

**SOLICITATION FOR CONTINUING SERVICES
CS #07-052
TEMPORARY LABOR – NURSING**

INTRODUCTION

Polk County, a political subdivision of the State of Florida, seeks the submittal of information from vendors interested in providing nursing services (Certified Nursing Assistants, Licensed Practical Nurses and Registered Nurses) for Polk County. Vendors must submit a certificate of insurance and a copy of a Polk County occupational license with the required information. Insurance and license information must be provided prior to commencement of services. All vendors submitting the required information shall have an opportunity to participate.

SCOPE OF WORK

Vendor will provide "as needed" nursing services for the Polk County Community Health and Social Services Division. Polk County will only reimburse vendor(s) at the rates listed in the rate schedule attached. All vendors must comply with the rates listed in this schedule or be subject to removal from the list of awarded vendors.

TERM

This is an on-going service and will be reviewed at least annually.

SUBMITTAL OF RESPONSES

Interested parties are invited to submit their responses to the Purchasing Division. The requested information may be mailed, delivered or faxed to:

**Polk County Purchasing Division
2470 Clower Lane
Bartow, Florida 33830
(863) 534-0055
Attn: Michele Rawlins**

SUBMITTAL SHEET

(Please circle)

We are able to provide **C N As** for **The Rohr Home** per specifications Yes No

We are able to provide **C N As** for the **Adult Day Care Centers** per specifications Yes No

We are able to provide **L P Ns** for **The Rohr Home** per specifications Yes No

We are able to provide **L P Ns** for the **Adult Day Care Centers** per specifications Yes No

We are able to provide **R Ns** for **The Rohr Home** per specifications Yes No

I agree to abide by all conditions of this Continuing Service and certify that I have read and understand the Continuing Services process. I have completed and submitted all Continuing Services submittal forms, and I am authorized to sign this Continuing Service for the provider.

Vendor must submit the following:

- **Certificate of Insurance**
- **Copy of Polk County Occupational License**
- **Submittal Sheet**

FIRM NAME: _____

CONTACT NAME: _____

TITLE: _____

SIGNATURE: _____

FIRM ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

GENERAL CONDITIONS

INDEMNIFICATION

The firm shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the County, their agents, elected officials and employees from and against all claims, actions, liabilities, losses, costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of or resulting from or claims to have resulted in whole or in part from any actual or alleged act or omission of the consultant, any subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule, regulation or infringement of patent rights by the firm in the performance of the work; or liens, claims or actions made by the firm or any subcontractor or other party performing the work.

INSURANCE REQUIREMENTS

Workers' Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute. Non-construction industry sole proprietors and partners are automatically exempt by Florida Law from the provisions of Chapter 440, Florida Statutes (Workers' Compensation). The successful vendor must provide a letter stating the exemption status and number of employees.

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages; Independent Contractors;

Professional Liability Insurance \$1,000,000. (medical malpractice nursing services)

The Insurance Certificates, to be submitted by the successful vendor, must include the following information.

The Certificate Holder must be stated as:

**Polk County, a Political Subdivision of the State of Florida
2470 Clower Lane
Bartow, Florida 33830
Attn: Audry Aroney Reeves**

The County must be named as additional insured in regards to General Liability. The policy shall contain a waiver of subrogation as against Polk County.

The wording required in the description field is:

"Polk County, a political subdivision of the State of Florida, is named as an additional insured with respect to General Liability arising from the work performed as described in CS #07-052, Temporary Labor – Nursing. The policy shall contain a waiver of subrogation as against Polk County."

The County requires a 30-day notice of cancellation and a 10-day notice of non-payment. This must be on the certificate of insurance.

The preferred form for the certificate of insurance shall be the industry standard ACORD certificate

Certificate of insurance must be submitted with response.

SPECIFICATIONS (The Rohr Home)

1. Vendor must meet all rules, laws and regulations for providing temporary medical staffing in facility.
2. Vendor will perform a background check (Level 1 for CNAs and Level 2 for LPNs and RNs) and verify résumés and certifications for each temporary employee to ascertain that they are qualified for the work. Each employee reporting for work will bring with them a "Certification Form for Temporary Employees" (see Page 7, Attachment "A") completed by the Vendor. County personnel may request a copy of the temporary employee's background check and abuse check. The successful vendor must comply within 24 hours.
3. Vendor will ensure all temporary personnel comply with facility's policies and procedures.
4. Vendor will provide 24-hour day, 7-day week and 365-day (or 366-day) year service, as needed by the requesting facility, including weekends and holidays.
5. Vendor will provide the County with a list of their recognized holidays.
6. The following terms apply:
 - a. Weekend rates shall begin at 11:00 p.m. on Friday and shall end at 7:00 a.m. on Monday.
 - b. Overtime rate shall be one and one-half (1½) the normal rate for hours worked over 40 hours per week; and shall not be charged without prior notification and acceptance of the requesting facility. Facility reserves the right to obtain staffing that will not be charged at the overtime rate.
 - c. Holiday rate shall be one and one-half (1 ½) the normal rate and shall apply to shifts starting at, or after, 11:00 p.m. the night before the holiday and that end at, or prior to, 11:00 p.m. the night of the holiday. Facility must be notified if the holiday rate will apply.
 - d. Late call will be paid, at the applicable rate, from the start of the shift until temporary staffing employee's shift ends or that employee leaves the facility, whichever comes first.
 - e. CNAs will be scheduled for eight (8) hour shifts that shall be comprised of seven and one-half (7 ½) hours of paid work time plus one-half (1/2) hour of non paid lunch time.
 - f. LPNs and RNs will be scheduled for eight and one-half (8 ½) hour shifts that shall be comprised of eight (8) hours of paid work time plus one-half (1/2) hour of non paid lunch time.

7. Temporary positions are described by General Job Descriptions. Should there be a need for specific job descriptions to meet the American Disabilities Act requirements, the Polk County Personnel Division will furnish, upon request, a complete detailed description for each position requested.
8. If the County determines the person(s) sent to any job site is/are not qualified to do the required work, within the first four (4) hours after reporting to work, then the person(s) will be sent back to the vendor at no cost to the County.
9. The requesting facility shall determine the number of hours worked daily, the length of time the additional help is required and the total number of people required.
10. The County will pay only in 15-minute increments, not more, not less. If time is not posted on the quarter hour, it will be rounded up or down to the nearest quarter hour. If the time falls under seven (7) minutes of the quarter hour, it will be rounded down; if it is seven (7) minutes or more of the quarter hour, it will be rounded up.
11. The County will strive to give a minimum of a 24-hour notice on any position needed. However, in cases of regular employee call-off's, shorter notice may be given. If the vendor is unable to provide services as needed, the County may secure services from another vendor.
12. The rates listed below will apply to all vendors providing services for The Rohr Home, a skilled nursing facility (1/2 hour deducted for lunch).

Item #	Description	Minimum Hourly Rate to Employee from Hourly Rate Paid to Vendor	Hourly Rate to Vendor
1.	C N A Weekdays (7.5 hours)	\$7.00 / hour	\$16.00 / hour (7:00 am – 3:00 pm) \$17.00 / hour (3:00 pm – 11:00 pm) \$17.00 / hour (11:00 pm – 7:00 am)
2.	C N A Weekends (7.5 hours)	\$7.00 / hour	\$17.00 / hour (7:00 am – 3:00 pm) \$18.00 / hour (3:00 pm – 11:00 pm) \$18.00 / hour (11:00 pm – 7:00 am)
3.	L P N Weekdays (8 hours)	\$13.00 / hour	\$27.00 / hour (7:00 am – 3:30 pm) \$28.00 / hour (3:00 pm – 11:30 pm) \$28.00 / hour (11:00 pm – 7:30 am)
4.	L P N Weekends (8 hours)	\$13.00 / hour	\$28.00 / hour (7:00 am – 3:30 pm) \$29.00 / hour (3:00 pm – 11:30 pm) \$29.00 / hour (11:00 pm – 7:30 am)
5.	R N Weekdays (8 hours)	\$18.00 / hour	\$35.00 / hour (7:00 am – 3:30 pm) \$36.00 / hour (3:00 pm – 11:30 pm) \$36.00 / hour (11:00 pm – 7:30 am)
6.	R N Weekends (8 hours)	\$18.00 / hour	\$36.00 / hour (7:00 am – 3:30 pm) \$37.00 / hour (3:00 pm – 11:30 pm) \$37.00 / hour (11:00 pm – 7:30 am)

ATTACHMENT "A"
CERTIFICATION FORM
FOR
TEMPORARY EMPLOYEES

The temporary employee listed below has passed the necessary background screening (level 1 for CNAs and level 2 for LPNs and RNs) and is in possession of all necessary licenses and/or certifications according to bid documents. The work assignment has been fully explained. It is understood that the temporary position is for _____ (length of time).

Name of Temporary Employee

Name of Firm (Vendor)

Authorized Signature

Typed Name and Title for Above

Phone and Fax Number

Date

General Job Descriptions for The Rohr Home
REGISTERED NURSE
(The Rohr Home)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

ILLUSTRATIVE DUTIES

Responsible for following proper Universal Precautions and Infection Control techniques per policy. Responsible for maintaining and demonstrating current knowledge and operational techniques on all equipment in The Rohr Home utilized by this position. Responsible for assisting with Department's Performance Improvement Program. Responsible for maintaining and demonstrating competency in direct patient care of patients in the adult and geriatric age categories. Responsible for passing medications for up to sixty (60) residents. Knowledgeable and responsible for performing respiratory treatments, wound care, tracheotomy care, gastrostomy feedings, insertion of Foley catheters, changing of gastrostomy tubes, and IV therapy. Responsible for documentation of weekly and monthly summaries with daily charting for infections, incidents and problem areas. Must possess excellent assessment skills and effectively communicate with physician, who is not on site. Responsible for maintaining professional and safe department and work area in line with established safety policies and the image desired for the organization. May be responsible for collecting samples, such as urine, sputum, blood, and cultures from patients to be sent to the designated laboratory for testing. Performs routine waived laboratory tests on samples. Responsible for displaying a positive guest relations attitude and for maintaining proper attendance. Attends required meetings of The Rohr Home, required in-services and continuing education programs as required. Must be willing to work beyond normal hours and other shifts when necessary and will be required to work weekends and holidays as needed. Must be willing to assist with emergency evacuations. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses. Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of nursing principles and standards, knowledge and skill in techniques of good resident care and adequate technical vocabulary. Must be able to read, write, and speak the English language in an understandable manner. Bilingual abilities a plus. Must possess ability to make independent decisions when circumstances warrant such actions. Must possess good sight and hearing senses or use prosthetics that will enable these senses to function adequately so that the position requirements can be fully met. Ability to represent the organization in a professional manner. Ability to work harmoniously and have the leadership quality to act as a role model to health team members. Ability to add, subtract, multiply and divide all units of measure. Capable of moving intermittently throughout the workday, walk long distances, and stand on feet for long periods of time. Must be able to help lift, move, maneuver residents, equipment and supplies. Ability to lift, move, maneuver 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Ability to cope with mental and emotional stresses of the job. Must be willing to work beyond normal hours and other shifts, when necessary, and will be required to work on weekends and holidays as scheduled. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses.

LICENSED PRACTICAL NURSE (The Rohr Home)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

ILLUSTRATIVE DUTIES

Responsible for following proper Universal Precautions and infection Control techniques per policy. Maintains and demonstrates current knowledge and operation techniques on all equipment in The Rohr Home utilized by this position. Maintains and demonstrates competency in direct patient care in the adult and geriatric age categories. Responsible for distributing medications for up to sixty (60) residents. Knowledgeable and responsible for performing respiratory treatments, wound care, tracheotomy care, gastrostomy feedings, insertion of Foley catheters, changing of gastrostomy tubes, and IV therapy. Responsible for documentation of weekly and monthly summaries with daily charting for infections, incidents and problem areas. Must possess excellent data collection skills and effectively communicate with physician who is not on site. Maintains a professional and safe department and work area in line with established safety policies and the image desired for the organization. May be responsible for collecting samples, such as urine, sputum, and cultures for patients to be sent to designated laboratory for testing, and performs routine waived laboratory tests on samples. Attends required meetings of The Rohr Home, required in-services and continuing education programs as required. Must be willing to work beyond normal hours and other shifts when necessary and will be required to work weekends and holidays as needed. Must be willing to assist with emergency evacuations. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses. Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of nursing principles and standards. Knowledge and skill in techniques of good resident care and adequate technical vocabulary. Responsible for following The Rohr Home and departmental policies and procedures. Attends required meetings of The Rohr Home, required in services and continuing education programs as required. Must possess ability to make independent decisions when circumstances warrant such actions. Ability to represent the organization in a professional manner. Ability to work harmoniously and have the leadership qualities to act as a role model to health team members. Responsible for displaying a positive guest relations attitude and for maintaining proper attendance.

Ability to add, subtract, multiply and divide all units of measure. Must be able to read, write and speak the English language in an understandable manner.

Must possess good sight and hearing senses or use prosthetics that will enable these senses to function adequately so that the position requirements can be fully met. Capable for moving intermittently throughout the work day, walk long distances and stand on feet for long periods. Must be able to help lift, move, and/or maneuver residents, equipment, and supplies, exerting twenty (20) to fifty (50) pounds occasionally, and/or ten (10) to twenty-five (25) pounds of force frequently, and/or greater than negligible up to ten (10) pounds of force constantly. Ability to cope with mental and emotional stresses of the position. May be exposed to infectious diseases including exposure to HIV and hepatitis B viruses.

CERTIFIED NURSING ASSISTANT (The Rohr Home)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

ILLUSTRATIVE DUTIES

Responsible for following proper Universal Precautions and Infection Control techniques per policy. Responsible for maintaining and demonstrating current knowledge and operational techniques on all pieces of equipment in the Department utilized by this position. Responsible for maintaining and demonstrating competency in direct patient care of patients in the adult and geriatric categories. Responsible for following The Rohr Home policies and procedures. Responsible for displaying a positive guest relations attitude and for maintaining proper attendance. Responsible for maintaining a professional and safe department and work area in line with established safety policies and the image desired for the organization. Responsible for attending required meetings of The Rohr Home, required in-services and Continuing Education Programs as necessary. Must be willing to work beyond normal hours and other shifts when necessary and will be required to work weekends and holidays as needed. Must be willing to assist with emergency evacuations. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses. Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the care needed for sick, disabled or elderly persons. Ability to follow The Rohr Home Nursing Standards of Practice and Care, within applicable Federal, State, local laws and standards. Ability to follow proper Universal Precautions for Infection Control techniques per policy.

Ability to demonstrate knowledge and operational techniques of all pieces of equipment utilized by the Department. Ability to make independent decisions when circumstances warrant such actions. Must be able to apply common sense understanding to carry out instruction furnished in written, oral or in diagram form. Ability to deal tactfully with residents, employees, visitors, Government Agencies/Personnel and the general public. Ability to read, write, and speak the English language in an understandable manner.

Ability to function in a professional manner and follow the dress code. Ability to care for residents in a therapeutic, rehabilitative, and motivational manner. Must honor and respect the rights of the residents. Must possess good sight and hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met. Ability to add, subtract, multiply, and divide all units of measure. Ability to walk long distances, stand on feet for long periods, lift and pull other adults. Ability to lift, move, and maneuver equipment and supplies; exerting 20 to 45 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Ability to cope with mental/emotional stresses of the job.

SPECIFICATIONS (Adult Day Care Centers)

1. The requestor of service shall be able to choose from any vendors awarded per classification.
2. The requesting division shall determine the number of hours worked daily, the length of time the additional help is required and the total number of people required.
3. Temporary positions are described by the General Job Descriptions for the Adult Day Care Centers. Should there be a need for specific job descriptions to meet the American Disabilities Act requirements, the Polk County Personnel Division will furnish, upon request, a complete detailed description for each position requested.
4. Vendor will perform a background check (Level 1 for CNAs; Level 2 for LPNs and RNs) and verify résumés and certifications for each temporary employee to ascertain that they are qualified for the work. Each employee reporting for work will bring with them a letter from the agency stating that the individual employee has passed a background check and meets minimum qualifications. County personnel may request a copy of the temporary employee's background check and abuse check. The successful vendors must respond within 24 hours. (See Page 7, Attachment "A")
5. If the County determines the person(s) sent to any job site is/are not qualified to do the required work, within the first four (4) hours after reporting to work, then the person(s) will be sent back to the vendor at no cost to the County.
6. The County will pay only in 15-minute increments, not less. If time is not posted on the quarter hour, it will be rounded up or down to the nearest quarter hour. If the time falls under seven (7) minutes of the quarter hour, it will be rounded down; if it is seven (7) minutes or more of the quarter hour, it will be rounded up.
7. Vendors must be able to provide temporary personnel within ten (10) calendar days from the date of award.
8. The County will strive to give a minimum of 24 hours notice on any position needed. If the vendor cannot provide a person to fill a request within 48 hours of the time the person is requested to report, the user division will go to an alternate vendor.
9. Any position required by the County, which is not listed in this bid, may be quoted or bid by the County on an as-needed basis.

10. The following rate structure will apply to personnel provided for the County's Adult Day Care Centers:

Item #	Description	Minimum Hourly Rate to Employee from Hourly Rate Paid to Vendor	Hourly Rate to Vendor
1.	C N A	\$7.00 / hour	\$16.00 / hour
2.	L P N	\$13.00 / hour	\$27.00 / hour
3.	R N	\$18.00 /hour	\$35.00 / hour

General Job Descriptions for the Adult Day Care Centers

Certified Nurses Aide (C N A) (Adult Day Care Centers)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below

ILLUSTRATIVE DUTIES

Assists and oversees safety of clients with the use of devices to aid ambulation. Takes and makes appropriate notations of client's vital signs. Assists with light exercise for clients as directed by supervisor. Assists clients with snacks and meals. Assists clients with managing ambulation to, within and from bathroom facilities. Assists with hygienic care of clients. Observes and reports client's physical and emotional changes to Supervisor. Completes hand written and/or typed forms and reports. Assists with performing necessary general office work. Serves as an escort on recreational outings. Assists with housekeeping duties of the facility. Knowledge of and ability to use CPR and first aid. Performs related duties as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Must be able to pass a level 1 background screening. Must have experience providing personal hygiene care for impaired persons; or, completion of a nursing assistant course; or, possess a Home Health Aide certificate or Certified Nursing Assistant certificate authorized by the Florida Department of DOE. Must present a physical examination statement that he/she is free from tuberculosis in a communicable form. Must possess Red Cross First Aid and American Heart Association CPR certification cards. Ability to recognize symptoms of emotional or physical distress. Ability to understand and follow oral and written instructions, ability to use good independent judgment. Ability to read and write. Ability to learn and maintain and complete routine records. Ability to perform record keeping tasks. Ability to lift, move, and maneuver equipment and supplies; exerting 10 to 25 pounds of force constantly, and/or 20 to 50 pounds of force frequently, and 50 to 75 pounds occasionally to move objects.

Licensed Practical Nurse (Adult Day Care Centers)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

ILLUSTRATIVE DUTIES

Plans schedules and coordinates appropriate recreational, socialization, transportation and other ancillary senior center activities. May remind clients of and administer medications. Serves as escort on recreational outings as well as daily recreational activities. Assists with performing general office work.

KNOWLEDGE, ABILITIES AND SKILLS

Must be able to pass a level 2 background screening. Must possess a current State of Florida licensure as a Licensed Practical Nurse. Must have a minimum of three (3) years of health or social work experience. Must present a physical examination statement that he/she is free from tuberculosis in a communicable form. Knowledge of social and health counseling.