



AP Recruiters & Associates

Precision Staffing, Inc DBA AP Recruiters and Associates

301 Clematis Street, Suite 3000
West Palm Beach, FL 33401



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www.aprecruiters.com



john@aprecruiters.com

SUBMISSION FOR RFP: CITY OF GAINESVILLE, FLORIDA GAINESVILLE REGIONAL UTILITIES



SOLICITATION NO.: FPUR-200036-GD

Temporary Personnel Services

Due Date: Monday, July 13, 2020 at 3:00 p.m.

*"We go the extra mile to make both our clients and candidates happy. The **Right talent** at the **Right time**.
We are a State of Florida certified Minority and Veteran Owned Business serving clients nationwide since 2007."*

SOLICITATION NUMBER FPUR-200036-GD FOR TEMPORARY PERSONNEL SERVICES

RESPONDENT'S CERTIFICATION

NAME OF CORPORATION, PARTNERSHIP, OR INDIVIDUAL: _____

PHYSICAL ADDRESS: _____

FEDERAL IDENTIFICATION #: _____ STATE OF INCORPORATION: _____(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 ___ through ___ **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.

John C Norcross
AUTHORIZED SIGNATURE _____ DATE _____

RESPONDENT'S CONTACT
(for additional information)

PRINT NAME _____ TITLE _____

NAME _____

TELEPHONE NUMBER _____ FAX NUMBER _____

TITLE _____

E-MAIL ADDRESS _____

PHONE _____

WEBSITE _____

E-MAIL ADDRESS _____

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

SOLICITATION NUMBER FPUR-200036-GD FOR TEMPORARY PERSONNEL SERVICES

PRICING RESPONSE FORM

Responding Company's Name: _____

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	
2	Labor-Light Lifting (i.e. Store Clerk)	
3	Maintenance, Labor- Heavy Lifting (i.e. janitorial, outdoor labor such as small equipment operators, working in concrete, asphalt, digging trenches, etc.)	
4	Child Care	
5	Food Service (i.e. Cooks, Waiters, Kitchen Staff)	
6	CDL Drivers	
7	School Crossing Guards	

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: _____

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: _____

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

Cost per request: _____

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

Cost per request: _____

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

Cost per request: _____

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) _____

Signature John C Norcross _____

Title _____

Date _____

**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.

CORPORATION, PARTNERSHIP, OR INDIVIDUAL

DATE



AUTHORIZED SIGNATURE

REFERENCE FORM

Name of Bidder: _____

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): _____

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

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

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

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

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____



A.1. MUST BE ABLE TO DEMONSTRATE THAT THE COMPANY HAS BEEN IN THE BUSINESS OF PROVIDED TEMPORARY EMPLOYEE SERVICES FOR A PERIOD NO LESS THAN FIVE (5) YEARS

Precision Staffing, Inc. doing business as (DBA) AP Recruiters & Associates with extensive staffing experience in Florida since 2007 can provide excellent service to **City of Gainesville** for Temporary Personnel Services. We have extensive experience in recruiting, retaining and managing **Finance/Accounting, Administrative, Clerical, Information Technology, Technical, Light Industrial, Manual Labor/Maintenance, Skilled Trades workers, Technical Staff and Planning/Inspecting/Project Management** positions. We will quickly ramp up to successfully support Childcare, CDL Drivers and School Crossing Guards positions.

Our team has experience in:

- Effectively onboarding temporary staff on an as needed basis.
- Placing qualified and competent temporary staff to complete the necessary work with consistent screening process.
- Sourcing, testing and managing temporary full-time, part-time and seasonal workers.
- Ability to transition a large number of employees to our company after a contract award.

We have the technical knowledge, expertise and ability to meet the staffing requirements requested in this RFP. We have filled similar jobs for clients like **Palm Beach County, Florida Department of Transportation, Orange County, City of Tallahassee, NextEra Energy (Florida Power & Light), Ryder, Carnival Cruise Lines, Belzona, Cross Country HealthCare, American Airlines and The Federal Reserve Bank of Atlanta**. We fully understand the key responsibilities and critical nature of these positions.

Our mission is to partner with our clients by providing superior candidates whose education, experience and expertise allows them to excel. We have a established pools of candidates for each position and will contact candidates when there is an opening to submit





within the allotted time frame. AP Recruiters' skilled professionals bring a background of expert recruiting and human resources services to both government and business customers. Key personnel of AP Recruiters are experienced in recruiting, screening, orientation and compliance for positions in government, private sector and in health care related environments. Our team are distributed throughout the state of Florida and can respond to any staffing request from any of our locations.

AP Recruiters & Associates success is due in part to Ron Carryl, President, who has extensive human resources and medical experience, In addition to serving as a Medical Specialist in the Army and Army National Guard, he has held senior Human Resources roles in corporate America with previous responsibility and accountability for recruiting, training, pre-employment screening, testing administrations, diversity and affirmative action compliance. Ron worked in Human Resources for 11 years at Florida Power & Light in addition to 6 years as a Medical Specialist in the United States Army and Army National Guard. Mr. Carryl is also the former owner of AP Home Health Care, LLC a Florida licensed home health agency.

Mr. Carryl served as Chairman of the Board of Directors of the Sickle Cell Foundation of Palm Beach County and the Treasure Coast Inc., a Children's Services Council of Palm Beach County funded agency. He also serves on the Advisory Council for the Area Agency on Aging for Palm Beach County and the Treasure Coast. Veteran-owned, AP Recruiters is also a Minority-owned firm certified by the Florida Office of Supplier Diversity.

In addition to AP Recruiter's vision and a track record of recruiting top performers in our industry, Our leadership also reflects the drive of our business and our commitment to excellence.



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**Ron Carryl**

President, AP Recruiters & Associates

Ron Carryl, President of AP Recruiters will be the Executive Sponsor for this project. Ron Carryl, has extensive experience in senior Human Resources roles in corporate America with previous responsibility and accountability for recruiting, training, pre-employment screening, testing administrations, diversity and affirmative action compliance. Ron is a MBA graduate from the University of Michigan, Ross School of Business and a graduate of Columbia University Executive Program.

Mr. Carryl spent eleven years working for Florida Power & Light, a Fortune 500 Energy company with operations in 26 states, Canada and Spain.

John Norcross

Vice President , AP Recruiters & Associates

John has 7 + years of IT and Sales Experience coupled with 4 + years of full life-cycle recruiting experience within many niche verticals including; I.T., Telecom, Software Development, Engineering, Semiconductor, Construction, Sales, Healthcare and Research. John received his CompTIA A+ and Microsoft MCSE certifications in 2002. Following school, John worked as a Technical Support Manager for Compact Presario, Inc. in Fort Lauderdale, Florida. John began his staffing career in 2006 at Oxford International and worked exclusively in the Telecom industry placing Senior Telecom Engineers at Fortune 500 companies such as Sprint/Nextel, T-Mobile, Cingular/AT&T, Alcatel/Lucent and Cisco Systems. After gaining experience as a recruiter at Oxford International, John was recruited by Candidates on Demand Group (CODGI). While at CODGI, John managed a team of Executive Recruiters, performed training sessions and worked with Executives to implement new resources and procedures. John joined AP Recruiters in 2010 as the Technical Recruiting Manager with responsibility for managing IT and Technical recruitment for existing clients, Florida Power & Light, NextEra Energy, Progress Energy and to further expand our technical recruiting business throughout the United States of America.





Some of the Clients we have provided services to:





B.4. DEMONSTRATE THE ABILITY TO DELIVER QUALIFIED EMPLOYEES. THE METHOD BY WHICH EMPLOYEES ARE SCREENED BEFORE THEY ARE PLACED IN A POSITION (BACKGROUND CHECKS, REFERENCE CHECKS, EXPERIENCE, COMPUTER SKILLS, ETC.).



JOB SPEC

We pride ourselves on finding employees for assignments that meet all the requirements for the job and fits the client culture. We follow all EEOC guidelines and do not permit any discriminatory practices. All candidates must speak directly to a recruiter to determine if they meet the minimum requirements and if they will be able to successfully complete a drug test and a criminal background check. ***Our goal is to provide candidates to the hiring manager within the required time frame.*** Our recruiting process which follows ensures we quickly identify and validate candidates.

The job descriptions form the foundation for many important processes such as job postings, sourcing, screening, selection, expectation setting and performance management. Our recruiter always contacts the hiring supervisor upon receipt of an order to understand the specifics of the job that is different from the standard job descriptions. We have found that this critical step has allowed us to significantly reduce the time it takes to get qualified candidates cleared to start an assignment.

SOURCE

Our dedicated sourcing team consists of in-house staff members. We employ trained sourcing specialists, who concentrate on reaching out to and locating active candidates. Once a solicitation or requisition is received, a candidate development specialist will compose a list of active candidates based upon the stipulations set forth in the request coming from the authorized user. We have access to the standard resume databases in addition to our partnership with the various CareerSource throughout the state of Florida.





We contact the applicant by phone, Skype or email within 24 hours. After reviewing candidate information, a member of the staff will conduct pre screening interviews. Use our pre-screening to ensure that the applicant meets all hiring requirements.



Schedule the applicant for a face to face interview and competency testing if appropriate.

- ❖ Prepare the behavioral and skills interview questions
- ❖ Ask structured interview questions and take notes



We use an outside company to verify tech skills. We use testing companies like Prove It!, Brainbench, ReviewNet Services, and eSkill Corporation to tell us where candidates are strong and weak and how they compare to others.

Candidates are screened with the technical questions before submissions. The account manager may also conduct an additional technical interview for jobs requiring an uncommon or unique technical skillset.

The process we will use to administer competency tests include the following steps:





- ❖ Administer the appropriate competency tests based on the job requirements
- ❖ Administer and evaluate competency tests and skills using checklists

A blue, rounded rectangular button with a gradient and a shadow effect, containing the word "SHORTLIST" in white, uppercase letters.

Once the credentialing process has been completed, successful candidates will be added to our short list and an assessment folder will be created that contains results of skills testing. The shortlisted candidates are then forwarded to the client hiring manager.

A blue, rounded rectangular button with a gradient and a shadow effect, containing the words "CLIENT INTERVIEW" in white, uppercase letters.

Interviews are conducted by the hiring manager with the potential candidates submitted. The hiring manager makes sure that the candidates are in compliance with the job requirements for the county.

A blue, rounded rectangular button with a gradient and a shadow effect, containing the word "SELECT" in white, uppercase letters.

The required number of candidates requested by the hiring manager will be selected after interviews. Once the decision is finalized, the selected candidates are contacted for initiating the onboarding process.

A blue, rounded rectangular button with a gradient and a shadow effect, containing the words "PRE - EMPLOYMENT VERIFICATION" in white, uppercase letters.

Reference checks are completed as part of the credentialing process based on the client's request but always before a candidate is cleared to start employment.

Reference Check Process:

- ❖ We Inform the applicant that references will be checked.
- ❖ Reference calls are not limited to references listed by the candidate. We call the current employer or the last employer, whether that person or entity is listed as a reference or





not. (If the current employer is not listed, or the candidate has asked that we not contact the current employer, we confirm with the candidate at the finalist stage we call the current employer unless the candidate withdraws.)

- ❖ Review work history for other reference sources and ask references for contact information for others who might have information about the candidate's performance, and the basis for their information, e.g., employer, colleague, friend, relative? (If a friend or relative, do not call.) We have a dedicated person(s) who will conduct telephone and/or written reference checks. We document the responses from the references and retain with the rest of the recruitment packet. The person conducting the reference check identifies themselves by title, and company name, and states why the call is being made. We inform the reference what type of position the candidate is being considered for. Reference checking can be completed before or after the client interviews. Our goal is to ensure that at least 2 reference checks are conducted on each candidate.

In addition to the resume, employees also have to complete an employment application and attest that the information provided on the application and resume is accurate. All attempts are made, when possible, to verify the minimum education stated on the resume through our Verification of Education Process. Our applicants complete a Verification of Education Form and all attempts are made to verify education. On occasion, we also ask employees to provide copies of diplomas and certificates. We advise our clients if we are unable to complete the Verification of Education process before a candidate starts an assignment.

AP Recruiters endorses a safe, healthy and productive work environment and does not condone illegal drug use by our employees. All employees are prohibited from being under the influence of alcohol, illegal drugs and improperly used prescription medications or over-the-counter drugs. Any employee who violates this policy is subject to immediate termination of employment. We contract with several third-party vendors for background checks and to administer a pre-employment drug test for all employees based on facility requirements.

AP Recruiters have extensive experience in providing experienced, capable personnel very quickly. We understand that the hiring managers are busy. These efforts generally require the identification and submission of multiple personnel within the required time frame. The time to submit the candidate is very important and is incorporated as a key performance measure for the effort.





5. PLACEMENT SUCCESS RATE.

We have a 100% placement success rate for every client (Palm Beach County, Florida Department of Transportation, Orange County, City of Tallahassee and others) with us as their primary/ sole vendor.

We have greater than 50 percent placement success rate with clients where we are one of many vendors working on the same positions.

6. BUSINESS RECRUITMENT POLICY, PRACTICES AND PHILOSOPHY.



PEOPLE

Due to the large size of this effort corporately, AP Recruiters will engage dedicated personnel from its corporate support team in support of resourcing, payroll and benefits, and customer satisfaction/relationship. The relative size, importance, and nature of this effort requires the use of dedicated and focused personnel to support these support activities. These personnel are top performers within AP Recruiters (e.g. on career track to assume senior corporate positions in the future)

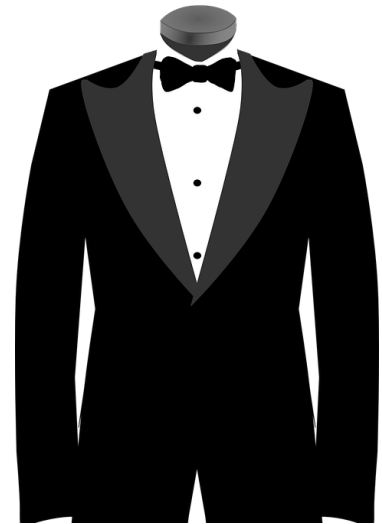




who will bring top-caliber performance to each of these support activities. AP Recruiters have the financial condition, capacity, and resources to support this contract without the need to sub-contract. As a provider of personnel and solutions to Palm Beach County, Florida Department of Transportation, Orange County, Federal Reserve Bank, etc. for many years, AP Recruiters understands the unique requirements of the environment and personnel working in government-supported organizations. This contract will allow AP Recruiters to bring its unique and focused execution approach and practices to bear directly in support of its Government-supported organization's mission and goals and objectives. This effort is a key component of that strategy. Upon contract award, this effort would represent a material percentage of AP Recruiters' total business base on an annual basis. While significant, it is not beyond the resources of our talents and capabilities. As this effort is both strategic and sizable for AP Recruiters, the support and successful execution of this effort will be the key focal area for all of our firm's top management.

TAILOR - MADE

Our clients have different needs during the span of time. One size doesn't fit all and that's why we have a tailored approach for every one of our clients. We have dedicated teams assigned to each one of them. They are hard working, smart and efficient individuals who get the work done.



QUALITY OVER QUANTITY

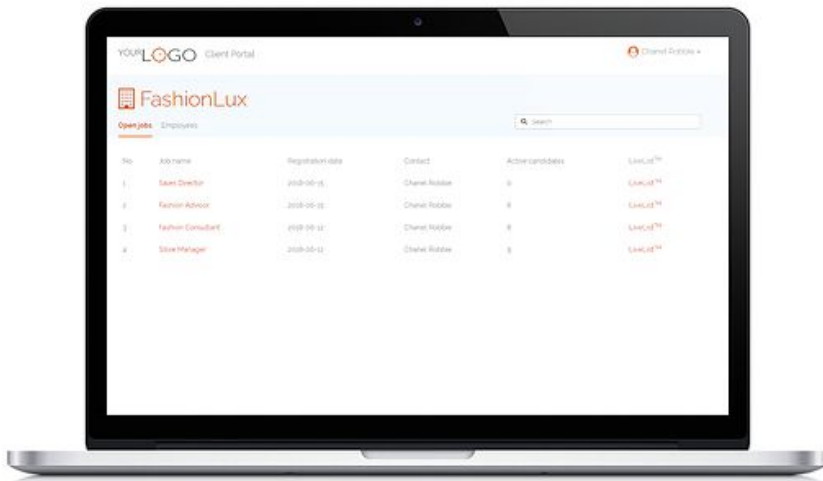
Over the decade we have managed to build a network of skilled candidates and they love us. Our employees go through a thorough screening process.





NO PAPER

We work in a paperless environment. Falling behind this idea made us tech savvy and embrace innovative ways to do things.

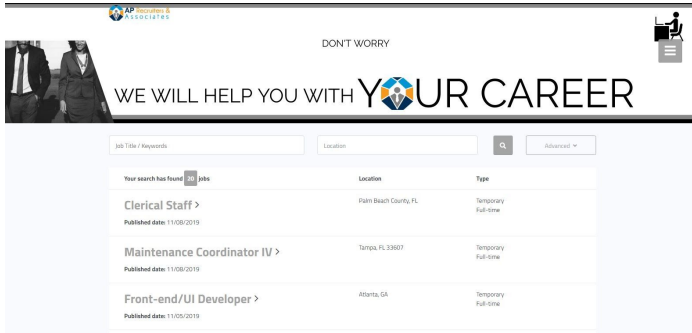


WE LOVE TECHNOLOGY

Client Portal

- ✓ Submit vacancies & request call-back
- ✓ Review candidates & CVs ✓
- Accept/reject candidates ✓ Arrange interviews ✓ Rate candidates & add comments ✓ Message recruiters ✓
- Access employee documentation: new hire forms, resumes, compliance docs, references and certifications



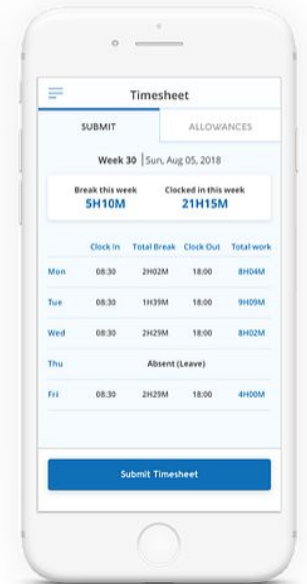
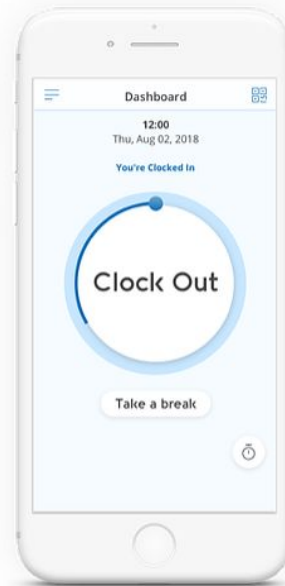


Job Portal

- ✓ Job alert subscription
- ✓ Easy social sharing

Online Time Sheets

- ✓ Digital timesheet entry: day-based / hour-based
 - ✓ Flexible Pay Intervals: Hourly / Daily / Weekly / Monthly
 - ✓ Timesheet approval (web | email)
 - ✓ Multi-approvers
 - ✓ Timesheet reminders
 - ✓ Leave & Absence management (including PTO)
 - ✓ Expense management
 - ✓ Automated timesheet generation (in PDF)
 - ✓ Export timesheets to CSV
 - ✓ TimeTemp Mobile (for workers)
 - Review & submit timesheets
 - Apply for leave
- Available on iOS & Android



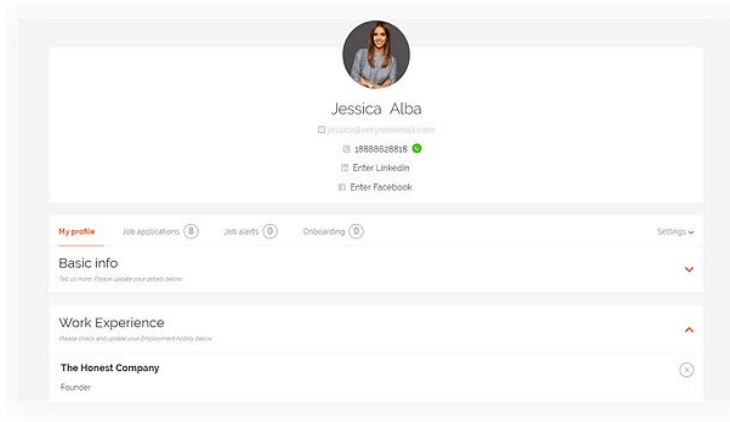
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+1 561 220 3227



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301 Clematis Street, Suite 3000,
West Palm Beach, FL 33401



Candidate Portal

- ✓ Self-guided registration
- ✓ See all applications and job statuses
- ✓ Subscribe to Job alerts

7. CLIENT FULFILLMENT PROCESS :

AP Recruiters & Associates have reviewed the Scope of Work and our experience providing service to multiple clients nationwide will allow us to meet and exceed the requirements of this RFP. We are confident that we will meet all the expectations of City of Gainesville. We have reviewed and are committed to meeting the requirements below and all other requirements outlined in the standard agreement.

1. Upon request by the City , for non emergency services, AP Recruiters shall provide resumes for proposed positions within the required time frame by the City.
2. Upon request by the City, for emergency services, AP Recruiters shall provide resumes within the required time frame of verbal notification. AP Recruiters will maintain a dedicated telephone line for normal business hours and emergency requests from the City.
3. For the duration of this contract, AP Recruiters shall have an assigned Account Representative to handle all points of communication including requests, invoice questions, and customer service.
4. AP Recruiters understands that during and after a public emergency, disaster, hurricane, flood, or other acts of God that City shall require a “first priority”





basis for goods and services. The City expects to pay contractual prices for all goods or services required during an emergency situation. Contractor shall furnish a twenty-four (24) hour phone number in the event of such an emergency.

Approach for employees:

Our Associates are expected to maintain the work hours established by the client company. An AP Recruiters representative will provide each Associate a work schedule at the time of their assignment and will notify them of any changes thereafter. Every Associate is expected to be reliable and punctual in reporting for scheduled work. In the event they cannot avoid being late to work or are unable to work as scheduled, they must notify their AP Recruiters supervisor at once. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

Attendance Rules

Notice – If our Associates are going to be late or absent for any reason, they must personally notify the AP Recruiters office 24 hours in advance.

Absences – One or more absences in one month, even with proper notice, may result in dismissal unless a note from a doctor is provided.

Tardiness – Two or more tardiness in one month, even when they call in advance, may result in dismissal unless a note from a doctor is provided.

No Call/No Show – Missing a scheduled work day and failing to call or notify AP Recruiters of absence are the same as quitting a job.

Hours and Schedule Changes

Associates are paid only for actual authorized hours worked on their assignment. Any change in scheduled work hours must be coordinated through and approved by AP Recruiters. Associates may not work hours outside (different than or in addition to) those scheduled by AP Recruiters without specific, advance approval and are not permitted on client property outside of scheduled work hours.





Time Keeping

If they are paid on an hourly basis, as most Associates are, it is their responsibility to accurately record the time they work. Time worked is all the time actually spent on the job performing assigned duties. Associates should maintain a daily record of all work hours. Altering, falsifying, tampering with time records, or recording time on another Associate's time record will result in disciplinary action, up to and including termination of employment. Work that qualifies for overtime pay or client billing must always be approved by an authorized client or AP Recruiters representative before it is performed. Each Associate must complete a time report at the end of each work week. If corrections or modifications are made to the time record, both the Associate and the supervisor must verify the changes. All hours must be reported to the AP Recruiters office no later than 10:00am on each Monday following the week worked. A paycheck cannot be produced without a properly completed and approved timecard. Most of our clients use the Electronic TimeSheet, which is transmitted electronically to supervisors for approval and to AP Recruiters payroll.

Employees call AP Recruiters & Associates on our 24/7/365 phone line to report all scheduled and unscheduled time off. We provide consistent monitoring to ensure our clients are notified in a timely manner.

TECHNOLOGY

Client Portal

We give our clients self-serve, on-demand access to everything they need. 24/7.

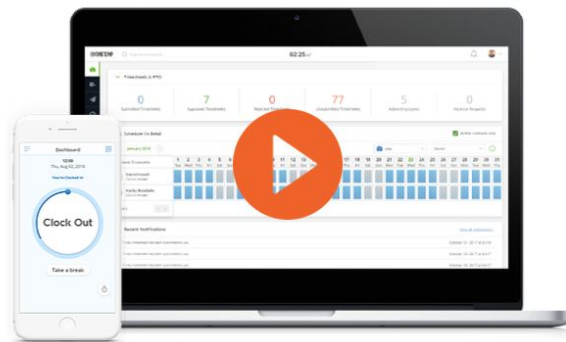




- ✓ Submit vacancies & request call-back
- ✓ Review candidates & CVs
- ✓ Accept/reject candidates
- ✓ Arrange interviews
- ✓ Rate candidates & add comments
- ✓ Message recruiters
- ✓ Access employee documentation: new hire forms, resumes, compliance docs, references and certifications

TimeTemp

Time, expense & leave. Manage your entire temp/contract recruitment end-to-end.



For recruiters, managers & employees. Works out-of-the-box with Vincer:

- ✓ Digital timesheet entry: day-based / hour-based
- ✓ Flexible Pay Intervals: Hourly / Daily / Weekly / Monthly
- ✓ Flexible Pay Cycles: Weekly | Bi-weekly | Semi-monthly | Monthly
- ✓ Configurable Pay Rules, Awards & Compliance
- ✓ Timesheet approval (web | email)
- ✓ Multi-approvers
- ✓ Timesheet reminders
- ✓ Leave & Absence management (including PTO)
- ✓ Expense management
- ✓ Automated timesheet generation (in PDF)
- ✓ Approved timesheets to invoice
- ✓ Email & audit logs
- ✓ Export timesheets to CSV
- ✓ TimeTemp Mobile (for workers)
 - Review & submit timesheets
 - Apply for leave
 - Submit Expense (e-receipts)
 - Clock in / out
 - Available on IOS & Android
- ✓ TimeClock for iPads (coming soon)
 - Clock in / out
 - Attendance verification (QR code | Pin | ID photo)
 - Automatic Time Capture (links to Timesheet entry)





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: _____

SIGNATURE: John C Norcross

LEGIBLY PRINT NAME: John C Norcross

DATE: 7/1/20

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: _____

SIGNATURE: John C Norcross _____

LEGIBLY PRINT NAME: John C Norcross _____

DATE: 7/1/20 _____

**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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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: PRECISION STAFFING, INC. DBA AP RECRUITERS & ASSOCIATES

SIGNATURE:  _____

LEGIBLY PRINT NAME: JOHN C NORCROSS

DATE: 07/06/2020

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: PRECISION STAFFING, INC. DBA AP RECRUITERS & ASSOCIATES

SIGNATURE:  _____

LEGIBLY PRINT NAME: JOHN C NORCROSS

DATE: 07/07/2020



September 27, 2019

MEMORANDUM

To: City of Gainesville

From: Ron O. Carryl, President

Subject: Delegation of Signature Authority

The Bylaws of the Board of Directors of PRECISION STAFFING, INC. authorize the President to execute contracts and other legal documents on behalf of the cooperation. Consistent with the Bylaws, the President may also authorize other administrators to execute contracts and other legal documents on behalf of the corporation.

Effective September 27, 2019, the following individuals are authorized to execute contracts and other legal documents on behalf of the cooperation.

John Norcross, Executive Vice President

A handwritten signature in black ink that reads "Ron O. Carryl". The signature is fluid and cursive, with a long horizontal stroke at the end.

Ron O. Carryl, President





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Detail by Entity Name

Florida Profit Corporation
PRECISION STAFFING, INC.

Filing Information

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Effective Date	01/18/2007
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	06/06/2017
Event Effective Date	NONE

Principal Address

301 Clematis Street
Suite 3000
West Palm Beach, FL 33401

Changed: 03/29/2019

Mailing Address

75 N Woodward Ave #80466
Tallahassee, FL 32313

Changed: 03/12/2018

Registered Agent Name & Address

CARRYL, RON
75 N Woodward Ave #80466
Tallahassee, FL 32313

Address Changed: 03/29/2019

Officer/Director Detail

Name & Address

Title CEO

CARRYL, RON
75 N Woodward Ave #80466

Tallahassee, FL 32313

Annual Reports

Report Year	Filed Date
2017	01/12/2017
2018	03/12/2018
2019	03/29/2019

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03/29/2019 -- ANNUAL REPORT	View image in PDF format
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Florida Department of State, Division of Corporations

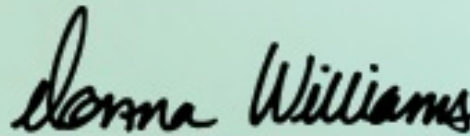
State of Florida

Minority & Veteran Business Certification

Precision Staffing Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

02/07/2019 to 02/07/2021



Donna Williams, Executive Director
Office of Supplier Diversity

