

RESOLUTION NO. 2026- 161

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS OF A ROADWAY CONVEYANCE AND DEVELOPMENT AGREEMENT, TOGETHER WITH ASSOCIATED DOCUMENTS, AND AUTHORIZING THE CHAIR TO EXECUTE THE AGREEMENT AND ASSOCIATED DOCUMENTS, ON BEHALF OF THE COUNTY, IN CONNECTION WITH RALLY ROAD AND THE GREENBRIAR PARK AND LIBRARY.

RECITALS

WHEREAS, Helow Properties, LTD., a Florida limited partnership, (“Helow”) is the owner of certain property located on Greenbriar Road near its intersection with Longleaf Pine Parkway; and

WHEREAS, Helow granted to St. Johns County (“County”) an access easement (“Access Easement”) over a portion of the property that provides access to the Greenbriar Park and Library; and

WHEREAS, the County has plans to construct and maintain a road within a portion of the Access Easement and Helow as agreed to convey by deed that portion to the County for right-of-way: and

WHEREAS, Helow and the County desire to enter into a Roadway Conveyance and Development Agreement, attached hereto as Exhibit “A”, incorporated by reference and made a part hereof, to set forth the specific agreements, terms, and provisions related to the construction and conveyance of the Access Easement; and

WHEREAS, the Special Warranty Deed, attached hereto as Exhibit “B”; the Termination of Easement, attached hereto as Exhibit “C”, and the Temporary Construction Easement, attached hereto as Exhibit “D”, incorporated by reference and made a part hereof, (“Associated Documents”) are required for the project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated into the body of this Resolution and such Recitals are adopted as findings of fact.

Section 2. The Roadway Conveyance and Development Agreement, together with Associated Documents, in substantially similar language as attached, are hereby approved and the Chair is authorized to execute the Agreement and Associated Documents on behalf of the County.

Section 3. The Clerk is instructed to file the original Roadway Conveyance and Development Agreement and record the original Associated Documents in the public records of St. Johns County, Florida.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 19th day of May, 2026.

**BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA**

Rendition Date MAY 19 2026

By: Clay Murphy
Clay Murphy, Chair

ATTEST: Brandon J. Patty
Clerk of the Circuit Court & Comptroller

By: Crystal Smith
Deputy Clerk



ROADWAY CONVEYANCE AND DEVELOPMENT AGREEMENT

THIS ROADWAY CONVEYANCE AND DEVELOPMENT AGREEMENT (the “**Agreement**”) is made and entered into as of the _____ day of _____, 2026 (the “**Effective Date**”), by and among **HELOW PROPERTIES, LTD**, a Florida limited partnership (“**Helow**”), and **ST. JOHNS COUNTY, FLORIDA**, a political subdivision of the State of Florida (the “**County**”).

A. Helow is the owner of that certain parcel of real property located in St. Johns County, Florida, identified by the St. Johns County Property Appraiser Parcel ID Number 0013300000, as approximately depicted on Exhibit “A” attached hereto and incorporated herein by reference (the “**Helow Property**”).

B. The County is the owner of that certain parcel of real property adjacent to the Helow Property, identified by the St. Johns County Property Appraiser Parcel ID Number 0013300030, as approximately depicted on Exhibit “B” attached hereto and incorporated herein by reference (the “**County Property**”).

C. Helow previously granted the County an access easement over portions of the Helow Property in order for the County to access the County Property from Greenbriar Road, as more particularly set forth in that certain pursuant Corporate Warranty Deed, dated June 21, 2005, and recorded in Official Records Book 2471, Page 683, of the Official Records of St. Johns County, Florida (the “**Existing Access Easement**”).

D. Helow and the County desire to enter into this Agreement in order to set forth the specific agreements, terms and provisions related to (a) conveyance of the Roadway Parcel (defined below) from Helow to the County, (b) the termination of the Existing Access Easement, (c) Helow’s grant to the County of a temporary construction easement over the Helow Property, and (d) the design, permitting, construction and completion of the Access Road (defined below) extending from Greenbriar Road to the County Property, together with all related utilities, curbing, striping and signage thereon and therein (collectively, the “**Access Road Improvements**”), and the parties’ rights and obligations in connection therewith.

E. For purposes of this Agreement, Helow and the County shall each be a “**Party**” and shall collectively be referred to as the “**Parties**.”

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties, the parties hereby agree as follows:

1. Recitals. The above recitals are true and correct and incorporated by reference herein.

2. Conveyance of Roadway Parcel. On the Effective Date of this Agreement, the Parties hereby acknowledge and agree that Helow shall convey to the County that certain area described in Exhibit “C” attached hereto and incorporated herein by reference (the “**Access Road Parcel**”). Helow shall convey the Access Road Parcel to the County pursuant to that certain Special Warranty Deed attached hereto as Exhibit “D”. The County hereby acknowledges and

agrees that the Access Road Parcel shall be used solely for the construction and development of the Access Road Improvements.

3. The County's Construction Obligations.

(a) Commencement and Completion of Access Road. The County hereby acknowledges and agrees that Helow is conveying the Access Road Parcel to the County so that the County can construct an access road which connects Greenbriar Road to the County Property (the "**Access Road**"). The County shall cause the Access Road Improvements to be completed in a good and workmanlike manner, lien-free manner, and in accordance with the following requirements (collectively referred to herein as the "**Access Road Construction Requirements**"):

i. Any and all requirements set forth in this Agreement.

ii. All necessary permits, licenses, easements, authorizations, variances, special uses, and other approvals (the "**Approvals**") required to construct and complete the Access Road Improvements in accordance with all Governmental Requirements, including without limitation any stormwater permit issued by the St. Johns River Water Management District ("**SJRWMD**"). As used herein, "**Governmental Requirements**" means all applicable laws, statutes, ordinances, codes, rules, regulations, orders, and applicable judicial decisions or decrees, as presently existing and hereafter amended, of any governmental authorities.

iii. Those certain plans and specifications prepared by Osborn Engineering (the "**Engineer**") which set forth the construction plans for the Access Road Improvements, a copy of such plans can be provided to Helow upon request (the "**Access Road Construction Plans**"). As set forth in the Access Road Construction Plans, the County expressly agrees that it shall be responsible for the construction of four (4) stub-outs (each, a "**Stub-Out**", and collectively, the "**Stub-Outs**") and four (4) curb cuts (each, a "**Curb Cut**", and collectively, the "**Curb Cuts**") to the Helow Property as follows: (a) two (2) Stub-Outs and two (2) Curb Cuts to the Helow Property east of the Access Road, and (b) two (2) Stub-Outs and two (2) Curb Cuts to the Helow Property west of the Access Road. Except as expressly permitted by this Agreement, no material changes shall be made to the Access Road Construction Plans without the prior written approval of Helow other than changes required to comply with Governmental Requirements.

(b) The County shall commence construction of the Access Road Improvements no later than three (3) months following the Effective Date hereof, subject to delays for Force Majeure Events (defined below) (the "**Commencement Deadline**"). The County shall cause the Completion (defined below) of the Access Road Improvements no later than the Completion Deadline (defined below). With respect to the Access Road Improvements, "**Completion**" or "**Completed**" shall mean that (a) the Access Road Improvements shall be completed and approved by the County, SJRWMD and all applicable governmental agencies having jurisdiction over such Access Road Improvements (collectively, the "**Authorities**"), (b) the Access Road is open to the public for vehicular and pedestrian traffic, and (c) the County's

engineer has certified that the Access Road has been completed in accordance with the Access Road Construction Plans, including, without limitation, the completion of the Stub-Outs. The “**Completion Deadline**” shall be on or before October 1, 2027. Notwithstanding the foregoing, upon commencement of the construction of the Access Road Improvements, the County shall use commercially reasonable efforts to cause the Completion of the Access Road Improvements to occur as soon as commercially practicable. Helow covenants to cooperate with the County with respect to any necessary permitting or other matters to complete the Access Road Improvements, provided, however, that such cooperation shall not cause Helow to incur any additional cost or expense.

(c) Reconveyance Right. If the County (i) has not commenced construction of the Access Road Improvements by the Commencement Deadline, or (ii) has not completed the Access Road Improvements by the Completion Deadline as required herein, subject to Force Majeure Events, Helow shall have the right, but not the obligation, upon thirty (30) days’ prior written notice to the County (the “**Reconveyance Notice**”), to require the County to convey the Roadway Parcel back to Helow (the “**Reconveyance Right**”), unless (A) prior to the expiration of such 30-day period, the County commences, recommences, or completes construction of the Access Road (as the case may be), or (B) if causing the Completion of the Access Road Improvements will take more than thirty (30) days, the County has commenced or recommenced construction of the Access Road Improvements and is thereafter using commercially reasonable diligence to cause Completion of the Access Road Improvements, in which event, the 30-day period shall be extended for a period of time reasonably necessary to allow the County to cause Completion of the Access Road Improvements. Subject to the foregoing, in the event Helow exercises its Reconveyance Right as permitted herein, the County shall (1) convey to Helow the Roadway Parcel pursuant to a Special Warranty Deed in substantially similar format to the Special Warranty Deed attached hereto as Exhibit “D”, free and clear of all liens caused by the County, and (2) upon the request of Helow (but in no way an obligation) cooperate with Helow and execute such documentation, easements and assignments of the Access Road Construction Plans and all Approvals as are reasonably necessary for Helow to complete the Access Road Improvements as quickly and efficiently as reasonably possible, including but not limited to any reasonable temporary construction easements as may be required to complete the Access Road Improvements. In the event of a reconveyance of the Roadway Parcel as set forth herein, Helow shall grant the County an access easement in favor of the County over the Access Road in the same form as the Existing Access Easement.

4. County Termination Easement. On the Effective Date, the County shall, at its sole cost and expense, execute and record a termination of the Termination of Easement in the Official Records of St. Johns County, Florida in the form attached hereto as Exhibit “E”. The County shall provide Helow with a recorded copy of said termination, vacation, or release within ten (10) days of its recording.

5. Helow Grant of Temporary Construction Easement. On the Effective Date of this Agreement, the Parties hereby acknowledge and agree that Helow shall execute and deliver to the County a temporary construction easement (the “**Temporary Construction Easement**”) over a portion of the Helow Property as more particularly described in Exhibit “F” attached hereto and incorporated herein by reference (the “**Temporary Construction Easement Area**”). The

Temporary Construction Easement shall be in substantially the same form as the document attached hereto as Exhibit "G".

6. Insurance. The County shall (or shall cause its contractors to) keep in full force and effect a general liability insurance policy with limits not less than One Million and No/100 Dollars (\$1,000,000.00) per occurrence and Two Million and No/100 Dollars (\$2,000,000.00) in the aggregate, and which will insure Helow against injury or damage to persons or property which occurs in connection with the construction of the Access Road Improvements and the exercise of the rights granted to the County under this Agreement, including, without limitation, the Temporary Construction Easement.

7. Notwithstanding, County's obligations are limited as set forth in Section 768.28, Florida Statutes, and nothing in this Agreement shall be construed to extend the liabilities of the County beyond that provided in Section 768.28, Florida Statutes or be deemed as a waiver of County's sovereign immunity beyond that provided in Section 768.28, Florida Statutes. Nothing hereby shall inure to the benefit of any third party for any purpose, including but not limited to, anything that might allow claims otherwise barred by sovereign immunity or operation of law.

8. Notices. All notices required or allowed by this Agreement shall be in writing and delivered (i) in person, (ii) by third party courier (including overnight courier service such as Federal Express), (iii) by email with confirmation of delivery, or (iv) by certified mail, return receipt requested, postage prepaid, addressed to the party or person to whom notice is to be given, at the following addresses:

TO THE COUNTY:

St. Johns County Board of County Commissioners
Attn: County Administrator
500 San Sebastian View
St. Augustine, Florida 32084
E-mail: jqandrews@sjcfl.us

WITH A COPY TO:

St. Johns County Board of County Commissioners
Attn: County Attorney
500 San Sebastian View
St. Augustine, Florida 32084
E-mail: ltaylor@sjcfl.us

TO HELOW:

Helow Properties, Ltd.
Attn: Joseph Helow
7545 Centurion Parkway, Suite 102
Jacksonville, Florida 32256
Telephone: (904) 642-7030
E-mail: jhelow@bellsouth.net

WITH A COPY TO:
Chris R. Strohmenger, Esq.
Burr & Forman LLP
50 N. Laura Street, Suite 3000
Jacksonville, Florida 32202
Email: cstrohmenger@burr.com

Notice shall be deemed to have been given upon the earlier of: (i) receipt by recipient, if delivered personally; (ii) the day following delivery to a nationally recognized courier (such as FedEx) if marked and prepaid for overnight delivery; (iii) upon electronic confirmation of delivery, if delivered by email, or (iv) three (3) business days after deposit, if sent by certified mail, return receipt requested, postage prepaid.

9. No Waiver. No failure by either party to insist upon the strict performance of any term of this Agreement, no failure to exercise any right or remedy, and no payment or acceptance of any full or partial payment, will constitute a waiver of any breach or default by the other party.

10. Default. Upon a breach or default by any party, the non-defaulting parties shall have all remedies available under applicable law or equity, including the right to enforce this Agreement against the any other party by suit for specific performance.

11. Force Majeure. No party shall be deemed to be in default in the performance of any obligation under this Agreement in the event that, and only for as long as, the performance of any such obligation is prevented, delayed, or hindered by pandemic, Act of God, fire, earthquake, flood, hurricanes and tropical storms, explosion, extraordinary action of the elements, war, invasion, insurrection, terrorism, riot, mob violence, sabotage, inability to procure or general shortage of labor, equipment, facilities, materials or supplies in the open market, failure of transportation, strike, lockout, action of labor unions, condemnation, requisition, law, order of government or civil, military or naval authorities, governmental action or inaction (including, without limitation, unreasonable delay in performing the inspection of the Access Road Improvements or the issuance of any license, permit, or Approval), or any delay in inspection or approvals not caused by the County whether reasonable or not, or any other cause, whether similar or dissimilar to the foregoing, not within the reasonable control of such party (each, a “**Force Majeure Event**” and collectively, “**Force Majeure Events**”); provided, however (for the avoidance of doubt) a party’s lack of funds or financial inability to pay any monetary obligation shall never be deemed a Force Majeure Event.

12. Authority.

(a) Helow. Helow’s execution and delivery of this Agreement has been authorized by Helow, in accordance with all applicable laws and its organizational documents, and all other actions required to be taken to authorize execution of this Agreement and Helow’s performance of all obligations hereunder have been duly and regularly taken. Furthermore, the individual executing this Agreement on behalf of Helow is the duly elected, qualified and acting officer or authorized person as indicated; and the execution of this Agreement by said individual is authorized by and binding on Helow.

(b) County. The County represents to Helow that the execution and delivery of this Agreement has been duly authorized by all necessary action on the part of the County's Board of County Commissioners, in accordance with all applicable laws and all other actions required to be taken to authorize execution of this Agreement and the County's performance of all obligations hereunder have been duly and regularly taken. Furthermore, the individual executing this Agreement on behalf of the County is the duly elected, qualified or authorized person as indicated; and the execution of this Agreement by said individual is authorized by and binding on the County.

13. Miscellaneous.

(a) Relationship of Parties. Nothing contained in this Agreement may be deemed or construed, either by the parties hereto or by any third party, to create the relationship of principal and agent, or to create any partnership, joint venture, or other association between or among any of the parties.

(b) Exhibits Incorporated. Each exhibit attached to and referred to in this Agreement is hereby incorporated by reference as though set forth in full where referred to herein.

(c) No Third Party Beneficiary. This Agreement is made solely and specifically by and for the benefit of the parties hereto, and their permitted successors and assigns. No other person has any rights, interest, or claims hereunder, or has any benefits under or on account of this Agreement as a third party beneficiary or otherwise.

(d) No Recordation. This Agreement shall not be recorded.

(e) Waiver of Jury Trial. THE PARTIES HERETO KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE THE RIGHT TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION BASED HEREON, ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT OR ANY DOCUMENTS CONTEMPLATED TO BE EXECUTED IN CONNECTION HERewith, OR ANY COURSE OF CONDUCT, COURSE OF DEALINGS, STATEMENTS (WHETHER ORAL OR WRITTEN) OR ANY ACTIONS OF EITHER PARTY ARISING OUT OF OR RELATED IN ANY MANNER WITH THIS AGREEMENT.

14. Assignment. This Agreement shall be binding and inure to the benefit of the successors and permitted assigns of the Parties. This Agreement shall not be assigned by any Party without the consent of the other Party, except that Helow may assign its Reconveyance Right, to any successor-in-interest to the Helow Property or any portion thereof.

15. Termination. This Agreement shall terminate upon Completion of the Access Road Improvements, unless sooner terminated by the Parties in writing. Notwithstanding the foregoing to the contrary, any provisions of this Agreement expressly intended to survive such termination shall survive termination.

16. Counterparts/Facsimile Execution. An executed facsimile copy shall be an acceptable form of acceptance of this Agreement. This Agreement may be executed by the parties hereto individually or in combination, in one or more counterparts, each of which shall be an original and all of which will constitute one and the same Agreement.

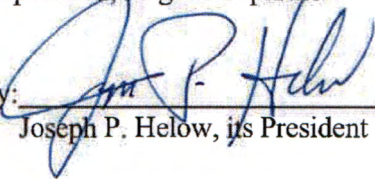
(Signatures appear on the following pages)

IN WITNESS WHEREOF, the undersigned have set their hands and seals as of the date first above written.

HELOW:

HELOW PROPERTIES, LTD., a Florida limited partnership

By: Marian Services, Inc., a Florida corporation, its general partner

By:  _____
Joseph P. Helow, its President

COUNTY:

**BOARD OF COUNTY COMMISSIONS
ST. JOHNS COUNTY, FLORIDA**

By: _____
Name: Clay Murphy
Title: Chair of the Board of County Commissioners

ATTEST: Print: _____
 Clerk of the Circuit Court and
 Comptroller

Clerk (or Deputy Clerk)

List of Exhibits:

Exhibit “A” – Helow Property

Exhibit “B” – County Property

Exhibit “C” – Access Road Parcel

Exhibit “D” – Special Warranty Deed

Exhibit “E” – Termination of Easement

Exhibit “F” – Temporary Construction Easement Area

Exhibit “G” – Temporary Construction Easement

Exhibit "A"
HELOW PROPERTY

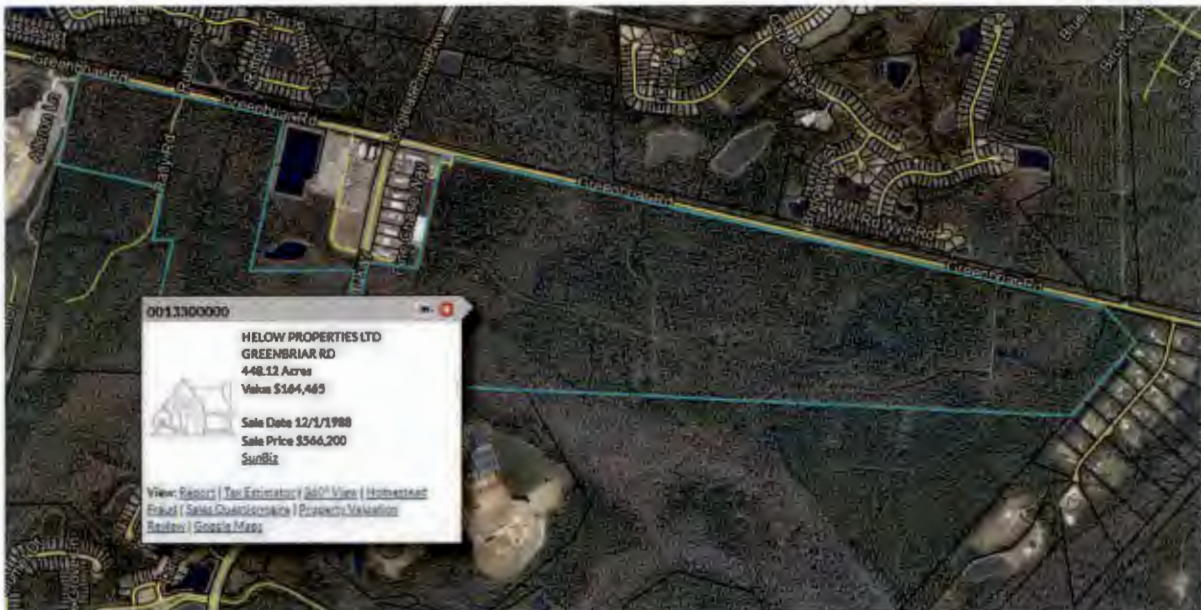


Exhibit "B"
COUNTY PROPERTY

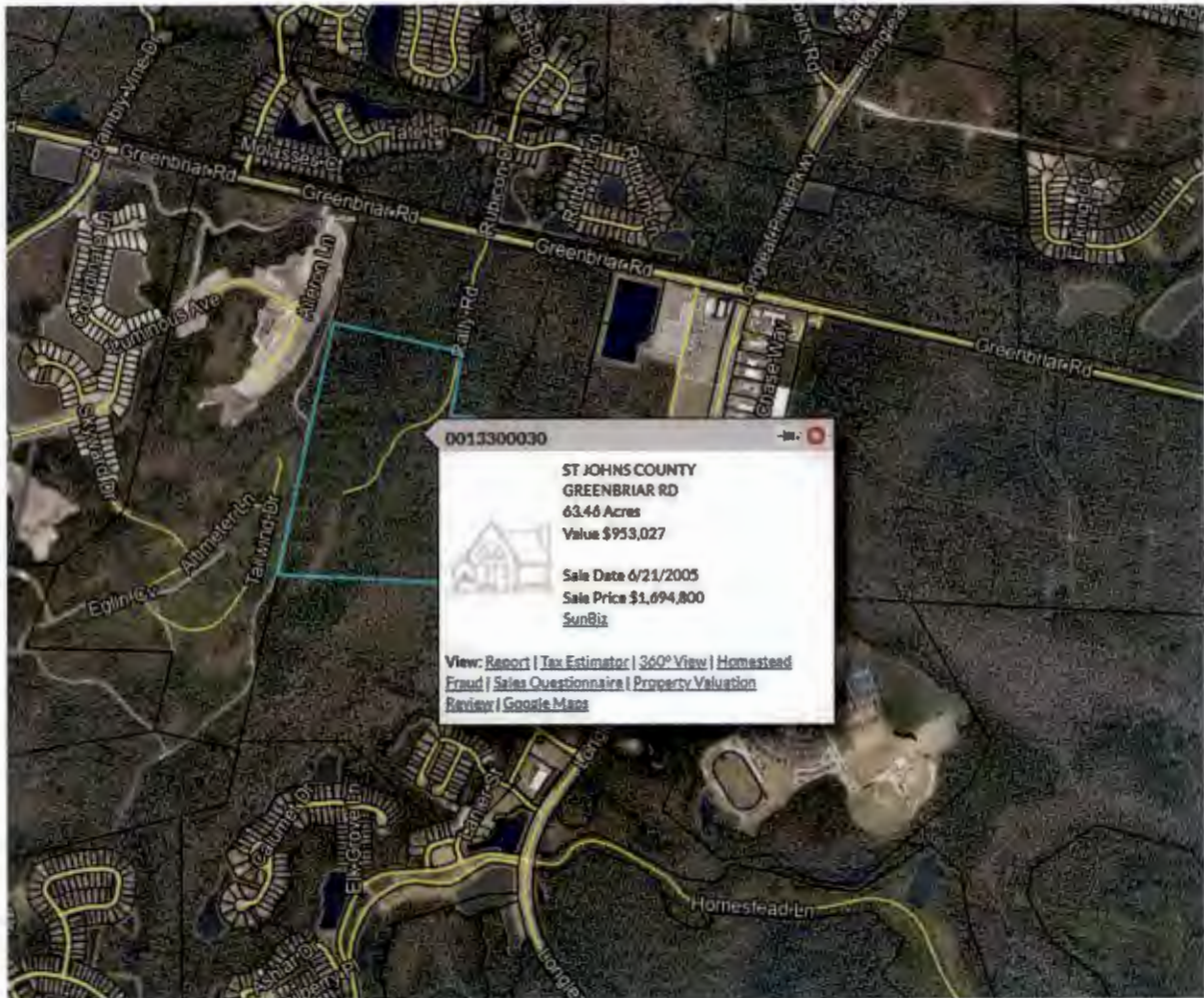
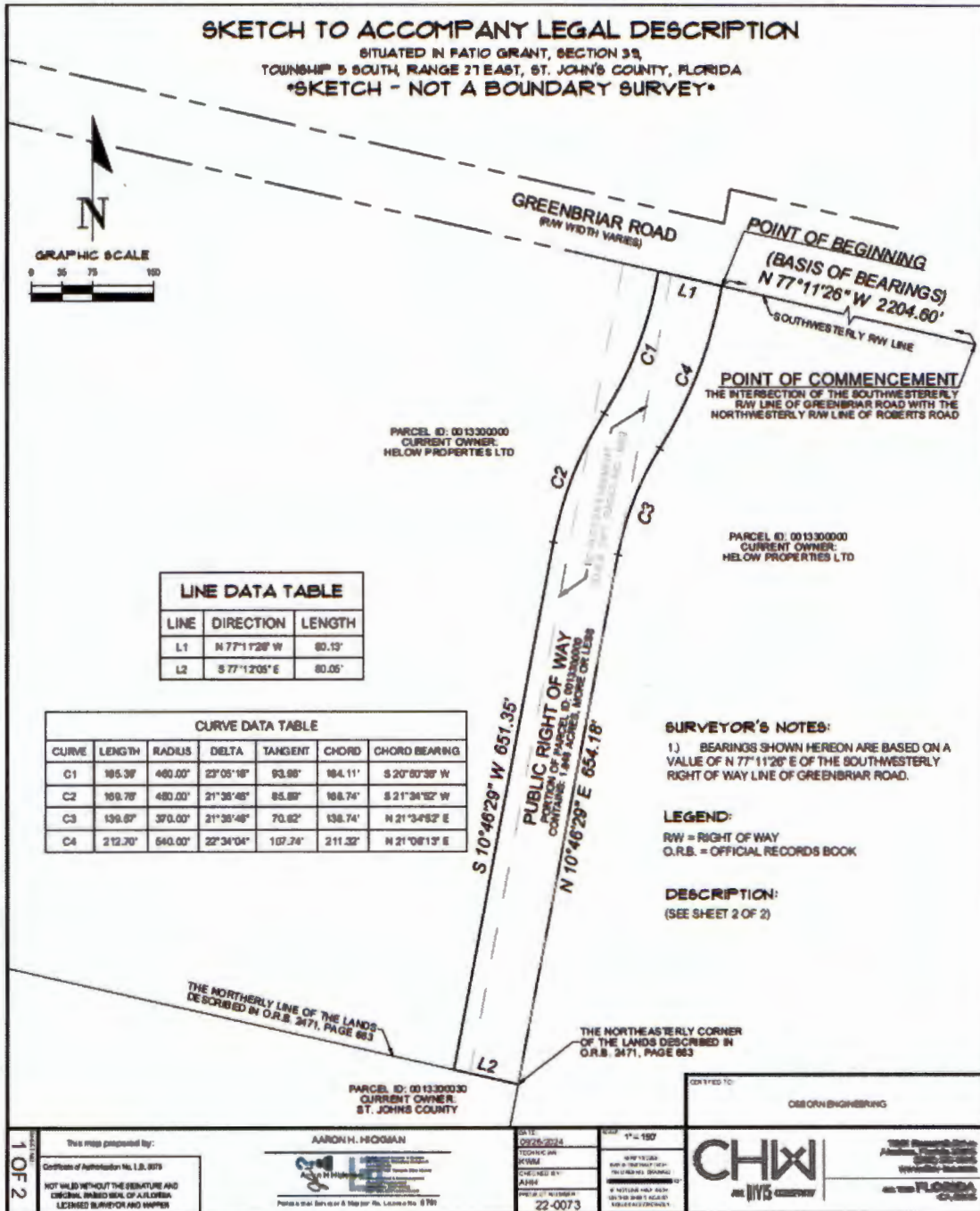


Exhibit "C"
ACCESS ROAD PARCEL



PUBLIC RIGHT OF WAY DESCRIPTION

A PARCEL OF LAND FOR PUBLIC RIGHT OF WAY SITUATED IN FATIO GRANT, SECTION 39, TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHN'S COUNTY, FLORIDA, SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF GREENBRIAR ROAD (HAVING A RIGHT OF WAY WIDTH THAT VARIES) WITH THE NORTHWESTERLY RIGHT OF WAY LINE OF ROBERTS ROAD (HAVING A RIGHT OF WAY WIDTH OF 80 FEET), THENCE NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 2204.80 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE, NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 80.13 FEET TO THE BEGINNING OF A CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 480.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF SOUTH 20°50'36" WEST, 184.11 FEET; THENCE DEPARTING SAID SOUTHWESTERLY RIGHT OF WAY LINE, SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 23°05'18", AN ARC LENGTH OF 185.36 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 450.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF SOUTH 21°34'52" WEST, 168.74 FEET; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 21°36'46", AN ARC LENGTH OF 169.75 FEET TO THE END OF SAID CURVE; THENCE SOUTH 10°46'29" WEST, A DISTANCE OF 651.35 FEET TO THE NORTHERLY LINE OF THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2471, PAGE 683 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH 77°12'05" EAST, ALONG THE NORTHERLY LINE OF SAID LANDS, A DISTANCE OF 80.05 FEET TO THE NORTHEASTERLY CORNER OF SAID LANDS; THENCE NORTH 10°46'29" EAST, A DISTANCE OF 654.18 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 370.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 21°34'52" EAST, 138.74 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 21°36'46", AN ARC LENGTH OF 139.57 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 540.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 21°08'13" EAST, 211.32 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 22°34'04", AN ARC LENGTH OF 212.70 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PUBLIC RIGHT OF WAY CONTAINS: 1.848 ACRES, MORE OR LESS.

ALL AS SHOWN ON THE MAP
ATTACHED HERewith AND MADE
A PART HEREOF

ORDERED TO:

OSBORN ENGINEERING

20 OF 2	This map prepared by: _____ AARON H. HICKMAN	DATE: 09-26-2024	CHWI <small>ALL IN ITS OBSERVANCE</small>	THIS DOCUMENT IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RABBIT SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER
	Certificate of Authorization No. L.S. 6579	DRAWN BY: KIM		
NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RABBIT SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER		CHECKED BY: AHH		DATE: 09-26-2024
SEE SHEET ONE OF TWO		PROJECT NUMBER: 22-0073		DATE: 09-26-2024
Florida State Surveyor & Mapper Registration No. 6781		PROJECT NUMBER: 22-0073		DATE: 09-26-2024

Exhibit "D"

Prepared By/Record and Return To:
Chris R. Strohmeier, Esq.
Burr & Forman LLP
50 N. Laura Street, Suite 3000
Jacksonville, Florida 32202

NOTE TO CLERK: This deed evidences a conveyance of unencumbered property from Grantor to Grantee for no consideration other than nominal consideration (\$10.00) and is subject only to minimum documentary stamp taxes pursuant to Florida Administrative Code Rules 12B-4.012(6) and 12B-4.014(2).

SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED made this _____ day of _____, 2026, by **HELOW PROPERTIES, LTD.**, a Florida limited partnership (the "Grantor"), whose address is 7545 Centurion Parkway, Suite 102, Jacksonville, Florida 32256, and **ST. JOHNS COUNTY, FLORIDA**, a political subdivision of the State of Florida (the "Grantee"), whose address is 500 San Sebastian View, St. Augustine, Florida 32084 (wherever used herein, the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations):

WITNESSETH:

That the said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other valuable consideration, the receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the said Grantee, its heirs, legal representatives, successors and assigns forever, the following described land (the "Land"), situate, lying and being in St. Johns County, Florida:

See Exhibit "A" attached hereto and
by this reference made a part hereof.

Property Appraiser's Parcel ID Number: A portion of 0013300000

together with all tenements, hereditaments and appurtenances of Grantor belonging or in any wise appertaining to the Land (collectively, the "Property"). No consideration of any type or kind, monetary or otherwise, has been provided to Grantor or any other party in connection with the conveyance herein evidenced. Grantee hereby acknowledges and agrees that the Property shall be used solely for the construction and development of an access road, together with all related utilities, curbing, striping and signage thereon and therein.

TO HAVE AND TO HOLD, the same in fee simple forever.

The Grantor hereby covenants with Grantee, except as set forth herein, that at the time of the delivery of this deed, the Property was free from all encumbrances made by it, and that it will warrant and defend the title to the land against the lawful claims of all persons claiming by, through or under the Grantor, but against none other. This conveyance is made subject only to taxes accruing subject to December 31, 2025, and any reservations, restrictions, and easements of record.

IN WITNESS WHEREOF, the said Grantor has caused this instrument to be executed on the day and year first above written.

Signed, sealed and delivered in the presence of:

Print Name: _____

Address: _____

Print Name: _____

Address: _____

GRANTOR:

HELOW PROPERTIES, LTD., a Florida limited partnership

By: Marian Services, Inc., a Florida corporation, its general partner

By: _____
Joseph P. Helow, its President

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2026, by Joseph P. Helow, the President of Marian Services, Inc., a Florida corporation, the general partner of **HELOW PROPERTIES, LTD.**, a Florida limited partnership, on behalf of the partnership. He (*check one*) is personally known to me, or has produced a valid driver's license as identification.

Print Name: _____

Notary Public, State and County Aforesaid

My Commission Expires: _____

Commission Number: _____

Exhibit "A"

PUBLIC RIGHT OF WAY DESCRIPTION

A PARCEL OF LAND FOR PUBLIC RIGHT OF WAY SITUATED IN FATIO GRANT, SECTION 39, TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHN'S COUNTY, FLORIDA, SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF GREENBRIAR ROAD (HAVING A RIGHT OF WAY WIDTH THAT VARIES) WITH THE NORTHWESTERLY RIGHT OF WAY LINE OF LONGLEAF PINE PARKWAY, FORMERLY KNOWN AS ROBERTS ROAD (HAVING A RIGHT OF WAY WIDTH OF 80 FEET), THENCE NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 2204.60 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE, NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 80.13 FEET TO THE BEGINNING OF A CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 460.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF SOUTH 20°50'36" WEST, 184.11 FEET; THENCE DEPARTING SAID SOUTHWESTERLY RIGHT OF WAY LINE, SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 23°05'18", AN ARC LENGTH OF 185.36 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 450.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF SOUTH 21°34'52" WEST, 168.74 FEET; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 21°36'46", AN ARC LENGTH OF 169.75 FEET TO THE END OF SAID CURVE; THENCE SOUTH 10°46'29" WEST, A DISTANCE OF 651.35 FEET TO THE NORTHERLY LINE OF THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2471, PAGE 683 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH 77°12'05" EAST, ALONG THE NORTHERLY LINE OF SAID LANDS, A DISTANCE OF 80.05 FEET TO THE NORTHEASTERLY CORNER OF SAID LANDS; THENCE NORTH 10°46'29" EAST, A DISTANCE OF 654.18 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 370.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 21°34'52" EAST, 138.74 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 21°36'46", AN ARC LENGTH OF 139.57 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 540.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 21°06'13" EAST, 211.32 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 22°34'04", AN ARC LENGTH OF 212.70 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PUBLIC RIGHT OF WAY CONTAINS: 1.848 ACRES, MORE OR LESS.

ALL AS SHOWN ON THE MAP
ATTACHED HERewith AND MADE
A PART HEREOF

CERTIFIED TO:

ST. JOHN'S COUNTY
OSBORN ENGINEERING

SHEET NO.
2 OF 2

This map prepared by:

AARON H. HICKMAN

SEE SHEET ONE OF TWO

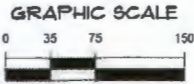
Professional Surveyor & Mapper Fla License No. 6791

DATE:
02/06/2025
TECHNICIAN:
KWM
CHECKED BY:
AHH
PROJECT NUMBER:
22-0073

NIVIS
11801 Research Drive
Alachua, Florida 32615
(352)331-1976
www.NVIS.com
LB-8246

SKETCH TO ACCOMPANY LEGAL DESCRIPTION

SITUATED IN FATIO GRANT, SECTION 39,
TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHN'S COUNTY, FLORIDA
SKETCH - NOT A BOUNDARY SURVEY



GREENBRIAR ROAD
(R/W WIDTH VARIES)

POINT OF BEGINNING
(BASIS OF BEARINGS)
N 77°11'26" W 2204.60'

SOUTHWESTERLY R/W LINE

POINT OF COMMENCEMENT
THE INTERSECTION OF THE SOUTHWESTERLY
R/W LINE OF GREENBRIAR ROAD WITH THE
NORTHWESTERLY R/W LINE OF LONGLEAF PINE
PARKWAY (FORMERLY KNOWN AS ROBERTS ROAD)

PARCEL ID: 0013300000
CURRENT OWNER:
HELOW PROPERTIES LTD

PARCEL ID: 0013300000
CURRENT OWNER:
HELOW PROPERTIES LTD

LINE DATA TABLE

LINE	DIRECTION	LENGTH
L1	N 77°11'26" W	80.13'
L2	S 77°12'05" E	80.05'

CURVE DATA TABLE

CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	CHORD BEARING
C1	185.36'	460.00'	23°05'18"	93.96'	184.11'	S 20°50'36" W
C2	169.75'	450.00'	21°36'46"	85.89'	168.74'	S 21°34'52" W
C3	139.57'	370.00'	21°36'46"	70.62'	138.74'	N 21°34'52" E
C4	212.70'	540.00'	22°34'04"	107.74'	211.32'	N 21°06'13" E

PUBLIC RIGHT OF WAY
PORTION OF PARCEL ID: 0013300000
CONTAINS: 1.848 ACRES, MORE OR LESS

S 10°46'29" W 651.35'

N 10°46'29" E 654.18'

SURVEYOR'S NOTES:

1.) BEARINGS SHOWN HEREON ARE BASED ON A
VALUE OF N 77°11'26" E OF THE SOUTHWESTERLY
RIGHT OF WAY LINE OF GREENBRIAR ROAD.

LEGEND:

R/W = RIGHT OF WAY
O.R.B. = OFFICIAL RECORDS BOOK

DESCRIPTION:

(SEE SHEET 2 OF 2)

THE NORTHERLY LINE OF THE LANDS
DESCRIBED IN O.R.B. 2471, PAGE 683

THE NORTHEASTERLY CORNER
OF THE LANDS DESCRIBED IN
O.R.B. 2471, PAGE 683

PARCEL ID: 0013300030
CURRENT OWNER:
ST. JOHN'S COUNTY

CERTIFIED TO:

ST. JOHN'S COUNTY
OSBORN ENGINEERING

SHEET 1 OF 2

This map prepared by:

AARON H. HICKMAN

Certificate of Authorization No. L.B. 8246

NOT VALID WITHOUT THE SIGNATURE AND
ORIGINAL RAISED SEAL OF A FLORIDA
LICENSED SURVEYOR AND MAPPER

Professional Surveyor & Mapper Fla. License No. 6791

DATE:
02/08/2025

TECHNICIAN:
KWM

CHECKED BY:
AHH

PROJECT NUMBER:
22-0073

SCALE:
1" = 150'

VERBATIM SCALE
BASED ON ONE INCH EQUAL TO
ONE HUNDRED FIFTY FEET
IF ANY ONE INCH SCALE
ON THIS SHEET, ALL OTHER
SCALES ACCORDINGLY

NIVIS

11801 Research Drive
Alachua, Florida 32615
(352)331-1976
www.NIVIS.com

LB-8246

Exhibit "E"

Prepared by:
St. Johns County
500 San Sebastian View
St. Augustine, Florida 32084

TERMINATION OF EASEMENT

This **TERMINATION OF EASEMENT** is made this ____ day of _____, 2026, by **ST. JOHNS COUNTY, FLORIDA**, a political subdivision of the State of Florida, whose address is 500 San Sebastian View, St. Augustine, Florida 32084, (hereinafter "County") and **HELOW PROPERTIES, LTD.**, a Florida limited partnership, (hereinafter "Helow"), whose address is 7545 Centurion Parkway, Suite 102, Jacksonville, Florida, 32256.

RECITALS:

WHEREAS, County and Helow are parties that certain 60' foot Access Easement (the "Easement") recited in Corporate Warranty Deed dated June 21, 2005, and recorded in Official Records Book 2471, page 683, of the public records of St. Johns County, Florida; and

WHEREAS, the parties desire to terminate the Easement.

WITNESSETH:

NOW, THEREFORE, in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

Termination of Easement

The Easement is hereby terminated and, from and after the date of this instrument, the Easement shall be of no further force and effect, as to the property described and attached herein.

Signed, sealed and delivered
in the presence of:

Print Name: _____

Address: _____

Print Name: _____

Address: _____

GRANTEE:

**BOARD OF COUNTY COMMISSIONERS
ST. JOHNS COUNTY, FLORIDA**

By: _____
Clay Murphy, its Chairman

ATTEST

Print: _____
Clerk of the Circuit Court and Comptroller

Clerk (or Deputy Clerk)

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2026, by Clay Murphy, Chair of the St. Johns County Board of County Commissioners. He (*check one*) is personally known to me, or has produced a valid driver's license as identification.

Print Name: _____
Notary Public, State and County Aforesaid
My Commission Expires: _____
Commission Number: _____

WITNESSES:

HELOW PROPERTIES, LTD., a Florida limited partnership

Sign
Print Name: _____
Address: _____

By: Marian Services, Inc., a Florida corporation,
its general partner

By: _____
Joseph P. Helow, President

Sign
Print Name: _____
Address: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2026, by Joseph P. Helow, in his capacity as the President of Marian Services, Inc., a Florida corporation, as the General Partner of Helow Properties, Ltd., a Florida limited partnership, on behalf of the corporation and partnership.

Notary Public
My Commission Expires: _____

Personally Known or Produced Identification
Type of Identification Produced

Exhibit "F"
TEMPORARY CONSTRUCTION EASEMENT AREA

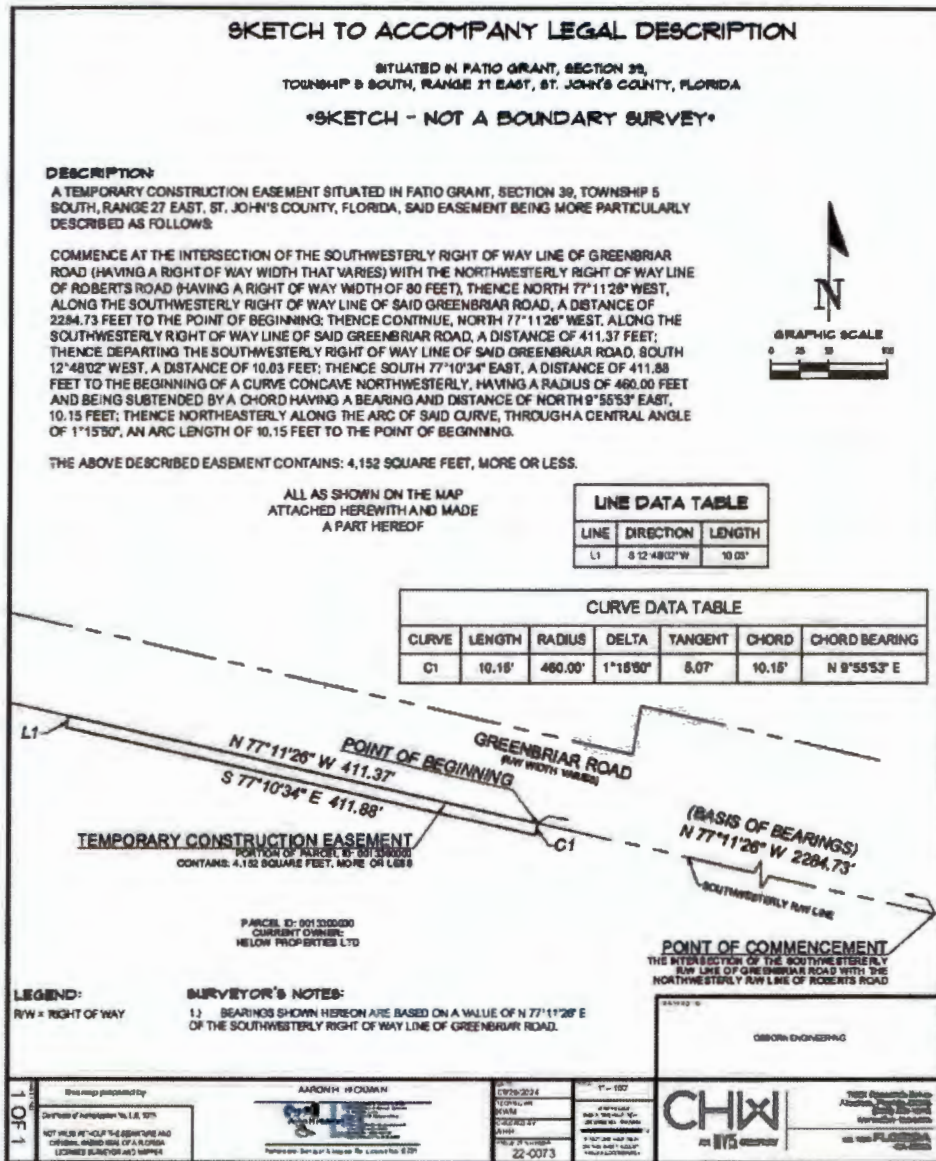


Exhibit "G"

Prepared by and return to:
Chris R. Strohmenger, Esq.
Burr & Forman LLP
50 N. Laura Street, Suite 3000
Jacksonville, Florida 32202

TEMPORARY CONSTRUCTION EASEMENT

THIS TEMPORARY CONSTRUCTION EASEMENT (this "Agreement") is made as of the ____ day of _____, 2026, by **HELOW PROPERTIES, LTD.**, a Florida limited partnership ("Grantor") and **ST. JOHNS COUNTY, FLORIDA**, a political subdivision of the State of Florida (collectively, "Grantee").

WITNESSETH:

A. Grantor is the owner of that certain real property located in St. Johns County, Florida, as more particularly described on Exhibit "A" attached hereto (the "Grantor Property").

B. Grantee is the owner of that certain real property located in St. Johns County, Florida, as more particularly described on Exhibit "B" attached hereto (the "Grantee Property"; together with the Grantor Property, the "Property").

C. Grantor and Grantee are parties to that certain Roadway Conveyance and Development Agreement dated _____, 2026 (the "Agreement"), pursuant to which Grantee has agreed to construct an access road and related improvements over the TCE Property (defined below) (the "Access Road Improvements").

D. In connection with the Agreement, Grantee desires a temporary construction easement over a portion of the Grantor Property as more particularly described on Exhibit "C" attached hereto (the "TCE Property").

E. Accordingly, Grantor is entering into this Agreement to provide Grantee with a temporary access and construction easement over the TCE Property to enable Grantee to complete the Access Road Improvements as set forth in the Agreement.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Recitals. The parties hereby confirm that the above-stated Recitals are true and correct.

2. Temporary Construction Easement. Grantor hereby grants to Grantee and Grantee's successors, assigns, contractors and designees, a temporary, non-exclusive easement on, under, over and across the TCE Property for ingress, egress and construction purposes, as reasonably necessary to complete the Access Road Improvements (the "Temporary Construction Easement").

3. Termination. The foregoing Temporary Construction Easement shall automatically terminate and be of no further force and effect upon the Completion (defined below) of the Access Road Improvements. "Completion" shall mean that the Access Road Improvements shall be completed and approved by the County, the St. Johns River Water Management District, and all applicable governmental agencies having jurisdiction over the Access Road Improvements.

4. Running of Benefits and Burdens. All provisions of this instrument, including the benefits and burdens, run with the land and are binding upon and inure to the heirs, successors and assigns of the parties hereto.

5. Enforcement; Attorney's Fees. In the event of any default under this instrument, the party not in default shall be entitled to any and all remedies available at law or in equity, including but not limited to an injunction or specific performance. Any party which prevails in any such litigation to enforce the provisions hereof shall recover as part of its costs a reasonable attorney's fee, together with such other reasonable costs and reasonable expenses as the court deems appropriate.

6. Waiver. No waiver of any of the provisions hereof shall be effective unless it is in writing and signed by the party against whom the waiver is asserted. Any such written waiver shall be applicable only to the specific instance to which it relates and shall not be deemed to be a continuing waiver or waiver of any future matter.

7. Governing Law. This Agreement shall be interpreted under and governed by the laws of the State of Florida. Venue for any legal proceedings hereunder shall be exclusively in St. Johns County, Florida.

(Signature page to follow.)

IN WITNESS WHEREOF, Grantor and Grantee have executed this Agreement as of the date first written above.

Signed, sealed and delivered
in the presence of:

Print Name: _____

Address: _____

Print Name: _____

Address: _____

GRANTOR:

HELOW PROPERTIES, LTD., a Florida
limited partnership

By: Marian Services, Inc., a Florida corporation,
its general partner

By: _____
Joseph P. Helow, its President

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2026, by Joseph P. Helow, the President of Marian Services, Inc., a Florida corporation, the General Partner of **HELOW PROPERTIES, LTD.**, a Florida limited partnership, on behalf of the partnership. He (*check one*) is personally known to me, or has produced a valid driver's license as identification.

Print Name: _____
Notary Public, State and County Aforesaid
My Commission Expires: _____
Commission Number: _____

Exhibit "A"
HELOW PROPERTY

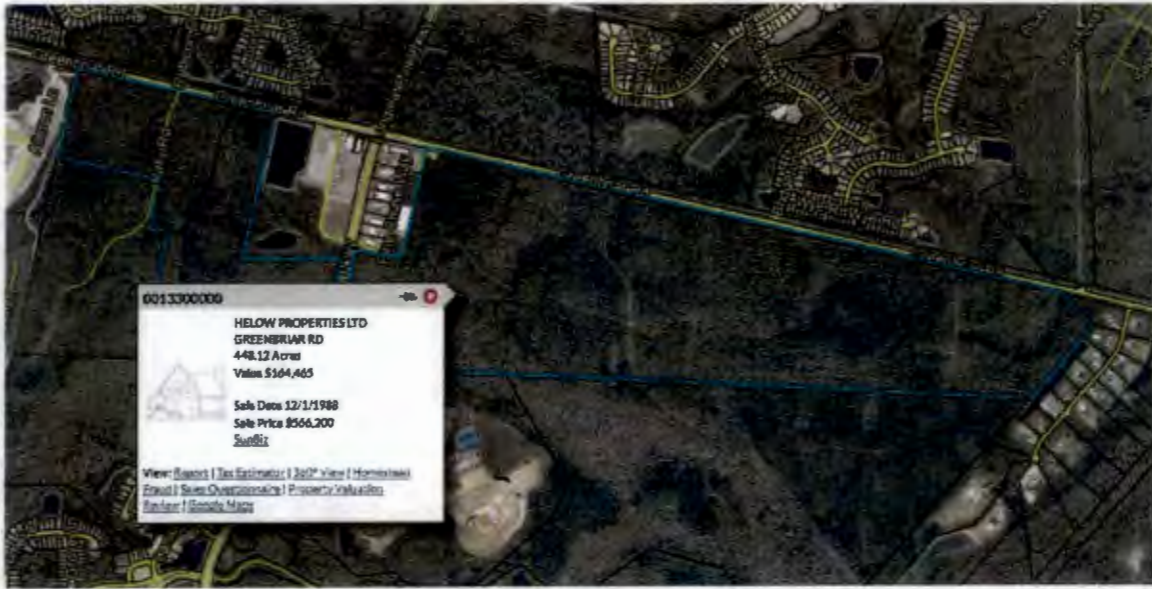
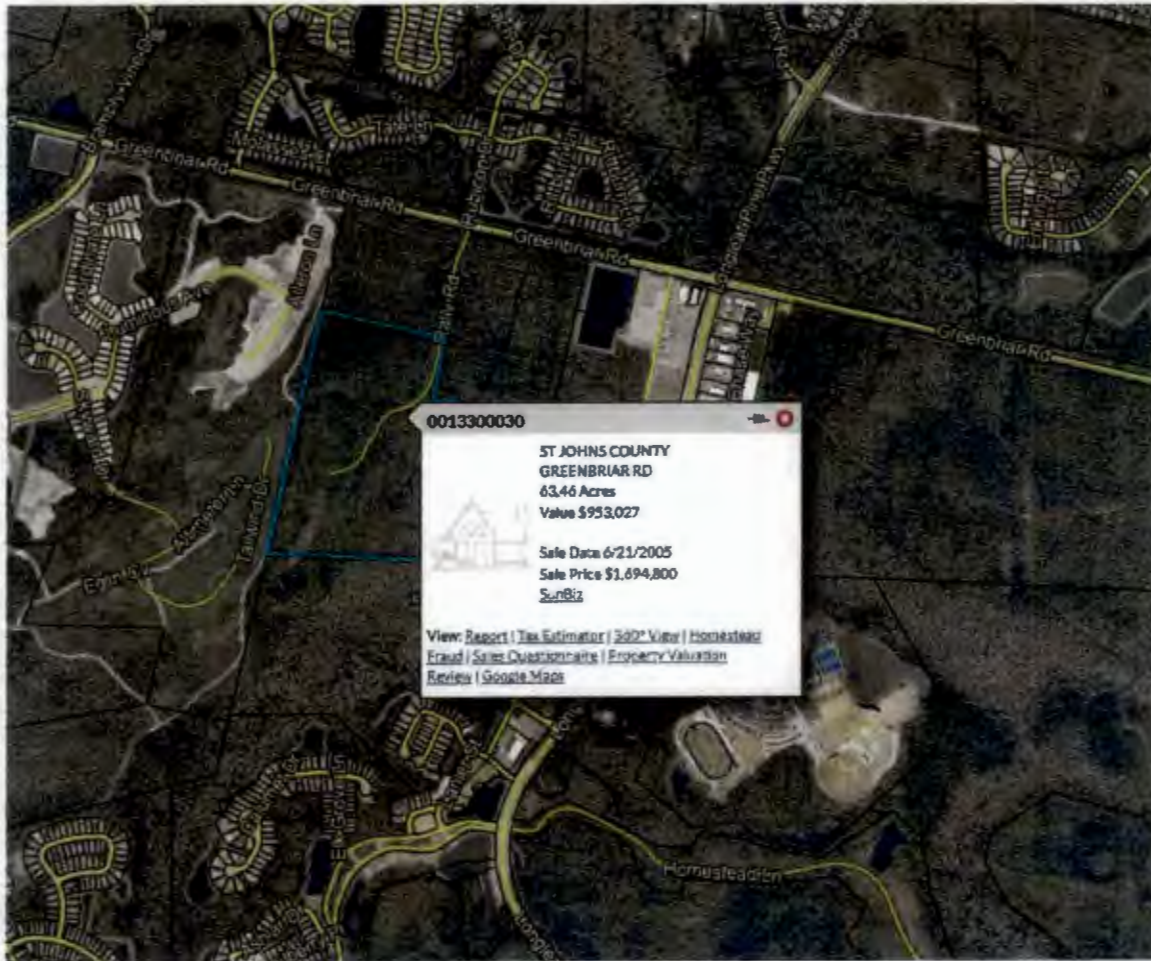


Exhibit "B"
COUNTY PROPERTY



SKETCH TO ACCOMPANY LEGAL DESCRIPTION

SITUATED IN FATIO GRANT, SECTION 39,
TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHN'S COUNTY, FLORIDA

SKETCH - NOT A BOUNDARY SURVEY

DESCRIPTION:

A TEMPORARY CONSTRUCTION EASEMENT SITUATED IN FATIO GRANT, SECTION 39, TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHN'S COUNTY, FLORIDA, SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

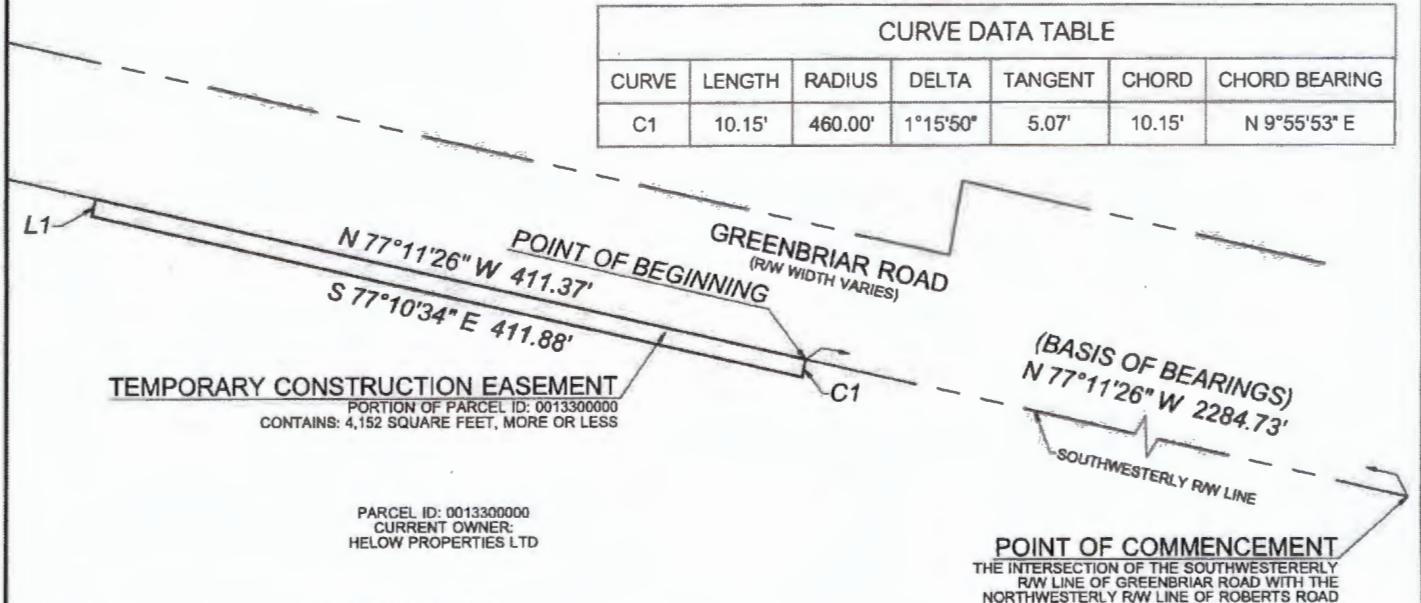
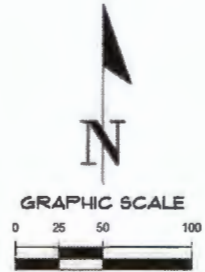
COMMENCE AT THE INTERSECTION OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF GREENBRIAR ROAD (HAVING A RIGHT OF WAY WIDTH THAT VARIES) WITH THE NORTHWESTERLY RIGHT OF WAY LINE OF ROBERTS ROAD (HAVING A RIGHT OF WAY WIDTH OF 80 FEET), THENCE NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 2284.73 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE, NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 411.37 FEET; THENCE DEPARTING THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, SOUTH 12°48'02" WEST, A DISTANCE OF 10.03 FEET; THENCE SOUTH 77°10'34" EAST, A DISTANCE OF 411.88 FEET TO THE BEGINNING OF A CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 460.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 9°55'53" EAST, 10.15 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 1°15'50", AN ARC LENGTH OF 10.15 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED EASEMENT CONTAINS: 4,152 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON THE MAP
ATTACHED HEREWITH AND MADE
A PART HEREOF

LINE DATA TABLE		
LINE	DIRECTION	LENGTH
L1	S 12°48'02" W	10.03'

CURVE DATA TABLE						
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	CHORD BEARING
C1	10.15'	460.00'	1°15'50"	5.07'	10.15'	N 9°55'53" E



TEMPORARY CONSTRUCTION EASEMENT
PORTION OF PARCEL ID: 0013300000
CONTAINS: 4,152 SQUARE FEET, MORE OR LESS

PARCEL ID: 0013300000
CURRENT OWNER:
HELOW PROPERTIES LTD

POINT OF COMMENCEMENT
THE INTERSECTION OF THE SOUTHWESTERLY
R/W LINE OF GREENBRIAR ROAD WITH THE
NORTHWESTERLY R/W LINE OF ROBERTS ROAD

LEGEND:

R/W = RIGHT OF WAY

SURVEYOR'S NOTES:

1.) BEARINGS SHOWN HEREON ARE BASED ON A VALUE OF N 77°11'26" E OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF GREENBRIAR ROAD.

CERTIFIED TO:

OSBORN ENGINEERING

SHEET NO. 1 OF 1	This map prepared by: AARON H. HICKMAN	DATE: 09/26/2024	SCALE: 1" = 100'		1801 Research Drive Alachua, Florida 32615 (352) 331-1976 www.chw-inc.com est. 1976 FLORIDA CA-5075
	Certificate of Authorization No. L.B. 5075 NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER	PROFESSIONAL SURVEYOR & MAPPER Fla. License No. 6791	TECHNICIAN: KWM CHECKED BY: AHH PROJECT NUMBER: 22-0073		

Exhibit "B" to Resolution

Prepared By/Record and Return To:
Chris R. Strohmenger, Esq.
Burr & Forman LLP
50 N. Laura Street, Suite 3000
Jacksonville, Florida 32202

NOTE TO CLERK: This deed evidences a conveyance of unencumbered property from Grantor to Grantee for no consideration other than nominal consideration (\$10.00) and is subject only to minimum documentary stamp taxes pursuant to Florida Administrative Code Rules 12B-4.012(6) and 12B-4.014(2).

SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED made this 20th day of April 2026, by **HELOW PROPERTIES, LTD.**, a Florida limited partnership (the "Grantor"), whose address is 7545 Centurion Parkway, Suite 102, Jacksonville, Florida 32256, and **ST. JOHNS COUNTY, FLORIDA**, a political subdivision of the State of Florida (the "Grantee"), whose address is 500 San Sebastian View, St. Augustine, Florida 32084 (wherever used herein, the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations):

W I T N E S E T H:

That the said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other valuable consideration, the receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the said Grantee, its heirs, legal representatives, successors and assigns forever, the following described land (the "Land"), situate, lying and being in St. Johns County, Florida:

See Exhibit "A" attached hereto and
by this reference made a part hereof.

Property Appraiser's Parcel ID Number: A portion of 0013300000

together with all tenements, hereditaments and appurtenances of Grantor belonging or in any wise appertaining to the Land (collectively, the "Property"). No consideration of any type or kind, monetary or otherwise, has been provided to Grantor or any other party in connection with the conveyance herein evidenced. Grantee hereby acknowledges and agrees that the Property shall be used solely for the construction and development of an access road, together will all related utilities, curbing, striping and signage thereon and therein.

TO HAVE AND TO HOLD, the same in fee simple forever.

The Grantor hereby covenants with Grantee, except as set forth herein, that at the time of the delivery of this deed, the Property was free from all encumbrances made by it, and that it will warrant and defend the title to the land against the lawful claims of all persons claiming by, through or under the Grantor, but against none other. This conveyance is made subject only to taxes accruing subject to December 31, 2025, and any reservations, restrictions, and easements of record.

IN WITNESS WHEREOF, the said Grantor has caused this instrument to be executed on the day and year first above written.

Signed, sealed and delivered in the presence of:

GRANTOR:

HELOW PROPERTIES, LTD., a Florida limited partnership

Print Name: Chris L. Strohmenger

By: Marian Services, Inc., a Florida corporation, its general partner

Address: 50 N Laura St., Ste 3000
Jacksonville, FL 32202

By: [Signature]
Joseph P. Helow, its President

Print Name: Lauren Washburn

Address: 50 N Laura St., Ste 3000
Jacksonville, FL 32202

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 20th day of April, 2026, by Joseph P. Helow, the President of Marian Services, Inc., a Florida corporation, the general partner of **HELOW PROPERTIES, LTD.**, a Florida limited partnership, on behalf of the partnership. He (check one) is personally known to me, or has produced a valid driver's license as identification.



[Signature]
Print Name: Lauren E. Washburn
Notary Public, State and County Aforesaid
My Commission Expires: March 12, 2030
Commission Number: HH778464

Exhibit "A"

PUBLIC RIGHT OF WAY DESCRIPTION

A PARCEL OF LAND FOR PUBLIC RIGHT OF WAY SITUATED IN FATIO GRANT, SECTION 39, TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHN'S COUNTY, FLORIDA, SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF GREENBRIAR ROAD (HAVING A RIGHT OF WAY WIDTH THAT VARIES) WITH THE NORTHWESTERLY RIGHT OF WAY LINE OF LONGLEAF PINE PARKWAY, FORMERLY KNOWN AS ROBERTS ROAD (HAVING A RIGHT OF WAY WIDTH OF 80 FEET), THENCE NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 2204.60 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE, NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 80.13 FEET TO THE BEGINNING OF A CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 460.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF SOUTH 20°50'36" WEST, 184.11 FEET; THENCE DEPARTING SAID SOUTHWESTERLY RIGHT OF WAY LINE, SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 23°05'18", AN ARC LENGTH OF 185.36 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 450.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF SOUTH 21°34'52" WEST, 168.74 FEET; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 21°36'46", AN ARC LENGTH OF 169.75 FEET TO THE END OF SAID CURVE; THENCE SOUTH 10°46'29" WEST, A DISTANCE OF 651.35 FEET TO THE NORTHERLY LINE OF THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2471, PAGE 683 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH 77°12'05" EAST, ALONG THE NORTHERLY LINE OF SAID LANDS, A DISTANCE OF 80.05 FEET TO THE NORTHEASTERLY CORNER OF SAID LANDS; THENCE NORTH 10°46'29" EAST, A DISTANCE OF 654.18 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 370.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 21°34'52" EAST, 138.74 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 21°36'46", AN ARC LENGTH OF 139.57 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 540.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 21°06'13" EAST, 211.32 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 22°34'04", AN ARC LENGTH OF 212.70 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PUBLIC RIGHT OF WAY CONTAINS: 1.848 ACRES, MORE OR LESS.

ALL AS SHOWN ON THE MAP ATTACHED HEREWITH AND MADE A PART HEREOF

CERTIFIED TO: ST. JOHN'S COUNTY OSBORN ENGINEERING

2 OF 2 SHEET NO. This map prepared by: AARON H. HICKMAN Certificate of Authorization No. L.B. 8246 NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

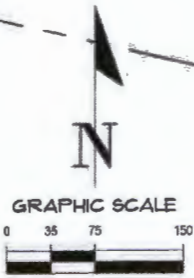
AARON H. HICKMAN SEE SHEET ONE OF TWO Professional Surveyor & Mapper Fla. License No. 8791

DATE: 02/06/2025 TECHNICIAN: KWM CHECKED BY: AHH PROJECT NUMBER: 22-0073

NIVIS 11801 Research Drive Alachua, Florida 32815 (352)331-1978 www.NIVIS.com LB-8246

SKETCH TO ACCOMPANY LEGAL DESCRIPTION

SITUATED IN FATIO GRANT, SECTION 39,
TOWNSHIP 5 SOUTH, RANGE 21 EAST, ST. JOHN'S COUNTY, FLORIDA
SKETCH - NOT A BOUNDARY SURVEY



GREENBRIAR ROAD
(R/W WIDTH VARIES)

POINT OF BEGINNING
(BASIS OF BEARINGS)
N 77°11'26" W 2204.60'
SOUTHWESTERLY R/W LINE

POINT OF COMMENCEMENT
THE INTERSECTION OF THE SOUTHWESTERLY
R/W LINE OF GREENBRIAR ROAD WITH THE
NORTHWESTERLY R/W LINE OF LONGLEAF PINE
PARKWAY (FORMERLY KNOWN AS ROBERTS ROAD)

PARCEL ID: 0013300000
CURRENT OWNER:
HELOW PROPERTIES LTD

PARCEL ID: 0013300000
CURRENT OWNER:
HELOW PROPERTIES LTD

LINE DATA TABLE

LINE	DIRECTION	LENGTH
L1	N 77°11'26" W	80.13'
L2	S 77°12'05" E	80.05'

CURVE DATA TABLE

CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	CHORD BEARING
C1	185.36'	460.00'	23°05'18"	93.96'	184.11'	S 20°50'36" W
C2	169.75'	450.00'	21°36'46"	85.89'	168.74'	S 21°34'52" W
C3	139.57'	370.00'	21°36'46"	70.62'	138.74'	N 21°34'52" E
C4	212.70'	540.00'	22°34'04"	107.74'	211.32'	N 21°06'13" E

S 10°46'29" W 651.35'
PUBLIC RIGHT OF WAY
PORTION OF PARCEL ID: 0013300000
CONTAINS: 1.848 ACRES, MORE OR LESS
N 10°46'29" E 654.18'

SURVEYOR'S NOTES:

1.) BEARINGS SHOWN HEREON ARE BASED ON A
VALUE OF N 77°11'26" E OF THE SOUTHWESTERLY
RIGHT OF WAY LINE OF GREENBRIAR ROAD.

LEGEND:

R/W = RIGHT OF WAY
O.R.B. = OFFICIAL RECORDS BOOK

DESCRIPTION:

(SEE SHEET 2 OF 2)

THE NORTHERLY LINE OF THE LANDS
DESCRIBED IN O.R.B. 2471, PAGE 683

THE NORTHEASTERLY CORNER
OF THE LANDS DESCRIBED IN
O.R.B. 2471, PAGE 683

PARCEL ID: 0013300030
CURRENT OWNER:
ST. JOHNS COUNTY

CERTIFIED TO:

ST. JOHNS COUNTY
OSBORN ENGINEERING

SHEET NO.
1 OF 2

This map prepared by:

AARON H. HICKMAN

Certificate of Authorization No. LB 8246

NOT VALID WITHOUT THE SIGNATURE AND
ORIGINAL RAISED SEAL OF A FLORIDA
LICENSED SURVEYOR AND MAPPER

Professional Surveyor & Mapper Fla. License No. 6781

DATE

02/06/2026

TECHNICIAN:

KWM

CHECKED BY:

AHH

PROJECT NUMBER:

22-0073

SCALE

1" = 150'

VERIFY SCALE

BY: S OR F-PAY S/C-

OR ORIGINAL DRAWING

IF NOT ONE-HALF S/C-

ON THIS SHEET, ADJUST

SCALE ACCORDINGLY

NIVIS

11801 Research Drive
Alachua, Florida 32815
(352)331-1978
www.NIVIS.com

LB-8246

Exhibit "C" to Resolution

Prepared by:
St. Johns County
500 San Sebastian View
St. Augustine, Florida 32084

TERMINATION OF EASEMENT

This **TERMINATION OF EASEMENT** is made this ____ day of _____, 2026, by **ST. JOHNS COUNTY, FLORIDA**, a political subdivision of the State of Florida, whose address is 500 San Sebastian View, St. Augustine, Florida 32084, (hereinafter "County") and **HELOW PROPERTIES, LTD.**, a Florida limited partnership, (hereinafter "Helow"), whose address is 7545 Centurion Parkway, Suite 102, Jacksonville, Florida, 32256.

RECITALS:

WHEREAS, County and Helow are parties that certain 60' foot Access Easement (the "Easement") recited in Corporate Warranty Deed dated June 21, 2005, and recorded in Official Records Book 2471, page 683, of the public records of St. Johns County, Florida; and

WHEREAS, the parties desire to terminate the Easement.

WITNESSETH:

NOW, THEREFORE, in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

Termination of Easement

The Easement is hereby terminated and, from and after the date of this instrument, the Easement shall be of no further force and effect, as to the property described and attached herein.

IN WITNESS WHEREOF, the parties, by and through their undersigned authorized officers, have executed This Termination of Easement on the date set forth above.

**BOARD OF COUNTY COMMISSIONERS
ST. JOHNS COUNTY, FLORIDA**

By: _____
Clay Murphy, Chair

ATTEST: Brandon J. Patty
Clerk of the Circuit Court & Comptroller

Clerk (or Deputy Clerk)

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2026, by Clay Murphy, Chair of the Board of County Commissioners of St. Johns County, Florida.

Notary Public
My Commission Expires: _____

Personally Known or Produced Identification
Type of Identification Produced

WITNESSES:

[Signature]
Sign
Print Name: Chris R. Strohmenger
Address: 50 N Laura St, Ste 3000
Jacksonville, FL 32202

[Signature]
Sign
Print Name: Lauren Washburn
Address: 50 N Laura St, Ste 3000
Jacksonville, FL 32202

HELOW PROPERTIES, LTD., a Florida limited partnership

By: Marian Services, Inc., a Florida corporation,
its general partner

By: [Signature]
Joseph P. Helow, President

STATE OF FLORIDA
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 20th day of April, 2026, by Joseph P. Helow, in his capacity as the President of Marian Services, Inc., a Florida corporation, as the General Partner of Helow Properties, Ltd., a Florida limited partnership, on behalf of the corporation and partnership.

[Signature]
Notary Public
My Commission Expires: 3/12/2030

Personally Known or Produced Identification
Type of Identification Produced FL Dr. License



Prepared by and return to:
Chris R. Strohmenger, Esq.
Burr & Forman LLP
50 N. Laura Street, Suite 3000
Jacksonville, Florida 32202

TEMPORARY CONSTRUCTION EASEMENT

THIS TEMPORARY CONSTRUCTION EASEMENT (this "Agreement") is made as of the ____ day of _____, 2026, by **HELOW PROPERTIES, LTD.**, a Florida limited partnership ("Grantor") and **ST. JOHNS COUNTY, FLORIDA**, a political subdivision of the State of Florida (collectively, "Grantee").

WITNESSETH:

A. Grantor is the owner of that certain real property located in St. Johns County, Florida, as more particularly described on Exhibit "A" attached hereto (the "Grantor Property").

B. Grantee is the owner of that certain real property located in St. Johns County, Florida, as more particularly described on Exhibit "B" attached hereto (the "Grantee Property"; together with the Grantor Property, the "Property").

C. Grantor and Grantee are parties to that certain Roadway Conveyance and Development Agreement dated _____, 2026 (the "Agreement"), pursuant to which Grantee has agreed to construct an access road and related improvements over the TCE Property (defined below) (the "Access Road Improvements").

D. In connection with the Agreement, Grantee desires a temporary construction easement over a portion of the Grantor Property as more particularly described on Exhibit "C" attached hereto (the "TCE Property").

E. Accordingly, Grantor is entering into this Agreement to provide Grantee with a temporary access and construction easement over the TCE Property to enable Grantee to complete the Access Road Improvements as set forth in the Agreement.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Recitals.** The parties hereby confirm that the above-stated Recitals are true and correct.

2. Temporary Construction Easement. Grantor hereby grants to Grantee and Grantee's successors, assigns, contractors and designees, a temporary, non-exclusive easement on, under, over and across the TCE Property for ingress, egress and construction purposes, as reasonably necessary to complete the Access Road Improvements (the "Temporary Construction Easement").

3. Termination. The foregoing Temporary Construction Easement shall automatically terminate and be of no further force and effect upon the Completion (defined below) of the Access Road Improvements. "Completion" shall mean that the Access Road Improvements shall be completed and approved by the County, the St. Johns River Water Management District, and all applicable governmental agencies having jurisdiction over the Access Road Improvements.

4. Running of Benefits and Burdens. All provisions of this instrument, including the benefits and burdens, run with the land and are binding upon and inure to the heirs, successors and assigns of the parties hereto.

5. Enforcement; Attorney's Fees. In the event of any default under this instrument, the party not in default shall be entitled to any and all remedies available at law or in equity, including but not limited to an injunction or specific performance. Any party which prevails in any such litigation to enforce the provisions hereof shall recover as part of its costs a reasonable attorney's fee, together with such other reasonable costs and reasonable expenses as the court deems appropriate.

6. Waiver. No waiver of any of the provisions hereof shall be effective unless it is in writing and signed by the party against whom the waiver is asserted. Any such written waiver shall be applicable only to the specific instance to which it relates and shall not be deemed to be a continuing waiver or waiver of any future matter.

7. Governing Law. This Agreement shall be interpreted under and governed by the laws of the State of Florida. Venue for any legal proceedings hereunder shall be exclusively in St. Johns County, Florida.

(Signature page to follow.)

IN WITNESS WHEREOF, Grantor and Grantee have executed this Agreement as of the date first written above.

Signed, sealed and delivered
in the presence of:

GRANTOR:

HELOW PROPERTIES, LTD., a Florida
limited partnership

Print Name: Chris M. Strohmenger

By: Marian Services, Inc., a Florida corporation,
its general partner

Address: 50 N Laura St., Ste 3000
Jacksonville, FL 32202

By: Joseph P. Helow
Joseph P. Helow, its President

Print Name: Lauren Washburn

Address: 50 N Laura St., Ste 3000
Jacksonville, FL 32202

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 20th day of April, 2026, by Joseph P. Helow, the President of Marian Services, Inc., a Florida corporation, the General Partner of **HELOW PROPERTIES, LTD.**, a Florida limited partnership, on behalf of the partnership. He (check one) is personally known to me, or has produced a valid driver's license as identification.



Print Name: Lauren E. Washburn
Notary Public, State and County Aforesaid
My Commission Expires: March 12, 2030
Commission Number: HH778464

Signed, sealed and delivered
in the presence of:

Print Name: _____

Address: _____

Print Name: _____

Address: _____

GRANTEE:

**BOARD OF COUNTY COMMISSIONERS
ST. JOHNS COUNTY, FLORIDA**

By: _____
Clay Murphy, its Chairman

ATTEST

Print: _____
Clerk of the Circuit Court and Comptroller

Clerk (or Deputy Clerk)

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2026, by Clay Murphy, Chair of the St. Johns County Board of County Commissioners. He (*check one*) is personally known to me, or has produced a valid driver's license as identification.

Print Name: _____

Notary Public, State and County Aforesaid

My Commission Expires: _____

Commission Number: _____

Exhibit "A"
HELOW PROPERTY

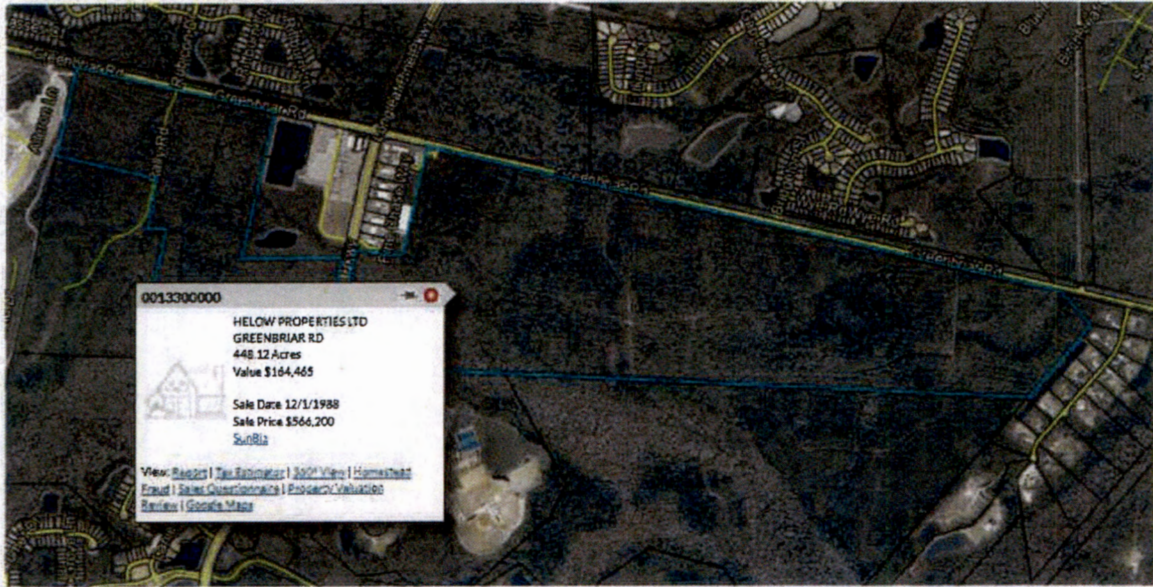


Exhibit "B"
COUNTY PROPERTY

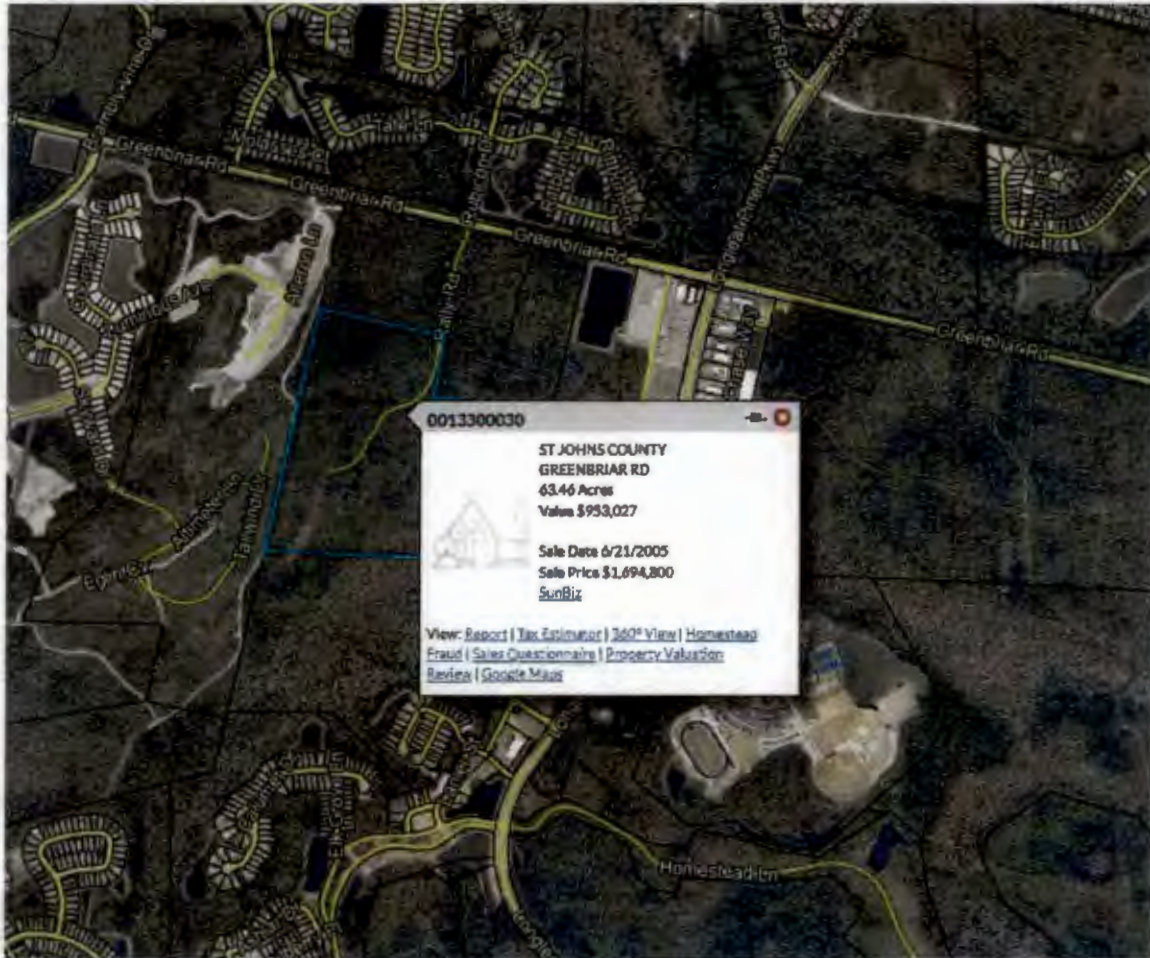


Exhibit "C"

SKETCH TO ACCOMPANY LEGAL DESCRIPTION

SITUATED IN FATIO GRANT, SECTION 39,
TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHN'S COUNTY, FLORIDA

SKETCH - NOT A BOUNDARY SURVEY

DESCRIPTION:

A TEMPORARY CONSTRUCTION EASEMENT SITUATED IN FATIO GRANT, SECTION 39, TOWNSHIP 5 SOUTH, RANGE 27 EAST, ST. JOHN'S COUNTY, FLORIDA, SAID EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

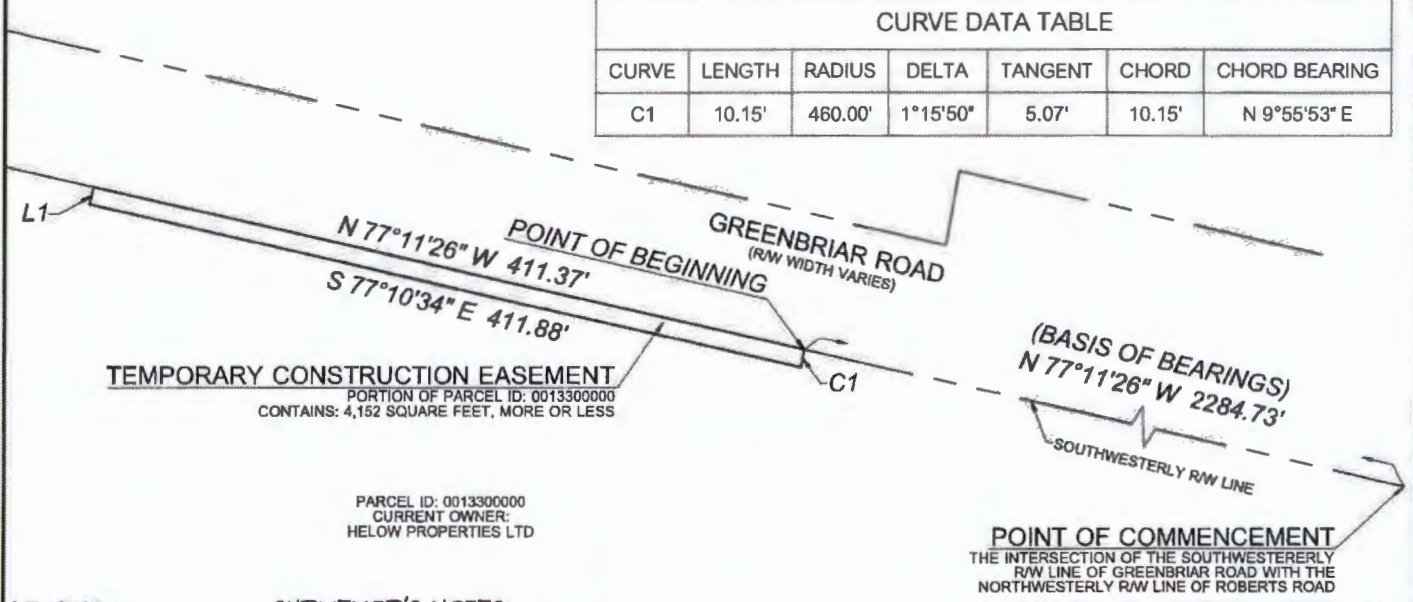
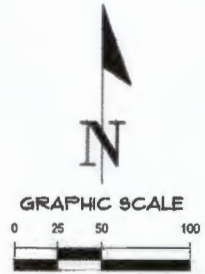
COMMENCE AT THE INTERSECTION OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF GREENBRIAR ROAD (HAVING A RIGHT OF WAY WIDTH THAT VARIES) WITH THE NORTHWESTERLY RIGHT OF WAY LINE OF ROBERTS ROAD (HAVING A RIGHT OF WAY WIDTH OF 80 FEET), THENCE NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 2284.73 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE, NORTH 77°11'26" WEST, ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, A DISTANCE OF 411.37 FEET; THENCE DEPARTING THE SOUTHWESTERLY RIGHT OF WAY LINE OF SAID GREENBRIAR ROAD, SOUTH 12°48'02" WEST, A DISTANCE OF 10.03 FEET; THENCE SOUTH 77°10'34" EAST, A DISTANCE OF 411.88 FEET TO THE BEGINNING OF A CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 460.00 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 9°55'53" EAST, 10.15 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 1°15'50", AN ARC LENGTH OF 10.15 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED EASEMENT CONTAINS: 4,152 SQUARE FEET, MORE OR LESS.

ALL AS SHOWN ON THE MAP
ATTACHED HERewith AND MADE
A PART HEREOF

LINE DATA TABLE		
LINE	DIRECTION	LENGTH
L1	S 12°48'02" W	10.03'

CURVE DATA TABLE						
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	CHORD BEARING
C1	10.15'	460.00'	1°15'50"	5.07'	10.15'	N 9°55'53" E



TEMPORARY CONSTRUCTION EASEMENT
PORTION OF PARCEL ID: 0013300000
CONTAINS: 4,152 SQUARE FEET, MORE OR LESS

PARCEL ID: 0013300000
CURRENT OWNER:
HELOW PROPERTIES LTD

POINT OF COMMENCEMENT
THE INTERSECTION OF THE SOUTHWESTERLY
R/W LINE OF GREENBRIAR ROAD WITH THE
NORTHWESTERLY R/W LINE OF ROBERTS ROAD

LEGEND:
RW = RIGHT OF WAY

SURVEYOR'S NOTES:
1.) BEARINGS SHOWN HEREON ARE BASED ON A VALUE OF N 77°11'26" E
OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF GREENBRIAR ROAD.

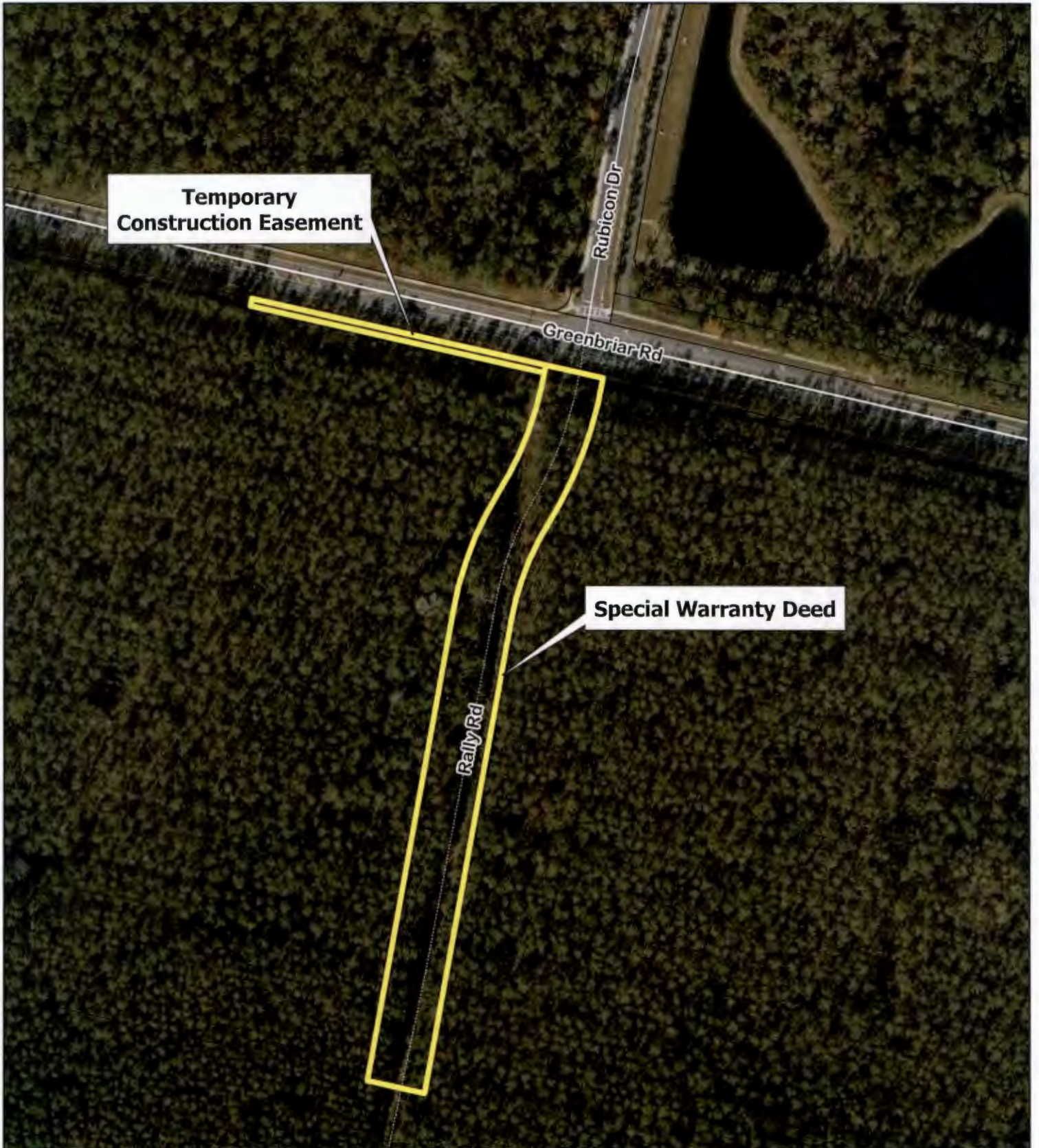
CERTIFIED TO:

OSBORN ENGINEERING

SHEET NO. 1 OF 1	This map prepared by:	AARON H. HICKMAN	DATE:	09/26/2024	SCALE:	1" = 100'
	Certificate of Authorization No. L.B. 5075		TECHNICIAN:	KWM	VERIFY SCALE	BAR IS ONE HALF INCH OR GREATER DRAWING
NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER		Professional Surveyor & Mapper Fla. License No. 5791	CHECKED BY:	AHH	F. LOT ONE HALF A.C.P. OR TWO SEVENTEEN, ADJUSTED SCALE ACCORDINGLY	
			PROJECT NUMBER:	22-0073		

11801 Research Drive
Altachua, Florida 32815
(352) 331-1876
www.ctw-inc.com

est. 1998 **FLORIDA**
CA-5075



Imagery Date: 12/2024
Date: 4/23/2026

Rally Road
Special Warranty Deed and Temporary Construction Easement



ST. JOHNS COUNTY
EST. 1821
FLORIDA AT FIRST SIGHT

Land Management Systems
Real Estate Division
(904) 209-0790

Disclaimer:
This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The St. Johns County Real Estate Division disclaims all responsibility for the accuracy or completeness of the data shown herein.

12

**AGENDA ITEM
ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS**

Deadline for Submission - Wednesday 9 a.m. - Thirteen Days Prior to BCC Meeting

5/19/2026

BCC MEETING DATE

TO: Joy Andrews, County Administrator

DATE: April 27, 2026

FROM: Jaime Locklear, Director, Purchasing

PHONE: 904 209-0158

SUBJECT OR TITLE: Award of Request for Proposal (RFP) 2269; Temporary Staffing Services to Ad-Vance Talent Solutions, 22nd Century Technologies, Inc., Staffing of St. Augustine, Inc. and Keystaff, Inc.

AGENDA TYPE: Bid Award, Consent Agenda, Contract, Resolution

BACKGROUND INFORMATION:

St. Johns County Purchasing Department solicited Request for Proposal "RFP" packages from qualified and experienced firms to provide an hourly rate for temporary staffing services and temporary-to-permanent recruiting and placement services. The selected staffing firms shall provide sufficient staff, resources, and facilities to ensure that the County's business is handled in a timely manner in accordance with the specifications. The type of work environment for temporary staff may be, but not limited to, indoor office, outdoor weather and/or field conditions, extreme heat, warehouses, garages, extreme noises, odors, heights, and /or dust. The type of work locations for temporary staff may be, but not limited to, County buildings, various County parks, Roads, Solid Waste, Golf Course, Beach, Utility Treatment Plants, and Animal Shelter, in accordance with RFP No. 2269. The Purchasing Department issued a Request for Proposals "RFP" for Temporary Staffing Services that was advertised in accordance with the County Purchasing Policy. Twenty-five (25) responsive submittals were received and forwarded to the Evaluation Committee for review and scoring. Ad-Vance Talent Solutions, 22nd Century Technologies, Inc., Staffing of St. Augustine, Inc., and Keystaff, Inc. were identified as the top-ranked Proposers based upon evaluation of Proposals. Staff recommends Board approval to execute a contract with the four (4) top ranked firms, Ad-Vance Talent Solutions, 22nd Century Technologies, Inc., Staffing of St. Augustine, Inc., and Keystaff, Inc., in substantially the same form and format as attached, for performance of the services as specified in RFP 2269, and as negotiated. The negotiated contracts shall be in place for a period of one (1) calendar year, with the possibility of four (4) one-year renewals, for exercise at the County's discretion, contingent upon satisfactory performance by the Contractors, continued need for the Services, and availability of lawfully appropriated funds.

1. IS FUNDING REQUIRED? Yes **2. IF YES, INDICATE IF BUDGETED.** No

IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:

INDICATE FUNDING SOURCE: Per Approved Annual Budgets for each Department

SUGGESTED MOTION/RECOMMENDATION/ACTION:

Motion to adopt Resolution 2026-_____, authorizing the County Administrator, or designee, to award RFP 2269; Temporary Staffing Services to Ad-Vance Talent Solutions, 22nd Century Technologies, Inc., Staffing of St. Augustine, Inc., and Keystaff, Inc., as the top ranked Proposers, and to execute the negotiated contracts for the performance of the required services in accordance with RFP 2269.

For Administration Use Only:

Legal: Jalisa Ferguson 5/11/2026

OMB: Christopher Thompson 5/11/2026

Admin: JDD 5/12/2026

RESOLUTION NO. 2026 - _____

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFP NO: 2269; TEMPORARY STAFFING SERVICES TO AD-VANCE TALENT SOLUTIONS, 22ND CENTURY TECHNOLOGIES, INC., STAFFING OF ST. AUGUSTINE, INC., AND KEYSTAFF, INC. AND TO EXECUTE CONTRACTS AS NEGOTIATED, WITH EACH OF THE TOP FOUR (4) RANKED PROPOSERS FOR PERFORMANCE OF THE SERVICES.

RECITALS

WHEREAS, the County’s need is for qualified and experienced firms to provide an hourly rate for temporary staffing services and temporary-to-permanent recruiting and placement services. The selected staffing firms shall provide sufficient staff, resources, and facilities to ensure that the County’s business is handled in a timely manner in accordance with the specifications.; and

WHEREAS, through the County’s formal Request for Proposal process, Ad-Vance Talent Solutions, 22nd Century Technologies, Inc., Staffing of St. Augustine, Inc., and Keystaff, Inc. were determined to be the four (4) highest ranked Proposers, based upon the Evaluation Committee, in accordance with the evaluation criteria provided in the RFP Documents under RFP 2269; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contracts (attached hereto, and incorporated herein) and finds that entering into these contracts serves a public purpose; and

WHEREAS, the services will be funded by annual budgets in various departments.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to execute agreements with Ad-Vance Talent Solutions, 22nd Century Technologies, Inc., Staffing of St. Augustine, Inc., and Keystaff, Inc., in substantially the same form and format as attached, for performance of the services as specifically provided in RFP 2269.

Section 3. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, on this _____ day of _____, 2026.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

ATTEST: Brandon J. Patty,
Clerk of Circuit Court & Comptroller

By: _____
Clay Murphy, Chair

By: _____
Deputy Clerk



GENERAL SERVICES AGREEMENT
BETWEEN
ST. JOHNS COUNTY AND CONTRACTOR

General Services Agreement No: 26-GSA-KEY-22940

Table of Contents

ARTICLE I CONTRACT DOCUMENTS	3
1.1 The Contract Documents	3
1.2 Definitions.....	3
1.3 Independent Contractor.....	4
1.4 Disputes.....	4
ARTICLE II THE SERVICES	4
2.1 Labor and Materials	4
2.2 Payment of Costs	5
2.3 Taxes	5
2.4 Publicity and Advertising.....	5
ARTICLE III CONTRACT TERM.....	5
3.1 Term.....	5
3.2 Time is of the Essence	6
3.3 Disclaimer of Consequential Damages	6
ARTICLE IV CONTRACT PRICE AND PAYMENT.....	6
4.1 Contract Price.....	6
4.2 Reporting.....	6
4.3 Monthly Payments	6
4.4 Invoices	6
4.5 Withheld Payment.....	7
ARTICLE V CONTRACTOR RESPONSIBILITIES	8
5.1 Performance	8
5.2 Authorized Representative.....	8
5.3 Environmental, Safety and Health	8
ARTICLE VI COUNTY REPRESENTATIVE	8
6.1 County Representative Responsibilities.....	8
ARTICLE VII CHANGES IN THE SERVICES	9
7.1 General.....	9
7.2 Acceptance of Amendments	9
ARTICLE VIII STOPPING SERVICES,.....	9
AND ACCEPTING DEFECTIVE OR NONCONFORMING SERVICES.....	9
8.1 Right to Stop Services.....	9

ARTICLE IX CONTRACT SUSPENSION AND TERMINATION	9
9.1 Termination.....	9
ARTICLE X WARRANTY AND INDEMNITY	10
10.1 Warranty	10
10.2 Indemnity	11
ARTICLE XI INSURANCE.....	11
11.1 Contractor’s Insurance Requirements	11
11.2 Additional Insured Endorsements and Certificate Holder	12
11.3 Workers Compensation & Employer’s Liability	12
11.4 Commercial General Liability	12
11.5 Automobile Liability.....	12
11.6 Other Requirements	12
ARTICLE XII MISCELLANEOUS.....	12
12.1 Examination of Contractor’s Records.....	13
12.2 Backcharges	13
12.3 Applicable Law.....	13
12.4 Governing Law & Venue.....	13
12.5 Assignment	13
12.6 Severability	13
12.7 Section Headings.....	13
12.8 Disclaimer of Third-Party Beneficiaries	13
12.9 Waiver; Course of Dealing	13
12.10 No Waiver of Sovereign Immunity.....	14
12.11 Execution in Counterparts.....	14
12.12 Entire Contract	14
12.13 Survival	14
12.14 Employment Eligibility and Mandatory Use of E-Verify	14
12.15 Equal Employment Opportunity	15
12.16 Public Records	15
12.17 Anti-Bribery	16
12.18 Convicted and Discriminatory Vendor Lists, and Scrutinized Companies.....	16
12.19 Written Notice.....	17
<u>12.20 Non-Exclusive Right</u>	17
<u>12.21 Arbitration</u>	17
<u>12.22 Arrears</u>	17
<u>12.23 Conflict of Interest</u>	17

This General Services Agreement (“Contract”) is made this [redacted] day of [redacted], 2026 (the “Effective Date”) by and between **ST. JOHNS COUNTY** (“County”), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084; and KeyStaff, Inc. (“Contractor”), a company authorized to do business in the State of Florida, with its principal offices located at: 1610 Southern Boulevard, West Palm Beach, FL 33406, Phone: 561-688-9184, and E-mail: jthoemke@mykeystaff.com, for **RFP NO.: 2269 Temporary Staffing Services**.

In consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

ARTICLE I CONTRACT DOCUMENTS

1.1 The Contract Documents

1.1.1 The Contract Documents consist of the following documents incorporated herein by reference:

- a) Fully Executed Change Orders and Amendments to this Agreement
- b) This Fully Executed General Services Agreement and all Exhibits and/or Attachment here to:
 - i. Exhibit A – Scope of Services
 - ii. Exhibit B – Pricing
 - iii. Exhibit C – Local Agency Federal-Aid Terms for Service Contracts
 - iv. Exhibit D – Appendix II to Part 200, Title 2
- c) RFP Documents and RFP Forms with all addenda thereto for RFP No. 2269
- d) Insurance furnished by Contractor meeting the requirements of Article XI herein.

1.1.2 Documents not enumerated above are not Contract Documents and do not form part of this Contract. No terms, conditions, limitations or exclusions in Contractor’s bid/proposal documents or invoices shall be binding upon County or become part of the Contract Documents.

1.2 Definitions

When the following terms appear in the Contract Documents, they shall have the following meaning:

1.2.1 Addendum (Addenda): A document issued by the County during the bidding period which modifies, supersedes or supplements the Contract Documents.

1.2.2 Applicable Laws: All local, state, and federal laws, statutes, codes, ordinances, rules and regulations in effect at the time Work and Warranty Work is performed under this Contract.

1.2.3 Amendment: A written addition or modification of, or a waiver of a right or obligation under the terms of the Contract executed by the County and issued after execution of the Contract.

1.2.4 Claim: Any claim, liability, loss, demand, demand for arbitration, damage, lien, cause of action of any kind, obligation, responsibility, cost, expense, royalty, fee, assessment, penalty, fine, judgment, interest or award, pending or threatened, whether arising by law, contract, tort, voluntary settlement or otherwise.

1.2.5 Change Order: A written order to Contractor executed by the County, issued after execution of this Contract, authorizing and directing a change in the Work or an adjustment in the Contract Price or the Contract Time, or any combination thereof.

1.2.6 Contract Price: The sum set forth in Exhibit B of this Contract shall constitute the Contract Price, as may be amended by Change Order. Unless otherwise approved by the County in writing, the Contract Price includes all taxes, including without limitation, income and withholding tax of any kind and sales tax imposed by the state or by the County and paid by Contractor or any Subcontractors with respect to sales of goods purchased for the performance of the Work.

1.2.7 Contract Time: The number of calendar days between commencement and completion of the Work, as may be amended by Change Order.

1.2.8 Final Completion: Completion of all Work in compliance with the Contract Documents, as determined by the County, and issuance of a Final Certificate for Payment.

1.2.9 Jobsite: Any physical location or other place on, under, in, at or through which any aspect of the Work is performed.

1.2.10 Notice to Proceed: A written notice given by the County to Contractor fixing the date on which the Contract Time will commence to run and identifying the corresponding Final Completion date.

1.2.11 County Representative: The individual tasked with representing the interests of the County throughout the duration of the Contract.

1.2.12 Subcontractor: A Subcontractor is an individual, partnership, corporation, association, joint-venture or any combination thereof, which has a direct or indirect contract with Contractor to perform a portion of the Work.

1.2.13 Work: All services required by the Contract Documents, including all labor, materials, supplies, equipment and services as well as all other deliverables provided, or to be provided, by Contractor to fulfill Contractor's obligations under this Contract.

1.3 Independent Contractor

Contractor represents that it is fully experienced and properly qualified, licensed, equipped, organized, and financed to perform the Work under this Contract. Contractor shall act as an independent contractor and not as an agent in performing this Contract and shall maintain complete control over its employees and all of its Subcontractors and suppliers of any tier. Nothing contained in this Contract or any lower-tier subcontract or purchase order awarded by Contractor shall create any contractual relationship between any such subcontractor or supplier and the County. Contractor shall perform all Work in accordance with the requirements of this Contract and in accordance with its own methods subject to compliance with this Contract.

1.4 Disputes

1.4.1 Contractor is solely responsible for requesting instructions, interpretations or clarifications concerning the Contract Documents and is solely liable for any cost and/or expenses arising from its failure to do so. Any dispute relating to a question of fact arising under this Contract shall be resolved through good faith efforts upon the part of Contractor and the County. Unless otherwise directed in writing, Contractor shall at all times carry on the Work and maintain its progress schedule in accordance with the requirements of the Contract and the determination of the County, pending resolution of any dispute. Any dispute that is not disposed of by mutual agreement shall be decided by the County who shall reduce such decision to writing. The decision of the County shall be final and conclusive. Contractor's failure to protest the County's determination or decisions within fourteen (14) calendar days after receipt thereof shall constitute a waiver by Contractor of all its rights to further protest, judicial or otherwise.

1.4.2 In no event will a dispute, the filing of a protest, claim or appeal, or the resolution or litigation thereof, relieve Contractor from its obligations to timely perform the Work required by the Contract and to maintain the progress schedule in accordance with the Contract.

ARTICLE II THE SERVICES

2.1 Labor and Materials

2.1.1 Contractor shall perform all of the Services required, implied, or reasonably inferable from, the Contract Documents. Unless otherwise provided in the Contract Documents, Contractor shall provide and pay for all labor, supervision, materials, supplies, tools, transportation, storage, equipment and machinery, utilities (including but not limited to water, heat, fuel, light, and cooling), and all other services necessary for proper execution and completion of the Services, whether temporary or permanent and whether or not incorporated or to be incorporated in the Services. Materials, articles and equipment furnished by Contractor for incorporation into the Services shall be new unless otherwise specified in the Contract Documents.

2.1.2 Contractor shall use only competent and skilled personnel to perform and supervise the Services and shall remove from such Services any person determined to be unfit, unqualified, or acting in violation of any obligation of Contractor under this Contract. In the event a person is removed from the Services, Contractor shall promptly replace such individual

with another who is fully competent and skilled to perform the Services at Contractor's sole expense.

2.1.4 In addition, when performance of the Services requires by Florida Statute, Contractor shall use only licensed, registered and/or certified personnel to perform the Services.

2.2 Payment of Costs

Except as otherwise expressly provided, Contractor shall pay directly all costs and expenses of the Work of any kind or nature whatsoever including but not limited to all costs of permitting, regulatory compliance, obtaining and maintaining required bonds and insurance pursuant to Article 11, payments due to Subcontractors and suppliers, legal, financial, sales, use and similar taxes on materials and equipment, transportation and storage of materials and equipment, preparation of schedules, budgets and reports and all other costs required to satisfactorily complete the Work.

2.3 Taxes

Contractor shall pay all taxes, levies, duties and assessments of every nature which may be applicable to any Work under this Contract. The Contract Price and any agreed variations thereof shall include all applicable taxes imposed by law. Contractor shall make any and all payroll deductions required by law. Contractor herein indemnifies and holds the County harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions. The indemnity provision of this section shall survive the expiration or earlier termination of this Contract. Contractor may not use the County's tax-exempt status unless specifically authorized in writing in advance.

2.4 Publicity and Advertising

2.8.1 Contractor shall not make any announcement or release any information or publish any photographs concerning this Contract or the Services or any part thereof to any member of the public, press or any official body, unless prior written consent is obtained from the County.

2.4.2 Use of the County Seal or County Logo is strictly prohibited. In accordance with, County Ordinance 92-2 and County Administrative Policy 101.3, Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal or Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

2.5 County Furnished Items

2.5.1 Contractor shall obtain and pay for all permits, fees and licenses necessary and ordinary for the performance of the Services. Excluding such permits, fees and licenses, the County shall obtain all approvals, easements, and the like required for Services.

2.5.2 The County shall furnish Contractor electronic copies of the Contract Documents for execution of the Services. Hard copies of the Contract Documents shall be the responsibility of Contractor.

ARTICLE III CONTRACT TERM

3.1 Term

This Agreement shall become effective upon the date of execution by all parties ("Effective Date"), shall remain in effect for a period one (1) calendar years ("Initial Term") and may be renewed for up to four (4) one-year renewal periods ("Renewal Terms"). Contractor shall perform the Services within the time periods specified. This Agreement may only be extended in whole or in part upon written Amendment signed by both Parties.

The Contractor may request pricing adjustments to be considered by the County upon renewal of the Contract. Any requested pricing adjustments must be submitted to the County no less than 60 days prior to the anniversary of the Effective Date of the Contract after the Initial Term of one (1) year. The consideration for any price adjustment shall be based upon the current Consumer Price Index (CPI)- All Urban Consumers (CPI-U) but shall at no point exceed four percent (4%) in any given year. The County is under no obligation to grant any requested pricing adjustment. The Contractor is not permitted to combine and/or compound the requested increase in the following year to "make-up" for the previous years.

3.2 Time is of the Essence

Time is of the essence regarding each and every obligation of Contractor under this Contract. Each obligation is deemed material, and a breach of any such obligation (including a breach resulting from untimely performance) is a material breach.

3.3 Disclaimer of Consequential Damages

The County shall not be liable to Contractor, whether in contract, tort, warranty or under any statute or on any other basis, for any consequential, incidental, indirect, special, punitive or exemplary damages suffered or incurred by Contractor in connection with this Contract, even if the County has been advised of the possibility of such damages. Consequential damages shall include, by way of example and without limitation, opportunity costs, loss of use of facilities or other assets, consequential damage claims of subcontractors, lost profits, lost savings, lost business, lost bonding capacity, lost financing, lost reputation or lost goodwill.

ARTICLE IV CONTRACT PRICE AND PAYMENT

4.1 Contract Price

4.1.1 As full and complete compensation for satisfactory performance of the Services by Contractor, the County shall pay to Contractor compensation in accordance with the prices set forth in Exhibit "B", (hereinafter the "Contract Price").

4.1.2 Unit prices included in the Contract Price are "all-inclusive", including labor, material, supervision, tools, equipment, insurance, taxes, fringe benefits, coordination, engineering, overhead, profit, performance and payment bonds, and all other items incidental to or necessary for the completion of the Services. Unit prices are fixed for the duration of the Contract and are not subject to escalation for any cause.

4.2 Reporting

4.2.1 Contractor shall provide reports, as provided in Exhibit "A" herein, which shall accompany each monthly invoice.

4.2.2 No payments of invoices (or portions thereof) shall, at any time, constitute approval or acceptance of the Services under this Contract, nor be a waiver by the County of any of the terms contained herein.

4.3 Monthly Payments

4.3.1 Prior to Contractor's submittal of the first invoice, Contractor shall have delivered Insurance Certificate(s) evidencing coverages in accordance with Article XI herein. The County will not make any payment to Contractor until Contractor has complied with this requirement.

4.3.2 On or before the tenth (10th) day of each calendar month, Contractor shall submit an Invoice to the County Representative in such form and manner, and with such supporting data and content, as provided in Exhibit "A", and/or as the County Representative may require. Such Invoice shall be based on the Services performed during the payment period which is defined as the first day of the preceding calendar month through the last day of the preceding calendar month. The County Representative will review the Invoice to determine whether the quantity and quality of the Services is as represented in the Invoice and thereafter confirm to the County the amount properly owing to Contractor. Upon receipt by the County of the County Representative's recommendation for payment, payments will be made in accordance with the Local Government Prompt Payment Act (Sections 218.70-218.80 of the Florida Statutes) less such amounts, if any, otherwise owing by Contractor to the County or which the County shall have the right to withhold. Any Invoice determined by the County not to be suitable for payment shall be modified and processed in accordance with the County's assessment.

4.3.3 In the event any dispute with respect to any payment or Invoice cannot be resolved between Contractor and the County Representative, Contractor may demand in writing a meeting with and review by the County's Purchasing Director. Such meeting and review shall occur within ten (10) business days of receipt by the County of Contractor's written request. The Purchasing Director shall issue a written decision on the dispute within ten (10) business days of such meeting. This decision shall be deemed the County's final decision for the purpose of the Local Government Prompt Payment Act.

4.4 Invoices

5.4.1 Contractor may Invoice the County, at intervals of not more than once a month in accordance with the Contract

Documents. Each Invoice shall be submitted, via email, to Roxane Walton, Human Resources Compliance Manager: rwalton@sjcfl.us, and must clearly include:

- a) The Contract Number;
- b) A unique Application for Payment number;
- c) Contractor's legal name and address;
- d) Taxpayer identification number (Contractor's federal employer identification number);
- e) Brief description of the Services performed/programs run; and
- f) Preferred remittance address, if different from the mailing address.

4.4.1.1 The County may require any other information from Contractor that the County deems necessary to verify Contractor's Invoice. The County shall notify the Contractor in accordance with the Local Government Prompt Payment Act of any such required information needed in order to review and/or process any Invoice.

4.4.2 Each Invoice shall be signed by an authorized representative of the Contractor and shall constitute Contractor's representation that the Services have been performed in full accordance with this Contract, and that Contractor knows of no reason why payment should not be made as requested.

4.4.3 Contractor must remit undisputed payment due for labor, services, or materials furnished by Subcontractors and suppliers hired by Contractor no less than monthly, whether Contractor has received full payment for any Invoice submitted to the County. , If necessary for the protection of the County, the County shall have the right, at its sole option, to make payment by joint check or by direct check to Contractor's Subcontractors or suppliers without advance notice to or consent of Contractor. If joint checks are issued following claims by Contractor's Subcontractors or suppliers, the County shall be entitled to an administrative fee of \$50.00 per check for the expense of processing each joint check. Any amounts paid directly to a Subcontractor or supplier will be deducted from payments made to, or amounts due or that may become due to, Contractor. The issuance of a joint check shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit the County to repeat the procedure in the future.

5.4.4 The County's performance and obligation to pay under this Contract is contingent upon an appropriation of lawfully available funds by the Board of County Commissioners. The County shall promptly notify Contractor if the necessary appropriation is not made.

4.5 Withheld Payment

4.5.1 The County may decline to make payment, may withhold funds otherwise payable and, if necessary, may demand the return of some or all of the amounts previously paid to Contractor, if:

- a) Any Claims are made against Contractor by the County or third parties, including Claims for liquidated damages or if reasonable evidence indicates the probability of the making of any such Claim;
- b) Any Claims are made against the County, the County's property or any other party indemnified hereunder which is or might be covered by Contractors Indemnification obligations under Section 10.2 below;
- c) Contractor fails to pay Subcontractors or others in full and on-time;
- d) Contractor fails to submit schedules, reports, or other information required under the Contract;
- e) Contractor fails to diligently prosecute the Services and maintain progress to assure completion within the Contract Time;
- f) Contractor persistently fails to fully and timely perform the Services in accordance with the Contract Documents;
- g) Defective or nonconforming Services is not remedied; or
- h) Contractor is in default of any other representation, warranty, covenant or performance obligation of this Contract.

4.5.2 If Claims or liens filed against Contractor or property of the County connected with performance under this Contract are not promptly removed by Contractor after receipt of written notice from the County to do so, the County may remove such Claims or liens and all costs in connection with such removal shall be deducted from withheld payments or other monies due, or which may become due, to Contractor. If the amount of such withheld payments or other monies due Contractor under the Contract is insufficient to meet such cost, or if any Claim or lien against Contractor is discharged by the County after final payment is made, Contractor and its surety or sureties shall promptly pay the County all costs (including attorney's fees) incurred thereby regardless of when such Claim or lien arose.

ARTICLE V CONTRACTOR RESPONSIBILITIES

5.1 Performance

5.1.1 Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish Contractor's ability to satisfy its contractual obligations hereunder.

5.1.2 Contractor shall perform no part of the Services at any time without adequate Contract Documents or, as appropriate, approved Shop Drawings, Product Data or samples for such portion of the Services. If Contractor performs any portion of the Services where Contractor knows or should know such Services involves a recognized error, inconsistency or omission in the Contract Documents without notice to the County Representative and the County, Contractor shall bear responsibility for such performance and shall bear the cost of correction.

5.1.3 Contractor shall perform the Services strictly in accordance with this Contract.

5.1.4 Contractor shall confine its operations to the Jobsite or such other land and areas identified in and permitted by the Contract Documents. Contractor shall assume full responsibility for any damage to any such land or area, to the County or occupant thereof, or of any adjacent land or areas, resulting from the performance of the Services. Should any Claim be made by any such owner or occupant because of the performance of the Services, Contractor shall promptly settle with such other party by negotiation or otherwise resolve the Claim by other dispute resolution proceeding or at law. Contractor shall, to the fullest extent permitted by Applicable Law, indemnify and hold harmless the County, and its officers, directors, agents and employees and anyone directly or indirectly employed by them from and against Claims, costs, losses, and damages arising out of or resulting from any Claim or action, legal or equitable, brought by any such owner or occupant against the County or any other party indemnified hereunder to the extent caused by or based upon Contractor's or a Subcontractor's performance of the Services.

5.1.5 Contractor and the Services must comply with all Applicable Law and the requirements of any applicable grant agreements.

5.2 Authorized Representative

Prior to commencing Services, Contractor shall designate in writing a competent, authorized representative(s) acceptable to the County to represent and act for Contractor ("Authorized Representative"). All communications given to the Authorized Representative shall be binding upon Contractor. An Authorized Representative may be added, removed or changed upon prior written notice given pursuant to Section 12.18 titled "Written Notice".

5.3 Environmental, Safety and Health

5.3.1 Safety and Protection. Contractor shall be solely and exclusively responsible for conducting operations under this Contract to avoid risk of harm to the health and safety of persons and property and for inspecting, supervising and monitoring all equipment, materials (whether in storage on or off the Jobsite), work practices and safety precautions (including but not limited to adequate maintenance of traffic) used in the Services to ensure compliance with its obligations under this Contract. Contractor shall provide or cause to be provided necessary training and furnish all safety equipment/tools, including OSHA compliant and ANSI certified personal protective equipment as appropriate and necessary for the performance of the Services, to its subcontractors of every tier and enforce the use of such training and safety equipment/tools.

5.3.2 Compliance. Contractor shall comply with all Applicable Laws bearing on the safety of persons or property, or their protection from damage, injury or loss including compliance with applicable permits, plans and approvals. To the extent allowed by law, Contractor shall assume all responsibility and liability with respect to all matters regarding the safety and health of its employees and the employees of Contractor's subcontractors and suppliers of any tier, with respect to the Services.

ARTICLE VI COUNTY REPRESENTATIVE

6.1 County Representative Responsibilities

6.1.1 The County shall designate as its representative a County Representative. The County Representative shall be authorized to act on behalf of the County only to the extent provided in this Article VI.

6.1.2 The County and Contractor shall communicate with each other in the first instance through the County Representative.

6.1.4 The County Representative shall review Contractor's Invoices and shall confirm to the County for payment to Contractor, those amounts then due to Contractor as provided in this Contract.

6.1.5 The County Representative shall monitor the Contractor's performance of Services, and shall document any aspects of the Services which are not satisfactorily performed in accordance with the Contract Documents.

ARTICLE VII CHANGES IN THE SERVICES

7.1 General

7.1.1 The County may, at any time, without invalidating this Contract and without notice to sureties, unilaterally direct changes in the Services within the general scope of this Contract, consisting of additions, deletions, revisions, or any combination thereof, by Change Order or by field order. Contractor agrees to promptly comply with such orders and proceed with the Services, which shall be performed under the applicable requirements of the Contract Documents.

7.1.2 If at any time Contractor believes that acts or omissions of the County constitute a change to the Services, Contractor shall, within five (5) days of such change or act or omission, submit a written notice to the County Representative explaining in detail the basis for the change request. Upon agreement as to the impact of the change or act or omission, the Contract Time and/or Contract Price shall be adjusted by written Change Order. **IT IS EXPRESSLY AND SPECIFICALLY AGREED THAT ANY AND ALL CLAIMS FOR CHANGES TO THE CONTRACT TIME OR CONTRACT PRICE SHALL BE WAIVED IF NOT SUBMITTED IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION.**

7.2 Acceptance of Amendments

Contractor's written acceptance of a Amendment shall constitute a final and binding Contract to the provisions thereof and a waiver of all claims in connection therewith, whether direct, indirect, or consequential in nature.

ARTICLE VIII STOPPING SERVICES, AND ACCEPTING DEFECTIVE OR NONCONFORMING SERVICES

8.1 Right to Stop Services

If the Services are defective, or Contractor fails to supply sufficient skilled workers, suitable materials, or equipment or fails to furnish or perform the Services in such a way that the completed Services will conform to the Contract Documents, the County, acting through the County Representative, may order Contractor to stop the Services, or any portion thereof, until the cause for such order has been eliminated. The County's right to stop Services, or any portion thereof, shall not give rise to any duty on the part of the County to exercise this right for the benefit of Contractor or any other party.

ARTICLE IX CONTRACT SUSPENSION AND TERMINATION

9.1 Termination

9.1.1 The County may by written notice to Contractor terminate the Services under this Contract in whole or in part at any time for the County's convenience or for the default of Contractor.

9.2.2 Upon receipt of such termination notice Contractor shall immediately stop all Services and shall immediately cause any and all of its Subcontractors and material suppliers at any tier, to immediately stop all work, leaving the Jobsite or work area in a safe and secured condition. Contractor shall not be paid for any work performed or costs incurred after the termination date that reasonably could have been avoided. The County may direct Contractor to assign Contractor's right, title and interest under terminated orders or subcontracts to its designee.

9.2.3 Contractor shall not remove from any Jobsite any materials, equipment, plant or tools that have been paid for by County pursuant to this Contract. Contractor hereby grants the County a free and unimpeded right of access to Contractor's facilities, which shall survive any termination of the Contract, for the purpose of permitting the County to take control of and remove any Services, including but not limited to any Services for which title has vested in the County.

9.2.4 If the termination is for the convenience of the County, an equitable adjustment in the compensation to be paid Contractor shall be made based upon the cost for completed Services, Services in progress, and the substantiated, reasonable and actually incurred costs associated with termination. No amount shall be allowed for anticipated profit or unperformed work.

9.2.5 For purposes of this Termination provision, Contractor shall be deemed in default if Contractor (1) persistently or repeatedly refuses or fails to perform the Services in a timely manner, (2) fails to supply enough properly skilled workers, supervisory personnel or proper equipment or materials, (3) fails to make prompt payment to Subcontractors, or for materials or labor, (4) becomes insolvent or becomes the subject of voluntary or involuntary bankruptcy proceedings, (5) persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or (6) breaches or violates a material provision of this Contract. If the termination is attributable to the default of Contractor, the County shall have the right, without prejudice to any other right or remedy, to take possession of the Jobsite and of all materials, equipment, tools, and machinery thereon owned by Contractor and may finish the Services by whatever methods it may deem expedient. In such case, Contractor shall not be entitled to receive any further payment until the Services are finished.

ARTICLE X WARRANTY AND INDEMNITY

10.1 Warranty

10.1.1 Contractor warrants and guarantees to the County that all labor furnished to progress the Services under this Contract shall be competent to perform the tasks undertaken and that the product of such labor shall yield only first-class results and that all materials and equipment furnished under this Contract shall be of good quality, free from faults and defects and in strict conformance with the Contract Documents.

10.1.2 Contractor warrants all materials, equipment and labor it furnishes or performs under this Contract against all defects in design, materials and workmanship for a period of one year (or the period of time in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the Services, whichever is later) from and after the date of Final Completion. Contractor shall within ten (10) Days after being notified in writing by the County of any defect in the Services or non-conformance of the Services (Warranty Services), commence and prosecute with due diligence all Services necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act sooner as requested by the County in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the Services (or work of other contractors) damaged by its Warranty Work or which becomes damaged in the course of repairing or replacing Warranty Work. For any Work so corrected, Contractor's obligation hereunder to correct Warranty Work shall be reinstated for an additional one-year period, commencing with the date of acceptance of such corrected Work.

10.1.3 Contractor shall perform such tests as the County may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of the Contract Documents. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstatement of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor.

10.1.4 All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the Work, whether express or implied, are deemed to be obtained by Contractor for the benefit of the County, regardless of whether or not such warranties and guarantees have been transferred or assigned to the County by separate Contract and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the County.

10.1.5 In the event that Contractor fails to perform its obligations under this Warranty Section, or under any other warranty or guaranty under this Contract, to the reasonable satisfaction of the County, the County shall have the right to correct and replace any defective or non-conforming Work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the County for any expenses incurred hereunder upon demand.

10.1.6 Failure on the part of the County to reject defective, non-conforming or unauthorized Work shall not release Contractor from its contractual obligations, be construed to mean acceptance of such Work or material by the County, or, after Final Completion, bar the County from recovering damages or obtaining such other remedies as may be permitted by law.

10.1.7 No adjustment in the Contract Time or Contract Price will be allowed because of delays in the performance of the Work as a result of correcting defective, non-conforming or unauthorized Work.

10.1.8 County and Contractor agree that the provisions of Florida Statute Chapter 558 shall not apply to this Contract.

10.2 Indemnity

10.2.1 Contractor shall indemnify and hold harmless the County and its officers and employees (“Indemnified Party”), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

10.2.2 To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, Contractor further agrees that “damages, losses and costs”, includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

10.2.3 To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, for purposes of indemnity, the “persons employed or utilized by Contractor” shall be construed to include, but not be limited to, Contractor, its staff, employees, subcontractors, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Contractor.

10.2.4 In Claims against any person or entity indemnified hereunder by an employee of Contractor, any Subcontractor, or subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section 10.2 shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any Subcontractor or subcontractor under any workers’ compensation acts, disability benefits acts or other employee benefit acts.

10.2.5 Contractor’s indemnity and hold harmless obligations hereunder shall extend to all Claims against the County by any third party or third-party beneficiary of this Contract and all liabilities, damages, losses and costs related thereto.

10.2.6 This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

10.2.7 If any provision(s), or portion(s) of a provision(s) of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

10.2.8 Contractor shall further indemnify and hold harmless the County its officers and employees from and against all Claims arising out of any infringement of patent rights or copyrights incident to the use in the performance of the Services or resulting from the incorporation in the Services of any invention, design, process, product, or device not specified in the Contract Documents and shall defend such Claims in connection with any alleged infringement of such rights.

10.2.9 The indemnification provisions of this Section 10.2 shall survive expiration or earlier termination of this Contract.

ARTICLE XI INSURANCE

11.1 Contractor’s Insurance Requirements

11.1.1 All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Contractor shall furnish proof of insurance to the County prior to execution of this Contract. No Services shall commence under this Contract until Contractor has obtained all insurance coverages required under this section. Certificates of insurance shall clearly indicate Contractor has obtained insurance of the type, amount, and classification as required by this Contract. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until Final Completion of all Services including Warranty Work.

11.1.2 No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

11.1.3 The types and amounts of insurance required under this Contract do not in any way limit the liability of Contractor including under any warranty or indemnity provision of this Contract or any other obligation whatsoever Contractor may have to the County or others. Nothing in this Contract limits Contractor to the minimum required insurance coverages found in this Article XII.

11.2 Additional Insured Endorsements and Certificate Holder

The term "Additional Insured", as used in this Contract, shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084
Attn: Purchasing

11.3 Workers Compensation & Employer's Liability

Contractor shall procure and maintain during the life of this Contract, adequate Workers' Compensation Insurance and Employer's Liability in at least such amounts as is required by law for all of its employees per Florida Statute 440.02.

11.4 Commercial General Liability

Contractor shall procure and maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under this Contract, whether such services or operations are by Contractor or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

11.5 Automobile Liability

Contractor shall procure and maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$1,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

11.6 Other Requirements

The required insurance limits identified in Sections 11.4 above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Contractor shall require each lower-tier subcontractor to comply with all insurance requirements appropriate for its scope of services, and any deficiency shall not relieve Contractor of its responsibility herein. Upon written request, Contractor shall provide County with copies of lower-tier subcontractor certificates of insurance.

Providing and maintaining adequate insurance coverage is a material obligation of Contractor. County has no obligation or duty to advise Contractor of any non-compliance with the insurance requirements contained in this Section. If Contractor fails to obtain and maintain all of the insurance coverages required herein, Contractor shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Contractor complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

ARTICLE XII MISCELLANEOUS

12.1 Examination of Contractor's Records

The County or its authorized representative shall, until the expiration of five (5) years after final payment under this Contract, have access to, and the right to examine any directly pertinent books, documents, papers and records of Contractor involving transactions relating to this Contract, and to make copies, excerpts and transcriptions thereof. If any such examination reveals that Contractor has overstated any component of the Contract Price, Change Order, Claim, or any other County payment obligation arising out of this Contract, then Contractor shall, at the election of the County, either immediately reimburse to the County or offset against payments otherwise due Contractor, the overstated amount plus interest. The foregoing remedy shall be in addition to any other rights or remedies the County may have.

12.2 Backcharges

Upon the County's notification to undertake or complete unperformed Work such as cleanup or to correct defective or non-conforming services, equipment, or material (Backcharge Work), if Contractor states or by its actions indicates it is unable or is unwilling to immediately proceed and/or complete the Backcharge Work in an agreed time; the County may perform such Backcharge Work by the most expeditious means available and backcharge Contractor for any and all costs thereby incurred by the County.

The County shall separately invoice or deduct and retain from payments otherwise due to Contractor the costs for Backcharge Work. The County's right to backcharge is in addition to any and all other rights and remedies provided in this Contract or by law. The County's performance of the Backcharge Work shall not relieve Contractor of any of its responsibilities under this Contract and Contractor shall be responsible for the Backcharge Work as if it were its own.

12.3 Applicable Law

Contractor and the Services must comply with all Applicable Law and the requirements of any applicable grant agreements.

12.4 Governing Law & Venue

The Contract shall be governed by the laws of the State of Florida. Venue for any administrative and/or legal action arising under the Contract shall be St. Johns County, Florida.

12.5 Assignment

Contractor shall not assign the Services or this Contract, in whole or in part, without the prior written consent the County. Contractor shall be responsible for all Services performed under the Contract Documents. Contractor shall not sell, assign or transfer any of its rights, duties or obligations under the Contract, or under any Change Order issued pursuant to the Contract or make an assignment or transfer of any amounts payable to Contractor under the Contract, without the prior written consent of the County. In the event of any assignment, Contractor remains secondarily liable for performance of the Contract, unless the County expressly waives such secondary liability. The County may assign the Contract with prior written notice to Contractor of its intent to do so. This Contract may be assumed by and shall inure to the benefit of the County's successors and assigns without the consent of Contractor.

12.6 Severability

If a court deems any provision of the Contract void, invalid or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

12.7 Section Headings

The section and other headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

12.8 Disclaimer of Third-Party Beneficiaries

This Contract is solely for the benefit of County and Contractor and no right or cause of action shall accrue to or for the benefit of any third party not a formal party hereto. Nothing in this Contract, expressed or implied, is intended or shall be construed to confer upon or give any person or entity other than County and Contractor, any right, remedy, or Claim under or by reason of this Contract or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon County and Contractor.

12.9 Waiver; Course of Dealing

The delay or failure by the County to exercise or enforce any of its rights or remedies under this Contract shall not constitute or be deemed a waiver of the County's right thereafter to enforce those rights or remedies, nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The conduct of the parties to this Contract after the Effective Date shall not be deemed a waiver or modification of this Contract.

12.10 No Waiver of Sovereign Immunity

Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance and obligations under this Contract and shall be fully binding until such time as any proceeding brought on account of this Contract is barred by any applicable statute of limitations.

12.11 Execution in Counterparts

This Contract may be executed in counterparts, each of which shall be an original document, and all of which together shall constitute a single instrument. The parties may deliver executed counterparts by e-mail transmission, which shall be binding. In the event this Contract is executed through a County-approved electronic signature or online digital signature service (such as DocuSign), such execution shall be valid, effective and binding upon the party so executing. Execution and delivery of an executed counterpart of this Contract and/or a signature page of this Contract by electronic image scan transmission (such as a "pdf" file) or through a County approved electronic signature service will be valid and effective as delivery of a manually executed counterpart of this Contract.

12.12 Entire Contract

This Contract, together with the Contract Documents for the Services, constitutes the entire Contract between County and Contractor relating to the subject matter hereof and supersedes all prior or contemporaneous Contracts, negotiations, discussions and understandings, oral or written. This Contract may not be amended or modified except in writing signed by both parties.

12.13 Survival

The provisions of the Contract Documents which by their nature survive termination of the Contract, including without limitation all warranties, indemnities, insurance, payment obligations, and the County's right to audit Contractor's books and records, shall in all cases survive the expiration or earlier termination of this Contract.

12.14 Employment Eligibility and Mandatory Use of E-Verify

As a condition precedent to entering into this Contract, and in accordance with section 448.095, F.S., Contractor and its subcontractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after July 1, 2023.

- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of this Contract.
- b. The County, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
- c. The County, upon good faith belief that a subcontractor knowingly violated these provisions regarding employment eligibility, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
- d. The Contractor acknowledges that, in the event that the County terminates this Contract for Contractor's breach of these provisions regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of this Contract for breach of these provisions regarding employment eligibility.

12.15 Equal Employment Opportunity

During the performance of this Contract, Contractor agrees as follows:

12.15.1 Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, disability, age, sex (including sexual orientation and gender identity/expression), national origin (including limited English proficiency), marital status, or familial status. Contractor will take affirmative action to ensure that applicants and employees are treated during employment without regard to their race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, genetic information or political affiliation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertisement, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

12.15.2 Contractor will, in all solicitations or advertisements for employees placed for, by, or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, or genetic information.

12.15.3 Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with Contractor's legal duty to furnish information.

12.15.4 Contractor will send to each labor union or representatives of workers with which it has a collective bargaining Contract or other contract or understanding, a notice to be provided by the County, advising the labor union or workers' representative of Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

12.15.5 Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

12.15.6 Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the County and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

12.15.7 In the event of Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated or suspended in whole or in part and Contractor may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

12.15.8 Contractor will include the provisions of paragraphs 12.15.1 through 12.15.8 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontractor or vendor as may be directed to the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, Contractor may request the United States to enter into such litigation to protect the interest of the United States.

12.16 Public Records

12.16.1 Contractor shall comply and shall require all of its Subcontractors to comply with the State of Florida's Public

Records Statute (Chapter 119), specifically to:

- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
- (2) Upon request from the County's custodian of public records, 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 as provided in Chapter 119, Florida Statutes, or as otherwise provided by Applicable Law;
- (3) Ensure that public records related to this Contract that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by Applicable Law for the duration of this Contract and following expiration of this Contract, or earlier termination thereof, if Contractor does not transfer the records to the County; and
- (4) Upon completion of this Contract, or earlier termination thereof, transfer, at no cost, to the County all public records in possession of Contractor or keep and maintain for inspection and copying all public records required by the County to perform the Services.

12.16.2 If Contractor, upon expiration of this Contract or earlier termination thereof: i) transfers all public records to the County, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements; and ii) keeps and maintains public records, Contractor shall meet all Applicable Law and 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 County's information technology systems.

12.16.3 Failure by Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Contract by the County.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (904) 209-0805, PUBLICRECORDS@SJCFL.US, [500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FLORIDA 32084](#)

12.17 Anti-Bribery

Contractor and its Subcontractors shall at all times during the term of this Contract comply with all anti-bribery and corruption laws that are applicable to the performance of this Contract. Contractor represents that it has not, directly or indirectly, taken any action which would cause it to be in violation of Chapter 838 of the Florida Statutes. Contractor shall immediately notify the County of any violation (or alleged violation) of this provision.

12.18 Convicted and Discriminatory Vendor Lists, and Scrutinized Companies

12.18.1 Contractor warrants that neither it nor any Subcontractor is currently on the convicted vendor list or the discriminatory vendor list maintained pursuant to Sections 287.133 and 287.134 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. Contractor shall immediately notify the County in writing if its ability to perform is compromised in any manner during the term of the Contract.

12.18.2 Section 287.135 of the Florida Statutes prohibits agencies from contracting with companies for goods or services that are on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel, and from contracting with companies for goods or services of \$1,000,000 or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. The lists are created pursuant to §215.473 and §215.4725, F.S. By execution of this Contract, Contractor certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria, and understands that pursuant to §287.135, F.S., the submission of a false certification may subject Contractor to civil penalties,

attorney's fees, and/or costs. In accordance with §287.135, F.S., the County may terminate this Contract if a false certification has been made, or the Contractor is subsequently placed on any of these lists, or engages in a boycott of Israel or is engaged in business operations in Cuba or Syria.

12.19 Written Notice

Any and all notices, requests, consents, approvals, demands, determinations, instructions, and other forms of written communication under this Contract shall be validly given when delivered as follows:

- i. Hand delivered to Contractor's Authorized Representative or hand delivered during normal business hours and addressed as shown below, or
- ii. Delivered by U.S. Mail, electronic mail or commercial express carrier, (postage prepaid, delivery receipt requested), to the following addresses:

St. Johns County
500 San Sebastian View
St. Augustine, FL 32084
Attn: Purchasing Director
Email Address: SJCPurchasing@sjcfl.us

KeyStaff, Inc.
1610 Southern Boulevard
West Palm Beach, FL 33406
Attn: Jana Thoenke
Email Address: jthoenke@mykeystaff.com

With a copy to:

St. Johns County
Office of the County Attorney
500 San Sebastian View
St. Augustine, FL 32084
Email Address: BCCAttorney@sjcfl.us

Notices shall be deemed to have been given on the date of delivery to the location listed above without regard to actual receipt by the named addressee. County and Contractor may each change the above addresses at any time upon prior written notice to the other party.

12.20 Non-Exclusive Right

Contractor has no exclusive right to perform the Services under this Contract. The County may, at its sole and absolute discretion, contract with others to perform the same duties or any part of the Services.

12.21 Arbitration

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with this Contract in any manner whatsoever.

12.22 Arrears

The Contractor shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligations or indebtedness that would impair its ability to fulfill the terms of this Contract.

12.23 Conflict of Interest

The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of Services required hereunder. The Contractor further represents that no person having any such interest shall be employed for said performance.

The Contractor shall promptly notify the County in writing, in accordance with Section 14.20 above, of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of Services being performed hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion, in accordance with Section 14.20 above, within thirty (30) calendar

days of receipt of notification from the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at Contractor's option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to this Contract. If, in the opinion of the County, the prospective business association, interest or circumstance would constitute a conflict of interest by the Contractor, the County shall so state in the notification, and shall provide the Contractor with notice that if the Contractor enters into the prospective business association, interest or circumstance, that County will consider the Contractor in default of the obligations of this Contract, and shall proceed with Termination for Cause.

The authorized representatives hereto have executed this Contract effective as of the Effective Date. Contractor's authorized representative executing this Contract represents that he or she is duly authorized to execute this Contract on behalf of Contractor.

County

Contractor

St. Johns County (Seal)
(Typed Name)

KeyStaff, Inc. (Seal)
(Typed Name)

By: _____
(Signature of Authorized Representative)

By: _____
(Signature of Authorized Representative)

(Printed Name)

(Printed Name)

(Title)

(Title)

(Date of Execution)

(Date of Execution)

Legally Sufficient:

(Office of County Attorney)

(Date of Execution)

RFP 2269; TEMPORARY STAFFING SERVICES

EXHIBIT A – SCOPE OF SERVICES

A. OVERVIEW

The awarded Contractors shall provide qualified staff to ensure that the County's business, as it pertains to temporary employee placement, is handled in a timely manner.

The awarded Contractors shall be the sole employer of all temporary employees assigned under this Contract and shall be fully responsible for compliance with all applicable employer obligations. Such responsibilities include, but are not limited to, payment of wages, payroll withholding and reporting, taxes, insurance, and all required employer contributions. The awarded Contractors shall also be solely responsible for providing and administering all employee benefits and legally required obligations, including but not limited to workers' compensation coverage, compliance with the Family and Medical Leave Act (FMLA), and the Affordable Care Act (ACA).

Temporary employees will be assigned to a variety of work environments, including but not limited to indoor office settings, outdoor or field conditions, exposure to all weather conditions, extreme heat, warehouses, garages, and areas with extreme noise levels, odors, heights, and/or dust.

County work locations include, but are not limited to, office buildings, parks, golf courses, beaches, water treatment plants, warehouses, libraries, and the animal shelter. This list is illustrative and non-exclusive; assignment locations vary as determined by the County's operational needs.

The County makes no guarantee as to the number of temporary employees that will be utilized by the County, or the number of work hours required, or the amount of compensation offered under any resulting contracts.

B. TEMPORARY EMPLOYEE COMPENSATION

Awarded Contractors must compensate all employees performing services under a resulting contract at no less than the applicable prevailing minimum wage in effect under federal, state, and local law, as established by the US Department of Labor and the State of Florida.

The awarded Contractors shall submit monthly reports to the SJC Human Resources Department, in a format approved by the County. Monthly reports are due by the tenth day of each month and must identify each temporary employee's name, job title, hours worked, approved billable rate(s), and total compensation paid.

The County shall have no employer-employee relationship with any temporary employee. The County's sole financial obligation to the awarded Contractors shall be payment of the approved contracted rate(s) for Services satisfactorily performed.

C. CONTRACT ADMINISTRATOR

The St. Johns County Purchasing Director and the Director of Human Resources or his/her designee will be responsible for ensuring compliance with Contract requirements.

D. COUNTY OBSERVED HOLIDAYS

The County shall not compensate any temporary employees for holidays during which the assigned County work location is closed in observance of County-recognized holidays. This exclusion shall also apply to closures of County operations resulting from weather-related or emergency conditions.

E. BACKGROUND SCREENINGS

Prior to a temporary employee being accepted by the County for job placement, the awarded Contractor must complete the background screenings identified in each job description and must submit to the SJCHuman Resources Department an affidavit that attests to the candidate's eligibility for placement. Such affidavits must name the temporary employee, specify the background screens that were conducted, and specify the dates that satisfactory screening results were received. All costs associated with required background screenings for temporary employees are the sole responsibility of the awarded Contractors.

The County reserves the right, at any time before or during a temporary employee's assignment, to request copies of background screening clearance documentation. Failure to provide such documentation upon request shall constitute grounds for immediate dismissal of the temporary employee from the assignment and/or termination of the Contract with the awarded Contractor.

Examples of required background screenings are:

- DCF Level II fingerprint screening and/or Fingerprint Background screening by the Florida Department of Law Enforcement (FDLE).
- References from prior supervisors must be completed.
- Pulmonary Function Test or Pulmonary Function Test Questionnaire.
- Motor Vehicle Registration (MVR).
- Five-panel (5) Drug Screening Test- negative for controlled or illegal substances.
- Ten-panel (10) Drug Screening Test- negative for controlled or illegal substances.
- Temporary employees must attend Bloodborne Pathogens and Hazardous Communication training and/or orientation when required by the County. The County will provide required personal protective equipment (PPE), except for steel-toed boots and prescription safety glasses, which may be required for certain positions. All County safety practices and procedures must be followed. Local, State, and Federal criminal history searches for the last seven (7) years.
- Must have no findings when screening for registered sex offenders and sexual predators.

The awarded Contractors shall comply with Florida's Drug-Free Workplace and FDOT standards where appropriate. The required background screenings may be adjusted, upon the County's request, per the position the County is seeking to be assigned.

F. THE COUNTY'S EXPRESSED STANDARDS

Temporary employees employed by the awarded Contractors must be physically able and qualified for the position and must have received training in the use of equipment and supplies.

Temporary employees employed by the awarded Contractors, in the performance of the services required under the awarded contract, shall not be considered employees of the County, shall be independent thereof, and shall have no claim against the County for any employee benefit rights or privileges granted by law.

The awarded Contractors will be responsible for the appearance of all their temporary employees assigned to a site (clean and appropriately dressed) at all times. Required special clothing and/or equipment are listed within some job listings and must be adhered to by temporary employees. The temporary employee provided by the awarded Contractors must meet "normal" dress standards including, when necessary, safety shoes/boots, safety glasses, etc.

The awarded Contractors shall provide temporary employees who meet the knowledge, skills, and abilities of the position requested. Each temporary employee placed under the contract shall possess the minimum training requirements for the position. Expenses for training shall be the sole responsibility of the awarded Contractors.

When positions require a Driver's License or a Commercial Driver's License (CDL) the awarded Contractors shall screen candidates for the appropriate class and endorsements as needed, as specified by the County. Temporary employees who will be assigned driving duties must have a current valid motor vehicle registration (MVR) check and a drug test before placing the temporary employee in the work environment.

The County reserves the right to add additional job titles as needed.

The awarded Contractors shall comply with all applicable federal, state, and local laws, rules, and regulations governing the employment, treatment, and compensation of their employees, including but not limited to the Americans with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act (ADEA), and the Civil Rights Act of 1991.

The County has the right to control the details of the temporary employees' work while assigned to the County.

The awarded Contractors must complete and provide confirmation that the Form I-9 Employment Eligibility Verification Form and E-Verify Check have been completed within the required timeframe.

G. TEMPORARY EMPLOYEE RECRUITMENT AND PLACEMENT

The awarded Contractors shall be responsible for recruiting, screening, and identifying the most qualified temporary employee(s) available for each requested position. Responsibilities shall include, but are not limited to, advertising temporary positions through the awarded Contractor's job board or website and nationally recognized recruitment platforms; reviewing applications; conducting candidate screenings and interviews; and referring qualified candidates to the County for placement consideration.

Based on the nature of the position, the County may require the awarded Contractors to submit resumes of candidates who meet the position criteria established by the County. The County reserves the right to interview and approve any temporary employee prior to assignment. The awarded Contractors shall not assign any new temporary employee(s) to an existing job order without prior notice to the County. The awarded Contractors shall confirm, by email to the appropriate County department and the Human Resources Department, the name(s) of all temporary employee(s) assigned to each job order.

In the event the County determines that a temporary employee is incompatible with the assignment

or is performing at a level below expectations, the County shall notify the awarded Contractor by email. Upon such notice, the awarded Contractor shall immediately remove (within one (1) hour) the temporary employee, and replace the temporary employee as soon as a suitable replacement is identified, at no additional cost to the County and shall be responsible for notifying the employee of the removal. The awarded Contractors shall also be solely responsible for providing replacement personnel in the event of illness, absence, or other unforeseen circumstances affecting assigned temporary employees.

All unemployment compensation costs and related employer obligations arising from the employment of temporary employees shall be the sole responsibility of the awarded Contractors.

H. APPROPRIATE CONDUCT

The awarded Contractors and all temporary employees assigned under this Contract shall conduct themselves in a professional, ethical, and lawful manner at all times and shall comply with generally accepted standards of business conduct. All such individuals shall exhibit a high degree of integrity and shall refrain from any conduct that is unsafe, unlawful, disruptive, or otherwise detrimental to the County, County operations, County employees, or the public.

Under no circumstances shall temporary employees be accompanied in County work areas or on County premises by acquaintances, family members, or other unauthorized individuals, unless prior approval is granted by the applicable County department manager or the Human Resources Department.

Behavior and conduct that the County considers to be unacceptable includes, but is not limited to, the following:

- Negligence.
- Inefficiency.
- Inability to perform assigned duties.
- Insubordination.
- Willful violation of County rules and regulations.
- Conduct unbecoming of a public employee.
- Tardiness or lack of punctuality.
- Misconduct.
- Use of alcoholic beverages or narcotics while engaged in County business.
- Reporting to work intoxicated or under the influence of non-prescribed drugs.
- Arrest of any crime involving moral misconduct.
- Arrest of a felony.
- Falsifying employment or other County records.
- Violating the Prohibition of Unlawful Harassment Policy.
- Using County supplies/materials or other property for personal purposes.
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
- Fighting or using obscene, abusive, or threatening language or gestures while on the job.
- Stealing.
- Possessing unauthorized firearms.
- Disregarding safety or security regulations while conducting business or while on County property.

- Making false allegations or claims.
- Making unauthorized recordings.

I. INVOICING AND PAYMENT

Invoices must be submitted to the specific St. Johns County department that ordered the Services and shall reference a valid County-issued purchase order number. Invoices shall be submitted by or before the tenth (10th) day of each month for temporary staffing assignments completed the previous month. Each invoice shall include, at a minimum, the following information:

- Billing address of the ordering department
- Work location or department number
- Description of services provided (e.g., custodial, clerical)
- For each billed location and temporary employee:
 - Temporary employee name
 - Total hours worked
 - Hourly pay rate
 - Hourly billable rate
 - Weekly pay period ending date
 - Approved timesheets

Invoices and all supporting documentation, including timesheets, shall be subject to review and verification by the County. The County reserves the right to reject any invoice that is incomplete, inaccurate, unsupported, exceeds authorized hours or rates, or otherwise fails to comply with County policies. Rejected invoices shall not be processed for payment. The County reserves the right to pay invoices less any disputed/noncompliant amounts, or issue a Credit Memo removing the disputed amounts.

Upon notice of rejection, the awarded Contractors shall correct and resubmit the invoice with all required documentation. The County's payment period shall commence upon receipt of a complete, accurate, and approved invoice. Submission of a corrected invoice shall not entitle the awarded Contractors to interest or penalty payments.

Payments shall be made in accordance with Local Prompt Payment Act, F.S. 218.70-218.80.

The County shall not make payment directly to any temporary employee of the awarded Contractors.

The awarded Contractors shall comply with all applicable County finance, accounting, and audit requirements. The County reserves the right to audit invoices, payroll records, timesheets, and supporting documentation related to services provided under a County Contract for the duration of the Contract and for any required record-retention period thereafter. Any overpayments identified through audit or review may be offset against future payments or recovered by the County.

The County reserves the right to modify invoicing procedures, formats, or submission methods during the Contract term, upon execution of a Contract Amendment.

J. SERVICE GUARANTEE

This guarantee provides that the awarded Contractors shall not invoice the County for services

performed by a temporary employee whose performance is determined by the County to be unsatisfactory within the first four (4) hours of an assignment. The awarded Contractors acknowledge that, notwithstanding reasonable screening and evaluation efforts, circumstances may arise that require the dismissal of temporary employees from County assignments.

L. POSITIONS

A list of positions which are currently used by the County, or are anticipated to be used by the County, is provided in **Attachment G**.

If the County requires temporary staffing for a position not listed in **Attachment G**, the County may contact the awarded Contractors to negotiate a competitive price and add new positions to the contract by issuing a Contract Amendment.

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT G
POSITIONS**

I. HOURLY RATES

Compensation for services satisfactorily performed shall be in accordance with the Hourly Billable Rates provided below, which shall be negotiated and the approved rates shall be included in the awarded Contract.

#:	Position:
1	Beach Toll Collector Leader
2	Beach Toll Collector
3	Retail Customer Support (Pier)
4	Clerical Support - Receptionist
5	Clerical Support - Administrative Coordinator
6	Application/ Permit Review Technician
7	Client Services Assistant
8	Construction Plans Reviewer
9	Garbage Removal Workers
10	Grounds Maintenance
11	Golf Cart Attendant
12	Golf Course Spray Technician
13	Golf Course Starter
14	Golf Course Grounds Maintenance Technician
15	Legal Support Specialist
16	Financial Analyst (Budget Analyst)
17	Procurement Analyst (Procurement Coordinator)
18	Contract Analyst
19	Civil Engineer
20	Civil Professional Engineer (P.E.)
21	Library Assistant
22	Library Courier
23	Skilled Tradesworker- HVAC- Journeyman or Master License
24	Skilled Tradesworker- Masonry- Journeyman or Master License
25	Skilled Tradesworker- Plumbing- Journeyman or Master License
26	Skilled Tradesworker- Electrical- Journeyman or Master License
27	Skilled Tradesworker- entry level (non-licensed)
28	Wastewater Treatment Plant Operator
29	Housing Inspector
30	Project Specialist
31	Human Resources Coordinator- Projects

32	Human Resources Specialist- Projects, Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation
33	Human Resources Analyst- Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation
34	Recreation Program Assistant
35	Recreation Instructor (CLASS)
36	Recreation Instructor - Specialty (CLASS)
37	Scorekeeper (GAME)
38	Sports Official (GAME)
39	Summer Camp Coordinator
40	Camp Supervisor
41	Assistant Camp Supervisor
42	Summer Camp Counselor I
43	Summer Camp Counselor II
44	Summer Camp Counselor III
45	Summer Camp Transportation Specialist
46	Beach Enforcement/Lighting Officer
47	Beach Survey Technician
48	Environmental Technician
49	Equipment Specialist
50	GIS Technician
51	GIS Analyst
52	Land Management Technician
53	Recycling Specialist
54	Solid Waste Supervisor
55	Maintenance Technician- Water Utility
56	Grant Project Manager
57	Web Development and Support Specialist
58	Weighmaster
59	Auto CAD Drafting Services
60	SCADA Technician
61	Maintenance Worker- General Labor
62	Maintenance Technician- Building
63	Community Education Specialist
64	Engineering Specialist
65	Construction Specialist
66	Library Courier
67	Tourism and Development Specialist
68	Technical Specialist
69	Lead Growth Management Technician
70	Environmental Specialist
71	HCP Field Technician
72	Web Development and Support Specialist
73	Digital Media Specialist

74	IT Applications Analyst
75	Business Systems Analyst
76	Project Manager
77	Capital Improvement Program (CIP) Project Manager
78	Sharepoint Administrator
79	Intern- General
80	IT Desktop Support
81	Enterprise Resource Application (ERP) Analyst
82	Fleet Mechanic
83	Survey Assistant
84	Disaster Recovery Specialist (FEMA)
85	Utility Grant Project Manager

All pricing must be based on the Hourly Billable Rate per employee. This Hourly Billable Rate must include any and all cost associated with providing the temporary staff, including the employee's Hourly Pay Rate, matching FICA, Federal and State Unemployment Insurance, and Worker's Compensation Insurance, and profit and overhead. The Contractor must identify all costs associated with determining the hourly billable rate.

All pricing is subject to negotiation. The approved Hourly Billable Rates and markup percent shall remain firm throughout the first year of the awarded Contract, unless otherwise amended by the County.

**RFP 2269, TEMPORARY STAFFING SERVICES
EXHIBIT B - PRICING**

Item	Job Classification	Hourly Payable Rate	Markup %	Billable Rate
1	Beach Toll Collector Leader	\$ 15.65	18.00%	\$ 18.47
2	Beach Toll Collector	\$ 15.00	18.00%	\$ 17.70
3	Retail Customer Support (Pier)	\$ 15.00	18.00%	\$ 17.70
4	Clerical Support - Receptionist	\$ 16.00	18.00%	\$ 18.88
5	Clerical Support - Administrative Coordinator	\$ 17.58	18.00%	\$ 20.74
6	Application/ Permit Review Technician	\$ 18.00	18.00%	\$ 21.24
7	Client Services Assistant	\$ 18.00	18.00%	\$ 21.24
8	Construction Plans Reviewer	\$ 28.00	18.00%	\$ 33.04
9	Garbage Removal Workers	\$ 18.50	28.00%	\$ 23.68
10	Grounds Maintenance	\$ 16.00	23.00%	\$ 19.68
11	Golf Cart Attendant	\$ 15.00	18.00%	\$ 17.70
12	Golf Course Spray Technician	\$ 17.00	23.00%	\$ 20.91
13	Golf Course Starter	\$ 15.00	18.00%	\$ 17.70
14	Golf Course Grounds Maintenance Technician	\$ 17.48	23.00%	\$ 21.50
15	Legal Support Specialist	\$ 20.91	18.00%	\$ 24.67
16	Financial Analyst (Budget Analyst)	\$ 29.98	18.00%	\$ 35.38
17	Procurement Analyst (Procurement Coordinator)	\$ 29.98	18.00%	\$ 35.38
18	Contract Analyst	\$ 31.02	18.00%	\$ 36.60
19	Civil Engineer	\$ 36.19	18.00%	\$ 42.70
20	Civil Professional Engineer (P.E.)	\$ 38.00	18.00%	\$ 44.84
21	Library Assistant	\$ 15.00	18.00%	\$ 17.70
22	Library Courier	\$ 15.42	18.00%	\$ 18.20
23	Skilled Tradesworker- HVAC- Journeyman or Master license	\$ 25.00	23.00%	\$ 30.75
24	Skilled Tradesworker- Masonry- Journeyman or Master license	\$ 25.00	23.00%	\$ 30.75
25	Skilled Tradesworker- Plumbing- Journeyman or Master license	\$ 25.00	23.00%	\$ 30.75
26	Skilled Tradesworker- Electrical- Journeyman or Master license	\$ 25.00	23.00%	\$ 30.75
27	Skilled Tradesworker- entry level (non-licensed)	\$ 18.13	23.00%	\$ 22.30
28	Wastewater Treatment Plant Operator	\$ 22.40	23.00%	\$ 27.55

29	Housing Inspector	\$ 25.00	18.00%	\$ 29.50
30	Project Specialist	\$ 25.00	18.00%	\$ 29.50
31	Human Resources Coordinator- Projects	\$ 22.00	18.00%	\$ 25.96
32	Human Resources Specialist- Projects, Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation	\$ 25.00	18.00%	\$ 29.50
33	Human Resources Analyst- Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation	\$ 25.31	18.00%	\$ 29.86
34	Recreation Program Assistant	\$ 15.88	18.00%	\$ 18.74
35	Recreation Instructor (CLASS)	\$ 17.00	18.00%	\$ 20.06
36	Recreation Instructor - Specialty (CLASS)	\$ 17.50	18.00%	\$ 20.65
37	Scorekeeper (GAME)	\$ 15.00	18.00%	\$ 17.70
38	Sports Official (GAME)	\$ 17.00	18.00%	\$ 20.06
39	Summer Camp Coordinator	\$ 17.00	18.00%	\$ 20.06
40	Camp Supervisor	\$ 18.00	18.00%	\$ 21.24
41	Assistant Camp Supervisor	\$ 16.00	18.00%	\$ 18.88
42	Summer Camp Counselor I	\$ 15.00	18.00%	\$ 17.70
43	Summer Camp Counselor II	\$ 15.30	18.00%	\$ 18.06
44	Summer Camp Counselor III	\$ 15.88	18.00%	\$ 18.74
45	Transportation Specialist	\$ 16.46	23.00%	\$ 20.24
46	Beach Enforcement/Lighting Officer	\$ 17.50	18.00%	\$ 20.65
47	Beach Survey Technician	\$ 16.95	18.00%	\$ 20.00
48	Environmental Technician	\$ 18.00	18.00%	\$ 21.24
49	Equipment Specialist	\$ 17.00	18.00%	\$ 20.06
50	GIS Technician	\$ 20.00	18.00%	\$ 23.60
51	GIS Analyst	\$ 27.51	18.00%	\$ 32.46
52	Land Management Technician	\$ 18.00	18.00%	\$ 21.24
53	Recycling Specialist	\$ 17.00	28.00%	\$ 21.76
54	Solid Waste Supervisor	\$ 24.00	18.00%	\$ 28.32
55	Maintenance Technician- Water Utility	\$ 17.84	18.00%	\$ 21.05
56	Grant Project Manager	\$ 34.00	18.00%	\$ 40.12
57	Web Development and Support Specialist	\$ 22.00	18.00%	\$ 25.96
58	Weighmaster	\$ 17.89	18.00%	\$ 21.11
59	Auto CAD Drafting Services	\$ 24.00	18.00%	\$ 28.32
60	SCADA Technician	\$ 26.00	18.00%	\$ 30.68
61	Maintenance Worker- General Labor	\$ 17.19	23.00%	\$ 21.14

62	Maintenance Technician- Building	\$ 18.00	18.00%	\$ 21.24
63	Community Education Specialist	\$ 17.50	18.00%	\$ 20.65
64	Engineering Specialist	\$ 24.00	18.00%	\$ 28.32
65	Construction Specialist	\$ 22.36	23.00%	\$ 27.50
66	Library Courier	\$ 15.42	18.00%	\$ 18.20
67	Tourism and Development Specialist	\$ 20.68	18.00%	\$ 24.40
68	Technical Specialist	\$ 20.59	18.00%	\$ 24.30
69	Lead Growth Management Technician	\$ 27.00	18.00%	\$ 31.86
70	Lead Growth Management Technician	\$ 20.00	18.00%	\$ 23.60
71	HCP Field Technician	\$ 16.00	18.00%	\$ 18.88
72	Web Development and Support Specialist	\$ 28.00	18.00%	\$ 33.04
73	Digital Media Specialist	\$ 22.00	18.00%	\$ 25.96
74	IT Applications Analyst	\$ 25.00	18.00%	\$ 29.50
75	Business Systems Analyst	\$ 31.11	18.00%	\$ 36.71
76	Project Manager	\$ 34.33	18.00%	\$ 40.51
77	Captial Improvement Program (CIP) Project Manager	\$ 35.00	18.00%	\$ 41.30
78	Sharepoint Administrator	\$ 32.00	18.00%	\$ 37.76
79	Intern- General	\$ 15.83	18.00%	\$ 18.68
80	IT Desktop Support	\$ 25.00	18.00%	\$ 29.50
81	Enterprise Resource Application (ERP) Analyst	\$ 29.79	18.00%	\$ 35.15
82	Fleet Mechanic	\$ 28.00	23.00%	\$ 34.44
83	Survey Assistant	\$ 18.00	18.00%	\$ 21.24
84	Disaster Recovery Specialist (FEMA)	\$ 25.00	18.00%	\$ 29.50
85	Utility Grant Project Manager	\$ 34.43	18.00%	\$ 40.63

Hourly Billable Rates. The above billing rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Contractor.

Quantity of Services. Contractor understands that the County makes no commitments or guarantees as to the total amount or value of the Services to be performed by Contractor. Payment under this Agreement shall be made on the basis of the actual amount of Services satisfactorily performed and completed in accordance with the Contract Documents.

Payable Rate Adjustments. The Contractor shall have the opportunity to request increases to the approved billable rates and markup percent on an annual basis, on the anniversary date of the awarded contract. The consideration for any increase to billable rates shall be based upon the current Consumer Price Index (CPI) but shall at no point exceed four percent (4%) in any given year. The County is under no obligation to grant any requested increase to billable rates or markup percent. Any request for an increase to the approved billable rates or markup percent must be submitted, in writing, to the SJC Purchasing Department, no less than sixty (60) calendar days prior to the anniversary of the Effective Date of the Contract. The County is under no obligation to grant any requested billable rate or markup adjustments. Approved adjustments shall be effective only upon the County's issuance of a fully executed Amendment. If Contractor fails to request and/or receive approval for any adjustment to the billable rates or markup in any given year, the Contractor shall forego any available adjustment for that year, and shall not combine and/or compound any requested base rate adjustment in subsequent year(s).

RFP 2269; TEMPORARY STAFFING SERVICES

Exhibit C

LOCAL AGENCY PROGRAM FEDERAL AID TERMS FOR SERVICES CONTRACTS

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Agency at any time during the performance of such services and/or completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Contractor will not copyright any material and products or patent any invention developed under this agreement. The Agency will have the right to visit the site for inspection of the work and the products of the Contractor at any time.
- C. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- D. The Contractor shall provide access by the Florida Department of Transportation (recipient), the Agency (subrecipient), the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- E. Compliance with Regulations: The Contractor shall comply with the Regulations: relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- F. Nondiscrimination: The Contractor, with regard to the work performed during the

contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- G. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- H. Information and Reports: The Contractor will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- I. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Contractor under the contract until the Contractor complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- J. Incorporation or Provisions: The Contractor will include the provisions of Paragraph C through K in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Contractor becomes involved in, or is

threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- K. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- L. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- M. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political

subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.

- N. Participation by Disadvantaged Business Enterprises: The Contractor shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Contractor and any subcontractor or contractor.

“The subconsultant, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate.”

Pursuant to 49 CFR 26.11(c), the Contractor shall submit the bid opportunity list at the time of contract execution and shall enter DBE commitment and payment information in the Florida Department of Transportation Equal Opportunity Compliance (EOC) system. The Contractor shall request access to the EOC system using Form No. 275-021-30.

- O. Prompt Payment of and Return of Retainage to Subcontractors: The Contractor will pay monies owed to subcontractors, suppliers or other parties within thirty (30) days of the Contractor receiving payment from the Local Agency. The Local Agency is prohibited from withholding retainage from Contractor s. To the extent the selected Contractor withholds retainage from its subcontractors, it must be returned in its entirety within thirty (30) days of satisfactory completion of the subcontractor work. The Local Agency is the arbiter of what constitutes satisfactory completion. These provisions apply to all subcontractor s and at all tiers of subcontracting.
- P. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- Q. It is understood and agreed that if the Contractor at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Contractor shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Contractor in all lower tier covered transactions and in all aforementioned federal regulation.
- R. The Local Agency hereby certifies that neither the Contractor nor the Contractor's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

1. employ or retain, or agree to employ or retain, any firm or person, or
 2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;
- The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

S. The Contractor hereby certifies that it has not:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The Contractor further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

T. The Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

U. Clean Air Act: The Contractor agrees to comply with applicable standards, orders or regulations issued pursuant to Clean Air Act (42 U.S.C § 7401 et seq), as amended.

The Contractor agrees to report each violation to the Florida Department of Transportation (Department) and understands and agrees that the Department will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

- V. Federal Water Pollution Control Act: The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

- W. Byrd Anti-Lobbying: Contractors awarded a contract of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL AID CONTRACTS: (Compliance

with 49 CFR, Section 20.100(b))(1) The Contractor certifies that: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any state or Federal agency, a member of the Florida Legislature, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities". (2) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. (3) The Contractor also certifies by signing this contract that the Contractor shall require the language of this certification be included in all lower tier

subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Statement for Loan Guarantees and Loan Insurance

Per 49 CFR Part 20, Appendix A, the undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10, 000 and not more than \$100,000 for each such failure.

- X. Buy America: As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award per 2 CFR part 200.322.

"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Furthermore, Federal agencies providing Federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in 2 CFR part 184.

This content is from the eCFR and is authoritative but unofficial.

Title 2 —Federal Financial Assistance

Subtitle A —Office of Management and Budget Guidance for Federal Financial Assistance

Chapter II —Office of Management and Budget Guidance

Part 200 —Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Authority: 31 U.S.C. 503; 31 U.S.C. 6101-6106; 31 U.S.C. 6307; 31 U.S.C. 7501-7507.

Source: 89 FR 30136, Apr. 22, 2024, unless otherwise noted.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be

- prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- (J) See § 200.323.

(K) See § 200.216.

(L) See § 200.322.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]



NOTICE OF INTENT TO AWARD

April 22, 2026

RFP No: 2269; Temporary Staffing Services

St. Johns County hereby issues this Notice of Intent to Award a contract, upon successful negotiations, with Ad-Vance Talent Solutions, 22nd Century Technologies, Inc., Staffing of St. Augustine, Inc., and Keystaff, Inc., as the highest ranked Proposers, based upon evaluation of submitted Proposals and Presentations under RFP 2269.

Any actual Bidder, Proposer or Supplier who is aggrieved in connection with the Notice of Intent to Award a Contract, where such grievance is asserted to be the result of a violation of the requirements of the St. Johns County Purchasing Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Director of Purchasing & Contracts. The Protest must be made in writing and filed by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award, and must be submitted in accordance with Section 13, SJC Purchasing Policy.

Should no Protest be received in response to this Notice, the County will proceed with negotiations, and upon successful negotiations, award of a Contract in accordance with SJC Purchasing Policy.

Please forward all correspondence, requests or inquiries directly to Greg Lulkoski, Procurement Coordinator, via email at glulkoski@sjcfl.com or phone at 904-209-0156.

St. Johns County, FL
Board of County Commissioners
Purchasing Department

Leigh A. Daniels, CPPB, FCCM
Purchasing Manager
(904) 209-0154 – Direct
ldaniels@sjcfl.us

Date: _____

4/23/26



EVALUATION SUMMARY SHEET - PROPOSALS
ST. JOHNS COUNTY, FLORIDA

RFP No: 2289; TEMPORARY STAFFING SERVICES

PROPOSER	PURCHASING Pricing (scored by Purchasing)	EVALUATOR					TOTAL	RANK	COMMENTS
		Miggle Pierle	Rozana Walton	Kasio Boyp	Kade Dias	Larson Tolce			
Ad-Vance Talent Solutions	25.8	88	78	71	74	78	375.3	1	KW
22nd Century Technologies, Inc.	21.8	89	78	64	74	78	369.9	2	KW
Staffing of St. Augustine, Inc.	21.2	88	78	68	70	78	369.2	3	KW
Keystaff, Inc.	23.0	88	75	59	75	78	366.0	4	KW
DakemonUSA, LLC	19.3	88	78	54	73	78	356.3	5	
Abecate Service Corporation	18.1	88	78	55	72	78	354.1	6	
Absolute Information Technologies, Inc.	23.2	88	78	68	81	75	382.2	7	
Compunnel Software Group, Inc.	18.4	88	75	62	73	78	351.4	8	
AppleOw, Inc.	18	88	75	63	70	78	348.8	8	
Tryflex, Inc.	18.8	88	78	61	71	75	348.8	9	
Blue Arbor, Inc.	20.2	88	75	62	66	78	348.2	11	
ND Global Consulting Services, Inc.	13.8	88	78	64	68	78	344.8	12	
Infiniti, Inc.	12.8	88	78	66	71	75	342.8	13	
Let's Work USA, Inc.	18.8	88	75	68	69	75	342.8	14	
Diskstar, Inc.	11.8	88	78	64	73	75	338.8	16	
Morph Enterprise LLC	11.7	88	78	68	71	78	337.7	16	
RADgov, Inc.	12	88	75	68	68	78	336	17	
Technostaff LLC dba HaverVal Technology	18.8	88	78	60	60	78	336.8	18	
Lanosoft, Inc.	18.8	88	78	62	63	75	336.8	19	
MGT Impact Solutions, LLC	8.5	88	78	66	63	75	335.8	20	
Abacus Corporation	21.7	88	78	38	68	78	329.7	21	
vTech Solution, Inc.	11.8	88	74	66	62	75	327.8	22	
Owensite LLC	18	88	68	68	63	78	325	23	
Meridian Solutions LLC	18.8	88	78	61	58	85	311.8	24	
JPI	4.7	88	75	8	35	5	178.7	28	

APPROVED: Duane Werner, Director

APPROVED: Leigh A. Daniels, Purchasing Manager

Posted to Compendator:

NOTE:

THE RANKING SHOWN ABOVE SHALL BE FOLLOWED UNLESS SPECIAL CONDITIONS MENT A CHANGE IN THE NEGOTIATING ORDER. IN THIS CASE, THE SPECIAL CONDITIONS MUST BE EXPLAINED IN DETAIL AND ATTACHED TO THIS EVALUATION SUMMARY SHEET. ALL RECORDS SHALL BECOME AVAILABLE FOR INSPECTION AND COPYING PURSUANT TO CHAPTER 119, F.S. ANY ACTUAL BIDDING, PROPOSER, SUPPLIER, OR RESPONDENT WHO IS AWARDED IN CONNECTION WITH A NOTICE OF INTENT TO AWARD A CONTRACT, WHERE SUCH AWARD IS ASSERTED TO BE THE RESULT OF A VIOLATION OF THE REQUIREMENTS OF THE ST. JOHNS COUNTY PURCHASING POLICY AND ASSOCIATED PROCEDURES, OR ANY APPLICABLE PROVISION OF LAW BY THE OFFICERS, AGENTS, OR EMPLOYEES OF THE COUNTY, MAY FILE A PROTEST WITH THE PURCHASING DIRECTOR AS PROVIDED IN SECTION 13 OF THE SJC PURCHASING POLICY.

04-27-20

Section #1 -Tab
Proposal Cover Page Letter

St Johns County
RFP No. 2269
Temporary Staffing Services
Due Thursday, March 26th 2026 @ 4:00 pm

Jana Thoenke, Owner
jthoenke@mykeystaff.com
Office 561-688-9184 Cell 561-309-5963

KeyStaff, inc
1610 Southern Blvd
West Palm Beach, FL 33406
FEIN: 41-1887214



RFP 2269; TEMPORARY STAFFING SERVICES

COVER PAGE

ST. JOHNS COUNTY PURCHASING DEPARTMENT
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE, FLORIDA 32084

POINT OF CONTACT FOR RFP:

NAME & TITLE OF PRIMARY CONTACT: Jana Thoemke, Owner

EMAIL ADDRESS: jthoemke@mykeystaff.com

State of Florida, Department of State, Division of Corporations Registration #: P97000077947

FEIN #: 41-1887214

POINT OF CONTACT FOR INVITATION TO PAYMENTWORKS:

NAME & TITLE: Kelly Weedman, CFO

EMAIL ADDRESS: kweedman@thoemkeenterprises.com

DATE: 3/26/26

KeyStaff

Specialized Staffing & Recruiting Services

RFP # 2269

St Johns County

Temporary Staffing

Services

People. Partner. Prosper.

Best of 
Staffing®

2026

Client
Satisfaction

Best of 
Staffing®

2026

Talent
Satisfaction





March. 16., 2026

Greg Lulkoski
Procurement Coordinator
SJC Purchasing Department
500 San Sebastian View
St Augustine, FL 32084

Thank you for the opportunity to submit a proposal in response to RFP #2269 Temporary Staffing Services.

Selecting a staffing partner is a critical decision. The right partner supports a well-run operation, satisfied employees, and minimal disruption. The wrong choice can result in poor placements, increased liability, and unnecessary demands on management's time and resources. For this reason, it is essential to choose a financially stable, experienced, and proven provider.

KeyStaff respectfully requests the opportunity to be St. Johns County's staffing partner. We are a stable organization with over 28 years of experience specializing in government, administrative, labor, and professional staffing. We are fully prepared to meet and exceed all requirements outlined in your solicitation and to deliver reliable, high-quality staffing services. As a State of Florida–certified minority business, we also support and align with your minority participation goals.

Included in this proposal are references and letters of recommendation that reflect our commitment to service excellence. We currently provide service to Department of Military Affairs and The Florida State Guard, and we have an excellent manager in St Johns County that has been with KeyStaff for over 6 years. We are proposing that he would oversee the staff needed to recruit and manage employees at St Johns County.

We appreciate your consideration and hope this proposal demonstrates that KeyStaff is the right choice for St Johns County. We hope to have the opportunity to make a presentation. You can count on me and the entire KeyStaff team to provide responsive, dependable, and high-quality service. You have our full commitment.

Sincerely,

Jana Thoenke
Owner
KeyStaff
Office – 800-608-2662
Cell phone- 561-309-5963
jthoenke@mykeystaff.com
www.mykeystaff.com



Who Is KeyStaff

Founded in 1997, KeyStaff is a woman-owned Florida corporation with over 28 years of proven experience serving clients across the state. We provide comprehensive staffing solutions throughout Florida, with offices in West Palm Beach, Fort Lauderdale, and Fort Myers, as well as dedicated recruiting teams in Sarasota, Tampa, Port St. Lucie, and St. Augustine to support the diverse needs of our clients.

Our team of experienced staffing professionals brings deep industry expertise and a commitment to delivering high-quality talent across multiple sectors. Our specialized divisions include Government, Administrative, Light Industrial/Labor, Hospitality, and Professional Staffing.

In addition, our permanent placement division, KeyTalent, delivers professional recruitment services nationwide, connecting top talent with organizations across the United States.

To learn more about us and our services, visit our website at www.mykeystaff



powered by LocalIQ



What KeyStaff Offers to St Johns County

A Company with Owner Involvement:

A passion that starts from the top.

A Company with Stable History & Management:

KeyStaff is a local company that has been in business for over 28 years, providing consistent, reliable service. We pride ourselves on maintaining a strong philosophy of service, always responding to our clients' needs with a sense of urgency, ensuring that your requirements are met promptly and effectively.

A Company Committed to St. Johns County:

At KeyStaff, we are committed to providing dedicated, local support to St. Johns County. John Ramos will serve as the primary manager overseeing all staffing operations, including the supervision of recruiters assigned to the County. John has been with KeyStaff for six years and was recognized in 2025 for his commitment to employee service and consistently excellent performance.

We currently partner with the Department of Military Affairs, demonstrating our ongoing commitment to building strong relationships and expanding our presence in St. Johns County. We understand that the County's mission is to deliver essential services to the community, and our goal is to support that mission by providing reliable, high-quality staffing solutions.

As staffing and recruiting experts, this is what we do every day. By partnering with KeyStaff, you can focus on serving the residents of St. Johns County, while we ensure your workforce needs are met with efficiency, professionalism, and care.

A Company Focused on Constant Improvement:

Our hiring process includes background checks, drug screening, skill testing, and to ensure we provide quality candidates for St Johns County. We have recently implemented "Motivational Based Interviewing", this is a process that identifies high performers in all skill sets. We have spent an extended amount of time researching and testing out this method and we will be implementing it for St Johns County positions. We believe that it will improve the quality of temporary staff placements. More information on this process is provided in the proposal. We recently changed our timekeeping system to TimeRack, a company that has more options for our clients and employees.

A Company Committed to our Employees:

All St Johns County employees with KeyStaff are paid **6 holidays** (after waiting period), and are offered an employee saving plan, and insurance (accident/sickness/wellness as well as prescription drug reimbursement, vision, dental plan, and short- term disability). KeyStaff pays **60% of health insurance costs**.



A Company that Provides Training:

At KeyStaff, we prioritize training and safety, guided by our motto, "Safety Starts With Me," which is ingrained throughout the organization. Our HR and Safety teams are dedicated to minimizing accidents by taking a proactive approach, especially in higher-risk departments. We also provide expert HR support and legal guidance to ensure all procedures are followed correctly, working hard to resolve any issues before they escalate into legal challenges.

A Company that Operates Within the Law and Stays Updated on New Regulations:

We operate ethically, honestly, and in full compliance with the law. KeyStaff stays informed of HR changes and legal requirements that affect our business. With our HR Support and Legal Support, we are prepared to meet evolving regulations as they occur

A Company that has a proven transition process:

We have a transition team and a process in place to successfully on-board employees and handle this process in the most professional manner. We have our St Johns County Manager selected and will only need to hire recruiters. Our process is proven and has been recently used at DMA, as well as other counties like Collier County. This process eliminates stress for the HR Department in this transition.

A Company with an Operational Plan for St Johns County:

We will be local and hands on in the operations. We can meet with management, and we will be a part of the community. We conduct an annual surveys of all managers and employees to ensure the delivery of high-quality service through Clearly Rated. Experienced KeyStaff managers and recruiters will oversee the account, ensuring that orders are filled promptly and effectively. Communication can be enhanced by using the email address Stjohnscounty@mykeystaff.com, which is actively monitored by a team of KeyStaff Managers, including the President and Owner. This multi-tiered oversight ensures swift response times and keeps the team informed on all activities and any issues that arise. To facilitate smooth communication, all correspondence, including purchase orders (POs), should be sent to this address, and department managers are encouraged to use it regularly. This process will help maintain efficiency and accountability in all KeyStaff-St Johns County operations.

A Company Offering Competitive Pricing and No Conversion Fees:

KeyStaff offers highly competitive pricing with no fees or waiting period for the direct hire of our employees. We understand that many candidates aspire to long-term careers with the County, and we fully support their transition to full-time roles. Our approach is designed to provide flexibility, reduce hiring barriers, and ensure the County has access to top talent without additional cost or delay.



Section #2 -Tab

Company & Staff Qualifications

Licenses & Certificates

1. Minority Certificate
2. MBI Training Certificate & SHRM

Team

1. KeyStaff's St Johns County Team
2. Attachment C

Certificate of Insurance (example)

Attachment 1

Project Organizational Chart

Attachment F



Certified Minority Business Enterprises

State of Florida (updated through 2027)

State of Florida

**Woman Business
Certification**

KeyStaff, inc.

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

07/11/2025 to 07/11/2027



Pedro Allende
Florida Department of Management Services



Office of Supplier Development
4050 Esplanade Way, Suite 300
Tallahassee, Florida 32399
850-487-0915
www.dms.myflorida.com/oesd



Staffer/Recruiters and Managers are trained on Motivational Based Interviewing Process, to identify top performers a process to help us hire the best staff possible for all categories (more information to follow in Section #4)



KeyStaff's St Johns County Team



John Ramos
St Johns Manager



Jennifer Negron,
Sr HR Manager



Jana Thoenke,
Owner



Rich Gustke,
President



Ray Galindez,
Vice President

•**John Ramos, Manager**– John has been with KeyStaff for over **6 years** and during this time he has worked as a recruiter, client development specialist and manager for KeyStaff. He relocated to St. Augustine to manage the DMA staff in 2023 and grow this branch for KeyStaff. He has purchased a home in St. Augustine and is loving life in this community. In 2025 KeyStaff honored John for his employee satisfaction and customer service employee ratings. John will be a great asset the the St Johns County's team.

•**Jana Thoenke, Owner**- The owner of KeyStaff for **28 years**, Jana brings decades of leadership and experience to every contract and client relationship.

•**Rich Gustke, President**-Formerly a KeyStaff client for 12 years, Rich has served as our President since 2021 and continues to bring a unique client-centered perspective to the role.

•**Ray Galindez, Vice President**- also known as the “Master of All Things KeyStaff,” Ray has been an integral part of the team for **12 years**, driving growth and client engagement.

•**Jennifer Negron, Sr HR Manager and Operations Specialist**- Jennifer brings **22 years** of experience to her leadership role, overseeing operations with deep institutional knowledge and dedication. Her focus currently on employee relations and HR support for KeyStaff.





John Ramos
Manager

February 2020 – Current KeyStaff Inc. St. Augustine, FL

Account & Recruiting Manager – KeyStaff & KeyTalent Divisions

Results-driven Account and Recruiting Manager with experience supporting workforce needs for private sector organizations, government and military organizations, including the Department of Military Affairs, the Florida State Guard, and the Florida National Guard. Skilled in full-cycle recruiting, client relationship management, and strategic workforce planning to ensure departments are staffed with qualified, reliable personnel. Experienced in partnering with command staff and administrative leadership to understand operational needs and deliver targeted hiring solutions for both administrative and field-based roles.

Proven ability to source, screen, and place high-quality candidates while maintaining compliance with government hiring standards and contract requirements. Adept at managing multiple

accounts, coordinating interviews, negotiating compensation, and facilitating smooth onboarding processes. Strong communication, professionalism, and the ability to build long-term partnerships with job seekers, upper-level executives, military leadership and department managers.

Demonstrated success in supporting mission-critical staffing initiatives, improving recruitment timelines, and ensuring that positions essential to training, logistics, maintenance, and administrative operations are filled efficiently.

January 2018 – December 2019 Trades Masters Skilled Staffing Fort Lauderdale, FL

Business Developer/Senior Account Manager

Obtained new clientele and efficiently developed business throughout the skilled-trade industry. Maximize the effectiveness and profitability of marketing efforts, through effective communication skills and rapport-based influence and persuasion to obtain and secure targeted industry clients. Contacting potential employees through various platforms methods. Scheduling shifts, new hire training including company and OSHA safety training.

- Managed and operated a matrix of skilled candidates for future placements.
- Precisely followed all steps of the hiring process including, but not limited to, ensuring completion of new-hire paperwork and conducting reference checks, background checks and drug screening.
- Prepared and implemented marketing strategies for business development and lead generation.
- Effectively developed and maintained business relationships by thorough means of communication over the phone, via email and business meetings.
- Promoted to Senior Account Manager 9 months earlier than corporate curve.
- Established a rookie, peer-led training class in my office, which is currently being used on a regional level.
- OSHA 10 Certified (active).

April 2010 – December 2017 Career Source South Florida Miami, FL

Senior Community Job Developer / Program Specialist

Responsible for developing new community relations in Miami-Dade County and business development programs for local companies. Establishing relationships with employers in order to help them implement assistance through the federal government and the state of Florida.

Successfully worked with organizations both in the private sector and in the government sector such as various local VA Medical Centers, Job Placement Centers, and the Veterans Bureaus.

- Initiating and maintaining personal contacts with a variety of business and industry representatives to promote programs funded by the federal and local government.
- Calling potential employers; explaining the benefits and employment support services provided by the programs to employers, including employer's special needs in their workforce as well as researching agencies and other resources for job building leads.
- Collecting data from employers related to job orders including job requirements and skills; matching job skills with applicant qualifications; referring qualified applicants to employers by recruiting and staffing and



- conducting necessary follow-ups when applicants are placed in positions.
- Meeting monthly quotas for placements on applicants and enrolling companies in employment government programs. Creating monthly reports and able to discuss the benefits of maintaining such programs.

February 2005 - April 2010 True Blue Staffing Inc. Ft. Lauderdale, FL
Branch/Area Sales Manager

Being a sales leader in the local marketplace and industry. Responsible for assuring that branch operational and financial performance goals are met. Utilizing a consultative sales approach, overseeing the attainment of budgeted sales and profit goals through business development and growth of new and current customer base.

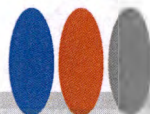
- Accountable for revenue, sales quotas and business development within the assign area. Generating new accounts, closing on sales, and producing P&Ls on a weekly/monthly basis.
- Designed and implemented monthly plans for continuous improvement in revenue.
- Established and implemented policies and procedures, work rules and performance standards to ensure the efficient and effective operation of the branch.
- Managed the entire Branch, including the supervision and training of branch staff and assigned temporary employees for customers by recruiting and qualified employees.
- Implemented and executed required safety procedures as indicated by the state of Florida and OSHA 30 Certified.

Education

- Bachelor of Science – Kinesiology - Arizona State University - Phoenix, Arizona
- Associate in Arts – Exercise Science – Montgomery College - Rockville, Maryland

Certifications:

- OSHA-10
- OSHA-30
- Salesforce Certified Platform Developer 2
- Microsoft 365 Certification
- ASA – American Staffing Association – Certified in TSC/CSC
- Employ-Florida Level 2 Program Certification





JANA THOEMKE

Owner

Executive Summary

Executive with over 32 years of experience in the Staffing Industry. Competent in directing KeyStaff on a daily operational level, as well as overseeing the financial management of the company. Proven track record of success in maintaining revenue streams, utilizing sales abilities and uses creativity to secure new business. Innovative manager and team builder who brings the highest level of enthusiasm to running a business. Twenty years' experience in the development, growth and leadership of personnel, expert in analyzing existing operations and implementing the strategies, processes and technologies to improve organizational performance. Strong communication skills, along with the ability to independently plan and direct all levels of business affairs. Implemented multiple programs and training processes, which have had a positive affect operationally and financially. Possess strong P&L management, project management, and human resources experience.

President
KeyStaff

Professional Background

2007 to Present
West Palm Beach, FL

I purchased the remaining shares of KeyStaff to become the sole owner in December of 2007. I have set and implemented goals for the company, I give direction and leadership to ensure that everyone understands our mission, and we are in position to achieve our goals. My duties on a daily basis include working closely with our Staffing Managers to ensure quality service is being provided to the customers. I assist the Sales Manager in forecasting his territory and preparing bids and proposals. I work closely with our CFO on all financial matters relative to the operation of KeyStaff.

Increased sales through securing several large contacts.

Developed valuable business relationships with key clients/constituents

Earned a reputation as a valuable and cooperative coworker by being fair, honest, and willing to help others when needed; effectively resolving conflicts at appropriate times; and assisting new managers and other staff to become familiar with policy and operations.

- Improved customer satisfaction through implementing changes in our hiring procedures
- Developed a successful sales and marketing plan within budget constraints
- Hired, trained and motivated sales, and staffing and administrative personnel



JANA THOEMKE

Owner

Vice President
Staff Plus/KeyStaff

1997 to 2007
West Palm Beach, FL

Started Staff Plus in 1997 and changed our name to KeyStaff in 1998. Assisted in developing and implementing company policies and procedures. P&L responsibility for each location. Developed staffing plans, prepared schedules, budgets, and growth projections for opening new locations. Developed and implemented a total quality process, which resulted in high standards being integrated into all operations of the company. Focused strongly on sales cost analysis, working directly with the sales team to develop effective presentations for our customers in West Palm Beach, Ft. Lauderdale and Sarasota markets.

- Built market share in industrial business segments
- Analyzed economic conditions, business trends, industry trends, and potential markets
- Created integrated sales and marketing strategies, and coordinated program implementation for all KeyStaff offices
- Held total responsibility for operations, staffing, sales, and net revenue
- Managed all aspects of company from the day-to-day operations to forecasting for long -range goals Maintained above budget revenue and profit

Additional Experience

President
*IPN International Product
Network*

1996 to 1997
West Palm Beach, FL

Branch Manager
*ABM Security
Services*

1994 to 1996
West Palm Beach, FL

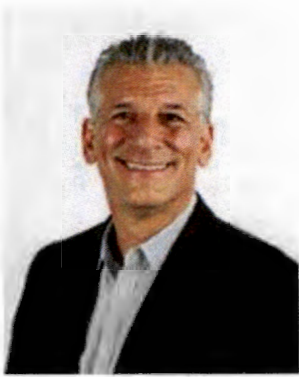
Sales
Representative
*ABM Janitorial
Services*

1990 to 1994
West Palm Beach, FL

Regional Manager/General Manager/Account Exec/Personnel Coordinator
Personnel Pool of America (now known as Interim Personnel)

1984 to 1990
West Palm Beach, FL





RICHARD GUSTKE

President

BUSINESS, OPERATIONS, MANUFACTURING EXECUTIVE

High Profit Growth / P&L Management / General Management / Business Development

Business Executive with extensive background in management, manufacturing, engineering, product development, sales and component assembly. Establishes and directs the company's vision, strategy, sales, operational initiatives and financial objectives. Value added activities and "LEAN" system implementation throughout the organization significantly to strengthen operations, profit and customer satisfaction.

EXPERTISE

International/Domestic Sales & Marketing / EOS - Entrepreneurial Operating System Implementation /
Lean Manufacturing System Implementation / P&L Management / Contracts and Negotiations /
New Product Development / Cross Functional Team Building and Leadership / ISO Implementation
Continuous Improvement

PROFESSIONAL EXPERIENCE

KeyStaff, Inc. West Palm Beach, Florida.

2021 – Present

President

Represent KeyStaff at all internal and external events.
Manages department leaders to ensure that they are meeting KPIs.
Implement company strategy and lead the day-to-day business operations.
Presents strategies and results to owners.
Adheres to all federal, state, and local business laws and regulations and company policies.
Develops and tracks key performance indicators (KPIs) and objectives and key results (OKRs) for all departments & teams.
Oversees multiple departments, including legal, operations, finance, marketing, and human resources.
Responsible for monthly P&L and Balance sheet reviews.
Participates in business development initiatives ; cultivating partnerships
Develops strong working relationships with colleagues across departments and seniority levels.

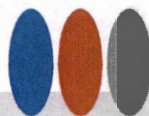
EZ WELD GROUP LLC. Riviera Beach, Florida.

2009-2021

CEO

(Corporate officer responsible for the day-to-day operations and manufacture for a Middle Market chemical blending company with 65+ direct/indirect reports).

Responsible for **P&L and Balance** sheet review.
Report to Board of Directors: Finance, Sales, Marketing Pricing and Strategy, Operations and Projects.
Implemented SAP in 2017
Implemented **ISO 9001 Quality System** and **ISO 14001 Environmental System** in 2015.
Increased Sales 58% in 2016 and projected 33% growth in 2019.
International & Domestic Sales & Marketing development and relationships. Personally, managed all large international distributor accounts. Also, responsible for the implementation of **Lowe's, Ace Hardware and True Value International** retail sales.
Managed Global Sales - set sales goals, developed yearly forecast and budget.
Implemented **EOS – Entrepreneurial Operating System**, a practical solution that guides a business to success. The simple concepts within EOS help to develop and communicate the vision, get traction across the organization, so that the team can move forward with the vision and keep leadership teams healthier.
Initiated **M&A** discussions with our competitors, customers and business targets.



Personally installed overseas filling operations in Egypt and India.

New product development included the world's first 3-year shelf-life cement, All Pressure heavy body PVC cement, Pipe Wipes and an Industrial line of cements - all done by listening to the voice of the customer.

Established Inventory Min./Max. System, **decreased or finished good by 34%** and **improved delivery by 12%**

Executed a **Setup Reduction Lean Workshop** that reduced line change over time from **6 hours to 1 hour** using Quick Change tooling, product wash out system and operator training and awareness.

Careful evaluation of manufacturing personnel that resulted in the **elimination of 38 manufacturing positions** in 2009 while maintaining current sales, production and shipping requirements.

Installed and retro fitted 3 semi-automatic manufacturing lines that **increased overall productivity by 32%**.

MSK PRECISION PRODUCTS, INC. Tamarac, Florida

2007-2009

General Manager

(Responsible for day-to-day operations for Middle Market division of medical device, aerospace parts, and component manufacturing with 90+ direct/indirect reports).

Created and directed a diverse management team to turn around a struggling business resulting in a profitable 2007 and a **50% increase** per employee in end of year profit sharing contribution in 2008.

P&L responsibility for all plant operations.

Directed a five-member professional management team including: Director of Sales, Engineering Manager, Quality Assurance Manager, Plant Manager and HR/Office Manager.

Executed the registration of **ISO 13485:2003** resulting in **\$1.5M** of medical implant sales.

Increased **annual sales revenue per employee 19%** using manufacturing visual aids and better plant supervision.

Improved cash flow by extending payment terms to vendors and receiving early payment **discounts up to 4%**.

Inventory reduction of \$613K from January 2009 thru June 2009 by selling 3+ year old product at a discounted cost and the implementation of a **Kanban System**.

Maintained **ISO 9001:2000** and **AS 9100** registrations.

Improved deliveries from 72% on time in June 2007 to **97% on time** in September 2008 by implementing a weekly ship schedule review, daily production meeting and an engineering pre-production evaluation.

Implemented a **lean cost reduction** workshop that was executed by using communication, **visual aids, kanban, value stream mapping, team building, kaizen events and process improvements**.

Lean workshop results:

Production rework cost savings of **\$228,000/year**.

Production scrap cost savings of **\$240,000/year**.

Monthly customer return material authorization (RMA) **reduced 33%**.

Reduced part lead time from 18 weeks to 7 weeks using a **kanban pull system** and **eliminating non-value-added processes**.

T&L AUTOMATICS, INC. Rochester, New York.

1984-2007

Vice President of Manufacturing (1996-2007)

(Corporate officer in charge of plant operations for an automotive components and parts manufacturer with 185+ direct reports).

Redesigned the production facility using "**Cell Manufacturing**" gaining a net effect of **21% efficiency gains** and **30% decrease** in internal reject reductions.

Defined the requirements and designed the layout for a new 40,000 SF manufacturing facility expansion while maintaining production quality and OSHA requirements.

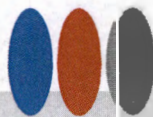
Improved machine efficiency **18%** and maintained quality objectives while reducing the workforce **27%**, using an Employee skill assessment matrix, resulting in employees being put in a position that favors their skill level.

Developed a comprehensive **employee training program**, to develop future machine operators and to continue current machine operator development.

Led production and engineering teams through an increase in sales revenue from **\$9M to \$20M in 3 years**.

Developed standard work instructions for all positions and standard operating procedures for all processes complying with **ISO 9000** requirements.

Conceived, developed and supervised the conversion of a Davenport screw machine into an assembly machine using PLC controls, mechanical torque spindle, conveyor parts feed and measuring cylinders saving the company **\$100K** in capital equipment expenditures and securing additional sales of **\$2.4 million annually**.





JENNIFER NEGRON
Sr HR Manager

Seasoned Recruiting Professional and Operations Manager with 18 years of extensive experience in Employment Agency multi-industry staffing. Adaptable and quick to respond in all situations while prioritizing needs of clients, employees, and vendors. Customer/Client based service advocate and leader that identifies customer/client needs, proactively anticipating any upcoming staffing changes.

PROFESSIONAL EXPERIENCE

2017 - Present Sr HR & Operations Manager KeyStaff, Inc.

KeyStaff is a WBENC certified, locally owned and operated, staffing agency servicing Florida since 1997.

- Leads and directs operational teams (including training, knowledge management, workforce planning, quality management, performance management, etc.) company wide
- Serves as lead liaison between client and recruiting teams with a focus on client care and service, ensuring premium results
- Develops and nurtures client/customer relationships
- Functions as a point of contact for all senior level accounts
- Heads up Marketing Team ensuring KeyStaff branding reflects reputation and capabilities
- Fosters team environment that provides extraordinary service for customers/clients
- Maintains and reviews all fiscal reports for each Branch and company-wide
- Develops strategies to ensure the customer/client experience is consistent with overall company strategy and values, and drive initiatives that maintains companies code of ethics
- Creates and executes strategic sales and recruiting strategies to deliver maximum revenue potential.
- Manages sales and recruiting procedures; support and enhance existing CRM infrastructure.
- Defines and achieve metrics through improved sales and recruiting processes
- Manages the sales and recruiting teams through motivation, coaching, and correction
- Create monthly sales and recruitment activities and budget projections.

2010 - 2017 Branch Manager

KeyStaff, Inc.

- Lead and directed operational teams regionally to include three branches in Florida
- Developed and implemented training plans, knowledge management, and internal staffing
- Served as main point of contact for any escalated customer/client concerns ensuring favorable outcomes for client and company
- Managed recruiting procedures, developed and implemented changes to advance processes
- Developed and nurtured client/customer relationships
- Develops strategies to ensure the customer/client experience is consistent with overall company strategy and values, and drive initiatives that maintains companies code of ethics

2010 – 2017
2006 – 2010
2003 – 2005

Branch Manager
Staffing Specialist
Payroll Specialist

KeyStaff, Inc.
KeyStaff, Inc.
KeyStaff, Inc.

TECHNICAL SKILLS

Excel | Outlook | Microsoft Office | Customer Service | Operations Management | Database Management | Data Analysis | Vendor Relations | Quality Control | Workforce Management | Training and Development | RM Software | TempWorks | Google Suite | Cloud Based Management





RAY GALINDEZ
Vice President

Bilingual/Spanish Top-producing Executive and Direct Marketing Sales professional credited with business expansion, revenue growth, and high rate of satisfaction among business clients. Effective and tenacious negotiator remaining calm under pressure, and capable of adapting to the varying range of client business needs.

PROFESSIONAL EXPERIENCE

2018 – Present Sales & Marketing Manager
2013-2018 Client Development Specialist

KeyStaff, Inc.

KeyStaff is a Woman Owned Enterprise certified with the State of Florida, locally owned and operated, staffing agency servicing Florida since 1997.

- Develop and build client relationships at all supervisory and management levels
- Fill client orders with qualified field staff promptly
- Ensure weekly quality and productivity checks (audits) are performed
- Ensure daily and weekly quotas are met
- Assist in growth and development by expanding client usage through quality staffing and customer service
- Perform and manage all aspects of the operations of the company related to the use of client site facilities, productivity tracking processes and client established metrics
- Hire, train, coach and mentor branch personnel and or field staff leads
- Manage office profitability
- Assist the Credit Department in the collection of receivables
- Operate in compliance and efficiently with KeyStaff's proprietary software program
- Select, train and provide an environment for individual development of each staff member
- Establish weekly, monthly and annual goals and develop strategies to achieve goals
- Act as CSR when required, recruit, and select interviews for field staff employees
- Resolve issues for clients, branch personnel and field staff
- Communicate and coordinate the various aspects of branch operations required to ensure compliance (Worker's Compensation, Unemployment, Human Resources, Legal, WOTC, etc.)
- Financial management of branch operations (budgeting, forecasting, monthly P&L review, credit and collections, etc.)
- Develop a fully operational and qualified staff by hiring and training employees according to established company guidelines
- Identify developmental/career opportunities to ensure staff retention
- Coach and counsel employees on behavioral and performance issues, document and take corrective action as necessary

2013-2014 Career Center Advisor Florida Career College

- Accountable for direct support service to individual prospective students
- Responsible for executing all elements of a proactive student outreach strategy
- Establish rapport and build relationships with all students
- Maintain up to date knowledge of schools, programs, procedures, careers, and any other service provided by Florida Career College
- Guide prospective students through the campus admissions process and overcome any obstacles that may arise
- Work closely with the Admissions, Education and Business departments to ensure students success in their prospective fields of study
- Conduct mock interviews, dress for success and job fairs on campus
- Build relationships with clients in the area in order to enhance the opportunity for student placements
- Accurately forecast projected new students on a periodic basis



- Exemplify professionalism and a positive attitude for each prospective student
- Conducted Verification of Employment on every student placed
- Consolation with clients after the initial phone screen to explain company process and follow SOP

2009-2013 Front Desk Coordinator/Billing Specialist

Uptown Pediatrics

- Generate and distribute weekly schedule for doctors and clerical staff
- Participate in monthly management team meetings
- Developed and administered employee training and staff-retention programs
- Oversee training of front desk staff in policies, procedures and EMR Programs
- Assist Practice Administrator with front office employee hiring, training and staff-retention programs
- Monitor performance metrics and formulate an action plan for improvement as necessary
- Work with Financial office to monitor financial reports including cop-pay collection, authorizations, registration errors, etc.
- Process prior authorizations for medication and procedures

EDUCATION

2005

Long Island University

Physical
Therapy
Bachelors of
Science

ENGLISH

SPANISH

LANGUAGES

Native

Native

CORE SKILLS & COMPETENCIES

LEADERSHIP & MANAGEMENT	CUSTOMER SERVICE	SALES & MARKETING
Articulate Communicator	Empathetic Listener	Budget Control
Strategic Vision & Project Planning	Calm Under Pressure	Competitive Drive
Operational Efficiencies	Deadline Driven	Efficient Negotiator
Talent Acquisition	Mutual Compromise Finder	New Business
Team Builder & Staff Leader	Professional & Tenacious	New Product Launches



Attachment C

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT C CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFP) Number/Description: RFP 2269; TEMPORARY STAFFING SERVICES

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Firm's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Firm is expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Firm, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Firm's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

- I hereby attest that the undersigned Proposer has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Proposer:

KeyStaff, inc

Authorized Representative(s):



Signature

Signature

Jana Thoenke / Owner

Print Name/Title

Print Name/Title



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/18/2026

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

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

PRODUCER Acrisure LLC 1265 Drummers Lane, Suite 300 Wayne PA 19087	CONTACT NAME: PHONE: (A/C No. Ext): E-MAIL: Address: MidAtlanticCerts@acrisure.com	FAX (A/C No.):
	INSURER(S) AFFORDING COVERAGE	
INSURED KeyStaff, Inc. 1610 Southern Blvd West Palm Beach FL 33406	INSURER A: Zurich American Insurance Company	NAIC # 16535
	INSURER B: Philadelphia Indemnity Insurance Company	18058
	INSURER C: Federal Insurance Company	20281
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** 184762667 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	PHPK2664477005	3/7/2026	3/7/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2664477005	3/7/2026	3/7/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB903720005	3/7/2026	3/7/2027	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC343481422	1/1/2026	1/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B C	Professional Liability Employment Practices Liability		PHPK2664477005 J06144342	3/7/2026 3/7/2026	3/7/2027 3/7/2027	Ea. Wrongful Act (Agg Aggregate) \$1M / \$3M \$1,000,000

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

CERTIFICATE HOLDER **CANCELLATION**

Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Attachment 1

RFP 2269; TEMPORARY STAFFING SERVICES

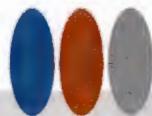
ATTACHMENT I LIST OF PROPOSED SUB-CONTRACTORS

Proposer shall submit any and all Sub-Contractors proposed to perform any portion of the Services for review/approval by the County. Proposer shall attach any and all applicable licenses or certifications held by the proposed Sub-Contractor related to the portion of the Services for which they are proposed, as stated below. All sub-contractor are subject to the approval of the County.

Company Name	Services to be Performed	Primary Contact Name and Email	Percentage (%) of Total Services
N/A	N/A	N/A	N/A



KeyStaff Support System for St Johns County- Team



John Ramos, Duties for St Johns

County

- Reports to Jennifer Negron, KeyStaff Sr HR & Operations Manager
- Responsible to make sure all open positions are filled timely for St Johns County.
- Manages KeyStaff recruiting team for St Johns County.
- Oversee and assists with the communicates with temporary staff employees working at St Johns County.
- Meet with St Johns Department Managers when needed; and see job requirements; understanding the needs of the Manager
- On- going meetings with St Johns County HR Contract Managers
- Assisting KeySTaff team with on-going community recruiting (churches, local organizations, colleges, job fairs, etc)
- Involved with and oversees KeyStaff's process for interviewing, processing, hiring, testing and placements of all applicants. Maintains all employee files and records electronically on our software system. Ensuring the terms of the contract are met.
- Handles all WC issues according to KeyStaff Procedures
- Reviews weekly payroll to ensure everyone is paid correctly and makes sure all employee questions are answered.
- Ensures that the terms of the KeyStaff contact are being met.
- Makes sure TimeRack is set up for all weekly or monthly client reports to be generated.
- Follows up on annual Client and Employee Surveys feedback



Attachment F

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT F CLAIMS AND LITIGATION HISTORY

Proposers must complete all questions below and provide information requested as applicable. Failure to appropriately complete the questions below or provide requested information may be grounds for disqualification. Any material misrepresentation of information may also be grounds for disqualification.

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes ___ No If yes, please attach additional sheet(s) to include:
Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: _____

Name(s) of the contract owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration.

N/A

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

N/A

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

N/A

5. Have you ever abandoned a contract, been terminated, or had an agency submit a claim on a performance/surety bond to take over a contract?

Yes ___ No If yes, please explain in detail:



Attachment F

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes No
If no, please explain why:

7. List the status of all pending claims currently filed against your company:

N/A

Liquidated Damages

1. Has an Agency ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes No If yes, please explain in detail:

(Use additional or supplemental pages as needed)



Section #3-Tab

Related Experience

Reference Pages



KeyStaff
People. Partner. Prosper.

Orange County Trusts KeyStaff

Why? The Orange County managers say it best:

★★★★★
“KeyStaff has provided quality employees who fit well within our departments. The turnaround time is fast, and communication is always clear and professional.”
– Orange County Manager
✓ ClearlyRated Client Satisfaction Survey

★★★★★
“Fast response time and a willingness to help whenever we need support.”
– Orange County Supervisor
✓ ClearlyRated Client Satisfaction Survey

★★★★★
“Fast response time and a willingness to help whenever we need support.”
– Orange County Manager
✓ ClearlyRated Client Satisfaction Survey

★★★★★
“Staff is great to work with and provides a fast turnaround when positions need to be filled.”
– Orange County Department Representative.
✓ ClearlyRated Client Satisfaction Survey



- ✓ Candidates aligned to job requirements
- ✓ Timely submissions
- ✓ Issues resolved within 24 hours
- ✓ Consistent culture fit

Trusted Staffing Partner for 28+ Years!

Best of Staffing® 2026
Talent Satisfaction

Best of Staffing® 2026
Client Satisfaction

✓clearlyrated

Responsive service. Qualified candidates. Government expertise.



Government Staffing

Currently and over the past five years, KeyStaff has partnered with:

- Collier County, FL (current client)
- Orange County, FL (current client)
- Sarasota County, FL (past client)
- Manatee County, FL (current client)
- Florida Department of Military Affairs (current client)
- Florida State Guard (current client)
- City of Miami Beach (current client)
- City of Hallandale Beach (current client)
- City of Sarasota (current client)
- Immokalee Sewer & Water (current client)
- South Florida Water Management (current client)
- School District of Palm Beach County (current client)

Each of these partnerships required high-volume, multi-departmental staffing support, rapid response to surge needs (e.g., elections, emergencies, seasonal), and strict compliance with governmental regulations.

Client	Contract Duration	Roles Staffed
Collier County, FL	2019–present	Admin, skilled, labor, seasonal
Orange County, FL	2020–present	Administrative work
Sarasota County, FL	2018–2023	Professional Placements - Direct Hire / Temp to Perm/Admin, Skilled/Labor
Manatee County, FL	2019–present	General admin + reception, Labor
FL Dept. of Military Affairs & Florida State Guard	2009 -2017 2024- present (current contract)	Professional, clerical & labor



Collier County – We have worked with Collier County for 5 ½ years now. We successfully on-boarded 250 or more employees and filled another 50-75 positions during the transition. This is a very complex account with 50 departments and 75 different managers to please. We have a team of KeyStaff Managers that fill orders and manage our staff. We work with the Contract Manager but also must work directly with all Department managers. We provide admin, professional and labor to Collier County. They had to rebid the contract in 2025, and we were awarded the five-year contract again in 2026.

Contact Name: Becky Johnson
Email: becky.johnson@colliercountyfl.gov
Phone: 239-252-6813
Service Dates: 10/5/2020-present (4 years)
Annual contract amount: \$11 million

Department of Military Affairs- Our contract with the DMA was for 5 years and then we came back to help out when the next contractor failed. We have provided 3 letters of reference on our services to you during this time period. At the end of 2023 we were awarded the contract again and started services January 1, 2024. Many employees and managers remembered working with us and had great things to say about our management and service. We provide admin, professional and labor to DMA. DMA has told us recently that due to legal requirements, they can not give us a reference but can only confirm that we are meeting the terms of the contract.

Contact Name: James Aarnio
Email: james.m.aarnio.nfg@army.mil
Phone: 904-823-0245
Service Dates: January 1, 2024 – present new client & past client
Annual contract amount: \$2.3 million

Florida State Guard- (see reference letter)

Contact Name: Taylor Moore
Email: taylor.moore@floridastateguard.fl.gov
Phone: 850-774-5687
Service Dates: January 1, 2024 – present (2 years)
Annual contract amount: \$1.2 million

RGF – We have been providing staffing services here for 17 years. They design and manufacture a lot of specialty products. We have always had a staff of around 35-40 people. We provide them with production, quality control, shipping & receiving, welders, and administrative and professional staff. One product they manufacture is air filter systems, and due to COVID-19 they had to ramp up to 400 + people per day in a very short time frame and we were able to successfully respond to their needs. This demonstrates our ability to adapt quickly to the needs of our clients. Also see a reference letter from a manager at RGF.

Contact Name: Scott Frum
Email: sfrum@rgf.com
Phone: 561-848-1826
Service Dates: 2/14/2006-present (18 years)
Annual contract amount: \$1,250,532,867- 2023 \$7.5 million- 2020-2021



Letters of References

Demonstrate the Quality of KeyStaff's Work

**STATE OF FLORIDA
DEPARTMENT OF MILITARY AFFAIRS
ST FRANCIS BARRACKS
P.O. BOX 1008
ST AUGUSTINE, FLORIDA 32085**

17 November 2009

SUBJECT: Letter of Recommendation

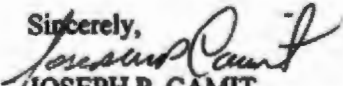
To Whom It May Concern

The purpose of this memorandum is to attest to the professionalism, dedication, and willingness of Keystaff, Inc., to support and ensure the services they offer are done timely and accurately in accordance with our contract. Their high personal standards, professional courtesy, and attention-to-detail are indicative of the characteristics needed to be one of the very best. Keystaff Inc. continuously demonstrated during the demanding transition period from our previous contract and continues to demonstrate consistency and professional support of our requirements as our contracted vendor in support of the Department of Military Affairs.

With the termination of our previous contract, KeyStaff had very short notice to get a plan together. Without fail, KeyStaff Inc. coordinated the transition of over 130 employees, which included preparing modified employee handbooks, arranging briefings on Human Resources, Risk Management, Workers Compensation, Finance & Accounting, and Medical Insurance within two-weeks time. The transition was practically seamless, with any and all speed bumps promptly acted upon swiftly to correct. They have supported our efforts of supporting the Florida National Guard without hesitation. KeyStaff Inc. went out of their way to provide the necessary services and support ensuring contracted employees' pay was not disrupted and their operation continued without interruption. With the uniqueness of our organizational mission in support of the Florida National Guard, Keystaff Inc., has been a pleasure to work with and they continue to perform above and beyond the minimum standards.

Keystaff Inc.'s entire staff has displayed nothing short of positive attitudes, selfless service, and dedication to their job and employer which has earned them our trust and confidence. Their support and willingness to ensure compliance in all employment facets is an asset to our agency.

If you need to contact me for any reason, I can be reached at (904) 823-02392 or email at joseph.camit@us.army.mil.

Sincerely,

JOSEPH P. CAMIT
Director of Human Resources



STATE OF FLORIDA
Department of Military Affairs
Office of the Adjutant General

St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008

March 20, 2013

Keystaff, Inc.
Attention: Ms. Jan Thoenke (President)
1800 Forest Hill Blvd. Suite-B-8
West Palm Beach, Florida 33406

SUBJECT: Letter of Recommendation

Dear Ms. Thoenke:

1. The purpose of this memorandum is to provide a recommendation on behalf of Keystaff, Inc., for their outstanding temporary staffing services and support to the Department of Military Affairs (DMA). Keystaff, Inc., has provided consistent, professional, and excellent service since our contract period began in 2009. As the HR Director and Contract Manager for this contract, Keystaff's high personal standard for excellence and support has been nothing short of full cooperation, compliance, and attentiveness to our needs and the needs of their employees.
2. Keystaff has supported every reasonable endeavor requested of them without reservations. Although the State of Florida has many unique rules pertaining to the Public Sector environment, Keystaff, Inc., has faced every challenge to provide the necessary services and support asked of them. Their organization's key personnel are always responsive, timely, courteous, and a pleasure to work with. Their total support to the DMA and willingness to ensure compliance in all employment facets has served us well and continue to. I highly recommend Keystaff, Inc., for any support needed regarding temporary staffing.
3. If you have any questions or need to validate any information, you may contact me at (904) 823-0239 or email at joseph.m.camit.nfg@mail.mil.

Sincerely,

Joseph P. Camit
Director of Human Resources &
Contract Manager





STATE OF FLORIDA
Department of Military Affairs
Office of the Adjutant General

St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008

April 26, 2017

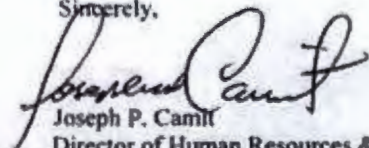
Keystaff, Inc.
Attention: Ms. Jana Thoenke (President)
3540 Forest Hill Blvd. Suite #203
West Palm Beach, Florida 33406

SUBJECT: Letter of Recommendation

Dear Ms. Thoenke:

1. The purpose of this memorandum is to provide a recommendation on behalf of Keystaff, Inc., during our contract service period for outstanding temporary staffing services and support to the Department of Military Affairs (DMA). Keystaff, Inc., had provided consistent, professional, and excellent service since our initial contract period that began in 2009. To show their attentiveness in the industry after their contract expired, a new contract vendor was awarded the contract but defaulted before their contract expired. Keystaff Inc., being proactive, heard of our situation, made the initial contact, and offered their support if needed. We accepted and within 24 hours, the DMA was back in business; thereby, avoiding a total shutdown of several major operational programs supported by their employees. As the HR Director and Contract Manager for this contract, Keystaff's high personal standard for excellence and support, which included a sense of urgency during our time of need, has been nothing short of full cooperation, compliance, and professionalism.
2. Keystaff has supported every reasonable endeavor requested of them without reservations. Within the State of Florida, there are many unique rules pertaining to the Public Sector environment and Keystaff, Inc., faced every challenge to provide the necessary services, support, and administrative hurdles asked of them. Their organization's key personnel are always responsive, timely, courteous, and provide the necessary communications needed to ensure closure on actions. Their total support to the DMA and willingness to ensure compliance in all employment facets has served us well. I highly recommend Keystaff, Inc., for any support needed regarding temporary employment services and support.
3. If you have any questions or need to validate any information, you may contact me at (904) 823-0239 or email at joseph.m.camit.nfg@mail.mil.

Sincerely,


Joseph P. Camit
Director of Human Resources &
Contract Manager

October 16, 2024

2601 S Blair Stone Rd, Tallahassee, FL



floridastateguard.org

To Whom It May Concern:

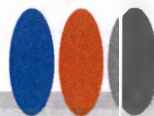
I am writing this letter to recommend KeyStaff, Inc. as a temporary staffing contract provider. The Florida State Guard is a state government branch under the Department of Military Affairs and is rapidly growing with many different needs, especially as it relates to staffing. Since January of this year, KeyStaff, Inc. has provided well vetted qualified workers for our various departments including human resources, operations, IT personnel, special programs and customer service as well as administrators. Never knowing when we will need extra help, we can always depend on KeyStaff, Inc. to provide us with excellent temporary contract workers. Their staff is always available at the drop of a hat to provide us with whatever the need may be in a proficient and professional manner.

We highly recommend KeyStaff, Inc. for any staffing solutions. They are dependable, professional, competitive in pricing, and always there when we need them.

I am honored to write this letter of recommendation for KeyStaff, Inc.

Sincerely,

J. Taylor Moore
Director of Human Resources
Florida State Guard
Phone: (850) 774-5687





To whom it May concern,

It is with great pleasure that I am writing to recommend the services of the **Key staff**.

We have been using **Key staff** in their services for almost 2 years and they have always been completely satisfied with their performance. **Ray** and his team always go the extra mile to provide us with the best candidates. They work tirelessly until they get the perfect candidate for our company, and they also offer the most competitive rates in town.

Ray is an excellent Sales & Marketing Manager, always available and willing to help our company at any time.

I'm happy to recommend the services of **Key staff**. If you have any questions, please feel free to contact me.

Sincerely,

Emma Santiago
Corporate Recruiter

Sofgen Pharmaceuticals & Funtrition
Optima Towers

21500 Biscayne Blvd. Suite 600
Aventura, Florida 33180

esantiago@sofgenpharma.com



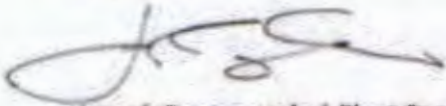
3/19/2024

To Whom it May Concern,

In addition to the information stated on the reference form I would like to include throughout the many years of working closely with KeyStaff they have been absolutely wonderful. They continuously deliver when we are in need of finding candidates for our department needs. They have gone above and beyond to work with us in times of need (i.e. during COVID we had astronomical growth and hired nearly 450 new employees). The staff always works well with us to accommodate the attributes we look for in our employees, pays close attention to communication & scheduling and as a result we are able to plug the right candidates into our business in a timely fashion. I will certainly continue our business relationship & gladly refer them to anyone who will need their services.

Please do not hesitate to contact me directly with any questions and/or concerns.

Regards,



Joseph Romagnuolo | Plant Foreman
Cell: 561-281-4733
jroman@rgf.com

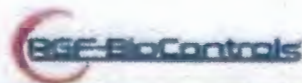
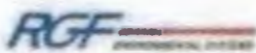
RGF® Environmental Group, Inc.
1101 W. 13th Street,
The Port of Palm Beach Enterprise Zone
Riviera Beach, FL 33404
www.rgf.com | 001-561-848-1826



Joseph L. Romagnuolo
Plant Foreman

1101 West 13th Street
Riviera Beach, FL 33404
www.rgf.com

office: 1.561.848.1826
cell: 1.961.281.4733
email: jroman@rgf.com





To Whom It May Concern;

I am writing to express my recommendation for KeyTalent's direct hire staffing services. Our company, Paul Davis Restoration, has partnered with KeyTalent to fill Project Manager positions. The experience has been nothing short of excellent.

From our first interaction, it was evident that KeyTalent prioritizes understanding the unique requirements and culture of its clients. Their team of professional and dedicated recruiters took the time to comprehend our specific needs and organizational values, ensuring that they provided candidates who were not only highly skilled but also a great fit for our team.

KeyTalent's meticulous screening and selection process is one of the primary reasons for our satisfaction. Each candidate presented to us had a robust background and demonstrated the competencies we sought. This careful vetting saved us considerable time and resources, allowing us to focus on our core business operations.

Moreover, the level of customer service and communication we received from KeyTalent was exemplary. Their team was always available to address any concerns, provide updates, and ensure a seamless onboarding process for the new hires. This commitment to client satisfaction sets KeyTalent apart from other staffing services we have worked with in the past.

The results speak for themselves: thanks to KeyTalent, we have successfully filled several critical positions with top-tier talent, resulting in increased productivity and a positive impact on our overall business performance.

In conclusion, I highly recommend KeyTalent for all your direct hire staffing needs. Their expertise, dedication, and exceptional service make them an invaluable partner in talent acquisition. We look forward to continuing our partnership with KeyTalent and achieving even greater success together.

Sincerely,

A handwritten signature in black ink that reads "Jerry Cronin". The signature is written in a cursive style.

Jerry Cronin
General Manager
Paul Davis Restoration of Montgomery, Berks & Lehigh Counties

BERMAN LAW GROUP

June 5, 2024

To Whom It May Concern;

I am writing to extend my gratitude for the outstanding partnership we've experienced with KeyTalent, a company specializing in legal staffing solutions. As the COO of the Berman Law Group, I've had the privilege of working closely with Sheila Meier at KeyTalent in sourcing and securing top-tier talent for our legal positions.

Sheila and her team at KeyTalent have consistently demonstrated a remarkable commitment to excellence, providing us with highly qualified candidates who not only meet but exceed our expectations. Their expertise in identifying and vetting legal professionals has been instrumental in enhancing our team's capabilities and driving our organization's success. Their efforts have significantly contributed to our operational efficiency and overall performance, reflecting their dedication to delivering tangible results.

I am happy to endorse KeyTalent as a premier partner in legal staffing services. Their professionalism, attention to detail, and unwavering commitment to client satisfaction set them apart in the industry, and I have full confidence in their ability to meet the unique needs of any organization.

Should you require any further information or assistance, please don't hesitate to reach out. Thank you for considering this recommendation, and I look forward to the opportunity to continue our fruitful collaboration with KeyTalent.

Warm regards,

Golden Johansson

BERMAN LAW GROUP

GOLDEN JOHANSSON
CHIEF OPERATING OFFICER | NON ATTORNEY

- ☎ O: 561-867-9450 | C: 954-279-0755
- ✉ GJohansson@thebermanlawgroup.com
- 🌐 www.bermanlawgroup.com | @bermanlawgroup
- 📍 5801 North Congress Avenue, Suite 200, Boca Raton, FL 33487



KEYSTAFF WINS CLEARLYRATED'S 2025 & 2026 BEST OF STAFFING CLIENT AND TALENT AWARDS FOR SERVICE EXCELLENCE

Fewer than 1% of all staffing companies in the US and Canada achieve both the Best of Staffing Client and Talent Awards.

Being recognized as "Best of Staffing" and "Best in Talent" by ClearlyRated is a significant achievement that holds great value for both clients and employees. Here's why this recognition matters:

For Clients:

Assurance of Quality: The "Best of Staffing" award is given to agencies that consistently receive high ratings from their clients. It serves as a strong indication that the staffing agency provides exceptional service, meets client expectations, and delivers results. This gives clients peace of mind knowing they're working with a top-performing agency that has a proven track record.

Enhanced Trust: Clients can trust that their staffing partner has been vetted and recognized by an independent source. The award is based on verified feedback from actual clients, making it a reliable testament to the agency's credibility and commitment to excellence.

Stronger Talent Pool: Agencies awarded "Best in Talent" have demonstrated an exceptional ability to attract, screen, and place high-quality candidates. Clients can be confident that they will have access to top-tier talent that is well-suited to their needs.

For Employees:

Pride in Working for a Recognized Leader: Employees at a "Best of Staffing" and "Best in Talent" agency can feel proud to be part of a company that is widely regarded as one of the best in the industry. These awards reflect the company's commitment to excellence, which positively impacts employee morale and company culture.

Increased Job Satisfaction: A company that prioritizes high standards of service and talent acquisition likely fosters a supportive, engaging work environment. Employees can feel confident in their roles and experience job satisfaction knowing that the company values quality and success.

Career Growth and Opportunities: A company recognized for its talent capabilities is more likely to invest in employee development, offering opportunities for growth and advancement. Working for an award-winning agency can open doors for career progression and enhance employees' professional development.

The "Best of Staffing" and "Best in Talent" recognition from ClearlyRated not only builds client confidence in receiving top-notch services but also boosts employee pride, satisfaction, and career prospects. These awards underscore a commitment to excellence that benefits both the clients and the employees alike.



All KeyStaff Clients Surveyed From Every Branch (from Independent source Clearly Rated)

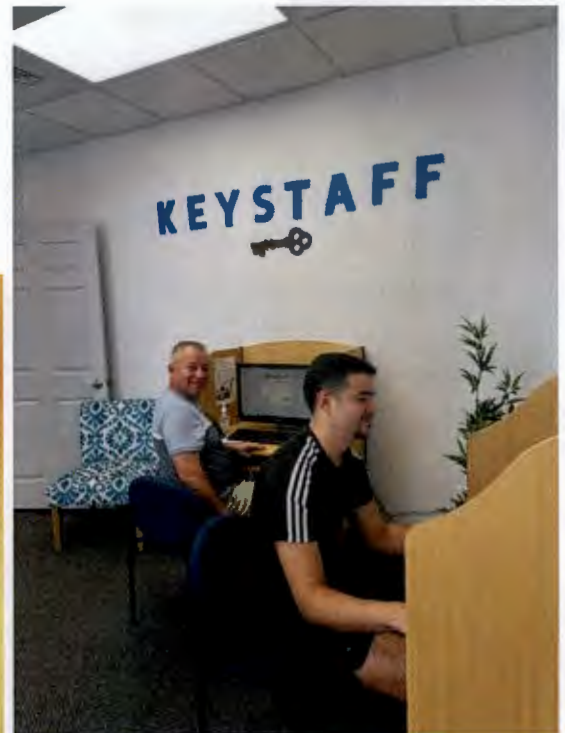
Topic ^	Full Question ⁱ	Yes ^
Q1: Issues	Have any issues you've had been resolved within 24 hours?	80%
Q2: Qualified	Does KeyStaff submit multiple qualified candidates that match your requirements?	91.8%
Q3: Culture Fit	Does KeyStaff submit candidates who would be a good culture fit for your team?	98.3%
Q4: Time Frame	Does KeyStaff submit candidates within the expected time frame?	93.7%
Q5: Expectations	Does KeyStaff set realistic expectations regarding the open positions you have them work on?	96.6%



Section #4-Tab

Approach & Methodology

- ✓ Wage & Benefit Packages
- ✓ Recruiting
- ✓ Screening
- ✓ Training
- ✓ Ability to Identify Employees
- ✓ Ensure Longevity
- ✓ On Job Evaluation/Inspection of Employees
- ✓ EEOC
- ✓ Report Examples
- ✓ Hiring Employee on to the County



EMPLOYEE APPRECIATION

BEST Staffing TALENT SATISFACTION 2018

BEST Staffing CLIENT SATISFACTION 2018

Congratulations!

Thank you for consistently going above and beyond to make a difference in our team. Your efforts inspire all of us to do our best!

Jaclynn Thoemke Natalie Kerr Miguel Burgos John Ramos

KeyStaff
Specialized Staffing & Recruiting Services

KS KeyStaff®

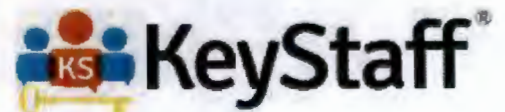
KS KeyStaff®

"Sales Superstar"

"Commitment to Urgency & Results in Staffing"

"Attitude is Everything"

"Employee Satisfaction Champion"



Employee Benefits at St Johns County



Health Insurance (ESC)

- Medical
- Dental
- Vision

Satisfies Individual (ACA) Requirements

Insurance

- Short Term Disability
- Term Life

Benefits at KeyStaff

- Free Direct Deposit
- Free Pay Card Options
- Employee Savings Plan
- 6 paid Holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)



Fixed Indemnity Medical Benefits - Plan 1

Plan 1	
Medical Network	First Health
Network Provider Must Accept Plan	Yes
Prescription Network	Optum
Pre-Existing Condition Limitation	None
Wellness Care	
Wellness Care (one per year)	\$100
Inpatient Benefits	
Standard Care	\$300 per day
Intensive Care Unit Maximum ¹	\$400 per day
Inpatient Surgery	\$2,000 per day
Anesthesia	\$400 per day
First Hospital Admission (1 per year)	\$250
Skilled Nursing (for stays in a skilled nursing facility after a hospital stay)	\$100 per day
Outpatient Benefits ²	
Annual Outpatient Maximum	\$2,200
Physician Office Visit (Virtual or In-Person)	\$115 per day
Diagnostic (Lab)	\$90 per day
Diagnostic (X-Ray)	\$250 per day
Ambulance Services	\$350 per day
Physical Therapy, Speech Therapy, Occupational Therapy	\$50 per day
Emergency Room Benefit - Sickness	\$250 per day
Emergency Room Benefit - Accident ⁴	\$500 per day
Outpatient Surgery	\$500 per day
Anesthesia	\$200 per day
Prescription Drugs (via reimbursement) ^{3, 5}	
Annual Maximum	\$600
Generic Coinsurance / Brand Coinsurance	70% / 50%

¹ Pays in addition to standard care benefit ²All outpatient benefits are subject to the outpatient maximum ³Covers treatment for off the job accidents only ⁴Not subject to outpatient maximum ⁵To file a claim, save your receipt and remit to Planned Administration, Inc.

Weekly Premiums	Medical
Employee Only	\$19.98
Employee + Child(ren)	\$33.17
Employee + Spouse	\$37.96
Employee + Family	\$50.55



Dental, Vision, Term Life, Short Term Disability, & Accidental Death & Dismemberment Benefits

Dental Benefits

	Waiting Period	Coinsurance	Annual Maximum Benefit	\$750	Deductible	\$50
Coverage A	None	80%	Exams, Cleanings, Intraoral Films, and Bitewings			
Coverage B	3 Months	60%	Fillings, Oral Surgery, and Repairs for Crowns, Bridges and Dentures			
Coverage C	12 Months	50%	Periodontics, Crowns, Endodontics, Bridges and Dentures			

Vision Benefits

	In-Network		Out-of-Network	
	You Pay	Plan Pays	You Pay	Plan Pays
Eye Exam (including dilation)	\$10 Copay	100%	100%	\$35
Standard Contact Lens Fit Exam (includes follow-up)	Up to \$55	\$0	100%	\$0
Premium Contact Lens Fit Exam (includes follow-up)	100%, after 10% discount	\$0	100%	\$0
Frames (once every 24 months)	80%, after \$110 allowance	20% plus \$110 allowance	100%	\$55
Standard Plastic Lenses (single, bifocal, trifocal) ²	\$25 Copay	100%	100%	\$25-\$55
Contact Lenses (Conventional) (materials only)	85%, after \$110 allowance	15% plus \$110 allowance	100%	\$88
Contact Lenses (Disposable) (materials only)	100%, after \$110 allowance	\$110 allowance	100%	\$88
Contact Lenses (Medically Necessary) (materials only)	\$0 Copay	100%	100%	\$200

¹Once every 12 months ²15 higher in AK, CA, HI, OR, WA ³After plan payment

Term Life Benefits

Employee Amount	\$10,000 (reduces to \$7,500 at 65; \$5,000 at 70)	Child Amount (6 mos to 26 yrs old)	\$5,000
Spouse Amount	\$5,000 (terminates at age 70)	Infant Amount (15 days to 6 mos)	\$1,000

Accidental Death & Dismemberment

Employee Amount	\$20,000	Child Amount (6 mos to 26 yrs old)	\$5,000
Spouse Amount	\$20,000	Infant Amount (15 days to 6 mos)	\$2,500

Accidental Death & Dismemberment is part of the Group Term Life Benefits.

Short-Term Disability

Benefit	60% of base pay up to \$150 per week	Waiting Period/Maximum Benefit Period	7 days/26 weeks
---------	--------------------------------------	---------------------------------------	-----------------

Weekly Premiums	Dental	Vision	Term Life	STD
Employee Only	\$5.40	\$2.42	\$0.60	\$4.20
Employee + Child(ren)	\$14.58	\$6.54	\$0.90	n/a
Employee + Spouse	\$10.80	\$4.84	\$0.90	n/a
Employee + Family	\$20.52	\$9.20	\$1.80	n/a



Recruiting Resources used by KeyStaff

KeyStaff begins by searching through our extensive database of applicants, as we are continuously directing candidates to our website and then to our proprietary industry database, Avionte. We have obtained a database of over 121,000 applicants throughout Florida, and we are steadily growing our database in St Johns County.

We post job openings on our website's job board, and a significant portion of our social media efforts are focused on recruiting. Once posted on our website, jobs are posted to paid job boards and Google as well as other free job boards.

Additionally, we utilize all the big job boards (Zip Recruiter, LinkedIn, Career Builder and Indeed) to source candidates and we also place a strong emphasis on colleges, universities and trade schools and veteran recruiting in our weekly efforts.

We participate in and host job fairs, build relationships with churches, and establish connections with social organizations that assist in placing employees. We are developing relationships with organizations in St Johns County.

We also recruit through social media platforms like LinkedIn, Facebook, Twitter, and Instagram, running ads on job boards across these platforms. We also post on groups we join in these platforms which significantly help us in filling specialized positions.

We have a texting platform through our industry software system, Avionte, that allows us to text candidates from our database and other sources about job openings.

While we have placed ads on the radio, billboards and other media platforms, many of our employees come to us through daily referrals. Employee referrals are one of our most valuable sources of recruiting. When candidates are happy with us and have positive interactions, they often refer their friends and family. Additionally, positive Google reviews from satisfied candidates play a significant role in supporting our recruiting efforts.





**SMALL BUSINESS
PARTNER** 2025

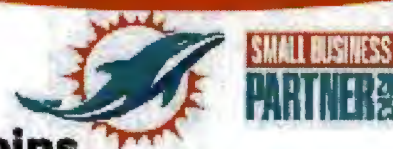
Miami Dolphin's Small Business Partnership

Additional advertising is done through our partnership with the Miami Dolphins that help KeyStaff recruit throughout the State of Florida. This includes, billboard advertising, and social media efforts.



FOR IMMEDIATE RELEASE

PRESS RELEASE



KeyStaff Joins Forces with Miami Dolphins as Small Business Partner

Miami, FL - [September 16th, 2025] KeyStaff, a leading staffing agency with nearly three decades of service in South Florida, is proud to announce its selection in the **Miami Dolphins Small Business Partnership Program**, in association with Eleven Sports Media. This exciting collaboration will position KeyStaff as a front-facing partner of the Miami Dolphins organization for the next **three seasons**, amplifying the company's reach, brand visibility, and impact in the community.

KeyStaff's inclusion in this exclusive program follows the agency's recent recognition as a **2025 Best of Staffing® Talent Award winner by ClearlyRated**, an honor awarded based on exceptional service to job seekers and clients. This achievement helped KeyStaff stand out as a leader in the staffing industry and ultimately led to the opportunity to partner with one of the NFL's most iconic franchises.

With over **28 years of presence in the Miami area**, KeyStaff has continually demonstrated a strong commitment to the local workforce and business community. This new partnership will further fuel the company's mission to connect top talent with leading employers across the region.

"We're honored to be recognized by the Miami Dolphins and to stand alongside such a respected organization," said Rich Gustke, President of KeyStaff. *"This partnership will allow us to grow our candidate pool, attract new clients, and give back to the community in innovative and meaningful ways."*

As part of the partnership, KeyStaff will launch a series of community engagement initiatives, including **onsite job fairs** powered by its **Mobile Recruiting Bus**, a fully equipped recruiting center on wheels. This mobile unit will bring job opportunities directly to underserved neighborhoods and high-traffic areas, making employment more accessible than ever.

KeyStaff will also roll out a **new interview experience** designed to better connect job seekers with meaningful, long-term employment opportunities while simplifying the hiring process for employers.

The Miami Dolphins Small Business Partnership Program aims to spotlight local businesses that are making a significant impact in their industries and communities. Through visibility at games, networking events, and digital platforms, partners gain unique access to one of the most passionate fan bases in professional sports.

About KeyStaff

Founded in 1997, KeyStaff is a full-service staffing agency committed to connecting great companies with exceptional talent. With a deep-rooted presence in the Miami area, KeyStaff specializes in light industrial, administrative, and professional placements. The company's dedication to excellence, innovation, and community involvement continues to drive its growth and success.

St Augustine KeyStaff Recruiting Database

We currently have candidates in St Johns County, and we have a database of candidates from our recruiting efforts over the past 2 years and from past years.

Applicant Search Results

Location: st augustine, United States of America

Preview	Pipeline	First Name	Last Name	EEO Data	Email Addr	Mobile Phn	Address 1	Address 2	City	State	Zip Code	Latest Job	Latest Co	Latest Sch	Latest Degr	Latest Field	Last Activ	Rep First N	Rep Last
		Michael	Bethel		mibeth@...	9082066...	180 vian...		St August...	FL	32084	Maintenan...	Stageshop...				Jan 18, 202...		
		Arthurell	Dixon		d224882...	305-833-...	820 West...		St August...	FL	32084						Dec 22, 20...		
		Crystal	Livingston		crystal@...	9042298...	228 north...		St august...	FL	32098						Dec 18, 202...		
		Melissa	Manusz		manusz@...	+1 904 85...	4850 Cor...	Lot F	St August...	FL	32088	Administra...	Departme...	St Joseph ...	High schoo...	General ed...	Mar 20, 20...	John	Ramos
		Kalajah	Buechth...		chidg98...	80489477...	70 Wash...		St august...	FL	32084	Housekeep...	Hospitality...				Oct 1, 2024...		
		Kalajah	Buechth...		chidg98...	80489477...	70 Wash...		St august...	FL	32084	Dishwasher	Oc whites				Oct 1, 2024...		
		Noah	DDurika		ndurika@...	904-828...	3904 Sho...		St August...	FL	32088	Produce CL	Publix	Saint Augu...	High Schoo...	High School	Sep 15, 202...		
		Evan	Denney		evanden@...	9044604...	278 Vena...		St August...	FL	32095						Sep 15, 202...		
		Ryan	Spencer		ryan.sp...	970-875-...	883 Morg...		St august...	FL	32084	Bar back, d...	Ice plant	LCHS	Yes	General St...	Sep 8, 202...		
		Wille	Lee		dllee@44...	9048695...	148 Zanc...		St August...	FL	32084	Janitor / CL	Departme...	Conservat...	Bachelor	Biblical stu...	Mar 13, 202...	John	Ramos
		Christina	Phinnesee		christina...	352-587-...	2500 St R...		St August...	FL	32092	Housekeep...	Days Inn				Aug 8, 202...		
		William	Goodman		jay@983g...	+1 904 78...	864 hyc...		st august...	FL	32092	traffic cont...	cw mattha...	olefentaka...	ged	none	May 4, 202...		
		Presley	Roberts		parleda...	9048022...	837 Eagle...		St August...	FL	32092-1069	Sales Repr...	Cutco	Barran Tr...	High schoo...	Honors co...	Apr 23, 202...		
		Devon	Hardy		Devonha...	+1 904 8L...	868 pear...		St August...	FL	32084	Janitor / CL	Departme...	St August...	Diploma	Science	Mar 12, 202...	Jennifer	Castro
		Kwanda	Brinson		kwandab...	904-250...	968 pear...	None	St august...	FL	32084	Janitor / CL	Departme...	St August...	General		Dec 4, 202...	Jennifer	Castro
		Deborah	Galvan		edgalvan...	9049078L...	General ...		St August...	FL	32092		The sawya...	Certificate ...	Hospitality		Jul 18, 2023...		

Our Mobile Recruiter...

We have used our bus for recruiting in St Johns County



Screening Sources

- Our recruiters **verify employment**, or we utilize DISA Global Solutions, formally CrimCheck, to confirm employment and/or **education** when required. We also conduct **driving license (DL) checks** as needed through DISA.
- For **skill assessments**, we use Talevation/SHL Skill Testing Assessments to evaluate all areas of knowledge, offering hundreds of tests.
- For **drug testing** in St Johns County we use LabCorp and Icup (employees trained & certified).
- **Our background screening** is done by DISA Global Solutions, formally CrimCheck.
- We've been using the **E-Verify System** since its inception as the "Basic Pilot" Program in 2007 and have relied on it for over 19 years.
- When we identify and pre-screen candidates, we will send St Johns County managers the candidate's resume along with a brief summary explaining why we believe they are a strong fit for the position. If the candidate is approved, we will coordinate an interview. Should the candidate be hired, we will conduct a thorough screening.
- The speed at which positions are filled will depend on factors such as the skill level required for the role and the responsiveness of the managers. However, our management team will closely monitor the process to ensure that positions are filled promptly and efficiently.

10 Step Process

1. Phone Screening
2. Personal interview – Using MBI- Motivational Based interviewing
3. Reference Checks / Employment verification
4. Skill Testing – SHL Skill Testing Assessments
5. E-Verify
6. Drug Testing –LabCorp or I-cup with trained staff
7. Background Screening –DISA Global Solutions
8. KeyStaff / St Johns County Orientation
9. Safety Training Video & Acknowledgement (for certain positions)
10. Interview with St Johns County Management followed by Job Offer & Onboarding Process



Training & Testing

Safety Training:

Safety is a core priority. We offer a range of safety training programs, including videos and materials provided by our workers' compensation carrier, as well as OSHA-approved training resources. These programs are designed to ensure that all employees are well-prepared to work safely and in compliance with industry standards.

Testing and Screening:

At KeyStaff, we utilize Talevation/SHL testing software to verify candidates' skills. This comprehensive platform offers over 1,000 pre-built tests across a variety of disciplines, enabling us to objectively assess candidates' abilities and match them with the requirements of specific job roles. By accurately measuring relevant skills and knowledge, this tool streamlines the hiring process, reduces bias, and improves the quality of new hires, resulting in better job fit and long-term success for both the employee and the company.

Employee Handbook:

Orientation and review of an Employee handbook that is written for St Johns County will help new employees to be successful in their new position. This is part of the orientaton training process.



KeyStaff/St Johns County Employee Handbook

To be complied if awarded contract

TABLE OF CONTENTS

INTRODUCTION

EMPLOYMENT AT WILL

KEYSTAFF CONTACTS

EQUAL EMPLOYMENT OPPORTUNITY

BACKGROUND & REFERENCE CHECK POLICY

ACCEPTING A JOB ASSIGNMENT

A. Job Descriptions

ATTENDANCE & PUNCTUALITY

PAYROLL PROCEDURES

Deductions

EMPLOYEE BENEFITS

Direct Deposit or Cash Card Options

PTO-Paid Time Off

Paid Holidays

Medical Insurance Benefits

Military Leave of Absence

LEAVE POLICY

General Provisions

Eligibility

Type of Leave Covered

Amount of Leave

Employee Status and Benefits during Leave

Employee Status after Leave

Certification for the Employee's Serious Health Condition

Certification for the Family Member's Serious Health Condition

Certification of Qualifying Exigency for Military Family Leave

Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

Recertification

Procedure for Requesting FMLA Leave

Designation of FMLA Leave

Intent to Return to Work Form FMLA Leave

LACTATION BREAKS

TIME OFF TO VOTE

STANDARDS OF CONDUCT

I. General

II. Dress and professional Appearance

III. Tobacco-Free Campus

IV. Ethics

V. Political Activities and prohibited Unlawful Acts

VI. Inappropriate and Prohibited Conduct

VII. Social Media

NON-DISCRIMINATION & ANTI-HARASSMENT POLICY

A. Retaliation is Prohibited

B. Definitions of Harassment

COMPLAINT PROCEDURE

A. The Investigation

B. Responsive Action

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

Procedure for requesting an accommodation

DRUG & ALCOHOL POLICY

Policy

Procedure

A. Persons subject to this policy

B. When testing may be required

C. Random Testing

D. Post-Accident Testing

E. Post Injury Testing

Right to refuse to be tested

Testing Procedures

Communication of Results

Consequence of a Negative Test

Consequence of a Positive Test

Suspensions

Appeal Rights

Confidentiality

Voluntary Treatment

ANTI-VIOLENCE POLICY

WORKERS' COMPENSATION POLICY

SAFE LIFTING

SAFETY RULES

KeyStaff Employee Accident Procedure

COMFORT TIPS FOR COMPUTER USERS

KEYSTAFF EMPLOYEE ACCIDENT PROCEDURES

GENERAL HANDBOOK ACKNOWLEDGEMENT

Example



KeyStaff is utilizing MBI- Motivational Based Interviewing for St Johns County (Identifying the right employees)

Hire Authority Interviewer Training Experts

YOUTUBE CAROL QUINN



powered by embedly

What is Motivation-Based Interviewing?

Motivation-based interviewing, or "MBI" for short, is the world's most effective interviewing method—PERIOD. It's the simplest and fastest way to improve your employee selection process and hire only High Performers. Your interviewers will learn how to assess the three components ALL High Performers share: skill, attitude, and passion. Interviewers who use MBI can correctly identify job candidates who are self-motivated and willing to go the extra mile. MBI requires no additional interviewing time and can be used to fill every job opening. It's interviewer training perfected.

Carol Quinn's **Motivational Interviewing** process is an excellent tool for employers who want to hire high achievers and identify low achievers during the interview process. By focusing on engagement, exploring motivations, and encouraging self-reflection, MI helps employers assess a candidate's potential for growth, achievement, and alignment with the company's goals.

•**High Achievers:** Likely to show passion, ambition, strategic planning, and a growth mindset.

•**Low Achievers:** May lack direction, demonstrate passive attitudes, and resist change or growth opportunities.

By integrating MI techniques into the recruitment process, employers can more effectively spot candidates who are motivated and driven to succeed, while also identifying those who might not have the mindset or ambition required for high performance.



Your Next Keynote Speaker is HERE!

Follow Carol on LinkedIn

The HIRE AWAKENING Newsletter

Subscribe and Get This Book... FREE!



Great News & MBI Updates:

Read now



Methods to Ensure Retention of Quality Employees at St Johns County

Offering fair and competitive wages is essential to recruiting and retaining qualified staff, and it has a direct impact on overall workforce quality. The comprehensive benefits we provide further strengthen our ability to attract and retain dependable employees. Many individuals are eager to work for St. Johns County with the goal of transitioning into full-time roles, which enhances our ability to recruit high-quality candidates.

KeyStaff offers paid holidays to all full-time employees (those working 30+ hours per week) after 650 hours worked (approximately four months). As an added benefit, we extend holiday pay to all transferred employees immediately, with no waiting period.

At KeyStaff, we prioritize clear communication and consistent follow-up to foster a positive and supportive work environment. Our commitment to employee satisfaction is reflected in our Google reviews and reinforced through our ClearlyRated feedback process, which helps us identify opportunities for continuous improvement year after year.

We also believe that small gestures can make a meaningful impact on employee morale. Throughout the year, we recognize and reward our team in a variety of ways, including celebrating employees who transition into full-time roles, providing service excellence awards, and hosting seasonal appreciation initiatives such as Thanksgiving turkey giveaways and holiday gifts. Through our ClearlyRated program, we recognized and rewarded over 20 employees who were commended by their managers for outstanding performance.

In addition, our new timekeeping system, TimeRack, was implemented to enhance efficiency and accountability for both our clients and employees. Designed specifically for the staffing industry, TimeRack provides real-time notifications for late arrivals, missed punches, or absences, allowing us to address issues proactively rather than reactively. The system also enables direct communication with employees, helping us resolve concerns quickly and maintain consistent workforce reliability.

On-Job Evaluation and Inspection of Employees

KeyStaff maintains ongoing communication with Department Managers to monitor employee performance and ensure expectations are consistently met. Our management team conducts quarterly site visits, as well as additional visits as needed or requested, to provide support and address any concerns proactively.

In addition, we conduct annual performance surveys through an independent third-party provider. This process provides valuable, objective feedback on both our services and our employees, allowing us to continuously improve and adapt to our clients' needs.

We also value and promote employee recognition. Our employees frequently receive "shout-outs" from Department Managers, and we take pride in acknowledging and rewarding these individuals for their outstanding performance and contributions.



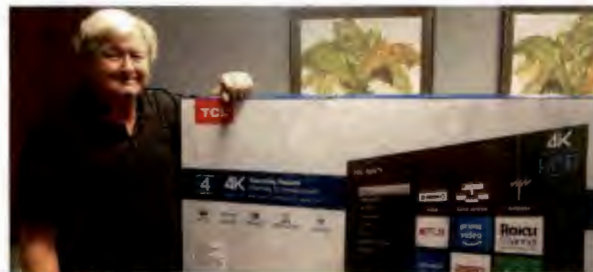
Ensuring Longevity



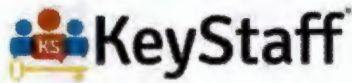
IT'S ALL
ABOUT
Giving Back!



We are grateful for our dedicated employees and loyal clients. We celebrate our team's hard work, recognize their achievements, and give back to those who make KeyStaff thrive. Thank you for being part of our success!—it's about creating lasting, positive impacts for everyone who makes KeyStaff what it is today. Thank you for being part of our journey!



We have a training program for EEOC for all Staffing and Management personnel at KeyStaff



KeyStaff, Inc. AA and EEO Program

As a part of our commitment to Affirmative Action (AA) and Equal Employment Opportunity (EEO), our company monitors annually all the EEO activities we have conducted and measures the effectiveness of our company's AA Program. This includes evaluating the progress made regarding the prior year workforce inclusion goals and objectives.

The program requires that we evaluate our current workforce composition and review for any underutilizations of women or people of color and Indigenous peoples. Through this analysis we are able to set new workforce inclusion goals for the upcoming year. When underutilizations in any EEO Job Group are found, we, as a company, develop a Plan of Action to address any underutilizations identified.

Through our analysis we have found that women are underutilized by 0% and people of color are underutilized by 0%. Because we show no underutilizations, our plan for 2026 is to continue our already successful program of hiring women and POCI into all positions within the company.

*From our
Application:*

3. EEO POLICY

KeyStaff is committed to equal employment opportunity to all qualified persons without regard to race, color, creed, religion, age, gender, national origin, ancestry, marital status, disability, veteran status or any other protected status. We are committed to this policy by the laws of our country and by our own value system. Our policy of Equal Employment Opportunity applies to all aspects of the employment experience at KeyStaff, including hiring, compensation, promotion, transfer, training and disciplinary action. It is also the policy of KeyStaff to conduct all business without regard to age, race, color, religion, gender or national origin.





NEW *Enhanced Timekeeping System*

KeyStaff is proud to continue advancing the services we offer through strategic technology partnerships. One of our most valuable enhancements will be the integration of NEW cutting-edge time and attendance solution. This new system is called TimeRack.

Why?

Managing large-scale staffing for public agencies demands precision, compliance, and operational efficiency. This NEW system is built to meet these demands head-on by modernizing the way time is captured, monitored, and reported for temporary employees working across diverse departments.

Benefits to St Johns County:

- **Real-Time Oversight:** Supervisors can monitor attendance, missed punches, and overtime from a centralized dashboard.
- **Biometric & GPS Time Capture:** Accurate, fraud-free time tracking with facial, fingerprint, and mobile check-ins—including geofencing for remote field workers.
- **Custom Scheduling:** Supports rotating shifts, union rules, and department-specific requirements with ease.
- **Automated Alerts & Compliance:** Stay ahead of leave requests and labor compliance with built-in notification tools.
- **Seamless Payroll Integration:** Direct integration with KeyStaff's Applicant Tracking System (ATS) and payroll systems, ensuring smooth, accurate processing.
- **Transparency & Reporting:** All labor data is auditable, traceable, and securely stored, supporting compliance at the county, state, and federal levels.
- **Custom Reporting:** -This system can format your report and automatically email to HR on the 10th day of each month (we set it up with specific criteria). Reports can be set up for Department that will send automatically as well.



Mobile App:

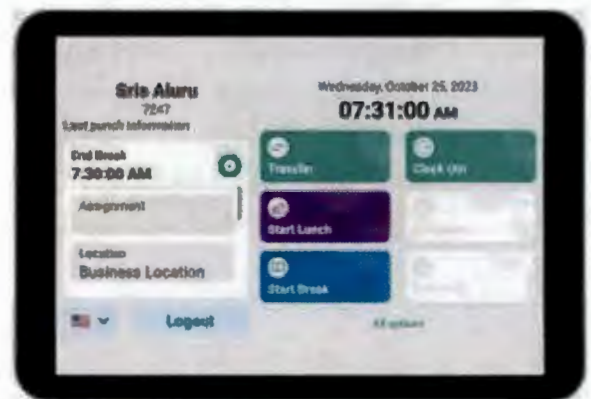
Real-Time Workforce Visibility for St Johns County

As we continue to prioritize efficiency, transparency, and technology-forward solutions in staffing, KeyStaff's partnership with our NEW timekeeping system introduces a powerful mobile application that makes timekeeping and staff oversight easier and more accurate than ever. This intuitive app brings time capture to the palm of your hand—perfect for mobile crews, remote workers, and multi-site operations.

How the Mobile App Supports St Johns County:

- GPS Location / Geofencing with Google Maps – Ensures workers are where they're scheduled to be.
- English and Spanish Language Options – Supports diverse workforces.
- Assignment Transfer – Easily assign and reassign workers by department or site.
- Timecard Review – Supervisors can quickly verify attendance and activity in real-time.
- Customizable Questions – Collect site-specific or compliance-related data directly from employees at clock-in/out.

This mobile solution enhances accountability, reduces paperwork, and empowers supervisors with visibility across departments and remote teams. Whether monitoring field inspectors, facility staff, or project-based crews, the Mobile App aligns with St Johns County's goals for modern, efficient public service.



Reporting Examples

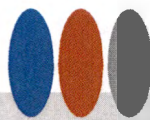
Timerack Reports

- Absence Summary
- ACA Employee Report
- Accrued Hours
- Agency Payroll
- Apex Payroll
- Assignment Billing Summary
- Bill Summary
- Billing Hours
- Bio Enrollment
- Client Billing Summary
- Cost Summary Detail
- Daily Cost
- Daily Pay Export
- Daily Punch Summary
- Daily Review
- Daily Summary
- Department Bill Summary
- Dept Invoice
- Emp Hours By Level
- Employee Assignments
- Employee Audits
- Employee Details
- Employee Notes
- Employee PTO Details
- Employee Update
- Employees At Work
- Head Count by Level
- Leave Summary
- Level Hours Summary
- Madison Report
- Management Summary
- Missing Punch Summary
- Overtime Summary
- Paid Lunch/Break
- Pay Category Hours
- Pay Premium
- Payroll Summary
- PBJ Staffing
- PBJ Work Shifts
- Punch Responses
- Punch Summary
- Rolling Period Time Clock
- Salary Required Punch Summary
- SBPR Report
- Schedule Details
- Schedule Vs Actual Hours
- Spread of Hours
- TC Daily
- Timecard Adjustment
- Timecard Alerts
- Timecard Audit Trail
- Timecard Comments
- Timecard Details
- Timecard Review
- User Page Access
- Weekly Attendance
- Weekly Bill Summary
- Weekly Summary
- Weekly Summary Assignment



Hiring KeyStaff Employees

As an additional benefit to St Johns County, if KeyStaff is awarded the contract, upon request, KeyStaff will release our temporary staff to be hired on a permanent basis without any stipulations of hours accrued or contingency fees to be pay. We are hopefully that we would be a source for good staff and many of our people would be hired over the years.



Start Up Expectations & Process

What the startup team will do if awarded the contract for St Johns County

- Award of Contract- once everything is signed and approved, we can proceed with the process
- Meetings will take place in person and by phone, depending on what works best for the St Johns County Managers in charge of this process
- If we have 30-60 days, we will immediately begin the process to find and hire any additional staff needed in the St Augustine area.
- Our transition team is already in place, and we would set the dates for us to come on-site and meet with all employees that are moving over to KeyStaff. We have a manager in place in St Augustine, John Ramos who will oversee all staff needed. We do this process in 2-3 county building locations, and this will take coordination with our main HR Contract to set up times with the departments to come to the location. Prior to coming on-site, we would need a list of employees and phone numbers so we can contract them and have them start the application process. We would need a conference room with some space at selected county locations. This can be done over the course of a two-three days. We answer questions and make sure everyone knows how to reach us. We move employees through the on-boarding process by setting up stations. Our application process is on-line, and it is best if it can be done prior to us coming onsite and meeting with each employee (but it can be done after as well). Stations will include: Welcome & Sign-in, Benefits, Drug testing, Safety, I-9 & BG, Timeclock instructions, Meet your Manager. If we work directly with St Johns County Managers, we suggest inviting them to meet with us as well when their staff is meeting with us. That way their questions can also be answered. BG screening and reviewing ID's for I-9's. Employees will bring ID's to the orientation. All other processes will take place behind the scenes.



- After the orientation and prior to the start date, we hope to find out what positions are open and begin the recruiting process, so we have candidates to present when we start the contract receive PO's.
- We will need to identify all your billing & reporting processes to ensure we provide you with the proper reports and billing etc. Generally new PO's need to be issued for all current positions with your required paperwork. We have no problems in customizing anything that would be required.
- We will train the employees and managers on our timekeeping system TimeRack. Your managers can use the system via the computer or an app for the phone; most all of our government agencies are currently using this system. It provides the employees and managers with a lot of benefits including geo fencing, attendance notifications, reporting functions, and so much more. It has been made for the staffing industry, so it is flexible to meet our clients needs. One great benefit is that each manager will receive a weekly email and all they have to do is click on a link to get to the approval area to approve their employee's time.
- We have used this process to onboard employees at many Counties, and we have developed a process that works. Our goal is to make this as easy as possible for your staff.



Section #5-Tab

Pricing

- ✓ Wages
- ✓ Attachment G

#1 Employment Agency in Hollywood

Ranked by BusinessRate • July 2025



Ranked #1
Employment
Agency in
Hollywood!

Rank	Agency Name	All-Time Reviews (0-180)	Recent Reviews (0-100)	Total Score	
#1	KeyStaff 2750 N 29th Ave #310, Hollywood	159	78	16	253
#2	Thrivus Staffing Agency 4907, Hollywood Blvd, Hollywood, FL 9...	167	78	16	249
#3	Express Employment Professionals 8940 Stirling R8, Hollywood, FL 3302a	151	76	11	228
#4	CareerSource Broward (South Ce... 7560 Davie Road Extension Ste 201, Holl ...	195	78	11	284
#5	Epic Physician Staffing (formerly... 7586 Davie Road Extension Ste 201, Holl...	152	60	0	212

● All-Time Reviews (0-180) ● Recent Reviews (0-100)



See Rankings & Reviews

www.businessrate.com/rankings

BusinessRate 954-320-7701



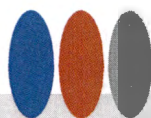
Temporary Employee Wages

Our market research supports that the pay rates we have proposed are fair, competitive, and aligned with current labor market conditions. While these rates remain on the lower end of the competitive range, they are intentionally structured to attract and retain qualified candidates without exceeding budget expectations. It is important to recognize that compensation has a direct and measurable impact on the quality, reliability, and retention of employees. When wages are set too low, the result is often a limited applicant pool, increased turnover, and decreased overall performance.

By offering wages that align with the lower end of the County's pay scale, St. Johns County will benefit from a stronger, more qualified workforce, improved attendance and reliability, and reduced turnover-related disruptions. This ultimately leads to greater operational efficiency and a higher level of service to the community.

KeyStaff's pricing structure ensures that the value of these wages goes directly to the employees performing the work and not to excessive markups. Our markup is fair, competitive, allowing the County to invest in higher-quality talent while still receiving strong overall value.

If you choose to work with KeyStaff, we are open to collaborating with the County on establishing appropriate pay ranges for staffing partners, as this promotes consistency, improves recruiting outcomes, and ensures alignment with market expectations. We strongly believe that a thoughtful investment in wages will deliver a direct return through improved workforce quality, stability, and performance.



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT G
HOURLY RATE SHEET

I. HOURLY RATES

Compensation for services satisfactorily performed shall be in accordance with the Hourly Billable Rates provided below, which shall be negotiated and the approved rates shall be included in the awarded Contract.

#:	Position:	Proposed Hourly Payable Rate:	Proposed Markup %	Proposed Billable Rate:
1	Beach Toll Collector Leader	18.00	18%	21.24
2	Beach Toll Collector	15.00	18%	17.70
3	Retail Customer Support (Pier)	18.00	18%	21.24
4	Clerical Support - Receptionist	18.50	18%	21.83
5	Clerical Support - Administrative Coordinator	20.00	18%	23.60
6	Application/ Permit Review Technician	21.50	18%	25.37
7	Client Services Assistant	18.00	18%	21.24
8	Construction Plans Reviewer	25.00	18%	41.30
9	Garbage Removal Workers	19.00	28%	24.32
10	Grounds Maintenance	18.00	23%	22.14
11	Golf Cart Attendant	16.00	18%	18.88
12	Golf Course Spray Technician	17.00	23%	20.91
13	Golf Course Starter	17.00	18%	20.06
14	Golf Course Grounds Maintenance Technician	17.50	23%	21.53
15	Legal Support Specialist	24.00	18%	28.32
16	Financial Analyst (Budget Analyst)	34.00	18%	40.12
17	Procurement Analyst (Procurement Coordinator)	32.00	18%	37.76
18	Contract Analyst	32.00	18%	37.76
19	Civil Engineer	38.00	18%	44.84
20	Civil Professional Engineer (P.E.)	42.00	18%	49.56
21	Library Assistant	17.00	18%	20.06
22	Library Courier	16.00	18%	18.88
23	Skilled Tradesworker- HVAC- Journeyman or Master License	28.00	23%	34.44
24	Skilled Tradesworker- Masonry- Journeyman or Master License	26.00	23%	31.98
25	Skilled Tradesworker- Plumbing- Journeyman or Master License	28.00	23%	34.44
26	Skilled Tradesworker- Electrical- Journeyman or Master License	28.00	23%	34.44
27	Skilled Tradesworker- entry level (non-licensed)	20.00	23%	24.60
28	Wastewater Treatment Plant Operator	22.50	23%	27.68
29	Housing Inspector	28.00	18%	33.04
30	Project Specialist	27.00	18%	31.86
31	Human Resources Coordinator- Projects	22.00	18%	25.96
32	Human Resources Specialist- Projects, Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation	26.00	18%	30.68
33	Human Resources Analyst- Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation	30.00	18%	35.40

34	Recreation Program Assistant	17.50	18%	20.65
35	Recreation Instructor (CLASS)	17.00	18%	20.06
36	Recreation Instructor - Specialty (CLASS)	17.50	18%	20.65
37	Scorekeeper (GAME)	15.00	18%	17.70
38	Sports Official (GAME)	17.00	18%	20.06
39	Summer Camp Coordinator	17.00	18%	20.06
40	Camp Supervisor	18.00	18%	21.24
41	Assistant Camp Supervisor	16.00	18%	18.88
42	Summer Camp Counselor I	15.00	18%	17.70
43	Summer Camp Counselor II	16.00	18%	18.88
44	Summer Camp Counselor III	16.50	18%	19.47
45	Summer Camp Transportation Specialist	18.00	23%	22.14
46	Beach Enforcement/Lighting Officer	17.50	18%	20.65
47	Beach Survey Technician	18.00	18%	21.24
48	Environmental Technician	22.50	18%	26.55
49	Equipment Specialist	28.00	18%	33.04
50	GIS Technician	23.00	18%	27.14
51	GIS Analyst	28.00	18%	33.04
52	Land Management Technician	22.00	18%	25.96
53	Recycling Specialist	17.00	28%	21.76
54	Solid Waste Supervisor	36.00	18%	42.48
55	Maintenance Technician- Water Utility	27.00	18%	31.86
56	Grant Project Manager	34.00	18%	40.12
57	Web Development and Support Specialist	29.00	18%	34.20
58	Weighmaster	18.00	18%	21.24
59	Auto CAD Drafting Services	24.00	18%	28.32
60	SCADA Technician	32.00	18%	37.76
61	Maintenance Worker- General Labor	18.00	23%	22.14
62	Maintenance Technician- Building	18.00	18%	21.24
63	Community Education Specialist	20.00	18%	23.60
64	Engineering Specialist	32.00	18%	37.76
65	Construction Specialist	30.00	28%	38.90
66	Library Courier	16.00	18%	18.88
67	Tourism and Development Specialist	26.00	18%	30.68
68	Technical Specialist	32.00	18%	37.76
69	Lead Growth Management Technician	27.00	18%	31.86
70	Environmental Specialist	28.00	18%	33.04
71	HCP Field Technician	17.00	18%	20.06
72	Web Development and Support Specialist	40.00	18%	47.20
73	Digital Media Specialist	22.00	18%	25.96
74	IT Applications Analyst	32.00	18%	37.76
75	Business Systems Analyst	44.00	18%	51.92
76	Project Manager	36.00	18%	42.48
77	Capital Improvement Program (CIP) Project Manager	35.00	18%	41.30
78	Sharepoint Administrator	44.00	18%	51.92
79	Intern- General	16.00	18%	18.88
80	IT Desktop Support	25.00	18%	29.50
81	Enterprise Resource Application (ERP) Analyst	43.00	18%	50.74
82	Fleet Mechanic	27.00	23%	33.44

[Handwritten Signature]

83	Survey Assistant	18.00	18.1%	21.24
84	Disaster Recovery Specialist (FEMA)	36.00	18.1%	42.48
85	Utility Grant Project Manager	42.00	18.1%	49.56

Hourly Billable Rates. The above billing rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Contractor.

Quantity of Services. Contractor understands that the County makes no commitments or guarantees as to the total amount or value of the Services to be performed by Contractor. Payment under this Agreement shall be made on the basis of the actual amount of Services satisfactorily performed and completed in accordance with the Contract Documents.

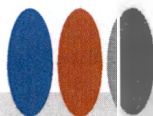
Payable Rate Adjustments. Awarded Contractors shall have the opportunity to request increases to the approved billable rates and markup percent on an annual basis, on the anniversary date of the awarded contract. The consideration for any increase to billable rates shall be based upon the current Consumer Price Index (CPI) but shall at no point exceed four percent (4%) in any given year. The County is under no obligation to grant any requested increase to billable rates or markup percent. Any request for an increase to the approved billable rates or markup percent must be submitted, in writing, to the SJC Purchasing Department, no less than sixty (60) calendar days prior to the anniversary of the Effective Date of the Contract. The County is under no obligation to grant any requested billable rate or markup adjustments. Approved adjustments shall be effective only upon the County's issuance of a fully executed Amendment. If Contractor fails to request and/or receive approval for any adjustment to the billable rates or markup in any given year, the Contractor shall forego any available adjustment for that year, and shall not combine and/or compound any requested base rate adjustment in subsequent year(s).

John [Signature], Key Staff

Section #6-Tab

All Attachments

- ✓ Sunbiz
- ✓ E-Verify- KeyStaff
- ✓ W-9
- ✓ Business Tax Licenses
- ✓ Attachment A-Affidavit of Solvency
- ✓ Attachment B- Proposal Affidavit
- ✓ Attachment C- Conflict of Interest Disclosure (Section #2)
- ✓ Attachment D- Drug-Free Workplace
- ✓ Attachment E- E-Verify Affidavit
- ✓ Attachment F- Claims & Litigation History (Section #2)
- ✓ Attachment G- Hourly Rate Sheet (Section #5)
- ✓ Attachment H- Affidavit Uses of Coercion
- ✓ Attachment I- List of Sub-Contractors (Section #2)
- ✓ Attachment J- Acknowledgement of Addenda
- ✓ Attachment K-Sworn Statement Public Entity Crimes
- ✓ Attachment L-Certification Debarment etc
- ✓ Attachment M- Anti-Lobbying Compliance
- ✓ Attachment N- Non-Collusion Certification
- ✓ Attachment O –Equal Opportunity Report Statement





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation

KEYSTAFF, INC.

Filing Information

Document Number	P97000077947
FEVEIN Number	41-1887214
Date Filed	09/08/1997
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	11/30/2000

Principal Address

1610 Southern Blvd
West Palm Beach, FL 33406

Changed: 01/18/2021

Mailing Address

1610 Southern Boulevard
West Palm Beach, FL 33406

Changed: 05/06/2024

Registered Agent Name & Address

THOEMKE, JANA
1610 Southern Boulevard
West Palm Beach, FL 33406

Name Changed: 04/16/2015

Address Changed: 05/06/2024

Officer/Director Detail

Name & Address

Title D

THOEMKE, JANA

1610 Southern Boulevard
West Palm Beach, FL 33406

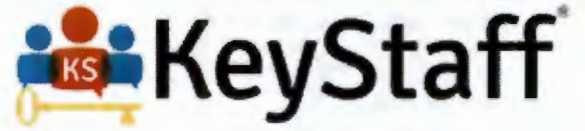
Annual Reports

Report Year	Filed Date
2024	01/29/2024
2024	05/06/2024
2025	03/15/2025

Document Images

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02/01/2022 -- ANNUAL REPORT	View image in PDF format
01/18/2021 -- ANNUAL REPORT	View image in PDF format
01/13/2020 -- ANNUAL REPORT	View image in PDF format
02/12/2019 -- ANNUAL REPORT	View image in PDF format
03/07/2018 -- ANNUAL REPORT	View image in PDF format
01/18/2017 -- ANNUAL REPORT	View image in PDF format
01/20/2016 -- ANNUAL REPORT	View image in PDF format
08/29/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
04/16/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
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01/18/2013 -- ANNUAL REPORT	View image in PDF format
01/18/2012 -- ANNUAL REPORT	View image in PDF format
01/07/2011 -- ANNUAL REPORT	View image in PDF format
02/04/2010 -- ANNUAL REPORT	View image in PDF format
01/29/2009 -- ANNUAL REPORT	View image in PDF format
02/25/2008 -- ANNUAL REPORT	View image in PDF format
01/23/2007 -- ANNUAL REPORT	View image in PDF format
03/06/2006 -- ANNUAL REPORT	View image in PDF format
04/20/2005 -- ANNUAL REPORT	View image in PDF format
04/30/2004 -- ANNUAL REPORT	View image in PDF format
08/11/2003 -- ANNUAL REPORT	View image in PDF format
05/28/2002 -- ANNUAL REPORT	View image in PDF format
05/21/2001 -- O&Dir Resignation	View image in PDF format
05/16/2001 -- ANNUAL REPORT	View image in PDF format
11/30/2000 -- REINSTATEMENT	View image in PDF format
11/30/2000 -- REINSTATEMENT	View image in PDF format
05/14/1999 -- Name Change	View image in PDF format
03/22/1999 -- ANNUAL REPORT	View image in PDF format
09/23/1998 -- ANNUAL REPORT	View image in PDF format
09/08/1997 -- Domestic Profit Articles	View image in PDF format

Proof of Registration



E-Verify[®]

My Company Profile Company Information

Company Name

Keystaff Inc

Doing Business As (DBA)

Company ID

37890

Enrollment Date

12/29/2006

Employer ID Number

411887214

DUNS Number

Total Number of Employees

100 to 499

NAICS Code

561320

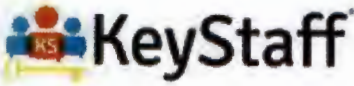
Sector

Subsector

Temporary Help Services

[Edit Company Information](#)





KeyStaff W-9

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.	Give form to the requester. Do not send to the IRS.
--	---	---

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>KeyStaff, Inc</p> <p>2 Business name/disregarded entity name, if different from above.</p> <p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Notes: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) </p> <p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/></p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p>(Applies to accounts maintained outside the United States.)</p> <p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>1610 Southern Blvd</p> <p>6 City, state, and ZIP code</p> <p>West Palm Beach, FL 33406</p> <p>7 List account number(s) here (optional)</p> <p>Requester's name and address (optional)</p>
--	--

Part I Taxpayer Identification Number (TIN)

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

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

Social security number												
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4	1	8	7									
-	1	8	7									
2	1	4										

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person	Date 2/5/2020
------------------	--------------------------	----------------------

General Instructions

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

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

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Palm Beach County Business/Tax Licenses



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353
 www.pbctax.gov Tel: (561) 355-2264

****LOCATED AT****
1610 SOUTHERN BLVD
WEST PALM BEACH, FL 33406

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
EMPLOYMENT AGENCY	STAFF PLUS INC		B25.634240 07/18/2025	\$33.00	B40118643

This document is valid only when received by the Tax Collector's Office.



5
7-1412

KEYSTAFF INC
 KEYSTAFF INC
 5790 DIXIE BELL RD
 PALM BEACH GARDENS FL 33418-7746



STATE OF FLORIDA
PALM BEACH COUNTY
2025 / 2026 LOCAL BUSINESS TAX RECEIPT
LBTR Number: 200813037
EXPIRES: 09/30/2026

This receipt **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

Receipt Number
2025-20

2025-2026

TOWN OF GLEN RIDGE
LOCAL BUSINESS TAX RECEIPT

1501 GLEN ROAD
GLEN RIDGE, FL 33406
(561) 697-8868

Business Name: KEYSTAFF, INC

Business Address: 1610 SOUTHERN BLVD.
GLEN RIDGE, FL 33406

For the Period: October 1, 2025 to September 30, 2026

Fee: \$50 Penalty: \$00 Total Amount Paid: \$50



Lee County Business/Tax Licenses

2025-2026 LEE COUNTY BUSINESS TAX RECEIPT

Account Number: 1065568
Receipt Number: 2100853
State License Number:

Account Expires: September 30, 2026

Location:
3800 COLONIAL BLVD STE 101
FT MYERS, FL 33966

May engage in the business of:
EMPLOYMENT AGENCY
THIS BUSINESS TAX RECEIPT IS NON REGULATORY

KEYSTAFF INC
KEYSTAFF INC
3800 COLONIAL BLVD STE 101
FT MYERS, FL 33966

Payment Information:	
PAID DP-00-03676042	08/14/2025
	\$ 50.00



City of Fort Myers

Community Development Department
1825 Hendry Street, #101
Fort Myers, Florida 33901
Email: businesstax@fortmyers.gov

AGENCY SOLICITING BUSINESS
EFFECTIVE 08/14/2025 - EXPIRING 09/30/2026

KEYSTAFF INC.
5790 DIXIE BELL RD
PALM BEACH GARDENS, FL 33418

Business Tax #: BUS-000100-2020

The City of Fort Myers wishes you success with your business. The Business Tax Receipt below is valid from 08/14/2025 until 09/30/2026.

If you need to change the business name, mailing address, contact data, location and/or closing the business, please contact our office:

Description: Staffing Agency - Contract with Collier County



CITY OF FORT MYERS FLORIDA
Business Tax Receipt

3800 COLONIAL BLVD 101

KEYSTAFF INC.

Business Tax #: BUS-000100-2020

(157) Employment agencies

ALCOHOL SALES PERMITTED: No

HOBASSED: No

Owner: KEYSTAFF INC., 5790 DIXIE BELL RD PALM BEACH GARDENS, FL, 33418

POST THIS RECEIPT IN A CONSPICUOUS PLACE AT YOUR BUSINESS LOCATION

*Any violation of applicable chapter of the City Code of Ordinances may result in the receipt.

Broward County Business/Tax Licenses

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-357-4829
 VALID OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026

Business Name: KEYSTAFF INC
Owner Name: JANA THOMKE
Business Location: 2750 N 29 AVE STE 310 HOLLYWOOD
Business Phone: 954-320-7701

Receipt #: 327-269554
Business Type: BUSINESS/FINANCIAL/CONSULTANT (STAFFING AGENCY)
Business Opened: 06/03/2015
State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		10		

For Vending Business Only				Vending Type:		
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
81.00	0.00	0.00	0.00	0.00	0.00	81.00

Receipt Fee 81.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

KEYSTAFF INC
 5790 DIXIE BELL ROAD
 PALM BEACH GARDENS, FL
 33418

Receipt #WWW-24-00294421
 Paid 08/29/2025 81.00

2025 - 2026

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-357-4829
 VALID OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026

Business Name: KEYSTAFF INC
Owner Name: JANA THOMKE
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Business Phone: 954-320-7701

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State/County/Cert/Reg:
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals
		10		

For Vending Business Only				Vending Type:		
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
81.00	0.00	0.00	0.00	0.00	0.00	81.00



2025/2026 LOCAL BUSINESS TAX RECEIPT

Business Name: KEYSTAFF, INC.

DBA:

Business Location: 2700 N 29 AVE

Business Category: SERVICE/OTHER BUSINESS

Classification: Employment Agency

Tax Basis: 2 - 4 WORKERS

Account Registration #: B9077286-2026

Expiration Date: 9/30/2026

Tax Rate: \$122.00



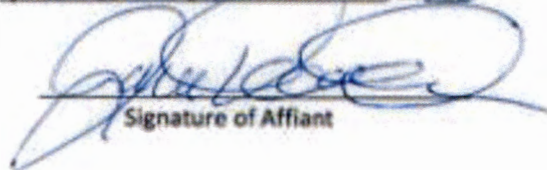
RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT A
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Key Staff, inc (Proposer) being of lawful age and being
duly sworn I, Jana Thorne (Affiant) as Owner (Title) (ex: CEO,
officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

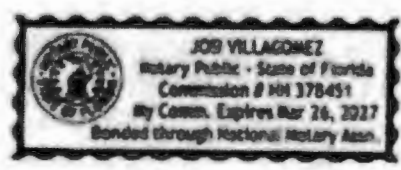
The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of March 14th, 2026



Signature of Affiant

STATE OF Florida

COUNTY OF Palm Beach

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of March 14th, 2026, by Affiant, who is personally known to me or has produced _____ as identification.




Notary Public
My Commission Expires: 3/26/2027

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT B
PROPOSAL AFFIDAVIT

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Proposer shall attach to his proposal a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

Before me, the undersigned authority, Jana Thoenke (Affiant) who, being duly sworn, deposes and says he/she is owner (Title) of Key Staff, Inc. (Proposer) submitting the attached proposal for the services covered by the RFP documents for RFP 2269; TEMPORARY STAFFING SERVICES.

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her firm or corporation under the same or different name and that such Proposer has no financial interest in the firm of another Proposer for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Key Staff, Inc.
(Proposer Firm)
By [Signature]
(Affiant Signature)
Jana Thoenke, Owner
(Printed Name & Title)
3/14/2026
Date of Signature

STATE OF Florida
COUNTY OF Palm Beach

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this day of March 14th, 2024 by Affiant, who is personally known to me or has produced _____ as identification.

[Signature]
Notary Public
My Commission Expires: 3/26/2027



RFP 2269; TEMPORARY STAFFING SERVICES

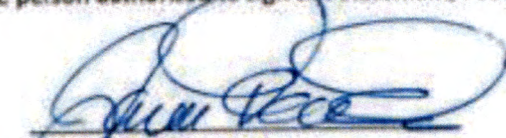
ATTACHMENT D
DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Key Staff, inc. does:
Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Proposal a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nois contendere to, any violation of Florida Statute 893, as amended, 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 or plea.
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. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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


Signature

3/17/26
Date

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT E
E-VERIFY AFFIDAVIT

STATE OF Florida
COUNTY OF Halm Beach

I, Jana Thoenke (Affiant), being duly authorized by and on behalf of KeyStaff, inc.
(Proposer) hereby swears or affirms as follows:

1. Proposer understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP NO: 2269 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Proposer and shall expressly require any subcontractors performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Proposer shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Proposer understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Proposer further understands and agrees that in the event of such termination, Proposer shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Firm's breach.

DATED this 14th day of March, 2026.

[Signature]
Signature of Affiant

Jana Thoenke
Printed Name of Affiant

Owner
Printed Title of Affiant

KeyStaff, inc.
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of March 14th, 2026, by Affiant, who is personally known to me or has produced _____ as identification.

[Signature]
Notary Public
My Commission Expires: 3/26/2027



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT H
AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As an officer or authorized representative of Proposer, I certify that the company identified below does not, for labor or services:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare and affirm that I have read the foregoing document and that the facts stated in it are true and correct.

DATED this 14th day of March, 2026

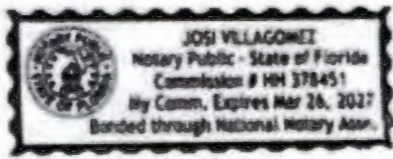
[Signature]
Signature of Affiant

Jan Thoenke
Printed Name of Affiant

Owner
Printed Title of Affiant

KeyStaff, inc.
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of March 14th, 2026, by Affiant, who is personally known to me or has produced _____ as identification.

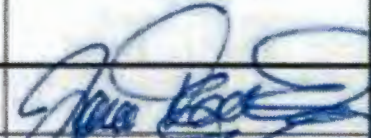




[Signature]
Notary Public
My Commission Expires: 3/26/27

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT J
ACKNOWLEDGEMENT OF ADDENDA**

Proposer hereby acknowledges receipt of the following Addenda, issued by the County and incorporated into and made a part of the RFP Documents. By acknowledging the Addenda listed below, Proposer hereby certifies that the information, clarifications, revisions, or other items included in each Addenda have been incorporated into the Proposer's Proposal. Failure to acknowledge and incorporate issued Addenda may result in a Proposer being deemed non-responsive to the requirements of the RFP, and removed from further consideration.

ADDENDUM NUMBER	DATE RECEIVED	PRINTED NAME OF PROPOSER'S AUTHORIZED REPRESENTATIVE	TITLE OF PROPOSER'S AUTHORIZED REPRESENTATIVE	SIGNATURE OF PROPOSER'S AGENT
# 1	3/12/26	Jana Thoenke	Owner	
# 2	3/13/26	Jana Thoenke	Owner	
# 3	3/19/26	Jana Thoenke	Owner	

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT K

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

I, Jana Thoenke ("Affiant"), being duly authorized by and on behalf of Key Staff, Inc. ("Proposer") hereby swears or affirms as follows:

1. The principal business address of Proposer is: 1610 Southern Blvd WPB, FL 33406

2. I am duly authorized as Owner (Title) of Proposer.

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined in Section 287.133 of the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.

5. I understand that "affiliate" is defined in Section 287.133 of the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Proposer, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Proposer, or an officer, director, executive, partner, shareholder, employee, member or agent of the Proposer who is active in the management of the Proposer or an affiliate of the Proposer. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____
A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

[Signature]
Signature of Affiant

Jana Thoenke, Owner
Printed Name & Title of Affiant

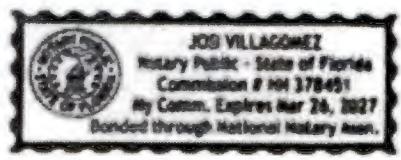
Key Staff, Inc.
Full Legal Name of Proposer

3/14/2026
Date of Signature

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 14th day of March, 2026 by Affiant, who is personally known to me or has produced _____ as identification.

[Signature]
Notary Public

3/26/2027
My Commission Expires



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT L
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS

The Proposer certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. Must have no exclusions listed in www.SAM.gov.
2. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR §29.110(a), by any federal department or agency.
3. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
4. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
5. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

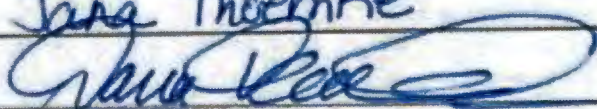
The Proposer certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Signature of Authorized Principal(s):

NAME (print):

Jana Thoenke

SIGNATURE:



TITLE:

Owner, Key Staff

FULL LEGAL NAME OF PROPOSER

Key Staff, inc.

DATE:

3/17/20

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT M
BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, KeyStaff, inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Authorized Principal(s):

NAME (print): Jana Thoenke

SIGNATURE: [Handwritten Signature]

TITLE: Owner

FULL LEGAL NAME OF PROPOSER: KeyStaff, inc.

DATE: 3/17/20

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT N
NON-COLLUSION CERTIFICATION

St. Johns County requires, as a matter of policy, that any Proposer receiving a contract or award resulting from this Request for Qualification issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Qualifications submitted in response to this Request for Qualification or in return for execution of a contract for performance or provision of services for which Qualification are herein sought.

DATED this 14th day of March, 2026



Signature of Affiant

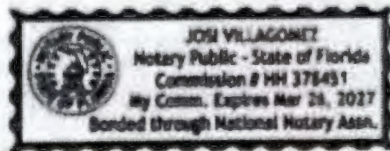
Jane Thoenke, Owner

Printed Name & Title of Affiant

KeyStaff, inc.

Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of March 14th, 2026 by Affiant, who is personally known to me or has produced _____ as identification.





Notary Public
My Commission Expires: 3/26/2027

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT O
EQUAL OPPORTUNITY REPORT STATEMENT**

The Proposer shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest ("Contractor") agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of

the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

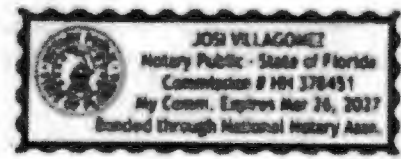
DATED this 14th day of March, 2026

[Signature]
Signature of Affiant

Jana Thoenke, Owner
Printed Name & Title of Affiant

KeyStaff, inc
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of March 14th, 2026 by Affiant, who is personally known to me or has produced _____ as identification.



[Signature]
Notary Public
My Commission Expires: 3/26/2027

RFP 2269; TEMPORARY STAFFING SERVICES

COVER PAGE

ST. JOHNS COUNTY PURCHASING DEPARTMENT
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE, FLORIDA 32084

POINT OF CONTACT FOR RFP:

NAME & TITLE OF PRIMARY CONTACT: Brian Sunseri / President

EMAIL ADDRESS: BSUNSERI@AD-VANCE.COM

State of Florida, Department of State, Division of Corporations Registration #: G09000107959

FEIN #: 65-058-9808

POINT OF CONTACT FOR INVITATION TO PAYMENTWORKS:

NAME & TITLE: Tom Gibbons / Accounting Manager

EMAIL ADDRESS: TGIBBONS@AD-VANCE.COM

DATE: 3/13/2026



**3911 Golf Park Loop, Suite 103
Bradenton, FL 34203
Brion Sunseri
bsunseri@ad-vance.com
941-739-8883**

**Solicitation No.: 2269
Request for Proposal
Temporary Staffing Services**

**St. Johns County
500 San Sebastian View
St. Augustine, FL 32084**



TABLE OF CONTENTS

Section 1: Proposal Cover Page and Cover Letter

Section 2: Company and Staff Qualifications

- Locations
- Awards and Recognition
- Innovative Technology
- Licenses and Certifications
- Project Team and Key Personnel
- Conflict of Interest
- Certificates of Insurance
- Proposed Subcontractors
- Claims and Litigation History
- Project Org Chart

Section 3: Related Experience

- Sample Projects
- Client Review Forms

4: Approach and Methodology

- Recruiting and Sourcing Strategy
- Wages, Retention, Benefits Package, & Personnel Evaluations
- Recruiting Resources
- Screening Sources
- Training
- Credentialing/Prior Training
- Longevity, Incentives, and Special Pay
- Evaluation, Inspection, and Compliance
- Equal Opportunity Policy
- Reports
- Liquidation

Section 5: Pricing

Section 6: Administrative Information



**SJC Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084
Attn: Purchasing Department
Re: Solicitation No. 2269 – Request for Proposal: Temporary Staffing Services**

Dear Evaluation Committee,

Thank you for the opportunity to respond to **Solicitation No: 2269 Request for Proposal Temporary Staffing Services**. Ad-VANCE Talent Solutions, Inc. (Ad-VANCE), is confident in our ability to not only meet but exceed the expectations outlined in this request. With over 30 years of experience delivering high-quality staffing services throughout Florida, we offer a proven, cost-effective, and responsive approach tailored specifically to public sector needs.

Founded in 1995, Ad-VANCE is an independently owned and operated firm recognized for our agility, financial strength, and commitment to customized staffing solutions. We are driven by our core values of integrity, service, and excellence, principles that continue to fuel our long-standing partnerships and positive client outcomes. Our streamlined processes and client-centered mindset enable us to control costs, reduce time-to-fill, and improve hiring results, making us a strategic partner in talent acquisition.

Ad-VANCE's proven track record includes the successful execution and extension of numerous contracts involving temporary, temp-to-hire, direct hire, and recruitment process outsourcing (RPO) services for a wide range of government clients.

Why Choose Ad-VANCE Talent Solutions?

- **30 Years of Proven Success** – We've sourced, managed, and retained large contingent workforces continuously across government and private sectors alike.
- **Unmatched Tenure of Public Sector Contracts** – Averaging over 15+ years - we are always renewed for a reason!
- **Industry Leading Metrics** – A 94% Fill Rate and consistently reduced Time-to-Fill. Increased Employee Retention, Onboarding Engagement, and Employee Compliance.
- **Diverse Recruitment Strategy** – Ideal combination of "Live" Hiring Events & Community Based, Veteran & Bilingual Focused Job Fairs. As well as AI recruitment programs, Social Media, & Targeted Email Marketing Blasts
- **Industry leading Employee Attraction & Retention Tools** – 66% Paid MEC Health, Dental & Vision Insurance, 11 Paid Holidays, 48 hrs Annual PTO, 24 hrs Bereavement, 401K 4% matching, Financial Wellness Programs, plus Employee Safety Incentives
- **National, Regional, & Statewide Recruiting Capabilities** - Statewide Florida footprint with local brick and mortar offices results in an Increased Candidate Pool



- **Proven All-Encompassing Placement History** – Across diverse roles, from Assistant City Manager, Fire Safety, Engineers, Administrative, Equipment Operators to Park Attendants and Public Works Service Workers
- **Hands-On Ownership** – Our owners are actively involved, ensuring fast, personalized responses to client needs, challenges, and opportunities.
- **Fiscally Responsible Partner** – Creative cost containment options including, reduced Overtime, Training and Payrolling rates, Temporary-to Payrolling Rates, Monthly PO Tracking & Reporting, and Volume Discount pricing.

Ad-VANCE Personnel Services, Inc. DBA Ad-VANCE Talent Solutions

FEIN# 65-05809808

DUNS # 602459

Additionally, we are excited to announce the opening of a new office in downtown Jacksonville to allow us to better serve the needs of our local clients and associates.

We appreciate the opportunity to participate in this process and are fully prepared to discuss our services in greater depth if selected. Please be assured that Ad-VANCE agrees to comply with all stipulated terms and conditions in the solicitation of Scope of Services. We are open to negotiating key contract points upon selection to ensure alignment with St Johns County's needs.

Thank you for your consideration. We welcome the opportunity to serve St. Johns County and are available to provide additional information upon request.

Warm regards,

A handwritten signature in blue ink, appearing to read "Brion Sunseri".

Brion Sunseri, President



Ad-VANCE Talent Solutions, Inc.
3911 Golf Park Loop, Suite 103
Bradenton, FL 34203
941.739.8883 Office
941.232.4741 Cell
www.ad-vance.com



Section 2: Company and Staff Qualifications

Since 1995, Ad-VANCE Talent Solutions has been committed to serving as a true recruitment partner to our clients. We align our team, processes, and technology with each client's goals to deliver measurable results. Our approach focuses on understanding operational needs, maintaining clear and consistent communication, and delivering dedicated support teams to achieve the best possible results.

We provide a comprehensive range of services including:

- Temporary & Temp-to-Hire Staffing
- Talent Acquisition and Recruitment Process Outsourcing
- Long Term Contingent Workforce Management
- Payroll and Benefits administration
- Direct Hire, Professional & Executive Search

Company Locations



Company Locations

Corporate Office

3911 Golf Park Loop,
Suite 103
Bradenton, FL 34203
941-739-8883

Brevard County Office

138 S. Woods Drive,
Suite 101
Rockledge, FL 329555
321-408-3734

Central Florida Office

2935 SE 58th Avenue,
Suite B
Ocala, FL 34478
352-850-5260

Jacksonville Office

4720 Salisbury Road,
Suite 101
Jacksonville, FL 33830
863-534-6037

Collier County Office

12250 Tamiami Trail E.
Suite 308
Naples, FL 34113
239-474-2928



Awards & Recognition

- *Top 500 Companies*, Gulf Coast Business Review (2011–2025)
- *Top 5 Recruiting & Staffing Firms*, Tampa Bay Business Journal (2014–2024)
- *Best Staffing Agency*, Bradenton Herald People's Choice (2002, 2014, 2016–2025)

We are proud to present the hundreds of five-star Google reviews we've received from candidates who have experienced our commitment to excellence firsthand.

GOOGLE REVIEWS: <https://ow.ly/KCsl50YxGfT>



Innovative Technology

Best in Class mobile optimized and web-based applications, testing and timekeeping options using the best in technology to stay in constant communication with the client, candidate and employee.

- "Real Time" Recruiting Dashboard – Updated Daily
- Spark Hire – Video Interviewing Software
- Tempworks Applicant Tracking System – (ATS) with Web Portals for Client and Employee
- WhippyAI – Artificial Intelligence Integration (AI) Software
- Data Frenzy – Job Board Integration
- SHL/Aspiring Minds – Employee Testing and Training Portal
- Customized Onboarding and Video Orientation – St. Johns County Human Resources Department
- Electronic Time Capture and Invoicing – Web-based and Mobile Optimized
- Metrics and Customized Reporting – EEOC, Veterans Preference, Utilization and Custom

Licenses and Certifications

Ad-VANCE Talent Solutions maintains all applicable business licenses required to operate in the State of Florida and to provide staffing and workforce solutions to public



sector clients. We are an active member of the **American Staffing Association (ASA)**, **Society for Human Resource Management (SHRM)**, ensuring adherence to industry best practices, compliance standards, and ongoing professional development.

All recruiters employed at Ad-VANCE are required to obtain ASA Staff Professional Program Certifications.

All relevant licenses and certifications are current and in good standing. Supporting documentation is included within this proposal in section 6; any additional documentation can be provided upon request.

Project Team and Key Personnel

Ad-VANCE will assign a dedicated team with extensive public sector staffing experience to support St. Johns County. Our team combines executive oversight, strategic recruitment leadership, and day-to-day operational management.

- Ad-VANCE has recently opened a **local office** centered in the downtown area in the Regus Building at **4720 Salisbury Rd, Jacksonville, FL 32256**. Ad-VANCE believes a local brick and mortar office allows us to be more accessible to the local talent pipeline in St John's county. It also allows us to respond more efficiently to new orders, opportunities, and address any issues or challenges. The new office will be staffed by **Solangee Rodriguez**, our **Lead Talent Acquisition Manager**, and **Lariana Rivera Rodriguez**, our **Talent Acquisition Coordinator**.
- In addition to the local Talent Acquisition Team, key day-to-day leadership and recruitment support will include two seasoned Ad-VANCE administrators: **Lisa Pierce**, **Director of Talent Acquisition** and **Christopher Strait**, **Associate Director of Talent Acquisition**. Combined, they have almost 40 years' experience in providing staffing and recruitment solutions for the public sector.
- Additionally, **Brion Sunseri**- Founder & President of Ad-VANCE Talent Solutions, will be continually involved in assuring the quality and consistency of our services. **Yari Vazquez**, **Payroll Coordinator** and **Kay Woodall** **Benefits Specialist** are additional key contributors to our high attraction and retention of our associates.

The local Talent Acquisition Team and all leadership will provide 24/7 accessibility via personal cell phone to St. Johns County stakeholders.



- **Solangee Rodriguez, Lead Talent Acquisition Manager** – A strategic staffing and workforce management leader with over 15 years of experience driving recruiting operations, branch performance, and client success in high-volume environments. She specializes in full-cycle recruiting, account management, and team leadership, with a strong track record of building talent pipelines and supporting long-term client relationships. bilingual professional (English/Spanish), enhancing outreach and service capabilities across diverse candidate populations.

Recent Project Highlights:

Recruitment & Talent Acquisition (2025): Conducted over 300 candidate interviews to support high-volume hiring initiatives, advancing 100 candidates through an extensive client interview process. Successfully selected and qualified 40 top-tier associates, as requested, for a prestigious Customer Care role with Tapestry-Coach. Met a tight turnaround deadline while maintaining high-quality standards, resulting in a 100% attendance rate on the program's first day.

Education:

- High School Diploma – Daniel Alomia Robles, Lima, Peru
- Cimas Computer Institute – Minor in Computer Technology, Lima, Peru



- **Larianna Rivera Rodriguez, Talent Acquisition Coordinator** – Results-driven recruiter and client specialist with experience in full-cycle recruitment, onboarding, and client relationship management within the staffing industry. She is skilled in sourcing candidates, coordinating hiring processes, and delivering responsive services to both clients and associates. Larianna is recognized for her strong communication, organization, and ability to thrive in fast-paced environments. As a bilingual professional (English/Spanish), she enhances candidate engagement and supports diverse workforce needs.

Recent Project Highlights:

Niagara Bottling (2024–2025): Managed the full-cycle recruitment process for over 50 candidates in Middleburg, Florida, successfully hiring 20 employees in less than 3 days. Recruited for a range of roles including warehouse associates, machine operators, and robot mechanic assistants. Supported staffing for both day and night shifts, including 12-hour and rotating schedules, while meeting urgent operational demands and maintaining a strong pipeline of qualified candidates.

Education:

- High School Diploma – Duncan U. Fletcher High



- **Lisa Pierce, Director of Talent Acquisition** – Leads recruitment strategy and serves as the primary escalation point. With over 27 years of experience, Lisa has successfully supported staffing initiatives for more than 18 government agencies across Florida and specializes in high-volume and complex public sector hiring.

Lisa has a strong track record of designing and implementing scalable recruitment strategies for high-volume and hard-to-fill positions. She excels at streamlining recruitment workflows and integrating applicant tracking systems to improve process efficiency and candidate experience. Lisa's decades of experience, deep understanding of government operations, and commitment to client success make her a vital contributor to AdVANCE's ability to meet and exceed the requirements of this solicitation. In addition to Lisa's Experience, she has also gone above and beyond to obtain Local Agency Security Officer Certification, granting her a Level 2 background check for recruitment.



Recent Project Highlights:

- **Sarasota County (2024):** Successfully led the transition of 35 employees within 7 days of contract award
- **Brevard County Parks & Recreation (2023):** Successfully transitioned 85 temporary employees within 7 days of contract award.
- **Sumter County (2020):** Led the transition of 35 employees and implemented system upgrades to support 60+ ongoing temporary placements.
- **COVID Rapid Response (2020 - 2021):** Deployed over 200 temporary employees throughout Manatee, Sarasota, Pasco, and the 12th Judicial Circuit Court, to support vaccination sites, call centers, bus attendants, temperature takers and grant processing.
- **Polk County Government (2017-2025):** Oversaw RPO contract that has screened over 10,000 candidates in the first 6 months of 2025, scheduling 358 interviews, and 326 offers extended.

Education:

- Associate's – Business Management, University of Maryland
- Associate's – Paramedical Studies, Anne Arundel community college



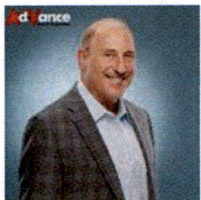
- **Chris Strait, Associate Director of Talent Acquisition**
– Oversees recruitment operations and team performance. With 11+ years of experience, Chris specializes in executive search, workforce planning, and scalable hiring solutions. He partners with leadership and stakeholders to deliver high-impact recruitment strategies and optimize service delivery.

Recent Project Highlights

- **Brevard County Parks and Recreation (2024 & 2025):** Successfully led the end-to-end recruitment process for over 200 seasonal employees for two consecutive summer camp seasons, meeting a tight 45-day lead time and ensuring full compliance with DCF requirements.
- **Sarasota County (2024):** Played a key role in the onboarding transition following contract award. As project manager, he helped raise the active workforce from 35 to over 50 employees within six months. Which included County deemed hard-to-fill roles within their own organization, i.e. Wastewater Service Workers, Mechanical Engineers, and Meter Readers.
- **School District of Manatee County (2023):** Managed a short-term RPO contract and coordinated multiple hiring events over a four-month period, drawing a total of 700 attendees. These efforts resulted in 150 job offers extended across all events
- **Polk County Government (2017-2025):** Assisted with RPO contract that has screened over 10,000 candidates in the first 6 months of 2025, scheduling 358 interviews, and 326 offers extended.

Education:

- Bachelor's – Arts in Psychology, University of South Florida



- **Brion Sunseri, President** – Provides executive oversight, ensuring service quality, compliance, and alignment with contract requirements. Brion has over 30 years of staffing industry experience and remains actively involved in day-to-day operations and client success.

Education:

- Bachelor's of Science– Business Technology, California State Long Beach



Conflict of Interest:

Ad-VANCE has no known conflicts of interest, real or potential, that would impact our ability to perform the requested services. A completed **Attachment C – Conflict of Interest Disclosure Form** is included with this proposal in section 6; any additional documentation can be provided upon request.

Certificates of Insurance

Ad-VANCE maintains current and valid insurance policies that meet or exceed the coverage requirements outlined in this solicitation. Certificates of Insurance are included with this proposal as evidence of compliance. We will maintain all required coverage throughout the term of any resulting contract. Supporting documentation is included with this proposal in section 6, any additional documentation can be provided upon request.

Proposed Subcontractors

Ad-VANCE does not intend to utilize any subcontractors for the performance of the services requested. All services will be performed by Ad-VANCE employees.

Claims and Litigation History

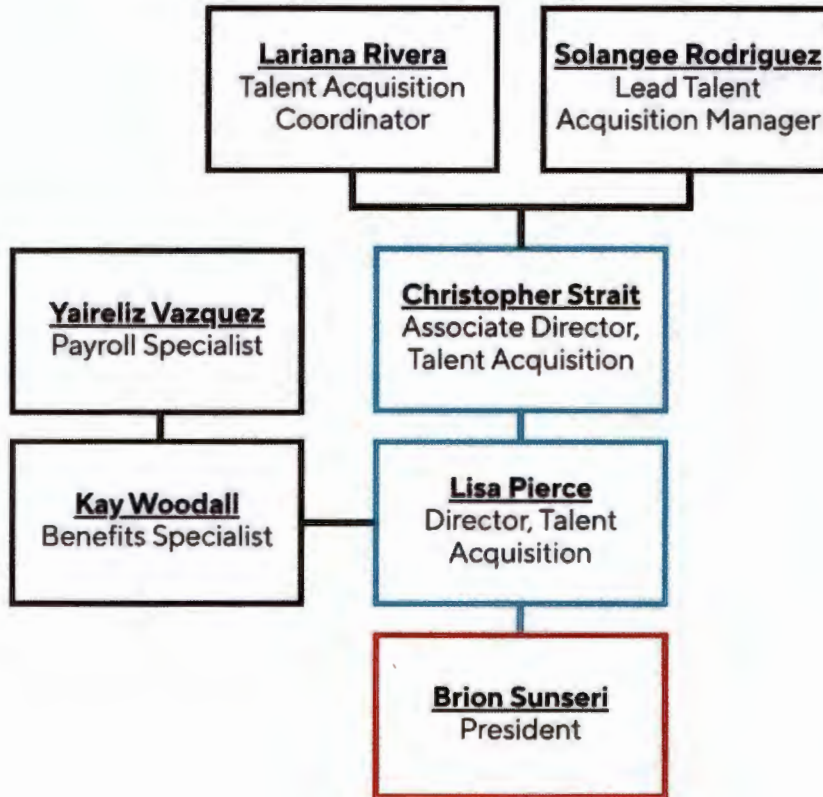
Ad-VANCE does not have any applicable claims or litigation history for the past 7 years. A completed **Attachment F – Claims and Litigation History** form is included with this proposal in section 6, any additional documentation can be provided upon request.



Project Organization Chart



St. Johns County Organizational Chart





Section 3: Related Experience

With over 30 years of experience in government staffing, Ad-VANCE Talent Solutions has consistently demonstrated its ability to navigate the complexities of public sector contracts. Our team possesses a deep understanding of regulatory requirements, compliance standards, and service expectations across local, county, and state agencies. We recognize the importance of responsiveness, transparency, and accountability, and have built our processes to support these core principles at every stage of service delivery.

Ad-VANCE's proven track record includes the successful execution of temporary, temp-to-hire, direct hire, and recruitment process outsourcing (RPO) services for a wide range of public sector clients.

As evidence of our ability in the public sector space, we have been awarded exclusive, **Sole Vendor status** for:

- **Sarasota County Government** – Temporary Staffing Services
- **Brevard County Parks and Recreation** – Seasonal & Temporary Staffing Services
- **Sumter County Government** – Staffing Services
- **Polk County Government** – Employee Recruitment Services
- **Marion County Government** – Temporary Staffing / Executive Recruitment Services
- **City of Plant City** – Employee Recruitment Services
- **City of Lake Alfred** – Employee Recruitment Services
- **City of North Port** – Temporary Staffing Services
- **City of Venice** – Temporary Staffing Services
- **Manatee County Sheriff's Office** – Temporary Staffing Services
- **State College of Florida** – Temporary Personnel Services
- **Charlotte County Convention Center** – Temporary Staffing Services
- **Nathan Benderson Park Conservancy** – Temporary Staffing Services

We are the Primary Vendor for Temporary Staffing Services for:

- **Manatee County Government**
- **Pasco County Government**
- **City of Treasure Island**
- **City of Ocala**
- **Southwest Florida Water Management District**
- **Seminole County Government**
- **City of Palmetto**
- **Pasco County Tax Collector**
- **Citrus County Tax Collector**
- **Manatee County School District**



Sample Projects – Demonstrating Past Performance

Ad-VANCE Talent Solutions has helped many businesses in various industries throughout Florida by providing qualified, professional staffing resources and workforce solutions. Our proven experience can assist you with streamlining staffing, improving hiring processes, controlling costs and boosting productivity. Throughout the years, Ad-VANCE has creatively tackled the hardest challenges and consistently produced great results. Our success stories demonstrate our proactive, creative and team-within-a-team collaborative mindset. Please review some of our highlighted case studies below.

Sarasota County Government (Temporary Staffing Services & Emergency Staffing Services)

1660 Ringling Blvd, Sarasota, FL 34236

Client Contact: Heather Hendricks, Manager – Workforce Planning | (941) 861-5816 | hdeyrieux@scgov.net

Contract Value: \$1.9M annually

Ad-VANCE Talent Solutions is proud to continue its long-standing partnership with Sarasota County. Having previously held the primary staffing contract for over 15 consecutive years prior to 2019, Ad-VANCE brings a deep familiarity with the County's departments, culture, and staffing needs. In 2024, Ad-VANCE was once again selected to support Sarasota County through a new contract, and we successfully transitioned 35 temporary employees at the onset of this engagement. We now maintain an average of 55 active temporary employees on assignment each week. This consistent workforce plays a vital role in supporting the County's day-to-day operations and public services.

Ad-VANCE provides staffing across administrative, skilled labor, and professional roles, including engineers and procurement specialists. In addition to core services, we support the County's Emergency Staffing contract, enabling rapid deployment of personnel during hurricanes, public health events, and other urgent needs. Our ability to scale quickly and maintain high service levels ensures continuity of operations across departments.

Our decades of experience, commitment to compliance, and ability to scale quickly make Ad-VANCE a trusted and responsive partner in meeting Sarasota County's evolving workforce demands.



**Form 5 Reference Questionnaire
(USE ONE FORM FOR EACH REQUIRED REFERENCE)**

Solicitation: 25-8398	
Reference Questionnaire for: Temporary/Contract Employment Services	
(Name of Company Requesting Reference Information) Ad-VANCE Personnel Services, Inc DBA Ad-VANCE Talent Solutions	
(Name of Individuals Requesting Reference Information)	
Name: Heather Hendricks (Evaluator completing reference questionnaire)	Company: Sarasota County (Evaluator's Company completing reference)
Email: hdeyrieux@scgov.net	FAX: Telephone: 941.861.5816

Collier County has implemented a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: Temporary Staffing Completion Date: 12/8/2027 with two optional renewals
 Project Budget: \$1.5 Million annually Project Number of Days: Project start 12/9/2024

Item	Criteria	Score (must be completed)
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	
3	Quality of work.	
4	Quality of consultative advice provided on the project.	
5	Professionalism and ability to manage personnel.	
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	
7	Ability to verbally communicate and document information clearly and succinctly.	
8	Ability to manage risks and unexpected project circumstances.	
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	
10	Overall comfort level with hiring the company in the future (customer satisfaction).	
TOTAL SCORE OF ALL ITEMS		100



Brevard County Government (Parks & Recreation – Seasonal & Temporary Staffing)

2725 Judge Fran Jamieson Way, Bldg. C, 3rd Floor, Suite C-303, Viera, FL 32940

Client Contact: Steven Kimball, Assistant Director, Maintenance and Construction | (321) 633-2046 | steven.kimball@brevardfl.gov

Procurement Contact: Angel Boss, Procurement Specialist0

Contract Value: \$2.6M annually

Since October 2023, Ad-VANCE has served as the exclusive staffing provider for Brevard County Parks & Recreation, successfully transitioning 60 employees at contract initiation and expanding to support over 100 active temporary employees. We provide staffing for a wide range of roles including maintenance technicians, lifeguards, park rangers, recreation aides, and seasonal camp counselors. To ensure transparency and keep hiring managers informed, Ad-VANCE developed a real-time recruitment dashboard using Google Docs, supplementing our applicant tracking system (ATS) and improving communication across all stakeholder teams.

Through its strategic recruitment methods, deep understanding of compliance requirements, and ongoing commitment to excellence, Ad-VANCE has played a vital role in supporting Brevard County Parks and Recreation. This partnership showcases our capability to manage large-scale government staffing contracts while delivering tailored solutions that ensure programs are staffed, compliant, and ready to serve the community.

CASE STUDY 1: Brevard County Parks & Recreation – 2024 & 2025 Summer Camp Staffing Project

From late April through June of 2024 and 2025, Ad-VANCE Talent Solutions successfully partnered with Brevard County Parks and Recreation to support the rapid, large-scale hiring of 225 seasonal camp counselors for the 2024/2025 summer camp season. This high-volume recruitment initiative was executed under a condensed timeline of approximately 45 days and required detailed coordination, compliance, and onboarding to meet the County's operational needs and start-of-summer deadlines.

Each candidate was required to meet stringent pre-employment requirements, including passing a DCF Level II Background Check. All employees underwent fingerprinting and/or re-screening through the Florida Department of Children and Families (DCF) system. In addition, all 225 hires completed and passed pre-employment drug testing to comply with county safety and employment policies.

While Ad-VANCE maintains thorough documentation in our Applicant Tracking System (ATS), we also created a **custom dashboard using Google Sheets** to streamline communication and increase visibility for all Parks and Recreation hiring managers. **This live, shareable dashboard provided real-time updates on each candidate's onboarding progress**, including fingerprinting, drug screening, background checks, and start status, allowing department leaders to better prepare for camp openings and



staff assignments. Throughout this process, Ad-VANCE provided full-cycle recruitment services, including outreach, screening, compliance coordination, scheduling, onboarding, and ongoing communication with Brevard County program leaders. Our team ensured that each hire met regulatory requirements and was cleared in time for site assignment and orientation, enabling Brevard's camps to open on time with fully staffed teams.

**Form 5 Reference Questionnaire
(USE ONE FORM FOR EACH REQUIRED REFERENCE)**

Solicitation: <u>23-8398</u>	
Reference Questionnaire for: <u>Temporary/Contract Employment Services</u>	
<small>(Name of Company Requesting Reference Information)</small> <u>Ad-VANCE Personnel Services, Inc DBA Ad-VANCE Talent Solutions</u>	
<small>(Name of Individuals Requesting Reference Information)</small>	
Name: <u>Jennifer Bryfczynski</u> <small>(Evaluator completing reference questionnaire)</small>	Company: <u>Brevard County Parks and Recs</u> <small>(Evaluator's Company completing reference)</small>
Email: <u>jennifer.bryfczynski@brevard.fl.gov</u>	FAX: <u></u> Telephone: <u>321-631-9822</u>

Collier County has implemented a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: Temporary Staffing **Completion Date:** 9/30/2023
Project Budget: \$2.6 Million annually **Project Number of Days:** Project start 10/1/2023

Item	Criteria	Score (must be completed)
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	10
3	Quality of work.	10
4	Quality of consultative advice provided on the project.	10
5	Professionalism and ability to manage personnel.	10
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	10
7	Ability to verbally communicate and document information clearly and succinctly.	10
8	Ability to manage risks and unexpected project circumstances.	10
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	10
10	Overall comfort level with hiring the company in the future (customer satisfaction).	10
TOTAL SCORE OF ALL ITEMS		100



Sumter County Government (Temporary Staffing Services)

7375 Powell Road, Wildwood, FL 34785

Client Contact: Nicholas Mellington, Employee Services Specialist | (352) 689-4400 | Nicholas.Mellington@sumtercountyfl.gov

Procurement Contact: Becky Segrest, Contracts Specialist

Contract Value: \$1.2M annually

Ad-VANCE supports approximately 50 temporary positions totaling 1,500 hours weekly across multiple departments, including Recycling Centers, Animal Services, Tax Collector operations, administrative functions, and 311/911 call centers.

We collaborate closely with the Citizens Information Center (311) to monitor, and report call performance metrics, ensuring service quality and responsiveness. Through a structured temp-to-hire model, Ad-VANCE supports workforce development by facilitating conversions to permanent roles while continuously backfilling positions to maintain operational continuity.

**Form 5 Reference Questionnaire
(USE ONE FORM FOR EACH REQUIRED REFERENCE)**

Solicitation: 25-8398	
Reference Questionnaire for: Temporary/Contract Employment Services	
(Name of Company Requesting Reference Information) Ad-VANCE Personnel Services, Inc DBA Ad-VANCE Talent Solutions	
(Name of Individuals Requesting Reference Information)	
Name: Nicholas Mellington (Evaluator completing reference questionnaire)	Company: Sumter County BOCC (Evaluator's Company completing reference)
Email: nicholas.mellington@sumtercountyfl.gov	FAX: (352)689-4401 Telephone: (352)689-4400

Collier County has implemented a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: Temporary Staffing **Completion Date:** year renewals **Renewed until:** 01/13/2027, with option for two one

Project Budget: \$1.1 Million annually **Project Number of Days:** Project start 10/1/2020

Item	Criteria	Score (must be completed)
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	9
3	Quality of work.	10
4	Quality of consultative advice provided on the project.	10
5	Professionalism and ability to manage personnel.	9
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	10
7	Ability to verbally communicate and document information clearly and succinctly.	10
8	Ability to manage risks and unexpected project circumstances.	10
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	10
10	Overall comfort level with hiring the company in the future (customer satisfaction).	10
TOTAL SCORE OF ALL ITEMS		98



Manatee County Sheriff's Office (Temporary Employment Services)

600 Highway 301 Boulevard West, Bradenton, FL

Client Contact: Captain Brian Schnering, Professional Standards | (941) 747-3011 Ext. 2011 | brian.schnering@manateesheriff.com

Contract Value: \$350,000 annually

Ad-VANCE has served as the sole staffing provider for the Manatee County Sheriff's Office since 2005. A cornerstone of this engagement is the management of approximately 35 School Crossing Guards deployed daily to support student safety across the County. The program not only enhances public safety, but also fosters a visible, reassuring presence within the community. Our team's consistency and dedication are critical to maintaining uninterrupted coverage at dozens of school zones across the county, especially during peak traffic hours.

In addition, Ad-VANCE staffs for critical roles, including Correctional Officers, with a particular focus on supplying candidates for upcoming training academies. As well as 911 Dispatch Operators, Teletype Specialists, and Administrative Personnel. Our team meets stringent law enforcement requirements through comprehensive screening and compliance protocols. With nearly two decades of uninterrupted service, Ad-VANCE delivers reliable, mission-critical staffing support aligned with public safety objectives.



RICK WELLS, Sheriff
MANATEE COUNTY, FLORIDA



600 301 Blvd. West
Suite 202
Bradenton, FL 34205
Telephone (941) 747-3011

Fax Number
Professional Standards (941) 744-3719
www.manateesheriff.com

October 26, 2023

Marion County Board of County Commissioners
Procurement Services
2631 SE Third Street
Ocala, FL 34471

Subject: Reference Letter for Ad-VANCE Talent Solutions for the Temporary Staffing – Executive Recruitment RFP 24P-026

To Whom It May Concern:

I would highly recommend that the Marion County Board of County Commissioners consider Ad-VANCE as a truly viable vendor option for the award of your RFP solicitation. Throughout our professional relationship, I have been impressed with their dedication and professionalism and their ability to successfully manage the scope of work required.

The Manatee County Sheriff's Office and Ad-VANCE first started working together in 2003, with Ad-VANCE providing vetted and tested temp-to-hire candidates for our Communications Center (Dispatch). Since then, we have partnered with Ad-VANCE as needed to augment any hiring initiatives that required us to expand our reach in sourcing and engaging a larger quality candidate pool.

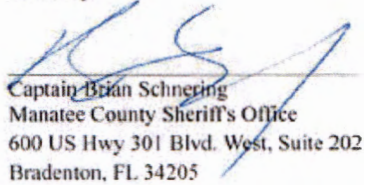
Currently, they are assisting us with sourcing direct hire candidates for Correction Officers, Dispatch, and early hire Teletype candidates. Additionally, they supply candidates and employees for Booking Clerks, Control Room Operators, and School Crossing Guards on a temporary or temp-to-hire basis.

Ad-VANCE has consistently demonstrated their commitment to fiscal responsibility and completion timelines. Their adherence to following the MCSO's stringent hiring guidelines should be also noted. They also excel in creating new candidate sourcing initiatives and recruitment strategies to better attract the talent needed.

We also are very pleased to have them as business partners and believe they represent the Manatee County Sheriff's Office very well, branding us in a very positive way in recruiting for our openings.

Please contact me directly should you have any questions regarding this letter.

Sincerely,



Captain Brian Schnering
Manatee County Sheriff's Office
600 US Hwy 301 Blvd. West, Suite 202
Bradenton, FL 34205

(941) 747-3011 Ext: 2011

Cell: (941) 737-0265

Email: brian.schnering@manateesheriff.com

An Accredited Agency



Form 5 Reference Questionnaire
(USE ONE FORM FOR EACH REQUIRED REFERENCE)

Solicitation: 25-8398		
Reference Questionnaire for: Temporary/Contract Employment Services		
(Name of Company Requesting Reference Information) Ad-VANCE Personnel Services, Inc DBA Ad-VANCE Talent Solutions		
(Name of Individuals Requesting Reference Information)		
Name: Capt. Brian Schnering (Evaluator completing reference questionnaire)	Company: Manatee County Sheriff's Office (Evaluator's Company completing reference)	
Email:	FAX:	Telephone: 941 737 0265

Collier County has implemented a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: Temporary Staffing **Completion Date:** No projected end date
Project Budget: \$350k annually **Project Number of Days:** Project start 2005

Item	Criteria	Score (must be completed)
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	10
3	Quality of work.	10
4	Quality of consultative advice provided on the project.	10
5	Professionalism and ability to manage personnel.	10
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	10
7	Ability to verbally communicate and document information clearly and succinctly.	10
8	Ability to manage risks and unexpected project circumstances.	10
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	10
10	Overall comfort level with hiring the company in the future (customer satisfaction).	10
TOTAL SCORE OF ALL ITEMS		100



City of Plant City (Staffing & Recruitment Services)

302 W. Reynolds Street, Plant City, FL 33563

Client Contact: Mercedes Hermida-Perez, Assistant City Manager | (813) 659-4200 x4271 | mperez@plantcitygov.com

Procurement Contact: Ken Brush, Procurement Manager | (813) 659-4270 | kbrush@plantcitygov.com

Contract Value: \$2.8M annually

Ad-VANCE serves as the primary staffing and recruitment partner for the City of Plant City, managing full-cycle hiring for all internal positions. Our services enable the City's HR staff to focus on core functions such as benefits administration and employee development.

We maintain an average of 55–65 temporary employees daily across all departments, including Public Works, Utilities, Parks & Recreation, Finance, and executive-level roles. Our structured temp-to-hire model, combined with comprehensive benefits offerings, supports workforce stability and long-term retention.

CASE STUDY 2: City of Plant City – Inability to Staff Traffic Department

Challenge: Plant City traffic department sat 50% short staffed for 2.5 years due to unskilled applicants and very few applicants for highly technical positions that require certifications such as traffic signal techs, road sign makers, and road stripers (Traffic Maintenance Specialist I) were a challenge due to the low pay rate of \$14.55/hour working outside on hot pavement all day.

Assessment: Needed to update the technology and move paper application process to online applications to reach more applicants. Job description needed to be edited to allow more candidates to be considered. OJT was suggested until the certifications could be obtained.

Solution: Posted positions on field related websites such as APWA. Called the IMSA to learn more about the training required and the cost. Social media blasts and job board advertising were implemented across 7 job boards. We joined local Facebook Groups to reach a wider applicant audience.

Outcome: Skilled candidates were obtained due to the comprehensive advertising campaign. Unskilled candidates were obtained and given the opportunity to attend IMSA courses in the first 90 days of employment. Some candidates were so interested in learning the trade that they paid for and attended the classes on their own, they were later reimbursed. All positions filled and have remained filled long term, the department is running smoothly and projects are meeting deadlines.



To Whom it May Concern:

I am writing to express my support for Ad-VANCE Talent Solutions, an exceptional and innovative staffing firm specializing in cost-efficient and creative sourcing solutions. I have had the pleasure of working closely with them over the past four years and can confidently attest to their exceptional capabilities and unwavering dedication to providing top-notch talent acquisition services.

Ad-VANCE Talent Solutions has consistently demonstrated a commitment to excellence in every aspect of their operations. They have a unique and proven ability to identify, attract, and retain the most qualified candidates across a diverse range of positions. Their team possesses a remarkable talent for thinking outside the box and customizing their strategies to meet the specific needs and culture of our organization. This adaptability and creativity in sourcing strategies truly sets them apart.

Additionally, the team at Ad-VANCE Talent Solutions consistently maintains the highest level of professionalism and integrity. Their commitment to open communication, transparency, and ethical practices has established them as a trusted partner with the City of Plant City.

In conclusion, I wholeheartedly endorse Ad-VANCE Talent Solutions for their consistent ability to deliver cost-effective and creative staffing solutions.

Should you have any questions or require further information, please feel free to contact me at mperez@plantcitygov.com or (813) 659-4200, Ext# 4157.

Sincerely,

Mercedes Hermida-Perez
Assistant City Manager



Polk County Board of County Commissioners (RPO & Staffing Services)

330 W. Church Street, Bartow, FL 33831

Client Contact: amyparkins@polk-county.net, Equity & Human Resources Manager | (863) 534-6587 | **Procurement Contact:** Michelle Sims, Procurement Manager | (863) 534-6738

Contract Value: \$3.3M annually

For five years Ad-VANCE provided comprehensive staffing and recruitment services to Polk County, supporting 60–70 temporary employees weekly and managing high-volume recruitment needs across departments. Our innovative sourcing strategies, including targeted job fairs and digital outreach, have successfully filled hard-to-recruit roles in areas such as Utilities and Public Works.

Through continued partnership over the past three years, the County transitioned to a full direct-hire recruitment model, with Ad-VANCE managing all recruitment functions.

Relevant stats for the year 2025:

- Submitted 9000+ candidates for Interview
- Scheduled 534 Rounds of Interviews (2250 Total Candidates Interviewed in these rounds)
- Filled 473 Direct Hire Positions
- Paid Out \$6,000 in Referral Bonuses

CASE STUDY 3: Polk County Government – Roads and Drainage Division

Challenge: Polk County faced a serious challenge with applicant flow in the Roads and Drainage Division. Due to a lack of internal training and promotion, there were 12 openings for Equipment Operator II. This position requires a class B CDL and the pay is \$13.76/hr.

Assessment: The division was not promoting/training from within creating a gap in positions. Until a training program could be successfully implemented, we had to focus on filling in the gap externally.

Solution: Ad-VANCE Talent Solutions met with the hiring manager and suggested an on-site job fair. Through our extensive advertisements on multiple websites, we were able to bring in 30 qualified candidates to the job fair. Each candidate had an opportunity to speak briefly with the hiring manager about their experience and ask about what the job would entail. After the job fair, the hiring manager provided a list of candidates to bring in for a formal interview that complied with county HR standards.



Outcome: Through the job fair, AD-VANCE was able to fill 6 of the 12 open positions, and the new employees were able to clear the background and start on the job within 2 weeks. We also filled several other open positions for additional hiring managers who were able to meet one on one with the candidates who attended the job fair.

Reference Questionnaire for: Ad-VANCE Talent Solutions	
(Name of Company Requesting Reference Information) Brion Sunseri	
(Name of Individuals Requesting Reference Information)	
Name: Kandis Baker-Buford, Equity & Human Resources Director (Evaluator completing reference questionnaire)	Company: Polk County BoCC (Evaluator's Company completing reference)
Email: kandisbuford@polk-county.net	FAX: Telephone (863)-534-6587

County has implemented a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: Employment Recruitment Services Contract Completion Date: Current - April 30, 2023

Project Budget: \$ 15M Total Project Number of Days: 1825

Item	Criteria	Score (must be completed)
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	10
3	Quality of work.	9
4	Quality of consultative advice provided on the project.	9
5	Professionalism and ability to manage personnel.	8
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	10
7	Ability to verbally communicate and document information clearly and succinctly.	9
8	Ability to manage risks and unexpected project circumstances.	8
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	10
10	Overall comfort level with hiring the company in the future (customer satisfaction).	10
TOTAL SCORE OF ALL ITEMS		



CASE STUDY 4: Pasco County Government – Inefficiency in Processing Emergency Services Dispatcher Candidates

Challenge: Pasco County Government Emergency Services immediately needed to fill many openings in their 911 Dispatch Center but could not effectively process the volume (735) of interested applicants.

Assessment: Pasco County Government Emergency Services had the applicant pool, but did not have the staff, resources, and processes to properly screen, assess and onboard viable candidates. Therefore, they had many empty seats in dispatch and frustrated candidates that moved on to other opportunities.

Solution: Ad-VANCE created and facilitated an effective process for all of the Emergency Services candidates. The process involved screening candidates to ensure they met minimum qualifications, pre-testing to ensure a greater success rate of candidates to pass CritiCall testing, setting up CritiCall testing and proctoring onsite, scheduling interviews for candidates after passing, scheduling polygraph testing, psych evaluations and final interviews with Lieutenant. All 735 applicants had clear communication regarding the position and understood the timeline involved. In addition, Ad-VANCE creatively enabled 911 Dispatch to payroll new employees while they went through the application process. This allowed the agency to “try before you buy” potential employees while not losing potentially good applicants to the lengthy hiring process.

Outcome: Over a 3-month period Ad-VANCE was able to successfully reach all candidates and efficiently process the applicant’s flow to a manageable level for PCG Emergency Services staff. PCG’s partnership with Ad-VANCE was instrumental in enabling PCG Emergency Services to fill their open positions timely while maintaining an above average agency-wide staffing rate.

CASE STUDY 5: Pinellas County Government - Business Technology Services

Challenge: Pinellas County was having staff shortages in their Business Technology Services department. They had over 26 openings that they could not consistently fill and were unable to attract applicants that were experienced and had the necessary skills to fill positions. Their biggest challenges were the lower wage range as compared to the private sector market, and poor visibility of job posting on the County website and traditional job boards.

Assessment: Pinellas County did not have the marketing and social media bandwidth to effectively attract viable candidates from outside the local area and state of Florida.

Solution: Pinellas County hired Ad-VANCE to source I.T. talent for their Business Technology Services division through a flat-fee Retained Search Sourcing contract. Ad-VANCE, together with Pinellas County I.T. Director and key staff, created a recruiting campaign that included a highly creative social media campaign. “Beaches and



Benefits” was the slogan playing to the pristine Florida beaches and the lucrative benefits packages the County could offer.

Outcome: Ad-VANCE created a YouTube campaign marketing specific cities and colleges in the Midwest and the Northeast area of the U.S. enticing potential IT applicants to get out of the cold weather. The video resulted in over 3,500 views (impressions) per month.

WATCH HERE: <https://www.youtube.com/watch?v=Bj0dGdzqEJE>

Ad-VANCE’s social media and sourcing campaign resulted in a consistent flow of quality applicants that resulted in all key critical positions being filled within requested timeline. Monthly meetings, detailed progress tracking, reporting, and consistent candidate engagement produced steady results. The number of candidate Average I.T. openings dropped from 23 openings to 3, a manageable number.

Section 4: Approach and Methodology

At Ad-VANCE Talent Solutions, we thoroughly understand the county's solicitation for services and are confident in our ability to meet its requirements. Our extensive experience with similar clients allows us to deliver the full scope of services with precision and efficiency. We specialize in developing customized recruitment strategies tailored to address the unique needs of public sector organizations. Our expertise ensures we can efficiently reduce time-to-fill, attract, then engage top-tier talent, and build strong candidate pipelines for even the most challenging and hard-to-fill positions.



Recruiting and Sourcing Strategy

Ad-VANCE takes great pride in offering our clients some of the most innovative and diverse recruitment strategies in the industry. While many companies rely solely on posting jobs to attract candidates, and we certainly utilize this traditional approach to cast a broad net for sourcing talent at all levels, we go much further. Ad-VANCE has consistently excelled in developing highly customized sourcing and recruitment initiatives tailored to the unique needs of each client. Our approach is not just about filling positions, but about crafting recruitment strategies that resonate with specific target audiences and leverage a variety of outreach channels.

In addition to job boards, we specialize in building grassroots recruiting campaigns that engage talent in ways traditional methods often miss. By tapping into niche communities, industry networks, and local partnerships, we attract candidates who may not actively seek job opportunities through conventional channels. This multi-faceted approach ensures that we reach a wider and more diverse talent pool, providing our clients with access to candidates who bring unique skills and perspectives to the table—those who might otherwise go unnoticed. Our commitment to going beyond standard practices allows us to deliver exceptional results for even the most challenging recruitment needs.



1. Wages, Retention, Benefits Package, & Personnel Evaluations

Ad-VANCE Talent Solutions takes immense pride in providing an employee benefits package that stands out as one of the most competitive and comprehensive in the staffing industry. Our commitment to our employees goes beyond simple staffing – we aim to attract, reward, and retain the highly skilled and dedicated professionals who are at the heart of our success and growth. Recognizing that our team members drive our mission, we ensure they feel valued, supported, and motivated in their roles.

Employee Benefits Summary

Healthcare & Insurance

- **Minimum Essential Coverage (MEC):** Ad-VANCE covers **66% of the monthly premium**, providing an annual value of approximately **\$752 per employee**.
- **Additional Coverage:** Access to **ACA-compliant health plans**, along with **Dental, Life, and AD&D insurance** options.

Compensation

- **Wages:** Associates are paid the **exact hourly rates outlined in St. Johns County RFP Attachment A**, unless otherwise requested by the County to pay above scale.
- **Performance-Based Increases:** High-performing associates may receive **merit-based wage increases** at the discretion of Ad-VANCE or the County.
- **Annual Wage Review:** All associates receive a **formal wage review after their first year**, with potential increases, followed by **annual reviews thereafter**.

Paid Time Off & Leave

- **Holiday Pay:** **13 paid holidays** after **500 hours worked**.
- **Vacation Pay:** **40 hours of paid vacation** after **1,500 hours worked within a calendar year**.
- **Bereavement Leave:** Up to **3 paid workdays** for immediate or extended family loss.

Retirement Benefits

- **Safe Harbor 401(k):** Available after **one year of service**, including an **employer match of up to 4%**.

Recognition & Incentive Programs

- **Employee of the Month:** Recognized jointly by Ad-VANCE and the client; recipients receive awards and formal recognition.
- **Referral Bonus Program:** Associates earn a **\$200 bonus** when a referred candidate successfully completes **200 hours of work**.



- **Safety Recognition:** Monthly programs reward employees who demonstrate **safe and productive work practices**, with opportunities to earn prizes and gift cards.

Technology & Payroll Access

- **Electronic Payroll:** 100% of associates are paid via **direct deposit or pay card**.
- **Digital Access:** Employees receive **electronic pay stubs** and enjoy **24/7 mobile access** to payroll and employment information.

Financial Wellness & Support

Through our partnership with **Credit1**, Ad-VANCE offers associates access to financial tools and counseling designed to promote long-term stability, including:

- **Comprehensive Financial Analysis**
- **Reliable Ride Auto Loan Program**
- **Small Dollar Loan Options**
- **No Credit Check Emergency Loans**
- **Credit-Building Resources & Financial Counseling**

Commitment to Workforce Excellence

Vacation and Leave Policies

Family and Medical Leave of Absence – The Federal Family and Medical Leave Act (FMLA) allows employees to take an unpaid leave of absence up to a maximum of twelve (12) weeks in connection with the birth of an employee's child, placement of a child with an employee for adoption or foster care, or a serious health condition of an employee or an employee's immediate family member (child, spouse or parent.) In order to determine your eligibility for FMLA leave, employees must make a specific request for such leave and qualify as follows:

- Employees must have been employed for at least (12) twelve months and worked at least 1,230 hours in the preceding (12) months.
- Employees must submit appropriate documentation supporting his/her own serious health condition and the length of such condition (from a physician or practitioner,) or documentation supporting immediate family member's own serious health condition and the length of such condition or documentation supporting the adoption or foster placement of a child. FMLA leaves are granted for a maximum of (12) twelve weeks in a rolling twelve (12) month period. (In the case of an employee's own or a family member's serious health condition, leaves are granted for the length of disability only.)



Military Leave of Absence – Ad-VANCE grants an unpaid Military Leave of Absence to employees to attend scheduled drills or training, or if called to temporary active duty with the US. Armed Services. However, employees may use any available paid time off for the absence. PTO benefits will not accrue during a military leave of absence. Employees on active-duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Upon completion of military service, every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, if applicable.

2. Recruiting Resources

Ad-VANCE Talent Solutions will implement the following initiatives to attract top-tier talent, increase community engagement, and strengthen our visibility in the local and regional job markets:

2-1. Existing Candidates

- Ad-VANCE embraces leading technology and utilizes multiple different programs to ensure the candidates presenting are qualified for the corresponding roles.
- Utilizing Whippy, Ad-VANCE reviews the thousands of resumes in our system for relevant keyword matches. Parameters we can search for could include specific licenses, roles, experience levels, etc. These resumes are then scored and ranked, allowing our recruiting team to identify the existing top candidates almost immediately

2-2. Ongoing Digital & Social Media Campaigns

- Continuously manage and optimize campaigns across platforms such as **LinkedIn, LinkedIn Recruiter, Facebook, and Instagram.**
- Share job openings, highlight company culture, and engage with target audiences to attract active and passive candidates.

2-3. Targeted YouTube Recruitment Ads

- Develop custom, industry-specific recruitment videos to promote open positions and elevate brand awareness across local and bi-county markets.
 - [Brevard Recreation Leader](#)
 - [City of Plant City Project Manager](#)
 - [Manatee County Sheriff's Office Food Service Crew Leader](#)
 - [Polk County Landfill Operator](#)
 - [Polk County Fleet Technician](#)
 - [Polk County Heavy Equipment Operator](#)



2-4. Multi-Platform Job Postings

- Post job opportunities on a wide range of high-traffic job boards, including:
 - LinkedIn
 - Indeed
 - ZipRecruiter
 - Handshake
 - Glassdoor
 - Employ Florida
- Additionally, advertise in niche, industry-specific publications and websites such as FAWQC, FBPE, and APWA.

2-5. Email Marketing & Media Campaigns

- Launch targeted email campaigns in partnership with **McClatchy Media**, reaching over 10,000 contacts over a 2–3-month period.
- Segment audiences by **demographics, occupation, location, education, and skills**.
- Implement re-engagement efforts for users who click but do not apply.

2-6. Hiring Events & On-the-Spot Offers

- Coordinate in-person “**Live**” **Hiring Events** with hiring managers present.
- Promote events extensively and manage all candidate outreach.
- Make conditional offers to qualified candidates during the event.

2-7. Custom Hiring Events with Community Partners

- Collaboration with **CareerSource, Goodwill, Women’s Resource Center, Boys & Girls Club**, and other partners to host hiring events locally and in surrounding counties.

2-8. Targeted Direct Mail Campaigns

- Participate in monthly **Chamber of Commerce mailers** to welcome new residents and trailing spouses to the community, encouraging them to explore local job opportunities with Ad-VANCE.

2-9. Employee Referral Program Outreach

- Send monthly email blasts to our **150,000+ database** of applicants, current and former employees.
- Promote our **\$200 referral bonus** to encourage referrals of qualified candidates.



2-10. “Grow Your Own” - Partnership with High Schools and Countys

- Ad-VANCE suggests building a talent pipeline partnership with **First Coast Technical College (FCTC)** and the St. Johns County School District to create an annual **Scholarship Fund** similar to the one created with Manatee Technical College. SEE HERE – (Link)
- **Proposed FCTC Scholarship Fund will consist of five (5) \$1000 yearly scholarships** to assist students entering certification and licensing programs attractive to St Johns County key departments.
- Develop a partnership with **St. Johns County** to develop a **“Public Works Academy”**, similar to a very successful current program in Pinellas County. Develop curriculum and certification training to create a feeder program for entry level talent.

2-11. Spark Hire

- Ad-VANCE also utilizes **Spark Hire**, a cutting-edge video interviewing platform which enhances efficiencies in the interviewing process. This feature enables Ad-VANCE to reduce time to fill for key positions for St. Johns County and greatly condenses the time Hiring Managers spend on scheduling and interviewing candidates, especially in a group panel format.
 - **SEE HERE:** www.sparkhire.com

After St. Johns County interviews, Ad-VANCE will get feedback from the County and the candidate. When speaking with the County we focus on the candidate’s ability to do the job to the county’s expectations. When speaking with the candidate we focus on any questions and continued interest regarding the position they applied for.

Veterans

At Ad-VANCE Talent Solutions, we are deeply committed to supporting our veterans by providing meaningful employment opportunities. We recognize the unique skills, leadership, and dedication that veterans bring to the workforce, and we actively seek to connect them with employers who value their service and expertise. Our veteran-focused recruitment efforts aim to help these individuals successfully transition into civilian careers, contributing their experience to industries that can benefit from their talents. By fostering partnerships with local businesses and organizations, we are proud to be a trusted resource for veterans seeking rewarding career paths. We use the following tools and organizations for our Veteran Recruitment.

- [Helmets to Hardhats](#)



- [American Corporate Partners](#)
- [Hire Heroes USA](#)
- [MOAA](#) (Military Officers Association of America)
- [American Job Centers](#) (AJCs)
- [SkillBridge](#)



Ad-VANCE currently houses 116, 130 active and available candidates. Combining the strongest tech stack available with grass roots seasoned recruiters allows us to respond quickly to county's needs.

3. Screening Sources

Once qualified candidates are identified, they will be contacted within 24 hours of their application. Ad-VANCE will have **dedicated internal Recruiting Coordinator(s)** for processing employment verifications, credentialing, and public records request. This allows us to timely process all candidate's experience and background quickly and accurately. Additionally, specific training courses, certifications, and licenses will be verified.

- Work references and history (2 minimum) - Ad-VANCE will complete employment verification and references through direct contact from our recruiting coordinators. Our team of seasoned professionals has had history with most, if not all, of St. John's 85 position titles. This allows us to ask pertinent questions to the role, confirming candidates presented are qualified to complete the required job tasks.
- Professional licenses & certifications - Any job specific certification or license is verified before placement by contacting the official organization who granted it. We request a copy of the document to keep on file as an official employee record.

Examples:

- **Traffic Signal Technician Certification**-We request a copy of the certification from the candidate and review the certification number and details. We then verify it directly through the IMSA (International Municipal Signal Association) to confirm it is official and in good standing. These expire every 3 years, so it is important to track that timeline in our ATS.
- **CDL A or B**-We request a copy of the driver's license and then verify it through running an official Florida Motor Vehicle Report. With this report, we can determine if the license is valid and confirm if the candidate drives



safely and can be placed in the position. This will show any points on their license and the reason for the infraction.

- **Water/Wastewater Technician**-We request a copy of the license and confirm that the license meets the requirements listed on the job description. We would contact the FDEP (Florida Department of Environmental Protection) to ensure that the license is valid, what level of license it is, and when it expires. We then notate that expiration timeline in our ATS and keep a copy on file as an official employee record.
- Proper identification for I9 requirements – the recruiting team will verify authenticity, expiration date, etc.
- E-VERIFY within 3 days of start date.
- Motor Vehicle History (MVR) as required – work with DMV to confirm the driver meets eligibility and safety standards.
- Background checks – checks are performed to the County specifications. We currently use Priority Background Solutions. **Ad-VANCE agrees to RFP's stated costs for screening through St. Johns County Facilities Management including possible Level II checks through FDLE.**
- 5 or 10 Panel Drug Screening as required – we agree to use the required vendor, Advance Medical, for all preemployment screening.
- Previous municipal employees – proof of 6-month separation.
- Previous St. Johns County employees – approved by HR before submission.

Ad-VANCE Talent Solutions has an active VECHS number and an in-house LiveScan machine, allowing us to provide fingerprinting services for all temporary employees. If preferred, Ad-VANCE can handle fingerprinting on your behalf, including DCF-level screenings, to ensure a smooth and compliant onboarding process.

Presentation of Candidate & Feedback from Hiring Authority

Upon completion of all pre-screening and verifications, Ad-VANCE will schedule and arrange for interview with Hiring Authority and qualified candidate. This will be an opportunity to gain insight from the Hiring Authority by soliciting feedback prior to offer.



4. Training

Ad-VANCE believes that great Employee Training starts with the **thorough onboarding** of all new employees. **Clear, concise expectations and understanding of the St. Johns County and Ad-VANCE's rules and procedures** must be consistently presented and agreed upon by all new employees prior to assignment.

Included in the **Onboarding Orientation** is:

- Worksite location and directions via Ad-VANCE's mobile friendly Tempworks Web Portal
- Dress code, ***Ad-VANCE will include the CMA5309 "Appearance & Personal Hygiene" dress code requirement with all new employee onboarding**
- Work Schedule and Hourly Pay
- Personal Conduct and Safety Reminders
- Injury Reporting and Medical Treatment Instructions
- Timesheet reporting, Payroll Period, and Direct Deposit or Pay Card instructions
- Reporting Absences and Notifying instructions
- Holiday, PTO, and Insurance Summary
- Ad-VANCE Managers contact information

Additionally, our **Talent Acquisition Manager** and supporting staff will conduct **weekly Quality Control calls** with all Hiring Managers and Human Resources to insure of the dependability and productivity of the temporary employees. Ad-VANCE will also check at least bi-weekly with each Ad-VANCE employee on assignment to confirm job satisfaction and to answer any questions or concerns. These quality control (QC) calls may be done with assistance from the Ad-VANCE corporate office if needed.

Safety First, Every Day

All associate employees receive targeted safety training tailored to their specific work area. We can customize our onboarding as well for all associates to emphasis best safety practices. This training ensures you understand departmental procedures, equipment use, and workplace hazards so you can perform your duties safely and confidently from day one. Ad-VANCE provides monthly field updates to all employees, sharing safety reminders and best practice guidance.



Brevard Safety Summer Camp

SEE HERE: <https://ow.ly/910i50YyNQY>

Orientation for City of Plant City

SEE HERE: <https://ow.ly/Mabx50YyKxu>

Online Training for Associates

Associate employees have access to Microsoft and SHL online learning platforms to build essential skills and complete role-specific training. These flexible courses allow employees to learn at their own pace, ensuring they are prepared, productive, and confident in their assignments. SHL/Aspiring Minds offers over 1,200 validated web-based assessments that include clerical, accounting, software, technical, call center, industrial, medical and more.

SEE HERE: www.shl.com

5. Credentialing/Prior Training

In addition to those listed in section four-three (4-3) above, Ad-VANCE does work with all their clients to confirm that all required training is met. We encourage an intake call with each division to confirm required training prior to placement. Ad-VANCE can then customize any supplemental training needs as required.

6. Longevity, Incentives, and Special Pay

Ad-VANCE Talent Solutions sets the standard with a benefits package that ranks among the most competitive in the staffing industry. We don't just place talent—we invest in it. Our commitment to attracting and retaining top performers ensures our workforce remains engaged, supported, and driven. Because when our people thrive, our clients do too. See the difference—our Ad-VANCE calculator highlights the **real annual dollars employees gain through our benefits!**

SEE HERE: [Employee Benefits Calculator](#)

(Enter any hourly wage, example - \$18.00, 13 holidays and 66% Mec benefit)

The image shows a safety newsletter titled "SAFETY NEWSLETTER" with a February safety focus on "Preventing Slips, Trips & Falls in Warehouse & Manufacturing Facilities". The newsletter includes sections for "WHY THIS MATTERS", "COMMON CAUSES TO WATCH FOR", "OSHA SAFETY TIPS", "SAFETY REMINDERS", "SUPERVISOR SPOTLIGHT", and "MONTHLY SAFETY FOCUS INITIATIVE". It features several images of warehouse floors, workers, and safety equipment.

Ad-Vance TALENT SOLUTIONS

SAFETY NEWSLETTER

— February Safety Focus —

Preventing Slips, Trips & Falls in Warehouse & Manufacturing Facilities

Staying Safe at Work

WHY THIS MATTERS

Slips, trips, and falls are leading causes of workplace injuries. Let's work together to keep our sites safe and accident-free!

COMMON CAUSES TO WATCH FOR:

- ✓ Wet or oily floors
- ✓ Clutter
- ✓ Cluttered aisles & loose debris
- ✓ Cords & hoses across walkways
- ✓ Uneven surfaces
- ✓ Unsafe ladder use

OSHA SAFETY TIPS

- MAINTAIN CLEAN FLOORS**
 - ✓ Clean up spills promptly
- KEEP AISLES CLEAR**
 - ✓ Keep pathways & exits unobstructed
- IMPROVE LIGHTING**
 - ✓ Brighten work areas

SAFETY REMINDERS

- ✓ Walk, don't run
- ✓ Report hazards right away
- ✓ Use handrails on stairs

SUPERVISOR SPOTLIGHT

- ✓ Lead by example
- ✓ Encourage near-miss reports
- ✓ Discuss safety daily

MONTHLY SAFETY FOCUS INITIATIVE:

- ✓ Weekly safety talks
- ✓ Clean Aisle Challenge
- ✓ Report hazards & win rewards!

A SAFE STEP TODAY PREVENTS A SETBACK TOMORROW!



That's \$3,344.00 earned annually per employee!

Employee Recognition Programs - "Employee of The Month, Employee Safety Training & Awards, Referral Bonuses, and Service Milestones & Salary Increases foster employee loyalty, trust and dedication.

Career Development & Career Development - Ad-VANCE's Technical College Scholarship Program provides tuition assistance for skills training and apprenticeships. Employee stay longer when they feel that there is a future with St Johns County.

Employee Engagement & Inclusion – custom onboarding, weekly and monthly surveys and feedback opportunities help improve Ad-VANCE's internal processes and foster committed employees that feel valued

Key Advantages to St. Johns County

Ad-VANCE Talent's employee benefits package strengthens the County's ability to **attract and retain high-quality employees** by enhancing total compensation without increasing base wages.

- **Attracts Better Talent:** Competitive healthcare and supplemental benefits make County roles more appealing, expanding and improving the applicant pool.
- **Improves Retention:** Employees are more likely to stay when they feel supported, reducing turnover and preserving institutional knowledge.
- **Reduces Costs:** Lower turnover means less spending on recruiting, onboarding, and training replacements.
- **Enhances Workforce Stability:** Experienced employees deliver more consistent, efficient, and higher-quality public service.
- **Boosts Employer Competitiveness:** Enables the County to compete with private-sector opportunities despite salary limitations.

Beyond competitive benefits, Ad-VANCE Talent supports employee longevity for St. Johns County through focused recognition, training, and engagement strategies. Structured onboarding and ongoing skills development help employees become productive quickly while reinforcing long-term growth opportunities. Regular recognition and strong employer engagement create a culture where employees feel valued and supported.

Combined with an emphasis on safety, communication, and workplace flexibility, these efforts reduce turnover, strengthen workforce stability, and enable the County to retain high-performing employees while delivering consistent, high-quality service.

7. Evaluation, Inspection, and Compliance



- Ad-VANCE Talent Solutions utilizes a structured and automated performance management process to ensure consistent communication, early issue identification, and alignment with County expectations. Our system is designed to engage both employees and Hiring Authorities at key intervals throughout the assignment lifecycle.
- For **temporary employees, automated check-ins are conducted at the end of the first day, end of the first week, and on a monthly basis thereafter.** These touchpoints allow us to confirm satisfaction, address concerns, and ensure employees have the tools and support needed to succeed.
- For **hiring authorities, Ad-VANCE conducts proactive outreach with a first-day check-in, second-day follow-up, and an end-of-week review** to confirm performance expectations are being met and to quickly resolve any issues.
- In addition, Ad-VANCE administers **customizable performance evaluations** at 30, 60, and 90 days, as well as annually. These evaluations can be tailored to align with County-specific performance standards and provide measurable feedback to support employee development and accountability.
- This automated, multi-level approach ensures continuous communication, strengthens performance oversight, and allows Ad-VANCE to respond quickly and effectively—maintaining a high level of service and workforce quality for the County.

8. Equal Opportunity Policy

At Ad-VANCE Talent Solutions, we understand that diversity is more than just a value—it's a strength. We are committed to providing equal employment opportunities to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to sex, race, religion, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, veteran status, or any other characteristic protected by applicable federal, state, or local laws. Our deep commitment to fostering an inclusive workforce is reflected in our strategic plan for hiring minorities and underrepresented groups. Our strategic plan involves proactive outreach, collaboration with minority-focused organizations, and implementation of equitable hiring practices that prioritize inclusivity. By promoting diversity in every aspect of our recruitment efforts, we help businesses build teams that are not only reflective of the broader community but also equipped for success in a global marketplace. Through partnerships with community organizations, targeted outreach, and inclusive hiring practices, we strive to create a workforce that reflects the diversity of the communities we serve.



9. Reports

Compliance Recording & Reporting

Ad-VANCE works diligently and in close partnership with its government clients to ensure full compliance with all relevant state and federal guidelines for work environments. By maintaining a thorough understanding of the constantly evolving regulatory landscape, Ad-VANCE is able to implement best practices that meet or exceed legal requirements. We prioritize the safety, well-being, and efficiency of our staff while also ensuring that every project aligns with both local and national standards. This commitment to compliance helps foster productive, secure, and legally sound work environments across all government-related initiatives.

Ad-VANCE offers a variety of reporting services to help clients stay compliant with state and federal guidelines, including:

- **Workplace Incident and Injury Logs:** Detailed reports of any workplace incidents or injuries, tracking the nature of the event, investigation outcomes, and corrective actions taken. These reports ensure compliance with OSHA reporting requirements and provide transparency in case of audits or investigations.
- **Diversity and Equal Opportunity Reports:** Documentation tracking diversity initiatives, equal opportunity employment practices, and compliance with non-discrimination laws, such as Title VII of the Civil Rights Act, ensuring that the workforce remains inclusive and non-discriminatory.
- **Employment and Wage Compliance Reports:** Reports ensuring adherence to labor laws, including employee wage, benefits, and overtime compliance in line with FLSA (Fair Labor Standards Act) and other relevant state and federal labor laws.

Ad-VANCE Talent Solutions utilizes advanced technology platforms that allow for the customization of reports to meet St. Johns County's specific needs, including report type, data elements, format, and delivery frequency. We offer flexible reporting options ranging from real-time access to scheduled daily, weekly, monthly, or ad hoc reporting, ensuring full transparency and alignment with County preferences.



Marion County Assignment Report 03/16/2026

LastName	FirstName	DOB	DepartmentName	JobTitle	PayRate	BillRate	StartDate	Supervisor	Total Hours Worked
Melendez	Denise	9/11	Building Safety	Contractor Licensing Specialist	\$ 19.51	\$ 23.80	4/14/2025	Arbuckler, Ryan	2724
Duffey	Stacey	1/15	Building Safety	Permit Technician	\$ 20.88	\$ 26.73	10/20/2025	Cruz, Nikita	712.5
Vonkotsz	Danielle	5/6	Building Safety	Permit Technician	\$ 20.88	\$ 26.73	12/8/2025	Cruz, Nikita	500.75
Gonzalez Montanez	Nacheia	9/6	Building Safety	Permit Technician	\$ 20.88	\$ 26.73	12/22/2025	Cruz, Nikita	408.75
Newell	Lisa	4/20	Building Safety	Permit Technician	\$ 20.88	\$ 26.73	2/16/2026	Cruz, Nikita	147.75
Boilers	Feticia	3/28	Building Safety	Permit Technician	\$ 20.88	\$ 26.73	2/23/2026	Cruz, Nikita	80
Bullock	Lisa	6/3	Building Safety	Permit Technician	\$ 20.88	\$ 26.73	3/2/2026	Cruz, Nikita	77.75
Dewey	Shaun	3/12	IT	Network Analyst	\$ 25.58	\$ 32.74	10/8/2025	Vann, Michael	789.25
Pagan	Eric	6/8	Municipal Services	Litter Technician	\$ 15.00	\$ 20.10	2/16/2026	Sloan, Sherry	96
Smith	Sabrina	5/15	Solid Waste	Business Technologist	\$ 28.14	\$ 34.33	8/26/2025	Perry, Wendy	1057.5
Mooney	Jane	11/10	Solid Waste	Staff Assistant	\$ 18.24	\$ 23.35	10/13/2025	Davis, Jamie	836
Raser	Kelsey	3/13	Solid Waste	Scale Attendant	\$ 17.80	\$ 22.78	12/8/2025	Perry, Wendy	546
Boulette	Eileen	10/29	Utilities	Billing Specialist	\$ 19.51	\$ 24.97	8/4/2025	Felde, Teresa	572
Smith	Avery	6/18	Utilities	Lift Station Technician	\$ 18.63	\$ 22.73	3/10/2025	Shahid, Victor	1950.5
Crawford	Christopher	12/12	Utilities	Service Worker I	\$ 18.63	\$ 24.96	9/8/2025	Shahid, Victor	713.25
Stark	April	4/5	Utilities	Staff Assistant III	\$ 17.05	\$ 21.82	12/30/2025	Felde, Teresa	391.75
Coventry	Renee	6/21	Veterans Services	Administrative Assistant	\$15.00	\$ 18.30	9/2/2025	Paredes, Mauricio	506.75

10. Liquidation

Temp-to-Hire Liquidation: Once the employee has worked **520** total hours, St Johns County BoCC has the option to hire the employee at any time thereafter with no additional charge to St Johns County BoCC. If St Johns County BoCC decides to hire a temporary employee prior to the 520-hour liquidation period, a Pro-rated Buyout Fee would be billed as follows.

Conversion Fee prior to 520 hours temporary employment:

- 1-30 Days - \$1500 buyout fee
- 31-60 Days - \$1000 buyout fee
- 61-90 Days - \$ 500 buyout fee

Temporary Placement Assurance Policy– Ad-VANCE will not bill for the first two days for any temporary employee that does not measure up to St Johns County BoCC's standards.



Section 5: Pricing

Attachment G - Hourly Rate Sheet (St. Johns County)				
#	Position Title	Pay Rate (\$/hr)	Markup %	Bill Rate (\$/hr)
1	Beach Toll Collector Leader	\$ 17.00	21.5%	\$ 20.66
2	Beach Toll Collector	\$ 16.00	21.5%	\$ 19.44
3	Retail Customer Support (Pier)	\$ 16.00	21.5%	\$ 19.44
4	Clerical Support - Receptionist	\$ 16.00	21.5%	\$ 19.44
5	Clerical Support - Administrative Coordinator	\$ 18.00	21.5%	\$ 21.87
6	Application/Permit Review Technician	\$ 17.00	21.5%	\$ 20.66
7	Client Services Assistant	\$ 18.00	21.5%	\$ 21.87
8	Construction Plans Reviewer	\$ 24.00	21.5%	\$ 29.16
9	Garbage Removal Worker	\$ 16.00	25.0%	\$ 20.00
10	Grounds Maintenance	\$ 17.00	25.0%	\$ 21.25
11	Golf Cart Attendant	\$ 16.00	25.0%	\$ 20.00
12	Golf Course Spray Technician	\$ 19.00	25.0%	\$ 23.75
13	Golf Course Starter	\$ 16.00	25.0%	\$ 20.00
14	Golf Course Grounds Maintenance Technician	\$ 19.00	25.0%	\$ 23.75
15	Legal Support Specialist	\$ 21.00	21.5%	\$ 25.52
16	Financial Analyst (Budget Analyst)	\$ 29.12	21.5%	\$ 35.38
17	Procurement Analyst (Procurement Coordinator)	\$ 29.12	21.5%	\$ 35.38
18	Contract Analyst	\$ 32.00	21.5%	\$ 38.88
19	Civil Engineer	\$ 37.00	21.5%	\$ 44.96
20	Civil Professional Engineer (P.E.)	\$ 49.79	21.5%	\$ 60.49
21	Library Assistant	\$ 16.00	21.5%	\$ 19.44
22	Library Courier	\$ 16.00	21.5%	\$ 19.44
23	Skilled Tradesworker- HVAC- Journeyman or Master License	\$ 20.00	25.0%	\$ 25.00
24	Skilled Tradesworker- Masonry- Journeyman or Master	\$ 20.00	25.0%	\$ 25.00
25	Skilled Tradesworker- Plumbing- Journeyman or Master	\$ 20.00	25.0%	\$ 25.00
26	Skilled Tradesworker- Electrical- Journeyman or Master	\$ 20.00	25.0%	\$ 25.00
27	Skilled Tradesworker- entry level (non-licensed)	\$ 20.00	25.0%	\$ 25.00
28	Wastewater Treatment Plant Operator	\$ 23.00	25.0%	\$ 28.75
29	Housing Inspector	\$ 20.00	25.0%	\$ 25.00
30	Project Specialist	\$ 22.00	21.5%	\$ 26.73
31	Human Resources Coordinator- Projects	\$ 25.00	21.5%	\$ 30.38
32	Human Resources Specialist- Projects, Talent Acquisition,	\$ 25.00	21.5%	\$ 30.38
33	Human Resources Analyst- Talent Acquisition, Wellness,	\$ 45.11	21.5%	\$ 54.81
34	Recreation Program Assistant	\$ 16.00	25.0%	\$ 20.00
35	Recreation Instructor (CLASS)	\$ 28.00	25.0%	\$ 35.00
36	Recreation Instructor - Specialty (CLASS)	\$ 34.00	25.0%	\$ 42.50
37	Scorekeeper (GAME)	\$ 15.00	25.0%	\$ 18.75
38	Sports Official (GAME)	\$ 28.00	25.0%	\$ 35.00
39	Summer Camp Coordinator	\$ 22.00	25.0%	\$ 27.50
40	Camp Supervisor	\$ 18.00	25.0%	\$ 22.50
41	Assistant Camp Supervisor	\$ 17.00	25.0%	\$ 21.25
42	Summer Camp Counselor I	\$ 16.00	25.0%	\$ 20.00
43	Summer Camp Counselor II	\$ 16.00	25.0%	\$ 20.00
44	Summer Camp Counselor III	\$ 16.11	25.0%	\$ 20.14



45	Summer Camp Transportation Specialist	\$ 17.00	25.0%	\$ 21.25
46	Beach Enforcement/Lighting Officer	\$ 17.00	25.0%	\$ 21.25
47	Beach Survey Technician	\$ 16.00	25.0%	\$ 20.00
48	Environmental Technician	\$ 18.00	25.0%	\$ 22.50
49	Equipment Specialist	\$ 15.00	25.0%	\$ 18.75
50	GIS Technician	\$ 18.00	21.5%	\$ 21.87
51	GIS Analyst	\$ 27.00	21.5%	\$ 32.81
52	Land Management Technician	\$ 18.00	25.0%	\$ 22.50
53	Recycling Specialist	\$ 16.00	25.0%	\$ 20.00
54	Solid Waste Supervisor	\$ 19.00	25.0%	\$ 23.75
55	Maintenance Technician- Water Utility	\$ 19.00	25.0%	\$ 23.75
56	Grant Project Manager	\$ 45.11	21.5%	\$ 54.81
57	Web Development and Support Specialist	\$ 24.00	21.5%	\$ 29.16
58	Weighmaster	\$ 18.00	21.5%	\$ 21.87
59	Auto CAD Drafting Services	\$ 25.11	21.5%	\$ 30.51
60	SCADA Technician	\$ 24.00	21.5%	\$ 29.16
61	Maintenance Worker- General Labor	\$ 18.00	25.0%	\$ 22.50
62	Maintenance Technician- Building	\$ 18.00	25.0%	\$ 22.50
63	Community Education Specialist	\$ 16.00	21.5%	\$ 19.44
64	Engineering Specialist	\$ 29.12	21.5%	\$ 35.38
65	Construction Specialist	\$ 22.00	25.0%	\$ 27.50
66	Library Courier	\$ 16.00	21.5%	\$ 19.44
67	Tourism and Development Specialist	\$ 26.38	25.0%	\$ 32.98
68	Technical Specialist	\$ 20.00	21.5%	\$ 24.30
69	Lead Growth Management Technician	\$ 60.00	21.5%	\$ 72.90
70	Environmental Specialist	\$ 16.00	25.0%	\$ 20.00
71	HCP Field Technician	\$ 17.00	25.0%	\$ 21.25
72	Web Development and Support Specialist	\$ 24.00	21.5%	\$ 29.16
73	Digital Media Specialist	\$ 26.38	21.5%	\$ 32.05
74	IT Applications Analyst	\$ 20.61	21.5%	\$ 25.04
75	Business Systems Analyst	\$ 30.59	21.5%	\$ 37.17
76	Project Manager	\$ 45.11	21.5%	\$ 54.81
77	Capital Improvement Program (CIP) Project Manager	\$ 49.79	21.5%	\$ 60.49
78	Sharepoint Administrator	\$ 26.38	21.5%	\$ 32.05
79	Intern- General	\$ 20.00	21.5%	\$ 24.30
80	IT Desktop Support	\$ 25.11	21.5%	\$ 30.51
81	Enterprise Resource Application (ERP) Analyst	\$ 49.79	21.5%	\$ 60.49
82	Fleet Mechanic	\$ 25.11	25.0%	\$ 31.39
83	Survey Assistant	\$ 17.77	25.0%	\$ 22.21
84	Disaster Recovery Specialist (FEMA)	\$ 20.00	21.5%	\$ 24.30
85	Utility Grant Project Manager	\$ 45.00	21.5%	\$ 54.68



Pricing sheet G

Optional Services

Reduced Overtime Rate - Ad-VANCE offers a reduced Overtime mark up rate of 15% over the employee overtime pay rate for temporary employees accruing overtime. Associate employees are still paid 1.5

Payroll Service - Ad-VANCE offers a reduced markup rate for any employee directly referred by the St Johns County to Ad-VANCE. There is no required length of time for the assignment and certain Ad-

Temp to Payroll Service - Ad-VANCE offers a reduced Payroll Service markup rate after 2080 regular temporary hours should St Johns County wish to keep a temporary employee on Ad-VANCE's payroll

Category

Payrolled Field Positions - 22%

Payrolled Office Positions - 17%



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT A
AFFIDAVIT OF SOLVENCY

ADVANCE PERSONNEL DBA ADVANCE TALENT SOLUTIONS
PERTAINING TO THE SOLVENCY OF SERVICES, INC. (Proposer) being of lawful age and being
duly sworn to, BRIAN SUNSEY (Affiant) as ASSISTANT (Title) (ex: CEO,
officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

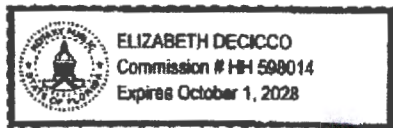
The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of MARCH 13, 2026

Brian Sunsey
Signature of Affiant

STATE OF FLORIDA
COUNTY OF MANATEE

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 13
day of March, 2026 by Affiant, who is personally known to me or has produced _____
as identification.

Elizabeth Decicco
Notary Public
My Commission Expires: 10/01/2028





RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT B
PROPOSAL AFFIDAVIT

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Proposer shall attach to his proposal a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

Before me, the undersigned authority, Brian Sunseri (Affiant) who, being duly sworn, deposes and says he/she is President (Title) of AD-VANCE PERSONNEL SERVICES, INC. (Proposer) submitting the attached proposal for the services covered by the RFP documents for RFP 2269; TAL. TEMPORARY STAFFING SERVICES.

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her firm or corporation under the same or different name and that such Proposer has no financial interest in the firm of another Proposer for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

AD-VANCE PERSONNEL SERVICES
(Proposer Firm)

By Brian Sunseri
(Affiant Signature)

Brian Sunseri / President
(Printed Name & Title)

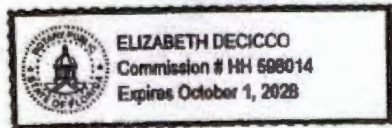
3/13/2026
Date of Signature

STATE OF FLORIDA

COUNTY OF MANATEE

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 13 day of March, 2026 by Affiant, who is personally known to me or has produced _____ as identification.

Elizabeth Decicco
Notary Public
My Commission Expires: 10/01/2028





RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT C
CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFP) Number/Description: RFP 2269; TEMPORARY STAFFING SERVICES

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Firm's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Firm is expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Firm, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Firm's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

I hereby attest that the undersigned Proposer has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

The undersigned Proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Proposer: AD-VANCE Personnel Services, Inc DBA
AD-VANCE TALENT SOLUTIONS

Authorized Representative(s): [Signature] BRION SUNSEAN / PRESIDENT
Signature Print Name/Title

Signature

Print Name/Title



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT D
DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Ad-Vance Talent Solutions does:
Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Proposal a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, 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 or plea.
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. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

[Signature]
Signature

3/13/2026
Date



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT E
E-VERIFY AFFIDAVIT

STATE OF Florida
COUNTY OF MANATEE

I, Brian Sunseri (Affiant), being duly authorized by and on behalf of AdVance Personnel Services, Inc. (Proposer) hereby swears or affirms as follows:

1. Proposer understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP NO: 2269 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Proposer and shall expressly require any subcontractors performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Proposer shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Proposer understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Proposer further understands and agrees that in the event of such termination, Proposer shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Firm's breach.

DATED this 13th day of MARCH, 2026

Brian Sunseri
Signature of Affiant

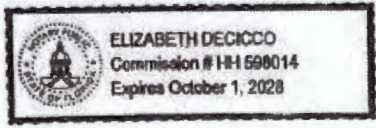
Brian Sunseri
Printed Name of Affiant

President
Printed Title of Affiant

AdVance Personnel Services, Inc DBA ADVANCE TALENT SOLUTIONS
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 13 day of March, 2026, by Affiant, who is personally known to me or has produced _____ as identification.

Elizabeth Decicco
Notary Public
My Commission Expires: 10/01/2028





RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT F
CLAIMS AND LITIGATION HISTORY

Proposers must complete all questions below and provide information requested as applicable. Failure to appropriately complete the questions below or provide requested information may be grounds for disqualification. Any material misrepresentation of information may also be grounds for disqualification.

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes ___ No If yes, please attach additional sheet(s) to include:
Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: _____

Name(s) of the contract owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration.

NONE

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

NONE

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

NONE

5. Have you ever abandoned a contract, been terminated, or had an agency submit a claim on a performance/surety bond to take over a contract?

Yes ___ No If yes, please explain in detail:



6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes ___ No ___
If no, please explain why?

N/A NONE

7. List the status of all pending claims currently filed against your company:

NONE

Liquidated Damages

1. Has an Agency ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes ___ No If yes, please explain in detail:

(Use additional or supplemental pages as needed)



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT H
AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As an officer or authorized representative of Proposer, I certify that the company identified below does not, for labor or services:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare and affirm that I have read the foregoing document and that the facts stated in it are true and correct.

DATED this 13th day of MARCH, 2026

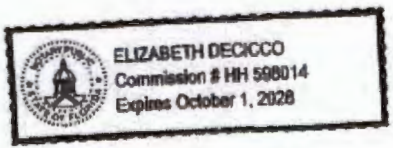
[Signature]
Signature of Affiant

BRYON SUNSERI
Printed Name of Affiant

PRESIDENT
Printed Title of Affiant

ADVANCE PERSONNEL SERVICES, Inc. ^{DBA} ADVANCE TALENT SOLUTIONS
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 13 day of March, 2026 by Affiant, who is personally known to me or has produced _____ as identification.



[Signature]
Notary Public
My Commission Expires: 10/01/2028



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT K

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

I, Brian Sunseri ("Affiant"), being duly authorized by and on behalf of Ad-Vance Talent Solutions ("Proposer") hereby swears or affirms as follows:

- The principal business address of Proposer is: 3911 Golf Park Loop, # 103
BIRMINGHAM, AL 35203
- I am duly authorized as PRESIDENT (Title) of Proposer.
- I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
- I understand that "convicted" or "conviction" is defined in Section 287.133 of the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
- I understand that "affiliate" is defined in Section 287.133 of the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
- Neither the Proposer, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
- There has been a conviction of a public entity crime by the Proposer, or an officer, director, executive, partner, shareholder, employee, member or agent of the Proposer who is active in the management of the Proposer or an affiliate of the Proposer. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____
A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

Brian Sunseri
Signature of Affiant

Brian Sunseri / PRESIDENT
Printed Name & Title of Affiant

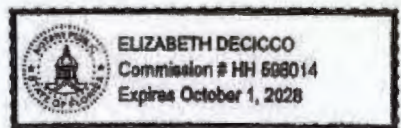
ADVANCE PERSONNEL SERVICES, INC.
DBA AD-VANCE TALENT SOLUTIONS
Full Legal Name of Proposer

3/10/2026
Date of Signature

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 10 day of MARCH, 2026 by Affiant, who is personally known to me or has produced FL N.C. as identification.

[Signature]
Notary Public

10/01/2028
My Commission Expires





RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT L
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS

The Proposer certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. Must have no exclusions listed in www.SAM.gov.
2. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR §29.110(a), by any federal department or agency.
3. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
4. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
5. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Proposer certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Signature of Authorized Principal(s):

NAME (print): BRION SUNSERI

SIGNATURE: *Brion Sunseri*

TITLE: PRESIDENT

FULL LEGAL NAME OF PROPOSER: AD-VANCE PERSONNEL SERVICES, INC. DBA

DATE: 3/13/2026 AD-VANCE TALENT SOLUTIONS



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT M
BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Ad-Vance Talent Solutions, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Authorized Principal(s):

NAME (print): Brian Sumner

SIGNATURE: Brian Sumner

TITLE: PRESIDENT

FULL LEGAL NAME OF PROPOSER: Ad-Vance Personnel Services Inc. DBA

DATE: 3-13-2026 Ad-Vance Talent Solutions



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT N
NON-COLLUSION CERTIFICATION

St. Johns County requires, as a matter of policy, that any Proposer receiving a contract or award resulting from this Request for Qualification issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Qualifications submitted in response to this Request for Qualification or in return for execution of a contract for performance or provision of services for which Qualification are herein sought.

DATED this 10 day of March, 2026

[Signature]
Signature of Affiant

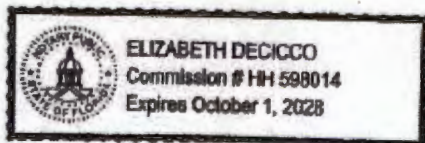
Brian Szwarc / President
Printed Name & Title of Affiant

Ad-Vance Personnel Services, Inc DBA Ad-Vance Talent Solutions
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 10 day of March, 2026 by Affiant, who is personally known to me or has produced FL Dr. Lic. as identification.

[Signature]
Notary Public

My Commission Expires: 10/01/2028





RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT O
EQUAL OPPORTUNITY REPORT STATEMENT**

The Proposer shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest ("Contractor") agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of



the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

DATED this 10th day of MARCH, 2026

[Signature]
Signature of Affiant

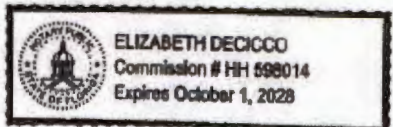
Brian Summers
Printed Name & Title of Affiant

Ad-vance Personnel Services, Inc DBA Ad-vance Talent Solutions
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 10 day of March, 2026 by Affiant, who is personally known to me or has produced FL Dr. Lic as identification.

[Signature]
Notary Public

My Commission Expires: 10/01/2028





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
AD-VANCE PERSONNEL SERVICES, INC.

Filing Information

Document Number	P95000041425
FE/EIN Number	65-0589808
Date Filed	05/22/1995
State	FL
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	10/22/2004
Event Effective Date	NONE

Principal Address

3911 GOLF PARK LOOP
SUITE 103
BRADENTON, FL 34203

Changed: 01/17/2005

Mailing Address

3911 GOLF PARK LOOP
SUITE 103
BRADENTON, FL 34203

Changed: 01/17/2005

Registered Agent Name & Address

Guenther, Michael J
3011 Golf Park Loop
Unit 103
BRADENTON, FL 34203

Name Changed: 01/13/2026

Address Changed: 01/13/2026

Officer/Director Detail

Name & Address

Title CEO

Guenther, Michael J
 3911 Golf Park Loop
 Unit 103
 BRADENTON, FL 34203

Annual Reports

Report Year	Filed Date
2024	04/16/2024
2025	03/24/2025
2026	01/13/2026

Document Images

01/13/2026 -- ANNUAL REPORT	View image in PDF format
03/24/2025 -- ANNUAL REPORT	View image in PDF format
04/16/2024 -- ANNUAL REPORT	View image in PDF format
04/03/2023 -- ANNUAL REPORT	View image in PDF format
04/29/2022 -- ANNUAL REPORT	View image in PDF format
08/19/2021 -- ANNUAL REPORT	View image in PDF format
03/20/2020 -- ANNUAL REPORT	View image in PDF format
04/29/2019 -- ANNUAL REPORT	View image in PDF format
04/23/2018 -- ANNUAL REPORT	View image in PDF format
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04/27/2011 -- ANNUAL REPORT	View image in PDF format
04/11/2010 -- ANNUAL REPORT	View image in PDF format
08/22/2009 -- ANNUAL REPORT	View image in PDF format
08/24/2008 -- ANNUAL REPORT	View image in PDF format
01/15/2007 -- ANNUAL REPORT	View image in PDF format
02/28/2006 -- ANNUAL REPORT	View image in PDF format
01/17/2005 -- ANNUAL REPORT	View image in PDF format
10/22/2004 -- REINSTATEMENT	View image in PDF format
03/17/2003 -- ANNUAL REPORT	View image in PDF format
03/12/2002 -- ANNUAL REPORT	View image in PDF format
02/05/2001 -- ANNUAL REPORT	View image in PDF format
08/07/2000 -- Name Change	View image in PDF format
03/20/2000 -- ANNUAL REPORT	View image in PDF format
02/19/1999 -- ANNUAL REPORT	View image in PDF format
03/15/1998 -- ANNUAL REPORT	View image in PDF format
04/21/1997 -- ANNUAL REPORT	View image in PDF format
07/19/1996 -- ANNUAL REPORT	View image in PDF format
05/22/1995 -- DOCUMENTS PRIOR TO 1997	View image in PDF format



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/18/2026

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

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

PRODUCER Brown & Brown Insurance Services, Inc. 7954 Cooper Creek Blvd Ste 101 University Park FL 34201	CONTACT NAME: Alicia Busby Parker PHONE (A.C. No. Ext): (941) 893-2200 FAX (A.C. No.): (941) 893-2300 E-MAIL ADDRESS: Alicia.Busby@bbrown.com																					
INSURED Absolutely Amazing Refinishing 4948 42nd Place North St. Petersburg FL 33709	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>FCCI Insurance Company</td> <td style="text-align: center;">10178</td> </tr> <tr> <td>INSURER B:</td> <td>Brierfield Insurance Company</td> <td style="text-align: center;">10993</td> </tr> <tr> <td>INSURER C:</td> <td>National Trust Insurance Company</td> <td style="text-align: center;">20141</td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	FCCI Insurance Company	10178	INSURER B:	Brierfield Insurance Company	10993	INSURER C:	National Trust Insurance Company	20141	INSURER D:			INSURER E:			INSURER F:		
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INSURER C:	National Trust Insurance Company	20141																				
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER:** 26-27 Master **REVISION NUMBER:**

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

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL	SUBROG	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: Prop Damage Ded \$2,000	Y		GL10007602404	03/09/2026	03/09/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RENTED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y		CA10007602104	03/09/2026	03/09/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB10007602604	03/09/2026	03/09/2027	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC010007601904	03/09/2026	03/09/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The Certificate Holder is included as additional insured on the General Liability and Auto Liability policies on a primary and noncontributory basis as required by written contract in accordance with policy provisions. The General Liability policy includes ongoing and completed operations. A Waiver of Subrogation applies on the General Liability, Auto Liability and Workers' Compensation policies as required by written contract in accordance with policy provisions. The Umbrella policy follows form.

CERTIFICATE HOLDER St. Johns County, a political subdivision of the State of Florida Attn: Purchasing Department 500 San Sebastian View St. Augustine FL 32084	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/16/2026

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

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

PRODUCER Marsh & McLennan Agency, LLC 20 N Martingale Road Schaumburg IL 60173	CONTACT NAME: Joe Flaherty PHONE (A.C. No. Ext.): (847) 908-8719 FAX (A.C. No.): (847) 440-9126 EMAIL ADDRESS: Joe.Flaherty@MarshMMA.com <hr/> INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: QBE INSURANCE CORPORATION 39217 INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
INSURED Ad-Vance Personnel Services, Inc. dba Ad-Vance Talent Solutions, Inc. 3911 Golf Park Loop Ste 103 Bradenton FL 342033453	AD-VPER-01

COVERAGES **CERTIFICATE NUMBER:** 1825200445 **REVISION NUMBER:** _____

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

INBR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POF AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> Y N/A	202001010	10/1/2025	10/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER St Johns County A Political Subdivision of the State of Florida Attn: Purchasing Department 500 San Sebastian View St. Augustine FL 32084	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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UNITED CAPITAL
INTELLIGENT.WORKING.CAPITAL.™

March 16, 2026
PRIVATE

St. Johns County Board of Commissioners
St. Johns County Purchasing Department
500 San Sebastian View
Saint Augustine, Florida 32084

Dear St. Johns County Board of Commissioners,

I am pleased to be able to provide this Proof of Financial Capacity/Commitment Letter for your use as part of your Due Diligence on Ad-Vance Personnel Services, Inc., dba Ad-Vance Talent Solutions, Inc. "Ad-Vance" in reference to RFP #20-49 Temporary Staffing Services. This letter shall serve as written confirmation that United Capital Funding Group, LLC has entered into a funding relationship with Ad-Vance. We have established an Initial Credit facility of \$ 1,500,000 for Ad-Vance. This Facility is reviewed regularly and can be increased as needed by Ad-Vance.

Our firm is a Tampa Bay HQ that is a Wholly Owned Subsidiary of Gulf Coast Bank & Trust Company, an \$1.8 Billion F.D.I.C Insured Commercial Bank. If needed, I can provide you a complete set of B2G client, legal, accounting, banking and client references for use in any Due Diligence that you may wish to perform on our firm. Please feel free to contact me directly at (727) 894-8232, or via email at joe@ucfunding.com with any questions that you might have. Our website, www.ucfunding.com has a great deal of additional information about the professional services we have provided to our B2B and B2G clients since 1997.

Respectfully yours,


Joe Yennazzo, Chief Operations Officer
joe@ucfunding.com



22nd Century Technologies, Inc.

CMMI Level 3 | ISO 27001 | ISO 20000 | ISO 9001

St. Johns County, FL,

Temporary Staffing Services, RFP 2269

Due Date & Time: Thursday, March 26, 2026, No Later than 4:00 PM EST



Deliver to:

St. Johns County Purchasing Department
500 San Sebastian View St
St. Augustine, FL 32084

Submitted by:

Ashley Christina De Sa, Administrator
22nd Century Technologies, Inc.

Local Office: 701 Market Street, Saint Augustine, FL 32095

Mailing Add.: 8251 Greensboro Drive, Suite 900, McLean, VA 22102

Tel. No.: (866) 537-9191, Ext: 2 | Fax.: 732-537-0888 | Email: sledproposals@tscti.com



Table of Contents

Table of Contents	2
Section 1: Proposal Cover Page (Complete and Submit) and Cover Letter	3
Cover Page	4
Cover Letter	5
Delegation of Authority	7
Section 2: Company and Staff Qualifications	8
Licenses/Certifications	9
Team	13
Certificates of Insurance	18
Proposed Sub-Contractors	23
Project Org Chart	24
Claims and Litigation History	25
Section 3: Related Experience	27
Section 4: Approach/Methodology	32
Section 5: Pricing	52
Section 6: Administrative Information	56





Section 1: Proposal Cover Page (Complete and Submit) and Cover Letter



Cover Page

RFP 2269; TEMPORARY STAFFING SERVICES

COVER PAGE

ST. JOHNS COUNTY PURCHASING DEPARTMENT
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE, FLORIDA 32084

POINT OF CONTACT FOR RFP:

NAME & TITLE OF PRIMARY CONTACT: Ashley Christina De Sa, Administrator

EMAIL ADDRESS: sledproposals@tscti.com

State of Florida, Department of State, Division of Corporations Registration #: F99000002920

FEIN # : 22-3502121

POINT OF CONTACT FOR INVITATION TO PAYMENTWORKS:

NAME & TITLE: Ashley Christina De Sa, Administrator

EMAIL ADDRESS: sledproposals@tscti.com

DATE: 03/24/2026





Cover Letter

Attn: Purchasing Division,
 St. Johns County, FL

Date: Mar 24, 2026

22nd Century Technologies, Inc. (TSCTI) is pleased to submit our response to **Request for Proposals #2269 for Temporary Staffing Services**. TSCTI is highly interested in this solicitation as it directly aligns with our core capabilities in delivering **compliant, responsive, and scalable staffing solutions** to public sector clients. As the **current incumbent**, TSCTI is uniquely positioned to ensure **continuity of operations, zero transition risk**, and ongoing support of the County's workforce objectives.

Founded in **1997** and incorporated as an **S-Corporation**, TSCTI has **28+ years of experience** supporting public-sector staffing programs. TSCTI currently manages **350+ active government staffing contracts nationwide**, including **35+ contracts in Florida**, demonstrating strong experience with Florida public-sector regulations, compliance requirements, and countywide service delivery models.

TSCTI maintains access to a **5.1M+ pre-screened candidate database**, including a **local pipeline of 4,200+ candidates** within the County and surrounding areas. This enables **rapid response across all labor categories**, including administrative, technical, professional, and labor positions, while ensuring all placements remain subject to County approval. Since inception, TSCTI has grown to **6,000+ FTEs**, demonstrating proven scalability for large and complex staffing programs. TSCTI delivers a **comprehensive end-to-end staffing solution** supported by **ISO 9001:2015-aligned quality management processes**, ensuring consistency across recruitment, screening, onboarding, payroll, and reporting. Leveraging our **incumbent experience and strong Florida presence**, TSCTI ensures **timely, compliant, and high-quality staffing delivery** aligned with the County's operational needs.

TSCTI maintains access to an actively managed pool of qualified candidates through its proprietary database of **over 5.1 million** pre-screened candidates, including a strong local pipeline of approximately **4,200 candidates within the County and surrounding areas**. This established talent network enables TSCTI to respond quickly to staffing requests across all categories, including administrative, technical, professional, and labor positions, while ensuring that all candidate selection and placement decisions remain subject to County review and approval. Since our inception, TSCTI has grown from 40 employees to more than **6,000 full-time equivalents (FTEs)**, reflecting our ability to scale operations and support large, complex staffing programs across government clients. TSCTI delivers a **comprehensive end-to-end staffing solution** supported by **ISO 9001:2015-aligned quality management processes**, ensuring consistency across recruitment, screening, onboarding, payroll, and reporting. Leveraging our **incumbent experience and strong Florida presence**, TSCTI ensures **timely, compliant, and high-quality staffing delivery** aligned with the County's operational needs.

Required Contact Information:

Company name	22nd Century Technologies, Inc. (TSCTI)
Primary Contact Person Name	Ashley Christina De Sa, Administrator
Email	sledproposals@tscti.com
Phone No.	(866) 537-9191, Ext 2
Secondary Contact Person	Annie Sheeba Joseph, Account Manager
Local Address	701 Market Street, Saint Augustine, FL 32095
HQ Address	8251 Greensboro Drive, Suite 900, McLean, VA 22102

TSCTI's philosophy is centered on delivering responsive, client-focused staffing services aligned with the County's operational needs. We proactively anticipate workforce requirements and deliver qualified personnel across all categories with speed and accuracy. Our approach is grounded in integrity, accountability, and performance, ensuring reliable service delivery, clear communication, and full compliance with all contractual and regulatory requirements. TSCTI is committed to providing the right people, at the right time, and at the right value, supporting the County's mission and long-term operational success.

TSCTI is structured to support **as needed and surge staffing requirements** across multiple departments and locations while maintaining consistency, compliance, and service reliability regardless of assignment volume or duration. Our service delivery model aligns with the County's Scope of Services and ensures timely recruitment, screening, and placement of qualified personnel across all labor categories. Staffing requests are received and acknowledged promptly, then processed through a controlled intake, validation, and recruitment workflow to ensure rapid submission of qualified candidates. TSCTI coordinates closely with the County throughout the process, ensuring





that all candidate placements are approved prior to assignment and that personnel meet the required qualifications, training, and compliance standards outlined in the contract.

TSCTI utilizes centralized systems, including **CONREP for timekeeping, reporting, and invoicing**, to ensure accuracy, transparency, and full compliance with County requirements. As the **Employer of Record**, TSCTI assumes full responsibility for wages, payroll taxes, workers' compensation, and employment eligibility verification (Form I-9 and E-Verify), while ensuring adherence to all federal, state, and local regulations. Our system enables real-time tracking of hours worked, validated timesheets, and accurate invoices aligned with approved rates and purchase orders. TSCTI also ensures continuity of services by maintaining the ability to promptly remove and replace personnel when required and to provide backup staffing for absences or performance concerns, delivering a responsive, complaint, and reliable staffing solution fully aligned with the County's operational needs.

We acknowledge receipt of **Addendum #1, #2 & #3** and confirms that our proposal is fully responsive to the requirements outlined in the RFP. TSCTI acknowledges and agrees that this Proposal shall remain valid and binding for a minimum period of **120 consecutive calendar days** from the submission due date, in accordance with the solicitation requirements. TSCTI complies with all applicable provisions of the St. Johns County Purchasing Policy, as well as all applicable federal, state, and local laws, rules, regulations, codes, and ordinances throughout the solicitation process and during the performance of any resulting contract. TSCTI is fully licensed and authorized to conduct business in the State of Florida and St. Johns County and meets all requirements to perform the Services under this solicitation. We maintain all required registrations and local business credentials, ensuring full compliance with County, State, and Federal regulatory requirements and enabling seamless service delivery from day one.

Below signed is the authorized representative who can make legally binding commitments on behalf of TSCTI. If the County determines that TSCTI's response is deficient in any way, we respectfully request to be promptly notified and be given the opportunity to correct any such deficiency. We look forward to working with the County through a mutually rewarding partnership.

Authorized Representative,

Ashley Christina De Sa, Administrator

22nd Century Technologies, Inc.

Local Office: 701 Market Street, Saint Augustine, FL 32095

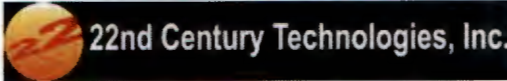
Mailing Address: 8251 Greensboro Drive, Suite 900, McLean, VA 22102

Phone no.: (866) 537-9191, **Ext 2** | **Fax.:** 732-537-0888 | **Email:** sledproposals@tscti.com





Delegation of Authority



Temporary Staffing Services

www.tscti.com

Verified TRUE COPY of the resolution passed by The Board of Directors of the Company in its meeting held on April 4th, 2023 at its registered office.

"RESOLVED THAT Ms. Ashley Christina De Sa, Administrator of the 22nd Century Technologies, Inc., whose specimen signature is attested below, is authorized to sign bid proposal on behalf of the company."

Specimen Signature of Ms. Ashley Christina De Sa

Attested: *Ashley Christina De Sa*



For *Satvinder Singh*
Name: Satvinder Singh
Designation: President

8251 Greensboro Drive, Suite 900, McLean, VA 22102
Phone: (866) 537-9191 Ext 2 | sledproposals@tscti.com





Section 2: Company and Staff Qualifications



Licenses/Certifications

Proof of active registration with the State of Florida, Department of State, Division of Corporations.

Sunbiz.org DIVISION of CORPORATIONS
an official State of Florida website

Department of State / Division of Corporations / Search Records / Search by FEI/EIN Number /

Previous On List Next On List Return to List

Events **No Name History**

Detail by FEI/EIN Number
 Foreign Profit Corporation
 22ND CENTURY TECHNOLOGIES, INC.

Filing Information

Document Number	F9900002920
FEI/EIN Number	22-3602121
Date Filed	06/08/1989
State	NJ
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	10/29/2008
Event Effective Date	NONE

Principal Address
 8251 Greensboro Drive
 Suite 900
 McLean, VA 22102

Changed: 02/15/2022

Mailing Address
 8251 Greensboro Drive
 Suite 900
 McLean, VA 22102
 Changed: 02/15/2022

Registered Agent Name & Address
 Sharma, Isha
 6415 Lake Worth Road
 Suite 208
 Greenacres, FL 33463

Name Changed: 02/15/2022

Address Changed: 02/15/2022

Officer/Director Detail

Name & Address

Title President

Singh, Satvinder
 8251 Greensboro Drive
 Suite 900
 MCLEAN, VA 22102

Title CEO

Sharma, Ash
 8251 Greensboro Drive
 Suite 900
 McLean, VA 22102





T SCTI's 2026 Foreign Profit Corporation Annual Report

2026 FOREIGN PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# F99000002920

Entity Name: 22ND CENTURY TECHNOLOGIES, INC.

Current Principal Place of Business:

8251 GREENSBORO DRIVE
 SUITE 900
 MCLEAN, VA 22102

Current Mailing Address:

8251 GREENSBORO DRIVE
 SUITE 900
 MCLEAN, VA 22102 US

FEI Number: 22-3502121

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

SHARMA, ISHA
 6415 LAKE WORTH ROAD
 SUITE 208
 GREENACRES, FL 33463 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: ISHA SHARMA

01/08/2026

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title PRESIDENT
 Name SINGH, SATVINDER
 Address 8251 GREENSBORO DRIVE
 SUITE 900
 City-State-Zip: MCLEAN VA 22102

Title CEO
 Name SHARMA, ANIL
 Address 8251 GREENSBORO DRIVE
 SUITE 900
 City-State-Zip: MCLEAN VA 22102

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: SATVINDER SINGH

PRESIDENT

01/08/2026

Electronic Signature of Signing Officer/Director Detail

Date





State of Florida Department of State

I certify from the records of this office that 22ND CENTURY TECHNOLOGIES, INC. is a New Jersey corporation authorized to transact business in the State of Florida, qualified on June 8, 1999.

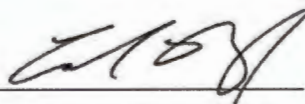
The document number of this corporation is F99000002920.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on February 3, 2025, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fifteenth day of September,
2025*




Secretary of State

Tracking Number: 2632924167CU

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

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





TSCTI's current Local Business Tax Receipt

[Return](#) [New Search](#) [Print Page](#)

Business Account Information

LBTR Num: 2023152432

Business Name:
 22ND CENTURY TECHNOLOGIES INC
Mailing Address:
 6415 LAKE WORTH RD
 GREENACRES FL 33463

Tax Type: 56-0014

Location Address:
 6415 LAKE WORTH RD 208
 GREENACRES, FL 33463
DBA: 22ND CENTURY TECHNOLOGIES INC

Status: Active

License Cert Number: N/A
Business Start Date: 11/17/22
Owner Name:
 22ND CENTURY TECHNOLOGIES INC

Last updated: 9/12/2025 01:55:50 PM

Important Notice to Business Tax Payer

Local business tax receipts expire September 30 and may be renewed on or after July 1. [Delinquent business taxes](#) are payable online. Local business tax receipts not renewed by September 30 are delinquent and subject to a [delinquency penalty](#) of ten percent for the month of October, plus an additional five percent for each month of delinquency.

Business Tax Receipt

Add Business Tax bills to the cart then select cart icon () above to checkout.

Total Payable: \$0.00

Business Tax - Recently Paid

Payment Info - Select to Expand Payment History for Business Tax Receipt





Team

TSCTI's Response: To ensure consistent, compliant, and responsive delivery of temporary staffing services for the County, TSCTI utilizes a structured management and delivery model supported by dedicated account management, executive oversight, recruitment leadership, compliance and contracts management, human resources, payroll and billing, and onboarding support functions. This integrated structure is designed to manage the full lifecycle of temporary staffing services, including requisition intake, candidate sourcing and screening, background checks, drug testing coordination, onboarding, timekeeping, payroll administration, and ongoing workforce management. It ensures that all staffing activities are executed in accordance with County requirements, applicable federal and state regulations, and defined service timelines.

As the current incumbent, TSCTI is actively supporting the County with existing staffing placements and has established operational processes, pre-qualified candidate pipelines, and internal coordination mechanisms aligned with the County's departments and position requirements. This existing operational presence enables TSCTI to continue services without transition delays, maintain continuity of operations, and respond to staffing requests efficiently, including urgent, short-term, and high-volume needs. TSCTI's familiarity with the County's expectations, screening requirements, and service delivery standards reduces implementation risk and supports consistent performance throughout the contract term.

Key Personnel:

- **Annie Sheeba Joseph – Account Manager (Primary Point of Contact):** Annie Sheeba Joseph will serve as the primary point of contact for the County and will be responsible for day-to-day contract execution, coordination of staffing requests, and oversight of service delivery. She has over 8 years of experience in staffing operations, workforce management, and compliance. Her experience includes coordinating recruitment activities, managing onboarding processes, and ensuring completion of background screening, drug testing, and employment eligibility requirements prior to placement. She is responsible for monitoring active placements, maintaining staff coverage, and ensuring that all candidates meet the County's qualifications and compliance requirements. Her role includes direct coordination with County departments to address staffing needs, resolve operational issues, and ensure timely fulfillment of requisitions. Her experience in workforce planning and employee management supports consistent service delivery and adherence to contract requirements.
- **Sandeep Singh, PMP – Account Director (Executive Oversight / Alternate Point of Contact):** Sandeep Singh will provide executive oversight for the contract and serve as the alternate point of contact in the absence of the Account Manager. He has over 20 years of experience supporting federal, state, and local government staffing programs, including large-scale and high-volume contracts. He is responsible for program governance, performance monitoring, and ensuring compliance with contractual, regulatory, and reporting requirements. He will conduct periodic performance reviews, support process improvements, and serve as the escalation point for operational issues. His experience in managing multi-location staffing programs and cross-functional teams ensures that TSCTI maintains service quality, compliance, and responsiveness throughout the contract term.

Supporting Team and Capabilities

- **Recruitment Manager:** Oversees recruitment operations and manages a team of recruiters responsible for sourcing, screening, and submitting qualified candidates across all required position categories. Ensures timely response to staffing requests and maintains an active pool of pre-qualified candidates.
- **Director – Contracts and Compliance:** Oversees contract compliance and regulatory adherence. Ensures all background checks, drug testing, documentation, and employment processes meet federal, state, and County requirements, and supports audit readiness.
- **Human Resources Manager:** Manages employee relations, onboarding coordination, and ensures compliance with employment laws, policies, and workforce requirements.
- **Payroll and Billing Manager:** Responsible for timekeeping, payroll processing, invoicing, and ensuring accuracy and timeliness of all financial transactions related to assigned personnel.
- **Recruitment Team (5–25 recruiters):** Supports high-volume sourcing and screening of candidates and maintains readiness to meet fluctuating staffing demands.
- **Onboarding and Compliance Team:** Coordinates pre-employment requirements including background screening, drug testing, and employment verification to ensure candidates are compliant prior to placement.

This integrated structure ensures that staffing requests are fulfilled efficiently, candidates meet all qualification and compliance requirements, and services are delivered in accordance with County expectations.

Staffing Availability: TSCTI confirms that all key personnel and support staff required to perform the services under this contract are currently on TSCTI's payroll. As the incumbent provider, TSCTI maintains an active operational team, established recruitment pipelines,



and internal support functions already aligned with the County's requirements. This existing staffing structure enables immediate continuation of services without disruption. TSCTI will allocate additional recruitment and support resources, as needed, to meet increases in demand while maintaining required service levels and response times.

Attachment C Conflict of Interest Disclosure Form

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT C
 CONFLICT OF INTEREST DISCLOSURE FORM**

Project (RFP) Number/Description: RFP 2269; TEMPORARY STAFFING SERVICES

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Firm's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Firm is expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Firm, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Firm's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

- I hereby attest that the undersigned Proposer has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Proposer: 22nd Century Technologies, Inc.

Authorized Representative(s): *Ashley de Sa*
 Signature

Ashley Christina De Sa, Administrator
 Print Name/Title

 Signature

 Print Name/Title



Resumes of Key Personnel:

Local Account Manager - Annie S. Joseph	
Brief Profile	
<p>Annie S. Joseph serves as a Local Account Manager and primary liaison for public sector staffing engagements, bringing over eight (8) years of experience supporting workforce operations for government agencies and municipal clients. She manages day-to-day service delivery, staffing coordination, and stakeholder communication to ensure timely and reliable workforce support. Ms. Joseph works closely with client representatives, HR teams, and program managers to coordinate staffing requests, oversee placements, monitor workforce performance, and resolve operational issues. She ensures all personnel meet eligibility, background screening, and onboarding requirements prior to deployment. By collaborating with recruitment, onboarding, payroll, and compliance teams, she ensures seamless service delivery, operational continuity, and high client satisfaction.</p>	
Education	
<ul style="list-style-type: none"> Bachelor Degree in History 	
Relevant Professional Experience	
22nd Century Technologies Inc., Account Manager	2019 – Present
Responsibilities	
<ul style="list-style-type: none"> Serves as the primary point of contact between client agencies and internal teams for staffing coordination and contract administration. Manages staffing requests, ensuring timely sourcing, placement, and fulfillment in accordance with contract requirements. Oversees workforce deployment including assignment tracking, attendance monitoring, and issue resolution. Coordinates with recruitment and onboarding teams to ensure all personnel meet compliance, documentation, and background screening requirements prior to placement. Maintains candidate pipelines and backup resources to support urgent and ongoing staffing needs. Monitors staffing performance metrics such as fill rates, response times, and workforce availability. Maintains regular communication with client stakeholders to provide updates, address concerns, and ensure service quality. 	
Some of the client engagements are as follows:	
Miami- Dade County, FL	
Responsibilities	
<ul style="list-style-type: none"> Serves as the primary coordination point for staffing requests across multiple county departments, ensuring timely placement of administrative, technical, and operational personnel. Manages day-to-day workforce deployment including assignment tracking, attendance monitoring, and rapid response to urgent staffing needs. Coordinates with agency representatives and HR teams to ensure assigned personnel meet all eligibility, documentation, and onboarding requirements prior to placement. Maintains ongoing communication with department leadership to monitor workforce performance, resolve staffing issues, and support operational continuity. Implement proactive staffing strategies and maintain backup candidate pools to minimize workforce gaps during peak demand periods. Utilizes workforce tracking systems to monitor staffing activity, assignment status, and service responsiveness to support reporting and operational oversight. 	
Palm Beach County, FL	
Responsibilities	
<ul style="list-style-type: none"> Coordinates deployment of administrative, support, and operational staff across multiple county departments to maintain continuity of services. Serves as the primary liaison between county representatives and internal delivery teams to ensure timely response to daily and long-term staffing requests. Oversees workforce scheduling, assignment tracking, and attendance monitoring to ensure consistent service delivery. Ensures all assigned personnel complete required background screening, credential verification, and onboarding procedures prior to assignment start. Maintains continuous communication with county stakeholders to address urgent staffing needs and resolve operational challenges. Monitors staffing performance metrics including response times, workforce availability, and fill-rate performance to support client objectives. 	
Polk County, FL	
Responsibilities	
<ul style="list-style-type: none"> Manages staffing coordination and placement of administrative, clerical, and operational personnel supporting multiple county departments. Coordinates onboarding processes including documentation verification, background screening, and compliance checks prior to staff assignment. Maintains ongoing communication with department supervisors to monitor workforce performance, address staffing concerns, and support service continuity. 	





- Utilizes workforce management systems to track assignments, timesheets, attendance records, and overall workforce activity.
- Prepares workforce status updates and staffing reports to support operational oversight and contract performance monitoring.

DMS, FL

Responsibilities

- Coordinates staffing support for multiple State of Florida agencies under the DMS State Term Contract program.
- Manages workforce deployment activities including assignment coordination, onboarding verification, and compliance requirements prior to placement.
- Monitors staffing activity, assignment timelines, and workforce performance to ensure service delivery aligns with contract requirements.
- Collaborates with recruitment, compliance, and payroll teams to ensure seamless staffing operations across participating agencies.
- Provides workforce status updates and staffing reports to support contract oversight, operational transparency, and performance monitoring.

Account Director- Sandeep Singh (PMP Certified)

Brief Profile

Sandeep Singh is a PMP-certified operations leader with over twenty (20) years of experience managing large-scale staffing programs for public sector clients, including state and local government agencies. As Account Director, he provides executive oversight for workforce programs supporting administrative, technical, and operational staffing needs across multi-site government environments. Mr. Singh specializes in workforce program governance, service delivery performance, and contract compliance, ensuring agencies receive reliable and responsive staffing support. His experience includes overseeing recruitment coordination, workforce deployment, performance monitoring, and regulatory compliance across complex staffing engagements. He works closely with agency leadership, HR teams, and program stakeholders to address workforce needs, optimize staffing strategies, and maintain continuity of operations. Through strategic leadership, operational governance, and continuous performance improvement, Mr. Singh ensures staffing programs achieve high service quality, compliance adherence, and strong client satisfaction.

Education & Certifications

- PGDIM, International Marketing,
- Business Administration, Commerce.
- PMP-Certified

Core Competencies

- Public Sector Workforce Program Oversight
- Multi-Site Workforce Deployment & Management
- Client Relationship & Stakeholder Engagement
- Vendor Management System (VMS) Operations
- Workforce Performance Monitoring & Reporting
- Contract Compliance & Service Governance
- Staffing Operations & Workforce Planning
- Risk Mitigation & Continuous Improvement
- Operational Leadership & Program Management

Relevant Professional Experience

22nd Century Technologies Inc., Account Director, 2011 – Present

As Account Director, Mr. Singh provides executive leadership for public sector staffing engagements, overseeing workforce deployment, service delivery performance, and contract compliance across multiple government agencies.

Executive Responsibilities

- Provides executive oversight for large-scale staffing programs supporting administrative, technical, and operational workforce requirements across government clients.
- Monitors key performance metrics including fill rates, response times, workforce availability, and service quality to ensure contract compliance and operational efficiency.
- Conducts regular service delivery reviews with client leadership to evaluate program effectiveness and implement continuous improvement strategies.
- Coordinates with internal operations, recruitment, compliance, and payroll teams to maintain seamless staffing operations and service continuity.
- Establishes governance frameworks and reporting structures to support transparency, accountability, and performance monitoring.

Career Source South Florida, FL

Responsibilities



- Oversees workforce deployment of administrative, support, and operational personnel across multiple service locations.
- Coordinates with agency leadership and HR teams to address staffing needs and ensure timely placement of qualified personnel.
- Ensures all assigned staff meet eligibility, background screening, and compliance requirements prior to deployment.
- Conducts performance reviews to evaluate staffing effectiveness, responsiveness, and service quality.
- Supports workforce planning initiatives to improve staff availability and reduce service gaps.

St. Johns County, FL

Responsibilities

- Supervises staffing operations supporting administrative, clerical, and operational personnel across county departments.
- Monitors workforce performance, attendance tracking, and staffing levels to maintain service continuity.
- Coordinates with county leadership to address staffing gaps and optimize workforce deployment strategies.
- Oversee contract performance monitoring, reporting, and compliance with county requirements.
- Ensures adherence to employment regulations and client-specific staffing policies.

City of Ocala, FL

Responsibilities

- Oversees workforce deployment to support operational functions across city departments.
- Coordinates with department managers to address staffing needs and ensure timely service delivery.
- Supervises onboarding and orientation processes to ensure compliance with policies and procedures.
- Conducts performance monitoring and service reviews to maintain staff quality and efficiency.
- Ensures compliance with background screening, eligibility verification, and workforce standards.

DMS, FL

Responsibilities:

- Provides oversight for staffing services supporting State of Florida agencies participating in the DMS state term contract staffing program.
- Monitors service delivery performance, workforce deployment, and contract compliance across participating agencies.
- Ensures staffing operations complied with Florida workforce contracting policies, employment regulations, and reporting requirements.
- Coordinates with state agency stakeholders to address staffing needs and workforce program improvements.
- Oversees internal operational teams responsible for recruitment coordination, onboarding, and workforce administration activities.

State of NJ MSP

Responsibilities:

- Supervises professional, administrative, and operational staffing assignments across State agency locations.
- Ensure staffing levels meet agency expectations for responsiveness, timeliness, and service continuity.
- Monitors attendance, workplace safety, and issue escalation protocols.
- Oversees contract compliance, service delivery performance, and internal team coordination.
- Manages operational budgets, costs controls, and conducts contract performance evaluations prior to renewals.

Prior Experience

Client Name	Position	Duration
HCL	Program Manager	03/2010 – 01/2011
Telefocus Communications	Field Manager	08/2004 – 02/2010





Certificates of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/18/2026

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

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

PRODUCER Technology Insurance Associates InsureYourCompany.com/Techsmart Insurance Agency 225 Gordons Corner Road 2B Manalapan NJ 07726	CONTACT NAME: Benjamin Levenson PHONE (A/C, No, Ext): (888) 242-4675 FAX (A/C, No): (732) 862-1177 E-MAIL ADDRESS: Ben@insureyourcompany.com
	INSURER(S) AFFORDING COVERAGE
INSURED 22nd Century Technologies Inc 8251 Greensboro Drive Suite 900 McLean VA 22102	INSURER A: CFC - Lloyd's of London 32727 A+
	INSURER B: SUNZ Insurance Company 34762 A
	INSURER C: Hartford Insurance 19682 A+
	INSURER D: Chubb -Federal Insurance Company 20281 A++
	INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 241874 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PSO0040690646	02/07/2026	02/07/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/ AGG \$ 2,000,000 Bus. Pers. Prop. \$ 1,555,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED <input checked="" type="checkbox"/> AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PSO0040690646	02/07/2026	02/07/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 50,000 Deductible \$ 1,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PSO0040690646	02/07/2026	02/07/2027	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A			WC015-00001-025	05/01/2025	05/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability/E&O			PSO0040690646	02/07/2026	02/07/2027	\$10,000,000 Per Claim / \$10,000,000 Aggregate
C	3rd Fidelity Party Crime Bond			13TP0322385	02/07/2026	02/07/2027	\$5,000,000 Occurrence / \$5,000,000 Aggregate
A	Cyber - Network Sec/Priv Liab.			PSO0040690646	02/07/2026	02/07/2027	\$5,000,000 Each Occur / \$5,000,000 Aggregate
D	EPL-Employment Practices Liab.			8262-5617	11/18/2025	11/18/2026	\$1,000,000 Each Occur / \$1,000,000 Aggregate

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

St. John's County, its elected officials, officers, employees, agents and representatives are named as additional insured only if required by written contract. Coverage subject to policy terms and conditions. Ten (10) days advance written notice shall be provided to St. Johns County, a political subdivision of the State of Florida (and each of its respective subsidiaries) in the event of a cancellation or material change in such policy.

CERTIFICATE HOLDER St. Johns County, a political subdivision of the State of Florida Attn: Purchasing Department 500 San Sebastian View St. Augustine, FL 32084	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Benjamin Levenson</i>
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CERT NO:241874 Benjamin Levenson 03/18/2026





72. Vacant premises

in respect of INSURING CLAUSES 6 and 7, resulting from premises left vacant for more than 60 consecutive days.

73. War and cyber war

arising directly or indirectly out of:

- a. war; or
- b. cyber war.

However, part b. above will not apply to:

- a. INSURING CLAUSE 2 (SECTION B only); and
- b. that part of any claim relating to any computer systems which are physically located outside of an impacted state.

74. Website content accessibility

arising directly or indirectly out of the actual or alleged violation of any laws, regulations or guidelines relating to the accessibility of your website content.

75. Willful or dishonest acts of senior executive officers

arising directly or indirectly out of any willful, criminal, malicious or dishonest act, error or omission by a senior executive officer as determined by final adjudication, arbitral tribunal or written admission.

CONDITIONS

1. What you must do in the event of a claim or cyber incident

If any senior executive officer becomes aware of any incident which may reasonably be expected to give rise to a claim under this Policy you must:

- a. notify the claims managers as soon as is reasonably practicable (in respect of cyber incidents, a telephone call to our cyber incident response line will constitute notification). However, this notification must be made no later than the end of any applicable extended reporting period;
- b. in respect of INSURING CLAUSES 3, 4 and 6, report the theft or incident as soon as is reasonably practicable to the appropriate law enforcement authorities and provide us with a copy of this report on our request;
- c. provide us in a timely manner with any other information and assistance that we may request;



- d. in respect of **INSURING CLAUSE 4**, not incur any costs or promise any payment, including any ransom payment, without **our** prior written agreement (which will not be unreasonably withheld); and
- e. not admit liability for or settle or make or promise any payment or incur any **costs and expenses** without **our** prior written agreement (which will not be unreasonably withheld).

In respect of **INSURING CLAUSES 1 and 5 (SECTION F only)**, if **you** notify an incident that **we** agree is reasonably expected to give rise to a **claim**, **we** will accept any **claim** that arises out of the incident as being notified under this Policy.

We require **you** to provide full details of the incident, including but not limited to:

- a. the time, place and nature of the incident;
- b. the manner in which **you** first became aware of this incident;
- c. the reasons why **you** believe that this incident could give rise to a **claim** under this Policy;
- d. the identity of the potential claimant; and
- e. an indication as to the size of the **claim** that could result from this incident.

In respect of **INSURING CLAUSES 2, 3 and 4**, if **you** discover a **cyber event** **you** may only incur costs, other than costs incurred to respond to an extortion demand (including any ransom payment), without **our** prior written consent within the first 72 hours following the discovery and any **third party** costs incurred must be with a company forming part of the **approved claims panel providers**. All other costs may only be incurred with the prior written consent of the **claims managers** (which will not be unreasonably withheld).

2. Additional insureds

We will indemnify any **third party** as an additional insured under this Policy, but only in respect of sums which they become legally obliged to pay (including liability for claimants' costs and expenses) as a result of a **claim** arising solely out of an act committed by **you**, provided that:

- a. **you** contracted in writing to indemnify the **third party** for the **claim** prior to it first being made against them; and
- b. had the **claim** been made against **you**, then **you** would be entitled to indemnity under this Policy.

Before **we** indemnify any additional insured they must:

- a. prove to **us** that the **claim** arose solely out of an act committed by **you**; and
- b. fully comply with **CONDITION 1** as if they were **you**.





Where **we** indemnify a **third party** as an additional insured under this Policy, this Policy will be primary and non-contributory to the **third party's** own insurance, but only if **you** and the **third party** have entered into a contract that contains a provision requiring this.

Where a **third party** is treated as an additional insured as a result of this Condition, any **claim** made by that **third party** against **you** will be treated by **us** as if they were a **third party** and not as an insured.

3. Agreement to pay claims (duty to defend)

We have the right and duty to take control of and conduct in **your** name the investigation, settlement or defense of any **claim**. **We** will not have any duty to pay **costs and expenses** for any part of a **claim** that is not covered by this Policy.

You may ask the **claims managers** to consider appointing **your** own lawyer to defend the **claim** on **your** behalf and the **claims managers** may grant **your** request if they consider **your** lawyer is suitably qualified by experience, taking into account the subject matter of the **claim**, and the cost to provide a defense.

We will endeavor to settle any **claim** through negotiation, mediation or some other form of alternative dispute resolution and will pay on **your** behalf the amount **we** agree with the claimant. If **we** cannot settle using these means, **we** will pay the amount which **you** are found liable to pay either in court or through arbitration proceedings, subject to the **limit of liability**.

We will not settle any **claim** without **your** consent. If **you** refuse to provide **your** consent to a settlement recommended by **us** and elect to continue legal proceedings in connection with the **claim**, any further **costs and expenses** incurred will be paid by **you**. As a consequence of **your** refusal, **our** liability for the **claim** will not be more than the amount for which the **claim** could have been settled had **you** consented, plus any **costs and expenses** incurred prior to the date of **your** refusal.

4. Application warranty

You agree that all statements made by **you** in the application form, including any renewal application form, and any supplemental materials **you** have supplied in support of the application for insurance, are **your** agreements and representations to **us** and the Policy is issued in reliance upon that information. The misrepresentation or non-disclosure of any matter by **you** or **your** agent will render this Policy null and void and relieve **us** from all liability under this Policy.

5. Calculation of business interruption losses

Following an interruption to **your** business activities covered under **INSURING CLAUSES 2 (SECTIONS F or G only) or 7**, **you** must provide **us** with **your** calculation of the loss including:

- a. how the loss has been calculated and what assumptions have been made; and





b. supporting documents including account statements, sales projections and invoices.

6. Cancellation

This Policy may be canceled with 30 days written notice by either you or us.

If you give us notice of cancellation, the return premium will be in proportion to the number of days that the Policy is in effect. However, if you have made a claim under this Policy there will be no return premium.

If we give you notice of cancellation, the return premium will be in proportion to the number of days that the Policy is in effect.

We also reserve the right of cancellation in the event that any amount due to us by you remains unpaid more than 60 days beyond the inception date. If we exercise this right of cancellation it will take effect from 14 days after the date the written notice of cancellation is issued.

The Policy Administration Fee will be deemed fully earned upon inception of the Policy.

7. Commercial property amount insured reinstatement

In respect of INSURING CLAUSE 6, in the event that the amount insured is partially reduced or totally exhausted due to the payment of a claim as a result of damage to your premises or contents, the amount insured will be automatically reinstated, provided:

- a. we do not give you written notice within 30 days of the notification of damage stating otherwise;
- b. where the amount of loss, net of the applicable deductible, exceeds \$20,000 you pay an additional premium as advised by us; and
- c. you agree to any other risk management conditions requested by us.

8. Continuous cover

In respect of INSURING CLAUSES 1 and 5 (SECTION F only), if during the period of a previous renewal of this Policy you neglected, through error or oversight only, to report to us an incident that might give rise to a claim, then provided you have maintained uninterrupted insurance of the same type with us since expiry of the previous renewal of this Policy, we will permit the incident to be reported to us under this Policy and we will indemnify you under this Policy in respect of any claim that arises out of the incident, provided:

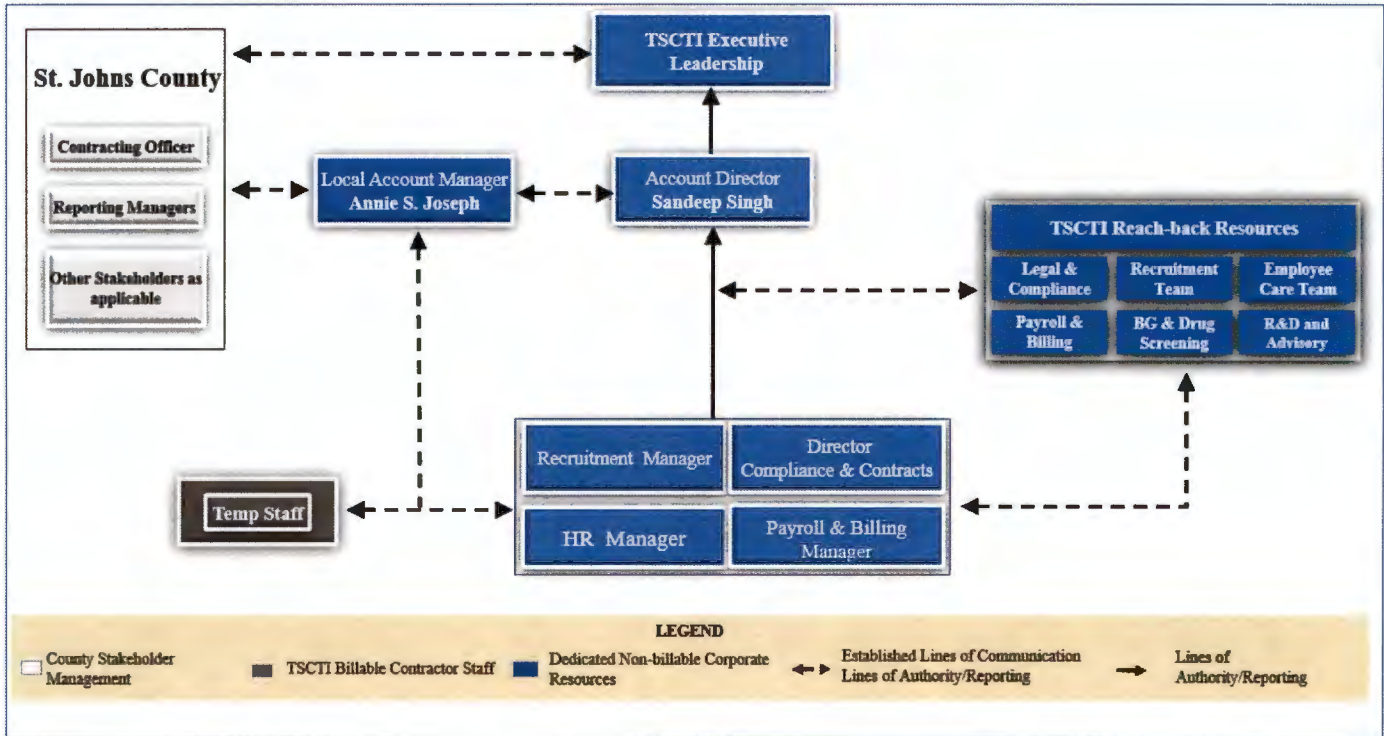
- a. the indemnity will be subject to the applicable limit of liability of the previous renewal of this Policy under which the incident should have been reported to us or the applicable limit of liability, whichever is the lower;
- b. we may reduce the indemnity entitlement by the monetary equivalent of any prejudice which has been suffered as a result of the delayed notification; and
- c. the indemnity will be subject to all other terms and conditions of this Policy.





Project Org Chart

Below, TSCTI has provided the Organization Chart for this project. No subcontractors or partners will be utilized for the performance of services under this contract.





Claims and Litigation History

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT F
 CLAIMS AND LITIGATION HISTORY

Proposers must complete all questions below and provide information requested as applicable. Failure to appropriately complete the questions below or provide requested information may be grounds for disqualification. Any material misrepresentation of information may also be grounds for disqualification.

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes ___ No If yes, please attach additional sheet(s) to include:
 Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties: N/A

Amount actually recovered, if any: _____
 Name(s) of the contract owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration. None

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.
None

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.
None

5. Have you ever abandoned a contract, been terminated, or had an agency submit a claim on a performance/surety bond to take over a contract?
 Yes ___ No If yes, please explain in detail: N/A



6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes No
 If no, please explain why?

7. List the status of all pending claims currently filed against your company:
 None

Liquidated Damages

1. Has an Agency ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes No If yes, please explain in detail: N/A

(Use additional or supplemental pages as needed)





Section 3: Related Experience



TSCTI's Experience: TSCTI brings extensive and directly relevant experience in providing temporary employee placement services to government entities, with a strong and established operational presence across the State of Florida. **Founded in 1997 and operating in Florida since 1999**, TSCTI is an **ISO 9001:2015** certified firm with **over 28 years** of experience delivering high-quality staffing services to Federal, State, Local, and educational agencies.

Following our ISO quality standards, TSCTI has established a structured and repeatable process for sourcing, screening, onboarding, and managing temporary personnel across a wide range of labor categories, including administrative, technical, professional, skilled trades, and labor positions. This quality-driven approach ensures that all personnel provided meet required qualifications, performance expectations, and compliance standards aligned with public sector requirements. TSCTI currently supports more than 350 active government contracts nationwide, including 35+ active contracts within the State of Florida, demonstrating our strong local experience and deep understanding of Florida-specific labor, compliance, and workforce requirements. We maintain a regional presence with four (4) offices across Florida, enabling localized recruitment, rapid response, and dedicated client support. Across the State, TSCTI manages approximately 1,700+ active temporary personnel, supporting multiple government departments and agencies.

In 2021, TSCTI was awarded a **Managed Service Provider (MSP)** contract with the **Florida Department of Management Services (DMS) (Contract No. 80111600-21-STC)**. Under this contract, TSCTI has successfully placed and managed over 1,000 professionals statewide, providing full-service workforce management including recruitment, screening, onboarding, payroll processing, tax compliance, and ongoing workforce administration. As the MSP, TSCTI ensures that all staffing services meet the professional standards and quality expectations required across the State of Florida while maintaining strict compliance with all applicable employment laws and regulations.

TSCTI's strong financial stability, reflected by a **Dun & Bradstreet Open Rating score of 93**, further supports our ability to reliably deliver staffing services on a scale while maintaining operational excellence and compliance. Within the County, TSCTI currently serves as the **incumbent contractor under RFP No. 20-49**, providing temporary staffing services across multiple departments. Our familiarity with County systems, processes, and expectations allows us to deliver services seamlessly with zero transition risk.

Through our extensive experience in Florida, strong local presence, proven performance as an incumbent provider, and ability to manage large-scale staffing programs, TSCTI has developed the infrastructure, expertise, and workforce network necessary to consistently deliver qualified personnel in a timely, compliant, and cost-effective manner. TSCTI is fully prepared to continue supporting the County's staffing needs while meeting and exceeding all requirements outlined in the Scope of Services.

Experience with St. Johns County, Florida

As the **incumbent provider** of Temporary Staffing Services under **RFP No. 20-49** for the County, TSCTI has successfully delivered comprehensive staffing support across multiple departments, demonstrating consistent performance in recruitment, screening, placement, and workforce management in alignment with County requirements. TSCTI has supported the County with both technical and professional staffing needs, including the successful placement of ERP consultants, Business Analysts and IT professionals, along with other administrative and specialized roles. Our ability to identify, qualify, and deploy highly skilled candidates in a timely manner has ensured uninterrupted operations and effective support for the County's evolving workforce requirements.

Throughout our engagement, TSCTI has maintained a responsive and streamlined recruitment process, with all staffing requests received and managed through direct communication channels, including email-based requisition intake. This approach has enabled quick turnaround times for candidate sourcing, screening, and submission, ensuring that the County consistently receives qualified candidates within expected timelines. TSCTI has fully complied with the County's screening and onboarding requirements, including conducting standard background checks, verifying candidate qualifications, and ensuring alignment with job-specific requirements prior to placement. Our structured screening process has ensured that all personnel meet the County's expectations for performance, professionalism, and reliability. For workforce management and reporting, TSCTI utilizes the CONREP system for timesheet tracking, approvals, and invoicing, ensuring full transparency, accuracy, and compliance with County reporting requirements. Our payroll operations are managed on a bi-weekly basis, providing consistent and timely compensation to all assigned employees while maintaining alignment with contractual and regulatory requirements.

TSCTI has maintained a strong collaborative relationship with the County, particularly in addressing market-driven staffing challenges such as rate competitiveness for specialized roles. The County's flexibility in this area has enabled TSCTI to successfully meet staffing demands without service disruption. Importantly, TSCTI has delivered services with no significant challenges or performance concerns, reflecting our commitment to quality, compliance, and responsiveness.



As the incumbent, TSCTI possesses a deep understanding of the County's operational processes, compliance expectations, reporting requirements, and staffing workflows. Our established infrastructure, familiarity with County systems, and existing talent pipeline enable us to continue delivering seamless, high-quality services **with zero transition risk**. With a proven track record under the current contract, TSCTI is well-positioned to continue supporting the County with reliable, efficient, and fully compliant temporary staffing services that align with the Scope of Services and exceed performance expectations.

TSCTI's experience in providing Temporary Staffing Services to various government agencies, municipalities, and public sector clients over the past 5 years. Below is a representative list of some of our relevant contracts carried out within the past five (5) years:

Name of the Organization	Greater Miami Expressway Agency, FL
Contact Person and Title	Daniel Fleitas, Chief of Toll Operations and Transportation Technology
Phone No.	Mobile: 786-295-1871 Office: 305-637-3277 (Ext. 2145)
Email	dfleitas@gmx-way.com
Address	3790 NW 21st Street, Miami, FL 33142
Total Contract Value	\$ 811,695.62
Staffing Positions Placed	Clerical Support - Administrative Coordinator, Clerical Support – Receptionist, Financial Analyst (Budget Analyst), Web Development and Support Specialist, HCP Field Technician, IT Applications Analyst, Clerical Support – Receptionist, Client Services Assistant, GIS Analyst, Project Specialist, Business Systems Analyst, Sharepoint Administrator, IT Desktop Support, Survey Assistant, etc.
Contract Duration	March 2023 to May 2028
Project Summary	TSCTI provides temporary staffing services supporting toll operations, transportation technology, and administrative functions. Services include recruitment, screening, onboarding, and workforce management of qualified personnel to support operational continuity, system support, and project-based initiatives.

Name of the Organization	Department of Technology & Innovation, City of Tallahassee, FL
Contact Person and Title	Vonda Murray (Administrative Specialist III)
Phone No.	Office: 850.891.8654 Cell: 850.755.7442
Email	Vonda.Murray@talgov.com
Address	300 S. Adams Street, Tallahassee, FL 32301
Total Contract Value	\$27,008,495.58
Staffing Positions Placed	Project Specialist, Human Resources Coordinator- Projects; Procurement Analyst (Procurement Coordinator), Business Systems Analyst; Project Manager
Contract Dates	2021- 2027
Project Summary	TSCTI delivers staffing services for technology, administrative, and project-based roles, supporting the City's IT and operational initiatives. Services include sourcing, screening, and placement of qualified professionals to support project execution, system operations, and departmental functions.

Name of the Organization	Florida Department of Financial Services
Contact Person and Title	Asif Sahaf (PMP, CSM, FCCM), Program Manager
Phone No.	850-345-6565
Email	Asif.Sahaf@myfloridacfo.com
Address	200 East Gaines Street, Tallahassee, Florida 32399-0300, US
Total Contract Value	\$1,000,000.00
Staffing Positions Placed	Business Analyst, Applications Development Analyst, Project Leader, Product Developer, Network Security Specialist
Contract Dates	2023 - 2027
Project Summary	TSCTI provides temporary staffing services supporting financial, administrative, and IT operations. Responsibilities include recruiting, screening, and placing qualified professionals



	to support program management, financial systems, and operational functions while ensuring compliance with State requirements.
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Name of the Organization	Palm Beach County (Palm Tran), FL
Contact Person and Title	Ebony Cooper, Fiscal Specialist II
Phone No.	(561) 355-4758
Email	EGASKINS@PBCGOV.ORG
Address	50 South Military Trail, Suite 201, West Palm Beach, FL 33415
Total Contract Value	\$200,000.00
Staffing Positions Placed	Legal secretary, Administrative Technician I, Technician Maintenance III
Contract Dates	2024 – 2029
Project Summary	TSCTI supports transportation and public utility operations by providing qualified personnel for administrative, operational, and project-based roles. Services include end-to-end staffing support to ensure continuity of transit services and departmental efficiency.

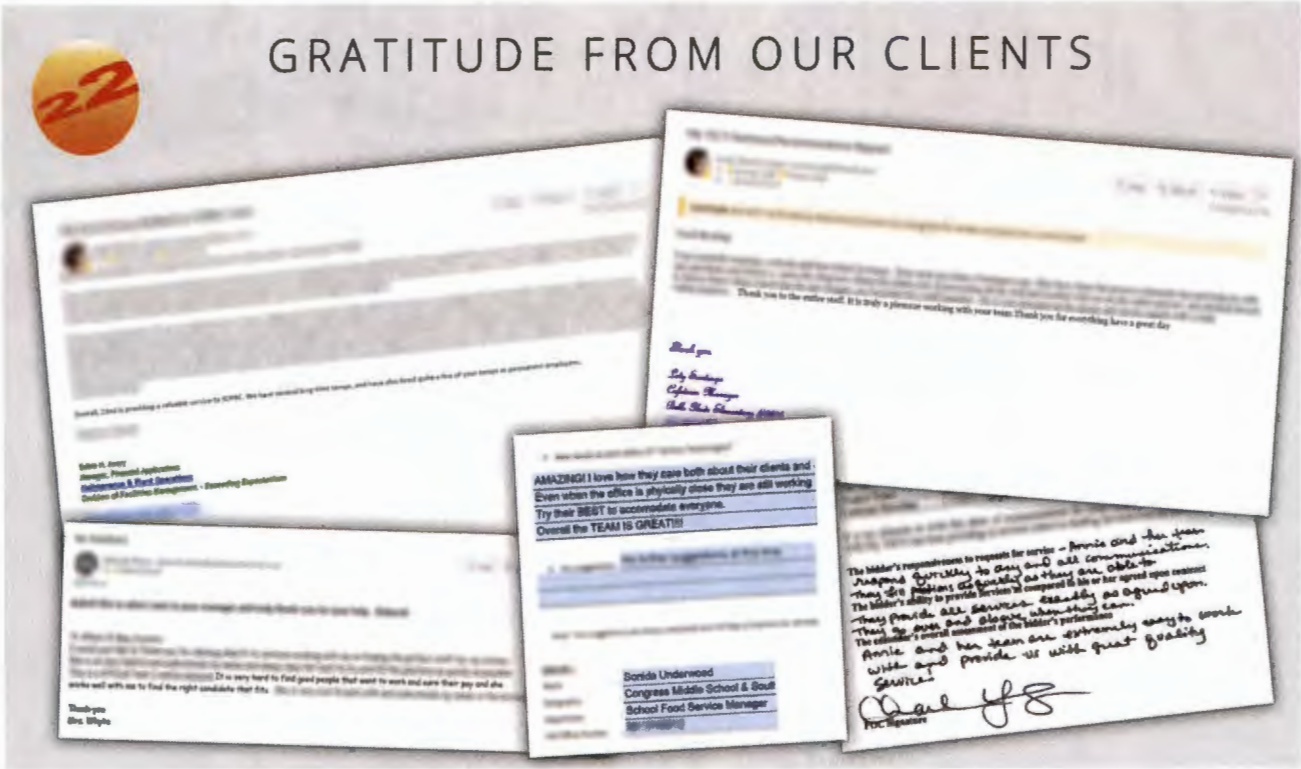
Name of the Organization	Pinellas County Government, FL
Contact Person and Title	Ruth Borkowski, MPA, SHRM-CP, HR Coordinator
Phone No.	(727) 464-4230
Email	rborkowski@pinellas.gov
Address	400 S. Ft. Harrison Avenue, Suite 121, Clearwater, Florida 33756, US
Total Contract Value	\$5,000,000.00
Staffing Positions Placed	Portfolio Management Analyst, Oracle EBS Functional Support Analyst, Application Support Analyst, Management Support Consultant
Contract Dates	2022 - 2027
Project Summary	TSCTI provides staffing services across public utility and IT functions, including recruitment and placement of skilled personnel to support infrastructure, administrative operations, and technology initiatives, ensuring timely and efficient service delivery.

Name of the Organization	Florida Department of Health (FDOH), FL
Contact Person and Title	Kenny Higginbotham (Deputy State Registrar Program Administrator)
Phone No.	Phone: 904-359-6942 Cell: 904-509-4297
Email	Ken.Higginbotham@flhealth.gov
Address	Bureau of Vital Statistics, Florida Department of Health, P.O. Box 210, Jacksonville, FL 32231-0042
Total Contract Value	\$1,000,000.00
Staffing Positions Placed	Administrative / Professional: HR, Credentialing, Medical Records, IT, Finance, Billing
Contract Dates	2023 - 2027
Project Summary	TSCTI delivers staffing services supporting public utility and administrative operations. Services include sourcing, screening, and placement of qualified personnel to support daily operations, service delivery, and departmental functions.

Name of the Organization	Florida Department of Transportation, FL
Contact Person and Title	Terry Gasperson
Phone No.	863-519-2377
Email	terry.gasperson@dot.state.fl.us
Address	801 N. Broadway Ave. Bartow FL. 33830
Total Contract Value	\$500,000.00
Staffing Positions Placed	Helpers--Installation, Maintenance, and Repair Workers
Contract Dates	2023 - 2027
Project Summary	TSCTI supports transportation by providing qualified personnel for operational, and project-based roles. Services include end-to-end staffing support to ensure continuity of transit services.



GRATITUDE FROM OUR CLIENTS





Section 4: Approach/Methodology



Understanding of the County's Scope of Services

TSCTI has thoroughly reviewed and understands the Scope of Services outlined by the County. The County seeks a qualified and experienced contractor to provide temporary employee assignment placement services across a wide range of departments, job classifications, and work environments. Assignments may range from short-term (one day or one week) to long-term engagements, including temporary-to-permanent opportunities, requiring a flexible, scalable, and responsive staffing approach.

TSCTI understands that the primary objective is to ensure that the County's operational needs are supported in a **timely, efficient, and compliant manner** through the delivery of qualified personnel. This includes the ability to rapidly source, screen, and deploy candidates across diverse roles such as clerical, administrative, technical, professional, skilled trades, and labor positions, while maintaining consistent service quality.

We recognize that, as the awarded contractor, TSCTI will serve as the **sole employer of record** for all temporary employees and will be fully responsible for all employer-related obligations, including wages, payroll processing, tax withholdings, insurance, workers' compensation, ACA and FMLA compliance, and all applicable federal, state, and local labor laws. TSCTI also understands the requirement to ensure that all employees are compensated in accordance with prevailing wage standards established by the U.S. Department of Labor and the State of Florida.

TSCTI acknowledges the County's requirement for **strict compliance with background screening, drug testing, and safety standards** prior to placement. This includes Level II fingerprinting, FDLE checks, reference verification, MVR checks, drug screening, and any role-specific medical or safety requirements. We understand that complete documentation and affidavits confirming candidate eligibility must be submitted to the County and made available upon request at any time during the assignment. We further understand that temporary employees may be assigned to **varied and potentially demanding work environments**, including office settings, outdoor field conditions, warehouses, water treatment facilities, parks, and other County locations. TSCTI ensures that all personnel are properly screened, trained, and physically capable of performing duties safely and effectively in these environments.

TSCTI recognizes the importance of **responsiveness and service continuity**, including the requirement to remove and replace underperforming personnel within one (1) hour of notification and to provide immediate backfill support in cases of absence, illness, or performance concerns at no additional cost to the County. We also understand that all candidate placements are subject to County review and approval prior to assignment.

In addition, TSCTI understands the County's expectations regarding **reporting and invoicing compliance**, including submission of accurate monthly reports detailing employee names, job titles, hours worked, billable rates, and total compensation, as well as properly documented invoices aligned with approved timesheets and purchase orders. TSCTI also acknowledges the County's requirements related to **professional conduct, workplace behavior, safety compliance, and adherence to County policies**, ensuring that all assigned personnel maintain the highest standards of integrity, professionalism, and accountability while representing the County.

As the current incumbent, TSCTI brings a deep understanding of the County's operational structure, departmental needs, compliance expectations, and staffing processes. Our existing infrastructure, local candidate pipeline, and established relationships enable us to **continue delivering services seamlessly from day one with zero transition risk**, while maintaining full compliance with all contractual and regulatory requirements. With extensive experience supporting government clients, including within the State of Florida, TSCTI fully understands the end-to-end lifecycle of temporary staffing services from recruitment and screening through placement, performance management, reporting, and offboarding and is fully prepared to meet and exceed the County's expectations.

A brief outline of TSCTI's approach to the proposed services with identification of each main step of the process

TSCTI's Response: To ensure consistent, compliant, and responsive delivery of temporary staffing services for the County, TSCTI utilizes a structured and proven **10-Step Staffing, Deployment, and Retention Approach** designed to efficiently recruit, screen, onboard, and manage qualified temporary personnel across all County departments. This methodology is aligned with the County's requirements for timely staffing, strict adherence to background screening and compliance standards, and continuity of day-to-day operations.

As the current incumbent, TSCTI is actively supporting the County with ongoing staffing placements and has established operational processes, active candidate pipelines, and County-specific coordination mechanisms. This existing infrastructure enables TSCTI to continue services without transition delays, maintain continuity of operations, and respond to staffing requests including urgent, short-term, and high-volume needs within required timelines. TSCTI's familiarity with County requirements, position categories, and compliance expectations significantly reduces risk and ensures consistent and reliable service delivery.



TSCTI 10-Step Staffing and Service Delivery Approach

Step 1 – Workforce Demand Assessment and Requisition Alignment: Upon receipt of a staffing request, TSCTI's Account Manager works directly with the County to clearly define position requirements, including job responsibilities, minimum qualifications, work schedules, duration of assignment, and any department-specific expectations. This step ensures full alignment with the County's operational needs and allows TSCTI to develop a targeted recruitment strategy. As the incumbent, TSCTI leverages its understanding of County departments, historical staffing patterns, and position requirements to streamline requisition intake and reduce turnaround time.

Step 2 – Targeted Candidate Sourcing: TSCTI activates a multi-channel sourcing strategy designed to rapidly generate qualified candidate pipelines and support timely fulfillment of the County staffing requirements. This approach includes leveraging TSCTI's internal database of over 5.1 million pre-screened candidates, as well as an actively maintained local talent pool of approximately 4,200 candidates within St. Johns County and surrounding areas. As the current incumbent, TSCTI has developed and continuously refined these local pipelines through ongoing support and existing placements with the County, enabling faster identification of candidates who are familiar with the County's work environment and requirements.



In addition to internal and local pipelines, TSCTI utilizes major job boards such as Indeed, LinkedIn, CareerBuilder, and Dice, along with employee referrals and established local workforce partnerships. This diversified sourcing strategy provides access to both active and passive candidates across multiple labor categories and ensures the ability to respond efficiently to routine, urgent, and short-term staffing needs while maintaining quality and compliance with County expectations.

Step 3 – Resume Screening and Qualification Verification: All sourced candidates undergo a detailed resume screening process conducted by TSCTI's recruitment team. This includes verification of relevant work experience, required qualifications, certifications, and alignment with the specific job requirements provided by the County. Recruiters ensure that candidates meet minimum qualifications and possess the necessary experience to perform assigned duties effectively. Only candidates who meet or exceed the required criteria are advanced to the next stage, ensuring quality and reducing submission of unqualified candidates.

Step 4 – Recruiter Screening and Initial Evaluation: Qualified candidates participate in structured recruiter-led screening interviews to assess communication skills, reliability, professionalism, and overall suitability for assignment within a government work environment. During this stage, TSCTI also confirms candidate availability, work authorization, scheduling flexibility, and willingness to comply with County-specific requirements, including background screening and onboarding procedures. This step ensures that candidates are not only technically qualified but also capable of performing effectively within the County's operational environment.

Step 5 – Skills Validation and Role Alignment: TSCTI conducts role-specific validation to confirm that candidates possess the technical, administrative, or functional competencies required for the position. This may include skills assessments, scenario-based evaluations, and verification of system knowledge or prior experience relevant to the assignment. The objective of this step is to ensure job readiness, minimize onboarding time, and reduce performance-related risks by submitting only candidates who are fully aligned with the role requirements.

Step 6 – Background Screening and Compliance Verification: TSCTI coordinates all required pre-employment screening processes in accordance with County requirements and applicable federal and state regulations. This includes criminal background checks, employment and education verification, reference checks, and drug screening where applicable. All candidates are required to complete necessary authorization forms, and results are documented and verified prior to placement. TSCTI ensures that all personnel meet compliance standards before assignment, supporting the County's risk management and regulatory obligations.

Step 7 – Onboarding and Documentation Processing: TSCTI utilizes a structured and efficient onboarding process to ensure candidates are fully prepared for assignment. This includes completion of employment documentation, I-9 verification, payroll setup, policy acknowledgment, and compliance documentation. TSCTI's onboarding team coordinates closely with County representatives to confirm start dates, assignment details, and any department-specific onboarding requirements. This streamlined process enables candidates to begin assignments promptly and reduces administrative delays.

Step 8 – Candidate Submission and Placement Coordination: TSCTI submits qualified candidates to the County along with relevant qualification summaries and supporting documentation. The County retains full authority to review, interview, and approve candidates prior to placement. TSCTI coordinates interview scheduling, feedback collection, and final selection processes. Once a candidate is



approved, TSCTI manages all placement logistics, including start date confirmation and communication with both the candidate and the County, ensuring a smooth and coordinated assignment initiation.

Step 9 – Performance Monitoring and Workforce Management: Following placement, TSCTI provides ongoing account management and workforce oversight. This includes regular communication with County supervisors, monitoring attendance and performance, addressing any issues, and ensuring continued alignment with assignment expectations. TSCTI maintains active engagement with both the County and assigned personnel to support performance consistency, resolve concerns proactively, and ensure high levels of service delivery throughout the assignment duration.

Step 10 – Rapid Replacement and Continuity of Services: In the event of absenteeism, performance concerns, or unexpected attrition, TSCTI activates its existing candidate pipeline to identify and deploy qualified replacement personnel. Leveraging its pre-screened candidate database and ongoing recruitment activities, TSCTI is able to respond quickly to replacement needs and minimize disruption to County operations. As the current incumbent with active staffing support in place, TSCTI is uniquely positioned to ensure continuity of services and maintain operational stability for the County.

1. Wage, benefits packages, and personnel evaluations provided to temporary employees.

TSCTI's Response: TSCTI knows employees play a vital role in the success of any business, and we have policies in place to keep them motivated and retain qualified employees. Our approach to attract top talent and retain our workforce is based on our 'Hire and Retain' Program developed and implemented by our Human Resources (HR) Department. TSCTI adheres to staff development policies that are focused on providing employees with the essential services they need to succeed.

TSCTI believes our success is a result of our staff's efforts, and they should be compensated appropriately. Although we recognize the importance of the pre-employment selection process, training, professional development programs, and management support, we believe that our program of employee benefits, performance incentives, and recognition supports our ability to attract and retain qualified personnel. Wages are determined based on job classification, required qualifications, experience level, and prevailing market conditions, using industry salary surveys and U.S. Department of Labor wage data to ensure competitive and equitable compensation.

TSCTI provides flexible health benefits that allow contingent staff to choose from a variety of plans to meet their own needs and the needs of their families. Our family-friendly policies and programs help balance their personal and professional lives. Depending on eligibility and years of association with us, benefits included in our packages are:

Health and Wellness		
Affordable Care Act (medical, dental, and vision)	Dependent care assistance plan	Employee Assistance Program
Short-term and long-term disability	Business travel accident insurance	
Retirement & Pecuniary Benefits		
Performance-based bonuses	Employee referral award program	401(k)
Education and training assistance	Relocation assistance	
Time-Off Benefits		
State & Federal holidays	Paid time offs	Sick leave
Child Care Leaves	Maternity benefits	Holiday

Additionally, all employee benefits mandated by federal or state law such as minimum wage, overtime, Family Medical Leave Act (FMLA) provisions, unemployment insurance, workers' compensation, and disability insurance are available upon commencement of employment. TSCTI's contracted staff are instructed to follow the Employee Handbook for guidelines on redeeming these benefits.

TSCTI also maintains an active personnel evaluation process to ensure employees meet assignment expectations. Performance is monitored through ongoing communication with supervisors, including feedback on attendance, work quality, and reliability. Any performance concerns are addressed promptly through coaching, corrective action, or replacement as necessary, ensuring consistent service quality and accountability.

2. Recruiting sources used by the Proposer and recruiting services provided to the County.

TSCTI's Response: TSCTI utilizes a comprehensive, multi-layered recruitment strategy to attract, engage, and maintain a highly qualified pool of temporary employees across all staffing categories, including clerical, administrative, skilled, technical, labor, and professional positions. Our approach combines internal workforce resources, advanced recruiting technologies, local market engagement, and national sourcing capabilities to ensure a continuous pipeline of qualified candidates ready to meet the County's evolving staffing needs.



Drawing on extensive experience supporting the County as the current incumbent, as well as other government clients, TSCTI leverages its understanding of public sector workforce requirements, local labor market conditions, and staffing demand patterns to strategically identify and recruit qualified candidates. This approach enables timely fulfillment of routine, urgent, and short-term staffing requests while maintaining quality and compliance with all applicable requirements.

Recruiting Sources: TSCTI employs diverse and scalable sourcing channels to ensure access to both active and passive candidates:

1. **Internal Workforce and Redeployment:** TSCTI maintains a nationwide workforce of active employees and consultants. We continuously monitor assignment end dates to identify candidates available for redeployment whose skills align with County requirements. This approach minimizes recruitment time and ensures continuity of experienced personnel.
2. **Internal Resume Database:** TSCTI leverages its proprietary database of over **5.1 million pre-screened candidates**, covering a wide range of skill sets and experience levels. This database is continuously updated and allows recruiters to filter candidates based on location, qualifications, certifications, and experience, enabling rapid identification of qualified candidates.
3. **Local Talent Pool (St. Johns County and Surrounding Areas):** TSCTI maintains an active local pipeline of approximately **4,200 candidates within St. Johns County and surrounding areas**. As the current incumbent, TSCTI has developed this local network through ongoing recruitment efforts and existing staffing support. This enables faster response times, reduced onboarding timelines, and access to candidates familiar with the local work environment.
4. **Employee Referrals:** TSCTI utilizes a structured Employee Referral Program that incentivizes current employees to refer qualified candidates. This source consistently produces reliable, pre-vetted candidates with higher retention rates.
5. **Job Boards and Online Recruiting Platforms:** TSCTI utilizes a wide range of national and specialized job boards, including Indeed, LinkedIn, CareerBuilder, Dice, and other relevant platforms. These tools allow us to reach a broad and diverse candidate pool across all labor categories.
6. **Social media and Professional Networking:** Our recruiters actively source candidates through platforms such as LinkedIn, Facebook, and other professional networks. These channels are used to engage passive candidates, promote job opportunities, and expand outreach.
7. **Local Workforce Partnerships and Job Fairs:** TSCTI collaborates with local workforce development agencies, community organizations, and employment centers throughout Florida. We also participate in local job fairs and hiring events to directly engage with candidates and expand outreach, particularly for entry-level and labor positions.
8. **Community Outreach and Alternative Sourcing:** To ensure inclusiveness and reach candidates who may not actively use online platforms, TSCTI utilizes community-based outreach strategies, including local advertising, community centers, and word-of-mouth referrals.
9. **Incumbent Workforce Retention:** As the current incumbent, TSCTI prioritizes retention of existing temporary employees to ensure continuity of services. Our approach includes proactive engagement, competitive compensation, and streamlined onboarding to retain experienced personnel already familiar with County operations.
10. **Diverse Sourcing:** We embrace diversity and strive to provide equitable opportunities for all our employees, who reflect the regions, industries, and clients that we serve globally. We continuously work to increase the diversity of representation across our communities, including gender, race and ethnicity, sexual orientation, veteran status, people with disabilities, and generations. TSCTI also posts job advertisements on a variety of online recruiting sites that are focused on diversity outreach. **Those sites include:**

TSCTI's Recruitment Strengths

- Incumbent advantage with established processes, local talent pipeline, and zero transition risk
- Access to 5.1M+ candidate database and 4,200+ local candidates for rapid deployment
- Multi-channel sourcing including redeployment, referrals, job boards, social media, and community outreach
- Fast time-to-fill through proactive recruitment and ready-to-deploy candidate pools
- Strong Florida market expertise supported by nationwide recruiting capabilities

AsianAmericanJobsite.com	BET EMP	Resource Partnership
EmployDiversity	Gay Financial Network	DiversityJobsite.com
HispanicOnline	Hispanic/Latino Professionals Association	HireDiversity
Third Age	Best Buddies	MinorityJobsite.com
IM Diversity	ESSENCE	

Recruiting Services Provided: TSCTI provides full-service recruitment support to the County to ensure efficient, compliant, and responsive staffing delivery. Services include:

- Workforce planning support and consultation to align staffing needs with available talent
- Targeted sourcing and candidate pipeline development



- Resume screening, skills validation, and qualification verification
- Interview coordination and candidate presentation
- Background screening, reference checks, and compliance verification
- Onboarding coordination, including documentation, payroll setup, and start-date alignment
- Continuous recruitment to maintain active candidate pipelines across all labor categories

TSCTI's recruitment team works closely with the County to understand position requirements, timelines, and priorities. Our structured and proactive approach ensures timely candidate submissions, consistent quality, and the ability to scale staffing support based on operational needs while maintaining continuity of services.

3. Screening sources used by Proposer to validate credentials of temporary employees, such as licenses, references, and experience levels.

TSCTI's Response: TSCTI follows a comprehensive and structured screening and selection methodology to validate candidate qualifications, including education, employment history, certifications, licenses, and overall job readiness. Our approach ensures that only qualified, compliant, and assignment-ready candidates are submitted.

Candidate care is fundamental to TSCTI's success. We evaluate each candidate's ability, skills, experience, work history, and adaptability to ensure alignment with assignment requirements and successful integration into the County's work environment. All TSCTI offices follow standardized screening procedures, and all candidate information is documented within our Applicant Tracking System (ATS) to ensure consistency, traceability, and audit readiness. Our screening approach is aligned with ISO 9001:2015 quality processes and is designed to verify candidate credentials, validate competencies, and ensure full compliance with County, state, and federal requirements prior to placement.



As the current incumbent, TSCTI has an established screening framework aligned with the County's requirements, enabling consistent validation of candidate qualifications and reduced risk in candidate selection. Our screening methodology is applied across all staffing categories, including technical, administrative, clerical, and labor positions, and is designed to validate candidate competency, experience, and job readiness prior to submission. TSCTI's screening process is supported by a team of **400+ domain-specific recruiters**, along with experienced Recruitment Managers and Screening Experts, enabling thorough and role-aligned candidate evaluations across diverse labor categories.

Resume Evaluation and "Must-Have" Qualification Framework: Upon receipt of a staffing requirement, the Account Manager (AM) collaborates with the Recruitment Manager (RM) to review the job description and establish a structured evaluation framework based on required qualifications. The purpose of evaluation criteria is to identify whether the applicant is eligible to work on a particular project or not. For the evaluation purpose recruitment officials set up a framework of certain **"Must Have"** according to the job requirement. Screening at TSCTI initiates with the resume evaluation. Whenever any requirement is open, our RM follows a comprehensive approach to source the best resumes for the positions and **evaluate the resumes by following the key elements of resume evaluation given below.**

Resume organization	<ul style="list-style-type: none"> • Recruiters carefully review whether the resume is presented in a professional format, with information organized clearly and logically. • We ensure that the document highlights skills, experiences, and qualifications in a way that is easy to assess and matches client requirements.
Dates of Employment	<ul style="list-style-type: none"> • We verify that the resume is up to date and reflects the candidate's most recent role. • The recruiter examines whether the candidate is currently employed or engaged in a project. • Each job or project is assessed for its duration to confirm stability and commitment. • We also identify any significant employment gaps and, when necessary, request explanations directly from the candidate.
Experience	<ul style="list-style-type: none"> • Recruiters evaluate the overall length and nature of the candidate's professional experience. • Each previous project is reviewed in terms of responsibilities, client name, technologies used, and outcomes achieved. • We confirm whether the candidate possesses relevant industry/domain knowledge, as well as required tools, technologies, and platforms.



	<ul style="list-style-type: none"> The assessment checks whether the candidate has all the skills requested by the client, including both core and preferred competencies. Any major career shift into or out of the requested job profile is flagged for clarification.
Education and Certification	<ul style="list-style-type: none"> Recruiters verify the educational qualifications listed by the candidate to ensure alignment with client requirements. If certifications are requested in the requisition, we confirm whether the candidate holds the necessary certifications or licenses. For positions requiring specific credentials, our team validates these through direct documentation or verification with the issuing authority.

Multi-Level Screening and Interview Process: Following resume evaluation, TSCTI conducts a multi-stage screening process:

- Initial Screening:** Validation of resume information, availability, compensation expectations, and job interest
- Technical and Functional Screening:** Conducted by domain-specific recruiters and Screening Experts to assess role-specific competencies
- Behavioral and Soft Skills Evaluation:** Assessment of communication, adaptability, problem-solving, and professionalism
- Final Review:** Recruitment Manager and Account Manager validate candidate fitment prior to submission

TSCTI typically identifies and advances the top 5–6 qualified candidates through this process.

Role-Based Skills Assessment:

TSCTI utilizes a structured, role-based assessment framework to evaluate candidate competency across all staffing categories, including clerical, administrative, call center, administrative, technical, professional, skilled trades, and labor positions. Assessments are customized based on job requirements to ensure candidates possess the technical, functional, and behavioral competencies necessary to perform assigned duties effectively.

Our Testing Panel, consisting of domain-specific recruiters and Screening Experts, administers targeted assessments designed to replicate real-world job scenarios and evaluate both technical proficiency and practical application of skills.

Skills
Content validated assessments measure specific skills or knowledge in accounting, administrative, call center, financial, healthcare, industrial, legal, software, and IT/technical positions.

Highlights

- Basic Office Skills
- Call Center Environment
- Data Entry
- Microsoft Office
- Typing

Detail Score Report

Q#	Status	Topic	Type	Level	Time
1	Correct	Debit Accounts Receivable	AR Principles	Basic	00:00:04
2	Correct	Creating an AR	AR Principles	Basic	00:00:03
3	Correct	What is an AR?	AR Principles	Basic	00:00:02
4	Correct	Normal Controls	AR Principles	Basic	00:01:08
5	Correct	Payment Terms	Credit to Customer	Intermediate	00:00:03
6	Correct	Terms	Credit to Customer	Basic	00:00:16
7	Correct	Open Account	Credit to Customer	Basic	00:00:07
8	Correct	Credit Account	Credit to Customer	Basic	00:00:02
9	Correct	Credit Limit	Credit to Customer	Basic	00:00:03
10	Correct	Define Terms	Credit to Customer	Intermediate	00:00:02
11	Correct	Recording Sale	Invoicing/Contacts	Basic	00:00:42

Question Level Statistics

Level	Number of Questions	Number Correct	Total Percentage
Basic	20	16	80%
Intermediate	10	7	70%
Advanced	7	4	57%
Total	40	27	67%

Question Type Statistics

Type	Number of Questions	Number Correct	Total Percentage
AR Principles	11	8	73%
Credit to Customer	5	4	80%
Invoicing/Billing Concepts	10	7	70%
Journal Entries	8	5	63%
Cash Flow	3	2	67%
Collections	7	2	29%
Total	40	27	67%

Test Description

The Accounts Receivable assessment is designed for an Accounts Receivable Clerk Position. Topics include AR Principles, Credit to Customer, Invoice/Billing Concepts, Journal Entries, Cash Flow, Applying Payments, and Collections. Assessments for Accounts Payable and Bookkeeping are also available.

Position/Category	TSCTI Assessments
Accounting / Finance	For accounting and finance-related roles, TSCTI conducts assessments to validate financial accuracy, analytical capability, and compliance knowledge, including: <ul style="list-style-type: none"> Accounting principles, bookkeeping, and financial reporting Accounts payable/receivable processing and reconciliation Numerical reasoning, data accuracy, and attention to detail Financial systems usage and data analysis Situational judgment related to financial decision-making
Administrative / Clerical	For clerical and administrative positions, TSCTI evaluates candidates on core office competencies and operational efficiency, including: <ul style="list-style-type: none"> Typing speed and accuracy, data entry, and recordkeeping Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) Document preparation, filing systems, and office procedures Grammar, spelling, and written communication Organizational skills, multitasking, and attention to detail

Page 38

Local Add.: 701 Market Street, Saint Augustine, FL 32095



Customer Service / Call Center	For customer-facing roles, TSCTI conducts scenario-based and communication assessments to evaluate: <ul style="list-style-type: none"> • Call handling, email communication, and customer interaction • Issue resolution, escalation handling, and service etiquette • Data entry accuracy and system navigation • Professionalism, responsiveness, and problem-solving ability • Situational judgment in handling difficult or high-volume interactions
IT / Technical Roles	For IT and technical positions, TSCTI administers technical assessments aligned with system requirements, including: <ul style="list-style-type: none"> • Programming languages, database management, and system support • Network administration, cybersecurity awareness, and troubleshooting • Software configuration, application support, and user assistance • Logical reasoning and technical problem-solving • Familiarity with tools, platforms, and technologies required for the role
Skilled Trades / Field Services	For skilled trades and field-based roles, TSCTI evaluates technical expertise and field readiness, including: <ul style="list-style-type: none"> • Trade-specific skills (electrical, plumbing, HVAC, mechanical systems) • Equipment operation, troubleshooting, and repair capability • Knowledge of tools, materials, and safety practices • Certification and license validation (as required) • Ability to work in field environments and perform job-specific tasks
Engineer	<ul style="list-style-type: none"> • Technical Knowledge Test: Engineering principles, surveying, drafting, and project cost estimation. • Problem-Solving & Project Planning Simulation: Evaluates design, monitoring, and decision-making on capital projects.
Legal / Specialized Roles	For legal and specialized administrative roles, TSCTI evaluates: <ul style="list-style-type: none"> • Legal documentation, filing procedures, and terminology • Paralegal and case support skills • Typing accuracy and document formatting • Confidentiality handling and compliance awareness • Attention to detail and procedural accuracy
Management / Supervisory Roles	For supervisory and management positions, TSCTI conducts advanced evaluations focused on leadership and decision-making, including: <ul style="list-style-type: none"> • Leadership capability, team coordination, and staff supervision • Strategic thinking, planning, and organizational skills • Decision-making, problem-solving, and conflict resolution • Performance management and accountability • Communication, collaboration, and stakeholder engagement
Industrial / Maintenance / Warehouse / Labor	<ul style="list-style-type: none"> • Manual Skills & Tool Handling Test: Evaluates safe use of hand and power tools, maintenance tasks, and groundskeeping duties. • Physical Task Simulation: Assesses ability to perform repetitive or physically demanding activities like lifting, raking, shoveling, and moving materials. • Safety Awareness Test: Ensures knowledge of workplace safety, personal protective equipment, and hazard recognition.
Behavioral & Cognitive Tests	We administer assessments that measure problem-solving, logical reasoning, and decision-making skills. These include verbal and numerical reasoning, spatial awareness, and inductive/deductive thinking. Such evaluations ensure candidates can analyze information, adapt quickly, and perform effectively in fast-paced municipal environments.
Safety and Compliance Knowledge	For labor, utility, and field-based roles, safety assessments are conducted to verify knowledge of OSHA standards, safe equipment handling, and compliance protocols. This ensures candidates prioritize workplace safety and can perform physical tasks responsibly while meeting regulatory requirements.
Evaluate General Aptitude & accounting knowledge	General intelligence and clerical aptitude tests involving multiple-choice questions include basics of accounting, numerical aptitude, general English, and general knowledge questions.





Screening for Maintenance, Janitorial, and Labor Positions: For maintenance, janitorial, and labor categories, TSCTI applies specialized sourcing and screening methods:

- Recruitment through local job fairs, workforce agencies, and community outreach
- Walk-in applications and referral-based hiring
- Practical skill evaluations and task-based assessments
- Safety awareness and compliance validation
- Evaluation of physical capability and job readiness

This approach ensures a reliable pipeline of qualified local candidates for labor-intensive roles.

Interview Process: Our Account Managers will schedule on-site, Skype, or telephonic interviews with the candidates to directly discuss the role, considering their experience, technical and soft skills, language proficiency, interest in the available position, and overall “fit” with the County. Candidate profiles that align closely with the County’s requirements will then proceed to the next stage of Assessment, Background, and Reference Checking.

TSCTI conducts extensive interviews to select preferred candidates from a qualified pool who have been evaluated against the County’s technical, creative, and personality requirements. All TSCTI recruiters possess strong technical backgrounds and use proven interviewing methods to assess candidates effectively.

Our rigorous screening process includes in-depth interviews with trained consultants, skills and techniques analysis, verification of academic credentials, and professional reference checks. Each candidate is interviewed for at least one hour by both a TSCTI Technical Recruiter and an Account Manager. These face-to-face sessions are structured to evaluate candidates against the specific job requirements. The full interview process typically spans two hours, ensuring that experience, expertise, and suitability for both the job and the County are thoroughly assessed. A summary is then generated for the County’s review, consolidating the findings.

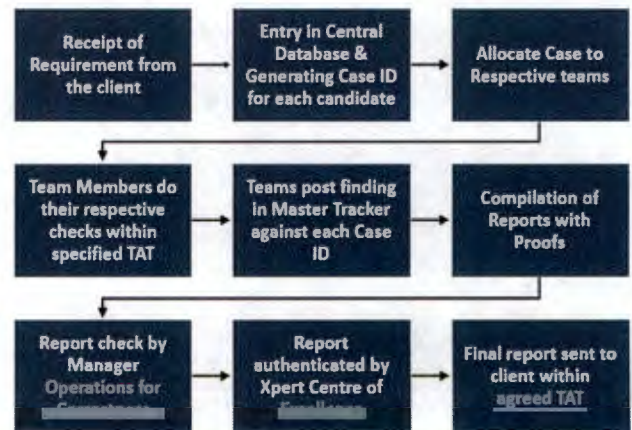
The interview process incorporates a detailed evaluation of each candidate’s skills, past performance, professional attitude, career goals, motivations, and aspirations. TSCTI’s domain specific recruiters utilize a structured qualification checklist for each skill set, enabling efficient assessment over phone or video calls. Quick, targeted responses allow us to measure a candidate’s proficiency and depth of understanding in real time. While TSCTI prioritizes in-person interviews with domain specific recruiters, when not feasible, Skype or other virtual platforms are leveraged to maintain the same quality of assessment.

- **Telephone Interview:** After a thorough resume review, our domain specific recruiters conduct a telephone interview to determine how their current and previous work experience is relevant to the County’s primary needs. Our domain specific recruiters ask about employment history, training, education, expected wages, travel preferences, and if they’re willing to submit to a drug screen and background check.
- **In-person Interview:** To go more in-depth into their resume, the selected candidate will go through an in-person phase. Previous work experience, primary skillsets, salary history, and future goals are all covered in these interviews. During our interaction with the candidate, we ask comprehensive questions so that we place the candidate in the job best suited to his or her background.
 - **Technical interview** – Subject Matter Experts rate technical skill proficiency.
 - **Soft skills interview** – Interpersonal skills, communication skills, location, environment, business sector preferences, and personality profiling
 - **Behavioral event interview** – Designed to elicit open-ended responses based on prior employment history.

Each candidate is typically evaluated through a structured interview process lasting up to two hours, and a detailed evaluation summary is prepared for submission.

Background Verification (BGV) and Drug Screening: TSCTI maintains a comprehensive and documented Background and Drug Screening Policy and ensures full compliance with all background screening requirements outlined by the County. All required screenings are completed prior to candidate placement, at no additional cost to the County, and in accordance with applicable local, state, and federal regulations. Prior to placement, TSCTI submits an affidavit for eligibility to the County’s Human Resources Department confirming that all required background screenings have been successfully completed. The affidavit includes:

- Candidate name
- Types of background screenings conducted
- Dates on which satisfactory results were obtained





TSCTI maintains complete documentation of all screening results and provides copies to the County upon request. Failure to meet documentation requirements is treated with the highest level of compliance priority. All candidates are required to provide written consent and authorization prior to initiation of any screening process. Only candidates who successfully clear all required checks are approved for assignment.

Employment Reference Checks	Local/State/National Criminal History Check	FDLE Screening and/or DCF Level II Screening	Fingerprint-Based Background
Sex Offender Registry	E-verify SSN Verification	Employment Eligibility Check	
Driving Record Check	Drug/Alcohol Screening	Physical Examination	
Verification of Degree/Certification/License	Residence Check	Litigation checks	
E-Verify (SSN and Right-to-Work Authorization)	Pulmonary Function Test (where required)		

TSCTI ensures that all screenings are conducted in accordance with position-specific requirements and may be adjusted based on County direction.

Drug and Alcohol Screening: TSCTI fully complies with the County's Drug-Free Workplace requirements, as well as applicable FDOT, DOT, and FTA regulations where required.

- Drug screening is conducted using **certified laboratories** and reviewed by a **Medical Review Officer (MRO)**
- Testing is performed either through **County-designated vendors** or **TSCTI-approved certified providers**, subject to County approval
- TSCTI administers **5-panel and 10-panel drug screenings** (and additional panels if required), ensuring all results are negative for controlled or illegal substances prior to placement

Alcohol testing, where applicable, is conducted by certified Breath Alcohol Technicians (BATs) in accordance with regulatory standards. TSCTI also ensures that all temporary employees complete required **Bloodborne Pathogens and Hazardous Communication training**, as applicable to the position and County requirements. TSCTI also ensures that all personnel comply with County safety practices and procedures at all times.

TSCTI utilizes only **certified, reputable, and compliant background screening vendors** and ensures adherence to all regulatory requirements, including FDLE, DCF, FDOT, DOT, and FTA standards, where applicable. Our structured and compliant screening process ensures that all personnel are fully vetted, qualified, and eligible for assignment, minimizing risk and ensuring safe, reliable service delivery.

TSCTI's structured, multi-level screening approach ensures that all candidates are fully vetted, qualified, and compliant prior to assignment. This process minimizes risk, ensures workforce quality, and supports consistent, reliable staffing delivery aligned with County requirements.

4. Training provided to temporary employees by Proposer.

TSCTI's Response: TSCTI provides a structured, role-based training program designed to ensure that all temporary employees are fully prepared to perform assigned duties effectively, safely, and in compliance with County requirements. Our training approach is aligned with our Quality Assurance Program and is continuously tailored to meet specific assignment needs, job classifications, and Scope of Services requirements.

TSCTI's training framework focuses on **rapid onboarding, job readiness, safety compliance, and continuous performance improvement**, ensuring employees integrate seamlessly into County operations.

Training Approach and Methodology: TSCTI follows a systematic training process to ensure consistency and quality:

- **Training Needs Assessment:** Training requirements are identified based on job descriptions, County requirements, and position-specific responsibilities.
- **Customized Training Plan:** Training modules are tailored to the specific role, including technical, administrative, clerical, or labor categories.

TSCTI's Workforce Training Excellence

- Structured, SOW-aligned training programs ensuring job readiness, compliance, and seamless integration into County operations
- Role-based training approach tailored to clerical, technical, administrative, and labor categories
- Comprehensive safety and compliance training including OSHA standards, Bloodborne Pathogens, Hazard Communication, and PPE usage
- Rapid onboarding and job-specific training enabling employees to perform effectively with minimal supervision
- Continuous learning model with refresher, remedial, and skill enhancement training to maintain performance standards
- Integrated Quality Assurance oversight with performance monitoring, feedback loops, and continuous training improvement





- **Delivery Methods:** Training is delivered through a combination of instructor-led sessions, on-the-job training, virtual modules, and hands-on practice.
- **Performance Evaluation:** Training effectiveness is measured through supervisor feedback, performance monitoring, and ongoing evaluation.
- **Continuous Improvement:** Training programs are refined based on feedback, performance outcomes, and evolving County needs.

Core Training Programs: TSCTI provides the following training programs to ensure workforce readiness:

- 1. Orientation and Onboarding Training:** All employees receive orientation covering workplace expectations, policies, code of conduct, and assignment-specific guidelines to ensure smooth integration into the County's work environment.
- 2. Job-Specific Training:** Employees are trained on job duties, required tools, systems, processes, and procedures relevant to their assigned roles, ensuring they can perform tasks efficiently with minimal supervision.
- 3. Safety and Compliance Training:** TSCTI ensures all employees complete required safety training in accordance with County requirements, including:
 - Bloodborne Pathogens training
 - Hazard Communication training
 - Workplace safety practices and procedures
 - Proper use of personal protective equipment (PPE). This training ensures compliance with OSHA and County safety standards.
- 4. Technical and Skills Enhancement Training:** TSCTI provides ongoing technical training aligned with job requirements, including system usage, data entry, administrative tools, and role-specific technical competencies. Employees also have access to continuous learning resources and certification programs.
- 5. Soft Skills and Professional Development Training:** Training programs include communication skills, customer service, teamwork, time management, problem-solving, and workplace professionalism to ensure effective interaction within County departments.
- 6. Refresher and Retraining Programs:** TSCTI provides periodic refresher training to reinforce job knowledge, introduce new processes or technologies, and maintain performance standards.
- 7. Remedial and Performance-Based Training:** When performance gaps are identified, targeted training and coaching are provided to address specific areas of improvement and ensure alignment with assignment expectations.
- 8. Timesheet and Administrative Training:** Employees are trained on timekeeping procedures, reporting requirements, attendance tracking, and compliance with payroll and documentation standards.

Quality Assurance and Training Oversight: TSCTI integrates training with its Quality Assurance Program to ensure consistent service delivery:

- Training requirements are derived directly from SOW and job specifications
- Training effectiveness is monitored through performance metrics and supervisor feedback
- Periodic reviews and updates ensure alignment with County expectations
- Dedicated teams oversee training implementation and compliance tracking

Commitment to Workforce Development: TSCTI maintains a strong commitment to employee development and retention through continuous training initiatives, including internal training programs, professional development opportunities, and access to learning resources. This approach ensures that all personnel remain skilled, compliant, and capable of supporting the County's operational needs.

5. Ability to identify temporary employees' prior training which meets federal, state, and local mandates (i.e., safety) and to provide this information to the Department.

TSCTI's Response: TSCTI maintains a comprehensive and structured process to identify, validate, document, and report temporary employees' prior training in accordance with all applicable federal, state, and local mandates, including safety and regulatory requirements. Our approach ensures that all personnel assigned are fully qualified, compliant, and prepared to perform their duties safely and effectively.

Our methodology integrates training verification into recruitment, screening, onboarding, and workforce management lifecycle, ensuring full transparency and accountability to the County.

Identification and Evaluation of Prior Training: At TSCTI, the identification of prior training begins during the initial screening and resume evaluation phase. Recruiters and domain-specific screening teams review candidate profiles to identify relevant training, certifications, and licenses required for the position. Each candidate is evaluated against job-specific and regulatory training requirements, including but not limited to:

- OSHA safety training and workplace safety certifications



- Bloodborne Pathogens and Hazard Communication training
- Equipment operation certifications and safety qualifications
- Role-specific technical training (IT systems, administrative tools, financial systems, etc.)
- Licenses and certifications required by State of Florida or local agencies
- Any additional County-mandated or position-specific training requirements

TSCTI utilizes a structured "Must Have" framework to ensure that only candidates who meet required training criteria are advanced in the selection process.

Training Compliance & Credential Validation

- Proven process to identify, verify, and document prior training aligned with federal, state, and County mandates
- Structured "Must Have" framework ensuring only fully qualified and compliant candidates are submitted
- End-to-end credential verification including licenses, certifications, and safety training validation
- Centralized, auditable training records with full transparency and readiness for County review
- Proactive gap analysis ensuring all required training is completed prior to assignment
- Continuous monitoring of certifications and compliance to maintain workforce readiness throughout assignments

Verification of Training Credentials: TSCTI performs thorough verification of all identified training credentials to ensure authenticity, validity, and compliance:

- Verification of certifications and licenses with issuing authorities
- Confirmation of training completion through documentation and certificates
- Cross-verification with prior employers when applicable
- Validation of expiration dates and renewal requirements

All candidates are required to provide supporting documentation, and written consent is obtained prior to verification activities. Only candidates with verified and valid credentials are considered for placement.

Documentation and Record Management: TSCTI maintains a centralized and auditable record of each employee's training and certification history. Our system captures:

- Type of training or certification completed
- Issuing organization or authority
- Completion and expiration dates
- Supporting documentation and verification status

These records are securely maintained and can be readily accessed to support compliance monitoring, audits, and County requests. TSCTI ensures that all required training documentation is available and can be provided to the County, including confirmation that assigned personnel meet all applicable training and safety requirements.

Compliance with Federal, State, and Local Mandates: TSCTI ensures full compliance with all applicable regulatory requirements, including:

- Federal safety and labor regulations (e.g., OSHA standards)
- State of Florida requirements, including FDLE and related screening/training mandates
- County-specific safety, operational, and training requirements

Our team continuously monitors regulatory updates and incorporates them into our screening and compliance processes to ensure ongoing adherence.

Gap Analysis and Pre-Assignment Training Completion: If any required training is missing, expired, or incomplete, TSCTI performs a gap analysis and takes corrective action prior to placement:

- Coordination of required training programs or certifications
- Scheduling of safety and compliance training sessions
- Ensuring completion of County-required orientation or onboarding training

No temporary employee is assigned until all required training and compliance criteria are fully satisfied.

Ongoing Monitoring and Training Compliance: TSCTI maintains continuous oversight of training compliance throughout the assignment period:

- Tracking certification expiration dates and renewal requirements
- Coordinating refresher and recertification training as needed
- Monitoring compliance with safety and operational standards
- Maintaining updated training records for all assigned personnel

This proactive approach ensures that all employees remain compliant throughout the duration of their assignment.



Reporting and Transparency to the County: TSCTI is committed to full transparency and accountability. Upon request, we provide the County with:

- Verification of completed training and certifications
- Documentation confirming compliance with required mandates
- Status of any ongoing or completed training activities

Our processes ensure that the County has full visibility into the qualifications and readiness of all assigned personnel.

6. Describe methods to ensure longevity of quality employees, including incentives and special pay and benefits used.

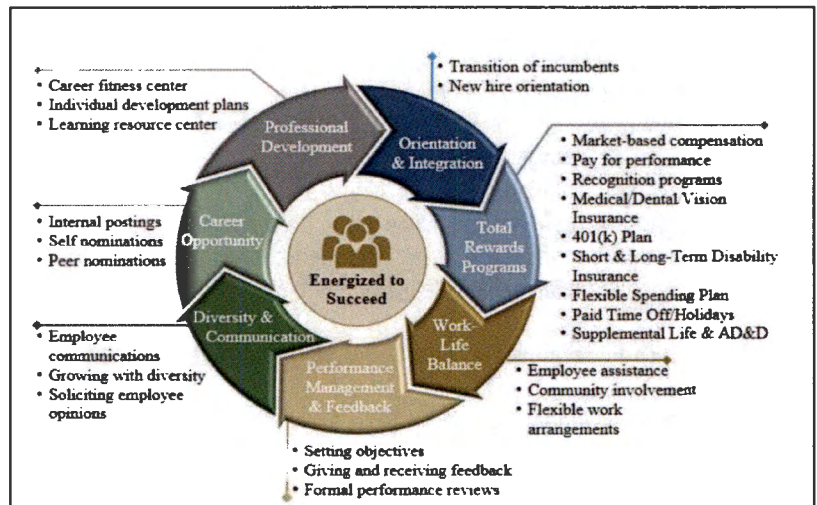
TSCTI’s Response: TSCTI recognizes that the ability to attract, retain, and sustain a high-quality workforce is critical to ensuring consistent service delivery, operational continuity, and overall program success. Our approach to employee retention is built on a comprehensive “Hire and Retain” philosophy that integrates competitive compensation, professional development, employee engagement, and proactive workforce management practices. This approach has been successfully implemented across government and public-sector engagements and has consistently resulted in a stable workforce with turnover rates below industry averages.

At TSCTI, we understand that employee longevity is not driven by a single factor, but rather by a combination of compensation, career growth opportunities, workplace support, and recognition. Our retention strategy is designed to address each of these components in a structured and measurable manner.

- **Competitive Compensation and Benefits:** TSCTI ensures that all temporary employees are compensated competitively based on job classification, required qualifications, experience level, and prevailing market conditions. Compensation benchmarks are established using industry salary surveys and U.S. Department of Labor data, ensuring alignment with current labor market trends and regional expectations.

In addition to competitive wages, TSCTI provides a comprehensive benefits program designed to support employee well-being and long-term retention. Eligible employees are offered Affordable Care Act (ACA)-compliant medical, dental, and vision coverage, along with retirement benefits such as a 401(k) plan. Additional incentives include performance-based bonuses, employee referral rewards, paid time off, sick leave, and access to education and training assistance programs.

These compensation and benefits offerings are designed not only to attract qualified candidates but also to retain experienced personnel throughout the duration of their assignments.



- **Supportive Management and Employee Engagement:** TSCTI places significant emphasis on supportive management practices as a key driver of employee retention. Our Account Managers and supervisors maintain regular and proactive communication with assigned personnel to ensure alignment with job expectations and to address any concerns in a timely manner.

Employees receive ongoing feedback through both formal and informal channels, including performance discussions, check-ins, and supervisor evaluations. Open lines of communication are encouraged to foster a collaborative work environment where employees feel supported and valued.

Recognition programs are an integral part of our engagement strategy. Employees are acknowledged for their contributions through verbal and written commendations, performance-based awards, and recognition at team and organizational levels. These efforts reinforce positive performance and contribute to higher levels of job satisfaction and retention.

- **Training and Professional Development:** TSCTI invests in continuous training and development to enhance employee capabilities and support long-term engagement. Our training programs are aligned with job requirements and include technical training, safety and compliance training, and professional development opportunities.

Employees are provided with access to skill enhancement programs, certification opportunities, and ongoing training resources that enable them to remain effective in their roles and adapt to evolving job requirements. Refresher training and upskilling initiatives are



also provided to maintain performance standards and reduce skill gaps. By investing in employee development, TSCTI not only improves service quality but also fosters a sense of career progression and long-term commitment among its workforces.

- **Individual Career Development and Retention Planning:** TSCTI supports employee retention through individualized career development planning. Supervisors and managers work closely with employees to identify professional goals, strengths, and areas for growth.
 - These development plans focus on:
 - Enhancing job performance and skill sets
 - Aligning employee capabilities with future assignments
 - Providing mentoring and coaching support
 - Encouraging participation in training and certification programs

This participatory approach empowers employees to take an active role in their professional development, resulting in higher engagement and reduced turnover.
- **Workforce Stability and Continuity Strategies:** TSCTI employs proactive workforce management strategies to ensure stability and continuity of services. We prioritize the retention of high-performance personnel and, where applicable, support the transition and retention of incumbent staff to maintain operational consistency. Our approach includes:
 - Redeployment of experienced employees across assignments
 - Maintenance of a ready pipeline of qualified candidates
 - Rapid response to staffing changes or unexpected absences
 - Continuous monitoring of workforce performance and engagement

These strategies minimize disruptions and ensure that the County receives consistent and reliable support.
- **Incentive and Recognition Programs:** TSCTI utilizes a variety of incentive programs to motivate and retain employees. These include performance-based bonuses, referral incentives, and recognition awards for individual and team achievements.
- Employees may also receive “on-the-spot” recognition for exceptional performance, as well as acknowledgment during team meetings and organizational events. These programs reinforce a culture of appreciation and contribute to long-term employee satisfaction.
- **Continuous Feedback and Improvement:** TSCTI regularly evaluates employee satisfaction and engagement through feedback mechanisms and performance reviews. Insights gathered from these interactions are used to refine retention strategies and improve workforce management practices. Our commitment to continuous improvement ensures that we remain responsive to employee needs while maintaining alignment with client expectations.

Through a comprehensive and integrated approach to workforce retention, TSCTI ensures the longevity of qualified personnel, minimizes turnover, and maintains consistent service quality. Our combination of competitive compensation, supportive management, continuous training, and proactive engagement strategies enables us to deliver a stable and high-performing workforce in support of the County's operational needs.

7. Procedures and methods of on-the-job evaluation/inspection of temporary employees.

TSCTI's Response: TSCTI employs a comprehensive and structured approach to on-the-job inspections designed to ensure that all temporary employees consistently perform at or above the County's expectations for quality, productivity, and compliance. Our inspection methodology is embedded within our ISO-aligned Quality Management System (QMS) and is supported by continuous performance monitoring, active communication, and data-driven quality assurance practices. This integrated approach enables TSCTI to maintain full visibility into workforce performance while proactively identifying and resolving any issues that may impact service delivery.

TSCTI's Performance Monitoring & Quality Assurance Excellence

- Continuous on-the-job inspections with real-time coordination between Account Managers and County supervisors
- Structured performance monitoring using KPIs, metrics, and regular feedback to ensure quality and accountability
- Flexible inspection methods including spot checks, walkthroughs, and formal evaluations based on role criticality
- Data-driven reporting with daily, weekly, and monthly performance tracking for full transparency
- Proactive corrective action process with root cause analysis and immediate resolution of performance issues
- Independent quality assurance oversight ensuring compliance, consistency, and continuous service improvement

- **On-the-Job Inspection Approach:** On-the-job inspections at TSCTI are conducted as an ongoing process rather than isolated events. From the time of placement, our Account Managers maintain close coordination with County supervisors and assigned personnel to ensure that job expectations are clearly understood and consistently met. Through



regular interaction, both formal and informal, TSCTI evaluates employee performance in real time, focusing on job execution, adherence to assigned duties, attendance and reliability, compliance with safety requirements, and overall quality of work. This continuous engagement ensures early identification of performance trends and allows for timely intervention when needed.

- **Performance Monitoring and Evaluation:** TSCTI's performance monitoring framework is designed to provide continuous oversight of employee performance throughout the assignment lifecycle. Our team conducts routine check-ins, gathers supervisor feedback, and performs periodic evaluations to assess performance against defined expectations. Employees demonstrating strong performance are recognized and considered for continued or advanced assignments, while any identified performance gaps are addressed through immediate feedback, coaching, or corrective action. This structured evaluation process ensures accountability, consistency, and alignment with County operational standards.
- **Inspection Systems and Methods:** TSCTI utilizes a combination of inspection methods tailored to the nature and criticality of each assignment. These include direct supervisory observation, periodic and unannounced spot checks, and structured performance reviews conducted at defined intervals. For critical or high-impact roles, more comprehensive inspection methods may be applied to ensure full compliance and performance consistency. Walkthroughs and supervisory evaluations are also conducted to validate work quality, adherence to procedures, and overall performance. This flexible inspection approach allows TSCTI to maintain appropriate oversight across all staffing categories.
- **Metrics, KPI Monitoring, and Reporting:** TSCTI translates contract requirements into measurable performance indicators to ensure objective evaluation of service delivery. Key Performance Indicators (KPIs) are established to monitor productivity, quality, and compliance across all assignments. Performance data is collected, monitored, and analyzed on a daily, weekly, and monthly basis to identify trends, measure outcomes, and ensure adherence to defined standards. These insights are regularly communicated to County stakeholders through structured reporting and ongoing coordination, ensuring full transparency and alignment with expectations.
- **Corrective Action and Continuous Improvement:** When performance issues are identified through inspections or performance monitoring, TSCTI initiates a structured corrective action process. This includes identifying the root cause of the issue, implementing targeted corrective measures, and monitoring the effectiveness of those actions to prevent recurrence. Our team works collaboratively with County supervisors to ensure timely resolution of any concerns. In addition, TSCTI incorporates trend analysis and feedback into its continuous improvement process, allowing us to refine workforce management practices, enhance service delivery, and maintain consistent performance quality.
- **Quality Assurance and Independent Oversight:** TSCTI incorporates independent quality assurance measures to reinforce its inspection process. Quality personnel conduct periodic audits and performance reviews to validate compliance with contractual requirements and internal standards. These independent assessments provide an additional layer of oversight, ensuring objectivity and reinforcing accountability across all assignments.
- **Communication and Transparency:** TSCTI maintains open and continuous communication with the County throughout the inspection process. Performance updates, identified issues, and corrective actions are communicated promptly to ensure full transparency. This collaborative approach ensures that the County remains fully informed and that any concerns are addressed quickly and effectively.

Through a comprehensive and proactive on-the-job inspection framework supported by structured monitoring, measurable performance indicators, and continuous improvement practices, TSCTI ensures that all temporary employees deliver consistent, high-quality performance. Our approach minimizes operational risk, enhances workforce reliability, and ensures that the County receives dependable and accountable staffing support throughout the duration of the contract.

8. Include a copy of Proposer's Equal Employment Opportunity policy.

TSCTI's Response:



Equal Opportunity / Affirmative Action Policy

It is the policy of 22nd Century Technologies, Inc. to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law. The Equal Opportunity / Affirmative Action Policy applies to all terms, conditions, and privileges of employment including hiring, compensation, benefits, work assignments, evaluations, promotion, transfer, disciplinary actions, educational assistance, training, social and recreational programs, and use of 22nd Century Technologies, Inc. facilities. Provisions in applicable laws providing for Bonafide occupational qualifications, business necessities or age limitations will be adhered to by the company where appropriate.

The coordination and implementation of this policy is the responsibility of the Executive Director. The officers of the company and all directors, department heads, and managers are responsible for the proper implementation of equal opportunity and affirmative action in their respective areas, and they are expected to exercise leadership toward their achievement. It is expected that every employee of 22nd Century Technologies, Inc. will share this commitment and cooperate fully in helping the company meet its equal opportunity and affirmative action objectives. 22nd Century Technologies Inc. has developed detailed procedures described in its Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment, by which individuals may bring forward concerns or complaints of discrimination and harassment. Retaliation against any individual who brings forward such a complaint or who cooperates or assists with an investigation of such a complaint is both unlawful and strictly prohibited by 22nd Century Technologies, Inc.

Affirmative Action

As part of the company's equal employment opportunity policy, 22nd Century Technologies, Inc. will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

Inquiries regarding this policy or their application should be addressed to Kulpreet Singh, Executive Director, Office: - 8251 Greensboro Drive, Suite 900, McLean, VA 22102, (866) 537-9191 Ext 2. Inquiries concerning application of Title IX, which prohibits discrimination on the basis of sex, origin, age, disability, color may be also directed to the Kulpreet Singh Executive Director who serves as the company's Title IX Coordinator.

Kulpreet Singh
 Executive Director
 Phone no.: (866) 537-9191, Ext: 2 | Email: sledproposals@tscti.com

Date: Mar 02, 2026

8251 Greensboro Drive, Suite 900, McLean, VA 22102
 Phone: (866) 537-9191 Ext 2 | sledproposals@tscti.com

9. Examples of reports that would typically be made available to St. Johns County (i.e., follow-up reports, etc.) by the Contractor as well as frequency of follow up reporting.

TSCTI's Response: TSCTI provides a comprehensive, structured, and technology-driven reporting framework to ensure full transparency, accountability, and real-time visibility into all staffing operations. Our reporting approach is supported by the CONREP web-based timekeeping and reporting system, which enables accurate tracking of employee work hours, approvals, invoicing, compliance, and overall workforce performance. All reports are designed to align with County requirements and can be customized at the department level to support operational oversight and decision-making.

Timesheet Management and Reporting: TSCTI utilizes CONREP as a centralized system for capturing, managing, and reporting employee work hours. Temporary employees submit timesheets electronically, which are routed through a structured approval workflow





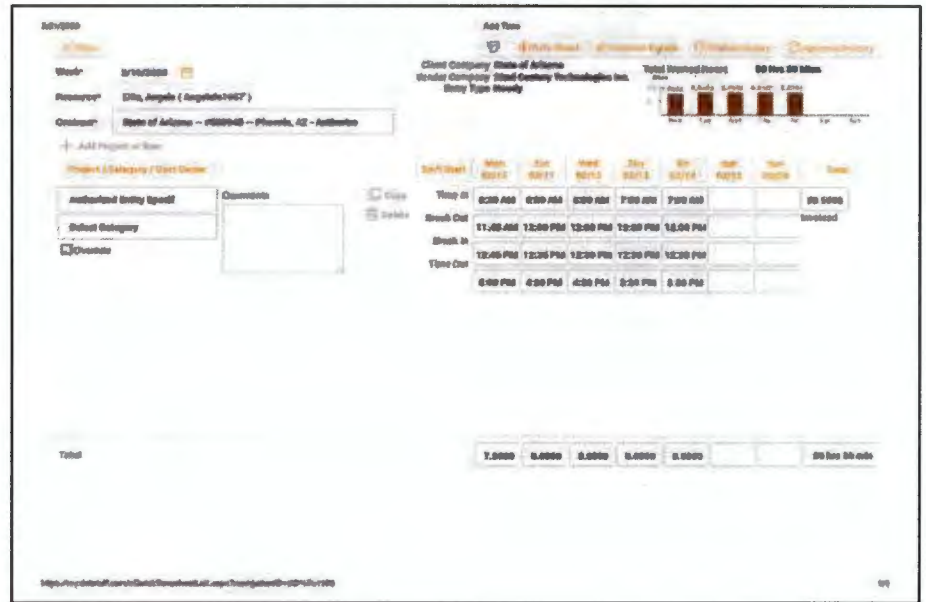
to designated County supervisors. This process ensures that all reported hours are reviewed and validated prior to payroll processing and invoicing.

The system provides a **consolidated view of timesheets**, allowing both TSCTI and the County to monitor current and historical time records. Reports include detailed information such as employee name, assignment, hours worked, project or department allocation, and approval status (submitted, approved, or rejected). Automated notifications are generated throughout the process to ensure timely submission and approval of timesheets.

Types of Approvals

CONREP provides various option for timesheet routing.

- **Manual Routing:** In this type of routing, the timesheet can be routed to anyone in the organization. While submitting a time sheet, the employee can select an approver from the dropdown list and submit his time sheet.
- **Automated Routing:** In this type, the administrator sets up an approver for the user, and once the timesheet is submitted, it is automatically routed to the approver. Routing can be done to at most three different people.

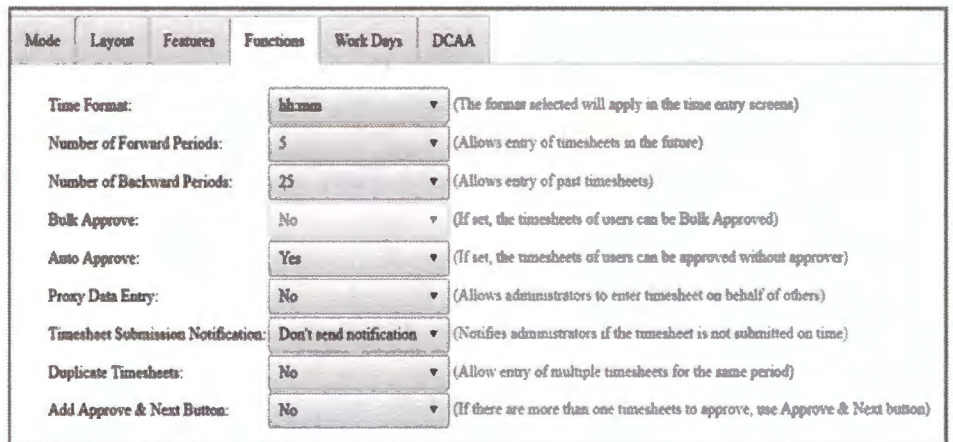


Timesheet workflow for approval

Mobile Access: CONREP Mobile Timesheet App is an efficient time tracker where users can create a timesheet and submit it to the supervisor for approval. CONREP Mobile App also keeps track of expenses for a project.

Creating Invoices

- Creation of Invoices automatically from timesheet (or manually)
- Ability to receive payments (via third party payment processor)
- Sending invoices via email and presenting them to the customers via customer portal
- Capture and process notes and disputes related to invoices
- Export invoice to pdf, excel and word file



Before creating an Invoice TSCTI can set up certain things to be added in an invoice like the taxes, terms, etc. We can add their organization logo, address, email, notes and other details which the customer can see on the invoice. In the taxes section, we can add-up different kinds of taxes that are levied on the goods that are supplied by their organization. TSCTI can create an invoice with different kinds of templates. We can also customize the templates as per the organizational requirements. Quotes and Estimates can also be generated, and they can later be converted into an invoice.

Invoicing and Billing Reports: At TSCTI, our goal is to provide our clients with the highest level of billing, accuracy, and timeliness. Our billing department works in conjunction with our front and back-office teams to ensure billing processes and procedures are clearly communicated and supported. As a standard, TSCTI submits separate and distinct invoices per temporary employee. TSCTI is open to the County requirements and agrees to provide invoices as required. Invoicing shall be issued weekly and will be inclusive of the approved hours worked, the hourly rate, and the mark-up.





TSCTI generates invoices directly from approved timesheets within CONREP, ensuring complete alignment between hours worked and billed services. Each invoice includes detailed supporting documentation, such as employee-level breakdowns of hours, pay rates, labor categories, and assignment details. Invoices can be customized to meet County formatting and reporting requirements and are available in multiple formats, including PDF and Excel. TSCTI also supports tracking of invoice status, dispute resolution, and audit-ready documentation to ensure full financial transparency.

Each invoice must include a unique invoice number and specific information, such as the date of the invoice, TSCTI name and address, remittance address, title, name of the County/Department, service address, additional fees, job number, and authorizing Department Coordinator. It shall also list the County's contract shipping order (CSO) number, employee details, dates of service, and a brief service description including hours worked, overtime, hourly compensation, and markup percentage. In addition, the invoice shall show the total amount due, and an accumulative tracking total of hours worked within the Department.

Billing/Invoicing quality assurance procedures: TSCTI aims for 100% accuracy in all our billing transactions. Our process for achieving this metric includes:

- Dedicated TSCTI Billing Specialist to manage all the city billing processes.
- Extensive quality control performed before release (i.e., adherence to unique requirements, etc.)
- Time and hours match performed to ensure invoicing accuracy.
- Review of overtime authorization
- Daily audit of invoices to check for rejects and re-issuance of a corrected version, if necessary (within 15 days for TSCTI errors)
- Review to ensure all applicable discounts are applied at the appropriate times.

Our accounting system is DCAA-approved, and we use standardized processes built on the latest technology, our invoice issue rate is less than 0.01%. The CONREP Accounting System (DCAA compliant) allows department-based accounting which includes segregation of costs by work and department. By the CONREP Accounting System, contracts are assigned individual department codes where direct costs are accumulated. The accounting system allows for monthly project status reports to be provided to the account manager to effectively manage their contract(s). The accounting and timekeeping system "CONREP" identifies employee hours/cost charges for each work hour. The timesheet information is automatically imported into the accounting system. Hours worked include all the time an employee is required to be on duty or the County's premises. The County's approved timesheets will be automatically imported into CONREP Accounting with no errors. Then CONREP integrates and generates invoices.

Reporting: TSCTI understands and fully complies with the County's reporting and compensation requirements. As the current incumbent, TSCTI has an established and proven reporting process aligned with County expectations, ensuring accuracy, timeliness, and full transparency in all staffing and financial reporting.

22nd Century Technologies, Inc. 8251 Greensboro Drive, Suite 900 Mclean VA 22102-3827		Invoice	
Receipt#0001229228		Date 1/18/2024	Invoice # 00638
Bill To [Redacted]	Ship To [Redacted]		
P.O. Number 202400621	Terms Net 30	Project [Redacted]	
Description	Quantity	Rate	Amount
Temporary Services [Redacted] (Period 11/27/23 to 12/10/23)	1	\$4,055.50	\$4,055.50
Phone (804) 442-3114 Ext-2024		Total	\$84,055.50



TSCTI submits monthly reports to the SJC Human Resources Department by the tenth (10th) day of each month, in a format approved by the County. Each report includes the temporary employee's name, job title, total hours worked, approved billable rate(s), and total compensation paid, as required. All data is validated against timesheets, payroll, and invoicing records prior to submission to ensure accuracy and audit readiness. TSCTI ensures that all temporary employees are compensated in compliance with applicable federal, state, and local laws, including prevailing wage requirements established by the U.S. Department of Labor and the State of Florida. TSCTI remains solely responsible for employee compensation, payroll taxes, and all associated employer obligations, and acknowledges that no employer-employee relationship exists between the County and temporary personnel.

In addition to required monthly reporting, TSCTI provides quarterly summary reports and ongoing operational reports, including timesheet tracking, invoicing summaries, staffing activity updates, and performance follow-up reports. TSCTI also supports ad-hoc reporting requests and provides reports in formats requested by the County (e.g., Excel, PDF, CSV). Through this structured and compliant reporting approach, TSCTI ensures the County has complete visibility into staffing operations, workforce utilization, and associated costs, supporting effective oversight and informed decision-making.

Monthly Report (Sample)

1. Number and type of Temporary Staff placed at each

- o Temporary Staff Start date and projected end date
- o Supervisor/Program Manager Name

Number of Temporary Staff placed		Name of the Agency	
Name of Temporary Staff:	First Name	Middle Name	Last Name
Start Date	Projected End Date		
Supervisor/Program Manager Name			

2. Number of hours worked to date by each Temporary Staff employee.

- o Hours must be broken down by pay period and totalled for the month.
- o Indicate how many available hours each Temporary Staff employee has left for their assignment with the State.

Number of Hours worked	Total number of months
Pay Period Start Date	Pay Period End Date
Name of the Employee	Number of Hours left the assignment

Also, at TSCTI, we keep reports for tracking and statistical purposes for each employee we submit to our client through ATS "Job Diva". ATS helps us to keep track of each employee's status. The reports are tracked till the candidate completes his/her tenure. After placement, any candidate is removed from an assignment, TSCTI's recruitment manager alerts the management and the recruitment team to either blacklist the applicant or to remove the resume from the database and from Job Diva, to ensure the same candidate is not submitted as a potential candidate for another department within the same client.

TSCTI maintains consistent and proactive communication with the County through its dedicated Account Management team. Regular follow-ups are conducted to review staffing performance, discuss operational needs, and ensure service delivery aligns with County expectations.

Any issues identified through reporting, supervisor feedback, or performance monitoring are addressed immediately through corrective action, including coaching, reassignment, or replacement if necessary. This continuous feedback loop supports service quality, accountability, and long-term success. TSCTI follows a structured invoicing and reporting methodology, TSCTI ensures accurate time tracking, transparent invoicing, and comprehensive visibility into all aspects of staffing operations. Our reporting framework supports data-driven decision-making, operational efficiency, and full compliance with County requirements, ensuring consistent, high-quality service delivery throughout the contract lifecycle.

10. Provide details/conditions required for the County to hire temporary-to-permanent employees; include time restrictions and pricing structure.

TSCTI's Response: TSCTI supports the County's ability to transition temporary employees to permanent positions and offers a structured, transparent, and flexible temporary-to-permanent (temp-to-hire) process. As the current incumbent, TSCTI has experience facilitating such transitions smoothly, ensuring continuity of operations while minimizing administrative burden for the County.

The County may request to hire a temporary employee at any time during the assignment. Upon receiving such a request, TSCTI's Account Manager coordinates with the Human Resources team and the employee to confirm interest and facilitate the transition process. TSCTI manages all necessary communication, documentation, and coordination to ensure a seamless transfer from TSCTI payroll to County employment.



TSCTI applies a graduated one-time conversion fee structure based on the duration of the employee's assignment. This structure reflects the recruitment, onboarding, and administrative investment made by TSCTI while providing cost flexibility to the County:

Time Completed on Assignment	One Time Hiring Fee
0 to 1 Month	12% of the Annual Salary
1 Month to 3 Months	9% of the Annual Salary
3 Months to 6 Months	6% of the Annual Salary
More than 6 Months	No Fee

This approach allows the County to evaluate employee performance prior to hire while reducing or eliminating conversion costs over time. After six (6) months of continuous assignment, the County may hire the employee at **no additional cost**, supporting long-term workforce planning and cost efficiency. TSCTI ensures that all transitions are completed in a timely and professional manner, including final payroll processing, benefits transition, and required documentation. At all times, TSCTI prioritizes cooperation with the County to support workforce continuity and successful long-term placement outcomes.

Why TSCTI is Best Qualified to Support the County

TSCTI's Response: TSCTI is uniquely qualified to support the County based on our **proven performance as the current incumbent, established local presence, and demonstrated ability to consistently meet contract requirements**. Through our ongoing support, TSCTI has developed a comprehensive understanding of the County's staffing needs, operational processes, reporting requirements, and compliance expectations. This experience allows TSCTI to continue delivering services efficiently from day one of contract awards, with **no disruption to ongoing operations**.


As the incumbent, TSCTI has already established effective working relationships with County departments, hiring managers, and Human Resources personnel. Our team is familiar with the County's procedures, communication protocols, and service expectations, enabling faster response times, streamlined coordination, and consistent service delivery. In addition, County stakeholders are already accustomed to TSCTI's processes for onboarding, timekeeping, reporting, and invoicing, reducing the need for retraining and ensuring continuity.

TSCTI's staffing infrastructure, including our local candidate pipeline, experienced Account Management team, and proven recruiting processes, enables us to provide qualified personnel quickly while maintaining quality and compliance. Our existing systems and workflows currently in use under this contract support efficient onboarding, accurate time tracking, and timely reporting in alignment with County requirements. The table below summarizes key features of TSCTI's services and the direct benefits to the County:

TSCTI Service Features	Benefits to the County
Proven performance as current incumbent	Continuity of services with no disruption to ongoing operations
Established relationships with County departments and supervisors	Efficient communication, faster response times, and improved service coordination
Familiarity with County policies, reporting requirements, and procedures	Reduced administrative burden and improved compliance
Existing use of TSCTI systems for onboarding, timekeeping, and invoicing	Minimal training required and seamless continuation of processes
Dedicated Account Management and local recruiting support	Reliable service delivery and rapid response to staffing needs
Strong local candidate pipeline and workforce knowledge	Faster placements and reduced time-to-fill for open positions

By leveraging our incumbent experience, established processes, and local workforce knowledge, TSCTI provides a **low-risk, high-value solution** that ensures continuity, efficiency, and consistent service quality for the County.





Section 5: Pricing



Attachment G – Proposer's Rate Sheet

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT G
 HOURLY RATE SHEET

I. HOURLY RATES

Compensation for services satisfactorily performed shall be in accordance with the Hourly Billable Rates provided below, which shall be negotiated and the approved rates shall be included in the awarded Contract.

#:	Position:	Proposed Hourly Payable Rate:	Proposed Markup %	Proposed Billable Rate:
1	Beach Toll Collector Leader	\$18.00	22%	\$21.96
2	Beach Toll Collector	\$16.00	22%	\$19.52
3	Retail Customer Support (Pier)	\$17.00	22%	\$20.74
4	Clerical Support - Receptionist	\$18.00	22%	\$21.96
5	Clerical Support - Administrative Coordinator	\$17.00	22%	\$20.74
6	Application/ Permit Review Technician	\$18.00	22%	\$21.96
7	Client Services Assistant	\$18.00	22%	\$21.96
8	Construction Plans Reviewer	\$18.00	22%	\$21.96
9	Garbage Removal Workers	\$17.00	22%	\$20.74
10	Grounds Maintenance	\$17.00	22%	\$20.74
11	Golf Cart Attendant	\$17.00	22%	\$20.74
12	Golf Course Spray Technician	\$18.81	22%	\$22.95
13	Golf Course Starter	\$17.00	22%	\$20.74
14	Golf Course Grounds Maintenance Technician	\$18.00	22%	\$21.96
15	Legal Support Specialist	\$20.43	22%	\$24.92
16	Financial Analyst (Budget Analyst)	\$30.00	22%	\$36.60
17	Procurement Analyst (Procurement Coordinator)	\$30.00	22%	\$36.60
18	Contract Analyst	\$30.00	22%	\$36.60
19	Civil Engineer	\$35.00	22%	\$42.70
20	Civil Professional Engineer (P.E.)	\$35.00	22%	\$42.70
21	Library Assistant	\$17.00	22%	\$20.74
22	Library Courler	\$17.00	22%	\$20.74
23	Skilled Tradesworker- HVAC- Journeyman or Master License	\$30.10	22%	\$36.72
24	Skilled Tradesworker- Masonry- Journeyman or Master License	\$30.10	22%	\$36.72
25	Skilled Tradesworker- Plumbing- Journeyman or Master License	\$30.10	22%	\$36.72
26	Skilled Tradesworker- Electrical- Journeyman or Master License	\$30.10	22%	\$36.72
27	Skilled Tradesworker- entry level (non-licensed)	\$18.28	22%	\$22.30
28	Wastewater Treatment Plant Operator	\$22.58	22%	\$27.55
29	Housing Inspector	\$18.00	22%	\$21.96
30	Project Specialist	\$35.00	22%	\$42.70
31	Human Resources Coordinator- Projects	\$24.73	22%	\$30.17
32	Human Resources Specialist- Projects, Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation	\$24.73	22%	\$30.17
33	Human Resources Analyst- Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation	\$30.00	22%	\$36.60





34	Recreation Program Assistant	\$18.00	22%	\$21.96
35	Recreation Instructor (CLASS)	\$27.79	22%	\$33.90
36	Recreation Instructor - Specialty (CLASS)	\$33.34	22%	\$40.67
37	Scorekeeper (GAME)	\$17.00	22%	\$20.74
38	Sports Official (GAME)	\$27.79	22%	\$33.90
39	Summer Camp Coordinator	\$21.13	22%	\$25.78
40	Camp Supervisor	\$18.00	22%	\$21.96
41	Assistant Camp Supervisor	\$18.00	22%	\$21.96
42	Summer Camp Counselor I	\$17.00	22%	\$20.74
43	Summer Camp Counselor II	\$17.00	22%	\$20.74
44	Summer Camp Counselor III	\$17.00	22%	\$20.74
45	Summer Camp Transportation Specialist	\$18.00	22%	\$21.96
46	Beach Enforcement/Lighting Officer	\$19.00	22%	\$23.18
47	Beach Survey Technician	\$17.00	22%	\$20.74
48	Environmental Technician	\$17.00	22%	\$20.74
49	Equipment Specialist	\$17.00	22%	\$20.74
50	GIS Technician	\$18.00	22%	\$21.96
51	GIS Analyst	\$26.88	22%	\$32.79
52	Land Management Technician	\$17.00	22%	\$20.74
53	Recycling Specialist	\$17.00	22%	\$20.74
54	Solid Waste Supervisor	\$18.28	22%	\$22.30
55	Maintenance Technician- Water Utility	\$18.28	22%	\$22.30
56	Grant Project Manager	\$145.13	22%	\$177.06
57	Web Development and Support Specialist	\$45.00	22%	\$54.90
58	Weighmaster	\$40.00	22%	\$48.80
59	Auto CAD Drafting Services	\$107.50	22%	\$131.15
60	SCADA Technician	\$25.00	22%	\$30.50
61	Maintenance Worker- General Labor	\$18.00	22%	\$21.96
62	Maintenance Technician- Building	\$18.00	22%	\$21.96
63	Community Education Specialist	\$20.00	22%	\$24.40
64	Engineering Specialist	\$25.00	22%	\$30.50
65	Construction Specialist	\$30.00	22%	\$36.60
66	Library Courier	\$20.00	22%	\$24.40
67	Tourism and Development Specialist	\$20.00	22%	\$24.40
68	Technical Specialist	\$28.00	22%	\$34.16
69	Lead Growth Management Technician	\$27.00	22%	\$32.94
70	Environmental Specialist	\$32.00	22%	\$39.04
71	HCP Field Technician	\$26.00	22%	\$31.72
72	Web Development and Support Specialist	\$45.00	22%	\$54.90
73	Digital Media Specialist	\$30.00	22%	\$36.60
74	IT Applications Analyst	\$60.00	22%	\$73.20
75	Business Systems Analyst	\$60.00	22%	\$73.20
76	Project Manager	\$70.00	22%	\$85.40
77	Capital Improvement Program (CIP) Project Manager	\$74.00	22%	\$90.28
78	Sharepoint Administrator	\$75.00	22%	\$91.50
79	Intern- General	\$18.00	22%	\$21.96
80	IT Desktop Support	\$30.00	22%	\$36.60
81	Enterprise Resource Application (ERP) Analyst	\$85.00	22%	\$103.70
82	Fleet Mechanic	\$25.00	22%	\$30.50



83	Survey Assistant	\$20.00	22%	\$24.40
84	Disaster Recovery Specialist (FEMA)	\$25.00	22%	\$30.50
85	Utility Grant Project Manager	\$145.00	22%	\$176.90

Hourly Billable Rates. The above billing rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Contractor.

Quantity of Services. Contractor understands that the County makes no commitments or guarantees as to the total amount or value of the Services to be performed by Contractor. Payment under this Agreement shall be made on the basis of the actual amount of Services satisfactorily performed and completed in accordance with the Contract Documents.

Payable Rate Adjustments. Awarded Contractors shall have the opportunity to request increases to the approved billable rates and markup percent on an annual basis, on the anniversary date of the awarded contract. The consideration for any increase to billable rates shall be based upon the current Consumer Price Index (CPI) but shall at no point exceed four percent (4%) in any given year. The County is under no obligation to grant any requested increase to billable rates or markup percent. Any request for an increase to the approved billable rates or markup percent must be submitted, in writing, to the SJC Purchasing Department, no less than sixty (60) calendar days prior to the anniversary of the Effective Date of the Contract. The County is under no obligation to grant any requested billable rate or markup adjustments. Approved adjustments shall be effective only upon the County's issuance of a fully executed Amendment. If Contractor fails to request and/or receive approval for any adjustment to the billable rates or markup in any given year, the Contractor shall forego any available adjustment for that year, and shall not combine and/or compound any requested base rate adjustment in subsequent year(s).





Section 6: Administrative Information



ATTACHMENT A - Affidavit of Solvency

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT A
 AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF 22nd Century Technologies, Inc. (Proposer) being of lawful age and being duly sworn I, Ashley Christina De Sa (Affiant) as Administrator (Title) (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

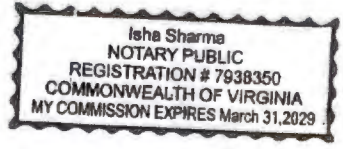
The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of March 18th, 2020.

Ashley Christina De Sa
 Signature of Affiant

STATE OF Virginia
 COUNTY OF Fairfax

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 18 day of March, 2020 by Affiant, who is personally known to me or has produced Driver's License as identification.

Isha
 Notary Public
 My Commission Expires: March 31, 2029





ATTACHMENT B - Proposal Affidavit

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT B
 PROPOSAL AFFIDAVIT

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
 ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Proposer shall attach to his proposal a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

Before me, the undersigned authority, Ashley Christina De Sa (Affiant) who, being duly sworn, deposes and says he/she is Administrator (Title) of 22nd Century Technologies, Inc. (Proposer) submitting the attached proposal for the services covered by the RFP documents for RFP 2269; TEMPORARY STAFFING SERVICES.

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her firm or corporation under the same or different name and that such Proposer has no financial interest in the firm of another Proposer for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

22nd Century Technologies, Inc.
 (Proposer Firm)

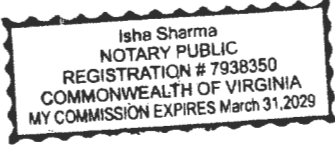
By *Ashley De Sa*
 (Affiant Signature)

Ashley Christina De Sa, Administrator
 (Printed Name & Title)

March 18, 2026
 Date of Signature

STATE OF Virginia
 COUNTY OF Fairfax

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 18 day of March, 2026, by Affiant, who is personally known to me or has produced Driver's License as identification.



Isha
 Notary Public
 My Commission Expires: March 31, 2029





ATTACHMENT C - Conflict of Interest Disclosure Form

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT C
 CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFP) Number/Description: RFP 2269; TEMPORARY STAFFING SERVICES

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Firm's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Firm is expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Firm, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Firm's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

- I hereby attest that the undersigned Proposer has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Proposer: 22nd Century Technologies, Inc.

Authorized Representative(s): *Ashley de Sa* Ashley Christina De Sa, Administrator
 Signature Print Name/Title

 Signature Print Name/Title



Attachment D - Drug-Free Workplace Form

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT D
DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

22nd Century Technologies, Inc. does:

Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Proposal a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, 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 or plea.
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. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

Ashley de Sa
Signature

03/24/2026
Date





Attachment E – E-Verify Affidavit

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT E
 E-VERIFY AFFIDAVIT

STATE OF Virginia
 COUNTY OF Fairfax

I, Ashley Christina De Sa (Affiant), being duly authorized by and on behalf of 22nd Century Technologies, Inc. (Proposer) hereby swears or affirms as follows:

1. Proposer understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP NO: 2269 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Proposer and shall expressly require any subcontractors performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Proposer shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Proposer understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Proposer further understands and agrees that in the event of such termination, Proposer shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Firm's breach.

DATED this 18th day of March, 2026.

Ashley Christina De Sa
 Signature of Affiant

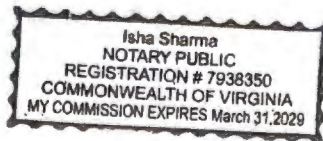
Ashley Christina De Sa
 Printed Name of Affiant

Administrator
 Printed Title of Affiant

22nd Century Technologies, Inc.
 Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 18 day of March, 2026 by Affiant, who is personally known to me or has produced Driver's License as identification.

Isha
 Notary Public
 My Commission Expires: March 31, 2029





Attachment F – Claims and Litigation History

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT F
 CLAIMS AND LITIGATION HISTORY

Proposers must complete all questions below and provide information requested as applicable. Failure to appropriately complete the questions below or provide requested information may be grounds for disqualification. Any material misrepresentation of information may also be grounds for disqualification.

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes ___ No If yes, please attach additional sheet(s) to include:
 Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties: N/A

Amount actually recovered, if any: _____
 Name(s) of the contract owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration. None

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.
None

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.
None

5. Have you ever abandoned a contract, been terminated, or had an agency submit a claim on a performance/surety bond to take over a contract?
 Yes ___ No If yes, please explain in detail: N/A



6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes No
 If no, please explain why?

7. List the status of all pending claims currently filed against your company:
 None

Liquidated Damages

1. Has an Agency ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes No If yes, please explain in detail: N/A

(Use additional or supplemental pages as needed)





Attachment H - Affidavit Regarding the Use of Coercion for Labor and Services

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT H
 AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As an officer or authorized representative of Proposer, I certify that the company identified below does not, for labor or services:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare and affirm that I have read the foregoing document and that the facts stated in it are true and correct.

DATED this 18th day of March, 2020.

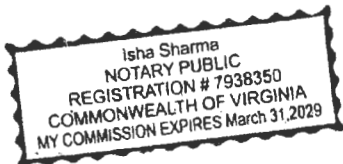
Ashley Christina De Sa
 Signature of Affiant

Ashley Christina De Sa
 Printed Name of Affiant

Administrator
 Printed Title of Affiant

22nd Century Technologies, Inc.
 Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 18 day of March, 2020 by Affiant, who is personally known to me or has produced Datedeal's license as identification.



Isha Sharma
 Notary Public
 My Commission Expires: March 31, 2029



Attachment J - Acknowledgement of Addenda

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT J
 ACKNOWLEDGEMENT OF ADDENDA

Proposer hereby acknowledges receipt of the following Addenda, issued by the County and incorporated into and made a part of the RFP Documents. By acknowledging the Addenda listed below, Proposer hereby certifies that the information, clarifications, revisions, or other items included in each Addenda have been incorporated into the Proposer's Proposal. Failure to acknowledge and incorporate issued Addenda may result in a Proposer being deemed non-responsive to the requirements of the RFP, and removed from further consideration.

ADDENDUM NUMBER	DATE RECEIVED	PRINTED NAME OF PROPOSER'S AUTHORIZED REPRESENTATIVE	TITLE OF PROPOSER'S AUTHORIZED REPRESENTATIVE	SIGNATURE OF PROPOSER'S AGENT
#1	03/12/2026	Ashley Christina De Sa	Administrator	
#2	03/13/2026	Ashley Christina De Sa	Administrator	
#3	03/19/2026	Ashley Christina De Sa	Administrator	



Attachment K - Sworn Statement Under Section 287.133(3)(A), Florida Statutes on Public Entity Crimes

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT K
 SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

I, Ashley Christina De Sa ("Affiant"), being duly authorized by and on behalf of 22nd Century Technologies, Inc. ("Proposer") hereby swears or affirms as follows:

1. The principal business address of Proposer is: 8251 Greensboro Drive, Suite 900, McLean, VA 22102
2. I am duly authorized as Administrator (Title) of Proposer.
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined in Section 287.133 of the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined in Section 287.133 of the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Proposer, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. ~~There has been a conviction of a public entity crime by the Proposer, or an officer, director, executive, partner, shareholder, employee, member or agent of the Proposer who is active in the management of the Proposer or an affiliate of the Proposer. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is N/A. A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)~~

Ashley Christina De Sa
 Signature of Affiant

Ashley Christina De Sa, Administrator
 Printed Name & Title of Affiant

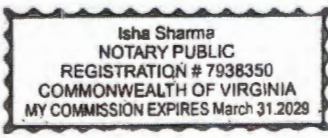
Ashley Christina De Sa
 Full Legal Name of Proposer

March 18, 2026
 Date of Signature

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 18 day of March, 2026 by Affiant, who is personally known to me or has produced Notary's Seal as identification.

[Signature]
 Notary Public

March 31, 2029
 My Commission Expires





Attachment L - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Primary Covered Transactions

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT L
 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
 AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS

The Proposer certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. Must have no exclusions listed in www.SAM.gov.
2. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency.
3. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
4. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
5. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Proposer certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Signature of Authorized Principal(s):

NAME (print): Ashley Christina De Sa

SIGNATURE: *Ashley de Sa*

TITLE: Administrator

FULL LEGAL NAME OF PROPOSER: 22nd Century Technologies, Inc.

DATE: 03/24/2026





Attachment M - Byrd Anti-Lobbying Compliance and Certification Regarding Lobbying

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT M
 BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, 22nd Century Technologies, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Authorized Principal(s):

NAME (print): Ashley Christina De Sa

SIGNATURE: *Ashley de Sa*

TITLE: Administrator

FULL LEGAL NAME OF PROPOSER: 22nd Century Technologies, Inc.

DATE: 03/24/2026



Attachment N - Non-Collusion Certification

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT N
 NON-COLLUSION CERTIFICATION

St. Johns County requires, as a matter of policy, that any Proposer receiving a contract or award resulting from this Request for Qualification issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Qualifications submitted in response to this Request for Qualification or in return for execution of a contract for performance or provision of services for which Qualification are herein sought.

DATED this 18th day of March, 2026.

Ashley Christina De Sa
 Signature of Affiant

Ashley Christina De Sa, Administrator

Printed Name & Title of Affiant

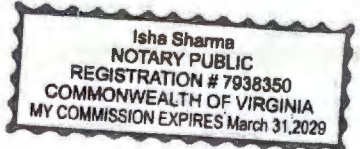
22nd Century Technologies, Inc.

Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 18 day of March, 2026, by Affiant, who is personally known to me or has produced Driver's License as identification.

Ish
 Notary Public

My Commission Expires: March 31, 2029





Attachment O - Equal Opportunity Report Statement

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT O
EQUAL OPPORTUNITY REPORT STATEMENT

The Proposer shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest ("Contractor") agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of



the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

DATED this 18th day of March, 2020

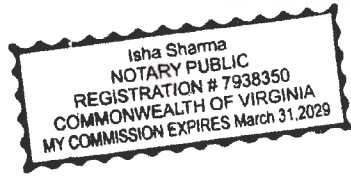
Ashley Christina De Sa
 Signature of Affiant

Ashley Christina De Sa, Administrator
 Printed Name & Title of Affiant

22nd Century Technologies, Inc.
 Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 18 day of March, 2020 by Affiant, who is personally known to me or has produced Driver's License as identification.

Isha
 Notary Public
 My Commission Expires: March 31, 2029



RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT J
ACKNOWLEDGEMENT OF ADDENDA**

Proposer hereby acknowledges receipt of the following Addenda, issued by the County and incorporated into and made a part of the RFP Documents. By acknowledging the Addenda listed below, Proposer hereby certifies that the information, clarifications, revisions, or other items included in each Addenda have been incorporated into the Proposer's Proposal. Failure to acknowledge and incorporate issued Addenda may result in a Proposer being deemed non-responsive to the requirements of the RFP, and removed from further consideration.

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#1	03/12/2026	Ashley Christina De Sa	Administrator	<i>Ashley de Sa</i>
#2	03/13/2026	Ashley Christina De Sa	Administrator	<i>Ashley de Sa</i>
#3	03/19/2026	Ashley Christina De Sa	Administrator	<i>Ashley de Sa</i>



Staffing of St. Augustine Section 1: Cover Page

RFP 2269; TEMPORARY STAFFING SERVICES

COVER PAGE

ST. JOHNS COUNTY PURCHASING DEPARTMENT
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE, FLORIDA 32084

POINT OF CONTACT FOR RFP:

NAME & TITLE OF PRIMARY CONTACT: Melissa Owens - President

EMAIL ADDRESS: melissa@staugjobs.com

State of Florida, Department of State, [Division of Corporations Registration #](#): P01000049755

FEIN # : 59-3719797

POINT OF CONTACT FOR INVITATION TO PAYMENTWORKS:

NAME & TITLE: Melissa Owens - President

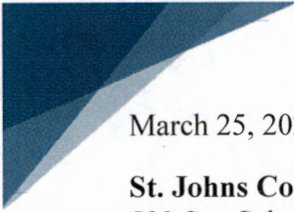
EMAIL ADDRESS: admin@staugjobs.com

DATE: 03/25/2026



Table of Contents:

Section 1: Cover Page, Cover Letter & Table of Contents	1
Table of Contents	2
Cover Letter	3
Section 2: Company and Staff Qualifications	4
Operation Team	5
Areas of Focus	6
Team Biographies	7-11
Strategic Leadership Advantage	12
Organization Chart	12
Section 3: Related Experience	13-17
Deliverables	18
Section 4: Approach/Methodology	19
Approach	20
Operation Excellence	21
Workforce Advocacy	22-23
Methodology	24
Needs Assessment	24
Recruitment/Referral	25
On-Boarding	26
Payroll/Invoicing	27
Additional Staffing Solutions	28
Advantages	29
Section 5: Pricing	30
Competitive Pricing Model	31
Attachment G Hourly Rate Sheet	32-34
Section 6: Administrative Information	35-86



March 25, 2026

St. Johns County Purchasing Department
500 San Sebastian View St. Augustine, Florida 32084
RE: RFP 2269; Temporary Staffing Services

Dear Selection Committee,

Staffing of St. Augustine (SOSA) is proud to submit this proposal to continue our 17-year partnership as a primary bridge between St. Johns County's Human Resources Department and its diverse operational needs. As a locally owned and operated Women Business Enterprise (WBE) certification pending, we are more than a vendor; we are a dedicated team of local residents committed to the prosperity of our community.

Our methodology is built on two primary pillars: simplifying administration for County staff and providing unwavering support for the local workforce. We have successfully managed the growth of the County services from 10 to 85 unique positions, reaching a peak of recruiting and/or processing 332 employees in 2025. This success is driven by our "relationship focused" approach and a leadership team fully cross-trained to ensure service continuity in every County department.

Why Staffing of St. Augustine is the Ideal Partner:

- **Proven Local Expertise:** Since 2001, we have provided over 17 years of dedicated service to St. Johns County, successfully supporting more than fifteen distinct departments with reliable, locally-sourced staffing solutions.
- **Fiscal Stability:** Under the guidance of an Enrolled Agent (EA), SOSA is 100% self-funded. This financial independence ensures our employees are paid on time, every time, providing the County with absolute fiscal certainty.
- **Rapid Response & Accountability:** As a privately-owned local firm, we offer the agility to customize programs and adapt to your needs instantly—without the delays of corporate bureaucracy. Our rigorous internal processes ensure the high levels of accuracy and service that have defined our reputation for over 25 years.
- **Innovative Workforce Solutions:** We pioneered the currently used County Job Description Form to prevent mismatched hires and have successfully managed impactful initiatives like our "Return to Work" program for second chance individuals.
- **Value-Driven Pricing:** We have historically absorbed inflationary pressures and never requested an increase to our contract. Our current proposal continues this commitment by lowering the pricing markup percentages for all positions to the lowest levels ever.

When you partner with SOSA, you gain a team that takes personal ownership of the County's success. We are ready, willing, and able to continue serving St. Johns County with administrative precision and local dedication.

Sincerely,

Melissa Owens President, Staffing of St. Augustine



St. Johns County RFP 2269> Temporary Staffing Service



Section 2:

Company and Staff Qualifications

Staffing of St. Augustine is a locally owned and operated, Women Business Enterprise (WBE) certification pending dedicated to the prosperity of St. Johns County. As a solution oriented, community-based organization, we prioritize flexibility in our business model, making strategic leadership adjustments as we grow to ensure we are always optimized to meet the evolving needs of our clients. With ease of access to our leadership, we are able to meet immediately with your team to strategize new solutions to every need.

When you continue to partner with Staffing of St. Augustine, you gain more than a vendor—you gain a **dedicated team** of residents who are **ready, willing, and able** to do whatever is necessary to serve the County.

Within this proposal, you will find our organizational structure, meet our operational team and learn more about how our devoted group of professionals have a 17-year track record of successful service to St. Johns County.



LOCAL AVAILABILITY

*“All of our team lives within fifteen minutes from County
Administrative offices”*

Operational Team



"READY, WILLING, AND ABLE"

At Staffing of St. Augustine, we do not operate in silos. While each member of our leadership team has a specific area of expertise—from Theresa's fiscal oversight as to Rick's hands-on safety management, we are, above all, a **dedicated team**.

We want the County to know that when you partner with us, you aren't just hiring a vendor; you are gaining a team that will step in and do whatever is necessary to ensure the job is done right. Whether it is an urgent need for newly created position, seasonal beach toll collector or a rapid-response call center setup during a municipal crisis, every person above is trained and ready to roll up their sleeves for St. Johns County.

Our pledge to St. Johns County staff and our employees:

- **Total Versatility:** Every leader in our office is cross-trained and prepared to step into any role required to maintain service continuity.
- **Customer-First Response:** We prioritize the "human" element. If an end-user or an employee has a need, they get a person, not a voicemail.
- **Unwavering Accountability:** From the president to the office administrator, we take personal ownership of the County's success.

Staff Primary Areas of Focus for St. Johns County

Melissa Owens

President

- ❖ County Primary Contact
- ❖ Recruiting
- ❖ New Positions
- ❖ Contract Management
- ❖ Employee Relations

Theresa Kass

CEO

- ❖ Fiscal Leadership
- ❖ Federal Compliance
- ❖ Tax and Payroll Accounting

Josh Kass

Vice President

- ❖ Operations
- ❖ Recruiting
- ❖ Finances
- ❖ Employee Relations

Rick Burke

Vice President

- ❖ New Programs
- ❖ Safety
- ❖ Workers Compensation
- ❖ Employee Relations

Olivia Ramos

Office Manager

- ❖ Payroll Management
- ❖ Human Resources
- ❖ Invoice Management
- ❖ Employee Relations

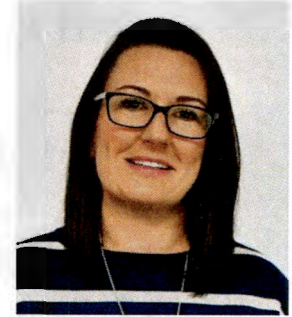
Kristin Bolen

Office Executive

- ❖ New Employee Onboarding
- ❖ Payroll Processing
- ❖ Invoicing
- ❖ Employee Relations

We are all cross-trained to service each area of focus for St. Johns County

Theresa Kass | CEO



Professional Profile & Fiscal Leadership Theresa brings a high-level of financial sophistication to Staffing of St. Augustine, ensuring the agency operates with the precision of a professional accounting firm. In addition to owning Staffing of St. Augustine, she is a licensed Enrolled Agent (EA) with a career beginning at a national accounting firm in Jacksonville. She has operated a successful accounting business since 2006, specializing in complex corporate and business taxes.

Under her fiscal leadership, Staffing of St. Augustine has achieved a rare milestone in the staffing industry: **100% self-funded operations with zero-debt**. We have never relied on credit lines, factoring, or outside financing for cash flow.

Reliability: This financial independence ensures that our employees are paid on time, every time, regardless of external economic shifts, providing the County with a partner that offers absolute fiscal certainty.

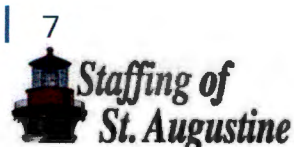
Experience/Education

- **BBA Accounting - University of Florida**
- **MA - University of North Florida**
- **22 years of staffing financial tax and payroll compliance**

"I take pride in leading a debt free staffing agency where our financial independence services one goal: providing absolute stability for the County and every worker we represent."

theresa@staugjobs.com

904-797-2244



St. Johns County RFP 2269> Temporary Staffing Service

Melissa Owens | President

Professional Profile & Executive Leadership Melissa has been a dedicated leader with Staffing of St. Augustine since 2012 and now serves as President—a role she earned through years of hard work, consistency, and a genuine commitment to people. She brings extensive experience in the Northeast Florida staffing market, having grown through roles as a Branch Manager, Recruiter, and Business Development Manager with National and Regional firms.



Known for her approachable leadership style, Melissa prioritizes relationships, trust, and doing the right thing for both clients and candidates. She leads with a focus on quality, clear communication, and dependable service, ensuring her team delivers a professional and seamless experience every step of the way.

Community Involvement

Melissa is actively involved in supporting youth in St. Johns County, especially through athletics. She is passionate about encouraging young people, helping them build confidence, and providing career development guidance that prepares them for future opportunities. Through this involvement, she is proud to play a role in helping build the next generation of St. Johns County's workforce. With Melissa's direct relationships with each BOCC SJC Department Managers, she is able to brainstorm with them and assist with developing programs to assist our community while fulfilling the County's staffing needs

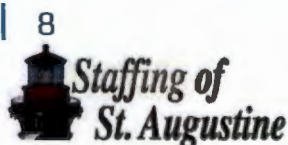
Education/Experience:

Melissa's background is built on over 20 years of real-world experience in staffing and workforce solutions. She has developed her expertise through hands-on work in recruiting, employee relations, payroll, compliance, and client services.

"Servicing St. Johns County, for me, this isn't just business—it's personal. I'm passionate about being part of the community, supporting its people, and contributing to its success. Every partnership we build is a relationship, not just a contract."

melissa@staugjobs.com

904-797-2244 x304



St. Johns County RFP 2269> Temporary Staffing Service

Josh Kass | Vice President

Professional Profile & Operational Expertise Josh has been an integral architect with Staffing of St. Augustine, having founded the agency in 2001 with a mission to bring the ‘highest level of customer service’ approach to the local labor market. With over 25 years of local specialized staffing experience, he has been the driving force behind the company’s relentless commitment to providing recruiting and staffing solution services for St. Johns County and NE Florida.



- **Operational Strategy:** Josh enjoys testing all new payroll and staffing software including A.I. related systems for any greater technological improvements. He ensures all employment processes are maintained to a standard of federal, state, and local regulations, as well as specializing in all associated insurances regarding workers’ compensation, unemployment, and general liability.
- **Community Relations:** Josh is instrumental in building bridges between local government, and the workforce to ensure we are solving local opportunities, not just filling seats.

Experience/Education

- **28 consecutive years of staffing and recruiting experience**
- **BBA Finance - Stetson University**
- **MBA - East Carolina University**

"I believe a successful contract starts with a handshake and ends with a job well done. I love that I can focus every bit of my energy on being in the field, supporting our employees, and ensuring the County receives the elite level of service they've come to expect from a local partner."

josh@staugjobs.com

904-797-2244 x301

Rick Burke | Vice President

Professional Profile & Strategic Expertise Rick joined the leadership team in 2008, bringing a sophisticated understanding of Florida’s labor laws and retirement systems.



Hands-On Leadership & Safety While serving as a Vice President, Rick remains the "boots on the ground" leader for our most physically demanding contracts.

- **Safety & Compliance:** He personally oversees safety protocols and on-site management, ensuring that every placement—from administrative to maintenance staff—operates in a secure and efficient environment.
- **Business Development:** Leveraging his background in private sector sales and marketing leadership, Rick ensures our service models are tailored to the specific economic goals of our partners.

Education/Experience: Bachelor’s degree from Flagler College with a degree in Business. He served as the Economic Development Director for the St. Johns County Chamber of Commerce for five years. Has over 30 years in business development, sales and marketing and twenty years in human resources.

“Keeping our employees safe is of the utmost importance, taking care of them in case of an incident is uncompromising”

rburke@sshrcolutions.com

904-797-2244 x302

| 10



St. Johns County RFP 2269> Temporary Staffing Service

Olivia Ramos | Office Manager

Professional Profile & Organizational Expertise

Olivia serves as the operational backbone of our agency, having engineered the HR and payroll processes that ensure our 16-year track record of perfect, on-time employee payments. Her deep institutional knowledge and mastery of invoicing procedures provide the County with an error-free administrative partner that functions with absolute precision.



"I strive to exceed the expectations for all St. Johns County departments and our employees"

admin@staugjobs.com

904-797-2244 x303

Kristin Bolen | Office Executive

Professional Profile & Organizational Expertise

As the primary point of contact for our employees, Kristin leads our **new employee onboarding** and **employee relations** efforts to ensure every candidate is fully supported. She is the friendly, reliable voice for County end-users, managing the **payroll processing** and **invoicing** cycles that keep our local operations running with absolute precision.



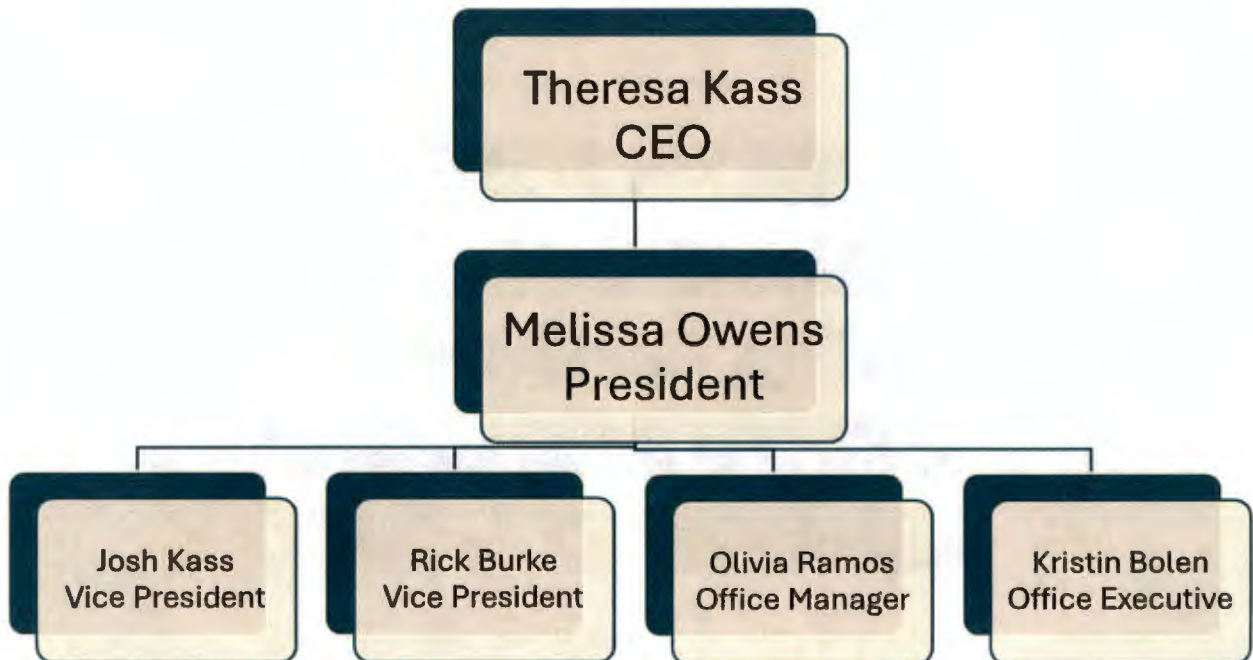
"I take personal pride in ensuring our St. Johns County employees are supported and our administrative processes are seamless, because when our workforce is taken care of, the County thrives."

admin@staugjobs.com

904-797-2244 x303

Our Strategic Leadership Advantage:

- **Agile Management:** We evolve our leadership roles, such as the appointment of Melissa Owens as President, to ensure executive-level oversight is directly aligned with recruitment and County end-user needs.
- **Generational Trust:** Our business is guided by the integrity of having generational impact on St. Johns County.
- **Field-Ready Oversight:** Our Vice Presidents provide "boots on the ground" leadership, managing specialized workforce strategies and safety compliance directly at County sites.
- **Administrative Precision:** Our team maintains a 17-year track record of perfect payroll and seamless County invoicing, driven by the institutional knowledge of our long-tenured staff.
- **Fiscal Stability:** Under the guidance of an Enrolled Agent (EA), our 100% self-funded model provides the County with absolute financial certainty and zero reliance on external credit.
- **Local Representation:** All staff live in St. Johns County are involved in the local organizations where we utilize our County services and thrive on its success to our community.



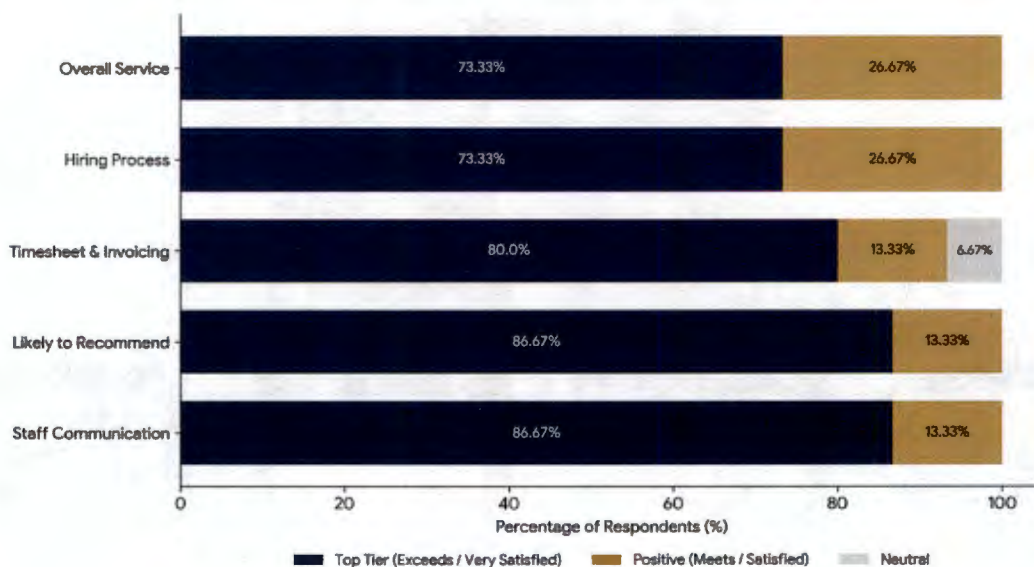
Section 3:

Related Experience

When it comes to the specialized needs of St. Johns County, there is no substitute for nearly two decades of proven performance. We have served as the county's most consistent staffing partner, navigating every transition and emergency with a level of local expertise that no outside firm can replicate. This isn't just a business relationship to us—it is a track record of protecting the interests of county staff and ensuring that every employee we place is treated with the respect they deserve. No other firm possesses our historical knowledge or our unwavering, long-term commitment to the people who make St. Johns County work.

We have included several examples of clients we have served successfully along with an aggregate list of other clients for additional reference.

Staffing of St. Augustine: Client Survey Results





St. Johns County Board of County Commissioners

A Multi-Departmental Partnership Since 2009, we have served a primary vendor/partner between St. Johns County's **Human Resources Department** and the diverse operational needs of over fifteen **distinct County department end users**. We recognize a temporary hire for the *Public Works* team requires a vastly different approach than a receptionist for *Human Resources* or a seasonal lead for *Summer Camp*.

Growth of services since its inception has seen the number of positions grow from 10 to 85, the number of end users has grown by over 400% and the number of newly recruited/processed employees reached a peak of 332 in 2025. Our ability to manage these changes is a testament to why we have been selected as a primary vendor for this service repeatedly.

Our success in SJC is built on a "Dual-Client" service model:

- **For HR Oversight:** We provide a single point of administrative accountability, ensuring 100% compliance with County-wide background screening, drug testing, and payroll reporting.
- **For Department Heads:** We act as an embedded partner. We don't just fill seats; we learn the unique culture and in person support requirements of each specific end user—By speaking directly to the supervisor who has a need to get the real in depth description of the job duties.

The Local Impact: By managing the granular needs of these county departments locally, we have reduced the "administrative noise" for the HR department, allowing them to focus on high-level strategy while we handle the logistical heavy lifting.

Contract Reference & Compliance Data:

- **Primary POC:** Desiree Woroner, Human Resource & Risk Management Director, dworoner@sjcfl.us 904-209-0622
- **Service History:** 17 consecutive years (2009-present)
- **Positions:** 85 total according to this RFP 94% are seasonal or temporary
- **Annual Contract Value:** 2-2.5 million
- **Markup Structure:** 19.5-30.55%



Columbia County School District

A Legacy of Program Growth & Compliance since 2011, we have been the foundational staffing partner for Columbia County Schools, playing a pivotal role in the evolution of their extracurricular and federally funded initiatives. What began as a pilot program at two schools has expanded into a district-wide success serving **eight schools**.

Our role extends beyond simple placement; we helped architect the staffing infrastructure for these programs, ensuring that as the district's needs grew, the quality of care and compliance remained uncompromised.

Operational Mastery & Remote Success:

- **Large-Scale Deployment:** We successfully manage a seasonal workforce of **120–150 employees** during the academic year.
- **Complex Multi-Point Management:** Operating from our St. Augustine headquarters, our support staff manages a decentralized network of over **ten unique Points of Contact (POCs)**, including individual school principals and Federal Grant administrators.
- **Grant-Funded Precision:** We provide specialized staffing that adheres to the strict reporting and compliance requirements of Federal Grants, ensuring the district remains in full audit compliance.

The Administrative Lift: By centralizing the management of 150 employees across 8 sites into our St. Augustine hub, we provide the district with a "single-source" solution, removing the heavy burden of payroll, and daily HR troubleshooting from their internal staff.

Contract Reference & Compliance Data:

- **Primary POC:** Keith Hatcher, Director of Purchasing and Risk Management
Columbia County School District,
hatcherk@columbiak12.com 386-755-8031
- **Service History:** 15 Consecutive Years (2011–Present)
- **Positions:** After school care instructors, tutors and administrative staff
- **Contract Value:** *Trade secret attachment
- **Markup Structure:** *Trade secret attachment

* Proprietary pricing and sales volume data for this section has been designated as a Trade Secret and is provided in the separate, labeled 'Trade Secret' envelope/file in accordance with RFP Part III, Section C.



SJC Cultural Events, Inc (St. Augustine Amphitheatre)

Continuity Through Transition & Innovative Staffing Our relationship with the St. Augustine Amphitheater represents a unique success story in the St. Johns County ecosystem. Having served the Amphitheatre when it was a County-managed entity, Staffing of St. Augustine was retained as the primary staffing partner when the organization transitioned to an independent non-profit. This continuity is a direct result of our ability to scale with the high intensity demands of a premier national concert venue.

The Administrative Lift: By managing the complex scheduling and specialized insurance requirements of event-based staffing, we allow the Amphitheatre's core team to focus on talent booking and production.

Contract Reference & Compliance Data:

- **Primary POC:** Joey Carey, Chief HR & Compliance Officer, jcarey@theamp.com 904-615-5947
 - **Service History:** 17 years (Spanning both County and NPO eras)
 - **Positions:** Ticket scanners, box office assistants, parking attendants, front of house assistants and runners
 - **Annual Contract Value:** \$350k – \$400k
 - **Markup Structure:** 21-31%
-

Leon County Schools

Similar program to Columbia County Schools we employed for the after-school care programs. We successfully won the bid for this service multiple times and successfully served their needs for eight years.

Compliance Data:

- **Primary POC:** June Kail, Director Purchasing, Warehouse & Property Mgmt. kailj@leonschools.net 850-488-1206
- **Service History:** 8 years
- **Positions:** After school instructors
- **Annual Contract Value:** \$ \$300 – \$400k
- **Markup Structure:** 22.5%



Additional Clients

Staffing of St. Augustine manages a robust portfolio of public and private clients across Florida. This diversified base includes administrative support, light industrial logistics, and professional office staffing. By maintaining these active private-sector pipelines, we ensure a constant influx of new talent into our database, which directly benefits St. Johns County by providing a "pre-vetted" pool of workers ready for immediate deployment.

Wesley Wells Farm	Rulon
Thompson Baker	St. Johns County School District
Thompson Baker Financial	St. Johns County Sheriff's Office
Brock Fence	Fidus Group
Ideal	FCC Environmental
Browning Agency	Spice and Tea Exchange
Corneal Law Firm	St. Augustine St. Johns County Chamber of Commerce
Then Network Operation Company	St. Johns County Board of Realtors
Norman Insurance Advisor	Chemical Strategies Inc
May Management	Mathews Design Group (DCCM)
Monroe County Sheriff's Office	
Plews Edelman	

Note: Private sector contract values and markups are proprietary and governed by non-disclosure agreements. Aggregate annual value for this portfolio exceeds \$ 1.9 million dollars.

DELIVERABLES

TOTAL PLACEMENTS



3,781 employees hired over the course of this contract.

AVERAGE TIME-TO-FILL



24-48 HOURS VACANCY COVERAGE
Rapidly closing staffing gaps.

WORKFORCE MAGNITUDE



1.4 MILLION+ HOURS WORKED
Direct service to St. Johns County.

PLACEMENT STABILITY



97% PLACEMENT STABILITY
Ensuring long-term team continuity.



SAME DAY BACKGROUND & APPROVALS
Workers cleared to start immediately.

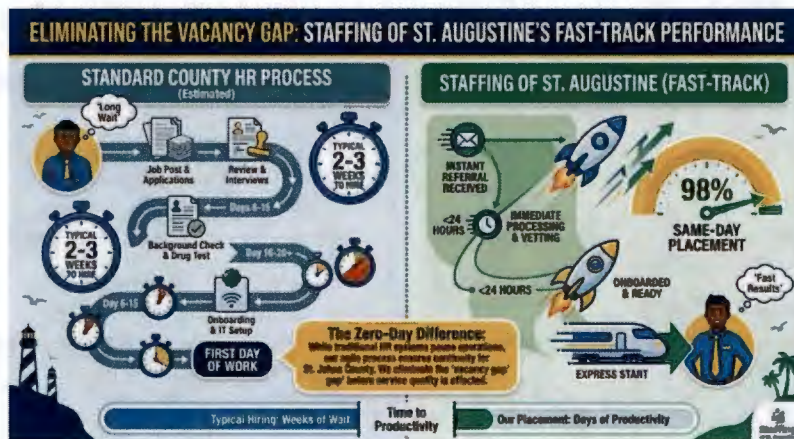
'STAFFING OF ST. AUGUSTINE:

'STAFFING OF ST. AUGUSTINE: DELIVERING RESULTS. BUILDING COMMUNITY.'

Section 4: Approach/ Methodology

As the long-standing partner for St. Johns County's temporary staffing needs, Staffing of St. Augustine does not view the requirements of this RFP as a mere checklist of tasks. Instead, we recognize them as the essential components of a complex, living ecosystem that balances the operational needs of County departments with the personal and professional needs of the employees who serve them.

Rather than providing a point-by-point technical response, we have structured this section as a comprehensive narrative of our Approach and Methodology. This narrative demonstrates how our deeply rooted local presence, institutional knowledge, and proactive problem-solving translate into the 10 core deliverables required by this solicitation.





Approach

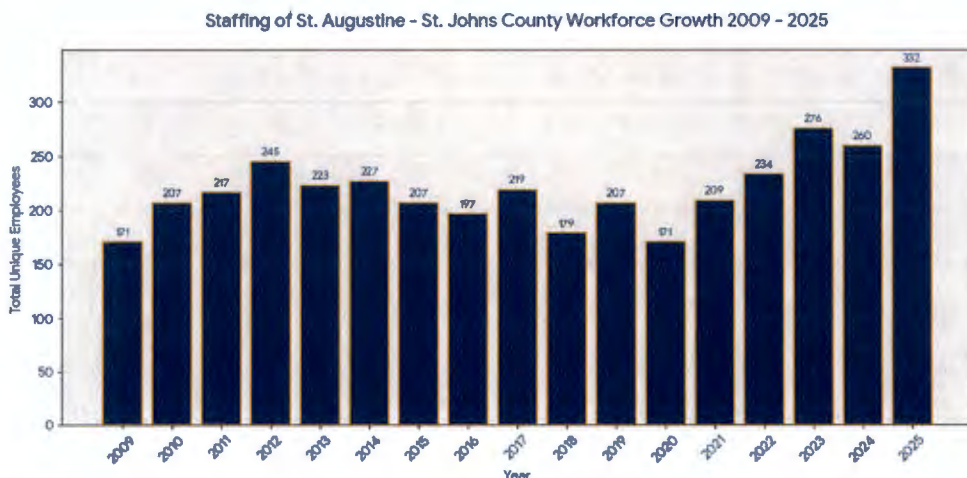
Our approach is built upon two primary pillars:

Service to County Staff and Users: How we simplify administration, ensure compliance, and provide rapid response solutions to our end users and during departmental crises.

During department crisis within person support we are not just a vendor, we are local residents that take pride in our County's success which impacts our families personally.

Support for the Workforce: How we screen, protect, and advocate for the employees who represent the County in the field every day.

By living in the same community we get to know our neighbors and able to be a personal referral resource as well.





I. Operational Excellence: Service to County Departments

Staffing of St. Augustine, we do more than fill vacancies; we absorb the operational friction of recruitment, onboarding, and compliance so County departments can remain focused on their core missions.

Bridging the "Communication Gap"

We recognize that HR requirements and departmental "on-the-ground" needs often speak different languages. To bridge this gap, we pioneered the **Job Description Order Form** process. This tool ensures that the specific physical and technical realities of a role—from the rigors of golf course maintenance to the nuances of administrative support—are captured accurately before a search begins. By aligning expectations on day one, we eliminate "mismatched hires" and ensure 100% compliance with County safety, HR, and purchasing standards.

"Staffing of St. Augustine does a fantastic job and is always on top of it"

Parks and Recreation End User

Scaling Beyond Labor

A true partner goes beyond supplying field staff; they provide the infrastructure to manage them successfully. We proved this during the recent transition of the County-wide trash removal contractor. When service delays led to a surge in citizen inquiries, Staffing of St. Augustine didn't just provide staff—we became an operational partner. We rapidly deployed dedicated call center staff to assist the call center to manage the crisis, demonstrating our ability to scale instantly and protect the County's reputation during high-pressure transitions.

Specialized Compliance & FRS Vigilance

Finally, our quality control includes a unique layer of protection regarding the **Florida Retirement System (FRS)**. Navigating the 2020 State regulations—which restrict FRS retirees from third-party employment for one year—is a complex administrative hurdle. We provide proactive oversight, ensuring that retirees returning to work do not inadvertently jeopardize their hard-earned benefits. This vigilance protects the County from liability and ensures that every placement is in full alignment with both State and Federal requirements.

II. Workforce Advocacy: The "Human First"

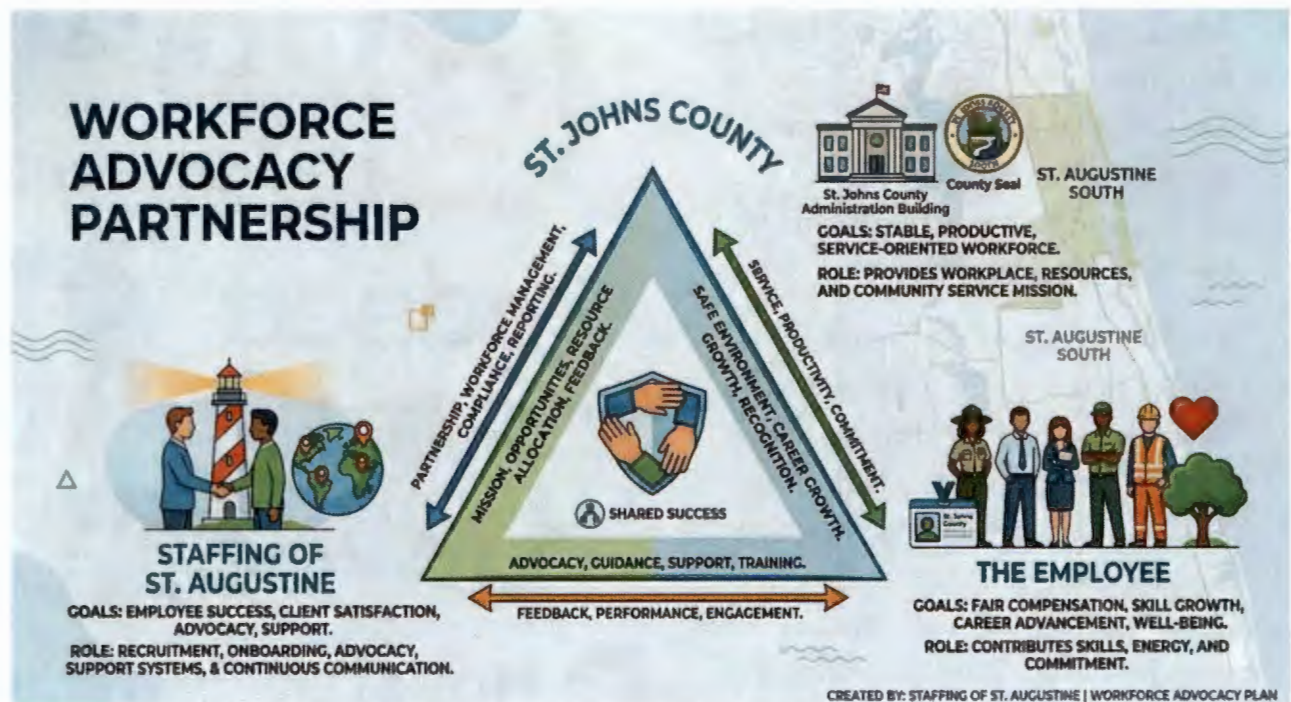
A staffing contract is only as successful as the people it employs. At Staffing of St. Augustine, we don't view temporary staff as "fillers"—we treat them as a vital, high-performing extension of the County workforce.

Maximizing Local Demographics & Taxpayer Value

Our historical knowledge of St. Johns County allows us to turn local demographics into operational wins. We were instrumental in launching the beach tolls and golf course staffing programs by identifying a unique local resource: our retiree population.

The Win-Win: Many of our neighbors have relocated here to retire and seek seasonal, part-time roles that offer community engagement—like working at the beach or the golf course—without the need for elaborate benefit packages.

The Result: This strategy maintains high service standards and provides fulfilling work for residents while significantly reducing the County's long-term benefit liabilities and maximizing taxpayer value.



High-Touch Screening: The "Return to Work" Success

Our screening process goes far beyond digital background checks; it involves active mentorship and oversight. A primary example is our Re-Entry program in partnership with HR management, which we successfully integrated formerly incarcerated individuals back into the local workforce.



Proven Oversight: By providing rigorous screening and consistent administrative support, this program grew to twelve dedicated workers with continuous growth.

Long-Term Impact: The quality of these individuals were so high that several transitioned into full-time County employment, proving that our "human-first" screening identifies reliable talent that automated systems often overlook. "Try before you hire" program.

Human Judgment in the Age of AI

While the staffing industry is increasingly shifting toward Artificial Intelligence, we believe algorithms cannot replace human judgment. At Staffing of St. Augustine, AI is a supplement to—not a replacement for—our local expertise.

The "Open-Door" Advantage: Unlike remote-only firms, we maintain a physical, "brick-and-mortar" presence in St. Augustine. This allows for in-person interviews where we can identify "hidden talent." As well as a drop in ability for simple questions or to change an employee form.

Recruitment Resources



Methodology

Our Staffing and Contract services can be outlined by the following breakdown:

- I. Needs Assessment
- II. Recruiting/Referral
- III. On Boarding
- IV. Payroll/Invoicing

County department contacts us with a need.

I. Needs Assessment

Departments in SJC work within the constraints of their respective operating budget in conjunction with the personnel services department to determine if a staffing need will utilize our services to fill this need.

If a need is determined, they proceed to identify if this is one of the approved positions under the contract. If it is an approved position, then we can begin the recruitment effort.

If this is a new or non-approved position for the department, then the process for approval is:

- Job description form is completed (see Figure 1/Section 6) and sent to the human resource director and Staffing of St. Augustine.
- Staffing of St. Augustine will review the job description and determine if they can employ this new position and the markup rate.
- Human Resources department will approve or deny the position and set a pay rate.
- Upon approval from the personnel services department and Staffing of St. Augustine this position moves to the recruitment effort.

Figure 1 Job Description Form

Staffing of St. Augustine, Inc. is proud to be an **Equal Employment Opportunity** employer. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

II. Recruiting/Referral

This effort is once again a collaboration of the needs of the specific department and Staffing of St. Augustine. The basis of this is as follows:

- Department with identified need is clear on the approved job description form as to what they are looking for.
- Any qualified candidates already interested and available hiring manager will complete the job description form, send this to Staffing of St. Augustine, and have candidate call to schedule appointment to complete new hire paperwork, background and drug checks and any additional necessary assessments.
- If the department does not have a qualified candidate available to refer, they should consult with Staffing of St. Augustine for assistance.

Upon completion of job description form, recruitment effort proceeds



Full Recruitment (see Figure 2)

- Post and recruit for position
- Screen resumes
- Interview candidates
- Submits candidates to hiring manager
- Facilitates the final selection for position
- Contact candidate selected to facilitate on boarding process
- Provide all necessary follow up to hiring manager

Contract Services

- The department hiring manager reviews resumes, has candidates complete an application and conducts an interview.
- The hiring manger chooses the most qualified candidate and refers them to Staffing of St. Augustine to start the on boarding process.

Figure 2 Recruitment Process

III. On-Boarding

Candidate will come to the easily accessible Staffing of St. Augustine office to complete the final approval process to become a contract employee and beginning their assignment as stated on the job description form.

- Upon arrival the candidate will be instructed on requirements to complete the new hire process which

Employee comes into the office to complete the new hire process

will include completing new hire paperwork, agreeing to a criminal background check, providing I9 documentation with E-Verify and taking an in-office swab five panel drug test. For some programs an additional finger scanning process may be required and will be administered by a third-party vendor (see Figure 2). Staffing of St.

Augustine pays for all necessary background checks and drug testing for all fully recruited positions.

- After successful completion of all paperwork and passing of the background and drug testing the candidate is now an active employee of Staffing of St. Augustine and can begin their assignment immediately.
- The department hiring manager is notified on the same day of the success or failure of this process so they can plan accordingly.
- We offer a four-hour guarantee for any recruited position, if the employee is not a suitable fit.
- If employee is not compatible, we will immediately remove the individual within one hour, and recruit for replacement as soon as possible.
- We provide no less than 24 hours but usually same day response to all related communication and requests.



Screening Resources

• E-verify Verification



- Confirms eligibility of employees to work in the US

• Intelifi



- National Criminal Search
- Sex Offender Search

• IdentoGO



- Level 2 fingerprint background check

• Florida Highway Safety and Motor Vehicles

- Validate Florida Drivers' license



• Onsite Drug Testing



- Instant Results
- 5-10 Panel Testing Offered
- Lab-Based Drug Testing verifies any positive results

• SkillCheck Assessments



- Variety of Administrative Skills Testing Available

• Indeed Skill Assessments



- Access to a library of skills tests ranges from industry-specific skills like accounting to general aptitude test like critical thinking.

• Personal interviews and new hire orientations

- We customize our process to match our client's standards.



Additional Staffing Solutions

As we continue with being innovative with our approach, we have developed some new and exclusive expanded services for St. Johns County.

Retention Program

Explanation

- Retention quarterly payout (equivalent to paid time off) is equal to ten hours of the employees hourly pay rate equating to forty hours of additional compensation per year
- Anyone working an average of 35 hours per week for nine months would be eligible
- Payouts to the employee would begin after twelve months and paid every quarter
- Anyone who meets this requirement will need to have their supervisor submit them to Staffing of St. Augustine to be eligible

Benefits

- Increase compensation to long-term employees
- Financial recognition of their efforts and commitment
- Added benefit that otherwise would not have
- Department can use it as an incentive
- Reduction in turnover and absenteeism



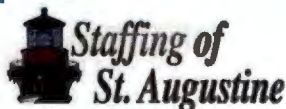
Plan Details	Annual Premium	Employee Share
Individual (Employee)	\$2,000	\$1,000
Individual (Family Agreement)	\$3,000	\$1,500
Individual (Family)	\$4,000	\$2,000
Spouse (Employee)	\$2,000	\$1,000
Spouse (Family Agreement)	\$3,000	\$1,500
Spouse (Family)	\$4,000	\$2,000
Child (Employee)	\$1,000	\$500
Child (Family Agreement)	\$1,500	\$750
Child (Family)	\$2,000	\$1,000
Medical (Employee)	\$1,000	\$500
Medical (Family Agreement)	\$1,500	\$750
Medical (Family)	\$2,000	\$1,000
Medical (Spouse)	\$1,000	\$500
Medical (Child)	\$1,000	\$500
Medical (Grandchild)	\$1,000	\$500
Medical (Parent)	\$1,000	\$500
Medical (Siblings)	\$1,000	\$500
Medical (Other)	\$1,000	\$500
Medical (Total)	\$10,000	\$5,000

Health Coverage

We offer ACA compliant comprehensive health care plan for qualified employees. 98% of employees are temporary or seasonal therefore these benefits rarely apply to employees as it stands with the County's use of this contract.

Safety

We will ensure that all employees meet the safety requirements of their respective positions. Staffing of St. Augustine will include the standard personal protective equipment (PPE) on all necessary assignments recruited.



STRATEGIC ADVANTAGES FOR ST. JOHNS COUNTY

1. EXPERIENCE & LOCAL PARTNERSHIP

- Serving St. Johns County since 2009.
- Institutional Knowledge of workflows.
- Mastery of transitions.

5. EMPLOYEE SUPPORT & RETENTION

- Innovative Retention Bonus Program.
- Reduced Employee Turnover.
- Long-Term Staff Commitment.

2. UNMATCHED ACCESSIBILITY & PRESENCE

- 100% Locally Owned & Operated.
- On-Site Responsive Leadership.
- Community Investment.

6. ACA HEALTHCARE & COMPLIANCE

- ACA-Compliant Health Insurance for qualified staff.
- Regulatory Mastery protects County.
- Full Insurance Coverage maintained.

3. COMPREHENSION OF NEEDS & COLLABORATION

- Dedicated Partner for Hiring Managers.
- Precise Alignment via Job Description Form.
- Human-First Vetting & interviews.

7. COMMUNITY DIVERSITY & WBE CERTIFICATION

- Women Business Enterprise (WBE) Certification Pending.
- Supporting Diverse Local Spend.
- Enhancing Community Partnership.

4. RELIABILITY & FISCAL STABILITY

- 100% Self-Funded Operations.
- Guaranteed Payroll bi-weekly.
- Fiscal Stewardship with lean management.

8. LOCALIZED INNOVATION & PROVEN PERFORMANCE

- Streamlined Hiring Processes.
- Cost-Effective Solutions.
- Ongoing Performance Metrics and Reporting.



Section 5:

Pricing

Financial Stewardship & Pricing Philosophy

At **Staffing of St. Augustine**, our approach to pricing is guided by a simple principle: **Value through Stability**. We are deeply rooted in this community, recognizing that we are not just managing a contract; we are stewards of St. Johns County taxpayer dollars.

Our history with the County and the many end users of this service, is defined by an unparalleled commitment to fiscal consistency. While industry standards often include automatic annual Consumer Price Index (CPI) escalations or requested price hikes, **Staffing of St. Augustine has consistently maintained our original bid pricing throughout the entire life of our service terms**. We have historically absorbed inflationary pressures, and operational cost increases internally rather than passing them on to the County's budget.

WE HAVE DECREASED OUR PRICING AN AVERAGE OF 10% ACROSS ALL POSITIONS FROM OUR CURRENT CONTRACT RATES.

Our competitive pricing model is built on three pillars:

- **Operational Efficiency:** Led by an Enrolled Agent (EA) with deep financial expertise, our lean management structure allows us to keep overhead remarkably low.
- **Maximizing Employee Take-Home:** By minimizing our corporate "markup," we ensure that the vast majority of the County's investment goes directly to the hardworking staff serving our citizens.
- **Lower Markups-** we have reduced our markup percentages across all positions even in this inflationary time.

The following pricing schedule reflects our commitment to remaining the County's most cost-effective and reliable staffing partner, delivering premium, local service at a rate that respects the public trust.

OUR COMPETITIVE PRICING MODEL

Built on Three Pillars:


PILLAR 1: OPERATIONAL EFFICIENCY

Led by an Enrolled Agent (EA)



Deep financial expertise & lean management structure.

PILLAR 2: MAXIMIZING EMPLOYEE TAKE-HOME



The vast majority investment goes directly to staff.

PILLAR 3: LOWER MARKUPS

Reduced markup percentages across all positions, even during inflation.




no hidden fees

OUR PRICING COMMITMENT

Our pricing schedule reflects a commitment to remaining the County's most **COST-EFFECTIVE** and **RELIABLE** staffing partner—delivering premium, local service at a rate that respects the public trust.

reliability value



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT G

HOURLY RATE SHEET

I. HOURLY RATES

Compensation for services satisfactorily performed shall be in accordance with the Hourly Billable Rates provided

below, which shall be negotiated and the approved rates shall be included in the awarded Contract.

#	Position	Proposed Hourly Payable Rate:	Proposed Markup %	Proposed Billable Rate:
1	Beach Toll Collector Leader	\$15.05	22.75%	\$18.47
2	Beach Toll Collector	\$14.00	22.75%	\$17.19
3	Retail Customer Support (Pier)	\$14.00	22.75%	\$17.19
4	Clerical Support - Receptionist	\$14.00	20.75%	\$16.91
5	Clerical Support - Administrative Coordinator	\$17.34	20.75%	\$20.94
6	Application/ Permit Review Technician	\$16.13	20.75%	\$19.48
7	Client Services Assistant	\$17.74	20.75%	\$21.42
8	Construction Plans Reviewer	\$23.65	20.75%	\$28.56
9	Garbage Removal Workers	\$14.00	25.00%	\$17.50
10	Grounds Maintenance	\$15.05	25.00%	\$18.81
11	Golf Cart Attendant	\$14.00	25.00%	\$17.50
12	Golf Course Spray Technician	\$18.81	25.00%	\$23.51
13	Golf Course Starter	\$14.00	25.00%	\$17.50
14	Golf Course Grounds Maintenance Technician	\$17.20	25.00%	\$21.50
15	Legal Support Specialist	\$20.43	20.75%	\$24.67
16	Financial Analyst (Budget Analyst)	\$30.00	20.00%	\$36.00
17	Procurement Analyst (Procurement Coordinator)	\$32.50	20.00%	\$39.00
18	Contract Analyst	\$32.00	20.75%	\$38.64
19	Civil Engineer	\$38.00	20.00%	\$45.60
20	Civil Professional Engineer (P.E.)	\$37.26	20.00%	\$44.71
21	Library Assistant	\$14.00	20.75%	\$16.91
22	Library Courier	\$14.50	25.50%	\$18.20
23	Skilled Tradesworker- HVAC- Journeyman or Master License	\$30.10	24.00%	\$37.32
24	Skilled Tradesworker- Masonry- Journeyman or Master License	\$18.28	24.00%	\$22.67

25	Skilled Tradesworker- Plumbing- Journeyman or Master License	\$18.28	24.00%	\$22.67
26	Skilled Tradesworker- Electrical- Journeyman or Master License	\$18.28	24.00%	\$22.67
27	Skilled Tradesworker- entry level (non- licensed)	\$18.28	24.00%	\$22.67
28	Wastewater Treatment Plant Operator	\$22.58	24.00%	\$28.00
29	Housing Inspector	\$19.35	24.00%	\$23.99
30	Project Specialist	\$20.00	20.75%	\$24.15
31	Human Resources Coordinator- Projects	\$24.73	20.75%	\$29.86
32	Human Resources Specialist- Projects, Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation	\$23.65	20.75%	\$28.56
33	Human Resources Analyst- Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation	\$24.73	20.75%	\$29.86
34	Recreation Program Assistant	\$15.05	24.50%	\$18.74
35	Recreation Instructor (CLASS)	\$26.88	19.00%	\$31.99
36	Recreation Instructor - Specialty (CLASS)	\$32.25	19.00%	\$38.38
37	Scorekeeper (GAME)	\$14.00	15.00%	\$16.10
38	Sports Official (GAME)	\$26.88	19.00%	\$31.99
39	Summer Camp Coordinator	\$20.43	24.50%	\$25.44
40	Camp Supervisor	\$17.20	24.50%	\$21.41
41	Assistant Camp Supervisor	\$16.13	24.50%	\$20.08
42	Summer Camp Counselor I	\$14.00	24.50%	\$17.43
43	Summer Camp Counselor II	\$14.51	24.50%	\$18.06
44	Summer Camp Counselor III	\$15.05	24.50%	\$18.74
45	Summer Camp Transportation Specialist	\$16.13	25.50%	\$20.24
46	Beach Enforcement/Lighting Officer	\$17.20	24.50%	\$21.41
47	Beach Survey Technician	\$17.15	24.50%	\$21.35
48	Environmental Technician	\$15.05	24.50%	\$18.74
49	Equipment Specialist	\$13.98	24.50%	\$17.41
50	GIS Technician	\$17.74	20.75%	\$21.42
51	GIS Analyst	\$26.88	20.75%	\$32.46
52	Land Management Technician	\$15.05	24.50%	\$18.74
53	Recycling Specialist	\$14.00	25.85%	\$17.62
54	Solid Waste Supervisor	\$26.38	20.75%	\$31.85
55	Maintenance Technician- Water Utility	\$16.91	24.50%	\$21.05
56	Grant Project Manager	\$145.13	20.00%	\$174.16
57	Web Development and Support Specialist	\$23.65	20.75%	\$28.56
58	Weighmaster	\$17.20	22.75%	\$21.11

59	Auto CAD Drafting Services	\$107.50	20.00%	\$129.00
60	SCADA Technician	\$23.35	24.50%	\$29.07
61	Maintenance Worker- General Labor	\$16.91	25.00%	\$21.14
62	Maintenance Technician- Building	\$21.65	24.50%	\$26.95
63	Community Education Specialist	\$25.10	20.75%	\$30.31
64	Engineering Specialist	\$18.28	20.75%	\$22.07
65	Construction Specialist	\$23.11	20.75%	\$27.91
66	Library Courier	\$14.00	25.50%	\$17.57
67	Tourism and Development Specialist	\$24.00	20.75%	\$28.98
68	Technical Specialist	\$26.88	20.75%	\$32.46
69	Lead Growth Management Technician	\$26.38	24.50%	\$32.84
70	Environmental Specialist	\$26.38	24.50%	\$32.84
71	HCP Field Technician	\$15.05	24.50%	\$18.74
72	Web Development and Support Specialist	\$26.37	20.75%	\$31.84
73	Digital Media Specialist	\$26.37	20.75%	\$31.84
74	IT Applications Analyst	\$27.71	20.75%	\$33.46
75	Business Systems Analyst	\$30.59	20.00%	\$36.71
76	Project Manager	\$33.76	20.00%	\$40.51
77	Capital Improvement Program (CIP) Project Manager	\$37.26	20.00%	\$44.71
78	Sharepoint Administrator	\$26.37	20.75%	\$31.84
79	Intern- General	\$15.00	24.50%	\$18.68
80	IT Desktop Support	\$28.00	20.75%	\$33.81
81	Enterprise Resource Application (ERP) Analyst	\$29.11	20.75%	\$35.15
82	Fleet Mechanic	\$20.60	24.50%	\$25.65
83	Survey Assistant	\$17.77	24.50%	\$22.12
84	Disaster Recovery Specialist (FEMA)	\$24.50	20.75%	\$29.58
85	Utility Grant Project Manager	\$33.65	20.75%	\$40.63
			Average Proposed Markup %	
			22.41%	

Section 6:

Administrative Information

Sample SOSA Report	36
Safety Rules	37
Job Description Form	38-39
Sample SOSA Timesheet	40
Sample SOSA Invoice	41
Certificate of Liability	42
Certificate of Liability Workers Comp	43
Local Business Tax Receipt	44
State Certification	45
Sun Biz	46
E-Verify	47-48
Exhibit A	49-55
Exhibit B-Appendix II	56-58
Addendum 1	59-65
Addendum 2	66-68
Addendum 3	69-70
Attachment A	71
Attachment B	72
Attachment C	73
Attachment D	74
Attachment E	75
Attachment F	76-77
Attachment H	78
Attachment I	79
Attachment J	80
Attachment K	81
Attachment L	82
Attachment M	83
Attachment N	84
Attachment O	85-86

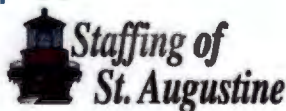
Staffing of St. Augustine has reviewed the federal-aid terms in Exhibits A and B and is fully prepared to comply with all reporting and auditing requirements therein.

Staffing of St. Augustine
Salesby Product/ServiceDetail
 January1-30,2026

DATE	TRANSACTION TYPE	NUM	CUSTOMER	MEMO/DESCRIPTION	QTY	SALES PRICE	AMOUNT	
Borders, Jonathan								
01/06/2026	Invoice	21565	St. Johns County	Cashier/CSR (\$14.00/hr pay)	24.00	17.23	413.52	
01/20/2026	Invoice	21578	St. Johns County	Cashier/CSR (\$14.00/hr pay)	56.00	17.23	964.88	
Total for Borders, Jonathan							80.00	\$1,378.40
Bowers, Diana								
01/06/2026	Invoice	21565	St. Johns County	Ground Maint. Tech (\$17.20/hr pay)	59.50	21.77	1,295.32	
01/20/2026	Invoice	21578	St. Johns County	Ground Maint. Tech (\$17.20/hr pay)	79.50	21.77	1,730.72	
Total for Bowers, Diana							139.00	\$3,026.04
Braun, Gretchen								
Braun, Gretchen								
01/06/2026	Invoice	21557	St. Johns County	Rec. Program Asst (\$15.56/hr pay)	18.00	19.15	344.70	
01/20/2026	Invoice	21587	St. Johns County	Rec. Program Asst (\$15.56/hr pay)	11.00	19.15	210.65	
Total for Braun, Gretchen							29.00	\$555.35
Total for Braun, Gretchen							29.00	\$555.35
Brown, Jaheem								
Brown, Jaheem								
01/20/2026	Invoice	21587	St. Johns County	Rec. Program Asst (\$15.56/hr pay)	39.00	19.15	746.85	
Total for Brown, Jaheem							39.00	\$746.85
Carter, Kyle								
Carter, Kyle								
01/06/2026	Invoice	21565	St. Johns County	Ground Maint. Tech (\$17.20/hr pay)	50.50	21.77	1,099.39	
01/20/2026	Invoice	21578	St. Johns County	Ground Maint. Tech (\$17.20/hr pay)	71.00	21.77	1,545.67	
Total for Carter, Kyle							121.50	\$2,645.06
Cavell, Steven								
Cavell, Steven								
01/06/2026	Invoice	21565	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	32.50	17.72	575.90	
01/20/2026	Invoice	21578	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	39.00	17.72	691.08	
Total for Cavell, Steven							71.50	\$1,266.98
Chadwick, Danny								
Chadwick, Danny								
01/06/2026	Invoice	21565	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	34.50	17.72	611.34	
01/20/2026	Invoice	21578	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	41.00	17.72	726.52	
Total for Chadwick, Danny							75.50	\$1,337.86
Total for Chadwick, Danny							75.50	\$1,337.86
Chaffee, Daniel								
Chaffee, Daniel								
01/06/2026	Invoice	21565	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	27.50	17.72	487.30	
01/20/2026	Invoice	21578	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	28.00	17.72	498.16	
Total for Chaffee, Daniel							55.50	\$985.46
Choyke, Richard								
Choyke, Richard								
01/06/2026	Invoice	21565	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	15.00	17.72	265.80	
01/20/2026	Invoice	21578	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	22.50	17.72	398.70	
Total for Choyke, Richard							37.50	\$664.50
Clark, Halley								
Clark, Halley								
01/06/2026	Invoice	21569	St. Johns County	Library Graphic Design Intern (\$15.05/hr pay)	7.75	18.82	145.53	
01/20/2026	Invoice	21577	St. Johns County	Library Graphic Design Intern (\$15.05/hr pay)	31.00	18.82	574.12	
Total for Clark, Halley							38.75	\$719.65
Corbo, Richard								
Corbo, Richard								
01/06/2026	Invoice	21565	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	28.00	17.72	498.16	
01/20/2026	Invoice	21578	St. Johns County	Golf Cart Attendant (\$14.00/hr pay)	34.00	17.72	602.48	
Total for Corbo, Richard							62.00	\$1,099.64
Cross, Jared								
Cross, Jared								
01/06/2026	Invoice	21565	St. Johns County	Clerical Support - Spec (\$16.13/hr pay)	65.00	19.84	1,289.60	
01/20/2026	Invoice	21578	St. Johns County	Clerical Support - Spec (\$16.13/hr pay)	75.00	19.84	1,488.00	
Total for Cross, Jared							140.00	\$2,777.60
Cutrer, Scott								
Cutrer, Scott								
01/06/2026	Invoice	21562	St. Johns County	Warehouse Coordinator (\$21.50/hr pay)	40.00	27.21	1,088.40	
01/20/2026	Invoice	21564	St. Johns County	Warehouse Coordinator (\$21.50/hr pay)	80.00	27.21	2,176.80	
Total for Cutrer, Scott							120.00	\$3,265.20
Deconcelaco, Saul								
Deconcelaco, Saul								
01/06/2026	Invoice	21553	St. Johns County	Beach Toll Leader (\$18.16/hr pay)	4.00	19.91	79.64	
01/20/2026	Invoice	21574	St. Johns County	Beach Toll Leader (\$18.16/hr pay)	8.00	19.91	159.28	
Total for Deconcelaco, Saul							12.00	\$238.92
Davis, Forrest								
Davis, Forrest								
01/06/2026	Invoice	21557	St. Johns County	Rec. Program Asst (\$15.56/hr pay)	4.00	19.15	76.60	

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GENERAL SAFETY RULES

- 1. Job safety is the responsibility of each individual employee. Job safety is often applying common sense to a situation. Use good common sense and stay alert on the job at all times.
- 2. **All injuries, no matter how slight, must be reported to your supervisor immediately. A drug test will be required within 24 hours of all work-related injuries. If you test positive for illegal drugs, you will be terminated and may lose your worker's compensation benefits.**
If an injury occurs, use only company approved medical facilities. Any other medical treatment will be at your own expense.
- 3. Employees under the influence of drugs or alcohol on-the-job will be subject to immediate discharge. Employees taking prescribed medications should advise the supervisor prior to the start of the shift.
- 4. If when reporting for work you feel ill or are emotionally upset due to personal problems, discuss them with your foreman/supervisor before starting work.
- 5. Report any unsafe condition to your supervisor immediately, regardless if the unsafe condition directly affects you.
- 6. If at any time you are not sure of how to perform the job you have been instructed to do: **STOP AND CHECK WITH YOUR SUPERVISOR.** This is for your safety and for that of your fellow workers.
- 7. Do not start or operate any equipment without the proper authority and safety instruction. Never operate a piece of equipment when guards or other safety devices are not in place.
- 8. Do not attempt to repair or tamper with equipment not working properly. Report the condition to your supervisor immediately.
- 9.
- 10. Any employee who is furnished safety equipment will be required to use such equipment while doing the work for which the equipment was furnished.
- 11. Good housekeeping practices should be followed at all times. This means clean tools, dry floors, neat work areas and properly arranged materials.
- 12. Use the correct method of lifting objects. Lift with your legs, not your back. If a load is too heavy or awkward, ask for assistance.
- 13. All electrical power tools and cords must have an operational third wire positive ground. Electrical tools and cords without positive grounding should not be used. Double insulated tools must be so marked.
- 14. Do not use flammable liquids, toxic materials, chemicals or acids unless authorized and instructed in the proper procedures.
- 15. Do not smoke in areas which are not specifically designed as smoking areas.
- 16. All employees who drive or are passengers while on company business must wear their seatbelts at all times.
- 17. Obey all safety and warning signs at all times.
- 18. Submitting false or fraudulent information when reporting injury is a third-degree felony and will be cause for dismissal and denial of medical wage loss benefits.

I have read these rules (or I have had them read to me), and understand them and will obey them for my own benefit.

Print Applicant's Name: _____ SSN: _____
 Applicant's Signature: _____ Date: _____
 Supervisor's Signature: _____ Date: _____

Where injury is caused by the willful refusal of the employee to use safety equipment or obey safety rules, the compensation benefits can be reduced by 25% (Florida Statute 44.09.(4))

St. Johns County Temporary Staffing Assignment Job Description

DATE: _____

Job Title: _____
 Number of Staff Needed: _____ (_____
 Under same job title as above): _____

If applicable:
 Candidate Name: _____ Phone Number: _____

HAS THIS CANDIDATE RETIRED FROM A FRS EMPLOYER IN THE PAST 12 MONTHS?

(Please note: response below) *Please verify you asked by signing below:*

Yes _____

No _____

Printed Name: _____

If Yes date of retirement: _____ Confirm eligibility with HR before hiring by emailing SCChiring@sjcA.us and SCCbenefits@sjcA.us

Contact Information

Work Location Address:	
Assignment Duration:	
Preferred Start Date:	
Pay Rate:	
Is Over time Required? (Yes/ No)	No
What will be the Work Hours/Shift Timings?	
What time is the Lunch Break?	
Dress Code:	
Assignment Location:	
Parking Accommodations:	
Will the Temp be required to Drive as part of their Job Duties?	If Yes, describe nature and estimate percentage of time
Yes / No	
Background check/drug test (s) required	Does Position Require Level II Background?
1 Background Check	Yes / No
2 Drug Test	
2 Motor Vehicle Record	
Can the candidates start if BG/DT result is pending?	
Yes?	
Would you like to review candidate profiles and/or interview before they are hired? (Yes / No)	
Preferred Method of Interview (Phone? In-Person?)	
(Date/Time Preference if applicable) Interview/Hiring Point of Contact:	Name: Best Phone Number: Email: Name: Best Phone
First Day Reporting Point of Contact for New Hire:	Number: Email:
Primary Timesheet Approver Name:	
Secondary Timesheet Approver Name:	



**Position Information
Job Summary**

Is proficiency in any Computer Software or Application required? Yes / No

1

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2

Knowledge, skills, education, and/or experience required?

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Mandatory skills/certification(s) required?

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Bonus skills that will make a resume stand out:

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Summary of Day-to-Day Duties, Essential Functions and Responsibilities:

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Additional Comments



Staffing of St. Augustine Biweekly Time Sheet

Fax (904)797-6050

Must be received by 9:00am _____ on the Monday after the completed biweek.

Department _____

Pay period start date: _____

Pay period end date: _____

Employee: _____

Employee phone: _____

Manager: _____

Employee e-mail: _____

Day	AM		PM		Total
	IN	OUT	IN	OUT	
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total hours					

SAMPLE

Employee signature Date

Manager signature Date



Staffing of St. Augustine

2730 U.S.1 South, Suite B
St Augustine, FL 32086
(904) 797-2244

INVOICE

BILL TO
St. Johns County
500 San Sebastian View
St. Augustine, FL. 32084

INVOICE 21682
DATE 03/17/2026
TERMS Due on receipt

WORKSITE/DEPARTMENT
Visitors Information Center

WEEK ENDING
03/15/2026

EMPLOYEE NAME	POSITION	HOURS WORKED	BILL RATE	AMOUNT
Florio, Peter	VIC Coordinator (\$15.05/hr	3	18.52	592.64
Smith, Timothy	pay) VIC Coordinator	2	18.52	296.32
Van Ryn, Lawrence	(\$15.05/hr pay) VIC		18.52	592.64
Van Ryn-Haltorf, Joyce	Coordinator (\$15.05/hr pay)	6	18.52	592.64
	VIC Coordinator (\$15.05/hr	3		
	pay)	2		
	BALANCE DUE	3		
		2		
				\$2,074.24

SAMPLE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/16/2026

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

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

PRODUCER Herbie Wiles Insurance 400 N Ponce de Leon Blvd Saint Augustine FL 32084-3587		CONTRACT NAME: Alyssa Staley	
		INSURER'S APPROVING COVERAGE	
		INSURER A: Southern-Owners Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

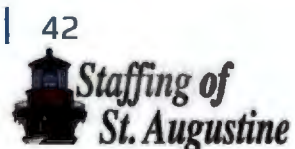
COVERAGES **CERTIFICATE NUMBER:** 61679478 **REVISION NUMBER:**

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

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- <input type="checkbox"/> LOC OTHER: _____		78433295	6/7/2025	6/7/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> OWNED AUTOS ONLY		78433295	6/7/2025	6/7/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEES \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER St. Johns County BOCC 500 San Sebastian View St. Augustine, FL 32084	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Chad H. Lyall</i>
---	--



<St. Johns County RFP 2269> Temporary Staffing Service



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/5/2026

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

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

PRODUCER GIGA Solutions, Inc. 101 Plaza Real South Ste 201 Boca Raton FL 33432	CONTACT NAME: PHONE: (A/C, No, Ext): 888-581-0807		FAX: (A/C, No): 954-252-4426
	ADDRESS:		
INSURED Convergence Employee Leasing, Inc. Convergence Employee Leasing II, Inc. Convergence Employee Leasing III, Inc. 9393-1 Mill Springs Drive Jacksonville FL 32257		INSURER(S) AFFORDING COVERAGE	NAIC # 12831
		INSURER A : State National Insurance Company, Inc	
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

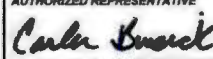
COVERAGES **CERTIFICATE NUMBER:** 696843954 **REVISION NUMBER:**

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

INSTR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AMX-211-0001-008	10/1/2025	10/1/2026	X PER DTR E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEES 1,000,000 E.L. DISEASE - POLICY LIMIT 1,000,000

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

Coverage provided for all leased employees but not subcontractors of: Staffing of St Augustine Inc Location coverage effective: 10/1/2025

CERTIFICATE HOLDER St. Johns County BOCC 500 San Sebastian View St Augustine FL 32084	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD © 1988-2015 ACORD CORPORATION. All rights reserved.

This Receipt is issued pursuant to
County ordinance 87-36

2025/2026 ST. JOHNS COUNTY
LOCAL BUSINESS TAX RECEIPT
EXPIRES September 30, 2026
MUST BE DISPLAYED IN A CONSPICUOUS PLACE

Account 1018691

Business Type Employment Agency
Location 2730 S US1 # B
St Augustine FL 32086
Business Name
StaffingOfStAugustine Inc



New Business	
Transfer	
Tax	
Penalty	
Cost	22.00
Total	0.00
	0.00
	22.00

Owner Kass, Josh
Name 2730 US 1 South Ste B
St. Augustine, FL 32086
Mailing Address

JENNIFER RAVAN
ST. JOHNS COUNTY TAX COLLECTOR

This receipt does not constitute a franchise, an agreement, permission or authority to perform the services or operate business described herein when a franchise, an agreement, other county commission, state or federal permission or authority is required by county, state or federal law.

This form becomes a receipt only when validated below

Paid by receipt(s) 2024-946260 on 07/28/25 for \$22.00

State of Florida

Department of State

I certify from the records of this office that STAFFING OF ST. AUGUSTINE, INC. is a corporation organized under the laws of the State of Florida, filed on May 14, 2001.

The document number of this corporation is P01000049755.

I further certify that said corporation has paid all fees due this office through December 31, 2026, that its most recent annual report/uniform business report was filed on January 22, 2026, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fifth day of March, 2026*



A handwritten signature in black ink, appearing to be "C. J. Scott", written over a horizontal line.

Secretary of State

Tracking Number: 2087175072CU

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

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



Department of State / Division of Corporations / Search Records / Search by Entity Name/

Detail by Entity Name

FloridaProfitCorporation
STAFFING OF ST. AUGUSTINE, INC.

Filing Information

Document Number	P01000049755
FEI/EIN Number	59-3719797
Date Filed	05/14/2001
State	FL
Status	ACTIVE

Principal Address

2730 US 1 SOUTH
SUITE B
ST. AUGUSTINE, FL 32086

My Company Account



Modernize the employment eligibility verification process today!

Learn More

Enable E-Verify+

My Company Profile Company Information

Company Name

Staffing of St. Augustine

Doing Business As (DBA) Name

Staffing of St. Augustine

Company ID

1518000

Enrollment Date

Mar 09, 2020

Employer Identification Number (EIN)

593719797

Unique Entity Identifier (UEI)

DUNS Number

Total Number of Employees

100 to 499

NAICS Code

541

Sector

Professional, Scientific, and Technical Services

Subsector

Professional, Scientific, and Technical Services

Edit Company Information

Employer Category

Employer Category

None of these categories apply

Edit Employer Category



Points of Contact

Name	Number (904)	Ext	Email	Signatory
Josh Kass	797-2244 (904)		josh@staugjobs.com	Yes
Melissa Owens	797-2244		melissa@staugjobs.com	No

Rows Per Page

1

[Edit Points of Contact](#)

Company Addresses

Physical Address

2730 US1 South
Suite B
SAINT AUGUSTINE, FL 32086

Mailing Address

2730 US1 South
Suite B
Saint Augustine, FL 32086

[Edit Company Addresses](#)

Hiring Sites

We have implemented a new policy and require more information for existing and future hiring sites.

Number of Sites

1

[Edit Hiring Sites](#)

Company Access

My Company is configured to:

Verify Its Own Employees

Memorandum of Understanding

[View Current MOU](#)

[U.S. Department of Homeland Security](#) [U.S. Citizenship and Immigration Services](#)

[Accessibility](#) [Plug-ins](#) [Site Map](#)




Exhibit A

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS For PROFESSIONAL SERVICES CONTRACTS

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

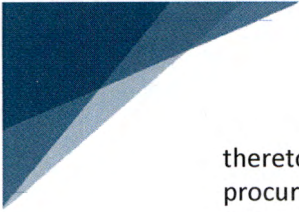
The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Agency at any time during the performance of such services and/or completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Contractor will not copyright any material and products or patent any invention developed under this agreement. The Agency will have the right to visit the site for inspection of the work and the products of the Contractor at any time.
- C. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- D. The Contractor shall provide access by the Florida Department of Transportation (recipient), the Agency (subrecipient), the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- E. Compliance with Regulations: The Contractor shall comply with the Regulations: relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the




Regulations), which are herein incorporated by reference and made a part of this Agreement.

- F. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- G. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- H. **Information and Reports:** The Contractor will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- I. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Contractor under the contract until the Contractor complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- J. **Incorporation or Provisions:** The Contractor will include the provisions of Paragraph C through K in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions issued pursuant



thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

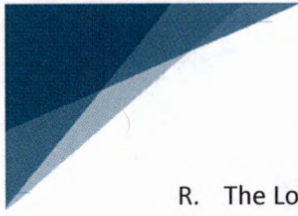
- K. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- L. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.

- 
- M. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
 - N. Participation by Disadvantaged Business Enterprises: The Contractor shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Contractor and any subcontractor or contractor.

“The subconsultant, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate.”

Pursuant to 49 CFR 26.11(c), the Contractor shall submit the bid opportunity list at the time of contract execution and shall enter DBE commitment and payment information in the Florida Department of Transportation Equal Opportunity Compliance (EOC) system. The Contractor shall request access to the EOC system using Form No. 275-021-30.

- O. Prompt Payment of and Return of Retainage to Subcontractors: The Contractor will pay monies owed to subcontractors, suppliers or other parties within thirty (30) days of the Contractor receiving payment from the Local Agency. The Local Agency is prohibited from withholding retainage from Contractor s. To the extent the selected Contractor withholds retainage from its subcontractors, it must be returned in its entirety within thirty (30) days of satisfactory completion of the subcontractor work. The Local Agency is the arbiter of what constitutes satisfactory completion. These provisions apply to all subcontractor s and at all tiers of subcontracting.
- P. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- Q. It is understood and agreed that if the Contractor at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Contractor shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Contractor in all lower tier covered transactions and in all aforementioned federal regulation.



R. The Local Agency hereby certifies that neither the Contractor nor the Contractor's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

1. employ or retain, or agree to employ or retain, any firm or person, or
2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of FederalAid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

S. The Contractor hereby certifies that it has not:


1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The Contractor further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

T. The Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

U. Clean Air Act: The Contractor agrees to comply with applicable standards, orders or regulations issued pursuant to Clean Air Act (42 U.S.C § 7401 et seq), as amended.

The Contractor agrees to report each violation to the Florida Department of Transportation (Department) and understands and agrees that the Department will, in turn, report each violation as required to assure notification to the Federal Emergency



Management Agency, and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

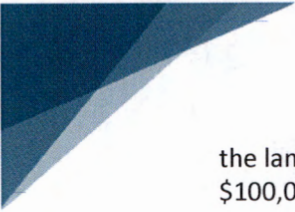
- V. Federal Water Pollution Control Act: The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

- W. Byrd Anti-Lobbying: Contractors awarded a contract of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL AID CONTRACTS: (Compliance

with 49 CFR, Section 20.100(b))(1) The Contractor certifies that: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any state or Federal agency, a member of the Florida Legislature, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities". (2) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. (3) The Contractor also certifies by signing this contract that the Contractor shall require



the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Statement for Loan Guarantees and Loan Insurance

Per 49 CFR Part 20, Appendix A, the undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- X. Buy America: As appropriate and to the extent consistent with law, the nonFederal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award per 2 CFR part 200.322.

"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymerbased products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Furthermore, Federal agencies providing Federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in 2 CFR part 184.

This content is from the eCFR and is authoritative but unofficial.

Title 2 — Federal Financial Assistance

Subtitle A — Office of Management and Budget Guidance for Federal Financial Assistance

Chapter II — Office of Management and Budget Guidance

Part 200 — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Authority: 31 U.S.C. 503; 31 U.S.C. 6101-6106; 31 U.S.C. 6307; 31 U.S.C. 7501-7507.

Source: 89 FR 30136, Apr. 22, 2024, unless otherwise noted.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of




Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be

2 CFR Appendix-II-to-Part-200(D) (enhanced display)

2 CFR Appendix-II-to-Part-200(E)

prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a



provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671g) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- (J) See § 200.323.

2 CFR Appendix-II-to-Part-200(J) (enhanced display)

2 CFR Appendix-II-to-Part-200(K)

(K) See §

200.216.

(L) See §

200.322.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]



ADDENDUM #1

March 12, 2026

To: Prospective Proposers
From: St. Johns County Purchasing Department
Subject: RFP 2269; Temporary Staffing

This Addendum #1 is issued to further Proposers' information and is hereby incorporated into the RFP Documents. Each Proposer must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Proposal. Proposers must complete and submit Attachment J, acknowledging all issued addenda with their Proposal, as provided in the RFP Documents.

Revisions/Clarifications:

The County provides the following revisions and/or clarifications to be incorporated into the Quote/IFB/RFP/RFQ Documents:

1. The Evaluation of Submitted Proposals is hereby re-scheduled for 9 AM on April 2, 2026.
2. The Shortlist Interviews/Presentations (if applicable) are hereby re-scheduled for 9 AM on April 9, 2026.

Questions/Answers:

The County provides the following answers to the questions submitted below:

1. Who are the incumbents?
Answer: St. Johns County currently has contracts to provide temporary staffing with Staffing of St. Augustine, Inc. and 22nd Century Technologies, Inc.
2. Can conversion fees &/or Direct Hire fees be added to our pricing?
Answer: Conversion fees and Direct Hire fees may be added as separate line items to Attachment G.
3. How will orders be released for this award? Who places orders?
Answer: The SJC Human Resources Department or the SJC user department may place orders for temporary staffing.
4. Is ordering done from HR only via email released or in a portal?
Answer: The SJC Human Resources Department or the SJC user department place orders for temporary staffing via email.
5. Please confirm if this is a new initiative or a re-bid of an existing contract?
Answer: This Request for Proposals is for an existing contract which expires in April 2026.
6. Are there any specific challenges, pain points or areas of concern that you are currently experiencing with the existing vendors?
Answer: No
7. Please clarify the anticipated number of awards expected under this RFP.
Answer: The County has not predetermined the number of awards to be made under this RFP and reserves the right to make one award, multiple awards, or no award, as deemed in the best interest of the County.

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8. Is there a local preference in connection with this RFP?
Answer: No
9. Please confirm the evaluation criteria and weighting (e.g., technical vs. cost).
Answer: Evaluation and scoring information is provided on pages 18 – 19 of the RFP.
10. Will there be an opportunity for a virtual/on-presentation or negotiation meeting during the evaluation process?
Answer: Virtual options will not be provided for the Presentations discussed on pages 18 -19 of the RFP. Virtual options for negotiating contracts will be considered for those Proposers selected for an award.
11. What is the expected timeline for award notification and contract execution?
Answer: The tentative schedule for contract negotiations is April 10 – 24, 2026. The tentative date for negotiated contracts to be presented to the Board of County Commissioners, for their consideration, is May 19, 2026.
12. Is there an employee conversion policy (i.e., can the department directly hire contractor staff after a defined period)?
Answer: The County does not currently have a policy related to the County hiring the staff of a contractor providing temporary staffing services.
13. Will timekeeping be handled through the department's system or will vendors be required to provide a platform?
Answer: Timekeeping for temporary staff will be handled via the Contractor's platform.
14. In the event of a contract award, please clarify whether awarded vendors will be permitted to directly engage with individual departments/agencies for staffing requests or if all requirements will be routed through a centralized system?
Answer: Contractors may be dealing with the SIC Human Resources Department or may deal directly with the SIC user departments depending on which method the County determines to be most efficient.
15. How much weight does it carry being able to support all the roles v a portion of the roles when you go to select a provider?
Answer: Proposals will be evaluated and scored by the Evaluators in accordance with the evaluation criteria set forth in the RFP. Evaluators will consider the information provided in each Proposal, such as the Proposer's ability to support all roles or only a portion of the roles, and award points based on how important that information is to them individually.
16. Is the duration of every position 1 day - 1 week or are some longer contracts?
Answer: The duration of each temporary assignment varies depending on the need of the user department; assignments may last from a few days to several months.
17. Many of the counties we work with in the State of Florida leverages the 'Information Technology Staff Augmentation' agreement by the Department of Managed Services (DMS) as their agreement/vehicle when it comes to Technology Staff Augmentation roles. Does St. John's county leverage that for the IT-related contract roles?
Answer: No

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18. Will there be an adjusted deadline pending response to questions?
Answer: No
19. Are we able to submit electronically?
Answer: No; instructions for submitting Proposals are stated in Subsection C on page 3 of the RFP document.
20. We understand that the proposal needs to be submitted through a DemandStar link.
Answer: No; electronic submittals will not be accepted. Only Proposals submitted in accordance with the instructions for submitting Proposals stated in Subsection C on page 3 of the RFP document will be deemed eligible for evaluation.
21. Will I need to monitor Demandstar for responses, or will there be feedback via email?
Answer: All Addenda Issued, as well as other documents associated with this RFP, will be posted to DemandStar. Proposers that are selected for shortlisted Presentations/interviews will be notified via email. Proposers selected for a contract award will be notified by email and a Notice of Intent to Award will be posted on DemandStar.
22. Could you please share Attachment G at your convenience.
Answer: Attachment G is on pages 31 – 33 of the RFP document. All required attachments are on pages 24 – 42 of the RFP document.
23. Will bidders be excluded if they do not bid on all positions in the RFP?
Answer: No; Subsection L on page of 13 of the RFP states: "A list of positions is provided in Attachment G; these are positions which are currently used by the County, or are anticipated to be used by the County. Proposers are encouraged to provide pricing for all positions, but if any positions included on the list are not fillable by Proposer, Proposer may provide a "No Bid"."
24. Is this a new contract or renewal of an existing contract?
Answer: See the answer to Question #6 above.
25. Are there any challenges or performance gaps experienced with the incumbent contractor(s) that the County would like proposers to address in their proposals?
Answer: No
26. Please confirm the exact name and title of the individual to whom the proposal package should be addressed.
Answer: As stated in Subsection C on page 3 of the RFP; proposals must be addressed to the SIC Purchasing Department. Subsection D, on the same page identifies the Designated Point of Contact as: Greg Luikoski; Procurement Coordinator. Subsection F on page 15 of the RFP includes instructions for mailing labels.
27. As mentioned in the RFP, subcontracting is required or encouraged. Please confirm whether there are specific subcontracting participation goals for this contract.
Answer: Subsection O, on page of 6 of the RFP, encourages the participation of Disadvantaged Business or Small Business Enterprise (DBE/SBE), Minority Business Enterprise (MBE) and Women Business Enterprise (WBE), so that these firms may either be awarded contracts, or be the Subcontractor of an awarded Contractor. No goals are established for use of subcontractors or required participation.

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28. Are subcontractors required to be certified by a particular agency or certification program? If yes, please specify.
Answer: Awarded Contractors must provide, upon request, appropriate documentation to verify that subcontractors meet the federal definitions associated with DBE/MBE/WBE firms; however, this information is not required in proposals submitted in response to this RFP.
29. On Page 14, Point 4, the RFP states that proposers must submit experience similar to the scope of services within the past five (5) years. Could the County please confirm whether this requirement refers to client references and, if so, how many references should be provided?
Answer: All experience within the past five (5) years is required. As stated on page 17 of the RFP, the listed experience must include the Client's current point of contact information, a summary of the development project, total contract value, staffing positions placed, markup charged, and contract timeframes. The County reserves the right to reach out to any agency to inquire about the Proposer's performance in order to evaluate and verify the responsibility of the Proposer to perform the specified Services.
30. As mentioned in the RFP, if a proposer includes trade secret or confidential information in the proposal, should it only be submitted in a separate sealed envelope, or should such pages also be marked as "Confidential" in the header or footer?
Answer: Subsection C on page 14 of the RFP specifies that each page must be marked as "Trade Secret" and must be separated from all non-trade secret material. The "Trade Secret" indication may be placed in the header or the footer of each applicable page; however, the preferred method is a watermark in size twenty (20) font, or larger. Proposers must also complete and submit an Affidavit for Trade Secret Confidentiality, as specified in Subsection C, page 14 of the RFP.
31. If submitting an electronic copy of the proposal, should confidential or trade secret information also be separated or clearly marked in the electronic version?
Answer: As stated in Subsection F on page 15 of the RFP, an exact electronic PDF copy of the Proposal is also to be submitted on an unlocked USB Drive. The same instructions for Trade Secrets apply to the PDF copy. One USB Drive may be used to contain both the Proposal and the Trade Secret file.
32. Please confirm whether the original hardcopy proposal and the electronic copy can be submitted together in the same sealed envelope/package.
Answer: Yes; it is preferred to receive the hard copy and the USB drive in the same envelope/package.
33. Will the County consider allowing electronic submissions via email or a dedicated vendor portal?
Answer: No
34. Does the County have any specific formatting requirements, such as preferred font style, font size, or document theme for the proposal?
Answer: Proposal formatting, including specifying 11p font is addressed in Subsection F on page 15 of the RFP.
35. As mentioned in Section F – Proposal Submittal Instructions, section separators/tabs are required. Does this mean that an empty divider page should be included between each section?
Answer: Subsection F on page 15 of the RFP only requires that sections and sub-sections be clearly identified. If section separators or tabs are used, they do not count against the maximum allowable 50 pages.

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36. Are proposers required to include resumes for key personnel as part of the proposal submission?
Answer: No; resumes are not required. Section 2: Company and Staff Qualifications, on page 16 of the RFP, specifies what is required regarding key personnel. Resumes may be included if Proposers elect to do so.
37. Please confirm whether Certificates of Insurance are required to be submitted with the proposal or only after award, prior to contract execution.
Answer: Section 2: Company and Staff Qualifications, on page 16 of the RFP, specifies that the Proposer must demonstrate evidence of current and valid insurance policies in at least the coverage limits as specified in the RFP or must provide documentation from a qualified provider certifying the Proposer's ability to obtain the required insurance coverages upon award.
38. Could the County please confirm whether there are any plans to extend the proposal submission due date?
Answer: The deadline for submitting proposals remains 4:00 PM on March 26, 2026.
39. Please confirm whether the awarded contractor will be required to act as the Employer of Record (EOR) for personnel provided under this contract.
Answer: Yes; the awarded Contractor is the Employer of Record for all temporary staff. Subsection F on page 10 of the RFP specifies: "Temporary employees employed by the awarded Contractor(s), in the performance of the services required under the awarded contract, shall not be considered employees of the County, shall be independent thereof, and shall have no claim against the County for any employee benefit rights or privileges granted by law".
40. Is it mandatory to subcontract?
Answer: No; see the answer to Question #29 above.
41. What are the County's Payment Terms? I.e., Net 15, Net 30, Net 45, etc.
Answer: On page 12 of the RFP, it is stated that payments shall be made in accordance with the Local Prompt Payment Act, F.S. 218.70-218.80, which requires payment to be made within 45 days after receipt of an invoice.
42. Can we submit hourly bill rate ranges? Or are we required to submit a single hourly bill rate per position?
Answer: Submitting hourly bill rate ranges is not acceptable and will be grounds for disqualifying a proposal.
43. Will bidding on only select positions negatively impact respondents' evaluation score?
Answer No; see the answer to question #25 above.
44. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the County?
Answer: No; in Subsection E Background Screenings on page 9 of the RFP, it is stated that all costs associated with required background screenings for temporary employees are the sole responsibility of the awarded Contractor.
45. Could the County please provide the estimated annual budget or anticipated total contract value associated with this RFP?
Answer: St. Johns County has budgeted \$2,600,000.00 for temporary staffing in Fiscal Year 2026.

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46. Will the Living Wage Ordinance (LWO), Federal Funding, SCA, or the Davis Bacon Act be applicable to this contract?
Answer: There is no Living Wage Ordinance applicable in St. Johns County. Some temporary positions will be paid for with funds that originate from multiple programs offered by various departments of the federal government; therefore, the Service Contract Act and the Davis-Bacon Act may apply, depending on whether the federal program providing the funding requires the inclusion of the Service Contract Act and the Davis-Bacon Act.
47. With respect to Affordable Care Act (ACA) costs, would the County prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?
Answer: All costs of employing temporary staff, such as costs related to the Affordable Care Act, must be included in the Hourly Billable Rate, as stated in Subsection K Pricing on pages 12 -13 of the RFP.
48. Could we propose a temp to permanent hire conversion fee in our proposal?
Answer: Yes; please see the response to Question #6 above.
49. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?
Answer: Subsection K Pricing on pages 12 -13 of the RFP specifies that awarded Contractors shall have the opportunity to request increases to the approved billable rates and markup percent on an annual basis, on the anniversary date of the awarded contract.
50. To ensure FCRA compliance, is it our company's policy to provide Clients with an attestation of completion of background check pursuant to Clients' requirements, but not the actual results. Will the County accept letters of attestation in lieu of actual background check results for any temporary staff placed?
Answer: Yes, as explained in in Subsection E Background Screenings on page 9 of the RFP
51. Does the County intend to award to all responsive qualified firms, or only a limited number of top-ranked firms? If limited, how many awards are anticipated?
Answer: See the answer provided for Question #8 above.
52. Is it mandatory to have an operational office in the State of Florida?
Answer: No
53. Please confirm whether DBE/MBE/WBE participation is an evaluation preference/good-faith expectation or a mandatory responsiveness requirement for this solicitation.
Answer: DBE/MBE/WBE participation is not included in the evaluation criteria for proposals. However, as stated in Subsection O on page 6 of the RFP, awarded Contractors must meet the following criteria:
1. Achieve DBE/MBE/WBE participation by using DBE/MBE/WBE sub-contractors OR
2. If unable to utilize DBE/MBE/WBE certified sub-contractors, must be able to submit documentation detailing the Good Faith Efforts made in utilization of potential DBE/MBE/WBE sub-contractors.
54. If applicable, who is the incumbent for these services and for how long have they served the County in this capacity?
Answer: The incumbents are, St. Augustine, Inc. with a contract executed in June, 2020 and 22nd Century Technologies, Inc., with a contract executed in July, 2020.

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55. Do you accept weekly billing or only monthly billing? "Invoices shall be submitted by the 10th day of each month for the temporary staffing assignment completed the previous month". This is indicating a monthly billing.

Answer: Weekly billing is not acceptable. Subsection I on page 12 of the RFP specifies monthly billing.

56. Could the County please provide the approximate annual spending for the current or previous contractors providing similar services?

Answer: St. Johns County has budgeted \$2,600,000.00 for temporary staffing in Fiscal Year 2026.

SUBMITTAL DEADLINE FOR PROPOSALS REMAINS: THURSDAY, MARCH 26, 2026, BY 4:00 PM EST

END OF ADDENDUM NO. 1

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ADDENDUM #2

March 13, 2026

To: Prospective Proposers
From: St. Johns County Purchasing Department
Subject: RFP 2269; Temporary Staffing

This Addendum #1 is issued to further Proposers' information and is hereby incorporated into the RFP Documents. Each Proposer must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Proposal. Proposers must complete and submit Attachment J, acknowledging all issued addenda with their Proposal, as provided in the RFP Documents.

Questions/Answers:

The County provides the following answers to the questions submitted below:

1. Is a local office necessary?

Answer: No.

2. How will the County calculate the "Averaged Markup Percentage" for comparison between Proposers?

Answer: Pricing will be evaluated based on the averaged markup percentage proposed by each Proposer as described in the RFP evaluation methodology. If a Proposer provides different markup percentages for various job classifications, those markup percentages will be averaged and compared to the markup percent provided by Proposers that provide one markup percent for all positions as well as compared to the average markup percent provided by other Proposers that propose multiple markup percents.

3. What are the County's current rates or markups for these positions?

Answer: The range of current markup percents is 19.5% - 30.5%. The average of current markup percents is 24.52%.

4. Will Proposers be penalized for submitting exceptions or redlines to the Terms and Conditions?

Answer: Proposals will be evaluated in accordance with the criteria established in the RFP. Evaluators will evaluate all information provided in proposals and will award or deduct points based on how the information provided impacts them; therefore, Evaluators may decide to deduct points if a Proposer redlines essential Terms and Conditions. Typically, the time for negotiating Terms and Conditions occurs during contract negotiations with a Contractor(s) selected for an award. The County reserves the right to accept or reject any proposed modifications during contract negotiations.

5. Can the County provide the names of current vendors and their pricing?

Answer: The County currently has a contract with Staffing of St. Augustine, Inc. and 22nd Century Technologies, Inc.

6. What background checks or drug screens are required for recruited staff?

Answer: Background screening requirements are described in Subsection F on page 9 of the RFP. Additional screenings may be required depending on the position requested by the County.

7. What is the typical daily duration of shifts?

Answer: Shift duration varies depending on the position and departmental needs. Temporary assignments may range from a single day to longer-term placements.

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8. Could the County provide approximate annual spending for similar services?
Answer: The County currently has \$2,600,000.00 budgeted for Fiscal Year 2026; annual spending in previous years has been slightly less than this amount.
9. Regarding the requirement to indicate whether employees are currently on payroll—does this refer to internal staff or temporary staff?
Answer: The reference to employees currently on the payroll, on page 16 of the RFP, refers to internal staff of the Proposer.
10. If subcontracting is used, must firms from DBE, MBE, and WBE categories all be utilized?
Answer: No. The County encourages participation by DBE, MBE, and WBE firms but does not mandate participation from all categories. Awarded Contractors must document good faith efforts to include firms from all categories, when possible.
11. Does a Florida business registration and a Local Business Tax Receipt from another Florida county satisfy the minimum qualification requirement?
Answer: Proposers must demonstrate registration with the Florida Division of Corporations. A Local Business Tax Receipt from St. Johns County or another Florida jurisdiction may be obtained prior to award.
12. Does the Local Business Tax Receipt requirement apply to the corporate office or must one be obtained in St. Johns County?
Answer: A Local Business Tax Receipt from St. Johns County may be obtained prior to award.
13. Which licenses should be submitted in Section 2?
Answer: Proposers should submit documentation demonstrating all professional licenses or certifications held by the Proposer that are related to the field of Human Resources.
14. Is the 4% annual markup increase cap absolute?
Answer: The four percent (4%) cap, based on the Consumer Price Index (CPI), is only applicable to requests for an increase to billable rates, as stated in Attachment G, page 33 of the RFP. The County is under no obligation to grant any requested increase to billable rates or markup percent.
15. Could you please provide details on the job categories, labor classifications, or skill sets most requested?
Answer: The County does not have a projection of which temporary staff will be needed in upcoming months.
16. Will talent management be run through a technology such as a Managed Service Provider (MSP)?
Answer: No
17. Can the County provide historical annual spend, number of temporary placements, average assignment duration, and approximate volume by major labor category for the last 2–3 years?
Answer: The County does not track this information. The budget for temporary staffing for Fiscal Year 2026 is \$2,600,000.00.
18. Of the positions listed in Attachment G, which titles are most frequently used, most urgent, or highest priority for this contract?
Answer: The County does not track this information and future needs have not been forecasted.

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19. Please confirm all PPE and equipment responsibilities by role, including whether any additional role-specific items beyond steel-toed boots and prescription safety glasses are contractor-provided.
Answer: The Contractor must provide steel-toed boots and prescription safety glasses if required for the position. The County will provide other required PPE.
20. Can the County provide historical usage by assignment duration (1 day, 2–5 days, 1–4 weeks, and 1+ months), including average assignment length by major labor category?
Answer: The County does not track this information.
21. What is the total estimated usage (hours)? What is the usage by job title?
Answer: The County does not track this information and future needs have not been forecasted.
22. What is the anticipated volume of staffing requests (e.g., estimated number of requisitions per year)?
Answer: The County does not track this information and future needs have not been forecasted.
23. Could the County please provide the anticipated number of personnel or staffing levels expected under this contract?
Answer: The County's future temporary staffing needs have not been forecasted.
24. Which job position was most utilized under the previous contract?
Answer: The County does not track this information.
25. Should proposers provide identical pricing for both instances of the following duplicated positions, or will the County issue a revised Attachment G removing the duplicates?
• Library Courier (Position #22 and Position #66)
• Web Development and Support Specialist (Position #57 and Position #72)
Answer: The positions represent different skill levels or departmental needs; therefore, pricing may vary, as appropriate.
26. Are apprenticeship programs welcomed as part of the staffing solution?
Answer: No.
27. What specific criteria define "unsatisfactory performance" for the 4-hour non-payment guarantee?
Answer: Unsatisfactory performance is defined as the temporary staff not meeting the department's expectations.

SUBMITTAL DEADLINE FOR PROPOSALS REMAINS: THURSDAY, MARCH 26, 2026, BY 4:00 PM EST

END OF ADDENDUM NO. 2

Purchasing Department | 500 San Sebastian View, St. Augustine, FL 32084 | 904.209.0150 | sjcfl.us



ADDENDUM #3

March 19, 2026

To: Prospective Proposers
From: St. Johns County Purchasing Department
Subject: RFP 2269; Temporary Staffing

This Addendum #1 is issued to further Proposers' information and is hereby incorporated into the RFP Documents. Each Proposer must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Proposal. Proposers must complete and submit Attachment J, acknowledging all issued addenda with their Proposal, as provided in the RFP Documents.

Questions/Answers:

The County provides the following answers to the questions submitted below:

1. Will the Key Personnel resume be included in the 50-page limit?
Answer: Yes
2. Could the County please provide detailed job descriptions for the positions listed in the solicitation?
Answer: All job descriptions can be accessed through this link: [Job Descriptions](#)
3. Can the County provide job descriptions for the most frequently requested positions?
Answer: A link to all job descriptions is provided in #2 above. The County does not keep data on which jobs are requested most frequently.
4. Is it mandatory to subcontract?
Answer: No
5. Refer to Page no. 6 – Section: O. Socioeconomic Business Enterprise, two links have been provided related to Career Source and DEO Disaster Recovery. Please clarify what is the purpose of these links and how these links are useful for this solicitation.
Answer: The original purpose of the links was to provide additional information about the use of MBE/WBE/DBE-certified firms. The two links are hereby removed from the RFP.
6. Refer to page no. 15 – Section 1: Proposal Cover Page (Complete and Submit) and Cover Letter, Is the Proposal Cover Page and 1-2 page cover letter and Delegation of Authority Letter included in the 50-page limit?
Answer: The Cover Page is considered a County attachment because it is provided in the Attachment section of the RFP; therefore, it is not included in the 50-page limit addressed in Subsection F on page 15 of the RFP. The Cover Letter and Delegation of Authority Letter are both counted in the 50-page limit.
7. Refer to page no. 16 - Section 2: Company and Staff Qualifications, please clarify whether we need to provide "Attachment C – Conflict of Interest Disclosure Form" under "Subsection: Team"?
Answer: All Attachments must be submitted within the Proposal; the Proposer may decide where in the Proposal to locate each Attachment.

Purchasing Department | 500 San Sebastian View, St. Augustine, FL 32084 | 904.209.0150 | sj:fl.us



8. Refer to page no. 16 - Section 2: Company and Staff Qualifications, please clarify whether we need to provide "Attachment I" under "Subsection: Proposed Sub-Contractors"?
- Answer: All Attachments must be submitted within the Proposal; the Proposer may decide where in the Proposal to locate each Attachment.**
9. Refer to page no. 16 - Section 2: Company and Staff Qualifications, please clarify whether we need to provide "Attachment F" under "Subsection: Claims and Litigation History"
- Answer: Answer: All Attachments must be submitted within the Proposal; the Proposer may decide where in the Proposal to locate each Attachment.**
10. Please clarify if Attachment C, Attachment I, and Attachment F are included in the 50-page limit?
- Answer: Subsection F on page 15 of the RFP states that Attachments are not counted in the 50-page limit.**
11. Please clarify if the Certificate of Insurance is included in the 50-page limit?
- Answer: No, Certificates of Insurance will not be counted in the 50-page limit.**
12. Please clarify if the copies of the License/Certifications are included in the 50-page limit?
- Answer: Yes, copies of the License/Certifications are included in the 50-page limit.**
13. For Section 1: Proposal Cover Page, do we need to utilize the cover page given on page no. 23?
- Answer: Yes**
14. Does the County have any pre-determined budget for this solicitation?
- Answer: St. Johns County has budgeted \$2,600,000.00 for temporary staffing in Fiscal Year 2026.**
15. Do you have job descriptions available for the categories listed?
- Answer: All job descriptions can be accessed through this link: [Job Descriptions](#)**
16. How many of the positions require driving?
- Answer: Driving requirements are identified in the job description, if applicable. All job descriptions can be accessed through this link: [Job Descriptions](#)**
17. Can you provide the pay rates or ranges currently paid to full-time employees for the categories listed?
- Answer: The current salaries for each pay grade can be accessed through this link: [FY2026 Salaries Per Pay Grade](#)**
18. What is the current pricing/markups for the job descriptions?
- Answer: The current pricing and markup can be accessed through this link: [Current Pricing and Markup](#)**

SUBMITTAL DEADLINE FOR PROPOSALS REMAINS: THURSDAY, MARCH 26, 2026, BY 4:00 PM EST

END OF ADDENDUM NO. 3

Purchasing Department | 500 San Sebastian View, St. Augustine, FL 32084 | 904.209.0150 | sjcfl.us



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT A
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Staffing of St. Augustine (Proposer) being of lawful age and being duly sworn I, Melissa Owens (Affiant) as President (Title) (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of March 12, 2026.

M. Owens

Signature of Affiant

STATE OF

Florida

COUNTY OF

St Johns

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 12 day of March, 2026 by Affiant, who is personally known to me or has produced _____ as identification.

Patricia Farrell
Notary Public
My Commission Expires: _____



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT B
PROPOSAL AFFIDAVIT

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Proposer shall attach to his proposal a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

Before me, the undersigned authority, Melissa Owens (Affiant) who, being duly sworn, deposes and says he/she is President (Title) of Staffing of St. Augustine (Proposer) submitting the attached proposal for the services covered by the RFP documents for RFP 2269; TEMPORARY STAFFING SERVICES.

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the Individual, his/her firm or corporation under the same or different name and that such Proposer has no financial interest in the firm of another Proposer for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Staffing of St. Augustine
(Proposer Firm)

By M. Owens
(Affiant Signature)

Melissa Owens - President
(Printed Name & Title)

03/12/2026
Date of Signature

STATE OF Florida
COUNTY OF St. Johns

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this day of March, 2026, by Affiant, who is personally known to me or has produced DL as identification. 12+3

Patricia Farrell
Notary Public
Commission Expires: _____



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT C
CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFP) Number/Description: RFP 2269; TEMPORARY STAFFING SERVICES

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Firm's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Firm is expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Firm, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Firm's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

- I hereby attest that the undersigned Proposer has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Proposer: Staffing of St. Augustine, Inc.

Authorized Representative(s):

M Owens
Signature

Melissa Owens - President
Print Name/Title

J Kass
Signature

Josh Kass - Vice President
Print Name/Title



RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT D
DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Staffing of St. Augustine, Inc. does:
Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Proposal a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, 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 or plea.
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. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

M. Owens
Signature

03/12/2026
Date



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT E
E-VERIFY AFFIDAVIT

STATE OF Florida
COUNTY OF St Johns

I, Melissa Owens (Affiant), being duly authorized by and on behalf of Staffing of St. Augustine, Inc (Proposer) hereby swears or affirms as follows:

1. Proposer understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP NO: 2269 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Proposer and shall expressly require any subcontractors performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Proposer shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Proposer understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Proposer further understands and agrees that in the event of such termination, Proposer shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Firm's breach.

DATED this 10th day of March, 2026.

M. Owens
Signature of Affiant

Melissa Owens
Printed Name of Affiant

President
Printed Title of Affiant

Staffing of St. Augustine, Inc
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 10th day of March, 2026, by Affiant, who is personally known to me or has produced Id as identification.

Patricia Farrell
Notary Public



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT F
CLAIMS AND LITIGATION HISTORY

Proposers must complete all questions below and provide information requested as applicable. Failure to appropriately complete the questions below or provide requested information may be grounds for disqualification. Any material misrepresentation of information may also be grounds for disqualification.

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes ___ No If yes, please attach additional sheet(s) to include:
Description of every action Captions of the Litigation or Arbitration

Amount at issue: N/A Name (s) of the attorneys representing all parties:

N/A

Amount actually recovered, if any: N/A

Name(s) of the contract owner(s)/manager(s) to include address and phone number:

N/A

2. List all pending litigation and or arbitration.

N/A

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

N/A

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

N/A

5. Have you ever abandoned a contract, been terminated, or had an agency submit a claim on a performance/surety bond to take over a contract?

Yes ___ No If yes, please explain in detail:

N/A



6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes ____ No ____
If no, please explain why?

N/A

7. List the status of all pending claims currently filed against your company:

N/A

Liquidated Damages

1. Has an Agency ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes ____ No If yes, please explain in detail:

(Use additional or supplemental pages as needed)

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT H
AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As an officer or authorized representative of Proposer, I certify that the company identified below does not, for labor or services:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare and affirm that I have read the foregoing document and that the facts stated in it are true and correct.

DATED this 12th day of March, 2026

M. Owens
Signature of Affiant

Melissa Owens
Printed Name of Affiant

President
Printed Title of Affiant

Staffing of St. Augustine, Inc
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 12th day of March, 2026 by Affiant, who is personally known to me or has produced _____ as identification.

Patricia Farrell
Notary Public
My Commission Expires _____





RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT I
LIST OF PROPOSED SUB-CONTRACTORS**

Proposer shall submit any and all Sub-Contractors proposed to perform any portion of the Services for review/approval by the County. Proposer shall attach any and all applicable licenses or certifications held by the proposed Sub-Contractor related to the portion of the Services for which they are proposed, as stated below. All sub-contractor are subject to the approval of the County.

Company Name	Services to be Performed	Primary Contact Name and Email	Percentage (%) of Total Services
N/A			



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT J
ACKNOWLEDGEMENT OF ADDENDA

Proposer hereby acknowledges receipt of the following Addenda, issued by the County and incorporated into and made a part of the RFP Documents. By acknowledging the Addenda listed below, Proposer hereby certifies that the information, clarifications, revisions, or other Items included in each Addenda have been incorporated into the Proposer's Proposal. Failure to acknowledge and incorporate issued Addenda may result in a Proposer being deemed non-responsive to the requirements of the RFP, and removed from further consideration.

ADDENDUM NUMBER	DATE RECEIVED	PRINTED NAME OF PROPOSER'S AUTHORIZED REPRESENTATIVE	TITLE OF PROPOSER'S AUTHORIZED REPRESENTATIVE	SIGNATURE OF PROPOSER'S AGENT
# 1	03/13/2026	Melissa Owens	President	M. Owens
# 2	03/13/2026	Melissa Owens	President	M. Owens
# 3	03/19/2026	Melissa Owens	President	M. Owens

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT K
SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

I, Melissa Owens ("Affiant"), being duly authorized by and on behalf of Staffing of St. Augustine, Inc ("Proposer") hereby swears or affirms as follows:

1. The principal business address of Proposer is: 2730 US 1 South Ste B St. Augustine, FL 32086
2. I am duly authorized as President (Title) of Proposer.
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined in Section 287.133 of the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined in Section 287.133 of the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Proposer, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. ~~There has been a conviction of a public entity crime by the Proposer, or an officer, director, executive, partner, shareholder, employee, member or agent of the Proposer who is active in the management of the Proposer or an affiliate of the Proposer. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____ A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)~~

M. Owens
Signature of Affiant

Melissa Owens - President
Printed Name & Title of Affiant

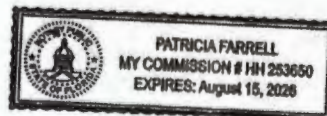
Staffing of St. Augustine, Inc
Full Legal Name of Proposer

03/12/2026
Date of Signature

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 12th day of March, 2026, by Affiant, who is personally known to me or has produced _____ as identification.

Fats Janell
Notary Public

My Commission Expires





RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT L
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS

The Proposer certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. Must have no exclusions listed in www.SAM.gov.
2. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency.
3. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
4. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
5. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Proposer certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County

Signature of Authorized Principal(s):

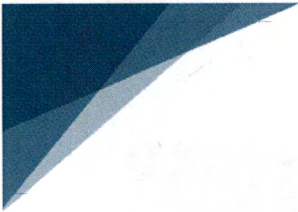
NAME (print): Melissa Owens

SIGNATURE: 

TITLE: President

FULL LEGAL NAME OF PROPOSER: Staffing of St. Augustine, Inc

DATE: 03/12/2026



RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT M
BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Staffing of St. Augustine, Inc, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Authorized Principal(s):

NAME (print): Melissa Owens

SIGNATURE: M. Owens

TITLE: President

FULL LEGAL NAME OF PROPOSER: Staffing of St. Augustine, Inc

DATE: 03/12/2026



RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT N
NON-COLLUSION CERTIFICATION

St. Johns County requires, as a matter of policy, that any Proposer receiving a contract or award resulting from this Request for Qualification issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Qualifications submitted in response to this Request for Qualification or in return for execution of a contract for performance or provision of services for which Qualification are herein sought.

DATED this 12th day of March, 2026

M. Owens
Signature of Affiant

Melissa Owens - President
Printed Name & Title of Affiant

Staffing of St. Augustine, Inc
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, the 12th day of March, 2026 by Affiant, who is personally known to me or has produced _____ as identification.

Patricia Farrell
Notary Public
My Commission Expires: _____



RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT O
EQUAL OPPORTUNITY REPORT STATEMENT**

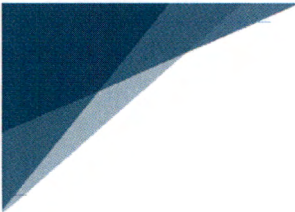
The Proposer shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest ("Contractor") agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of

41



the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

DATED this 12th day of March, 2026.

M. Owens

Signature of Affiant

Melissa Owens - President

Printed Name & Title of Affiant

Staffing of St. Augustine, Inc

Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 12th day of March, 2026 by Affiant, who is personally known to me or has produced _____ as Identification.

Patricia Farrell
Notary Public

My Commission Expires: _____



RFP 2269; TEMPORARY STAFFING SERVICES

AFFIDAVIT OF TRADE SECRET CONFIDENTIALITY
STATE OF FLORIDA
County of St. Johns

BEFORE ME, the undersigned authority, personally appeared Melissa Owens, who, being first duly sworn, deposes and states:

1. I am President of Staffing of St. Augustine, Inc., and am authorized to execute this affidavit on the company's behalf.
2. In response to the Request for Proposal (RFP) Issued by St. Johns County, Staffing of St. Augustine, Inc. has designated certain information submitted with its bid as a trade secret and confidential.
3. The information designated as trade secret consists of: proprietary pricing, markup structures in the Related Experience Section 3 page 15 for the Columbia County School District.
4. This information derives independent economic value from not being generally known or readily ascertainable by persons who could obtain economic value from its disclosure or use.
5. Staffing of St. Augustine, Inc. takes reasonable measures to maintain the confidentiality of this information and treats it as proprietary.
6. This affidavit is submitted to support the separately labeled "Trade Secret" document included with our bid and to invoke protections under applicable law, including Florida Statute § 812.081.

FURTHER AFFIANT SAYETH NAUGHT.

M Owens

Melissa Owens, President
Staffing of St. Augustine, Inc.

Date: 3-27-26

SWORN TO AND SUBSCRIBED before me this 27th day of March, 2026, by Melissa Owens, who is personally known to me or who has produced Melissa Owens as identification.

Pat Farrell
Notary Public, State of Florida



TRADE SECRET ATTACHMENT: CONFIDENTIAL

RFP 2269; TEMPORARY STAFFING SERVICES

Proposer: Staffing of St. Augustine Inc.

Date: March 26, 2026

TRADE SECRET

NOTICE OF CONFIDENTIALITY AND TRADE SECRET DESIGNATION The information contained within this specific attachment is designated as a **Trade Secret** in accordance with **RFP Part III, Section C**. This document has been separated from the general proposal to protect proprietary financial and operational data.

Proprietary Data for Columbia County School District: * Contract Value: \$653,000

- **Markup Structure:** 24.75%–35%
- **Signatory Authority:** Melissa Owens, President

Exemption Claim: This information is exempt from public disclosure under Florida's Public Records Law (Chapter 119, Florida Statutes) as it constitutes a trade secret as defined in Section 812.081, Florida Statutes. Unauthorized disclosure of this information could cause substantial competitive harm to Staffing of St. Augustine Inc.



**ST. JOHNS COUNTY, FL
BOARD OF COUNTY COMMISSIONERS**

REQUEST FOR PROPOSALS

RFP NO: 2269

TEMPORARY STAFFING SERVICES

St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
(904) 209-0150 – Main
www.sjcfll.us/Purchasing/index.aspx

FINAL: 3/4/26

RFP 2269; TEMPORARY STAFFING SERVICES

TABLE OF CONTENTS

PART I:	GENERAL SOLICITATION REQUIREMENTS	3
PART II:	SCOPE OF SERVICES	6
PART III:	PROPOSAL SUBMITTAL REQUIREMENTS & EVALUATION	8
PART IV:	CONTRACT REQUIREMENTS	15
PART V:	ATTACHMENTS/FORMS	18

EXHIBIT A – LOCAL AGENCY PROGRAM FEDERAL-AID TERMS For PROFESSIONAL SERVICES CONTRACTS

EXHIBIT B – APPENDIX II TO PART 200, TITLE 2

RFP 2269; TEMPORARY STAFFING SERVICES

PART I: GENERAL SOLICITATION REQUIREMENTS

A. DEFINITIONS

Terms used within this Request for Proposals (“RFP”) shall have the meaning as set forth in the definitions established by the St. Johns County Purchasing Policy (“Policy”), or as specifically provided herein. Terms defined herein, for specific application to this solicitation shall govern over general definitions provided in the Policy.

B. PURPOSE & INTENT

The purpose for this RFP is to solicit Proposals from qualified Proposers to provide temporary employee assignment placement services. The intent of the County is to select the top-ranked Proposer(s), based upon evaluation of submitted Proposals, and presentations/interviews with shortlisted Proposers, if applicable, for the purpose of negotiating and awarding a contract for the performance of the required Services.

C. SUBMITTAL DEADLINE & LOCATION

Proposals submitted in response to this RFP must be delivered to and received by the SJC Purchasing Department by or before **four o’clock (4:00PM EST) on Thursday, March 26, 2025**. Any proposals received by the SJC Purchasing Department after the stipulated deadline shall not be considered and will be returned to the Proposer, unopened.

Proposals must be submitted to:

SJC Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

The County is not responsible for Proposals that are incorrectly labeled, addressed, mailed, or otherwise end up in an inappropriate location other than the SJC Purchasing Department. Any such Proposal that is not received in the SJC Purchasing Department shall be returned to the Proposer, unopened.

All mail delivered to the County is processed through SJC Central Receiving. Proposers must factor the additional time for processing when mailing their Proposals to the County. Any Proposals that are not delivered to the SJC Purchasing Department by the Submittal Deadline above shall not be considered, even if the Proposal is delivered to SJC Central Receiving prior to the deadline above. SJC Purchasing is not responsible for Proposals that are delayed in delivery due to mail processing activities of the County’s Central Receiving Office.

D. DESIGNATED POINT OF CONTACT

Any and all questions or requests for information relating to this RFP must be directed, **in writing**, to Greg Lulkoski, Procurement Coordinator, (“Designated Point of Contact”), via email to glulkoski@sjcfl.us. In the event the Designated Point of Contact is absent or otherwise unavailable for more than three (3) business days during the solicitation process, questions or inquires may be directed to Sherrie Ashby, Procurement Coordinator, at sashby@sjcfl.us.

E. LOBBYING PROHIBITION

In accordance with Section 9 of the Policy, Proposers **SHALL NOT** contact any staff member of St. Johns County, including members of the Board of County Commissioners, except the above referenced individual, with regard to this RFP. Any such communication is a violation of the Policy and shall result in disqualification, and removal from consideration for award of a contract under this RFP.

F. SUBMITTAL OF QUESTIONS/INQUIRIES

Any and all questions and/or inquiries related to this RFP must be directed, in writing, to the Designated Point of Contact provided above, by or before **four o’clock (4:00PM) on Thursday, March 12, 2026**. Any questions received after this deadline will not be addressed or clarified by the County, unless it is determined to be in the best interest of the County to do so. The County reserves the right to extend the Proposal submittal deadline in order to clarify or

answer questions as necessary to serve the best interest of the County.

G. TENTATIVE SCHEDULE OF EVENTS

The County proposes the tentative schedule of events below. The dates provided may change at the discretion of the County. If any modifications impact the schedule of this RFP, through and until the deadline for submitted Proposals, the County will issue an Addendum to this RFP.

Broadcast of RFP	March 4, 2026
Deadline for Questions	March 12, 2026
Issuance of Final Addendum (Tentative)	March 19, 2026
Proposal Submittal Deadline	March 26, 2026
Evaluation of Submitted Proposals (Tentative)	April 9, 2026
Shortlist Interviews/Presentations (if applicable)	April 23, 2026
Contract Negotiations	April 24, 2026 – May 22, 2026
Negotiated Contract to BOCC for Consideration (Tentative)	June 17, 2026

H. ADDENDA

Any change, clarification, revision, deletion, additional documents or information provided by the County after broadcast of this RFP will be provided via Addendum, and posted to Demandstar (www.demandstar.com) with the RFP Documents. Planholders may access Demandstar and download issued Addenda for inclusion in their submitted Qualifications. Proposers may also request issued Addenda from the Designated Point of Contact, in writing. It is the responsibility of the Proposer to acquire any Addenda issued by the County. The County is not responsible for a Proposer’s failure to obtain any issued Addenda. Any clarifications, answers, or information provided in any manner other than a formally issued Addendum, are to be considered “unofficial” and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for qualifications. Any addenda issued after this date shall be for material, necessary clarifications to the Request for Proposals.

Proposer is solely responsible for Incorporating any and all changes, clarifications, revisions, deletions, additional documents and information provided by Addendum into their submitted Proposal. Failure by the Proposer to appropriately consider and incorporate any Addenda into their submitted Proposal may cause the submitted Proposal to be considered non-responsive and removed from further consideration. It shall be the sole discretion of the Purchasing Director, or designee, to determine whether or not an Addendum is material to the submitted Proposal, resulting in disqualification and removal from consideration for award.

Each Proposal must acknowledge all issued Addenda by completing and submitting Attachment J, as provided herein, in the submitted Proposal.

I. SOLICITATION POSTPONEMENT/CANCELLATION

The County may, at its sole and absolute discretion, postpone, cancel, or re-advertise, at any time, this solicitation process for any reason, as determined by Purchasing Director, in order to best serve the interests of the County.

J. RIGHT TO REJECT/ACCEPT

The County reserves the right to accept or reject any or all Qualifications, waive minor formalities and irregularities which do not materially affect the solicitation or the submitted Qualifications, and to award to the Proposer that serves the best interest of the County.

K. COMPLIANCE WITH ST. JOHNS COUNTY PURCHASING POLICY

All applicable terms and conditions of the St. Johns County Purchasing Policy (“Policy”), and associated procedures are incorporated into this RFP Document by reference and are fully binding. Proposers are required to submit their

responses to this RFP, and to conduct their activities during this process in accordance with the Policy and associated procedures.

This solicitation, the subsequent evaluation, negotiations, and contract award shall be in accordance with the Policy and associated procedures. The County reserves the right to disqualify, remove from consideration, or suspend/debar as appropriate, any Proposer or Supplier that does not comply with the applicable requirements set forth in the Policy and associated procedures.

L. PAYEE MANAGEMENT

The County has implemented a registration process for awarded Suppliers, which includes Contractors and Consultants even if the Supplier, Contractor, or Consultant is currently or has previously done business with the County. This process is through Payment Works, a third-party payee management system. Upon award, Supplier will receive an invitation to register from the County Purchasing Department, via email, which will originate from the Payment Works system.

If a Supplier has already registered within Payment Works, the registration does not have to be done again. However, in order to link the Supplier's current account with the County in Payment Works, the Supplier must provide the email to the person that is used on the Supplier's current account in Payment Works. The Supplier is responsible for completing the registration process for acceptance by the County, in order to receive any payments. The County cannot edit, input and/or bypass any portion of the registration for the Supplier. If there are any questions about this process, Suppliers can reach out to Joanie Chiarelli at jchiarelli@sjcfl.us

M. SUB-CONTRACTORS

If a Proposer elects to sub-contract with any Contractors, Consultants, or Suppliers, for any portion(s) of the required Services, Proposer must identify all such Sub-Contractor(s) in the submitted Qualifications, along with the portion(s) of the Services, they are proposed to perform. The County may, at its discretion, require Proposer to submit additional, relevant data necessary to establish to the satisfaction of the County, the qualifications, reliability and responsibility of the Sub-Contractor(s) proposed, to ensure, they are appropriately qualified and capable to perform the specified Services.

Prior to award of a contract, the County will notify the Proposer, in writing, if the County, after due investigation, has reasonable and substantial objections to any proposed Sub-Contractor. The Proposer may then submit an alternate Sub-Contractor for consideration of the County, at no additional cost to the County, or may request to withdraw from consideration of award. If the Proposer fails to propose an alternate Sub-Contractor within seven (7) calendar days of the original notification, the County may disqualify the Proposer, at no cost to the County.

The County reserves the right to disqualify any Proposer, Contractor, Consultant, Supplier or Individual from consideration to perform Services, at either a prime or sub level, due to previously documented issues with performance, quality or compliance with the County or any other agency.

The awarded Proposer is responsible for ensuring that proposed Sub-Contractors only perform the Services for which they were proposed and accepted by the County, and Proposer must not change the Sub-Contractor(s) without prior written approval by the County.

The awarded Proposer shall be responsible for any and all Services performed by any Sub-Contractor(s) and such sub-contracts shall not relieve the awarded Proposer of any obligations or responsibilities stated in the awarded Contract.

N. PROHIBITION AGAINST CONSIDERATION OF SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS

Proposers are hereby notified of the provisions of Section 287.05701, Florida Statutes, as amended, that the County will not request documentation of or consider a Proposer's social, political, or ideological interests when determining if the Proposers is a responsible Proposer. Proposers are further notified that the County's governing body shall not give preference to a Proposer based on the Proposer's social, political, or ideological interests.

O. SOCIOECONOMIC BUSINESS ENTERPRISE

It is the intent of the County to ensure that Disadvantaged Business or Small Business Enterprise (DBE/SBE), Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) have equal opportunity to receive and participate in federally assisted contracts and also uphold the following standards:

1. To ensure nondiscrimination in the award and administration of Federally assisted contracts.
2. To create a level playing field on which DBEs can compete fairly for Federally assisted contracts.
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law.
4. To help remove barriers to the participation of DBEs in Federally assisted contract; and
5. To assist the development of firms that can compete successfully in the marketplace outside the DBE Program.

If the firm is not a DBE/MBE/WBE firm the firm entering into an agreement for this project must meet the following criteria:

1. Achieve DBE/MBE/WBE participation by using DBE/MBE/WBE sub-contractors OR
2. If unable to utilize DBE/MBE/WBE certified sub-contractors, must be able to submit documentation detailing the Good Faith Efforts made in utilization of potential DBE/MBE/WBE sub-contractors.

State of Florida resources:

Career Source - <http://www.careersourcenortheastflorida.com/>

DEO Disaster Recovery - <https://disasterrecovery.employflorida.com/vosnet/Default.aspx>

P. EQUAL EMPLOYMENT OPPORTUNITY

In accordance with federal, state and local law, the submitting Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The awarded Proposer shall be required to comply with all aspects of the Americans with Disabilities Act (ADA) throughout the duration of the awarded Contract. The awarded Contractor shall comply with Executive Order 11246, as amended, and applicable regulations at 41 CFR Part 60, prohibiting discrimination in employment based on race, color, religion, sex, or national origin.

Q. CONVICTED AND DISCRIMINATORY VENDOR LISTS, AND SCRUTINIZED COMPANIES

Contractor warrants that neither it nor any Subcontractor is currently on the convicted vendor list or the discriminatory vendor list maintained pursuant to Sections 287.133 and 287.134 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. Contractor shall immediately notify the County in writing if its ability to perform is compromised in any manner during the term of the Contract.

Section 287.135 of the Florida Statutes prohibits agencies from contracting with companies for goods or services that are on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel, and from contracting with companies for goods or services of \$1,000,000 or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. The lists are created pursuant to §215.473 and §215.4725, F.S. By execution of this Contract, Contractor certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria, and understands that pursuant to §287.135, F.S., the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. In accordance with §287.135, F.S., the County may terminate this Contract if a false certification has been made, or the Contractor is subsequently placed on any of these lists or engages in a boycott of Israel or is engaged in business operations in Cuba or Syria.

R. DEBARMENT AND SUSPENSION

The awarded Contractor certifies that neither it nor any of its principals (subcontractors, suppliers, or others) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal transactions by any federal department or agency, in accordance with 2 CFR Part 180 and Part 200. The awarded Contractor agrees to verify this status via the federal System for Award Management (SAM) at

<https://sam.gov> prior to contract execution.

S. BYRD ANTI-LOBBYING AMENDMENT

Pursuant to 31 U.S.C. 1352, the awarded Contractor shall not use federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, grant, loan, or cooperative agreement.

T. PROCUREMENT OF RECOVERED MATERIALS

In accordance with 2 CFR 200.323 and Section 6002 of the Solid Waste Disposal Act, the awarded Contractor shall procure items containing the highest percentage of recovered materials practicable where the purchase price exceeds \$10,000, and where such items are available and meet performance standards.

U. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

For projects involving construction, alteration, or repair, the awarded Contractor shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). The awarded Contractor shall not require any laborer or mechanic to work more than forty (40) hours per workweek unless compensated at a rate of not less than one and one-half times the basic rate of pay.

V. RIGHTS TO INVENTIONS MADE UNDER CONTRACT OR AGREEMENT

For projects funded by federal dollars that result in the development of any invention or patent, the awarded Contractor agrees to comply with the requirements of 37 CFR Part 401, implementing the Bayh-Dole Act, regarding the rights to inventions made under a contract or agreement.

W. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

The awarded Contractor shall comply with all applicable standards under the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387). Violations shall be reported to the County and to the applicable federal agency.

X. ACCESS TO RECORDS AND AUDITS

The awarded Contractor shall provide access to any documents, papers, or records related to the project to the County, the State of Florida, the Federal awarding agency, the Comptroller General of the United States, or their authorized representatives for the purpose of audit, examination, or compliance review, as required by 2 CFR 200.336.

Y. COMPLIANCE WITH FLORIDA STATUTE 287.138

Pursuant to 287.138 F.S., effective July 1, 2023, the County may not enter into contracts which grants the Contractor access to personal identifiable information if: 1) the Contractor is owned by the government of a Foreign Country of Concern (as defined by the statute: (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Contractor is organized under the law of or has its principal place of business in a Foreign Country of Concern. The County shall be entitled to immediately terminate this Agreement with liability to ensure the County's continued compliance with the statute.

Pursuant to 287.138 F.S., effective January 1, 2024, if Contractor may access, receive, transmit, or maintain personal identifiable information under this Agreement, Contractor must submit a Foreign Entity Affidavit to the County. Additionally, effective July 1, 2025, Contractor shall submit a Foreign Entity Affidavit to the County prior to any renewals of this Agreement. Failure or refusal to submit a Foreign Entity Affidavit shall be cause for immediate termination of this Agreement by the County.

Z. EMPLOYMENT ELIGIBILITY AND MANDATORY USE OF E-VERIFY

As a condition precedent to entering into the awarded Contract, and in accordance with section Florida Statute § 448.095, Florida Statutes, awarded Contractor and all sub-contractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after July 1, 2023.

1. Awarded Contractor shall require each sub-contractor to provide Contractor with an affidavit stating that the sub-contractor does not employ, contract with, or sub-contract with an unauthorized alien. Awarded Contractor shall maintain a copy of such affidavit for the duration of the awarded Contract.
2. The County, Contractor, or any sub-contractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute § 448.09(1), or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
3. The County, upon good faith belief that a subcontractor knowingly violated these provisions regarding employment eligibility, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
4. Awarded Contractor acknowledges that, in the event that the County terminates the awarded Contract for Contractor's breach of these provisions regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of the awarded Contract for breach of these provisions regarding employment eligibility.

AA. ADDITIONAL FEDERAL and STATE REQUIREMENTS

The awarded Contractor agrees to comply with any additional federal and or State provisions, certifications, or requirements that may be required by the specific terms and conditions of any applicable federal funding agreement related to Services performed under the awarded Contract.

If any temporary staffing placement is funded in whole or in part with federal grant funds, the awarded Contractor shall comply with the applicable federal laws, regulations, and executive orders, as required by the terms of the funding award. Any such provisions are mandatory and are incorporated by reference into any contract resulting from this solicitation.

These federal provisions found in Exhibit A and Exhibit B are being included proactively because St. Johns County is seeking additional State and Federal grant funding for this project. In order to ensure full compliance and protect the County's interests, all potential federal requirements are being incorporated at this stage, regardless of final funding source.

PART II: SCOPE OF SERVICES

A. OVERVIEW

The objective of St. Johns County is to contract with one or more qualified and experienced professional Contractor(s) to provide temporary employee assignment placement services ("Services"). The duration of temporary employee assignment placements may vary from one (1) day to one (1) week, or maybe longer in duration. Some assignments may turn into temporary to permanent hire. The awarded Contractor(s) shall provide qualified staff to ensure that the County's business, as it pertains to temporary employee placement, is handled in a timely manner.

The awarded Contractor(s) shall be the sole employer of all temporary employees assigned under this Contract and shall be fully responsible for compliance with all applicable employer obligations. Such responsibilities include, but are not limited to, payment of wages, payroll withholding and reporting, taxes, insurance, and all required employer contributions. The awarded Contractor(s) shall also be solely responsible for providing and administering all employee benefits and legally required obligations, including but not limited to workers' compensation coverage, compliance with the Family and Medical Leave Act (FMLA), and the Affordable Care Act (ACA).

Temporary employees will be assigned to a variety of work environments, including but not limited to indoor office settings, outdoor or field conditions, exposure to all weather conditions, extreme heat, warehouses, garages, and areas with extreme noise levels, odors, heights, and/or dust.

County work locations include, but are not limited to, office buildings, parks, golf courses, beaches, water treatment plants, warehouses, libraries, and the animal shelter. This list is illustrative and non-exclusive; assignment locations vary as determined by the County's operational needs.

The County makes no guarantee as to the number of temporary employees that will be utilized by the County, or the number of work hours required, or the amount of compensation offered under any resulting contract(s).

B. TEMPORARY EMPLOYEE COMPENSATION

Awarded Contractor(s) must compensate all employees performing services under a resulting contract at no less than the applicable prevailing minimum wage in effect under federal, state, and local law, as established by the US Department of Labor and the State of Florida.

The awarded Contractor(s) shall submit monthly reports to the SJC Human Resources Department, in a format approved by the County. Monthly reports are due by the tenth day of each month and must identify each temporary employee's name, job title, hours worked, approved billable rate(s), and total compensation paid.

The County shall have no employer-employee relationship with any temporary employee. The County's sole financial obligation to the awarded Contractor(s) shall be payment of the approved contracted rate(s) for Services satisfactorily performed.

C. CONTRACT ADMINISTRATOR

The St. Johns County Purchasing Director and the Director of Human Resources or his/her designee will be responsible for ensuring compliance with Contract requirements.

D. COUNTY OBSERVED HOLIDAYS

The County shall not compensate any temporary employees for holidays during which the assigned County work location is closed in observance of County-recognized holidays. This exclusion shall also apply to closures of County operations resulting from weather-related or emergency conditions.

E. BACKGROUND SCREENINGS

Prior to a temporary employee being accepted by the County for job placement, the awarded Contractor must complete the background screenings identified in each job description and must submit to the SJC Human Resources Department an affidavit that attests to the candidate's eligibility for placement. Such affidavits must name the temporary employee, specify the background screens that were conducted, and specify the dates that satisfactory screening results were received. All costs associated with required background screenings for temporary employees are the sole responsibility of the awarded Contractor(s).

The County reserves the right, at any time before or during a temporary employee's assignment, to request copies of background screening clearance documentation. Failure to provide such documentation upon request shall constitute grounds for immediate dismissal of the temporary employee from the assignment and/or termination of the Contract with the awarded Contractor.

Examples of required background screenings are:

- DCF Level II fingerprint screening and/or Fingerprint Background screening by the Florida Department of Law Enforcement (FDLE).
- References from prior supervisors must be completed.
- Pulmonary Function Test or Pulmonary Function Test Questionnaire.
- Motor Vehicle Registration (MVR).
- Five-panel (5) Drug Screening Test- negative for controlled or illegal substances.
- Ten-panel (10) Drug Screening Test- negative for controlled or illegal substances.

- Temporary employees must attend Bloodborne Pathogens and Hazardous Communication training and/or orientation when required by the County. The County will provide required personal protective equipment (PPE), except for steel-toed boots and prescription safety glasses, which may be required for certain positions. All County safety practices and procedures must be followed. Local, State, and Federal criminal history searches for the last seven (7) years.
- Must have no findings when screening for registered sex offenders and sexual predators.

The awarded Contractor(s) shall comply with Florida's Drug-Free Workplace and FDOT standards where appropriate. The required background screenings may be adjusted, upon the County's request, per the position the County is seeking to be assigned.

F. THE COUNTY'S EXPRESSED STANDARDS

Temporary employees employed by the awarded Contractor(s) must be physically able and qualified for the position and must have received training in the use of equipment and supplies.

Temporary employees employed by the awarded Contractor(s), in the performance of the services required under the awarded contract, shall not be considered employees of the County, shall be independent thereof, and shall have no claim against the County for any employee benefit rights or privileges granted by law.

The awarded Contractor(s) will be responsible for the appearance of all their temporary employees assigned to a site (clean and appropriately dressed) at all times. Required special clothing and/or equipment are listed within some job listings and must be adhered to by temporary employees. The temporary employee provided by the awarded Contractor(s) must meet "normal" dress standards including, when necessary, safety shoes/boots, safety glasses, etc.

The awarded Contractor(s) shall provide temporary employees who meet the knowledge, skills, and abilities of the position requested. Each temporary employee placed under the contract shall possess the minimum training requirements for the position. Expenses for training shall be the sole responsibility of the awarded Contractor(s).

When positions require a Driver's License or a Commercial Driver's License (CDL) the awarded Contractor(s) shall screen candidates for the appropriate class and endorsements as needed, as specified by the County. Temporary employees who will be assigned driving duties must have a current valid motor vehicle registration (MVR) check and a drug test before placing the temporary employee in the work environment.

The County reserves the right to add additional job titles as needed.

The awarded Contractor(s) shall comply with all applicable federal, state, and local laws, rules, and regulations governing the employment, treatment, and compensation of their employees, including but not limited to the Americans with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act (ADEA), and the Civil Rights Act of 1991.

The County has the right to control the details of the temporary employees' work while assigned to the County.

The awarded Contractor(s) must complete and provide confirmation that the Form I-9 Employment Eligibility Verification Form and E-Verify Check have been completed within the required timeframe.

G. TEMPORARY EMPLOYEE RECRUITMENT AND PLACEMENT

The awarded Contractor(s) shall be responsible for recruiting, screening, and identifying the most qualified temporary employee(s) available for each requested position. Responsibilities shall include, but are not limited to, advertising temporary positions through the awarded Contractor(s)'s job board or website and nationally recognized recruitment platforms; reviewing applications; conducting candidate screenings and interviews; and referring qualified candidates to the County for placement consideration.

Based on the nature of the position, the County may require the awarded Contractor(s) to submit resumes of candidates who meet the position criteria established by the County. The County reserves the right to interview and approve any temporary employee prior to assignment. The awarded Contractor(s) shall not assign any new temporary employee(s) to an existing job order without prior notice to the County. The awarded Contractor(s) shall confirm, by email to the appropriate County department and the Human Resources Department, the name(s) of all temporary employee(s) assigned to each job order.

In the event the County determines that a temporary employee is incompatible with the assignment or is performing at a level below expectations, the County shall notify the awarded Contractor by email. Upon such notice, the awarded Contractor shall immediately remove (within one (1) hour) the temporary employee, and replace the temporary employee as soon as a suitable replacement is identified, at no additional cost to the County and shall be responsible for notifying the employee of the removal. The awarded Contractor(s) shall also be solely responsible for providing replacement personnel in the event of illness, absence, or other unforeseen circumstances affecting assigned temporary employees.

All unemployment compensation costs and related employer obligations arising from the employment of temporary employees shall be the sole responsibility of the awarded Contractor(s).

H. APPROPRIATE CONDUCT

The awarded Contractor(s) and all temporary employees assigned under this Contract shall conduct themselves in a professional, ethical, and lawful manner at all times and shall comply with generally accepted standards of business conduct. All such individuals shall exhibit a high degree of integrity and shall refrain from any conduct that is unsafe, unlawful, disruptive, or otherwise detrimental to the County, County operations, County employees, or the public.

Under no circumstances shall temporary employees be accompanied in County work areas or on County premises by acquaintances, family members, or other unauthorized individuals, unless prior approval is granted by the applicable County department manager or the Human Resources Department.

Behavior and conduct that the County considers to be unacceptable includes, but is not limited to, the following:

- Negligence.
- Inefficiency.
- Inability to perform assigned duties.
- Insubordination.
- Willful violation of County rules and regulations.
- Conduct unbecoming of a public employee.
- Tardiness or lack of punctuality.
- Misconduct.
- Use of alcoholic beverages or narcotics while engaged in County business.
- Reporting to work intoxicated or under the influence of non-prescribed drugs.
- Arrest of any crime involving moral misconduct.
- Arrest of a felony.
- Falsifying employment or other County records.
- Violating the Prohibition of Unlawful Harassment Policy.
- Using County supplies/materials or other property for personal purposes.
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
- Fighting or using obscene, abusive, or threatening language or gestures while on the job.
- Stealing.
- Possessing unauthorized firearms.
- Disregarding safety or security regulations while conducting business or while on County property.
- Making false allegations or claims.
- Making unauthorized recordings.

I. INVOICING AND PAYMENT

Invoices must be submitted to the specific St. Johns County department that ordered the Services and shall reference a valid County-issued purchase order number. Invoices shall be submitted by or before the tenth (10th) day of each month for temporary staffing assignments completed the previous month. Each invoice shall include, at a minimum, the following information:

- Billing address of the ordering department
- Work location or department number
- Description of services provided (e.g., custodial, clerical)
- For each billed location and temporary employee:
 - Temporary employee name
 - Total hours worked
 - Hourly pay rate
 - Hourly billable rate
 - Weekly pay period ending date
 - Approved timesheets

Invoices and all supporting documentation, including timesheets, shall be subject to review and verification by the County. The County reserves the right to reject any invoice that is incomplete, inaccurate, unsupported, exceeds authorized hours or rates, or otherwise fails to comply with County policies. Rejected invoices shall not be processed for payment. The County reserves the right to pay invoices less any disputed/noncompliant amounts, or issue a Credit Memo removing the disputed amounts.

Upon notice of rejection, the awarded Contractor(s) shall correct and resubmit the invoice with all required documentation. The County's payment period shall commence upon receipt of a complete, accurate, and approved invoice. Submission of a corrected invoice shall not entitle the awarded Contractor(s) to interest or penalty payments.

Payments shall be made in accordance with Local Prompt Payment Act, F.S. 218.70-218.80.

The County shall not make payment directly to any temporary employee of the awarded Contractor(s).

The awarded Contractor(s) shall comply with all applicable County finance, accounting, and audit requirements. The County reserves the right to audit invoices, payroll records, timesheets, and supporting documentation related to services provided under a County Contract for the duration of the Contract and for any required record-retention period thereafter. Any overpayments identified through audit or review may be offset against future payments or recovered by the County.

The County reserves the right to modify invoicing procedures, formats, or submission methods during the Contract term, upon execution of a Contract Amendment.

J. SERVICE GUARANTEE

This guarantee provides that the awarded Contractor(s) shall not invoice the County for services performed by a temporary employee whose performance is determined by the County to be unsatisfactory within the first four (4) hours of an assignment. The awarded Contractor(s) acknowledge that, notwithstanding reasonable screening and evaluation efforts, circumstances may arise that require the dismissal of temporary employees from County assignments.

K. PRICING

All pricing must be based on the Hourly Billable Rate per employee. This Hourly Billable Rate must include any and all cost associated with providing the temporary staff, including the employee's Hourly Pay Rate, matching FICA, Federal and State Unemployment Insurance, and Worker's Compensation Insurance, and profit and overhead. The proposal

must identify all costs associated with determining the hourly billable rate.

All proposed pricing is subject to negotiation. The approved Hourly Billable Rates and markup percent shall remain firm throughout the first year of the awarded Contract, unless otherwise amended by the County.

Awarded Contractors shall have the opportunity to request increases to the approved billable rates and markup percent on an annual basis, on the anniversary date of the awarded contract. The consideration for any increase to billable rates shall be based upon the current Consumer Price Index (CPI) but shall at no point exceed four percent (4%) in any given year. The County is under no obligation to grant any requested increase to billable rates or markup percent. Any request for an increase to the approved billable rates or markup percent must be submitted, in writing, to the SJC Purchasing Department, no less than sixty (60) calendar days prior to the anniversary of the Effective Date of the Contract. The County is under no obligation to grant any requested billable rate or markup adjustments. Approved adjustments shall be effective only upon the County's issuance of a fully executed Amendment. If Contractor fails to request and/or receive approval for any adjustment to the billable rates or markup in any given year, the Contractor shall forego any available adjustment for that year, and shall not combine and/or compound any requested base rate adjustment in subsequent year(s).

L. POSITIONS

A list of positions is provided in **Attachment G**; these are positions which are currently used by the County, or are anticipated to be used by the County. Proposers are encouraged to provide pricing for all positions, but if any positions included on the list are not fillable by Proposer, Proposer may provide a "No Bid".

If the County requires temporary staffing for a position not listed in **Attachment G**, the County may contact the awarded Contractor(s) to negotiate a competitive price and add new positions to the contract by issuing a Contract Amendment.

PART III: PROPOSAL SUBMITTAL INSTRUCTIONS & EVALUATION

A. PROPOSER RESPONSIBILITIES

Proposers are responsible for any and all costs associated with developing and submitting a Proposal in response to this RFP. Additionally, Proposers are solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Proposer may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Proposer, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Proposer.

All Proposals received in response to this RFP shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting a Proposal, each Proposer certifies that he/she has fully read and understands any and all instructions in this RFP, and has full knowledge of the scope, nature, and quality of work to be performed. All Proposals submitted shall be binding for a minimum of one hundred twenty (120) consecutive calendar days.

Proposers are responsible for complying with all applicable provisions of the St. Johns County Purchasing Policy as well as all applicable rules, laws, codes and ordinances throughout the solicitation process.

B. MINIMUM QUALIFICATIONS

Proposers must be fully licensed to do business and perform the required Services in the State of Florida and St. Johns County. Failure to demonstrate at least the minimum qualifications in the submitted Proposal shall be grounds for a Proposer to be deemed non-responsive, and to be removed from further consideration. Proposer must submit sufficient documentation to clearly demonstrate that the Proposer meets or exceeds the following minimum qualification requirements:

1. Must have an active registration with the State of Florida, Department of State, [Division of Corporations](#). Proof of registration must be provided with the Proposal.
2. Must have no exclusions listed on www.SAM.gov.
3. Proposer must provide a copy of a current Local Business Tax Receipt from St. Johns County or from the local jurisdiction in the State of Florida where the Proposer's permanent business location or branch office is maintained, or provide written exemption from the SJC Tax Collector's Office. If Proposer does not possess a current Local Business Tax Receipt from St. Johns County or from their local jurisdiction in the State of Florida, as provided above, Proposer must obtain such required Local Business Tax Receipt upon notification of the County's intent to award the Proposer, or must provide written exemption from the SJC Tax Collector's Office.
4. Must submit any and all experience similar to the Scope provided herein, within the past five (5) years. Failure to submit experience shall be deemed a material defect which shall cause Proposer to be deemed non-responsive and removed from further consideration under this RFP.

Failure by any Proposer to sufficiently demonstrate material compliance with the minimum qualification requirements stated above, shall result in the Proposer being deemed non-responsive and removed from further consideration. Minimum qualifications must be maintained throughout the duration of an awarded contract.

C. TRADE SECRETS

To qualify any submitted information as Trade Secret, or confidential, the Proposer must mark each page of the submitted RFP Package or specific portion of a document as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the County receives a public records request for a document or information that is marked and certified as a trade secret, the County shall release any information not verified as "trade secret", in accordance with applicable Public Records laws.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting Proposer must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

D. PUBLIC RECORDS

1. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with the awarded Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
2. In accordance with Florida law, to the extent that awarded Contractor's performance constitutes an act on behalf of the County, Contractor shall comply with all requirements of Florida's public records law. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under the awarded Agreement, awarded Contractor shall:
 - (a) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
 - (b) Upon request from the County's custodian of public records, 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 as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 - (c) Ensure that public records related to the awarded Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the

duration of the awarded Agreement and following completion of the awarded Agreement if the Contractor does not transfer the records to the County; and

- (d) Upon completion of the awarded Agreement, Contractor shall transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services.

If the Contractor transfers all public records to the County upon completion of the awarded Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the awarded Agreement, the Contractor 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 County's information technology systems.

Failure by the Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of the awarded Agreement by the County.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AWARDED AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FL 32084, (904) 209-0805, publicrecords@sjcfl.us.

E. USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, Proposers may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

Proposers shall not include the St. Johns County Seal/Logo in any part of their submitted package. Any packages received by the SJC Purchasing Department, which contain the County Seal/Logo may be deemed nonresponsive to this requirement. The County reserves the right to request the submitting Contractor to resubmit a package with the County Seal/Logo removed, within twenty-four (24) hours of the submittal deadline provided herein, or as necessary to serve the needs of the County.

F. PROPOSAL SUBMITTAL INSTRUCTIONS

The Proposer must submit **one (1) original hard-copy, and one (1) exact electronic PDF copy** of the Proposal on an unlocked USB Drive. A CD/DVD is not an acceptable alternative to the USB Drive. The hard-copy and USB Drive must be placed in a sealed envelope or container, labeled with the Proposer's full legal name, mailing address, and the solicitation number and title. A mailing label is provided herein to assist with appropriately labeling the Proposer's package. The County is not responsible for any Proposals that are incorrectly labeled and are not delivered to the appropriate location as provided herein. Proposals must be submitted on 8 ½"x11" pages, with no less than ½" margins and 11pt font. Sections and sub-sections must be clearly identified. **The Proposal must not exceed fifty (50) pages in length**, which does not include the County issued attachments, table of contents, addenda, and section separators.

It is highly recommended that Proposers follow the prescribed organization of the submittal, in order to facilitate evaluation.

Submitted Proposals must include, at a minimum, the following components, including any and all forms and attachments provided herein, as listed below:

Section 1: Proposal Cover Page (Complete and Submit) and Cover Letter

Proposer must complete and submit the Proposal Cover Page provided herein, and must also provide a 1-2 page cover

letter that must include, but is not limited to, the following:

- Full legal company name, including any applicable fictitious name(s) and company type (i.e. Corporation, Partnership, Joint Venture, etc.);
- Physical street address and mailing address (if different), including any other location(s) which may perform portion(s) of the Services;
- Primary point of contact information (name, phone, and email), and any secondary or supplemental point(s) of contact information;
- Names and titles of principals, partners, or owners as applicable;
- Brief statement of company history (date of establishment, number of years in business, number of employees, etc.) and business philosophy; and
- Brief statement regarding Proposer's interest in this solicitation.

Delegation of Authority

Proposer must provide a signed Delegation of Authority Letter for any representative(s) signing the Proposal on behalf of the Proposer, who are not principals, owners, partners, etc., for the Proposer's firm. The Delegation of Authority letter must state the levels of authority delegated to each representative, must be on company letterhead, and must be signed by a principal, owner, or partner (as applicable) of the Proposer's firm.

Section 2: Company and Staff Qualifications

Proposer must provide documentation to fully demonstrate the qualifications, credentials, education and capabilities of the Proposer's firm and all Key Personnel who may perform Services, if awarded. The required documentation shall include, at a minimum:

Licenses/Certifications – Proposer must provide all current licenses and certifications held by the Proposer relative to the specified Services.

Team – Proposer must provide the Key Personnel who will comprise the Contractor's team, and provide description of their qualifications, education and capabilities to perform the Services specified herein. Indicate whether the Contractor currently has on payroll all employees necessary for performance of all the required Services or if new employees would need to be hired. Proposer must disclose any conflict of interest, real or potential, due to any other clients, contracts, or property interests. Must complete and submit **Attachment C – Conflict of Interest Disclosure Form**.

Certificates of Insurance – Proposer must demonstrate evidence of current and valid insurance policies in at least the coverage limits as specified herein or must provide documentation from a qualified provider certifying the Proposer's ability to obtain the required insurance coverages upon award.

Proposed Sub-Contractors – Proposer must submit any and all proposed sub-contractors intended to perform any aspect of the Services specified herein. Proposer must complete **Attachment I**, along with any and all documentation to demonstrate the qualifications and capabilities of the proposed sub-contractors to perform the Services for which they are proposed. All proposed sub-contractors are subject to approval by the County. If Proposer does not intend to utilize any sub-contractors, Proposer must state that in the submitted Proposal.

Project Org Chart – Provide a complete Organization Chart for the Proposer and all proposed partners and sub-contractors demonstrating the relationship of resources as it pertains to this project.

Claims and Litigation History – Proposers shall provide a list of all claims and/or litigation history for the past seven (7) years by completing and submitting **Attachment F**.

Section 3: Related Experience

The proposer must provide a list of all relevant experience from the past five (5) years in satisfactorily delivering temporary employee placement services. The list must include the Client's current point of contact information, a summary of the development project, total contract value, staffing positions placed, markup charged, and contract timeframes.

The County reserves the right to reach out to any agency to inquire about the Proposer's performance in order to evaluate and verify the responsibility of the Proposer to perform the Services as specified herein, whether or not the agency is included in the list specified in this Section.

Section 4: Approach/Methodology

Proposer must provide a written narrative detailing the proposed approach and methodology for performing the required services, and how the proposed approach is going to be successful in meeting the objectives of the County. The narrative must provide details related to the strategies and processes to be utilized for the various aspects of the specified Services, and any additional information necessary to provide a clear understanding of how the Proposer intends to perform.

Proposer must provide information related to the following employment practices:

1. Wage, benefits packages, and personnel evaluations provided to temporary employees.
2. Recruiting sources used by the Proposer and recruiting services provided to the County.
3. Screening sources used by Proposer to validate credentials of temporary employees, such as licenses, references, and experience levels.
4. Training provided to temporary employees by Proposer.
5. Ability to identify temporary employees' prior training which meets federal, state, and local mandates (i.e., safety) and to provide this information to the Department.
6. Describe methods to ensure longevity of quality employees, including incentives and special pay and benefits used.
7. Procedures and methods of on-the-job evaluation/inspection of temporary employees.
8. Include a copy of Proposer's Equal Employment Opportunity policy.
9. Examples of reports that would typically be made available to St. Johns County (i.e., follow-up reports, etc.) by the Contractor as well as frequency of follow up reporting.
10. Provide details/conditions required for the County to hire temporary-to-permanent employees; include time restrictions and pricing structure.

Section 5: Pricing

Proposer must complete and submit Attachment G – Proposer's Rate Sheet. The Hourly Billable Rate must be the all-inclusive rate to be charged to the County, which includes the Hourly Payable Rate to the temporary employee, payroll taxes, any benefits provided to the temporary employee, and profit or overhead expenses (markup percent).

Section 6: Administrative Information

Proposer must complete and submit all remaining Attachments, as provided herein, which are not required in a previous section.

G. DETERMINATION OF RESPONSIVENESS

The SJC Purchasing Department shall review each submitted Proposal for responsiveness and responsibility to the requirements provided herein. Any Proposer who is deemed non-responsible and any Proposal that is materially non-responsive to the requirements of this RFP shall be disqualified and removed from consideration prior to evaluation of Proposals. Only those Proposals from responsible Proposers shall be evaluated for consideration of award.

The County reserves the right to waive any minor formality or irregularity in any submitted Proposal. However, any missing information or document(s) that are material to the purpose of the RFP shall not be waived as a minor formality.

H. EVALUATION OF PROPOSALS

All responsive Proposals will be evaluated by an Evaluation Committee of no less than five (5) individuals. Evaluators will review and score the Proposals, individually, with no interaction or communication with any other individual. Evaluators’ scores will be announced at a Public Evaluation Meeting in accordance with Florida Sunshine Law. Evaluation of the responsive Proposals shall be in accordance with the Evaluation Criteria as provided herein. County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a Proposer, including past performance (experience) with the County prior to making any recommendation for award, or moving forward with negotiations.

I. EVALUATION CRITERIA AND SCORING

The County will evaluate and rank Proposers from highest to lowest based upon the specific evaluation criteria and point scores listed below:

<u>Evaluation Criteria:</u>	<u>Maximum Possible Points per Evaluator:</u>
A. Company and Staff Qualifications	25
B. Related Experience	25
C. Approach / Methodology	25
D. Pricing	25
Total Points Possible:	100
E. Interviews/Presentations – Shortlisted Proposers (If Applicable)	50
Total Points Possible:	150

J. FORMULA FOR EVALUATION OF PRICING:

Pricing shall be evaluated by consideration of the averaged Markup Percentage proposed by each Proposer. The lowest proposed Markup Percent shall receive twenty-five (25) points and all other proposed Markup Percents shall be scored through a pro-rata distribution of points as shown in the sample below:

Vendor	Proposed Markup Percent	Percentage	By	Weight	Equals	Weighted Score
A	20	25%*	X	25	=	6.25
B	10	50%**	X	25	=	12.5
C	5	100%	X	25	=	25

* Vendor A’s percentage is $5 \div 20 = 25\%$

** Vendor B’s percentage is $5 \div 10 = 50\%$

Pricing shall be evaluated by the SJC Purchasing staff and scores shall be rounded to the first decimal point, as necessary, to differentiate between scores.

K. SHORTLIST PRESENTATIONS/INTERVIEWS

Upon evaluation of Proposals, the Evaluation Committee shall determine whether or not presentations or interviews are needed from all, or a shortlist of, Proposers in order to make a final recommendation for award. In the event presentations/interviews are determined to be necessary, the Proposers to be invited to participate will be identified. Participants shall be determined based upon the scoring of the Proposals. The format of the presentations/interviews will be provided to the shortlisted Proposers after the initial evaluation meeting. The score for presentations/interviews shall be added to the score for the Proposals, to determine the total score and ranking of the shortlisted Proposers.

The County reserves the right, in its sole discretion, to require additional interviews and/or presentations from one or

more of the Shortlisted Proposers, if necessary, in order to make a final recommendation for award.

L. NEGOTIATIONS & AWARD

The County intends to award a contract to the highest-ranked Proposers based on the cumulative scores from the evaluation of Proposals, shortlist evaluations, if elected by the Evaluation Committee, and, if applicable, additional presentations or interviews determined necessary by the County. A Notice of Intent will be issued, expressing the County's intent to move forward. The County is under no obligation to award a Contract as a result of this RFP. Any award of a Contract shall be contingent upon availability of lawfully appropriated funds for this purpose.

It is the intent of the County to enter into negotiations with the selected Proposers, provided no documentable justification is provided that would prohibit the County from proceeding with the top ranked proposer. If the County and the selected Proposers are able to reach an agreement for the required Services, Contracts will be presented to the Board of County Commissioners for approval to execute. If the County and the selected Proposers are unable to reach an agreement, the County shall cease negotiations with the top ranked Proposers and shall initiate negotiations with the next successively ranked Proposers with the intent of coming to an agreement. This process shall continue until such time as an agreement can be reached, or the County, in its sole discretion, determines that moving to a subsequent Proposer in the rankings does not serve the best interest of the County.

Contractor(s) shall be subject to screening and verification measures conducted by the County, at the County's expense. Such measures may include, but are not limited to, reference checks, Better Business Bureau research, and any other method deemed appropriate by the County.

The St. Johns County Board of County Commissioners reserves the right to reject any or all submitted Proposals, waive minor formalities or award to/negotiate with the Proposer whose Proposal best serves the interest of the County.

M. PROTEST PROCEDURES

Any actual Proposer who is aggrieved in connection with the Notice of Intent to Award a Contract (Protestor), where such grievance is asserted to be the result of a violation of the requirements of the Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Director of Purchasing & Contracts. Protestor shall submit the Protest in writing, accompanied by a security in the form of a Protest Bond, by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award.

PART IV: CONTRACT REQUIREMENTS

A. CONTRACT AGREEMENT & TERM

The intent of this RFP is to select multiple Proposers through the evaluation process and to negotiate and execute a contract with each, upon successful negotiations, for performance of the required Services. The term of the awarded Contract shall be for one (1) year, with the possibility of four (4) one-year renewals, at the County's discretion.

Any contract(s) negotiated with any individual or firm responding to this RFP will be non-exclusive. The County reserves the right to: (1) enter into contracts with Proposers for some or all of the services; and to (2) subsequently solicit proposals and negotiate contracts, for such services with respect to specific projects. All such actions shall be subject to the sole discretion of the County.

In the event that a Contract is attached to the RFP, such attached Contract is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract is not attached to the RFP, it is expressly understood that the County's preference/selection of any proposal does not constitute an award of a Contract with the County. It is anticipated that subsequent to the County's preference/selection of any proposal, contract negotiations will follow between the County and the selected Proposer(s). It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County and the awarded Contractor(s). The County reserves the right to delete, add to, or modify one or more components of the selected Proposer's proposal in order to accommodate changed or

evolving circumstances that the County may have encountered since the issuance of the RFP.

It is expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County and the selected Proposer(s). The County reserves the right to delete, add to, or modify one or more components of the selected Proposer's proposal in order to accommodate changed or evolving circumstances that the County may have encountered since the issuance of the RFP.

B. CONTRACT PERFORMANCE

At any point in time during the term of the Contract with the awarded Contractor(s), County Staff may review records of performance to ensure that the Contractor is continuing to provide sufficient financial support, services and organization as prescribed herein. The County may place said Contractor on probationary status and implement termination procedures if the County determines that Contractor no longer possesses the financial support, services and organization which would have been necessary during the RFP evaluation period in order to demonstrate appropriate capability to perform the required services.

C. FORCE MAJEURE

If awarded a Contract on the basis of the submitted Proposal, the Proposer pledges to perform the specified Services barring any delays due to force majeure events which are not reasonably foreseeable and beyond the control of both the awarded Contractor and the County, including acts of war, terrorist attacks, labor strikes, floods, earthquakes, epidemics, pandemics, riots, natural disasters, and other acts of God.

D. TERMINATION

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the awarded Contract shall be cause for termination for default by the Contractor. In the event of the Contractor's default, County shall issue a Notice of Default, which shall articulate the specific duties and obligations for which the Contractor is in default, and the amount of time provided to the Contractor to cure such default. If the Contractor fails to cure the default, or to submit an acceptable plan to cure the default, as determined by the County, within the timeframe specified in the Notice of Default, the County may terminate the Contract for Cause, upon giving no less than seven (7) days written notice to Contractor.

In addition to the above, the County may terminate the Contract at any time, without cause, upon thirty (30) days written notice to the Contractor.

E. GOVERNING LAWS & REGULATIONS

It shall be the responsibility of the Contractor to be familiar with and comply with any and all federal, state, and local laws, ordinances, rules, and regulations relevant to the services to be performed under this Contract. The Contract shall be governed by the laws of the State of Florida and St. Johns County, both as to interpretation and performance.

F. LICENSES, PERMITS & CERTIFICATIONS

The Contractor shall be responsible for acquiring and maintaining any and all necessary licenses, permits, and/or certifications required to perform the work described herein throughout the duration of the Contract. The Contractor shall be solely responsible for paying any and all fines, penalties or fees assessed to the County, or the Contractor, for any lapse in required licenses, permits, or certifications required for any portion of the required Services.

G. INSURANCE REQUIREMENTS

All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Awarded Contractor shall furnish proof of insurance to the County prior to execution of the awarded Contract. No Work shall commence under the awarded Contract until Contractor has obtained all insurance coverages required by the Contract Documents. Certificates of insurance shall clearly indicate Contractor has obtained insurance of the type, amount, and classification as required by the Contract Documents. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until expiration or earlier termination of the awarded Contract.

No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

The types and amounts of insurance required under the Contract do not in any way limit the liability of Contractor including under any warranty or indemnity provision of the Contract or any other obligation whatsoever Contractor may have to the County or others. Nothing in the Contract shall limit the Contractor to the minimum required insurance coverages found in the Contract.

The term "Additional Insured" shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084
Attn: Purchasing Department

Contractor shall procure and maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as is required by law for all of its employees per Chapter 440, FS. In claims against any person or entity indemnified under this Paragraph by an employee of the Contractor or a Sub-Contractor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Sub-Contractor under workers' compensation acts, disability benefits acts or other employee benefit acts.

Contractor shall procure and maintain during the life of the awarded Contract, Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under the Contract, whether such services or operations are by Contractor or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

Contractor shall procure and maintain during the life of the awarded Contract, Commercial Automobile Liability Insurance with minimum limits of \$1,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

The required insurance limits identified above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Contractor shall require each lower-tier subcontractor to comply with all insurance requirements appropriate for its scope of work, and any deficiency shall not relieve Contractor of its responsibility herein. Upon written request, Contractor shall provide County with copies of lower-tier subcontractor certificates of insurance.

Providing and maintaining adequate insurance coverage is a material obligation of Contractor. County has no obligation or duty to advise Contractor of any non-compliance with the insurance requirements contained in this Section. If Contractor fails to obtain and maintain all of the insurance coverages required herein, Contractor shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Contractor complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

H. INDEMNIFICATION

Contractor shall indemnify and hold harmless the County and its officers and employees (“Indemnified Party”), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Contractor or other persons employed or utilized by Contractor in the performance of the Contract.

To the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the awarded Contractor shall indemnify, defend, and hold harmless the County, including the County’s officers and employees (“Indemnified Parties”), from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney’s fee, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the awarded Contractor and persons employed or utilized by the awarded Contractor in the performance of the awarded Contract. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the County’s sovereign immunity. This indemnification shall survive the termination of the awarded Contract. Additionally, the awarded Contractor agrees to include the include the following indemnification in all contracts with contractors/subcontractors who perform work in connection with the awarded Contract.

This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

If any provision(s), or portion(s) of a provision(s), of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

PART V: ATTACHMENTS/FORMS

The required forms and attachments that each Proposer must complete, sign, have notarized and include as part of their submitted Proposal are on the following pages.

RFP 2269; TEMPORARY STAFFING SERVICES

COVER PAGE

ST. JOHNS COUNTY PURCHASING DEPARTMENT
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE, FLORIDA 32084

POINT OF CONTACT FOR RFP:

NAME & TITLE OF PRIMARY CONTACT: _____

EMAIL ADDRESS: _____

State of Florida, Department of State, [Division of Corporations Registration #](#): _____

FEIN # : _____

POINT OF CONTACT FOR INVITATION TO PAYMENTWORKS:

NAME & TITLE: _____

EMAIL ADDRESS: _____

DATE: _____

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT A
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF _____ (Proposer) being of lawful age and being duly sworn I, _____ (Affiant) as _____ (Title) (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of _____, 20__.

Signature of Affiant

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20__, by Affiant, who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT B
PROPOSAL AFFIDAVIT

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Proposer shall attach to his proposal a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

Before me, the undersigned authority, _____ (Affiant) who, being duly sworn, deposes and says he/she is _____ (Title) of _____ (Proposer) submitting the attached proposal for the services covered by the RFP documents for **RFP 2269; TEMPORARY STAFFING SERVICES**.

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her firm or corporation under the same or different name and that such Proposer has no financial interest in the firm of another Proposer for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

(Proposer Firm)

By _____
(Affiant Signature)

(Printed Name & Title)

Date of Signature

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by Affiant, who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT D
DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Proposal a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, 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 or plea.
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. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

Signature

Date

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT E
E-VERIFY AFFIDAVIT**

STATE OF _____
COUNTY OF _____

I, _____ (Affiant), being duly authorized by and on behalf of _____
(Proposer) hereby swears or affirms as follows:

1. Proposer understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. If awarded, for the duration of Contract No. RFP NO: 2269 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Proposer and shall expressly require any subcontractors performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Proposer shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Proposer understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Proposer further understands and agrees that in the event of such termination, Proposer shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Firm's breach.

DATED this _____ day of _____, 20____.

Signature of Affiant

Printed Name of Affiant

Printed Title of Affiant

Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by Affiant, who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT F
CLAIMS AND LITIGATION HISTORY

Proposers must complete all questions below and provide information requested as applicable. Failure to appropriately complete the questions below or provide requested information may be grounds for disqualification. Any material misrepresentation of information may also be grounds for disqualification.

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes ___ No _____ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: _____

Name(s) of the contract owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration.

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

5. Have you ever abandoned a contract, been terminated, or had an agency submit a claim on a performance/surety bond to take over a contract?

Yes _____ No _____ If yes, please explain in detail:

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes ___ No ___
If no, please explain why?

7. List the status of all pending claims currently filed against your company:

Liquidated Damages

1. Has an Agency ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes ___ No ___ If yes, please explain in detail:

(Use additional or supplemental pages as needed)

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT G
HOURLY RATE SHEET**

I. HOURLY RATES

Compensation for services satisfactorily performed shall be in accordance with the Hourly Billable Rates provided below, which shall be negotiated and the approved rates shall be included in the awarded Contract.

#:	Position:	Proposed Hourly Payable Rate:	Proposed Markup %	Proposed Billable Rate:
1	Beach Toll Collector Leader			
2	Beach Toll Collector			
3	Retail Customer Support (Pier)			
4	Clerical Support - Receptionist			
5	Clerical Support - Administrative Coordinator			
6	Application/ Permit Review Technician			
7	Client Services Assistant			
8	Construction Plans Reviewer			
9	Garbage Removal Workers			
10	Grounds Maintenance			
11	Golf Cart Attendant			
12	Golf Course Spray Technician			
13	Golf Course Starter			
14	Golf Course Grounds Maintenance Technician			
15	Legal Support Specialist			
16	Financial Analyst (Budget Analyst)			
17	Procurement Analyst (Procurement Coordinator)			
18	Contract Analyst			
19	Civil Engineer			
20	Civil Professional Engineer (P.E.)			
21	Library Assistant			
22	Library Courier			
23	Skilled Tradesworker- HVAC- Journeyman or Master License			
24	Skilled Tradesworker- Masonry- Journeyman or Master License			
25	Skilled Tradesworker- Plumbing- Journeyman or Master License			
26	Skilled Tradesworker- Electrical- Journeyman or Master License			
27	Skilled Tradesworker- entry level (non-licensed)			
28	Wastewater Treatment Plant Operator			
29	Housing Inspector			
30	Project Specialist			
31	Human Resources Coordinator- Projects			
32	Human Resources Specialist- Projects, Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation			
33	Human Resources Analyst- Talent Acquisition, Wellness, Benefits, Risk, Training, or Compensation			

34	Recreation Program Assistant			
35	Recreation Instructor (CLASS)			
36	Recreation Instructor - Specialty (CLASS)			
37	Scorekeeper (GAME)			
38	Sports Official (GAME)			
39	Summer Camp Coordinator			
40	Camp Supervisor			
41	Assistant Camp Supervisor			
42	Summer Camp Counselor I			
43	Summer Camp Counselor II			
44	Summer Camp Counselor III			
45	Summer Camp Transportation Specialist			
46	Beach Enforcement/Lighting Officer			
47	Beach Survey Technician			
48	Environmental Technician			
49	Equipment Specialist			
50	GIS Technician			
51	GIS Analyst			
52	Land Management Technician			
53	Recycling Specialist			
54	Solid Waste Supervisor			
55	Maintenance Technician- Water Utility			
56	Grant Project Manager			
57	Web Development and Support Specialist			
58	Weighmaster			
59	Auto CAD Drafting Services			
60	SCADA Technician			
61	Maintenance Worker- General Labor			
62	Maintenance Technician- Building			
63	Community Education Specialist			
64	Engineering Specialist			
65	Construction Specialist			
66	Library Courier			
67	Tourism and Development Specialist			
68	Technical Specialist			
69	Lead Growth Management Technician			
70	Environmental Specialist			
71	HCP Field Technician			
72	Web Development and Support Specialist			
73	Digital Media Specialist			
74	IT Applications Analyst			
75	Business Systems Analyst			
76	Project Manager			
77	Capital Improvement Program (CIP) Project Manager			
78	Sharepoint Administrator			
79	Intern- General			
80	IT Desktop Support			
81	Enterprise Resource Application (ERP) Analyst			
82	Fleet Mechanic			

83	Survey Assistant			
84	Disaster Recovery Specialist (FEMA)			
85	Utility Grant Project Manager			

Hourly Billable Rates. The above billing rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Contractor.

Quantity of Services. Contractor understands that the County makes no commitments or guarantees as to the total amount or value of the Services to be performed by Contractor. Payment under this Agreement shall be made on the basis of the actual amount of Services satisfactorily performed and completed in accordance with the Contract Documents.

Payable Rate Adjustments. Awarded Contractors shall have the opportunity to request increases to the approved billable rates and markup percent on an annual basis, on the anniversary date of the awarded contract. The consideration for any increase to billable rates shall be based upon the current Consumer Price Index (CPI) but shall at no point exceed four percent (4%) in any given year. The County is under no obligation to grant any requested increase to billable rates or markup percent. Any request for an increase to the approved billable rates or markup percent must be submitted, in writing, to the SJC Purchasing Department, no less than sixty (60) calendar days prior to the anniversary of the Effective Date of the Contract. The County is under no obligation to grant any requested billable rate or markup adjustments. Approved adjustments shall be effective only upon the County's issuance of a fully executed Amendment. If Contractor fails to request and/or receive approval for any adjustment to the billable rates or markup in any given year, the Contractor shall forego any available adjustment for that year, and shall not combine and/or compound any requested base rate adjustment in subsequent year(s).

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT H
AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES**

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As an officer or authorized representative of Proposer, I certify that the company identified below does not, for labor or services:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare and affirm that I have read the foregoing document and that the facts stated in it are true and correct.

DATED this _____ day of _____, 20____.

Signature of Affiant

Printed Name of Affiant

Printed Title of Affiant

Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by Affiant, who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT J
ACKNOWLEDGEMENT OF ADDENDA**

Proposer hereby acknowledges receipt of the following Addenda, issued by the County and incorporated into and made a part of the RFP Documents. By acknowledging the Addenda listed below, Proposer hereby certifies that the information, clarifications, revisions, or other items included in each Addenda have been incorporated into the Proposer's Proposal. Failure to acknowledge and incorporate issued Addenda may result in a Proposer being deemed non-responsive to the requirements of the RFP, and removed from further consideration.

ADDENDUM NUMBER	DATE RECEIVED	PRINTED NAME OF PROPOSER'S AUTHORIZED REPRESENTATIVE	TITLE OF PROPOSER'S AUTHORIZED REPRESENTATIVE	SIGNATURE OF PROPOSER'S AGENT

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT K

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

I, _____ ("Affiant"), being duly authorized by and on behalf of _____ ("Proposer") hereby swears or affirms as follows:

- 1. The principal business address of Proposer is: _____
2. I am duly authorized as _____ (Title) of Proposer.
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined in Section 287.133 of the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined in Section 287.133 of the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Proposer, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. There has been a conviction of a public entity crime by the Proposer, or an officer, director, executive, partner, shareholder, employee, member or agent of the Proposer who is active in the management of the Proposer or an affiliate of the Proposer. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

Signature of Affiant

Printed Name & Title of Affiant

Full Legal Name of Proposer

Date of Signature

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this _____ day of _____, 20____, by Affiant, who is [] personally known to me or [] has produced _____ as identification.

Notary Public

My Commission Expires

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT L
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS**

The Proposer certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. Must have no exclusions listed in www.SAM.gov.
2. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency.
3. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
4. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
5. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Proposer certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

FULL LEGAL NAME OF PROPOSER: _____

DATE: _____

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT M
BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

FULL LEGAL NAME OF PROPOSER: _____

DATE: _____

RFP 2269; TEMPORARY STAFFING SERVICES

**ATTACHMENT N
NON-COLLUSION CERTIFICATION**

St. Johns County requires, as a matter of policy, that any Proposer receiving a contract or award resulting from this Request for Qualification issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Qualifications submitted in response to this Request for Qualification or in return for execution of a contract for performance or provision of services for which Qualification are herein sought.

DATED this _____ day of _____, 20____.

Signature of Affiant

Printed Name & Title of Affiant

Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20__, by Affiant, who is personally known to me or has produced _____ as identification.

Notary Public

My Commission Expires: _____

RFP 2269; TEMPORARY STAFFING SERVICES

ATTACHMENT O EQUAL OPPORTUNITY REPORT STATEMENT

The Proposer shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest ("Contractor") agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of

the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

DATED this _____ day of _____, 20__.

Signature of Affiant

Printed Name & Title of Affiant

Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20__, by Affiant, who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

RFP 2269; TEMPORARY STAFFING SERVICES

SEALED RFP MAILING LABEL

Cut along the outer border and affix this label to the exterior of envelope/container to identify as a "Sealed Proposal".

SEALED RFP • DO NOT OPEN	
SEALED RFP #:	RFP 2269
RFP TITLE:	TEMPORARY STAFFING SERVICES
DUE DATE/TIME:	Thursday, March 26, 2026 No Later Than 4:00 PM EST
SUBMITTED BY:	_____ Company Name
	_____ Company Address
	_____ Company Address
DELIVER TO:	St. Johns County Purchasing Department 500 San Sebastian View St St. Augustine, FL 32084



END OF DOCUMENT

RFP 2269; TEMPORARY STAFFING SERVICES

Exhibit A

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS For PROFESSIONAL SERVICES CONTRACTS

TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the Agency at any time during the performance of such services and/or completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Contractor will not copyright any material and products or patent any invention developed under this agreement. The Agency will have the right to visit the site for inspection of the work and the products of the Contractor at any time.
- C. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- D. The Contractor shall provide access by the Florida Department of Transportation (recipient), the Agency (subrecipient), the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- E. Compliance with Regulations: The Contractor shall comply with the Regulations: relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- F. Nondiscrimination: The Contractor, with regard to the work performed during the

contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- G. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- H. Information and Reports: The Contractor will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- I. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Contractor under the contract until the Contractor complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- J. Incorporation or Provisions: The Contractor will include the provisions of Paragraph C through K in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Contractor becomes involved in, or is

threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

- K. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- L. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- M. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political

subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.

- N. Participation by Disadvantaged Business Enterprises: The Contractor shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Contractor and any subcontractor or contractor.

“The subconsultant, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate.”

Pursuant to 49 CFR 26.11(c), the Contractor shall submit the bid opportunity list at the time of contract execution and shall enter DBE commitment and payment information in the Florida Department of Transportation Equal Opportunity Compliance (EOC) system. The Contractor shall request access to the EOC system using Form No. 275-021-30.

- O. Prompt Payment of and Return of Retainage to Subcontractors: The Contractor will pay monies owed to subcontractors, suppliers or other parties within thirty (30) days of the Contractor receiving payment from the Local Agency. The Local Agency is prohibited from withholding retainage from Contractor s. To the extent the selected Contractor withholds retainage from its subcontractors, it must be returned in its entirety within thirty (30) days of satisfactory completion of the subcontractor work. The Local Agency is the arbiter of what constitutes satisfactory completion. These provisions apply to all subcontractor s and at all tiers of subcontracting.
- P. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- Q. It is understood and agreed that if the Contractor at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Contractor shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Contractor in all lower tier covered transactions and in all aforementioned federal regulation.
- R. The Local Agency hereby certifies that neither the Contractor nor the Contractor's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

1. employ or retain, or agree to employ or retain, any firm or person, or
2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

S. The Contractor hereby certifies that it has not:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The Contractor further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

T. The Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

U. Clean Air Act: The Contractor agrees to comply with applicable standards, orders or regulations issued pursuant to Clean Air Act (42 U.S.C § 7401 et seq), as amended.

The Contractor agrees to report each violation to the Florida Department of Transportation (Department) and understands and agrees that the Department will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

- V. Federal Water Pollution Control Act: The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

- W. Byrd Anti-Lobbying: Contractors awarded a contract of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL AID CONTRACTS: (Compliance

with 49 CFR, Section 20.100(b))(1) The Contractor certifies that: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any state or Federal agency, a member of the Florida Legislature, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities". (2) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. (3) The Contractor also certifies by signing this contract that the Contractor shall require the language of this certification be included in all lower tier

subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Statement for Loan Guarantees and Loan Insurance

Per 49 CFR Part 20, Appendix A, the undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10, 000 and not more than \$100,000 for each such failure.

- X. Buy America: As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award per 2 CFR part 200.322.

"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Furthermore, Federal agencies providing Federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in 2 CFR part 184.

This content is from the eCFR and is authoritative but unofficial.

Title 2 – Federal Financial Assistance

Subtitle A – Office of Management and Budget Guidance for Federal Financial Assistance

Chapter II – Office of Management and Budget Guidance

Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Authority: 31 U.S.C. 503; 31 U.S.C. 6101-6106; 31 U.S.C. 6307; 31 U.S.C. 7501-7507.
Source: 89 FR 30136, Apr. 22, 2024, unless otherwise noted.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be

prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- (J) See § 200.323.

(K) See § 200.216.

(L) See § 200.322.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]