

Bid Notice

Polk County, a political subdivision of the State of Florida, requests the submittal of bids from vendors that are interested in providing temporary employment services as described herein. Sealed bids must be received in the Procurement Division, prior to the due date and time listed below.

Bid Number and Title: 26-025, Temporary Employment Services

Description: Provide the necessary labor, material, and supervision necessary for providing personnel for temporary employment services for the County and its Constitutional Officers on an as needed basis.

Receiving Period: Wednesday, November 12, 2025, prior to 2:00 p.m.

Bid Opening: Wednesday, November 12, 2025, 2:00 p.m.

Special Instructions:

To receive a copy of the **Bid Sheet, Attachment A - Previous Bid Information, Attachment B – Temporary Position Report, and Attachment C- Additional Job Descriptions**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is **procurevendor** and the password is **solicitation**. After you have logged in to the FTP site, double click on the file folder “**Bid 26-025, Temporary Employment Services.zip**”, select “Open” or “Save As” to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Ken Brush at kenbrush@polk-county.net.

Attached are important instructions and specifications regarding responses to this Bid. Failure to follow these instructions could result in Bid disqualification.

Questions regarding this bid should be in writing and should reference the above Bid. Submit all questions to Ken Brush, Procurement Contracts Manager, via email at kenbrush@polk-county.net or via fax at (863) 534-6789 by 4:00 p.m. on Friday, October 31, 2025.

Bid Registration

You must register using this form to receive notice of any addenda to these documents.

Please email or fax the completed form to the Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

Bid Number: 26-025

Bid Title: Temporary Employment Services

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polk-county.net or fax (863) 534-6789. You must submit one form for each bid that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

BID SUBMITTAL INSTRUCTIONS

Respondents must submit one (1) original copy of the bid submittal prior to 2:00 p.m. on the bid receiving date. Bids must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Bids will be publicly opened at 2:00 p.m. on receiving date.

Sealed Parcel Submittal:

If you are submitting a sealed parcel bid, please cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the company submitting the bid where requested.

Sealed Bid. DO NOT OPEN	
Sealed Bid Number	26-025
Bid Title	Temporary Employment Services
Due Date/Time:	November 12, 2025, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Sealed parcel bids may be mailed, express mailed or hand delivered. It is the Bidders responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Bids delivered at 2:00 p.m. or later will not be accepted.

Electronic Bid Submittal:

If you are interested in submitting your bid electronically bidders may do so via the County’s secure electronic submittal website, Kiteworks. Bidders must email kenbrush@polk-county.net at least 48 hours prior to bid opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for bid sheets. Please use the naming conventions for your files as follows:

For PDF documents “Bid 26-025 – Title of Document”

For Excel Bid Sheets “Bid 26-025 – Bid Sheet”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for Bid Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Ken Brush at kenbrush@polk-county.net.

Procurement recommends that bidders submitting electronically double check the documents submitted into Kiteworks to ensure all requested information and bid sheet have been uploaded. Failure to upload the completed bid sheet will result in the bid submittal being deemed nonresponsive.

Statement of No Bid
Bid # 26-025, Temporary Employment Services

If you do not intend to submit a bid, please complete the information below and return to the Procurement Division via fax or e-mail. If returning by mail, please be sure the bid number and title are clearly marked on the front of the envelope.

- ☐ Insufficient time to respond.
- ☐ Do not offer this product.
- ☐ Specifications unclear.
- ☐ Specifications too restrictive
- ☐ Unable to meet specifications.
- ☐ Unable to meet bond/insurance requirements.
- ☐ Schedule would not permit us to perform.
- ☐ Other (please specify): _____

Company Name: _____

Telephone Number: _____

Date: _____

Signature: _____

Contents

Bid Notice	1
Bid Registration	2
BID SUBMITTAL INSTRUCTIONS	3
Statement of No Bid.....	5
Bidder Instructions and General Information	7
Bidder Instructions:	7
General Information	11
Signature Acknowledgement	22
Bidders Incorporation Information.....	23
Drug-Free Workplace Form	24
Non-Collusion Affidavit of Prime Bidder.....	25
Insurance Requirements.....	26
Insurance.....	27
Safety Requirements/Regulations	28
Safety Requirements/Regulations Form	30
Affidavit Certification Immigration Laws	31
Employment Eligibility Verification (E-Verify) Certification	32
Special Conditions	33

Bidder Instructions and General Information

Bidder Instructions:

To ensure acceptance of the bid, follow these instructions:

Bid Documents Must Be Delivered to The Procurement Division Prior to 2:00 p.m. On The Date Specified. There Will Be No Exceptions.

1. **Execution of Bid:** Bid must contain an original signature of an authorized representative in the space provided on the signature page. Bid must be typed or printed in ink. Erasable ink is not permitted. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
2. **No Bid:** Bidders not interested in submitting a bid should return a "no bid," with an indication of the reason for no bid and the interest in future bid solicitations.
3. **Bid Opening:** It is the responsibility of the bidder to assure that their bid is delivered or submitted electronically at the proper time and place prior to the bid opening. All bid openings shall be public, at 2:00 p.m., on the date specified in the Notice to Bidders. If multiple bids are submitted by the same vendor, Procurement will only open the most recently dated submittal. Bids, which for any reason are not so delivered, will not be considered. **Bid Submittal Forms Using Facsimile or Email Will Not Be Accepted.**

Note: In accordance with Florida Statute 119.071, a listing of vendors that provide a bid submittal shall be posted to the County's website at <https://www.polk-county.net/business/procurement/>. The sealed bids shall remain exempt from disclosure, including bid amounts, until recommendation of award or 30 days after bid opening, whichever event occurs first.

Should the Procurement Director reject all bids, before the recommendation of award or 30 days after bid opening, and concurrently provide notice of the County's intent to reissue the bid, the rejected bids will remain exempt from Florida Statute 119.07 until such time as the County provides notice of recommendation of award of the reissued bid or until the County withdraws the reissued bid. The bid is not exempt for longer than 12 months after the notice of rejection of all bids.

4. **County as Gatekeeper of Documents:** This document is issued by Polk County and as such shall be the sole distributor of all addendums and/or changes to these documents. It is the responsibility of the bidder to determine issuance of documents directly with the Procurement Division. The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the bidder should not rely on such sources for information regarding the solicitation.
5. **Taxes:** Bidders are responsible for the payment of any applicable taxes that are connected to the purchase of any materials or subcontractors used in the execution of the bid.
6. **Discounts:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for bid

evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.

7. **Mistakes:** Bidders are required to examine the specifications, delivery schedule, bid prices and all instructions pertaining to the requirements of this bid. Failure to do so will be at bidder's risk. In case of a mistake in extension of a unit price, the unit price will govern. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
8. **Invoicing and Payment:** The successful bidder shall submit an invoice to the County at the prices bid. **An original invoice shall be submitted to the appropriate User Division.** The bidder shall include the bid number and/or the purchase order number on all invoices. By submitting an invoice, Bidder's Project Manager or any authorized officer is attesting to the correctness and accuracy of all charges. Invoices will be processed for payment when approved by the appropriate Division's Project Manager or designee. The County's payment of an invoice shall not constitute evidence of the County's acceptance of the Bidders performance of the Service or the County's acceptance of any work.
9. **Conflict of Interest:** All bidders must disclose, with their bid, the name of any officer, director or agent who is also an employee of the County or any of their agencies. Furthermore, all bidders must disclose the name of any County employee who owns, directly or indirectly, any interest of any amount in the bidder's firms or any of their branches. Award of this bid shall be subject to the provisions of Chapter 112, Florida Statutes.
10. **Warranty:** Unless otherwise specified, the bidder agrees that the goods furnished under this bid shall be covered by the most favorable commercial warranty the bidder gives to any customer for comparable goods, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the County by any other provision of this bid.
11. **Addendum:** Any changes in the bid shall be made in the form of a written addendum by the Procurement Director or his representative. No other person shall be authorized to make changes verbally or in writing. If an addendum is issued, the addendum sheet should be signed and submitted with your bid submittal.
12. **Liability:** The vendor shall hold and save the County, its officers, agents and employees harmless from liability of any kind in the performance of this bid and against claims by third parties resulting from the supplier's breach of contract or the supplier's negligence.
13. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented or non-patented invention, process or article manufactured or used in the performance of the bid, including its use by the County. If the bidder uses any design, device or material covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or material in any way involved in the work.

14. **Cone of Silence:** Bidders and any prospective bidders shall not contact, communicate with or discuss any matter relating in any way to this Bid with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated in the Procurement Division. This prohibition begins with the issuance of the Bid and ends upon award or execution of the final contract. Any such communication initiated by a bidder or prospective bidder shall be grounds for disqualifying the offender from consideration for an award pursuant to this bid and for bids or contracts to be awarded pursuant to RFPs, or Requests for Bid that the County may issue in the future.

15. **Bid Protest:** Any bidder desiring to file a bid protest, with respect to a recommended award of any bid, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All bidders who bid will be sent a Notice of Recommended Award, unless only one bid was received.

A copy of the bid protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/business/procurement/protest-procedures/>.

“Failure to Follow Bid Protest Procedure Requirements Within the Time Frames Prescribed Herein as Established by Polk County, Florida, Shall Constitute a Waiver of Your Protest and Any Resulting Claim.”

16. **Indemnification:** Vendor, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County), protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of Vendor to comply with applicable laws, rules or regulations, (ii) the breach by Vendor of its obligations under any Agreement with the County entered into pursuant to this solicitation, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Vendor's performance or nonperformance of the Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Vendor, its professional associates, subcontractors, agents, and employees; provided, however, that Vendor shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.
17. **Public Entity Crimes:** The Contractor declares and warrants that neither the Contractor nor any of the Contractor's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of

this Agreement, the Contractor or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Contractor shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

18. **Preference for Drug Free Workplace:** Whenever two or more bids, which are equal with respect to price, quality and service, are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
19. **Sealed Bids:** All bid submittals must be completed and submitted either in a sealed parcel or submitted electronically. **(If Submitting a Sealed Parcel Bid, Please Do Not Include More Than One Bid Submittal Per Envelope.)** The original bid submittal(s) shall be submitted on the forms provided by Polk County. All bids are subject to the conditions herein; failure to comply will subject bid to rejection.
20. **Prices, Terms and Payment:** Firm prices shall be bid and include all packing, handling, shipping charges and delivery to any point within Polk County. Discount time will be computed from the date of satisfactory delivery at place of acceptance. Prices bid shall be firm for forty-five (45) days.
21. **Safety Standards:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act (OSHA) and carry evidence of Underwriters Laboratories' Listings (UL).
22. **Packaging:** All containers shall be suitable for storage or shipment, and all prices should include standard commercial packaging.
23. **Meets Specifications:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid) unless otherwise specified in the specifications. The bidder represents that all equipment offered under this specification shall meet or exceed the minimum requirements specified. Bidder shall strictly adhere to delivery specifications.
24. **Silence of Specifications:** The apparent silence of this specification and any supplemental specifications to any details or the omission from same of any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of these specifications shall be made upon the basis of this statement.
25. **Governmental Restrictions:** In the event that any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this bid prior to delivery, it shall be the responsibility of the supplier to notify the Procurement Division at once. Their letter shall indicate the specific regulation, which required an alteration. The

County reserves the right to accept any such alteration, including any price adjustments, or to cancel the contract at no expense to the County.

26. **Toxic Substances: Notice of successful vendor(s) to provide to Polk County toxic substances (As listed in Chapter 442, Appendix “G” of the FS) if applicable.**
- a. Chapter 442 of the FS states that manufacturers, importers or distributors of any toxic substance shall prepare and provide each direct purchaser of such toxic substance with Material Safety Data Sheet(s), herein referred to as MSDS, which to the best of the manufacturer’s, importer’s or distributor’s knowledge, is current, accurate and complete based on information then reasonably available to the manufacturer, importer or distributor. Upon notification of a new or revised MSDS the manufacturer, importer or distributor, on a timely basis not to exceed three (3) months after notification, shall provide the County with the revised information as it becomes available to the manufacturer, importer or distributor.
 - b. Failure to provide the MSDS, when applicable, shall be cause for rejection of bid.
27. **Inspection, Acceptance and Title:** Inspection and acceptance will be at the designated facility unless otherwise indicated. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the County, unless loss or damage results from negligence by the County.
28. **Samples:** Samples of items, when called for, must be furnished free of expense and may, upon request, be returned at the bidder’s expense. Each individual sample must be labeled with bidder’s name, manufacturer’s brand name and number, bid number and item reference. Samples of successful bidder’s items may remain on file with Procurement for the term of the contract. Request for return of samples shall be accompanied by instructions, which include shipping authorization and name of carrier, and must be received within ninety (90) days after bid opening date. If instructions are not received within this time, the Procurement Division shall dispose of the samples.
29. **Code of Ethics:** If any bidder violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this bid, such bidder may be disqualified from performing the work described in this bid or from furnishing the goods or services for which the bid is submitted and shall be further disqualified from bidding on any future bids for work, goods, or services for the County.

General Information

1. Definitions:

- The term “County” means the Polk County, a political subdivision of the State of Florida, and its authorized designees, agents or employees.
- The term “Contract” means this bid document, any and all Addenda issued, and the Contractors bid submittal.

- The term “Vendor”, “Contractor” means the successful bidder(s) who executes a contract with the County.
2. **Award(s):** As the best interest of the County may require, the right is reserved to make award(s) by individual item, group of items or as indicated in the Special Conditions; to reject all bids or waive any minor irregularities or technicalities in bids received. In determining the lowest responsive and responsible bidder, in addition to price, the following may be considered:
 - Vendor’s evaluation – quality of performance on previous projects.
 - The ability, capacity, equipment and skill of the bidder to fulfill the contract.
 - Whether or not the bidder can fulfill the contract within the time specified, without delay or interference.
 - The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
 - The sufficiency of the financial resources to fulfill the contract to provide the goods and/or services.
 - The quality, availability and adaptability of the suppliers or contractual services to the particular use required.
 - The ability of the bidder to provide future maintenance and service, as required or needed.
 - The number and scope of conditions attached to the bid.
 3. **Effective Date:** The date of issuance of a Notice to Commence by the County Procurement Division.
 4. **Prohibition Against Considering Vendor Interests:** In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Vendor’s social, political, or ideological interests when determining if the Vendor is a responsible vendor; or (ii) give preference to a Vendor based on the Vendor’s social, political, or ideological interests.
 5. **Local Preference:** It is the policy of the Board of County Commissioners to afford local preference to Polk County entities in the award of bids. Preference shall be administered in accordance with the following:

When bids are received that do not exceed \$3,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within 2% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

When bids are received that are greater than \$3,000,000.00 but do not exceed \$5,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within 1% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest-price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

When bids are received that are greater than \$5,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within .5% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

For purposes of this provision the term "Polk County entity" means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day-to-day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.

If a contract is being funded in whole or in part by assistance of any federal, state or local agency which disallows local preference, the County will adhere to those requirements by not applying this section.

This policy does not apply if this bid qualifies as a Sheltered Market bid.

6. **Vendor Preference:** It is the policy of the Board of County Commissioners to afford vendor preference to women or minority owned entities in the award of bids. Preference shall be administered in accordance with the following:

When sealed bids are received that do not exceed \$3,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within 2% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

When sealed bids are received that are greater than \$3,000,000.00 but do not exceed \$5,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within 1% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price

offered, and if agreement to match lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

When sealed bids are received that are greater than \$5,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within .5% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price offered, and if agreement to match lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

The term "Women or Minority Owned Entity" means any business having at least 51% ownership by women or minority group members who independently control the management and day-to-day operations of the firm. Group members are Females, African Americans, Hispanic Americans, Asian-Pacific Americans, Native Americans, and Asian-Indian Americans.

If a contract is being funded in whole or in part by assistance of any federal, state or local agency which disallows this form of preference, the County will adhere to those requirements by not applying this section.

This policy in no way supersedes the Local Preference Policy.

This policy does not apply if this bid qualifies as a Sheltered Market bid.

7. **Non-Conformance to Bid Conditions:** Services not delivered as per delivery date in bid and purchase order may result in bidder being found in default, in which event any and all re-procurement costs may be charged against the defaulting vendor. This non-conformance to bid conditions may result in immediate cancellation of the purchase order.
8. **Assignment:** Any purchase order issued pursuant to this bid and the monies which may become due herein are not assignable except with the prior written approval of the Procurement Director.
9. **Disputes:** In the event of any doubt or difference of opinion as to the methods provided herein, or the level of performance rendered, the decision of the user department/division director shall be final and binding on both parties.
10. **Facilities:** The County reserves the right to inspect the bidder's facilities at any time, with prior notice.
11. **Placing of Orders:** The award of this bid does not constitute an order. Before any services can be performed, the successful bidder must receive written or oral notification in accordance with the practices of the User Division.
12. **Precedence:** Any requirement set forth in any section of the bid documents shall be binding as if called for by all sections. If there is a difference in the terms anywhere in this document, the most restrictive shall prevail.

13. **Additions/Revisions/Deletions:** Additions, revisions or deletions to the general conditions, specifications or bid price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the bid.
14. **Termination/Suspension:** The County may terminate the Contract resulting from this Bid at any time, in whole or in part, in accordance with and subject to the following:
 - a. The County may terminate the Contract for the County's convenience by delivering 30 days' prior written notice of termination to the Contractor.
 - b. The County may terminate the Contract immediately if the User Division determines that the Contractor is in material default of its Contract obligations, has notified the Contractor of such default by delivering a Vendor Complaint Form to the Contractor specifically describing the basis of the complaint and the conditions of the Contractor's default, and ten (10) days have passed since the Contractor's receipt of the Vendor Complaint Form without all defaults as described therein having been fully corrected. Notwithstanding anything to the contrary contained herein, the County may terminate the Contract immediately, without notice or any opportunity to cure, if the services rendered for the Contract cause or threaten endangerment to public health, safety or welfare.
 - c. Upon receipt of any termination notice as described above, the Contractor shall:
 - Immediately discontinue all work unless the County's notice directs otherwise, and
 - Deliver to the County any and all data, reports, summaries, and all other information and materials of any type or nature whatsoever, whether completed or in process, the Contractor may have accumulated or generated in the course of performing the work of the Contract.
 - d. In the event this Bid and/or the resulting Contract is terminated due to the Contractor's material default which is not cured within the allotted time period as described above, the Procurement Director may also suspend or debar the Contractor in accordance with the Suspension and Debarment Section of the County Procurement Procedures Manual. The rights and remedies of the County provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under the Bid and/or the resulting Contract.
15. **Cancellation:** All annual bid obligations shall prevail for at least one hundred eighty (180) days after effective date of the bid, unless bid conditions are breached as specified herein. After that period, for the protection of both parties, either party may cancel this bid in whole or part by giving thirty (30) days prior notice in writing to the other party. The County reserves the right to cancel any bid after reasonable written notice to the successful bidder should the service not be in the best interest of the County. Should the service rendered for any bid cause or threaten endangerment to public safety or welfare, the Procurement Director may cancel the bid immediately.

16. **Price Adjustments:** Any price decrease executed during the Contract period, either by reason of market change or on the part of the contractor to other customers, shall be passed on to the County.
17. **Manufacturer's Names and Approved Equivalents:** Any manufacturer's names, trade names or brand names are for information only and are not intended to limit competition. The bidder may offer any brand for which they are an authorized representative that meets or exceeds the specification for any item(s). If bids/proposals are based on equivalent products, indication should be made on the bid/proposal form of the manufacturer's name and number. Bidders shall submit with their bid/proposal, cuts, sketches, descriptive literature and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specification(s) and not be considered an exception thereto. Bids/proposals lacking any written indication of intent to bid an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form. The Procurement Division shall be notified of any proposed changes in the following:
- (i) materials used;
 - (ii) manufacturing process; and
 - (iii) construction.

Changes shall not be binding upon the County unless evidenced by a Change Notice issued and signed by the Procurement Director.

17. **Plans and Specifications:** The specifications and other bid documents upon which the prices in the vendor's bid proposal are based on, are hereby made a part of the purchase order by reference hereto.
18. **Performance and Payment Bond:** If a bond is required, it will be called out in the Special Conditions section of the bid. The vendor shall furnish a performance and payment bond, in an amount equal to the amount awarded, as security for the faithful performance and payment of all the vendor's obligations under the bid documents. The bond shall remain in effect at least until one year after the date when final payment becomes due, except as provided otherwise by Laws or Regulations or by the bid documents. All bonds shall be in the form prescribed by the bid document except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and A.M. Best rated A VIII or better.
19. **Annual Appropriations:** The vendor acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted or the reduction of revenues for those budgeted agreements that may be available for expenditure during such fiscal year. Any agreement, verbal or written,

made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

20. **Price Increase:** The Procurement Director reserves the right to increase/decrease price after the bid has been in place for a minimum of 12-months, when it is in the best interest of the County. Increases/decreases will be determined by the Consumer Price Index (CPI-U) unless otherwise stated in the Special Conditions.
21. **Uncontrollable Forces (Force Majeure):** Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An "Event of Force Majeure" is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party's obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

In the event of default by the successful Bidder, the County reserves the right to utilize the next lowest Bidder as the new Awardee when the default occurs within the first term of the bid. Should this occur, the next lowest Bidder will be required to provide the bid items at the prices as noted on their bid submittal.

22. **Unauthorized Alien(s):** The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a

violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful vendor will complete and submit the attached form "Affidavit Certification Immigration Laws."

23. Employment Eligibility Verification (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

24. Attorney's Fees and Costs: Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

25. Public Records Law.

(a) The Vendor acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Vendor further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Vendor shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Vendor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(i) keep and maintain public records required by the County to perform the services required under this Agreement;

(ii) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(iii) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Vendor does not transfer the records to the County; and

(iv) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Vendor or keep and maintain public records required by the County to perform the service. If the Vendor transfers all public records to the County upon completion of this Agreement, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of this Agreement, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY**

330 WEST CHURCH ST.

BARTOW, FL 33830

TELEPHONE: (863) 534-7670

EMAIL: RMLO@POLK-COUNTY.NET

26. Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

- (i) By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- (ii) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
 - (a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - (b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
 - (c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - (d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
- (iii) The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

- (i) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

- (ii) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

27. **No Construction Against Drafter:** The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

Signature Acknowledgement

(Submittal Page)

To Polk County, a Political Subdivision of the State of Florida

Date: _____

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same construction, service or material and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I have read and understand the bidding documents. I have completed and submitted all bid submittal forms, and I am authorized to sign this bid for the bidder. In submitting a bid to the County, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the County all rights, titles and interests in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the County. At the County's discretion, such assignment shall be made and become effective at the time the County tender's final payment to the bidder.

Vendor Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

(Area Code) Telephone Number: _____

Toll Free Number: _____

Email Address: _____

Authorized Signature: _____

Name: _____

Title: _____

This bid may be used by any other Government Agency. ☐ YES ☐ NO ☐ N/A

Bidders Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Non-Profit
- ☐ Sub Chapter
- ☐ Joint Venture
- ☐ Corporation
- ☐ LLC
- ☐ LLP
- ☐ Publicly Traded
- ☐ Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

Drug-Free Workplace Form

(Submittal Page)

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that, (Name of the Business): _____ does:

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 programs, 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 bid 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 bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the 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 or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Vendor Signature: _____

Date: _____

Non-Collusion Affidavit of Prime Bidder

(Submittal Page)

State of _____

County of _____

_____ being first duly sworn, deposes and says that:

1. He - She is _____ of _____, the Bidder that has submitted the attached Bid;
2. He - She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstance respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidders nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid of any other Bidder, or to fix any overhead, profit or cost element of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the County or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name) as _____ (title of officer) of _____ (entity name), on behalf of the company, who ☐ is personally known to me or ☐ has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____ (AFFIX NOTARY SEAL)

Insurance Requirements

The successful vendor shall purchase and maintain in force during the contract period the insurance as specified with an insurer licensed to do business in the State of Florida; rated “A” or better by A.M. Best Rating Company for Class VIII financial size category. Polk County, a political subdivision of the State of Florida, must be named as an additional insured with respect to liability arising from all work performed for Polk County, for Automobile and General Liability policies of insurance. The certificate holder must be Polk County, a political subdivision of the State of Florida, 330 W. Church St., Bartow, Florida 33830. Workers’ Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute. Any sole proprietor or partner actively engaged in the construction industry, and any corporate officer of a construction or non-construction industry corporation who elects to be exempt from the provisions of the workers’ compensation law must provide either a workers’ compensation exemption certificate (construction industry) or a letter stating the exemption status and number of employees (non-construction industry). 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: Completed Operations, Broad Form CG. Comprehensive Automobile Liability Insurance \$1,000,000; combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired and non-owned vehicles. The general liability and workers’ compensation policies shall contain a waiver of subrogation in favor of Polk County. An original certificate of insurance must be on file in the Procurement Division before a purchase order will be issued.

Each Certificate of Insurance must list the Certificate Holder as:

Polk County, a political subdivision of the State of Florida

330 W Church St, Room 150

Bartow, FL 33830

Certificates of Insurance for policies requiring additional insured status and/or the waiver of subrogation must include notations that these requirements apply. In addition, the Vendor shall supply to the County copies of the endorsements to verify these requirements.

The Vendor must provide, or cause to be provided, the County with 30 days’ prior written notice regarding the cancellation, suspension, or non-renewal of or material change to any policy.

All Certificates of Insurance must be submitted on ACORD 25 forms.

The Vendor must submit updated Certificates of Insurance to the County upon the expiration of or material change to any policy.

Insurance

(Submittal Page)

By signing below, the Bidder is stating that they fully understand the insurance requirements for the project and if awarded the bid will provide all insurance coverage as required in this Bid.

The requirements are as follows:

- Bidder is insured with a company licensed to do business in the State of Florida
- The insurance company is rated A VIII or better by A.M. Best Rating Company (General policy)
- Polk County will be named as an additional insured for automobile liability and general liability
- The General Liability and Workers Compensation policy will contain waiver of subrogation in favor of Polk County

Company Name: _____

Bidder Signature: _____

Safety Requirements/Regulations

1.0 All Bidders are required to submit, with their Bid Proposal, the Safety Requirements/Regulations form. Any questions regarding compliance with the safety requirements/regulations provision shall be directed to the County Safety Officer, Risk Management, at (863) 534-5267.

1.1 The Vendor is responsible for observing all OSHA regulations and shall self-inspect to ensure this is accomplished. The Vendor shall ensure that all personnel are properly trained and shall be able to provide documentation for their personnel that have attended training courses. Examples of such training courses are: Hazard Communications, Traffic Work Zone Safety, Personal Protective Equipment, First Aid/CPR, Permit Required Confined Space, Lock out/Tag Out of Hazardous Energy. All Vendors are required to comply with OSHA Standards regardless of the number of employees they may have.

1.2 A County representative may periodically monitor work site safety. Should there be safety and/or health violations, classified as Serious, Willful or Criminal/Willful Violations, the County's representative may have the authority, but not the duty, to require the Vendor to correct the violation in an expeditious manner. Inspections shall be based on requirements contained in law. The definitions of serious, willful and criminal/willful violations are as follows:

Serious Violation: A serious violation shall be deemed to exist in a place of employment if there is a substantial probability that death or serious physical harm could result from a condition which exists, or from one or more practices, means, methods, operations, or processes which have been adopted or are in use, in such place of employment unless the employer did not, and could not, with the exercise of reasonable diligence, know of the presence of the violation.

Willful Violation: May exist where evidence shows that the employer committed an intentional and knowing violation of the Act.

Criminal/Willful Violation: A repeat violation of a previously cited willful violation.

Violation of Serious, Willful or Criminal violation may have the following consequences:

First violation: correction may be a verbal warning and the correction shall be done the same day. Written documentation may be maintained by the County.

Second violation: may result in work stoppage until the violation is corrected. The work stoppage shall not entitle the Vendor to additional contract time or compensation.

Liquidated damages provision will remain in full force and effect.

Third violation: this may constitute a breach of contract for safety violations and may result in termination of the contract at the sole discretion of the County.

Note: The County Safety Officer may stop any job to ensure the safety of all concerned.

1.3 Should the work site be in a hazardous area, the County shall furnish the Vendor with information concerning hazards such as types or identification of known toxic material, machine hazards, Material Safety Data Sheets, or any other information that would assist the Vendor in the planning of a safe work site.

1.4 The Vendor shall be aware that while working for the County, representatives from agencies such as the United States Department of Labor, Occupational Safety and Health Administration (OSHA), and the Division of Safety, State of Florida, are invitees and need not have warrants or permission to enter the work site. These agencies, as well as the County Safety Officer, enter at the pleasure of the County.

1.5 The Vendor shall designate a competent person of its organization whose duty shall be the prevention of accidents at the site. This person shall be the Vendor's superintendent unless otherwise designated in writing by the Vendor to the County. All communications to the superintendent shall be as binding as if given to the Vendor.

Safety Requirements/Regulations Form

Bidder must sign and have notarized:

The undersigned bidder hereby certifies that they fully understand the safety requirements/regulation provisions and will comply.

Dated this _____ day of _____, 20____

Name of Firm _____

By _____

Title of Person Signing: _____

(SEAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who ☐ is personally known to me or ☐ has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

Affidavit Certification Immigration Laws

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT ("INA")}.

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. **SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

BIDDER ATTEST THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who ☐ is personally known to me or ☐ has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

Employment Eligibility Verification (E-Verify) Certification

(Florida Statutes, Section 448.095)

PROJECT NAME: _____

The undersigned, as an authorized officer of the contractor identified below (the "**Contractor**"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "**County**"), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "**Contract**"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 20__.

ATTEST:

By: _____

PRINTED NAME: _____

Its: _____

CONTRACTOR:

By: _____

PRINTED NAME: _____

Its: _____

Special Conditions

1. Awards will be made to all responsive Bidders meeting qualifications. Bidders must bid on all items for the bid to be considered responsive. All bid items should be bid at a fair and reasonable price; failure to do so may cause the bid to be non-responsive. The Procurement Director shall be the sole judge of what is fair and reasonable. The Procurement Director reserves the right to reject any or all bids and/or waive any minor irregularities in the bids received, whichever would be in the best interest of the County.
2. The period of performance for this bid is from the date of award through December 31, 2026, ("termination Date"). This bid will automatically renew, extending the Termination Date, for two (2) one (1) year periods, unless otherwise terminated in accordance with General Information Items #14 and #15. Bids may be extended by the Procurement Director at the end of any given term in order that the service or provision for goods be continued for a period of no greater than 120 (one hundred and twenty) days.
3. **Performance of Work:** Portions of the work required under this bid may be performed by subcontractors. The vendor shall be fully responsible for all acts and omissions of their subcontractors and of persons directly or indirectly employed by them and of persons for those acts any of them may be liable to the same extent as if they were employed by the vendor. Any work performed by the successful vendor or sub-contracted out must meet all regulated deadlines.
4. All prices bid shall remain unchanged during the period of performance, as specified herein, and as may be adjusted in accordance with General Information, Item #20.
 - General Information, Item #20 (applicable to vendor markup only)
 - The current minimum wage has increased in accordance with State or Federal law. Any position less than the current minimum wage will automatically increase to the current minimum wage.
 - If the requesting division wishes to increase the temporary employee's hourly compensation. A revision should be made to the original TL form that employee and signed by the respective division director/designee authorizing

the increase. A copy of the revised TL form must be attached to the requisition/purchase order in Polk One.

5. If it becomes necessary to revise or amend any part of this bid, an addendum will be issued and will be posted on the County's website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of the bidders to check the website to ensure that all available information has been received prior to submitting a bid.
6. The Successful Vendor must register in our Vendor Database if you have not already done so prior to the award of this bid. A purchase order cannot be issued to a vendor until they are registered. You may register at the following link: <https://www.polk-county.net/business/procurement/vendor-information/>.
7. Any additions, deletions, or modification similar in cost or material after bid award will need to be signed off by both the user division and the successful vendor. Price for any additions, deletions, or modifications to the bid will be negotiated and agreed upon by both parties. All agreed upon additions, deletions, or modifications will also require the Procurement Director's (or designee) approval. If the addition, deletion or modification is accepted an amendment to the Bid award will be issued to the successful Bidder.
8. Vendors may attend the Bid Opening via conference call or in person. The conference bridge phone number to call in is (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all bidders will be posted to Procurement's website as soon as possible after bid opening.

Qualifications

1. Vendors must have been engaged in temporary employment services in the State of Florida for a minimum of three (3) consecutive years and identify a minimum of three (3) companies or public entities that have been serviced by the Vendor within the past three (3) years as outlined below.
2. Vendors must possess a Polk County Local Business Tax Receipt (f/k/a Business License) in order to do business with the County.
3. Vendor must provide a minimum of three (3) maximum of five (5) references from Florida companies and/or government agencies in which the bidder has performed similar size and scope services as the prime vendor, within the past five (5) years. Each reference should be from companies or government agencies where the bidder has provided the services for three (3) consecutive years. Each reference should include:
 - a. Name of the client
 - b. Address of the client
 - c. Contact person to include:
 - i. Phone number.
 - ii. email address.
 - d. Period of Performance (start and end date of the services)
 - e. Brief description of the services provided.
 - i. To include (number of employees provided, annual dollar amount, etc.)
4. Vendor must be an Equal Opportunity Employer and comply with federal, state, and local laws prohibiting discrimination based on race, color, religion, sex, age, national origin, disability, or any other protected status. Vendor shall provide reasonable accommodations as required under the American Disability Act (ADA). A copy of the company's EEO/ADA policy needs to be included with the bid submittal.
5. Vendor must provide proof that they or their subcontractors can order, receive, and provide results data for all Level 2 Fingerprint background checks to be performed. Proof is to include evidence of the qualified entity's numbers issued from FDLE. An example of proof would be an entities VECHS ORI number. This proof must be provided before recommendation of award.
6. Provide a primary and secondary Vendor point of contact for this solicitation to include:
 - Contact Name
 - Phone Number
 - Email Address

Bid 26-025, Temporary Employment Services

The Contact persons provided will be the primary and secondary contact for the County to call/communicate with any requests for service or levels of service provided during the term of the solicitation. If at any time this information changes it will be the vendors sole responsibility to update Human Resource Division staff as soon as possible.

All documentation and information requested in the Qualifications section should be included with the vendor's submittal or must be provided within three (3) business days upon request and prior to award.

Background

Polk County has a need for temporary employees continually throughout the year. These services are budgeted in each divisions operational budget and are used as needed. There is not an estimated annual cost, therefore the County does not guarantee a minimum or maximum amount of spend on this bid.

Currently these services have been provided over the past year by the following vendors:

- 22nd Century Technologies Inc. average annual spent \$2,860,000
- CertiTemp, Inc. average annual spent \$360,000
- Total amount spent for the prior year is approximately \$3,200,000

See Attachment A for the previous bid information and Attachment B to see the current resources engaged on the agreement. To receive a copy of **Attachment A - Previous Bid Information** and **Attachment B – Temporary Position Report**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder “**Bid 26-025, Temporary Employment Services.zip**”, select “Open” or “Save As” to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Ken Brush at kenbrush@polk-county.net.

Scope of Work

1. General

- 1.1. The purpose of this annual bid is to establish firm fixed prices on an hourly rate for the job classifications described herein. These positions may be requested on an as needed basis from any of the divisions throughout the County. This annual bid is generally used for short-term projects, six (6) months or less but may be used for longer term projects, as necessary. The obligation of the County will be solely to compensate the Vendor for the number of hours provided in accordance with the Billing Rate on the Bid Form. Benefits (health, insurance, 401K, etc.) are not required.
- 1.2. Employee schedules vary, some County operations are 24/7 operations. Work schedules will be established and communicated to the temporary employee by the hiring division. Services will normally be performed during

traditional Monday through Friday regular work hours. A workweek constituting forty work hours shall be considered a regular workweek less any established holidays. Official operating hours (in most cases) will be 8:00 a.m. to 5:00 p.m. with a one-hour break for lunch. The User Division requesting the temporary personnel shall determine the number of hours worked daily, the length of time, and the total number of people required.

- 1.3. Temporary personnel work may cover a wide range of occupations, including but not limited to the following occupational categories:
 - a. Non-Technical – office/clerical, administrative support and light industrial. Skilled Trades – skilled workers with typical hand tools, laborers, mechanics, maintenance, and repair specialists.
 - b. Equipment Operators/Construction Workers
 - c. Technical – IT personnel, planners, surveyors, engineers, construction inspectors and other technical needs.
 - d. Parks and Natural Resources operational support
- 1.4. Position descriptions are provided for routine categories and job classification of anticipated temporary personnel are incorporated herein and made a part of this bid document.
- 1.5. Temporary positions are described by General Job Descriptions. Should there be a need for specific job descriptions to meet any federal requirements. Polk County Equity and Human Resources (HR) shall furnish a complete detailed job description for each additional position requested.
- 1.6. The first awarded lowest bid Vendor shall be given the opportunity to provide the temporary personnel and shall be given a minimum of 24 hours' advance notice for any position needed. Should the first awarded lowest bid Vendor be unsuccessful in securing an employee for the requested position within 48 hours of the request, the County reserves the right to request the temporary personnel from the second awarded lowest bid Vendor and so on until the temporary personnel is provided. The County shall have the right to approve and refuse any temporary employee. In the instance of an unsatisfactory or unqualified person being assigned, that person may be dismissed from his/her duties immediately and if deemed necessary escorted from the County's property. If dismissed before commencing work, billing for that temporary employee shall not be accepted.
- 1.7. The Vendor shall provide individual reports on personnel to the County's Equity and Human Resources Division upon request.
- 1.8. Any Vendor that is currently providing the County with temporary employees

must submit, within 5-business days of request, a list of those employees along with the job classification under which they are being employed with their bid submittal. That list must contain the following:

- a. Name of temporary employee
 - b. County Division placed with
 - c. County Supervisor
 - d. Classification placed under
 - e. Hourly wage being paid to the employee
 - f. Date employee was placed in the position
- 1.9. Vendors understand that no penalty for hiring a temporary employee will be assessed to the County should the temporary employee be hired by the County on a part-time or full-time basis after 90-days of continuous employment.
 - 1.10. If the County determines the person(s) sent to any job site is/are not qualified to perform 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.
 - 1.11. A temporary employee may be dismissed from his/her assignment at the sole discretion of the County for the use of alcohol or controlled substances while on duty, using profanity or being verbally abusive, disobedience of reasonable directions given by the County's personnel, violation of safety rules and regulations and misuse of the County's property.
 - 1.12. Any work products such as reports, drawings or charts or other intellectual property that are produced by a temporary employee as part of the services under this agreement shall be the sole property of the County. All reports, correspondence and any other information are subject to the Florida Public Records Law.
 - 1.13. Protection of County Information – Due to the sensitive nature of the information maintained by the County, the Vendor or any Vendor employee shall not disclose or release in any manner, any and all information the County deems private, privileged, or confidential transmitted/handled during the performance of the contract service. At no time shall any information be disclosed without the County's prior written consent.
 - 1.14. Time sheets must detail out the time worked with a deduction for lunch. The County will pay in 15-minute increments, no 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.

- 1.15. The successful Vendor(s) must be ready to provide temporary personnel within ten (10) calendar days from the date of Bid Award.
- 1.16. Vendors must possess the capability of providing Fair Credit Reporting Act (FCRA) compliant background checks for any temporary personnel requested by the County. Vendor must provide pricing for all types of background checks noted on the Bid Sheet.
- 1.17. Leaving the unit cost for Background Checks (items 2 through 4) blank is the same as entering \$0.00. Awarded vendor(s) must provide the services if requested and will not be permitted to invoice separately for those services if left blank. Entering N/A or No Bid will cause your bid to be deemed non-responsive.
- 1.18. The County may request confirmation of background screening and the documented results, which should be provided to the County within 5-business days. The County may request additional background or other checks including criminal background checks and fingerprinting of all temporary employees. Upon award of contract, the Incumbent Vendor must provide all background screening documentation/records to the County to facilitate transition. The awarded Vendor of this bid is not required by the County to re-screen existing temporary employees. Background Checks shall include but not limited to the following:
 - a. The Vendor shall ensure that all personnel assigned to the County have successfully passed a pre-employment drug screening in accordance with the Florida Drug-Free Workplace Act (F.S. 112.0455). The County reserves the right to request the immediate removal of any temporary worker who fails to meet this requirement or whose conduct violates the County's Drug-Free Workplace policy.
 - b. Authorization to work in the United States.
 - c. Statewide criminal check (going back at least 10 years).
 - d. Nationwide criminal check/Discovery (checks state criminal records and sexual predator databases for all states).
 - e. Positions that require driving County vehicles or personal vehicles for County business – 10 years driving history record check.
 - Positions requiring a CDL will be designated on the job description

- CDL employees subject to drug and alcohol testing regulations (i.e., FMCSA (49 CFR part 382) and /or DOT (49 CFR part 40)), should refer to the website: transportation.gov for specific drug testing guidelines.
 - f. Positions associated with Children Services Council grant require FDLE fingerprinting and criminal records search (i.e., Recreation Aide, Recreation Leaders). Also known as a Level II background check.
 - g. Education verification.
 - Any level of education required for a job must be verified by the successful vendor.
 - An authentic copy of an accredited high school diploma or GED is acceptable.
- 1.19. Workers provided by the Vendor shall be the employees of the Vendor. The Vendor shall be exclusively responsible for, and agree to indemnify the County against liability for the payment of any and all contribution or Federal, State or City salary taxes, Social Security and Medicare taxes, taxes for unemployment insurance, pensions or annuities or for other purposes now or hereafter imposed by the Government of the United States, State of Florida or Polk County, which are in whole or in part measured by and/or based upon the wages, salaries, or other remuneration paid to or on behalf of persons employed by Vendor on work in connection with this Bid.
- 1.20. The Vendor must train and test employees for proficiency on office equipment and software and check for proficiency on light and heavy equipment, etc., as provided by the job classification. The Vendor shall confirm the validity of all required licenses. All testing and training must be fair and non-discriminatory and should follow (FLSA) Labor and Justice Department rules and requirements as prescribed under law. The awarded Vendor(s) shall verify resumes and/or test each temporary employee to ascertain that they are qualified for the work for which they are being hired.
- 1.21. The County reserves the right to visit the bidder's site to observe the testing and training procedures, as part of the evaluation of bidders, or to evaluate the Vendor's ability to continue to provide services as required.
- 1.22. The Vendor shall be responsible for the initial sourcing and selection process. However, the County shall have the final approval authority to hire. The County reserves the right to request an interview with prospective temporary employees prior to the employee reporting for work.
- 1.23. Should a federally or state mandated increase to minimum wage take effect,

awarded Vendors shall be permitted to increase the hourly rate paid to the temporary personnel only. Vendor(s) will only be allowed to increase the portion of the costs noted on their Bid Sheet that is paid to the temporary employee. No increase to the mark-up will be allowed. Adjustments to markup shall only be allowed upon renewal of the bid in accordance with General Instructions, Item 20.

- 1.24. The rates listed on the Bid Sheet are the minimum wages to be paid to temporary employees for each job classification. Vendors shall bid a bill rate for each job description for which they wish to be considered. Temporary employees furnished by the Vendor will not be entitled to participate in any of the County benefit plans. Regular and premium or overtime hourly rates paid to temporary employees are the responsibility of the Vendor. Overtime shall be paid upon proper authorization from the County supervisor who signs the timecard for the temporary employee. Vendor shall pay overtime to the temporary employee when overtime or a holiday is authorized, worked, and paid for by the County.
- 1.25. Should a need arise for temporary personnel for which a job classification has not previously been provided, the County shall provide the job classification at the time of request to the first awarded Vendor. If the first awarded Vendor is unable to secure the temporary personnel needed for the particular job classification within seventy-two (72) hours of notification, the County reserves the right to rescind the request and offer it to the second awarded Vendor. The billing rate will be the awarded markup percentage plus the County's established hourly wage rate.
- 1.26. **Payrolling:** At times, the County may send a candidate to the Vendor and only need the Vendor to "Payroll" the candidate's position. The markup will be applied to the hourly wage to be paid to the employee. "Payrolling" could be requested for any job classification. If the job classification is not listed within this document, the user Division shall supply the Vendor with the job description and the hourly rate at the time of request. The billing rate will be the awarded markup percentage plus the County's established hourly wage rate. The County is not precluded from using another contract for these services should it be in the best interest of the County to do so.
- 1.27. A "Temporary Labor" Authorization Number must accompany all requests for temporary personnel. The User Division requesting the temporary personnel shall complete a "Temporary Labor Request Form"; this form shall be forwarded to the Human Resources Division. Human Resources will assign an authorization number to the request; a representative of the User Division will then contact the Vendor to request personnel. The awarded

Vendor(s) must reference this number, along with the Bid number, on all invoices submitted. Personnel provided by the Vendor(s) without first obtaining this authorization will not be paid. The County reserves the right to keep the temporary personnel engaged for as long as the need continues. No increase to the hourly rate will be allowed mid-term, unless otherwise mandated by authority or granted by the County.

- 1.28. Approved time sheets may be faxed or emailed to the User Division.
- 1.29. Any safety equipment, e.g., hard hats, goggles, safety glasses, etc., that may be required on a job, will be provided by the County.
- 1.30. Upon award of this contract, the incumbent vendor will be required to provide all background screening (re: 1.16 and 1.17) for all temporary employees within 5-(five) business days to the County.
- 1.31. The awarded vendor must prepare for transition that will include meeting with managers and temporary employees for processing of personnel. This process must be coordinated with Equity and Human Resources to ensure no loss of continuity for the County's mission and no hardship for the transitioning temporary employees.

2. HOLIDAYS:

- 2.1. The following days shall be holidays recognized by the County. If any recognized holiday falls on a Saturday, the preceding Friday shall be observed as a holiday and if any recognized holiday falls on a Sunday, the following Monday shall be observed as a holiday. The County does not compensate temporary employees for holidays.
 - a. New Year's Day
 - b. Martin Luther King Jr., Day
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Veteran's Day
 - g. Thanksgiving Day and the day after
 - h. Christmas Eve Day
 - i. Christmas Day

3. FOR CLASSIFICATIONS REQUIRING DRIVING OF COUNTY VEHICLES

- 3.1. Job classifications may require the employee to drive a Polk County

vehicle. Should that be required, the awarded Vendor(s) must supply the User Division with a copy of the employee's Department of Motor Vehicles drivers' license report.

- 3.2. An employee will not be accepted for temporary employment if their driving record reflects the following:
 - a. Have been convicted of an alcohol/drug related offense within the previous 36 months.
 - b. Have been convicted of two (2) alcohol/drug related offenses within the prior ten (10) years.
 - c. Have a suspension, revocation, or restriction due to moving violations within the previous 36 months.
 - d. Have a temporary license from the Court permitting them to travel "To and From" work only or permitting them to "Drive at work only".
 - e. Have accrued 12 points within the previous 24 months.
 - f. Have accrued 18 points within the previous 36 months.
- 3.3. The County also reserves the right to disqualify an employee from a driving position based on their "total" driving record, even if they meet the stated requirements contained within this bid document.
- 3.4. Awarded Vendor(s) must provide an insurance certificate stating the following:
 - a. Comprehensive Automobile Liability Insurance \$1,000,000; combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired and non- owned vehicles.
 - b. Primary Insurance:

Such insurance as is afforded by this endorsement for the additional insured shall apply as primary insurance. Any other insurance maintained by the additional insured, or its officers and employees shall be excess and non-contributory.

4. General Job Descriptions

4.1. LABORER:

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

- a. Unskilled and limited semi-skilled manual labor performing light and heavy construction, maintenance, and custodial tasks. Works on patch, shoulder or finish crews performing the following tasks:
- b. Patches holes in the road with asphalt or rock; rakes asphalt; digs and fills holes/construction projects using shovel and other hand tools; clears brush from right-of-way, drainage ditches and roadway areas using hand sling and other tools; removes refuse from roadsides and grounds by hand or "Litter Stick"; fills and stacks sand bags; lifts and carries 25# cement blocks used in project works; lifts, carries and assists with position placement of corrugated metal, plastic and cement pipes; assist with building wooden frames and assist with mixing and pouring of concrete; loads and unloads material and supplies from trucks and vans.
- c. Uses hand tools; sweeps walks; removes refuse from grounds; cuts, trims, waters and fertilizes lawns and bushes; performs custodial work for office/bathrooms as necessary. May aide in moving furniture or equipment and large bulky objects. The ability to perform routine unskilled manual labor work. Ability to see, hear sounds at a normal level, ambulate independently, bend, stoop, sit and stand. Ability to use multi-hand and/or foot controls. Ability to perform tasks that require eye and hand coordination. Ability to work in all weather and environmental conditions (i.e.: sun, rain, cold, swamp, ditches, dirt, and hot asphalt). Ability to follow instructions and concentrate on assigned tasks. Must be able to lift and carry materials that have an average weight of 50 lbs. Performs related duties as required.

4.2. CLERK TYPIST/DATA ENTRY:

Major Function

Clerical office work involving varied and independent work assignments within those areas of established procedures, practices and policies of the assigned office.

Illustrative Duties

Performs clerical, fiscal and other record keeping duties using personal computers, typewriters, calculators, copy machines and other general office equipment. Files documents, forms and other paperwork. Greets/assists and directs visitors to appropriate offices. Prepares paperwork for the assigned office according to established practices and procedures. Posts data, fiscal information or other record keeping information by written notations. Follows procedures for processing

invoices for payments insuring that other record keeping matters are noted, recorded and filed appropriately. Gathers, assembles and places information in format utilized within office operations or report form requirements. Receives/transfers phone calls to the appropriate individual. Completes and prepares memorandums, reports, letters, forms, statements, purchase orders as directed. Reviews various record keeping forms to insure that fiscal matters, reports, statements, purchase orders are calculated and extended correctly (i.e.: daily, weekly, monthly, annually).

Deals with the public via telephone or in person guiding them according to unit established procedures, providing information and/or responding to inquiries as directed or trained by supervisor(s). Takes telephone messages. May receive and transmit messages and information via radio base dispatching unit if required of assigned unit. Assists with receptionist duties as necessary. Handles routine mail duties such as sorting, date stamping, distributing and preparing for mailing according to established office procedures. Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of English, spelling and arithmetic. Ability to understand and follow oral and written instructions. Ability to learn assigned clerical task of office assigned and adhere to prescribed routines. Ability to make mathematical computations and tabulations accurately and with reasonable speed. Ability to meet and deal courteously and effectively with employees and the general public. Ability to use personal computers, typewriters and other office equipment of the assigned work unit. Ability to type DEO-Engineering (0 CWPM); DEO-Parks (40CWPM); DEO-Roadway (35 CWPM); DEO –Utilities (30 CWPM); and DEO-Communications (40 CWPM).

4.3. SECRETARY I

Major Function

Clerical and related office work, which follows the established procedures, practices, and policies of the assigned office. Assist supervisor and other office personnel with various work projects, assignments, and requirements.

Illustrative Duties

Performs clerical, fiscal, and other record keeping duties using personal computers, typewriters, calculators, copy machines and other general office equipment. Prepares memorandums, reports, letters, forms, statements, purchase orders as necessary using established practices and

procedures of assigned work unit. Types correspondence, memorandums and other related documents/materials. Assists supervisor in completion of secretarial and related clerical program/work unit duties. Sets up letters, forms, memoranda, reports and other program/office related work. Assists in drafting, proofreading and processing reports, documents, letters, forms and related program/work unit needs/requirements.

Prepares paperwork for the assigned office according to established practices and procedures. Posts data, fiscal information or other record keeping information by written notations.

Receives and directs incoming calls. Deals with the public, other employees or officials via telephone or in person guiding them according to unit established procedures, providing information and/or responding to inquiries as directed or trained by supervisor. Takes telephone messages. Routine mail duties such as picking up, sorting, date stamping, distributing and preparing for mailing according to established office procedures. Sets up and maintains files. Files documents, forms and other paperwork. Advises others of appointments, engagements and meetings. Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of business English, punctuation, spelling and arithmetic. Knowledge of general office practices, procedures, and record keeping methods. Ability to work independently and adhere to prescribed routines and practices. Ability to learn assigned secretarial and clerical task of office assigned and adhere to prescribed routines. Ability to make mathematical computations and tabulations accurately and with reasonable speed. Ability to meet and deal courteously and work effectively with employees, officials and the public. Ability to use personal computers, typewriters and other office equipment of the assigned work unit. Ability to type 40 CWPM.

4.4. **SECRETARY II**

Major Function

Clerical and related office work, which follows the established procedures, practices and policies of the assigned office. Assist supervisor and other office personnel with various work projects, assignments and requirements.

Illustrative Duties

Performs clerical, fiscal and other record keeping duties using personal computers, typewriters, calculators, Copy machines and other general office equipment. Acts as personal assistant to supervisor by assisting,

initiating and carrying to completion secretarial and related clerical program/work unit duties. Independently drafts, prepares, checks and/or researches forms, records, reports, summaries and other related office material. Prepares memorandums, reports, letters, forms, statements, purchase orders as necessary using established practices and procedures of assigned work unit. Independently follows up on project/office assignments to insure timely results. Assembles agenda and related material for meetings, conferences and other related work unit needs/requirements. Composes and types correspondence, memorandums and other related documents/materials. Sets up letters, forms, memoranda, reports and other program/office related work. Assists in drafting, proofreading and processing reports, documents, letters, forms and related program/work unit needs/requirements.

Prepares paperwork for the assigned office according to established practices and procedures. Posts data, fiscal information or other record keeping information by written notations. Reviews various record keeping forms to insure that fiscal matters, reports, statements, purchase orders are calculated and extended correctly.

Receives and directs incoming calls. Deals with the public, other employees or officials via telephone or in person guiding them according to unit established procedures, providing information and/or responding to inquiries as directed or trained by supervisor. Takes telephone messages. Sets up and maintains files.

Files documents, forms, and other paperwork. Maintains and schedules appointment calendar. Advises others of appointments, engagements, and meetings. Transcribes machine dictation when required by the assigned unit/office. Takes and transcribes meeting minutes as required. Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of business English, punctuation, spelling and arithmetic. Knowledge of general office practices and procedures and record keeping methods. Ability to work independently and adhere to prescribed routines and practices. Ability to learn assigned secretarial and clerical task of office assigned and adhere to prescribed routines. Ability to prepare or draft routine documents and compose business letters, memorandums, related forms, and program materials. Ability to make mathematical computations and tabulations accurately and with reasonable speed. Ability to meet and deal courteously and work effectively with employees, officials, and the public. Ability to use personal computers, typewriters, and other office

equipment of the assigned work unit. Ability to oversee the work of others when assigned. Ability to type 45 CWPM.

4.5. RECEPTIONIST

Major Function

Greets/assists and directs visitors to appropriate offices. Files documents, forms, and other paperwork. Receives/transfers phone calls to the appropriate individual.

Illustrative Duties

Deals with the public via telephone or in person guiding them according to unit established procedures, providing information and/or responding to inquiries as directed or trained by supervisor(s). Takes telephone messages. Handles routine mail duties such as sorting, date stamping, distributing and preparing for mailing according to established office procedures. Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of English, spelling and arithmetic. Ability to understand and follow oral and written instructions. Ability to learn assigned clerical task of office assigned and adhere to prescribed routines. Ability to meet and deal courteously and effectively with employees and the general public. Ability to use personal computers, typewriters and other office equipment of the assigned work unit.

4.6. CASHIER/ACCOUNTING CLERK

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

Major Function

Clerical work which follows well-established procedures requiring use of cash register, computer CRT, 10-key calculator, typewriter and copier machine.

Essential Duties and Responsibilities

Receives, counts and verifies cash and other negotiable instruments prior to validating on data system cash register; validates payments using case number as input code; reads and closes cash register twice daily; tapes and balances receipts to register readings using Change Fund Reconciliation Report at each cash register closing. Assists walk-in customers with questions relating to their case. Makes copies as required. Files documents and other records as required, in numeric or alphabetic order.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read and interpret documents such as safety rules, operating instructions, maintenance instructions and procedure manuals.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and decimals. Ability to compute rate, ratio and percent.

Other Skills and Abilities

Ability to type accurately at a rate of 25 wpm. Ability to work with the general public in a calm, courteous and professional manner. Ability to organize, prioritize and manage workload to meet necessary time requirements. Ability to file alphabetically and numerically. Ability to apply common sense understanding to conduct instructions furnished in written, oral or diagram form.

4.7. JANITORIAL

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

Illustrative Duties

Physical work in housekeeping and domestic tasks in and around buildings or property.

Scrubs, mops, waxes and polishes floors. Dusts and polishes furniture. Washes windows, woodwork, toilets, washrooms and fixtures. Maintains stock levels as required and maintains routine records of disbursement. Replaces burned out light bulbs.

Empties ashtrays and wastebaskets. Takes out trash for disposal. Cleans up grounds and areas around building.

Performs related work as required.

Knowledge, Abilities and Skills

Ability to follow instructions. Ability to perform a variety of manual work.

Physical ability to perform custodial duties. Ability to learn the proper use and care of standard janitorial tools and equipment.

4.8. BUILDING INSPECTOR

Major Functions

Technical construction inspection work requiring a high level of judgment in enforcement of adopted codes and standards in licensed disciplines.

Illustrative Duties

Performs field inspections to check construction for compliance with adopted codes, standards, ordinances, approved plans and manufacturer's specifications/requirements. Produces lists of violations and departures from approved plans and/or manufacturer's specifications/requirements, and posts correction notices. Requires that violations be corrected and construction be performed in accordance with approved plans, and manufacturer's specifications/requirements, or that plans be revised as necessary, before approving the inspection.

Inspects mobile/manufactured structure installations for compliance with manufacturer's requirements and state guidelines, as appropriate. Lists violations and requires that they be corrected before approving the installation. Provides code interpretations to interested parties. Meets with owners, contractors, architects, engineers and plans examiners to resolve field problems. Maintains effective communications with supervisors, plans examiners and other inspection agencies. Posts stop work orders as directed for unpermitted work. Produces both oral and written inspection reports as required. Enters inspection results and comments in computer. Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of construction codes, standards and ordinances. Knowledge of principles, practices and techniques used in building construction. Ability to sit, bend, stoop, stand, ambulate independently, drive from work site to work site and perform inspections. Ability to exercise good judgment in evaluating situations and making decisions. Ability to see colors, hear sounds at a normal level, perform tasks that require eye and hand coordination, speak in a manner that can be understood, write clear and concise reports and complete forms. Ability to perform work in all weather and environmental conditions. Ability to read and interpret plans and specifications. Ability to establish and maintain an effective working relationship with owners, contractors, design professionals, other agency

inspectors, the public and other employees. Ability to use basic computer software.

Mandatory Certification/Licensure

Must have certification as either a One- and Two-Family Dwelling Inspector, OR a Building, Commercial Electrical, Plumbing or Mechanical Inspector, from the Florida Department of Business and Professional Regulation (DBPR).

5. ADDITIONAL JOB DESCRIPTIONS

- 5.1. Additional job descriptions can be found on Attachment C. To receive a copy of **Attachment C – Additional Job Descriptions**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder “**Bid 22-682, Temporary Employment Services.zip**”, select “Open” or “Save As” to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Ken Brush at kenbrush@polk-county.net.

Bid Sheet

The Bid Sheets for this bid are available on the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is ***procurevendor*** and the password is ***solicitation***. After you have logged in to the FTP site, double click on the file folder “Bid 26-025, Temporary Employment Services.zip”, select “Open” or “Save As” to download the Bid Sheet. If you need assistance accessing this website due to ADA or any other reason, please email Ken Brush at kenbrush@polk-county.net.

All Bid Sheets are in Excel format and are to be submitted on a USB Flash Drive along with the hard copy, if not submitting electronically through Kiteworks.

Deviation from the Bid Sheets is strictly prohibited and will not be accepted. The Bid Sheets are locked and you need only enter the unit price. The Bid Sheet will automatically calculate the extension; therefore you must enter the Unit Cost per the Unit Packaging as requested on the Bid Sheets.