled has been "Hands-On" with day-to-day involvement in routine tasks, as well as managing the Business and Projects. He has a strong expertise in:

- Executive Recruitment Industries (Utilities, Infrastructure, Environmental, Marine, Construction, Oil & Gas, Manufacturing and Industrial)
- Recruitment and retention
- Employee relations and mediation
- Handbooks, policies and procedures
- Total Rewards and Benefits management
- Morale and communications
- Mentoring and counsel of staff and management
- Employment law & Legal compliance issues
- Performance management
- Diversity and Inclusion
- Corporate Social Responsibility

Sam maintains SHRM- Senior Certified Professional HR certifications that is along with his Master and Bachelor Degree.



Helen Blondel

Senior Executive Recruiter

Helen is a Recruiting and HR professional with years of progressive experience identifying individuals' strengths.

With a Bachelor of Science from Florida International University, she began her career after college as a Career Services Coordinator at a well-known Computer Sciences School, where she successfully placed 360+ executives in various professional capacities. She facilitated the hiring process for 50+ employers by providing recruiters relevant resumes of qualified applicants with timely follow up.



Professional Experience

- In her subsequent roles, she composed job descriptions and orientation checklists for over 200+ positions in the Transit, Transportation, Construction, Healthcare, and Hospitality industries. Helen also coordinated career fairs, orientations, and other company events.
- She has extensive experience with, and a strong respect for confidentiality, as she also specialized in Labor Relations for the most high-profile touristic property in Miami Beach. There, she maintained extremely sensitive employee information, listened to both sides of employee and employer concerns, reduced the number of union grievances on a monthly basis through effective communication with union representatives and thorough adherence to the Collective Bargaining Agreement, and ultimately resolved significant Labor issues that would otherwise have been escalated.
- With her years of experience leading orientations for new hires in the Heavy Civil Construction & Technology industries and beyond, she conducts 100+ interviews monthly for associate, entry-level, and executive-level roles. She is committed to matching jobseekers to their dream opportunities, and employers to their ideal candidates

Education

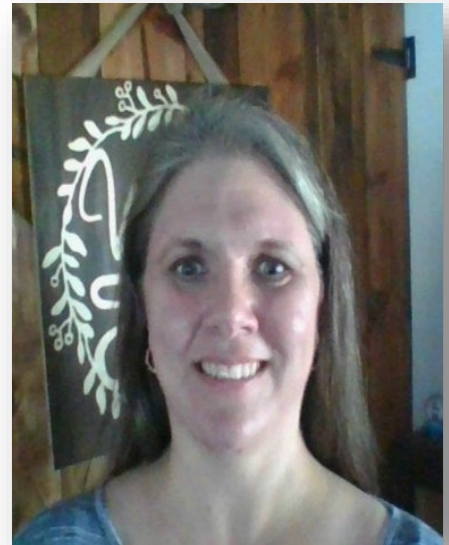
- Florida International University: Bachelor of Science Degree in Hospitality & Tourism.



Angela Tester

Senior Executive Recruiter

Since joining SEU, Angela Tester has conducted over 250 successful recruitments covering all areas of public sector executive search including city, county, state, special district, and regional governments. She has extensive experience in conducting high-level recruitments for council/board appointed positions, as well as executive recruitments for mid-management and department head level positions in community development/planning, finance, human resources, information technology, legal, parks and recreation, public safety, and public works/utilities.



Professional Experience

- Conducting public sector recruitments for executive level positions (includes upper- and mid-management, department directors, and council/board appointed positions).
- Managing entire recruitment process: develop and submit responses to proposals, meet with clients to understand their recruitment needs and develop a project plan, develop marketing brochures for recruitments, place advertisements, and research and identify potential candidates. Proactively contact potential candidates; market the position to them. Conduct screening interviews. Facilitate the entire interview process. Perform thorough reference checks and oversee extensive background checks on candidates. Negotiate employment agreements.
- Angela has previously served as Case Manager for a Non-Profit Organization that assists the indigent population in finding specialty medical care. She has a wide variety of skills in working with various groups of people.

Education

- She has her Associates Degree in Christian Education.



Bekka Larson
Executive Recruiter

Since joining SEU, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of information technology in addition to specialized support positions.



Professional Experience

- Project manager for local government, special district, and non-profit executive recruitments. Responsible for all facets of process including proposal interviews, all client meetings, creating marketing and advertising materials, conducting candidate screening interviews and developing finalist candidate interview processes.
- Assisted executive recruiting team in the recruitment of local government and public agency executives.
- Managed staff responsible for addressing escalated customer complaints. Negotiated and mediated pre-litigation settlements with attorneys, state regulators, and other state agencies, involving home improvement loans. Served as department fraud coordinator.
- Provided administrative support to SVP, including drafting correspondence, report writing, and special projects as assigned. Supervised department receptionist, responsible for interfacing with vendors and facilities management.
- Provided administrative and research support for private professional lobbying firm.
- Researched legislative bills, corresponded with professional association members regarding legislative proposals.

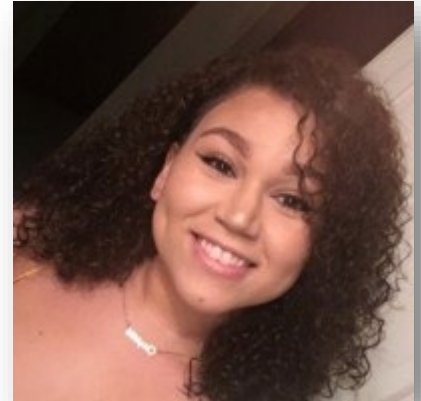
Education

- University of Central Florida: Bachelor of Science in Business Administration



Cheyenne Henderson Executive Recruiter

Ms. Henderson has 10 years of professional consulting and marketing experience in public sector human resources, including experience in the areas of project management, marketing communications, administration, and employee recruitment. She has worked as a SEU consultant for more than ten years, where she has managed or completed a wide variety of projects for SEU subject matter experts and senior executive staff.



Professional Experience

- Conducts recruitments for various positions for public sector clients.
- Assisted the SEU Executive Search team as an Associate Recruiter. Wrote advertising copy, recruitment brochure text, did email outreach, built target candidate lists based on candidate requirements, researched other sources for outreach and candidate pools, conducted screening interviews, helped facilitate candidate interviews, and performed candidate reference checks.
- Served as liaison for internal business units collaborating on long-term marketing plans and strategies. Worked closely with unit managers, coordinators, vendors and staff support the organization's mission and direction.
- Managed SEU's Webinar Series. Worked with business units to develop monthly webinar calendar highlighting expertise of SEU consultants and diverse services. Moderates monthly sessions.
- Chaired Qualification Appraisal Panels (QAPs) for the Merit System Services contract. Lead structured interviews for social services candidates. Worked with panel members from client counties to ensure an unbiased rating process according to merit principles. Reviewed rating scales, discussed failing scores, and various types of rating errors with panel members. Served on rating panel.
- Conducted client visits to public agencies in FL and Georgia to ensure that client needs are met. Relayed any service issues or grievances to appropriate service manager. Informs and educates clients on SEU products and services. Researched online data to pursue potential new areas of growth.

Education

University of Central Florida: Bachelor of Science in Industrial/Organizational Psychology



July 10, 2020

Gainesville Regional Utilities
301 S.E. 4th Avenue
Gainesville, FL 32601

City of Gainesville
200 East University Avenue
Gainesville, FL 32601

Solicitation No. FPUR-200036-GD
Request for Proposal - Temporary Personnel Services


ACCEPTANCE OF RFP CONDITIONS AND CONTRACT TERMS

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, herby confirms our acceptance of contract form in all general and specific terms, conditions ("T&C"), schedule, budget for the project and articles **without any exceptions and/or reservations.**

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, herby confirms that we **DO NOT** charge fees to an applicant for our services.

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, herby confirms our ability to recruit and staff all types of positions including but not limited the ones listed in the ITB.

We, Sunshine Enterprise USA hereby set various parameters and tools to measure clients' satisfaction.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



July 10, 2020

Gainesville Regional Utilities

301 S.E. 4th Avenue
Gainesville, FL 32601

City of Gainesville

200 East University Avenue
Gainesville, FL 32601

Solicitation No. FPUR-200036-GD

Request for Proposal - Temporary Personnel Services

REQUIRED BACKGROUND CHECK

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, hereby confirms submitting all temporary, and Leased Employees, interns and volunteers to and successfully pass a background check prior to the start of employment. The type of checks required shall be contingent upon the position. Noted below is a list of the background checks conducted by the Client's

Background Level I.

- Required for all positions' Criminal history

Background Level II (Fingerprinting)

- Required for positions working with or around children, the elderly or person with disabilities

Credit Check

- Conducted with positions mainly in the Revenue Division and/or as requested by management

Driver's License Check

- Conducted with positions that require driving

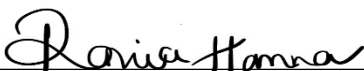
Exclusion Search

- Required for all positions

Google Search

- Required for all positions

Vendor: Google (www.google.com)

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



July 10, 2020

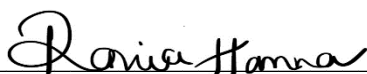
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200 East University Avenue
Gainesville, FL 32601

Solicitation No. FPUR-200036-GD
Request for Proposal - Temporary Personnel Services

DRUG-FREE ENVIRONMENT POLICY AND DRUG TESTING

Sunshine Enterprise USA LLC maintains a Drug-Free Environment. As a result, we reserve the right to require any applicant or employee to take a drug test at any time.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



July 10, 2020

Gainesville Regional Utilities
301 S.E. 4th Avenue
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Solicitation No. FPUR-200036-GD
Request for Proposal - Temporary Personnel Services

ABILITY TO MEET ALL DRUG TESTING REQUIREMENTS

We, Sunshine Enterprise USA (SEU), if we are the successful bidder, hereby verifies and confirms the following:

- SEU has the ability to provide services within the required twenty-four-hour time frame.
- Please find attached the written policy detailing how to handle/report Client vehicle accidents and medical emergencies relating to the Contractor’s employees, including but not limited to:
 - Where to send the employee, countywide.
 - How to transport; and
 - Whom to notify.
- We will spend whatever time is necessary to complete all tasks and objectives in the search plan. The main project Manager (Sam Faragalla) will be available by office and cell phone on a seven day per week, 24 hours per day basis. Other staff will be available during regular business hours during the day and by cell phone in the evenings if critical issues need to be discussed.
- SEU has been in business providing hands-on services for all its clients i.e. City of Cape Coral, Tampa International Airport, The Middlesex Corporation and PSTA.
- SEU has the ability to process time sheets electronically via the internet or by email submittal (As attached).
- SEU has the ability to provide reports formatted as illustrated in Exhibit G and understands that said reports shall be submitted to the Client’s Project Manager monthly. Reports shall be due on the first Friday following the end of the month.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



July 10, 2020

Gainesville Regional Utilities
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Request for Proposal - Temporary Personnel Services

ASSIGNMENT OF INTEREST

Sunshine Enterprise USA hereby acknowledges and agrees, if we are the successful bidder, that we shall not assign nor transfer any interest in this contract to a third party.

We hereby agree and confirm that we do not have any subcontractor(s) and all services provided is totally of Sunshine Enterprise USA.

Signature: *Rania Hanna*

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

July 10, 2020

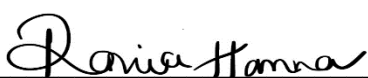
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200 East University Avenue
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Solicitation No. FPUR-200036-GD
Request for Proposal - Temporary Personnel Services

ALTERNATE PROPOSAL

NO ALTERNATE PROPOSAL(S) UNDER OUR SUBMISSION HEREWITH, HEREIN AND/OR HEREINAFTER TECHNICALLY AND/OR COMMERCIALY.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



July 10, 2020

Gainesville Regional Utilities

301 S.E. 4th Avenue
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City of Gainesville

200 East University Avenue
Gainesville, FL 32601

Solicitation No. FPUR-200036-GD

Request for Proposal - Temporary Personnel Services

CONFIDENTIALITY AND CONFIRMATION

We hereby agree to accept with the bid document and related correspondences as well as all data results obtained in the course of Staffing and Recruitment Services as strictly confidential information and cannot be reproduced or used for other purposes than preparation of proposal through our channels unless strictly authorized by Client.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



Sunshine Enterprise USA

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July 10, 2020

Gainesville Regional Utilities

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City of Gainesville

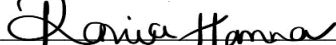
200 East University Avenue
Gainesville, FL 32601

Solicitation No. FPUR-200036-GD

Request for Proposal - Temporary Personnel Services

Transition the current Temps to SEU

Sunshine Enterprise USA, if we are the successful bidder, will be providing all types of recruiting and staffing solutions along with transitioning the current temporary staff to us..

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



July 10, 2020

Gainesville Regional Utilities
301 S.E. 4th Avenue
Gainesville, FL 32601

City of Gainesville
200 East University Avenue
Gainesville, FL 32601

Solicitation No. FPUR-200036-GD
Request for Proposal - Temporary Personnel Services

Certifications and Licenses

Sunshine Enterprise USA agrees, if we are the successful bidder, that is/to be certified/licensed for the types of services specified and proposed and provide copies of all applicable certifications or licenses.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



July 10, 2020

Gainesville Regional Utilities
301 S.E. 4th Avenue
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City of Gainesville
200 East University Avenue
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Solicitation No. FPUR-200036-GD
Request for Proposal - Temporary Personnel Services

BIDDER'S FACILITIES & SUPPLY BASE

Sunshine Enterprise USA, have the following facilities:

Purpose of Facility	Location	Description of major equipment
• Head Office /Administration	500 Winderley Pl., St 200, Maitland, FL 32751	Technical Supply & Office
• Local Office	405 5 th Avenue South, St 7 Naples, FL 34102	Recruitment, Staffing and Project Management Office

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

ADDENDA

July 10, 2020



**City of Gainesville
Procurement Division
200 E University Avenue, Rm 339
Gainesville, FL 32601
(352) 334-5021(main)**

Addendum Publish Date: June 22, 2020

**Temporary Personnel Services
RFP #: FPUR-200036-GD
ADDENDUM NO. 1**

Bid Due Date: July 7, 2020, 3:00pm (Local Time)

NOTE: The original Specifications of this solicitation remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Any questions regarding this solicitation shall be submitted in writing to the City of Gainesville (CoG) Procurement Division by 3:00pm, (local time), Thursday, June 25, 2020. Submit questions to: dykemangb@cityofgainesville.org
2. Please find attached:
 - a. Attachment A - A copy of the Pre-Bid Discussion/Information Checklist, which includes detail of the solicitation schedule
 - b. Attachment B - Bid Opening Zoom Access information
 - c. Attachment C - A copy of the Solicitation with the Footer references corrected
 - d. Attachment D - Current Contract and Addendums
 - e. Attachment E - A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
3. Following is a review of the Pre-Bid Meeting that was held via Zoom Conference on June 18, 2020:
 - a. City of Gainesville Staff represented by Gayle Dykeman, CoG Procurement Specialist III, Roxy Gonzalez, CoG Parks & Recreation, Lisa Jefferson, CoG HR, Alandyia Brutton, GRU Customer Service, Cheryl McBride, GRU HR.
 - b. Gayle Dykeman started the meeting by reviewing important Procurement areas of the solicitation, including the solicitation schedule and submittal due date. All communication must go through Gayle Dykeman throughout the duration of the solicitation. All submittals must be entered in DemandStar.com by the due date and time – DemandStar is programmed to reject any bids that are entered after that time. DemandStar is a free tool for vendors to submit bids. DemandStar will automatically close the solicitation at the specified date and time, and the City will not accept any late proposals, regardless of the format presented. While this is an evaluated bid, the minimum requirement of at least five (5) years in Temporary Staffing Services is required. Living Wage does not apply to this solicitation. Spoke at length about the rules guiding the Cone of Silence.
 - c. Cheryl McBride gave a brief overview of the solicitation, as can be reviewed by vendors in the solicitation. Cheryl emphasized the importance of developing a partnership with the CITY in its endeavors to meet its staffing requirements.

4. Following are questions and answers that were discussed in the meeting:

a. Question:

1. Can vendors bid on parts of the solicitation, but not all the services requested?
2. Is it possible to only bid on General Office & Clerical Work or does the agency need to bid on all disciplines?
3. So you are awarding to only one vendor? Or more?

Answer: The agency can bid on one or more disciplines. See the solicitation, FORMS Page 7

b. Question: If the City selects a new vendor, how will the transition to the new vendor be handled for the current temp employees?

Answer: Best practice is to have existing temporary personnel reapply with the new vendor.

c. Question: What is the total spend for 2019?

Answer: \$149,422

d. Question: What is the expected spend for 2021?

Answer: The CITY will typically extrapolate from the prior three years, however there are some new categories for which we have no history - if we are able to hire those positions, there is the potential that the spend will be higher.

e. Question: Several health testing questions have been listed here to provide one response to all:

1. Regarding the statements in the solicitation regarding health testing, are you referring to COVID19 testing?
2. In the solicitation regarding health testing, are you referring to COVID19 testing?
3. Are the health assessment requirements applicable to all positions, including office clerical?
4. Can you clarify what exactly may be involved in determining "employee's general state of health and physical ability to perform the job"... does this have to do with COVID testing, temperature taking daily, or does the contractor have to undergo a physical before being assigned?

Answer: The primary purpose is to make sure the person is physically able to do the job, in some cases this may require additional tests, depending on the job requirements. Additional clarifying information will be provided on this question in a future Addendum.

f. Question: We do not have experience with unions, are we expected to provide union workers?

Answer: While the temporary employee is doing the job of a Union Worker, they are not required to join the Union, as they are not City employees, they are your agency's employees.

g. Question: Is there a prescribed format for the submittal?

Answer: No but would prefer to receive all required forms at the front of the submittal.

h. Question: Is Drug Testing required of all Temp Employees?

Answer: Some positions require drug testing. Additional detail will be provided in the next Addendum.

i. Question: Do you require a 7- or 10-year background check?

Answer: Depends on the position – additional detail pending.

j. Question: Background check in the County – last 7 or 10 years?

Answer: Depends on the position – additional detail pending.

- k. **Question:** Are you asking, in the section below the pricing sheet, if these items are included in the all-inclusive multiplier?
Answer: No, if your company includes those items in the all-inclusive multiplier as part of their service, please just indicate that the service is part of the regular service of the company and included in the all-inclusive multiplier.
- l. **Question:** Do we have to subcontract with a local vendor to get local vendor preference?
Answer: The headquarters of the company claiming local vendor preference must be within the CITY'S geographic limits to be considered for Local Preference.
- m. **Question:** What is the length of the average assignment?
Answer: The average assignment is 122 days.
- n. **Question:** Do we need to be in the City of Gainesville to bid?
Answer: No you can be located anywhere to bid, all bids are encouraged.
- o. **Question:** Amount of positions? Is that the number of resources you are looking for? More? Less?
Answer: GRU does not expect increments above current run rate.
- p. **Question:** Do you have 2021 projections for use of CDL driver and Crossing Guard positions?
Answer: We do not have projections on these segments.
- q. **Question:** Do we need to submit questions to Robbin or Gayle?
Answer: Gayle Dykeman, dykemangb@cityofgainesville.org

5. Following are questions that have been received in writing:

- a. **Question:**
 - 1. Is there an incumbent for this contract or is this for a new contract?
 - 2. If yes, can you please let us know the name of incumbent, their hourly rate and historical spend?
 - 3. What is the current vendor and what rates are they billing?
 - 4. Provide the current contract and markup.**Answer:** The City currently obtains Temporary Services from TempForce. Their hourly rate varies based on the job position. The current mark-up is 23% for clerical, and 49% for jobs that require physical labor; and for each position, \$.29/hour is billed to cover Affordable Care Act costs. 2019 spend was \$149, 422. See Attachment D for the current contract.
- b. **Question:** Is budget allocated for this contract? If yes, can you please let us know the same?
Answer: Each Department and GRU develop their own budget for temporary services, so yes, it is budgeted.
- c. **Question:** Can you provide the job description for the mentioned positions?
Answer: Please reference the solicitation, FORMS Section, Page 7. There is a link there to access the job descriptions.
- d. **Question:** Do we have to sub-contract to meet the Small Business Enterprise and Local Preference goal?
Answer: See response in #4, i.
- e. **Question:** Are school crossing guards posted at Elementary and Middle Schools? Or Elementary Schools only?
Answer: Under research

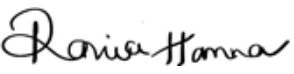
- f. **Question:** How many hours per day does a school crossing guard work? What are the a.m. post times and p.m. post times currently?
Answer: Under research
- g. **Question:** Do you want the chosen vendor to consider employing any of the current guards?
Answer: Under research
- h. **Question:** What are the current hourly wage and bill rates for School Crossing Guards?
Answer: Under research
- i. **Question:** Are the health assessment requirements applicable to all positions, including office clerical?
Answer: See response in Question 4.e.
- j. **Question:** Are you looking for MSP services?
Answer: No
- k. **Question:** How many staffing suppliers do you currently use?
Answer: Primarily one, however additional vendors are used for technical and food service staffing.
- l. **Question:** Do you have an estimate of your annual contingent labor spend?
Answer: Please see above, Question 5.a.
- m. **Question:** What states/countries would you like your MSP to cover?
Answer: City of Gainesville and Gainesville Regional Utilities only
- n. **Question:** Do you have a current MSP or VMS?
Answer: No

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Sunshine Enterprise USA LLC

SIGNATURE: 

LEGIBLY PRINT NAME: Rania Hanna, President

DATE: 07/10/2020

Addendum Publish Date: June 29, 2020

Temporary Personnel Services
RFP #: FPUR-200036-GD
ADDENDUM NO. 2

Bid Due Date: ~~July 7, 2020, 3:00pm (Local Time)~~
New Bid Due Date: July 13, 2020, 3:00pm Local Time

NOTE: The original Specifications of this solicitation remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

- 1) **Change in Due Date:** The due date has been extended to Monday, July 13, 2020, 3:00pm
- 2) **Correction:** Addendum 1, Question 4.c. - the answer to this question is INCORRECT. For detailed spend information, see Attachment 1 to this Addendum
- 3) The following questions from Addendum 1 are still under research and will be provided in the next Addendum. Similar questions that were submitted by the Questions Due Date have been bundled together.
 - A. Question, Addendum 1, 4. h.:
 - 1) Is Drug Testing required of all Temp Employees?
 - 2) Which positions require a drug test?
 - 3) Regarding the Pre-Employment drug screening and Background checks, is there a minimum level of Panel needed? (i.e. 5 panel drug test or higher?)
 - 4) Please specify how many drug panels and what drugs you expect the drug screens to cover.
Answer: Depends on the position – additional detail pending
 - B. Question: In reference to Attachment 3 Statement of Work, Section 10.0.3 interview at site. Are travel and expenses paid?
Answer: Under research.
 - C. Question, Addendum 1. 4.i.:
 - 1) What level of background check is required
 - 2) Do you require a 7- or 10-year background check?
 - 3) Please specify what criteria are included in a Criminal Background Check as being requested with this RFP.
 - 4) Please specify what criteria are included in a Criminal Background Check as being requested with this RFP.
 - 5) Please specify what criteria are included in a Criminal Record Check as being requested with this RFP.
Answer: Depends on the position – additional detail pending.
 - D. Question, Addendum 1. 4.j.: Background check in the County – last 7 or 10 years?
Answer: Depends on the position – additional detail pending.

- 4) Following are answers to questions that were unanswered in Addendum 1, dated June 22, 2020.
- A. Question, Addendum 1, 5.e.: Are school crossing guards posted at Elementary and Middle Schools? Or Elementary Schools Only?
Answer: School crossing guards are posted at both Elementary and Middle Schools.
 - B. Question, Addendum 1, 5.f.: How many hours per day does a school crossing guard work? What are the a.m. post times and p.m. post times?
Answer: School crossing guards typically work 2-4 hours per day. The a.m. and p.m. post are determined by the hours of the school to which they are assigned.
 - C. Question, Addendum 1, 5.g.: Do you want the chosen vendor to consider employing any of the current guards?
Answer: Yes
 - D. Question, Addendum 1, 5.h.: What are the current hourly wage and bill rates for School Crossing Guards?
Answer: School crossing guards are currently paid \$25.30/hour and are paid through the CITY's payroll, so there is currently no bill rate.
- 5) Following are questions that were submitted by the Questions Deadline, (June 25, 2020) for which answers are under research and will appear in the next Addendum.
- A. Question: Will the contract be temporary staffing, direct hire/permanent recruiting or a combination?
Answer: Under research.
 - B. Question: How many vacancies currently exist?
Answer: Under research.
 - C. Question: Will the contract require the payroll of the current temporary employees
Answer: Under research.
 - D. Question: Will 3rd party testing on skills be required for any position before submission?
Answer: Under research.
 - E. Question: On average, how many contractor's employees are hired by GRU or GG prior to the completion of 90 days of temporary employment
Answer: Under research.
 - F. Question: Would GRU and GG be willing to add a contract clause allowing for amendment to billing rates for new taxes, state or federal mandates or other new payroll expenses that may arise during the contract term? In other words, unforeseen legislative changes or additions.
Answer: Under research.
 - G. Question: Are contractors required to participate in E-verify?
Answer: Under research.

H. Question: In reference to Attachment 3 Statement of Work, Section 10.0.3 interview at site. Are travel and expenses paid?

Answer: Under research.

I. Question: In reference to Attachment 3 Statement of Work, Section 5.2 Training and Testing employees for proficiency in the job that they will be performing in accordance the job classification. What type of evidence is required?

Answer: Under research.

6) Following are questions and answers that were submitted prior to the Questions Deadline (June 25, 2020, 3:00pm)

A. Questions:

1) Is this a new requirement or is there an incumbent(s)? If so, can you please disclose the incumbent(s) name and if possible please provide the incumbent proposals?

2) Who is/are the current vendors?

Answer: See Addendum 1, 5.a. and Addendum 1, Attachment D. To reference the current company as the "incumbent" would be a misnomer, as they are required to present proposals to this solicitation.

B. Questions:

1) What is the estimated budget for this contract? If unknown, please provide the previous spending.

2) What is the estimated budget for the new contract?

Answer: See Addendum 1, 4.c.

C. Questions:

1) To offer you competitive pricing, please share the incumbent's cost proposal.

2) What are the current pay and bill rates/markup?

Answer: See Addendum 1, Attachment D. This information is over 10 years old and should not be used as a benchmark for pricing. The CITY assumes that each vendor is putting forward their best pricing for their business model. The "incumbent's" current pricing is unavailable, as they are required to participate in the bid process as well.

D. Question: Please specify the list of benefits current temporaries receive from the "incumbent".

Answer: Current vendor is required to comply with the Affordable Care Act. See also Addendum 1, Attachment D.1

E. Question: Please specify the list of vacation and holidays current employees receive from the "incumbent".

Answer: Current temporary employees are able to qualify for up to forty (40) hours of vacation and six (6) paid holidays annually, subsequent to meeting eligibility requirements.

F. Question: How many temporaries are currently working under this contract?

Answer: See Bid Package, Exhibit D

G. Questions:

- 1) As it is a multiple award contract, please describe how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the procurement process?
- 2) Will this be an exclusive or non-exclusive contract?
- 3) Are you looking for one vendor or are you planning to use multiple vendors to fill your services?

Answer: While this is a multiple award contract, each discipline will only be awarded to one vendor. So, for example, Clerical Temp business will be awarded to one vendor, CDL drivers will be awarded to one vendor. If a vendor bids on more than one discipline, it is possible for that vendor to win the award for more than one discipline.

H. Question: Please describe the issues/problems that the CITY is facing under the current contract.

Answer: There are no issues with the current vendor.

I. Questions:

- 1) Refer to the Pricing Response Form, it is our understanding that the all-inclusive multiplier refers to all-inclusive markup percentage of the vendors. Is that correct? If not, please explain.
- 2) On the pricing sheet, if we include an all-inclusive multiplier, do we still need to include the cost per request?

Answer: Correct. If your proposal's all-inclusive multiplier includes all of the services listed in the cost/request section, indicate on your proposal that these services are already included in the all-inclusive multiplier, and do not respond to the itemized request.

J. Question: Refer to the Pricing Response Form, it is our understanding that the vendors need to provide the breakdown of markup percentage of Health Statements, Drug Testing, Criminal Background Check, Criminal Record Check and Motor Vehicle Record Check per position. Is it correct? If no, please explain.

Answer: No, See Addendum 1, 4.k.

K. Question: Is it possible for the CITY to extend the due date?

Answer: Yes, due date is extended to Monday, July 13, 2020, 3:00pm.

L. Questions:

- 1) How much was spent on temporary services in 2017, 2018 2019 (for the services requested under this RFP?)
- 2) Exhibit D indicated 2019 Historical Usage Data of GRU Hours 49,293 and GG Hours 66,525 for a total utilization of 115,818 hours in the General Office and Clerical Category. However, in Addendum 1, Question 4-C the total spend for 2019 was answered as \$149,422. That spend amount cannot equate to the hours provided as that would make the average Bill Rate \$1.29? Can you please restate the total spend by Job Category including hours utilized and total spend per category?

Answer: Yes! There was an error in reporting spend in Addendum 1, sincere apologies. This has been corrected and all data requested can be found attached to this Addendum 2, Exhibit A.

- M. Question: How many temporary employees are currently utilized?
Answer: See Bid, Exhibit D
- N. Question: How many temporary employees are in each category?
Answer: See Bid, Exhibit D
- O. Question: Are there subcontracting goals?
Answer: No
- P. Question: Is an out of state license required?
Answer: Out of state vendors will be required to register with the State of Florida through SunBiz.
- Q. Question: Are vendors required to have an office or will out of state vendors be considered?
Answer: See Addendum 1, 4.n.
- R. Question: On page 5 (section 4.0) of the RFP document, you have mentioned a "Subcontractor Information Form". We don't see this included anywhere. Can you please provide?
Answer: This form is not required for this solicitation.
- S. Question: The DemandStar online tool asks us to enter a "Bid Amount" before we can upload our proposal. What do we enter here?
Answer: Enter \$.01
- T. Question: Are we allowed to submit a video presentation for our firm's RFP?
Answer: No, all submissions must be in writing and submitted through DemandStar.
- U. Question: Do you require any on-site representative(s) from the temporary staffing firm? In not, would you give preference in awarding a firm that does provide an on-site representative?
Answer: On-site representation is not a factor in this solicitation.
- V. Question: Please define the "competitive negotiation" process and/or period, and how that relates to the "Best and Final Offer".
Answer: In some solicitations, negotiations may take place. In this solicitation, the bid your company submits should be your best and final offer.
- W. Question: Is there any leeway for revision/redlines to the actual service contract when/if offered?
Answer: If your company has identified deviations to the solicitation, these should be identified and submitted with your company's submittal. These deviations may be considered but the CITY is under no obligation to accept the deviations. Likewise, Contract Deviations may be considered, but the CITY is under no obligation to accept the deviations.
- X. Question: Are we permitted, and how can we access the minimum hourly wages for the position listed in the RFP?
Answer: See the RFP. FORMS Section, Page 7.

- Y. Question: If there are any positions that we cannot staff, based on risk analysis, does that disqualify us from consideration?
Answer: No, but you must identify those positions that you will be unable to fulfill.
- Z. Question: Are the Pervious bidders' responses for this awarded proposal a matter of public record? If so where can they be found?
Answer: Addendum 1, Attachment D.1
- AA.Question: Does the City of Gainesville provide any paid vacation or paid holidays to temporary employees?
Answer: No
- BB.Question: Does the City of Gainesville provide any benefits to temporary employees? If so does the city make any contributions to the cost of these benefits?
Answer: No
- CC. Question: Is there a maximum time that an employee can be on a project
Answer: No
- DD. Question: What is the average duration of the assignments?
Answer: See Addendum 1, 4.m.
- EE.Question: Is a Bid Bond required for this proposal as per Section 10.3? If is is can we assume that this requirement needs to be satisfied at the time of award?
Answer: No Bid Bond is required.
- FF. Question: Is there any fixed fiscal year budget allocated for this contract?
Answer: No
- GG. Question: Does the CITY disclose the number of temporary employees required in the fiscal year in various work categories?
Answer: The CITY does not forecast future utilization. For a history of temporary services utilization see Attachment A to this Addendum
- HH. Question: Does all-inclusive multiplier include all our costs and burden?
Answer: If the all-inclusive multiplier you propose does not include all of your costs and burden, then you must identify any additional costs associated with utilizing your services.
- II. Question: Is the assumption that a twenty percent multiplier would be captured as 1.20 in Cost Form?
Answer: Yes.
- JJ. Question: Will references be checked for all bidders or only the shortlisted bidders?
Answer: The Evaluation Team will determine when and how references will be checked once they have had an opportunity to review the submittals.

KK. Question: Can we provide references from clients where we have executed a similar scope from the public and private sectors?

Answer: Yes, as long as the reference information is current and the services were provided in the last five years.

LL. Question: In reference to PRICING RESPONSE FORM, Note: Technical Categories are not sought under this solicitation. Please provide additional clarification for the Technical Categories and type of positions and or services.

Answer: Technical Categories are not a segment the CITY is seeking from this solicitation.

MM. Question: General question: 2019 breakdown of position hired in the maintenance department to which locations?

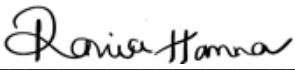
Answer: Parks, Recreation & Cultural Affairs hires most of the maintenance staff, their locations are determined by the assignment.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, and a copy of this Addendum to be returned with proposal.

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Sunshine Enterprise USA LLC

SIGNATURE: 

LEGIBLY PRINT NAME: Rania Hanna, President

DATE: 07/10/2020

RFP # FPUR-200036-GD
Temporary Personnel Services

Addendum 2
EXHIBIT A
3-YEAR HISTORICAL DATA

FY 2019 (10/1/18-9/30/19)

Category	Agency	# of Assignments	Hours	Spend
General Office & Clerical	GRU	50	43,293	\$ 843,158.08
	GG	81	66,525	\$ 1,116,124.76
Labor-Light Lifting	GRU			
	GG	2	3,263	\$ 57,729.90
Maintenance, Labor	GRU	1	376	\$ 6,132.56
	GG	24	22,327	\$ 337,726.35
Child Care	GRU			
	GG			
Food Service	GRU			
	GG	8	7,639	\$ 96,574.55
CDL Driver	GRU			
	GG			
School Crossing Guard	GRU			
	GG			
		166	100,130	\$ 2,457,446.20

FY 2018 (10/1/17 - 9/30/18)

Category	Agency	# of Assignments	Hours	Spend
General Office & Clerical	GRU	64	34,510	\$ 529,179.15
	GG	86	47,956	\$ 835,904.53
Labor-Light Lifting	GRU			
	GG	4	1,913	\$ 33,835.31
Maintenance, Labor	GRU	1	311	\$ 6,563.97
	GG	39	24,678	\$ 324,051.43
Child Care	GRU			
	GG			
Food Service	GRU			
	GG	5	4,053	\$ 51,803.37
CDL Driver	GRU			
	GG			
School Crossing Guard	GRU			
	GG			
		199	78,911	\$ 1,781,337.76

FY 2017 (10/1/16 - 9/30/17)

Category	Agency	# of Assignments	Hours	Spend
General Office & Clerical	GRU	41	29,340	\$ 456,656.54
	GG	46	41,912	\$ 763,695.62
Labor-Light Lifting	GRU	1	453	\$ 5,694.21
	GG	2	4,173	\$ 71,173.17
Maintenance, Labor	GRU			
	GG	21	22,704	\$ 323,644.03
Child Care	GRU			
	GG			
Food Service	GRU	5	9,135	\$ 115,095.58
	GG			
CDL Driver	GRU			
	GG			
School Crossing Guard	GRU			
	GG			
		116	78,377	\$ 1,735,959.15

Addendum Publish Date: July 4, 2020

Temporary Personnel Services
RFP #: FPUR-200036-GD
ADDENDUM NO. 3

Bid Due Date: ~~July 7, 2020, 3:00pm (Local Time)~~
New Bid Due Date: July 13, 2020, 3:00pm Local Time

NOTE: The original Specifications of this solicitation remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1) The following questions from Addendum 1. Similar questions that were submitted by the Questions Due Date have been bundled together.

A. Question, Addendum 1, 4. h.:

- 1) Is Drug Testing required of all Temp Employees?
- 2) Which positions require a drug test?
- 3) Regarding the Pre-Employment drug screening and Background checks, is there a minimum level of Panel needed? (i.e. 5 panel drug test or higher?)
- 4) Please specify how many drug panels and what drugs you expect the drug screens to cover.

Answer: The basis for the testing outside federal requirements apply to:

1. Any job that requires a CDL
2. Any job that works with minors
3. Any job that requires a safety sensitive job duty in its essential functions of the job, City will determine based on where the temp employee will be placed
4. Any public safety position (fire/police)

B. Question: In reference to Attachment 3 Statement of Work, Section 10.0.3 interview at site. Are travel and expenses paid?

Answer: Under research.

C. Question, Addendum 1. 4.i.:

- 1) What level of background check is required
- 2) Do you require a 7- or 10-year background check?
- 3) Please specify what criteria are included in a Criminal Background Check as being requested with this RFP.
- 4) Please specify what criteria are included in a Criminal Background Check as being requested with this RFP.
- 5) Please specify what criteria are included in a Criminal Record Check as being requested with this RFP.

6) Question, Addendum 1. 4.j.: Background check in the County – last 7 or 10 years?

Answer: The CITY requires a 10-year background check on positions deemed safety sensitive; i.e. - CDL or works with minors. All other complete a 7-year background

check. This includes social, date of birth, employment verification, criminal background and MVR. Depends on the position – additional detail pending.

- D. Question: On average, how many contractor's employees are hired by GRU or GG prior to the completion of 90 days of temporary employment
Answer: GRU hires none to very few in the first 90 days.
- E. Question: In reference to Attachment 3 Statement of Work, Section 5.2 Training and Testing employees for proficiency in the job that they will be performing in accordance the job classification. What type of evidence is required?
Answer: Staff Support positions will require testing in Typing, Word, and Excel. The results of those tests should be provided to the CITY for review.

2) Following are questions that were submitted by the Questions Deadline, (June 25, 2020) for which answers are under research and will appear in the next Addendum.

- A. Question: Will the contract be temporary staffing, direct hire/permanent recruiting or a combination?
Answer: Under research.
- B. Question: How many vacancies currently exist?
Answer: Under research.
- C. Question: Will the contract require the payroll of the current temporary employees
Answer: Under research.
- D. Question: Will 3rd party testing on skills be required for any position before submission?
Answer: Under research.
- E. Question: Would GRU and GG be willing to add a contract clause allowing for amendment to billing rates for new taxes, state or federal mandates or other new payroll expenses that may arise during the contract term? In other words, unforeseen legislative changes or additions.
Answer: Under research.
- F. Question: Are contractors required to participate in E-verify?
Answer: Under research.
- G. Question: In reference to Attachment 3 Statement of Work, Section 10.0.3 interview at site. Are travel and expenses paid?
Answer: Under research.

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GAINESVILLE REGIONAL UTILITIES
CITY OF GAINESVILLE, FLORIDA

3) Revised solicitation schedule for FPUR-200036-GD – Temporary Personnel Services

Activity	DAY	DATE	TIME	LOCATION	COMMENTS
RFP for Distribution	Monday	06/08/20			Cone of Silence Begins
Non Mandatory Pre-Bid Meeting	Thursday	06/18/20	9:30am	Zoom	
Deadline for receipt of questions	Thursday	06/25/20	3:00pm		-
Deadline for receipt of proposals	Monday	07/13/20	3:00pm	DemandStar	View in Zoom Meeting
Oral presentations, if conducted	Wednesday	07/29/20	1:00-4:00pm	Zoom	
Oral presentations, if conducted	Friday	07/31/20	1:00-4:00pm	Zoom	
Oral presentations, if conducted	Monday	08/10/20	10:00am-Noon	Zoom	
Projected award recommendation	Wednesday	08/12/20			TENTATIVE
Recom'd of Award to City Commission	Thursday	08/20/20	1:00pm	TBD	TENTATIVE - Cone of Silence Ends
Contract Finalization Period		2-5 weeks			TENTATIVE
Purchase Order issued		1 day			When fully executed Contract received
Projected contract start date		10/01/20			TENTATIVE

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- 4) Bidders and public are welcome to observe the bid opening on July 13, 2020 at 3:00pm. There will be no discussion regarding the bids at this time. The opening will occur on DemandStar and can be viewed on Zoom. Registration is required to enter the Zoom meeting so that attendance to the bid opening can be documented for public record, however, this meeting will not be recorded.

To access the Zoom meeting:

<https://us02web.zoom.us/j/83769751875?pwd=aGJTd0hLTURnSDJ1MjR2MXB6VTI0UT09>

Meeting ID: 837 6975 1875

Password: 0YDtzy

One tap mobile

+13017158592,,83769751875#,,,,0#,,822340# US (Germantown)

+13126266799,,83769751875#,,,,0#,,822340# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 837 6975 1875

Password: 822340

Find your local number: <https://us02web.zoom.us/j/83769751875?pwd=aGJTd0hLTURnSDJ1MjR2MXB6VTI0UT09>

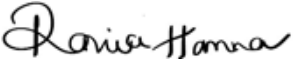
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CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Sunshine Enterprise USA LLC

SIGNATURE: 

LEGIBLY PRINT NAME: Rania Hanna, President

DATE: 07/10/2020

Addendum Publish Date: July 7, 2020

Temporary Personnel Services
RFP #: FPUR-200036-GD
ADDENDUM NO. 4

Bid Due Date: ~~July 7, 2020, 3:00pm (Local Time)~~
New Bid Due Date: July 13, 2020, 3:00pm Local Time

NOTE: The original Specifications of this solicitation remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

Following are the remaining questions, with answers, that were submitted by the Questions Deadline, June 25, 2020.

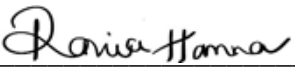
- A. Question: Will the contract be temporary staffing, direct hire/permanent recruiting or a combination?
Answer: Temporary Staffing
- B. Question: How many vacancies currently exist?
Answer: Vacancies reported on 7/3/2020: GRU-55, General Government-115. Current assignments as reported on 7/3/2020: GRU-20, General Government-36.
- C. Question: Will the contract require the payroll of the current temporary employees
Answer: If the intent of this question is to determine if current temporary employees should be transition to a new vendor's contract, the temporary employee will need to reapply with the new vendor. See Addendum 1, 4.b.
- D. Question: Will 3rd party testing on skills be required for any position before submission?
Answer: There are some positions that require skills testing and the expectation would be for the temporary assignee to possess the skills before assigned. Who or how the vendor chooses to conduct skills tests is their decision.
- E. Question: Would GRU and GG be willing to add a contract clause allowing for amendment to billing rates for new taxes, state or federal mandates or other new payroll expenses that may arise during the contract term? In other words, unforeseen legislative changes or additions.
Answer: If the events described occur during the contract term, both parties can discuss and an amendment to the contract can be issued at that time.
- F. Question: Are contractors required to participate in E-verify?
Answer: Yes
- G. Question: In reference to Attachment 3 Statement of Work, Section 10.0.3 interview at site. Are travel and expenses paid?
Answer: No

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 by his or her signature below, and a copy of this Addendum to be returned with proposal.

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 4 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Sunshine Enterprise USA LLC

SIGNATURE: 

LEGIBLY PRINT NAME: Rania Hanna, President

DATE: 07/10/2020



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

ADDITIONAL DOCUEMNTS

July 10, 2020

State of Florida

Department of State

I certify from the records of this office that SUNSHINE ENTERPRISE USA L.L.C. is a limited liability company organized under the laws of the State of Florida, filed on June 29, 2017, effective July 1, 2017.

The document number of this limited liability company is L17000140922.

I further certify that said limited liability company has paid all fees due this office through December 31, 2020, that its most recent annual report was filed on January 13, 2020, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirteenth day of January,
2020*



Samuel R. Bee
Secretary of State

Tracking Number: 1247428651CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Sunshine Enterprise USA LLC</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶</p> <p>5 Address (number, street, and apt. or suite no.) See instructions. 2759 Meadow Sage Court</p> <p>6 City, state, and ZIP code Oviedo, FL 32765</p> <p>7 List account number(s) here (optional)</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>Requester's name and address (optional)</p>
---	--

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	2	-	2	0	1	3	5	4	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 3/9/2020
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CITY OF MAITLAND
 FINANCE DEPARTMENT
 1776 INDEPENDENCE LANE
 MAITLAND, FL 32751

SUNSHINE ENTERPRISE USA LLC
 SAM FARAGALLA
 2759 MEADOW SAGE CT
 OVIEDO, FL 32765

This is your Local Business Tax Receipt, formerly known as an Occupational License. Please detach the receipt below and post in a conspicuous place. If you have any questions about your receipt please contact 407-539-6253.

If this is a new business tax receipt, you must now proceed to obtain a tax receipt from Orange County also. You may call the County at 407-836-5650 or visit their website at www.octaxcol.com for more information.



CUT HERE

CITY OF MAITLAND, 1776 INDEPENDENCE LANE, MAITLAND, FL 32751

LOCAL BUSINESS TAX RECEIPT # 14262

EFFECTIVE: 10/01/19

EXPIRATION: 09/30/20

LOCATION: 500 WINDERLEY PL #220

SUNSHINE ENTERPRISE USA LLC

CATEGORY: BUSINESS

TYPE: SERVICES; PERSONNEL SUPPLY SERVICES

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

POST IN A CONSPICUOUS PLACE

NOT VALID UNLESS SIGNED BY CITY OFFICIAL



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/24/2020

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

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

PRODUCER NELSONS INS SERVICES INC 10 N PARK AVE APOPKA FL 327035934 79JYS	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: FLORIDA W.C. JUA		
INSURED SUNSHINE ENTERPRISE USA LLC 2759 MEADOW SAGE CT OVIEDO FL 32765	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

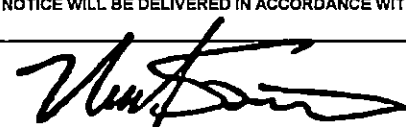
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> AGGREGATE POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input checked="" type="checkbox"/> Y N/A Y If yes, describe under DESCRIPTION OF OPERATIONS below			(6FR13UB-5759B31-9-20)	04-10-20	04-10-21	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

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

WAIVER OF SUBROGATION

CERTIFICATE HOLDER CANCELLATION

THE CITY OF OCALA CITY AND TOWN MANAGERS' OFFICES 110 SE WATULA AVENUE-CITY HALL OCALA FL 34471	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/27/2019

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

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

PRODUCER South Pointe Services, LLC 16637 Fishhawk Blvd Ste 104 Lithia FL 33547	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Jessica Johnson</td> </tr> <tr> <td>PHONE (A/C, No, Ext): (813) 661-0382</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: jessica@spisfla.com</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A: Everest Indemnity Ins Co</td> <td style="text-align: right;">NAIC # 10851</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	CONTACT NAME: Jessica Johnson		PHONE (A/C, No, Ext): (813) 661-0382	FAX (A/C, No):	E-MAIL ADDRESS: jessica@spisfla.com		INSURER(S) AFFORDING COVERAGE		INSURER A: Everest Indemnity Ins Co	NAIC # 10851	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
CONTACT NAME: Jessica Johnson																					
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INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Sunshine Enterprise USA LLC 2759 Meadow Sage Ct Oviedo FL 32765																					

COVERAGES **CERTIFICATE NUMBER:** 19.20 Mater Certificate **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <table style="width: 100%;"> <tr> <td><input type="checkbox"/> CLAIMS-MADE</td> <td><input checked="" type="checkbox"/> OCCUR</td> </tr> </table> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR	Y		91MLN00144-191	06/01/2019	06/01/2020	<table style="width: 100%;"> <tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 200,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr> <tr><td>Abuse and Molestation</td><td>\$ 1,000,000</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 200,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Abuse and Molestation	\$ 1,000,000
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A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			91MLN00144-191	06/01/2019	06/01/2020	<table style="width: 100%;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$						
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																						
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	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						<table style="width: 100%;"> <tr><td>EACH OCCURRENCE</td><td>\$</td></tr> <tr><td>AGGREGATE</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$										
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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A						<table style="width: 100%;"> <tr> <td><input type="checkbox"/> PER STATUTE</td> <td><input type="checkbox"/> OTH-ER</td> <td></td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td>\$</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td>\$</td></tr> </table>	<input type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER		E.L. EACH ACCIDENT		\$	E.L. DISEASE - EA EMPLOYEE		\$	E.L. DISEASE - POLICY LIMIT		\$				
<input type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER																						
E.L. EACH ACCIDENT		\$																					
E.L. DISEASE - EA EMPLOYEE		\$																					
E.L. DISEASE - POLICY LIMIT		\$																					
A	Professional Liability E & O			91MLN00144-191	06/01/2019	06/01/2020	<table style="width: 100%;"> <tr><td>Each Occurrence</td><td>\$1,000,000</td></tr> <tr><td>Aggregate</td><td>\$2,000,000</td></tr> </table>	Each Occurrence	\$1,000,000	Aggregate	\$2,000,000												
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Aggregate	\$2,000,000																						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is listed as additional insured with respect to the General Liability Policy, primary and noncontributory as per written contract.

CERTIFICATE HOLDER County of Volusia Purchasing & Contracts Division Attn: Rebecca Bishop 123 W Indiana Ave, Room 302 Deland FL 32720	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Tax Collector Scott Randolph**Local Business Tax Receipt****Orange County, Florida**

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

2019

EXPIRES 9/30/2020

3100-1218476

3100 STAFFING AGENCY

\$15.00

6 EMPLOYEES ;

TOTAL TAX	\$15.00
PREVIOUSLY PAID	\$15.00
TOTAL DUE	\$0.00



HANNA RANIA G

SUNSHINE ENTERPRISE USA LLC
 2759 MEADOW SAGE CT
 OVIEDO FL 32765

500 WINDERLEY PL #220
 E - MAITLAND, 32751

PAID: \$15.00 2006-06110468 6/16/2020

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

Orlando International Airport
5850 B Cargo Road
Orlando, Florida 32827-4399
Phone: (407) 825-7133
Fax: (407) 825-3004

June 4, 2020

Mrs. Rania Hanna
Sunshine Enterprise USA, LLC
2759 Meadow Sage Court
Oviedo, FL 32765

**Disadvantaged Business Enterprise (DBE) Certification
Airport Concessions Disadvantaged Business Enterprise (ACDBE) Certification
Anniversary Date: December 17, 2020**

Dear Mrs. Hanna:

The Small Business Development Department of the Greater Orlando Aviation Authority (Authority) is pleased to announce that your firm, **Sunshine Enterprise USA, LLC** has been certified as both a **Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE)** in accordance with **49 CFR, PART 26 and 23**.

Your firm has been certified under the North American Industry Classification System (NAICS) Codes listed on page 2 of this letter.

Your firm will be listed in **Florida's Unified Certification Program (UCP) DBE Directory** which can be accessed via the Florida Department of Transportation's (FDOT) website at <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory>. As long as the firm is listed as a **DBE/ACDBE** in Florida's UCP DBE Directory, it is considered **DBE/ACDBE** Certified by all Members of the Florida UCP.

DBE/ACDBE certification is NOT a guarantee of work, but enables the firm to compete for, and perform, contract work on all USDOT Federal Aid (FAA, FTA, and FHWA) projects in Florida as a **DBE/ACDBE** contractor, sub-contractor, consultant, and sub-consultant or material supplier.

DBE/ACDBE certification is continuing from the date of this letter. However, they are contingent upon the firm renewing its eligibility annually. Your current Anniversary Date is **December 17, 2020**. For continued eligibility, a **No Change Declaration (NCD)** form must be submitted to our office annually. While we will make every attempt to notify you prior to the anniversary date of your certification, it is ultimately your responsibility to provide a NCD to our office. You may complete your NCD online at <https://goaa.diversitycompliance.com>. To help facilitate the processing of your NCD prior to your anniversary date, **please submit your NCD and all required documentation ninety (90) days in advance of your anniversary date**. Failure to timely submit your annual NCD may result in the removal of your firm as a **DBE/ACDBE**.

If there is a material change in the firm, including, but not limited to: ownership, officers, directors, scope of work being performed, daily operations, affiliations with other businesses or individuals or physical location of the firm, you must promptly notify this office in writing. Notification should include supporting documentation.

Page - 2

June 4, 2020

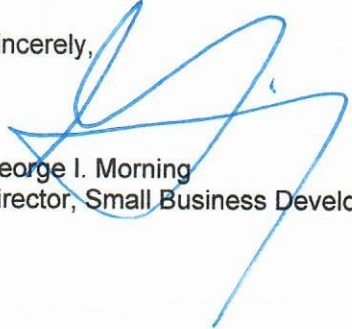
Rania Hanna
Sunshine Enterprise USA, LLC

Sunshine Enterprise USA, LLC is Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Certified by the Greater Orlando Aviation Authority under the following NAICS Commodity Codes/Area(s) of Specialty:

NAICS 541612: HUMAN RESOURCES CONSULTING SERVICES
NAICS 561311: EMPLOYMENT PLACEMENT AGENCIES
NAICS 561312: EXECUTIVE SEARCH CONSULTING SERVICES

Congratulations on your certification. Your current anniversary date is **December 17, 2020**. Please contact our office at 407- 825-7133 or certifications@goaa.org if you have any questions or if we can be of any assistance.

Sincerely,

A handwritten signature in blue ink, appearing to be 'George I. Morning', written over a blue circular stamp or seal.

George I. Morning
Director, Small Business Development Department



GREATER ORLANDO AVIATION AUTHORITY



Federal Highway Administration



Florida Unified Certification Program

Certificate of Eligibility

Disadvantaged Business Enterprise (DBE) Airport Concessions Disadvantaged Business Enterprise (ACDBE)

Sunshine Enterprise USA, LLC MEETS THE REQUIREMENTS OF 49 CFR, PART 26 and PART 23 APPROVED NAICS CODES:

541612 – 561311 – 561312

Note: There may be other Approved NAICS Codes. The online DBE Directory includes a complete list of Approved Codes.

By:  George I. Morning, GOAA - Small Business Development



JACKSONVILLE TRANSPORTATION AUTHORITY



ANNIVERSARY DATE - Annually on December 17, 2020



Orlando International Airport
5850 B Cargo Road
Orlando, Florida 32827-4399
Phone: (407) 825-7133
Fax: (407) 825-3004

October 28, 2019

Mrs. Rania Hanna
Sunshine Enterprise USA, LLC
2759 Meadow Sage Court
Oviedo, FL 32765

Minority/Women Business Enterprise (M/WBE) Certification
Expiration Date: October 18, 2022

Dear Mrs. Hanna:

The Small Business Development Department of the Greater Orlando Aviation Authority (Authority) is pleased to announce that your firm, **Sunshine Enterprise USA, LLC** has been certified as a **Minority/Women Business Enterprise (MWBE)** under the Authority's Minority/Women Business Enterprise Policy.

M/WBE certification is not equivalent and should not be construed as certification under the Authority's Disadvantaged Business Enterprise (DBE) or Airport Concessions Disadvantaged Business Enterprise (ACDBE) Policies promulgated pursuant to the Department of Transportation's regulations, or the Authority's Local Developing Business (LDB), Small Business Enterprise (SBE) or Veteran Business Enterprise (VBE) Policies.

M/WBE certification is NOT a guarantee of work, but enables the firm to compete for, and perform, contract work on all Authority projects as an **M/WBE** contractor, sub-contractor, consultant, sub-consultant or material supplier.

Your company's **M/WBE** certification with the Authority will be effective through **October 18, 2022**. For re-certification at the end of this period you must reapply for M/WBE certification. Your **renewal application** should be submitted ninety (90) days prior to expiration of your current certification. You may complete your renewal application online at <https://goaa.diversitycompliance.com>. **Failure to submit your renewal application ninety (90) days in advance of your expiration may result in a lapse in your certification.**

If there is a material change in the firm, including, but not limited to: ownership, officers, directors, scope of work being performed, daily operations, affiliations with other businesses or individuals or physical location of the firm prior to your renewal date you must promptly notify this office in writing. Notification should include supporting documentation.

Congratulations on your **M/WBE** certifications. Please contact our office at 407-825-7133 or certifications@goaa.org if you have any questions or if we can be of any assistance.

Sincerely,


George I. Morning
Director, Small Business Development Department

Employee Time Collection Methods



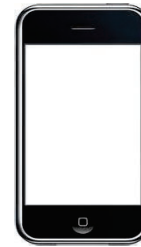
**Time
Clock**



**Web
Punch**



**Online
Timesheet**



Mobile



Kiosk



Call In



Time Clock



- **Bio Metric** (shown)
- **Proximity**
- **HID Proximity**

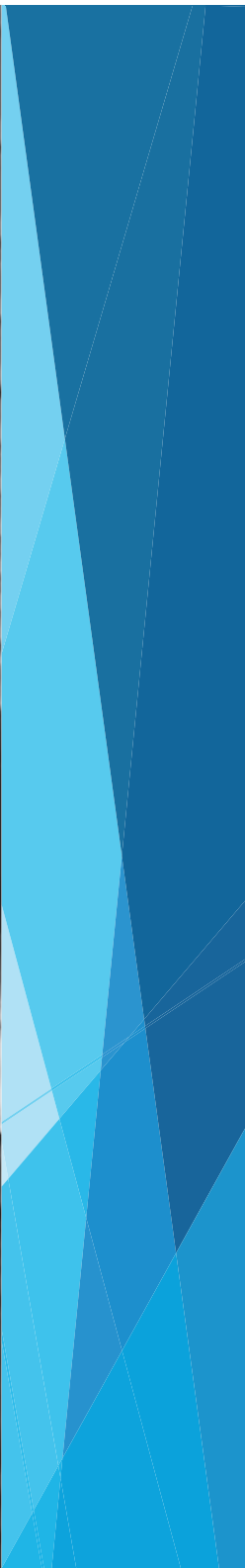
Highlighted Features:

- **Wi-Fi Enabled**
- **Built in Battery Backup**
- **Offline Punch Capturing**
- **English & Spanish Toggle**

Employee Self-Service Access:

- **Review & Approve Hours**
- **Enter Pay Adjustments**
- **View Schedules**
- **View Time Off Balances & Initiate Requests**

Sunshine Enterprise USA



Sunshine Enterprise USA

1. Advantages of Sunshine Enterprise USA
2. Company Overview
3. Industry Specific Expertise
4. Hire The Right Fit Program
5. Employee Advantage Program
6. Value Diversity
7. Program Management Tools



Sunshine Enterprise USA

1. Advantages of Sunshine Enterprise USA
2. Company Overview
3. Industry Specific Expertise
4. Hire The Right Fit Program
5. Employee Advantage Program
6. Value Diversity
7. Program Management Tools



Sunshine Enterprise USA

When working with Sunshine Enterprise USA, our customers benefit from unique program features:

Employment Options: Our employment services include contract, contract-to-hire and direct placement services.

Single-Source Staffing Provider: Our customers can utilize our services to fulfill all staffing needs, as we provide a wide range of technical, professional and industrial skill sets.

24/7 Accessibility: Our Account Managers provide 24-hours service via cell phone and are also equipped with e-mail, voicemail and Internet capabilities.

Technology and Reporting: Our varied technology tools and reporting options offer flexibility and measurability to our customers.

Centralized and Consolidated Invoicing: Our customers have flexible invoicing options based on organizational structure.

Employee and Accounting Management: In addition to building close relationships with our employees, we manage their payroll and benefits, including vacation, holiday, 401K and health insurance. We pay our employees weekly.

Quality Guarantee: Our quality guarantee allows you to observe the employee and gauge their fit with your company. If you are not satisfied, notify us and you will not be billed for hours that employee worked.



Sunshine Enterprise USA

1. Advantages of Sunshine Enterprise USA
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IMPORTANT INFO

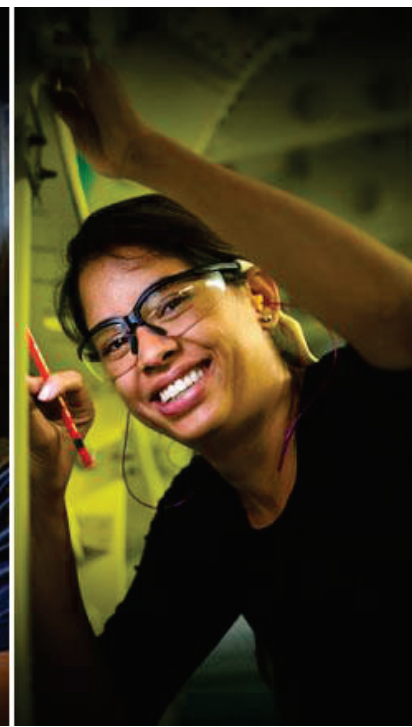
D-U-N-S number : 080761282
CAGE : 7XC58

Certifications
Federal : Woman-owned Small Business
State (Florida) : Disadvantaged Business Enterprise
Minority Business Enterprise
FDOT Certified DBE
FDOT Certified Small Business

NAICS code : 561311 Employment Placement Agencies
561312 Executive Search Consulting Services
541219 Other Accounting Services
541612 Human Resources Consulting Services
561510 Travel Agencies
561599 All Other travel arrangements and reservation
213112 Support activities for operations
333318 All other Misc. General Purpose

Industries PSC Code : AD96, R431, V241, V251, V2





We are a family owned, business entity that takes great pride in excellent customer service. we believe in doing the right thing by communicating openly and honestly. These traits may not be common in staffing industry, but they serve as our foundation at Sunshine Enterprise USA. Our services are priced fairly and we recommend the best solution, even if it is not one we offer.

We offer variety of staffing and recruitment solutions for Corporates, Small Businesses and Government entities. Working with the right staffing partner can reduce your overhead, operational costs and improve productivity. Sunshine Enterprise USA believes the offering quality staffing and doing it right are the combinations of these principles along with our refined recruiting methods, quality management processes and high staffing success rate.





Our Vision

A Leading National Business Solution of Choice.

Our Vision

- **We are a business entity**
- **Staffing and Recruitment is our core business**
- **We add value to this resource**
- **We contribute to the wellbeing of the society**
- **We contribute and give back to the community through bringing great people and great organizations together to build success.**



Our Shared Values

Our values are embedded in our culture as the backbone of our business conduct, reflecting our sense of duty and responsibility in upholding our commitment towards contributing to the well-being of peoples and nation wherever we operate.

Loyalty

Loyal to corporation

Integrity

Honest and upright

Professionalism

Strive for excellence

Cohesiveness

United, trust and respect for each other

Sunshine Enterprise USA

1. Advantages of Sunshine Enterprise USA
2. Company Overview
3. Industry Specific Expertise
4. Hire The Right Fit Program
5. Employee Advantage Program
6. Value Diversity
7. Program Management Tools





Sunshine Enterprise USA started servicing Clients in response to the varied work climate that accompanied the construction, environmental and civil engineering industries. The constant disparities in workloads, varying contract locations, seasonal requirements and periodic need for specialists or professionals with unique skills makes it difficult to maintain proper staffing levels in these sectors. Understanding these recurring niche industry problems, Sunshine Enterprise USA was chartered to serve the staffing needs of industries with strict regulatory guidelines and cyclic/seasonal trends.

The following are examples of the staffing support :

Aviation

Waste Management

Architecture and Engineering

Civil Engineering

Construction Services

Environmental & Remediation



Sunshine Enterprise USA

1. Advantages of Sunshine Enterprise USA
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6. Value Diversity
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Sunshine Enterprise USA

Discover Potentials

Sunshine Enterprise USA offers its Employment Value Proposition



TRUST

Creating a compelling environment where work can be done effectively and efficiently

A sense of honour, pride and commitment

GROW

A wealth of opportunities to grow expertise, skills & experience

REWARD

A workplace that rewards competitively on performance

An environment where my contributions are recognised

Sunshine Enterprise USA

1. Advantages of Sunshine Enterprise USA
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Sunshine Enterprise USA

Sunshine Enterprise USA engagement process, known as our Right Fit program, details from start to finish how the perfect candidate is selected.

Each of the following five phases feature components customized to most effectively service your account.

Phase One: Customer Analysis

To identify the right employee for Clients, we analyze the task requirements and develop a detailed profile. Each subsequent stage of our recruitment process is based on this analysis.

Customer Culture & Mission

Understanding our customer's culture and mission tells us who you are and how we can be the perfect partner to Clients. We communicate the importance of your history and values to the employee we place with you.

Cost Analysis

Our ability to control costs comes from locating a high-quality candidate quickly and correctly the first time.

Labor Market Analysis

To develop recruiting strategies that work best for the Clients, we look at a variety of factors including contract and statutory requirements (WD and SCA), wage data, employment by industry and skill set, unemployment rates, average income and education levels.

Requirement Qualification

We qualify the requirement with you by clarifying the description, start date, duration, pay rate, special skills or experience required. A thorough understanding of your request is imperative in our search for a perfect match.

Sunshine Enterprise USA

Phase Two: Sourcing

The second segment of our recruitment process is the sourcing phase, when Sunshine Enterprise USA's customer focused recruiters locate qualified candidates to fill open positions. Our recruiters use a variety of sourcing methods which include both technology-based resources as well as more traditional sources, such as networking and employee referrals.

Local Sourcing

Our search begins in the local community where our candidates live and work.

Community Events and Resources i.e. Career Source, Goodwill and Bridges of America program, churches, Florida Department of Corrections and etc.

- Veterans Events and Resources
- Employee Referrals
- Passive Job Seekers
- Community colleges
- Local newspaper, radio stations and TVs
- Billboards

Niche Sourcing

Our focused sourcing allows us to become experts in terminology, nuances and regulations of each industry.

- Diversity Resources
- Professional Organizations
- Targeted Advertising and Job Fairs

Internet Sourcing

We use state of the art recruiting systems, industry job boards and social networking sites to reach job seekers online.

- Industry Job Boards
- Advanced Search Techniques

By focusing our recruiting efforts on Local, Niche and Internet sourcing, we can ensure that you receive the only best qualified candidates.

Sunshine Enterprise USA

Phase Three: Screening

Phase Three of our “Hire The Right Fit Program” entails making sure that all employees placed with Clients have undergone the required steps to validate a candidate’s qualifications. This phase includes candidate interviews, reference validation, ensuring I-9 compliance and administering any required skill testing.

Success Profile

The desired skills, experience and temperament critical to successful performance are all factors of the Success Profile.

Phone Screen

An initial telephone screen verifies a candidate's overall availability and fit as a contract employee. We address ability to perform the position and establish availability for the duration of the position. If we feel the employee is a good match, we will set up an appointment for a personal interview.

In-Depth Personal Interview

Every candidate will be personally interviewed in our office to ensure he/she possesses the qualifications, experience and temperament required for the position. The recruiter evaluates the candidate's ability to perform the position, establishes availability for the start date and duration of the assignment, and verifies the candidate's previous salary history and current salary requirements.

Employment and Reference Verification

A minimum of two reference checks will be performed for each candidate before he/she is placed on a contract. The references we obtain are recent, relevant to the position and from a direct supervisor. We verify dates of employment, job description and assess overall ability through contact with each reference and employers.

Follow-Up Interview

The candidate is interviewed a second time, either over the phone or in person. The purpose of this interview is to review the position and its requirements and assure again that the candidate is capable and willing to meet job expectations of Sunshine Enterprise USA and Clients.

Sunshine Enterprise USA

Phase Four: Selection

Once a candidate is selected, Sunshine Enterprise USA will make an offer and complete the final stage of position eligibility. After the candidate has accepted the position, we continue the transition into his or her new role.

ON-BOARDING

We review the candidate's completed paperwork and ensure acceptance of Sunshine Enterprise USA's and our customer's policies and procedures. Forms and Certifications: All employees must complete an I-9 Form and present an original document that establishes identity and employment eligibility. Employee Agreement: All employees sign an employee agreement that defines their status as an Sunshine Enterprise USA employee throughout the duration of the assignment.

COMPLIANCE

This additional level of screening assures that the candidate is capable of meeting our customer's performance requirements.

- Drug Screen: Sunshine Enterprise USA offers drug-screening services upon your request. We can accommodate a 5, 7, 9 or 10-panel drug screen after an applicant successfully completes our interview and verification process. Screens are coordinated by our affiliate, e-Screen, with a network of more than 4,000 clinics.
- Background Check: We can provide background investigations upon request through our partner, American Background and/or EBI, a nationally recognized leader in pre-employment screening services.

ORIENTATION

We confirm that each candidate understands the nature of the position and environment at Clients' facilities

- Safety Videos
- Benefits Overview
- Training Videos (Safety Video and Sexual harassment video)
- Realistic Job Preview: An employee experiences the work environment through a briefing and preview of the position.
- First-day Introduction: On the first day of assignment, a representative from our company will be at the work site to introduce the employee to the project manager.
- Mentor/Buddy Person Program: On the first 90 days a trained team member will assist the new hires with all questions and guidance.
- EEO/AA Review and Training
- Safety Orientation

Sunshine Enterprise USA

Phase Five: Performance Monitoring

The final phase of our engagement process is on-going management of the contract workforce. We retain consistent communication with our workers and Clients' leadership throughout the scope of the contract. During this phase, we utilize surveys and issue resolution processes to ensure the complete satisfaction of our personnel and your leadership.

Continuous Communication

Open communication between the customer and Sunshine Enterprise USA occurs continually at intervals determined by you. We maintain frequent contact with the employee and your managers to resolve issues and respond to your requests.

Right Fit Survey

This survey measures customer satisfaction to assess our overall level of service. It is available online and allows you to request immediate follow-up for problem solving. Sunshine Enterprise USA's Right Fit Survey measures your satisfaction level and ensures high-level service at each account. Clients can immediately request details or follow up to any issues that may arise.

Key Performance Indicators

Sunshine Enterprise tracks and reports on a variety of performance metrics, also known as key performance indicators (KPIs). Determining and quantifying KPIs, such as Attrition, Fill Ratio and Response Time, is crucial to assessing our ability to meet your performance requirements.

Exit References

We want your input on how our employee fits your position. As an employee is exiting an assignment we ask you to rate him or her on several factors including: Professional Appearance, Attendance, Attitude, Dependability, Quality of Work and Productivity.

Sunshine Enterprise USA

1. Advantages of Sunshine Enterprise USA
2. Company Overview
3. Industry Specific Expertise
4. Hire The Right Fit Program
5. Employee Advantage Program
6. Value Diversity
7. Program Management Tools



Sunshine Enterprise USA

Value Diversity

We understand that in order to most effectively manage the diversity staffing and customer service needs, we must first embrace diversity in our organization.

Partners and Stakeholders

We create alliances with minority-owned staffing partners to help customers meet M/WBE and Small Business spend goals. Our Valued Partners include minority, women-owned, small disadvantaged (8A), HUB Zone business, American and Alaskan native owned and service disabled veteran owned companies.

Diversity Recruiting

We are a woman owned vendor, we are committed to developing a workforce that is diverse and inclusive. We generate a pipeline of diverse candidates through community outreach, targeted Web sites and publications, colleges and universities and conferences and events. Our valued partnerships with certified M/WBE businesses in all 50 states provide us with value, not just service.

Diversity and Inclusion (D&I)

We have established various ways to implement our D&I goals through communication, education, community outreach, hiring and mentoring programs and initiatives.

Corporate Social Responsibilities

It is our responsibility and initiative to value diversity within our own organization. Valuing Diversity is one of our key corporate values and we recognize and appreciate the differences in each of our employees, whether internally or contractually.

Sunshine Enterprise USA

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Sunshine Enterprise USA

1. Universities Career Fair

- Online Career Services
- Career Fair
- Shadowing, Internship and Co-op opportunities

2. Community Colleges

- Online Career Services
- Career Fairs

3. Community & State Agencies

- Vocational Schools
- Industry Associations
- Community Organizations
- Military Installations: Available Veterans
- Community Centers i.e. Career Source, Bridge of America, Goodwill, etc.
- Technical Institutes
- Ethnic Groups

4. Internet and Social Media

- Online job boards i.e. Indeed and Craig's list
- Facebook, LinkedIn and Twitter



Commitment to the SUCCESS of all Team Members and Stakeholders

Sunshine Enterprise USA

1. Monitoring

- Time to fill positions
- Recruitment Cost Ratio (Total Recruitment Cost/Total Number Positions Filled)
- Quality of new hire/turnover rate for first 6 months.

2. Training

- Daily Huddle
- Tool Box Talk
- Weekly safety meeting
- Job Hazard Analysis (JHA)
- Mentoring
- Job Rotations

3. Orientation and Onboarding

- Safety Videos & orientation
- EEO/AA Review and Training
- Benefits Overview
- Training Videos (Safety Video and Sexual harassment video)
- Realistic Job Preview
- First-day Introduction.
- Mentor/Buddy Person Program.

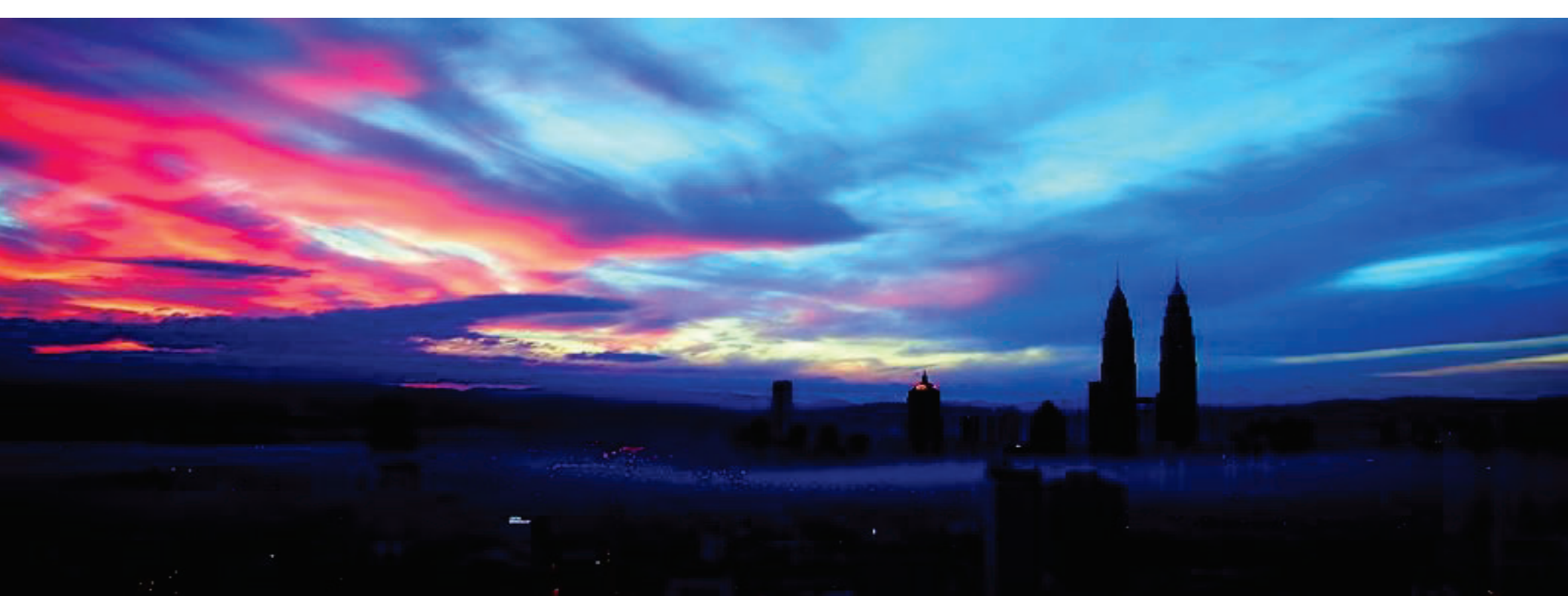


Commitment to the SUCCESS of all Team Members and Stakeholders



Conclusion

It is our hope that the information presented in this proposal has provided you with a clear understanding of how Sunshine Enterprise USA can help you meet your staffing needs. We would like to thank you for considering us as a staffing vendor. As a leader in the staffing industry, we pledge to work harder for you by providing the quality people you need who fit perfectly into your workforce.



THANK YOU



Sunshine Enterprise USA