

**CITY OF MIRAMAR
PROPOSED CITY COMMISSION AGENDA ITEM**

Meeting Date: July 8, 2026

Presenter's Name and Title: Tekisha I. Jordan, Assistant Director Building, Planning, and Zoning Department

Prepared By: Tekisha I. Jordan, Assistant Director Building, Planning, and Zoning Department

Temp. Reso. Number: 8744

Item Description: Temp. Reso. #R8744 APPROVING THE PURCHASE OF ADDITIONAL TEMPORARY STAFFING SERVICES FROM ALPHA 1 STAFFING/SEARCH FIRM L.L.C., IN AN AMOUNT OF \$50,001 FOR A TOTAL EXPENDITURE NOT- TO-EXCEED \$122,000 FOR FISCAL YEAR 2026, FOR THE BUILDING, PLANNING AND ZONING DEPARTMENT, UTILIZING THE DANIA BEACH AGREEMENT ENTITLED "TEMPORARY EMPLOYEMENT SERVICES," RFP NO. 24-017. *(Building, Planning, and Zoning Assistant Director Tekisha Jordan)*

Consent Resolution Ordinance Quasi-Judicial Public Hearing

Instructions for the Office of the City Clerk: None

Public Notice – As required by the Sec. ____ of the City Code and/or Sec. ____, Florida Statutes, public notice for this item was provided as follows: on _____ in a _____ ad in the _____; by the posting the property on _____ and/or by sending mailed notice to property owners within ____ feet of the property on _____
(fill in all that apply)

Special Voting Requirement – As required by Sec. _____, of the City Code and/or Sec. _____, Florida Statutes, approval of this item requires a _____ (unanimous, 4/5ths etc.) vote by the City Commission.

Fiscal Impact: Yes No

REMARKS: Funding of \$23,000 is available in the Building, Planning and Zoning, Program Supplies Account, 001-41-404-524-000-605230.


Content:

- **Agenda Item Memo from the City Manager to City Commission**
- **Resolution TR8744**
 - **Exhibit A: Dania Beach Agreement Terms & Proposal for Customer Service Staffing**



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Nixon Lebrun, Director, Building, Planning and Zoning Department

DATE: July 2, 2026

RE: Temp. Reso. No. 8744 approving the additional purchase of customer service temporary staffing for the Concierge Program from Alpha 1 Staffing/Search Firm L.L.C. for the 2026 Fiscal Year

RECOMMENDATION: Temp. Reso. No. 8744 approving the procurement of additional customer service staffing services for the Building Planning and Zoning Department Concierge Program for FY 2026 from Alpha 1 Staffing/Search Firm LLC ("Alpha 1") by piggybacking the City of Dania Beach, Florida Agreement, Request for Proposals ("RFP") No. 24-017, in the amount not-to-exceed \$50,001 for a total expenditure in the amount of \$122,000 in the 2026 Fiscal Year.

ISSUE: City Commission approval is required to allocate additional funding for the continued provision of temporary customer service staffing services through Alpha 1 pursuant to Section 2-412(a), approval of the City Commission is required for an acquisition of, or contract for commodities or services by a single department in excess of \$75,000 from the same vendor in a single fiscal year.

BACKGROUND: The Concierge Program was established to provide support services for the Building, Planning and Zoning permitting division. The program remains on-going and is expected to continue through the 2027 Fiscal Year.

Alpha 1 is a staffing and recruitment firm that provides temporary and professional personnel services to support organizational and operational needs. The firm specializes in sourcing, screening, and placing qualified personnel in various customer service and administrative support roles.

Alpha 1 currently provides temporary customer service staffing personnel to assist with the City's Building, Planning and Zoning Department with front-line operations, email and telephone correspondence and general customer service.

DISCUSSION: The City of Dania Beach conducted a competitive procurement process and advertised RFP No. 24-017 for Temporary Staffing Needs and Alpha 1 was the highest rated responsive responsible Proposer and was awarded an agreement for an initial term of two years with the option to renew for two additional two-year terms. The initial term of the agreement between Alpha 1 Staffing/Search Firm LLC and the City of Dania Beach commenced on September 1, 2024, and will expire on August 31, 2026.

In accordance with Section 2-413(6) of the City Code, the City can piggyback the services of contracts that are the subject of another governmental entity, and such contract is exempt from further competition. The City is proposing an extension of the Piggyback Agreement with Alpha 1 for services through September 30, 2026, in the additional amount of \$50,001 for a total of \$122,000 for the 2026 Fiscal Year.

ANALYSIS: Compensation for services shall be made under the same terms of the City of Dania Beach agreement and funding is available in account number 001-41-404-524-000-605230 titled Building, Planning and Zoning - Program Supplies.

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6/1/26
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**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING THE PURCHASE OF ADDITIONAL TEMPORARY STAFFING SERVICES FROM ALPHA 1 STAFFING/SEARCH FIRM L.L.C., IN AN AMOUNT OF \$50,001 FOR A TOTAL EXPENDITURE NOT-TO-EXCEED \$122,000 FOR FISCAL YEAR 2026, FOR THE BUILDING, PLANNING AND ZONING DEPARTMENT, UTILIZING THE DANIA BEACH AGREEMENT ENTITLED “TEMPORARY EMPLOYEMENT SERVICES,” RFP NO. 24-017; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager recommends approval of Temp. Reso. No. 8744 approving the purchase of additional temporary staffing services from Alpha 1 Staffing/Search Firm, LLC. (“Alpha 1”) for the Building, Planning and Zoning Concierge Program in an amount not- to-exceed \$50,001 for Fiscal Year 2026; and

WHEREAS, the Concierge Program was established to provide support services for the Building, Planning and Zoning permitting division and the program remains on-going and is expected to continue through the 2027 Fiscal Year; and

WHEREAS, in Fiscal Year 2025, the City selected Alpha 1 to provide temporary staffing services by piggybacking from the City of Dania Beach Agreement entitled

Reso. No. _____

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“Temporary Employment Services” that was awarded as a result of their RFQ No. 24-017, that commenced on September 1, 2024, and expires on August 31, 2026; and

WHEREAS, to date, the Building, Planning and Zoning Department has spent \$48,362.10 with Alpha 1 on temporary staffing for the Concierge Program and is expected to exceed the City Manager’s purchase authority of \$75,000 in Fiscal Year 2026; and

WHEREAS, therefore an additional \$50,001 is estimated and requested to maintain the same level of staffing for the Concierge Program for the remainder of the 2026 Fiscal Year, for a total not-to-exceed of \$122,000; and

WHEREAS, City Commission approval is required to procure the additional staffing services from Alpha 1 Staffing through the utilization of the City of Dania Beach “Temporary Staffing Services” Agreement No. 24-017, Exhibit A; and

WHEREAS, the City Commission deems it to be in the best interests of the citizens and residents of the City of Miramar to approve the purchase of additional staffing services in the amount of \$50,001 for a total expenditure not-to-exceed \$122,000 for the 2026 Fiscal Year through the utilization of the City of Dania Beach “Temporary Employment Services” Agreement, No. 24-017,

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**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF
MIRAMAR, FLORIDA AS FOLLOWS:**

Section 1: That the foregoing “**WHEREAS**” clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

Section 2: The City Manager recommends approval to purchase additional staffing services from Alpha 1 Staffing/Search Firm LLC. for the Concierge Program, in the amount of \$50,001, for a total not-to-exceed \$122,000 for Fiscal Year 2026.

Section 3: That the appropriate City officials are authorized to do all things necessary and expedient in order to carry out the aims of this Resolution.

Section 4: That this Resolution shall become effective upon adoption.

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PASSED AND ADOPTED this _____ day of _____, _____.

Mayor, Wayne M. Messam

Vice Mayor, Carson "Eddy" Edwards

ATTEST:

City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved
this RESOLUTION as to form:

City Attorney,
Austin Pamies Norris Weeks Powell, PLLC

<u>Requested by Administration</u>	<u>Voted</u>
Commissioner Maxwell B. Chambers	_____
Commissioner Avril Cherasard	_____
Commissioner Yvette Colbourne	_____
Vice Mayor Carson "Eddy" Edwards	_____
Mayor Wayne M. Messam	_____

Reso. No. _____



September 25, 2025

City of Miramar

Procurement Department

Subject: Extension of Dania Beach Agreement Terms & Proposal for Customer Service Staffing

Dear Ms Richmond

On behalf of Alpha 1 Staffing/Search Firm LLC, I am pleased to confirm that we are willing to extend the same terms and conditions currently in place under our agreement with the City of Dania Beach to the City of Miramar.

As a trusted workforce partner to municipalities across South Florida, Alpha 1 Staffing has consistently provided reliable, qualified personnel at competitive rates. We are committed to delivering the same high level of service, professionalism, and compliance for the City of Miramar as we do for the City of Dania Beach.

Enclosed is our formal proposal for Customer Service Representative staffing services.

Proposal – Customer Service Staffing for the City of Miramar

1. Understanding of Client Needs

The City of Miramar seeks Customer Service Representatives who will:

- Provide front-line support to residents and visitors.
- Answer phones, emails, and in-person inquiries with professionalism.
- Handle service requests, complaints, and follow-up communications.
- Maintain accurate records and utilize city systems for data entry.
- Represent the City with excellent communication and customer care skills.

Alpha 1 Staffing will recruit, screen, and place qualified candidates who meet these requirements and can begin work quickly.

2. Proposed Services

Alpha 1 Staffing will deliver:

- Recruitment & Placement of qualified Customer Service Representatives.
 - Comprehensive Screening: Background checks, drug screening, I-9/E-Verify verification.
 - Training & Orientation on customer service standards, professionalism, and city expectations.
 - Payroll & HR Administration: Alpha 1 will manage payroll, taxes, and employment compliance.
 - Performance Monitoring: Regular check-ins and a replacement guarantee if a candidate is not a good fit.
-

3. Staffing Plan & Approach

- Candidate Sourcing: Utilize our existing candidate pool and target recruitment campaigns.
 - Selection Process: Skills testing, reference verification, and behavioral interviewing.
 - Deployment Timeline: Candidates available within 5–7 business days of request.
 - Quality Control: Ongoing performance evaluations and reporting to ensure service excellence.
-

4. Pricing & Fee Structure

Alpha 1 Staffing proposes the following bill rate:

- Customer Service Representative: 29% markup pay rate of \$20.00 total for this position \$25.80 per hour (all-inclusive bill rate)

This rate includes:

- Hourly employee wages
- All statutory costs (FICA, FUTA, SUTA, Workers' Compensation, etc.)
- Administrative markup and compliance costs

Note: No additional charges will be applied outside of the agreed-upon bill rate.

5. Terms & Conditions

- Proposal valid for 30 days from issue date.
 - Agreement or purchase order required before staffing begins.
 - Payment terms: Net 30 days from invoice date.
 - Replacement guarantee applies if a candidate does not meet expectations.
-

6. Next Steps

Alpha 1 Staffing is honored to support the City of Miramar in maintaining high-quality customer service for its residents.

Next Steps:

1. Review and approve this proposal.
 2. Provide a signed agreement or purchase order.
-

Sincerely,

Garrie J. Harris

CEO

Alpha 1 Staffing/Search Firm LLC

3350 SW 148th Avenue, Suite 110

Miramar, FL 33027

9546042228 gharris@alpha1staffing.com

AGREEMENT BETWEEN THE CITY OF DANIA BEACH, FLORIDA AND ALPHA1 STAFFING/SEARCH FIRM LLC, FOR TEMPORARY STAFFING NEEDS AS DESCRIBED IN THE CITY'S REQUEST FOR PROPOSALS ("RFP") NO. 24-017, ENTITLED "TEMPORARY EMPLOYMENT SERVICES".

This is an Agreement ("Agreement") dated September 10, 2024, between the City of Dania Beach, Florida, a Florida municipal corporation ("City"), with its principal place of business located at 100 West Dania Beach Boulevard, Dania Beach, Florida 33004 and Alpha1 Staffing/Search Firm, LLC (the "Contractor"), a Florida limited liability company with an address of 3350 SW 148 Avenue, Suite #110, Miramar, Florida 33027 and a contact email of Garrie Harris, Gharris@alpha1staffing.com.

In consideration of the mutual covenants, terms and conditions contained in this Agreement, and other good and valuable consideration, the adequacy and receipt of which are acknowledged and agreed upon, the parties agree to the following:

1. This Agreement between the Contractor and the City under the City of Dania Beach Request for Proposals ("RFP") No. 24-017 is effective beginning September 1, 2024 through and including August 31, 2026. A copy of RFP No. 24-017 is attached as Exhibit "A" and made a part of and incorporated into this Agreement by this reference) and shall be considered as part of this Agreement.
2. By mutual consent of both parties, this Agreement may be extended for two (2) additional two-year terms.
3. The Contractor has submitted their Scope of Services and Fee Schedule in response to RFP No. 24-017 which is attached as Exhibit "B" and is incorporated into this Agreement by this reference.
4. Sovereign Immunity. Contractor acknowledges that the Florida Doctrine on Sovereign Immunity bars all claims by Contractor against the City other than claims arising out of this Agreement. Specifically, the Contractor acknowledges that it cannot and will not assert any claims against the City, unless the claim is based upon a breach by the City of this Agreement. Further, the Contractor recognizes the City is a sovereign with regulatory authority that it exercises for the health, safety, and welfare of the public. This Agreement in no way estops or affects the City's exercise of that regulatory authority. In addition, the City retains the full extent of its sovereign immunity in relation to the exercise of its regulatory authority. The Contractor acknowledges that it has no right and will not make claim based upon any of the following:
 - a. Claims based upon any alleged breach by the City of implied warranties or representations not specifically set forth in this Agreement, as the parties stipulate that there are no such implied warranties or representations of the Contractor. All obligations of the parties are only as set forth in this Agreement;
 - b. Claims based upon negligence or any tort arising out of this Agreement;
 - c. Claims upon alleged acts or inaction by the City, its commissioners, attorneys, administrators, Contractors, agents, or any Contractor employee;

- d. Claims based upon an alleged waiver of any of the terms of this Agreement unless such waiver is in writing and signed by an authorized representative for the City and Contractor.
5. Financial records. The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. Contractor shall maintain adequate records to justify all charges and costs incurred in performing the services for at least three (3) years after completion of this Agreement. Contractor agrees that the City, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or records relating to this Agreement during normal business hours. All such materials shall be maintained by Contractor at a location in Broward County, Florida; provided that if any such material is located outside Broward County, then, at the City's option the City shall pay Contractor for travel, per diem, and other costs incurred by Contractor to examine, audit, excerpt, copy or transcribe such material at such other location. The City shall make a reasonable effort to maintain the confidentiality of such audit report(s).
6. That in all respects, the terms of Exhibit "A" and Exhibit "B" apply to this Agreement.

SIGNATURES ON THE FOLLOWING PAGES

IN WITNESS OF THE FOREGOING, the parties have set their hand and seal the day and year first written above.

ATTEST:

**Elora Riera,
MMC**

Digitally signed by Elora Riera, MMC
Date: 2024.09.10 09:34:10 -04'00'

ELORA RIERA, MMC
CITY CLERK

**CITY OF DANIA BEACH, FLORIDA,
a Florida municipal corporation**

Archibald J. Ryan, IV

Digitally signed by Archibald J. Ryan, IV
Date: 2024.09.10 09:33:55 -04'00'

ARCHIBALD J. RYAN IV
MAYOR

APPROVED AS TO FORM AND CORRECTNESS

Eve A. Boutsis

Digitally signed by Eve A. Boutsis
Date: 2024.09.10 08:06:18 -04'00'

EVE A. BOUTSIS
CITY ATTORNEY

**Ana M. Garcia,
ICMA-CM**

Digitally signed by Ana M. Garcia, ICMA-CM
Date: 2024.09.10 09:33:39 -04'00'

ANA M. GARCIA, ICMA-CM
CITY MANAGER



WITNESSES:

[Signature]
SIGNATURE

Lauren Kingcade
PRINT Name

[Signature]
SIGNATURE

NAKIA Gilbert
PRINT Name

CONTRACTOR:

Alpha1 Staffing/Search Firm, LLC
a Florida limited liability company

[Signature]
SIGNATURE

GARIE J HARRIS
PRINT Name

CEO
Title

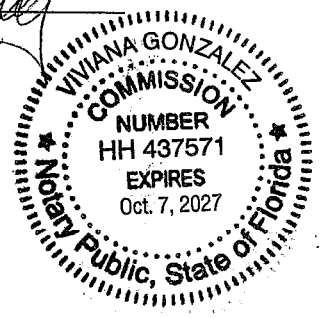
STATE OF FLORIDA

COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of physical presence or by online notarization on August 22nd 2024, by GARIE J. HARRIS as CEO of Alpha1 Staffing/Search Firm, LLC, on behalf of the company. He/she is personally known to me or produced FL Driver License as identification and did (did not) take an oath.

My Commission Expires: Oct 7, 2027

[Signature]
NOTARY PUBLIC
State of Florida



Affidavit of Compliance with Anti-Human Trafficking Laws

In accordance with Section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

1. Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".

The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: 8/22, 2024 Signed: [Signature]
Entity: Alpha 1 Staffing Search Firm Name: GARIE HARRIS
Title: CEO

STATE OF FLORIDA

COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of physical presence or by online notarization on August 22nd 2024, by Garnie Harris as CEO of Alpha 1 Staffing, on behalf of the company. He/she is personally known to me or produced FUD merchandise as identification and did (did not) take an oath.

My Commission Expires: Oct 07, 2027

[Signature]
NOTARY PUBLIC
State of Florida



CITY OF DANIA BEACH, FLORIDA



**REQUEST FOR PROPOSALS FOR
TEMPORARY EMPLOYMENT SERVICES**

**City Request for Proposals (“RFP”)
No. 24-017**

Prepared by:
City of Dania Beach, Florida
100 W. Dania Beach Boulevard
Dania Beach, FL 33004

JUNE 20, 2024

CITY OF DANIA BEACH, FLORIDA

**REQUEST FOR PROPOSAL FOR
“TEMPORARY EMPLOYMENT SERVICES”
City Request for Proposal (“RFP”) No. 24-017**

NOTICE TO PROPOSERS

NOTICE IS GIVEN that the City of Dania Beach, Florida (the “City”) will be accepting sealed Proposals from qualified and licensed firms for “**TEMPORARY EMPLOYMENT SERVICES**”, **RFP 24-017**”.

Documents may be obtained from www.demandstar.com, or from the City Website at www.daniabeachfl.gov. For additional information concerning this proposal, please contact the Procurement Division at procurement@daniabeachfl.gov.

Electronic proposals must be received no later than 1:00 P.M. on JULY 11, 2024. Proposals will be publicly opened at 1:00 P.M. on that same day utilizing Zoom meeting software. Proposals must be submitted at www.demandstar.com.

The City of Dania Beach reserves the right to reject any and all proposals, with or without cause, to waive any informality in a proposal, to terminate the process or re-advertise and solicit new or additional proposals, and to make awards in the best interest of the City.

NON-MANDATORY OR MANDATORY PRE-PROPOSAL MEETING

A pre-proposal meeting will not be held.

PROPOSAL SUBMISSION

Proposals must be submitted electronically on DemandStar, the City’s designated electronic bidding system. All bid document files must be clearly labeled “**TEMPORARY EMPLOYMENT SERVICES**”, **RFP 24-017**”.

Pursuant to Florida law, all Proposals to this RFP are exempt public records until thirty (30) days after opening, or award of Proposal, whichever is sooner. In the event presentations are necessary, all responders will be required to exit the room during the presentations of the other responders as portions of selection committee meetings at which presentations are made are exempt from Florida’s public meeting laws.

Proposals will be publicly opened and read aloud at 1:00 P. M., on the Proposal due date referenced above using Zoom meeting software on the above stated date and may be joined by utilizing this

link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzI3NmNiNzItMzFkMC00ZDZjLTg3ZTEtNDYyZmNkODQyMWNm%40thread.v2/0?context=%7b%22Tid%22%3a%226495b0d2-76aa-4ce0-8735-1233202a940c%22%2c%22Oid%22%3a%223028fa4d-0599-4312-97cf-3d95ed366f47%22%7d

Award of Contracts for the Proposals will be made at a subsequent City Commission meeting.

All Proposers are advised that the City has not authorized the use of the City seal by individuals or entities responding to City Proposals.

The City Commission of the City of Dania Beach reserves the right to reject any and all Proposals, to waive any informality in a Proposal and to make an award in the best interests of the City.

Published on: [June 24, 2024]

1. INSTRUCTION TO PROPOSERS

The following instructions are given for the purpose of guiding Proposers in properly preparing their Proposals. These directions have equal force and weight with the specifications and strict compliance is required with all of these provisions.

1.1 **Qualifications of Proposers:** No Proposal will be accepted from, nor will any contract be awarded to, any person who is in arrears to the City of Dania Beach, upon any debt or contract, or who has defaulted, as surety or otherwise, upon any obligation to the City, or who is deemed irresponsible or unreliable by the City Commission of Dania Beach. Minority, women-owned, and labor surplus area businesses and firms are encouraged to submit Proposals.

1.2 **Personal Investigation:** Proposers shall satisfy themselves by personal investigation and by such other means as they may think necessary or desirable, as to the conditions affecting the proposed work and the cost. No information derived from maps, plans, specifications, or from the City staff or their assistants shall relieve the Contractor from any risk or from fulfilling all terms of the contract. Before submitting a Proposal, each Proposer must visit the site (if applicable to the project) to become familiar with the facilities and equipment that may in any manner affect cost or performance of the work; must consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost or performance of the work, must carefully compare the Proposer's observations made during site visits or in review of applicable laws with the Proposal Documents; and must promptly notify the Project Contact person of all conflicts, errors and discrepancies, if any, in the Proposal Documents.

The Proposer, by and through the submission of a Proposal, agrees that Proposer shall be held responsible for having examined the facilities and equipment (if applicable); is familiar with the nature and extent of the work and any local conditions that may affect the work, and is familiar with the equipment, materials, parts and labor required to successfully perform the work.

1.3 **Inconsistencies:** Any seeming inconsistency between different provisions of specifications, Proposal or contract, or any point requiring explanation must be inquired into by the Proposer, in writing, at least ten (10) days prior to the time set for opening Proposals. After Proposals are opened, the Proposers shall abide by the decision of the City Manager or designee as to such interpretation.

1.4 **Omission of Details, Variances and Exceptions.** The apparent silence of the requirements as to any detail, or the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail, and that only material and workmanship of the finest quality is to be used. All interpretations of the specifications shall be made on the basis of this statement. Omission of any essential details from these specifications will not relieve the Proposer of supplying such services or product(s) as specified.

For the purpose of evaluation, the Proposer must indicate any variance or exceptions to the stated requirements, no matter how slight. Deviations should be explained in detail. Absence of variations, corrections or both will be interpreted to mean that the Proposer meets all the requirements in every respect.

- 1.5 Costs and compensation shall be shown in both unit prices and extensions whenever applicable, and expressed in U.S. Dollars. In the event of discrepancies existing between unit prices and extensions or totals, the unit prices shall govern. All costs and compensation shall remain firm and fixed for acceptance for 120 calendar days after the day of the Proposal opening. The Proposal price shall include all franchise fees, royalties, license fees, etc., as well as all costs for transportation or delivery as applicable within the scope of the solicitation.
- 1.6 **Performance Bond and Insurance:** Upon award of a contract, the Successful Proposer, as required within the scope of the solicitation, may be required to submit performance bonds, payment bonds or both. Proposer shall provide certificates of insurance in the manner, form and amount(s) specified.
- 1.7 **Addenda and Interpretations:** No interpretations of the meaning of the plans, specifications or other contract documents will be made orally to any Proposer. Prospective Proposers must request from the City Clerk or City designee such interpretation in writing. To be considered, such request must be received at least ten (10) days prior to the date fixed for the opening of responses. Any and all interpretations and any supplemental instructions will be in the form of a written addenda which, if issued, will be sent by certified mail with return receipt requested, to all prospective Proposers (at the address furnished for such purpose) not later than three (3) days prior to the date fixed for the opening of Proposals. Failure of any Proposer to receive any such addenda or interpretation shall not relieve any Proposer from any obligation under the Proposal as submitted. All addenda so issued shall become a part of the contract document. Contractor shall verify that it has all addenda before submitting a Proposal.
- 1.8 **Non Collusion Affidavit:** Each Proposer shall complete the Non-Collusive Affidavit form and shall submit the form with their Proposal. City considers the failure of the Proposer to submit this document may be cause for rejection of the Proposal.
- 1.9 **Public Entity Crimes:** Each Proposal shall complete the Public Entity Crimes form. In accordance with Florida Statutes §287.133 (2)(a): A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity, may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes §287.017 for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.
- 1.10 **Conflict of Interest:** The award of any contract under this RFP is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of City or any of its agencies. Further, all Proposals must disclose the name of any officer or employee of City who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches or affiliate companies.
- 1.11 **Legal Conditions:** Proposers are expected to familiarize themselves with the provisions of the

laws of the United States and State of Florida, and with the provisions in the Charter and the ordinances of the City of Dania Beach.

1.12 **Forms and Proposals:** Proposals will be received until July 11, 2024 at 10:00 a.m. by submission to DemandStar. Each Proposal and its accompanying statements must be made on the blanks provided. The forms must be submitted in good order and with all the blanks filled in.

1.13 All Proposals must be submitted electronically on DemandStar.” The Proposal must be signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the Proposer’s principal’s properly written authority to such deputy or subordinate must accompany the Proposal. No Proposal will be accepted, for any reason whatsoever, which is not submitted as stated above, within the specified time. Any uncertainty regarding the time a Proposal is received will be resolved against the Proposer.

1.14 **Proposal Bond:** Not required.

The above bond or check shall be a guarantee that the Proposer will, if necessary, promptly execute a satisfactory Contract and furnish good and sufficient bonds. As soon as a satisfactory Contract has been executed and the bonds furnished and accepted, the check or bond accompanying the Proposal of the successful Proposer will be returned to it. The certified or other checks or bid bonds of the unsuccessful Proposers will be returned to it upon the acceptance of the Proposal of the successful Proposer. If the successful Proposer shall not enter into, execute, and deliver such a Contract and furnish the required bonds within ten (10) days after receiving notice to do so, the certified or other check or bid bond shall immediately become the property of the City of Dania Beach as liquidated damages. Retention of such amount shall not be construed as a penalty or forfeiture.

1.15 **Filling in Proposals:** All prices must be written in the Proposal and also stated in words, and all Proposals must fully cover all items for which Proposals are asked and no other. Proposers are required to state the names and places of residence of all persons interested, and if no other person is interested, the Proposer shall distinctly state such fact and shall state that the Proposal is, in all respects, fair and without collusion or fraud. Where more than one person is interested, it is required that all persons interested or their legal representative disclose such fact in writing to the City.

1.16 **Proposals Firm for Acceptance:** Proposer warrants, by virtue of proposing, that the Proposal and the prices quoted in the Proposal will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of Proposal opening.

1.17 **Withdrawals:** Any Proposer may, without prejudice, withdraw a Proposal at any time prior to the expiration of the time during which Proposals may be submitted. Such request for withdrawal must be in writing and signed in the same manner and by the same person who signed the Proposal. After expiration of the period for receiving Proposals, no Proposal can be withdrawn, modified, or explained. Should Proposer withdraw its Proposal after expiration of the period for receiving Proposals, its bond shall be retained by the City.

1.18 **Causes for Rejection:** No Proposal will be canvassed, considered, or accepted which, in the

opinion of the City Manager, is informal or unbalanced, or contains inadequate or unreasonable prices for any items; each item must carry its own proportion of the cost as nearly as is practicable. Any alteration, erasure, interlineations, or failure to specify Proposals for all items called for in the schedule shall render the Proposal informal.

1.19 Rejection of Proposals: To the extent permitted by applicable state and federal laws and regulations, City reserves the right to reject any and all Proposals, to waive any and all informalities not involving price, time or changes in the work with the Successful Proposer, and to disregard all nonconforming, non-responsive, unbalanced or conditional Proposals. Proposals will be considered irregular and may be rejected if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind. The City Commission reserves the right to reject any Proposal if the evidence submitted by the Proposer, or if the investigation of such Proposer, fails to satisfy the City that such Proposer is properly qualified to carry out the obligations and to complete the work contemplated. Any or all Proposals will be rejected, if there is reason to believe that collusion exists among Proposers. A Proposal will be considered irregular and may be rejected, if it shows serious omissions, alterations in form, additions not called for, conditions or unauthorized alternates, or irregularities of any kind. The City of Dania Beach reserves the right to reject any and all Proposals, to waive any and all informalities and irregularities, and to accept or reject all or any part of any Proposal as they deem to be in the best interest of the citizens of the City of Dania Beach, or the City may reject Proposals and re-advertise.

1.20 RFP Protest Procedure: After a Notice of Intent to Award a contract is posted, any actual or prospective manufacturer or distributor claiming to be aggrieved in connection with the pending award of the Contract, or any element of the process leading to the award of the Contract may protest to the City Manager. A protest must be filed by 5:00 P.M. on the third (3rd) Business Day after posting of the Notice of Award (excluding the day that the Notice is posted) or any right to protest is waived. The protest must be in writing, must identify the name and address of the protester, and must include a factual summary of, and the basis for, the protest. Filing shall be considered complete when the written protest, together with an RFP Protest Bond, is both timely received by the City Manager's Office.

An RFP Protest Bond is to compensate the City for the expenses of administering the protest. If the protest is decided in the protester's favor, the entire deposit shall be returned to the protester. If the protest is not decided in the protester's favor, the deposit shall be retained by the City. The deposit shall be in the form of a cashier's check. The amount of the RFP Protest Bond shall be one percent (1%) of the amount of the pending award for which the bidder is protesting, or five thousand dollars (\$5,000.00), whichever is less.

1.21 Protest Committee: The Protest Committee shall have the authority to review, settle, and resolve all protests. Members of the Protest Committee will be appointed by the City Manager. If the Protest Committee determines that the pending award of a contract or any element of the process leading to the award involved a significant violation of law, applicable rule or regulation, all steps necessary and proper to correct the violation shall be taken. If the Protest Committee determines that the protest has merit, the City Manager shall direct all appropriate steps be taken to remedy it.

In the event of a timely protest, the City Manager shall stay the award of the Contract, unless

after consulting with the City Attorney and a representative from the City's Department for which the services are being obtained, the City Manager then determines that the award of the contract is necessary without delay to protect the substantial interests of the City. The continuation of the bid award process under these circumstances shall not preempt or otherwise affect the protest.

1.22 **Award of Proposal:** The City Commission will award the Proposal to the most responsible and responsive lowest price Proposer that meets the qualifications identified in Section 1.1, entitled Qualification of Proposers. The Contractor awarded the Proposal must have satisfactory references.

1.23 **Agreement:** The Proposer(s) to whom or to which an award is made shall execute a written agreement to do the work in the form attached to this RFP. The award may be canceled by the City Commission and awarded to the next lowest priced responsible and responsive Proposer. If this occurs, such Proposer shall fulfill every stipulation as if it were the original party to whom or to which an award was made. The Agreement will include specific insurance, performance bond, and indemnification requirements as set forth in the attached specifications. Proposers must submit any questions, issues, or concerns with the terms, language or both in the attached Agreement by the deadline for submitting requests for interpretations.

1.24 **Payment:** Payment will be made when all work is completed to the satisfaction of the City Manager or designee. Successful Proposer shall submit invoices regularly, for no more than 30-day periods, as work progresses.

1.25 **Audit of Contractor's Records:** Upon execution of the Contract, the City reserves the right to conduct any necessary audit of the Contractor's records. Such an audit, or audits, may be conducted by the City or its representatives at any time prior to final payment, or thereafter, for a period up to three (3) years. If an audit has been initiated and audit findings have not been resolved at the end of these three (3) years, the records shall be retained by the City until resolution of audit finding. The City may also require submittal of the records, at no cost to the City, from the Contractor, any subcontractor, or both. For the purpose of this Section, records shall include all books of account, supporting documents and papers deemed necessary by the City to assure compliance with the Contract provisions.

Failure of the Contractor or subcontractor to comply with these requirements may result in disqualification or suspension from bidding or proposing for future contracts or disapproval as a subcontractor at the option of the City. The Contractor shall assure that a subcontractor will provide access to its records pertaining to the services upon request by the City.

1.26 **Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended):** Contractors who apply or submit a Proposal for an award of \$100,000.00 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.

1.27 **City:** Failure by City to respond to an inquiry shall not excuse late or incomplete submissions.

1.28 **Lobbyists:** Pursuant to Broward County Ordinance 2011-19, Lobbyists, and any of their principals or employers attending such meeting, are required to complete a Contact Log contemporaneously with a lobbyist meeting. City of Dania Beach Code of Ordinances, Article XI, "Lobbyist Regulations," Sections 2-231 through 2-234 require Lobbyists to register with the City PRIOR to engaging in lobbyist activities within the City. Contact with personnel of the City of Dania Beach other than the City Clerk or designated representative regarding the RFP shall be grounds for elimination and disqualification from the selection process.

2. SUBMISSION OF PROPOSALS

2.1 Proposals must be typed or legibly printed in blue ink. Use of erasable ink is not permitted. All corrections to prices made by the Proposer should be initialed.

2.2 All Proposals shall be submitted in the English language, and pricing expressed in U.S. Dollars.

2.3 Proposals must contain a manual signature of a corporate officer or designee with the proven authority to bind the Proposer. The address and telephone number for any communications regarding the Proposal must be included.

2.4 Proposals shall contain an acknowledgment of receipt of all addenda.

2.5 Proposals by corporations must be executed in the corporation's legal name by the President or other corporate officer, accompanied by evidence of authority to sign. Evidence of authority shall be provided on the enclosed Certified Resolution form, or by the company's own Corporate Resolution.

2.6 Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature.

2.7 Proposals shall be submitted to the Procurement Division on or before the time indicated in the Request for Proposals by the methods described above. City Clerk's Office staff is not responsible for the premature opening of a Proposal that is not identified.

2.8 In accordance with Florida Statutes, Chapter §119.07(1)(a) and except as may be provided by other applicable state and federal law, the Request for Proposals and the responses to it are in the public domain. However, Proposers are requested to specifically identify in the submitted Proposal any financial information considered confidential, proprietary or both which may be considered exempt under Florida Statute §119.07(t).

2.9 All Proposals received from Proposers in response to the Request for Proposals will

become the property of City and will not be returned. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of City.

- 2.10 The Proposer preparing a submittal in response to this RFP shall bear all expenses associated with its preparation. The Proposer shall prepare a submittal with the understanding that no claim for reimbursement shall be submitted to the City for the expense of Proposal preparation, presentation, or both.

3. QUALIFICATIONS OF PROPOSALS

- 3.1 Each Proposer shall complete the Proposal's Qualifications Statement and submit the form with the Proposal. Failure to submit the Proposer's Qualifications Statement and the documents required under it may constitute grounds for rejection of the Proposal.
- 3.2 As a part of the evaluation process, the City may conduct a background investigation including a criminal record check of Proposer's officers and employees, by the City's Human Resources Department. Proposer's submission of a Proposal constitutes acknowledgement of and consent to such investigation. City shall be the sole judge in determining Proposer's qualifications.
- 3.3 No Proposal shall be accepted from, nor will any contract be awarded to, any person who is in arrears to City for any debt or contract, or who is a defaulter, as surety or otherwise, of any obligation to City, or who is deemed irresponsible or unreliable by City. City will be the sole judge of such determination. The City reserves the right to make a pre-award inspection of the Proposer's facilities and equipment prior to award of Contract.
- 3.4 Employees of the Proposer shall at all times be under its sole direction and not an employee or agent of the City. The Proposer shall supply competent and physically capable employees. The City may require the Proposer to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable. Proposer shall be responsible to the City for the acts and omissions of all employees working under its directions.

4. SCOPE OF WORK

The City of Dania Beach is soliciting proposals for a contract for the purchase of temporary employment services.

The contractor(s) must have a minimum of one brick and mortar location within Broward, Miami-Dade or Palm Beach Counties. The contractor(s) must provide a business license that indicates the location of the company. If the contractor(s) has more than one location, they must provide the business license for those locations as well.

The successful contractor(s) will furnish, upon request, temporary personnel necessary for the day-to-day operations of the City of Dania Beach. Temporary employees must be available and report

for work within twenty four (24) work hours of notification. Contractors who are not able to meet delivery requirements will be considered non-responsive. All temporary personnel furnished to the City shall be background screened and comply with

A. SPECIFICATIONS

Temporary Professional Services

1. Candidates Submitted for the City's Consideration. Upon request from the City, contractor shall provide temporary personnel candidates for the job classifications requested by the designated City representative at the time and place requested. Typically, three or more temporary personnel candidates are required to be submitted for each vacancy at the discretion of the requesting department. The temporary personnel candidates shall be provided at no cost to the City. If a vendor fails to provide qualified personnel for the job classification requested within a specified lead time, the City will seek services of another contractor.
2. The City reserves the right to conduct on-site or in-person interviews with temporary personnel candidates or to make selections for placement based on resumes provided by the Contractor.
3. Contractor agrees to provide only skilled, knowledgeable, and experienced temporary personnel to perform services on a temporary basis to the City. Contractor also agrees to provide the City information on any temporary personnel candidate whose quality of services had been previously determined to be unsatisfactory by any City department.
4. The City's designated representative and successful proposer/selected contractor shall mutually agree on the hourly salary, job description, minimum qualifications, working hours, job location, assignment duration, duties, and responsibilities for each position, as needed. The overhead and expenses markup proposed shall be added to the Temporary personnell's pay rate to determine the bill rate. No other fees or taxes are allowed.
5. Contractor must inform the City of any temporary personnel staffing who is accepted for assignment at the City which is currently assigned elsewhere.
6. No substitution of temporary personnel/staff with lower skill-base will be acceptable without the prior approval of the City.
7. The Contractor/successful proposer agrees not to place any temporary personnel in a temporary assignment with the City who was previously employed by the City as a regular City employee without prior approval of the Human Resources Department.
8. Upon request from the City, Contractor must immediately replace any temporary personnel providing services whose quality of services is unsatisfactory to the City department. The City will not be charged for unsatisfactory services. The City will exclusively determine if the quality of the services of any temporary personnel is satisfactory or unsatisfactory.

9. Should any temporary personnel terminate employment with the Contractor while such person is providing services to the City department, Contractor must agree to immediately replace such person with a person having similar skill, knowledge and experience, with prior approval of the City. Contractor shall replace the temporary personnel expeditiously at the same contracted bill rate for each position. If the Contractor fails to replace the temporary personnel in a timely manner, the City reserves the right to utilize the services of another Temporary Personnel Services Contractor.
10. The City shall have the right to determine the period of time and work schedule of all temporary personnel provided by the Contractor to perform services as a temporary agency employee. The City will not warrant or guarantee the period of time or work schedule of any temporary person provided by the Contractor to perform services at a designated department at the City.
11. All temporary personnel candidates placed in the City shall be employees of the Contractor and at no time, shall the City be liable for any employer responsibilities to the Contractor's temporary personnel employee.

B. BACKGROUND CHECKS & PRE-PLACEMENT SCREENINGS

The Vendor selected must conduct criminal background check, prior employment check, drug and alcohol tests, and driver's license check (where applicable), all of which shall be disclosed to the City's Human Resources Department prior to placement. The criminal background and employment checks must go back a minimum of 10 years.

In the case of an alcohol test, a result of 0.04 or greater constitutes a positive result. A confirmation breathalyzer test shall be administered following the initial test in accordance with the procedures in Title 49 Code of Federal Regulations, Part 40.

In no case shall a candidate who tests positive for drugs or alcohol be submitted as a candidate for City assignment.

Contractor must provide a pre-placement motor vehicle record for all candidates being considered for positions which include the operation of a motor vehicle.

Any criminal background records/convictions should be disclosed to the City prior to the contractor engaging the candidate to work for the assignment. Upon disclosure of a candidate's criminal background, the City has the discretion to accept or reject the candidate based on the background.

Contractor represents that it has registered with and uses the E-Verify system maintained by the United States Department of Homeland Security to verify the work authorization status of all candidates in compliance with the requirements of Section 448.095, Florida Statutes, and that entry into this Agreement will not violate that statute.

C. PRICING

Proposer shall quote the contracted percentage markup to be added to the pay rate for the placed candidate and shall be inclusive but not limited to, all expenses, profit, overhead and all applicable taxes. The City and Contractor shall agree on the salary of the temporary staff person at the time of the engagement for that position.

D. INVOICE AND PAYMENTS

Representative that the work assignments is satisfactorily completed.

The vendor(s) supplying Temporary Employment Agency Services to the City of Dania Beach are required to furnish the following information on their pre-numbered imprinted business invoices and weekly job tickets for personnel performing services.

1. Purchase Order Number
2. Assignment Location
3. Individuals Full Name
4. Employee Number
5. Job Classification
6. Date
7. Number of hours worked
8. City Acceptance/Authorized Signature

Timesheets for each temporary employee must be submitted weekly and approved by the City of Dania Beach prior to invoice processing. Approved timesheets must be provided with all invoices.

E. TEMPORARY PERSONNEL DATABASE REPORTING

Successful Contractor shall create and maintain a data base to include all temporary personnel assigned the City, listed by individual, to include rate of hourly pay, total hourly bill rate, total number of hours worked monthly, total number of hours worked annually, total hourly rate paid to the temporary employee, total bill rate paid by the City, date that temporary employee began assignment with the City and date temporary employee ended assignment with the City. This data must be forwarded to the City on a monthly basis with a cumulative report sent at the end of the calendar year. The Contractor must agree to provide the City with custom reports on temporary employees as needed.

F. TERM OF CONTRACT

The proposer will be proposing on a two (2) year contract commencing upon approval by the City Commission. This contract may be renewed for two (2) additional two (2) year terms by mutual agreement of the parties for a cumulative total of six (6) years.

G. TEMP TO HIRE

Should an opening for a permanent position within the City come available, the temporary worker may apply for this position. **The City reserves the right to hire this temporary worker without any financial obligation to the Contractor.**

H. VACATION PAY

If a temporary worker qualifies for a vacation under their employment contract with the Contractor, that employee will give the City two (2) weeks notice before the start of such vacation. The Contractor shall be responsible for any vacation pay due the employee. Additionally, if the

assignment is ongoing at the time of employee's vacation, the contractor will provide a replacement employee.

I. OVERTIME

Should any assignment require the temporary employee to work more than forty (40) hours in any given week, the City shall pay an overtime rate equal to 1-1/2 times the hourly rate specified in the contractor's proposal.

J. QUANTITIES

No warranty or guarantee is given or implied as to the total amounts to be purchased resulting from this contract. The quantities stated in this proposal are estimates of annual usage, to be used for proposal comparison purposes only. All services will be ordered on an as needed basis. The minimum request will be for one (1) day (eight (8) hours).

5. PROPOSAL REQUIREMENTS

5.1 Proposers shall, as a minimum, include the following information with the submittal of its Proposal:

1. Executive Summary

Summarize the business entity, its background, main office(s), and office location that will service this contract. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. Relevant Project Experience

Indicate the firm's number of years of experience in providing the professional services as it relates the work contemplated. Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements.

2. Approach

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project.

Also provide information on your firm's current workload and how this project will fit into your workload.

Describe available facilities, technological capabilities and other available resources you offer for the project.

3. References

Provide names, addresses, and telephone numbers of five (5) references who are capable of explaining and confirming the firm's capacity to successfully complete the Services sought in this RFP.

4. Pricing

Provide a cost estimate for the Services to be provided based on the Scope of Services and the firm’s proposed approach to the project. Price must be entered on price proposal form Exhibit “H”.

4.2 Summary of Documents To Be Submitted With Proposals. The following is a summary of documents required to be submitted for this Proposal. Failure to include a technical Proposal, cost Proposal, Proposal surety (if required below), or any other document that, by its omission, may prejudice the rights of other possible Proposers or respondents, may result in immediate rejection of a Proposal.

The Forms are as follows:

- Exhibit “A” Proposer’s Qualifications
- Exhibit “B” Public Entity Crimes Form
- Exhibit “C” Non-Collusion Affidavit
- Exhibit “D” Drug-Free Workplace Certification
- Exhibit “E” Acknowledgement of Addenda
- Exhibit “F” References
- Exhibit “G” Certification to Accuracy of Proposal
- Exhibit "H" Cost Proposal Form

Other forms or documents which, by their nature do not impact price or the Proposer’s cost of doing business should accompany the Proposal; but must be provided within three (3) business days of the City’s request to be considered responsive.

The City reserves the right to request the most recently completed audited financial statement, or other approved documentation to verify financial viability.

6. EVALUATION METHOD AND CRITERIA

Evaluation of the responses will be conducted by an Evaluation Committee composed of City staff, or other persons selected by the City Manager or designee. Proposals shall be evaluated based upon the information and references contained in the responses as submitted. The Evaluation Committee will evaluate all responsive proposals at duly advertised public evaluation meetings in accordance with Florida law. The City reserves the right to award the contract to the Proposer which will best serve the interest of the City.

The scoring of the Proposals by the Evaluation Committee will be based on a point total and not a percentage factor. The Evaluation Committee will evaluate and rank the Proposals received on the basis of the criteria and available points indicated below:

CRITERIA	MAXIMUM POINTS
Firm Qualifications Experience in field, workload of current projects	25
Approach Understanding the scope of work, ability to comply with the full scope of work, technical soundness of Proposal	35

Price Proposal Estimated total cost of project	30
References	10

AWARD OF AGREEMENT

Award shall be made by the City to the responsible Proposer(s) whose Proposal(s) is determined to be the most advantageous to the City, taking into consideration price and the evaluation criteria set forth above. The City of Dania Beach reserves the right to accept the Proposal(s) as a whole, or for any component of it if it appears to be in the best interest of the City.

7. PUBLIC RECORDS:

If selected, the following will apply:

- 7.1 Proposer agrees to keep and maintain public records in Proposer's possession or control in connection with Proposer's performance under the Agreement. Proposer additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Proposer shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the City.
- 7.2 Upon request from the City custodian of public records, Proposer shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.
- 7.3 Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with the Agreement are and shall remain the property of the City.
- 7.4 Upon completion of the Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of the Proposer shall be delivered by the Proposer to the City Manager, at no cost to the City, within seven (7) days. All such records stored electronically by Proposer shall be delivered to the City in a format that is compatible with the City's information technology systems. Once the public records have been delivered upon completion or termination of the Agreement, the Proposer shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.
- 7.5 Any compensation due to Proposer shall be withheld until all records are received as provided in this RFP.
- 7.6 Proposer's failure or refusal to comply with the provisions of this section shall result in the immediate termination of the Agreement by the City.

7.7 Section 119.0701(2)(a), Florida Statutes

IF THE PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, THE PROPOSER MUST CONTACT THE CITY CUSTODIAN OF PUBLIC RECORDS.

Custodian of Records: ELORA RIERA, CITY CLERK

**Mailing Address: 100 W. Dania Beach Boulevard
Dania Beach, Florida 33004**

Telephone number: 954-924-9800, Ext. 3623

Email: eriera@daniabeachfl.gov

8. INSURANCE REQUIREMENTS

8.1 Proposer agrees to, in the performance of work and services under this Agreement, comply with all federal, state, and local laws and regulations now in effect, or hereinafter enacted during the term of the agreement that are applicable to Proposer, its employees, agents, or subcontractors, if any, with respect to the work and services described in this RFP.

8.2 Proposer shall obtain at Proposer's expense all necessary insurance in such form and amount as required by this Proposal or by the City's Human Resources Department before beginning work under the Agreement. Proposer shall maintain such insurance in full force and effect during the life of the Agreement. Proposer shall provide to the City's Human Resources Department current certificates of all insurance required under this section prior to beginning any work under the Agreement.

8.3 Proposer shall indemnify and save the City harmless from any damage resulting to it for failure of a Proposer to obtain or maintain such insurance.

8.4 The following are required types and minimum limits of insurance coverage, which the Proposer agrees to maintain during the term of this contract:

The Contractor (the term "Contractor" refers to the successful Proposer in this RFP) shall not commence Work under the Agreement until Contractor has obtained all insurance required in this RFP, and not until such time that the coverages are approved by the City's Human Resources Department. The Contractor shall not allow any employee of Contractor or any Subcontractor to commence Work on any

subcontract until the subcontractor and all Coverages required of any subcontractor have been obtained and approved in writing by the City’s Human Resources Department. In addition, Contractor shall be responsible for any and all policy deductibles and self-insured retentions.

The following are requirements that must be met regarding the Proposer’s delivery of Certificates of Insurance for all coverages required in the Agreement and Proposal Documents:

“**Preliminary**” certificate means that certificates of insurance verifying all general insurance requirements (as noted below) must be included with a Proposal submittal on the date and time of the Proposal opening.

If the “preliminary” certificates are not included with a Proposal submittal, then the City has the right to consider the submitted Proposal as non-responsive on the date and time of the Proposal opening. “Preliminary” Certificates may be issued without documentation of all “Special Provisions”. However, Contractor does understand that all provisions, including “Special Provisions” noted below are expected to be fully documented on or attached to the “Official” Certificates of Insurance as described below.

“**Official**” Certificates of Insurance must be delivered to the City Clerk’s office and Human Resources Department. If the “Official” certificates are not delivered on or before the fourteenth (14th) Business Day after the issuance by the City of the “Notice of Apparent Low Proposal”, then the City has the right to consider the awarded Agreement to the successful Proposer as void and to negotiate a agreement with the next lowest responsive and responsible Proposer.

“**Special Provisions**”, as referenced below under each type of insurance requirement shall be fully confirmed on or attached to the “Official” certificates.

I. Commercial General Liability

A. Limits of Liability (Minimum)

- Bodily Injury & Property Damage Liability
- Each Occurrence \$2,000,000
- Policy Aggregate \$4,000,000
- Personal & Advertising Injury
\$2,000,000
- Products & Completed Operations
\$2,000,000

B. Endorsements Required – Include in body of COI and/or Description of Operations

- Annual Aggregate shall apply “Per Project/Job”
- Waiver of Subrogation in favor of the City
- Insurance shall apply on a primary and non-contributory basis
- “The City of Dania Beach, Florida” added as named “Additional Insured”

II. Business Automobile Liability

A. Limits of Liability (Minimum)

- Bodily Injury and Property Damage
- Combined Single Limit \$1,000,000
- Any Auto/Owned Autos or Scheduled Autos
- Including Hired and Non- Owned Autos
- Any One Accident

B. Endorsements Required - Include in body of COI and/or Description of Operations

- City of Dania Beach included as an Additional Insured

III. Workers' Compensation / Employers' Liability

A. Workers Compensation Limits: Statutory - State of Florida

- Waiver of Subrogation in favor of City

B. Employers Liability Limits:

- \$500,000 for bodily injury caused by an accident, each accident
- \$500,000 for bodily injury caused by disease, each employee
- \$500,000 for bodily injury caused by disease, policy limit

Workers Compensation must be provided for all persons fulfilling this contract, whether employed, contracted, temporary or subcontracted.

Contractor(s) must be in compliance with all applicable state and federal workers' compensation laws, including US Longshore and Harbor Workers Compensation Act, Jones Act (maritime), Federal Employers Liability Act (railroad), etc.

In no event shall Vendor be permitted to utilize in the execution of this agreement, the following:

- i) any employee, subcontractor or subcontractor employee that is exempted or purported to be exempt from Workers' Compensation insurance coverage;
or
- ii) any employee, subcontractor or subcontractor employees who will be covered by an employee leasing arrangement.

IV. Umbrella/Excess Liability (Excess Follow Form) can be utilized to provide the required limits. Coverage shall be "following form" and shall not be more restrictive than the underlying insurance policy coverages, including all special endorsements and City as Additional Insured status. Umbrella should include Employer's Liability.

V. *Crime Insurance/Fidelity Bonds for Third Party*

Limits of Liability

Per Employee/Incident \$100,000

Crime Insurance or Fidelity Bonds covering theft of the City's monies, securities, or products.

VI. Cyber Liability

Limits of Liability

Each Occurrence \$2,000,000

Including Liability for Data Breach, Media Content,

Privacy Liability and Network Security for third parties.

Retro Date – Prior to commencement of job. Coverage is to be maintained and applicable for a minimum of 3 years following contract completion.

Vendor must notify City, in writing, of any potential Information Security Incidents within 24 hours of becoming aware of the Incident.

Other Conditions Required:

Subcontractors' Compliance: It is the responsibility of the contractor to ensure that all subcontractors comply with all insurance requirements.

Cancellation Requirements: Required insurance shall *always* be maintained while vendor is on or utilizing City premises. The above policies shall provide the City of Dania Beach with 10 days' written notice of cancellation or material change from the insurer. If the policies do not contain such a provision, it is the responsibility of the Contractor to provide such notice.

Notice Requirements: If an insurable incident occurs while vendor is engaged in a City project, notification to the City is required.

Insurance Carrier Financial Stability Requirements:

Insurance must be provided by companies authorized to do business in the State of Florida. City reserves the right but not the obligation to reject any insurer providing coverage due to poor or deteriorating financial condition.

The Company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by the latest edition of Best Insurance Guide published by A.M. best Company, or its equivalent. All policies or certificates of insurance are subject to review and verification by Risk Management. If a company is downgraded during the agreement term, Vendor shall notify the City.

Certificates of Insurance/Verification of Coverage: Proof of the required insurance must reflect all required insurance above will be furnished by Vendor to the City of Dania Beach Human Resources Department by Certificate of Insurance within 5 days of notification of award. All certificates (and any required documents) must be received and approved by Human Resources before any work commences to permit Vendor time to remedy any deficiencies.

Valid Certificates verifying coverage is in force as required above must be on file with the City at all times during contract. If the policies renew during the term of the Contract, updated Certificates verifying coverage is in force shall be submitted to the City within 10 days of expiration. Contractor and/or any Subcontractor shall not perform or continue to work pursuant to this agreement, unless all coverages remain in full force and effect; work delay is subject to provisions in this agreement. If vendor fails to provide proof of insurance within 7 days of City's receipt of notice at any time during this agreement, the City shall have the right to consider the agreement breached, and therefore terminated.

A copy of Additional Insured Endorsement or other endorsements may be attached to the Certificate.

Notices/ Certificate Holder:
City of Dania Beach
100 West Dania Beach Boulevard
Dania Beach, FL 33004

City of Dania Beach CRA (If Applicable)
100 W. Dania Beach Blvd.
Dania Beach, FL 33004

Email: Farach Baldelomar-Bernardin
FBernardin@daniabeachfl.gov

The City of Dania Beach, Florida reserves the right to review/revise, reject or accept any required policies of insurance, including limits, coverages or endorsements, herein at the time of the insurance submission.

9 INDEMNIFICATION

9.1 GENERAL INDEMNIFICATION: Contractor shall, in addition to any other obligation to indemnify the City and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the City, their agents, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged: a). Bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of or resulting, or claimed to have

resulted in whole or in part from any actual or alleged act or omission of the Contractor, any sub-Contractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the Work; or b). violation of law, statute, ordinance, governmental administration order, rule, regulation, or infringement of patent rights by Contractor in the performance of the Work; or c). liens, claims or actions made by the Contractor or any sub-contractor under Workers' Compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any cost of expenses, including attorney fees, incurred by the City to enforce this agreement shall be borne by the Contractor. Without limiting the foregoing, any and all such claims, suits, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court, is included in the indemnity. Successful Proposer further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc., at its sole expense and agrees to bear all other related costs and expenses, even if the claim(s) is groundless, false, or fraudulent. Pursuant to Section 725.06, Florida Statutes, the indemnification required by this Section is limited to \$1,000,000.00, which the parties agree bears a reasonable commercial relationship to the Agreement. In case of injury to persons, animals, or property, real or personal, by reason of failure to erect or maintain proper and necessary barricades, safeguards, and signals or by reason of any negligence of any Successful Proposer, or any of the Successful Proposer's agents, servants, or employees during the performance of the work before the estimates have become due under this Agreement, the City may, through its officials, withhold such payments as long as it may deem necessary for the indemnity of the City, provided that the failure to pay the same shall not be construed or considered as a waiver of the indemnity as hereinabove set forth.

9.2 The parties recognize that various provisions of this Agreement, including but not necessarily limited to this Section, provide for indemnification by the Contractor and that Section 725.06, Florida Statutes, requires a specific consideration to be given. The parties therefore agree that the sum of Ten Dollars and 00/100 (\$10.00), receipt of which is acknowledged and agreed upon, is the specific consideration for such indemnities, and the providing of such indemnities is deemed to be part of the specifications with respect to the services to be provided by Contractor. Furthermore, the parties understand and agree that the covenants and representations relating to this indemnification provision shall survive the term of this Agreement and continue in full force and effect as to the party's responsibility to indemnify.

9.3 Upon completion of all Services, obligations and duties provided for in the Agreement, or in the event of termination of the Agreement for any reason, the terms and conditions of this provision shall survive indefinitely.

9.4 The Contractor shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the foregoing indemnifications including, but not limited to, reasonable attorney fees (including appellate attorney fees) and costs.

9.5 The Successful Proposer shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the foregoing indemnifications including, but not limited to, reasonable attorney fees (including appellate attorney's fees) and costs. City reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Proposer under the indemnification agreement. Nothing contained in this RFP is intended nor shall it be construed to waive City's rights and immunities under the common law or Florida Statute Section 768.28 as amended from time to time.

10 INDEPENDENT CONTRACTOR

An Agreement resulting from this solicitation does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the Contractor is an independent contractor under the Agreement and not the City's employee for any purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Worker's Compensation Act, and the State Unemployment Insurance law. The Contractor shall retain sole and absolute discretion in the judgment of the manner and means of carrying out Contractor's activities and responsibilities under this RFP provided, further that administrative procedures applicable to services rendered under any potential Agreement shall be those of Contractor, which policies of Contractor shall not conflict with City, State, or United States policies, rules or regulations relating to the use of Contractor's funds provided for in this document. The Contractor agrees that it is a separate and independent enterprise from the City, that it had full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. Any potential Agreement shall not be construed as creating any joint employment relationship between the Contractor and the City and the City will not be liable for any obligation incurred by Contractor, including but not limited to unpaid minimum wages, overtime premiums or both.

11 DEBARMENT AND SUSPENSION

Contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension). These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, I; and Chapter IV, 6.d and Appendix C, 2. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that 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. SAM exclusions can be accessed

at www.sam.gov. See 2 C.F.R. § 180.530; Chapter IV,6.d and Appendix C,2. d. In general, an "excluded" party cannot receive a federal grant award or a contract within the meaning of a "covered transaction," to include sub-awards and subcontracts. This includes parties that receive federal funding indirectly, such as contractors to recipients and sub-recipients. The key to the exclusion is whether there is a "covered transaction," which is any non-procurement transaction (unless excepted) at either a "primary" or "secondary" tier. Although "covered transactions" do not include contracts awarded by the federal government for purposes of the non-procurement common rule and Department of Homeland Security's implementing regulations, it does include some contracts awarded by recipients and sub-recipient.

12 SCRUTINIZED COMPANIES

Contractor shall certify that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2018), and that it is not engaged in a boycott of Israel. The City may terminate this Agreement at the City's option if Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2018), as may be amended or revised, or been placed on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2018), as may be amended or revised, or is engaged in a boycott of Israel.

13 VERIFICATION OF EMPLOYMENT ELIGIBILITY

Contractor represents that Contractor and each Sub-contractor has registered with and uses the E-Verify system maintained by the United States Department of Homeland Security to verify the work authorization status of all newly hired employees in compliance with the requirements of Section 448.095, Florida Statutes, and that entry into this Agreement will not violate that statute. If Contractor violates this section, Municipality may immediately terminate this Agreement for cause and Contractor shall be liable for all costs incurred by Municipality due to the termination.

14 DELIVERIES

Any item requiring delivery by the Proposer or by sub-contractors shall be delivered F.O.B. destination to a specific City address. All delivery costs and charges must be included in the Proposal price. If delivery of an item is required, the City reserves the right to cancel the delivery order(s) or any part of it, without obligation if delivery is not made at the time specified in the Proposal.

15 WARRANTIES

15.1 Successful Proposer warrants to City that the consummation of the work provided for in the Contract documents will not result in the breach of any term or provision of, or

constitute a default under any indenture, mortgage, contract, or agreement to which Successful Proposer is a party.

15.2 Successful Proposer warrants to City that it is not insolvent, it is not in bankruptcy proceedings or receivership, nor is it engaged in or threatened with any litigation, arbitration or other legal or administrative proceedings or investigations of any kind which would have an adverse effect on its ability to perform its obligations under the Contract.

15.3 Successful Proposer warrants to City that it will comply with all applicable federal, state and local laws, regulations and orders in carrying out its obligations under the Contract.

15.4 All warranties made by Successful Proposer together with service warranties and guarantees shall run to City and the successors and assigns of City.

16 COPYRIGHTS OR PATENT RIGHTS

The Proposer warrants that there has been no violation of copyrights or patent rights in manufacturing, producing or selling the goods shipped or ordered, if any, as a result of this Proposal. The seller agrees to hold the City harmless from all liability, loss or expense occasioned by any such violation.

17 SAFETY STANDARDS

The Proposer warrants that the product(s) supplied to the City shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970 as amended, and shall be in compliance with Chapter 442, Florida Statutes as well as any industry standards, if applicable. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).

18 INSPECTION

The City shall have the right to inspect any materials, components, equipment, supplies, services or completed work specified in this RFP. Any of the items not complying with these specifications are subject to rejection at the option of the City. Any items rejected shall be removed from the premises of the City or replaced at the entire expense of the successful Contractor.

19 NON-DISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYMENT

During the performance of the Contract, the Contractor and its subcontractors shall not discriminate against any employee or applicant for employment because of race, color, sex including pregnancy, religion, age, national origin, marital status, political affiliation, familial status, sexual orientation, gender identity and expression, or disability if qualified. The Contractor will take affirmative action to ensure that employees and those of its subcontractors are treated during employment, without regard to their race, color, sex,

pregnancy, religion, age, national origin, marital status, political affiliation, familial status, sexual orientation, gender identity or expression, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion; 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 and its subcontractors shall agree to post in conspicuous places, available to its employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. The Contractor further agrees that it will ensure that all subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

20 MINORITY / WOMEN'S / LABOR SURPLUS FIRMS PARTICIPATION:

The City of Dania Beach, in accordance with the requirements as stated in C.F.R. 200.321 encourages the active participation of minority businesses, women's business enterprises and labor surplus area firms as a part of any subsequent agreement whenever possible. If subcontracts are to be let, through a prime contractor, that contractor is required to take the affirmative steps listed in items (1) through (5) below.

20.1 Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

20.2 Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

20.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

20.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and

20.5 Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

21 TAXES: Successful Proposer shall pay all applicable sales, consumer use and other similar taxes required by law.

22 PERMITS, FEES AND NOTICES

Successful Proposer shall secure and pay for all permits and fees, licenses and charges necessary for the proper execution and completion of the work, if applicable. The costs of all permits, fees, licenses and charges shall be included in the Price Proposal except where

expressly noted in the specifications.

During the performance of the Contract, there may be times when the Contractor will be required to obtain an Owner permit for such Work, or in connection with the items or services. It is the responsibility of the Contractor to insure that it has the appropriate Owner permits as may become necessary during the performance of the Contract. Any fees related to the Owner required permits in connection with the Contract will be the sole responsibility of the Contractor. Licenses, permits, and fees that may be required by Broward County, state or federal entities are not included in the above list.

23 PERFORMANCE

Failure on the part of the Proposer to comply with the conditions, terms, specifications and requirements of the Proposal shall be just cause for cancellation of the Proposal award. The City may, by written notice to the Proposer, terminate the contract for failure to perform. The date of termination shall be stated in the notice. The City shall be the sole judge of nonperformance.

24 TERMINATION OF CONTRACT

If the successful Proposer fails to provide the Services or shall in any other manner commit a breach of the contract and fails to remedy the same within five (5) calendar days after written notice from the City, the City may terminate the contract resulting from the RFP without any further notice to the Proposer. City representatives will review the Services periodically to assure that the requirements of the contract are being met. If any portion of the Services are unsatisfactory, the Proposer shall be contacted, and the discrepancies corrected at no additional cost to the City.

25 TERMINATION OF CONTRACT FOR CONVENIENCE

The contract may be terminated for convenience by City upon fifteen (15) days' advance written notice to Proposer (delivered by certified mail, return receipt requested) of intent to terminate and the date on which such termination becomes effective. In such case, the Proposer shall be paid for all acceptable Services performed prior to termination and shall not be entitled to any other costs, fees or payments.

26 TERMINATION OF CONTRACT FOR CAUSE

If, through any cause, the Proposer shall fail to fulfill in a timely and proper manner its obligations under the contract, or if the Proposer shall violate any of the provisions of the contract, the City may upon written notice to the Proposer, terminate the right of the Proposer to proceed under the contract, or as to such part or parts of the contract for which there has been a default, and may hold the Proposer liable for any damages caused to the City by reason of such default and termination. In the event of such default and termination, any completed Services performed by the Proposer under the contract shall, at the option of the City become the City's property and the Proposer shall be entitled to receive equitable compensation for any Services completed to the satisfaction of the City. The Proposer, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the contract by the

Proposer, and the City may withhold any payments to the Proposer for the purpose of set-off until such time as the amount of damages due to the City from the Proposer can be determined.

27 SUCCESSORS AND ASSIGNS; ASSIGNMENT; SUBLETTING

The City and Contractor, respectively, will bind themselves, their partners, successors, assigns and legal representatives to the contract. Neither party to the contract shall assign it or sublet it or any portion of it, without the advance written consent of the other.

28 EMPLOYEES OF THE PROPOSER

28.1 Proposers shall only designate employees who are sufficiently skilled to provide the required services specified in the RFP. Any person employed to provide the Services who fails, refuses or neglects to obey the instructions of the City's representative in anything relating to the Services, or who appears to be disorderly, insubordinate, or incompetent shall upon the order of City's representative, be immediately relieved by the Proposer from performing the Services. Any interference with, or any abusive or threatening conduct toward any City representative, City assistants or inspectors by the Proposer, its employees or agents, or any member of the public shall be grounds for the City to terminate the contract and re-let the Services. The Proposer shall furnish all labor, materials, supplies and equipment necessary to properly maintain all Services areas where Services are conducted in an acceptable and safe condition.

28.2 Proposer agrees that it or its officers, if a corporation or other legal entity, shall be held fully responsible, except as otherwise prohibited by law, for all acts of their employees while in their employ.

29 TAXES: The City of Dania Beach is exempt from all federal, state, and local taxes. An exemption certificate will be provided where applicable upon request.

30 LITIGATION

30.1 In addition to any other provision of this RFP, the City may, in its absolute discretion, reject a Proposal if the Proposer, or any officer or director of the Proposer submitting the Proposal, is or has been engaged directly or indirectly in legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter.

30.2 In determining whether or not to reject a Proposal under this section, the City will consider whether the litigation is likely to affect the Proposer's ability to work with the City, its consultants and representatives and whether the City's experience with the Proposer indicates that there is a risk that the City will incur increased staff and legal costs in the administration of the contract if it is awarded to the Proposer.

30.3 A contract with the successful Proposer will include the following:

GOVERNING LAW; CONSENT TO JURISDICTION. The law of the State of Florida shall govern the contract. The contract is not subject to arbitration. **THE PARTIES EXPRESSLY WAIVE ALL RIGHTS TO TRIAL BY JURY FOR ANY DISPUTES ARISING FROM, OR IN ANY WAY CONNECTED WITH THE CONTRACT. THE PARTIES UNDERSTAND AND AGREE THAT THIS WAIVER IS A MATERIAL CONTRACT TERM.**

30.4 All claims, counterclaims, disputes and other matters in question between City and the Consultant arising out of, relating to or pertaining to the contract, the breach of it, the services of it, or the standard of performance required in it, are to be addressed by resort to non-binding mediation as authorized under the laws and rules of Florida; provided, however, that in the event of any dispute between the parties, the parties agree to first negotiate with each other for a resolution of the matter or matters in dispute and, upon failure of such negotiations to resolve the dispute, the parties shall resort to mediation. If mediation is unsuccessful, any such matter may be determined by litigation in a court of competent jurisdiction in Broward County, Florida, or the Federal District Court of the Southern District of Florida and appropriate appellate courts for such venue and jurisdiction.

31 OTHER GOVERNMENTAL ENTITIES

If a Proposer is awarded a contract as a result of this RFP, Proposer will, if Proposer has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the RFP and resulting contract.

32 UNBALANCED PROPOSAL PRICING

When a unit price proposed has variable or estimated quantities, and the Proposal shows evidence of unbalanced Proposal pricing, such Proposal may be rejected.

33 INFORMATION REQUESTS AFTER DUE DATE

Pursuant to Florida Statutes Section 119.071 sealed Proposals or Proposals received by an agency pursuant to Invitations to Proposal or requests for Proposals are exempt from the provisions of subsection (1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of a decision or intended decision pursuant to Florida Statutes §119.071(1) (b) (2), or within 30 days after Proposal/Proposal opening, whichever is earlier.

34 BUDGETARY CONSTRAINT

In the event the City is required to reduce contract costs due to budgetary constraints, all Services specified in this document may be subject to a permanent or temporary reduction in budget. In such an event, the total cost for the affected service shall be reduced as required. The Contractor shall also be provided with a minimum 30-day notice prior to any such reduction in budget.

35 CONTINGENT FEES PROHIBITED

The Proposer must warrant that it has not employed or retained a company or person, other than a bona fide employee, contractor or subcontractor, working in its employ, to solicit or secure a contract with the City, and that it has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee, contractor or sub-contractor, working in its employ, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of a contract with the City.

36 CONE OF SILENCE

Definitions: “Cone of Silence,” as used in this ITB, means a prohibition on any communication regarding a particular Request for Proposal (“RFP”), Request for Qualification (“ITB”) or bid, between:

a potential vendor, service provider, proposer, bidder, lobbyist, or consultant, and:

a City Commission member, City’s professional staff including, but not limited to, the City Manager and her staff, or any member of the City’s Evaluation Committee.

Restriction; Notice: A Cone of Silence shall be imposed upon this RFP upon the advertisement of the RFP. At the time of imposition of the Cone of Silence, the City Manager or designee shall provide for public notice of the Cone of Silence by posting a notice at the City Hall. The City Manager shall issue a written notice as to the Cone of Silence to the affected departments, file a copy of such notice with the City Clerk, with a copy to each City Commissioner, and shall include in any public solicitation for goods or services a statement disclosing the requirements of this section.

Termination of Cone of Silence: The Cone of Silence shall terminate at the beginning of the City Commission meeting (whether a regular or special meeting) at which the City Manager makes her written recommendation of award to the City Commission. However, if the City Commission refers the City Manager’s recommendation back to the City Manager or staff for further review, the Cone of Silence shall be re-imposed until such time as the City Manager makes a subsequent written recommendation.

Exceptions to Applicability: The provisions of this section shall not apply to:

Oral communications at pre-bid conferences;

Oral presentations before the Evaluation Committee;

Public presentations made to the City Commission members during any duly noticed public meeting;

Communications regarding the RFP between a potential vendor, service provider, proposer, bidder, lobbyist or consultant and the City’s Procurement and Contract Services Agent or City employee designated as responsible for administering the procurement

process for the RFP, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;

Communications with the City Attorney and her staff;

Duly noticed site visits to determine the competency of a Proposer regarding the ITB during the time period between the opening of Proposals and the time the City Manager makes a written recommendation;

Any emergency procurement of goods or services pursuant to City Code;

Responses to the City's request for clarification or additional information;

Contract negotiations during any duly noticed public meeting;

Communications to enable City staff to seek and obtain industry comment or perform market research, provided all related communications between a potential vendor, service provider, proposer, bidder, lobbyist, or consultant and any member of the City's professional staff including, but not limited to, the City Manager and staff are in writing or are made at a duly noticed public meeting.

Penalties: Violation of this section by a particular Proposer shall render any ITB award or contract to the Proposer voidable by the City Commission or City Manager. Any person who violates a provision of this section may be prohibited from serving on a City selection or evaluation committee. In addition to any other penalty provided in this ITB, violation of any provision of this section by a City employee may subject the employee to disciplinary action.

Please contact the City Attorney for any questions concerning "Cone of Silence" compliance.

EXHIBIT "A"

PROPOSER'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made below:

Submitted By:	_____	<u>Check One</u>
Name:	_____	<input type="checkbox"/> Corporation
Address:	_____	<input type="checkbox"/> Partnership
City, State, Zip	_____	<input type="checkbox"/> Individual
Telephone No.	_____	<input type="checkbox"/> Other
Fax No.	_____	(describe)
Email	_____	

State the true, exact, correct and complete name of the partnership, corporation, trade or other name under which you do business and the address of the place of business.

The full legal name of the Proposer is:

The address of the principal place of business is:

1. If Proposer is a corporation, answer the following:

Date of Incorporation: _____

State of Incorporation: _____

President's name: _____

Vice President's name: _____

Secretary's name: _____

Treasurer's name: _____

Name and address of Resident Agent: _____

2. If Proposer is an individual or a partnership, answer the following:

Date of organization: _____

Name, address and ownership percentage units of all partners:

State whether general or limited partnership and confirm it is registered to do business in Florida: _____

3. If Proposer is other than an individual, corporation or partnership, describe the organization and give the names and addresses of principals:

4. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

5. How many years has your organization been in business under its present business name? _____

a Under what other former names has your organization operated?

6. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this RFP. Please attach certificate of competency and state registration.

7. Have you personally reviewed the requirements for the proposed services?

YES NO

8. Do you have a complete set of documents, including drawings and addenda?

YES NO

9. Did you attend the Pre-Proposal Conference if any such conference was held?

YES NO

10. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

11. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representatives of owners with the most knowledge of services which you have performed and to which you refer (government owners are preferred as references).

Name	Address	Telephone

12. List the pertinent experience of the key individuals of your organization (continue with an additional sheet, if necessary).

13. State the name and title of the individual who will have responsibility relating to the services:

14. State the name and address of attorney or law firm, if any, for the business of the Proposer:

15. State the names and addresses of all businesses and individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business:

16. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer:

17 State the name of the Surety Company which will be providing the bond, and name and address of agent:

18. Bank References:

Bank	Address	Telephone

19. Attach a financial statement including Proposer's latest balance sheet and income statement showing the following items:

- a) Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials, real estate, stocks and bonds, equipment, furniture and fixtures, inventory and prepaid expenses)
- b) Net Fixed Assets
- c) Other Assets
- d) Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, real estate encumbrances and accrued payroll taxes)
- e) Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings).

20. State the name of the firm preparing the financial statement and its date:

21 Is this financial statement for the identical organization named on page one?

YES NO

22. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).

The Proposer acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by the City in awarding a contract and such information is warranted by Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the contract shall cause the City to reject the proposal, and if after the award, to cancel and terminate the award, contract or both.

Signature

Print Name

Title

Date

STATE OF _____)

COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing Statement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 2024.

Notary Seal

Signature of Notary Public

Printed Name of Notary Public

EXHIBIT "B"

**CITY OF DANIA BEACH, FLORIDA
SWORN STATEMENT UNDER §287.133(3)(A), FLORIDA STATUTES
PUBLIC ENTITY CRIMES**

(This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths.)

1. This sworn statement is submitted with Request for Proposals, City RFP No.: 24-0xx

2. This sworn statement is submitted by: _____
(PRINT Name of entity submitting sworn statement)

its business address is: _____

Federal Identification Number
(FEIN) is: _____
(if applicable)

Social Security Number: _____
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

3. My name is: _____
(PRINT Name of individual signing this document)

and my relationship to the entity is: _____
(President, General Partner, etc. as applicable)

4. I understand that a "public entity crime" as defined in §287.133(1)(g), Florida Statutes means 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 or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that to be "convicted" or "conviction" as defined in §287.133(1)(b), Florida Statutes, means a finding of guilt and 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 guilty or nolo contendere (also known as a plea of "No Contest").

6. I understand that an "affiliate" as defined in §287.133(1)(a), Florida Statutes means:
- (a) A predecessor or successor of a person or a corporation convicted of a public entity crime; or
 - (b) An entity under the control of any natural person who is active in the management of the entity and which has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima-facie case that one person controls another person. A person 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 shall be considered an affiliate.
7. I understand that a "person" as defined in §287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- 1. _____ Neither the entity submitting the sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - 2. _____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 and (Please now indicate which additional statement below applies):
 - A. _____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

B. _____ The person or affiliate was placed on the convicted list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

C. _____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of General Services)

Signature (of person whose **Printed** Name first appears above)

Date

STATE OF _____

COUNTY OF _____

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing statement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 2024.

Notary Seal

Signature of Notary Public

Printed Name of Notary Public

EXHIBIT "C"

NON-COLLUSION AFFIDAVIT

The undersigned Proposer has not divulged, discussed or compared his/her/its Response with any other Proposer, and has not colluded with any other Proposer or party to this Request for Proposals whatsoever.

Signature of Proposer

PRINT Name of Proposer

Title

_____, 2024
Date

STATE OF _____

COUNTY OF _____

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing statement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 2024.

Notary Seal

Signature of Notary Public

Printed Name of Notary Public

EXHIBIT "D"

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF DANIA BEACH for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number(1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by _____ the
(PRINT Name of Authorized Agent)

_____ of _____

(Title)

(Proposer Name)

who does certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Date

Signature

EXHIBIT “E”

ACKNOWLEDGMENT OF ADDENDA

The Proposer acknowledges the receipt of the following addenda issued by the City and incorporated into and made part of the RFP. In the event the Proposer fails to include any such addenda in the table below, submission of this form shall constitute acknowledgment of receipt of all addenda, whether or not received by the Proposer.

ADDENDUM NUMBER	DATE RECEIVED	PRINT NAME	TITLE	SIGNATURE (BLUE INK ONLY)

EXHIBIT “F”

REFERENCE LIST

FIVE (5) MUNICIPALITIES FOR WHICH PROPOSER PERFORMED SIMILAR SERVICES WITHIN THE PAST THREE (3) YEARS

The following is a list of at least five (5) references from municipalities for which Proposer provided similar services to those sought in this RFP in the past three (3) years:

1. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

2. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

3. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

4. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

5. Name of Entity for which services were performed: _____
Brief Description of Scope of Services: _____
Amount of Contract Award: _____
Status of Contract: _____
Contact Name: _____
Telephone Number: _____

EXHIBIT "G"

CERTIFICATION TO ACCURACY OF PROPOSAL

The Proposer, by executing this form, certifies and attests that all forms, affidavits and documents related to the document that it has enclosed in the Proposal in support of its Proposal are true and accurate. Failure by the Proposer to attest to the truth and accuracy of such forms, affidavits and documents shall result in the Proposal being deemed non-responsive and such Proposal will not be considered.

By submitting a response to do the work, the Proposer certifies that a careful review of the RFP has taken place and that the Proposer is fully informed and understands the requirements of the RFP and the expected Agreement and the quality and quantity of services to be performed.

The undersigned individual, being duly sworn, deposes and says that:

- A. He/She is _____ of _____, the Proposer that has submitted the attached Proposal;
- B. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all forms, affidavits and documents submitted in support of such Proposal;
- C. All forms, affidavits and documents submitted in support of this Proposal and included in this Proposal are true and accurate;
- D. No information that should have been included in such forms, affidavits and documents has been omitted; and
- E. No information that is included in such forms, affidavits or documents is false or misleading.

EXHIBIT "G"
CERTIFICATION TO ACCURACY OF PROPOSAL
(continued)

Signature (Blue ink only)

Print Name

Title

Date

STATE OF _____)

COUNTY OF _____)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on _____ as _____, of _____, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing Statement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced _____ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this _____ day of _____, 2024.

Notary Seal

Signature of Notary Public

Printed Name of Notary Public

**EXHIBIT “H”
CITY OF DANIA BEACH, FLORIDA
REQUEST FOR PROPOSAL FOR
“TEMPORARY EMPLOYMENT SERVICES”
City Request for Proposal (“RFP”) No. 24-017**

COST PROPOSAL FORM

Proposers will deliver services sought in this RFP at the following rates:

The overhead and expenses markup will be added to the pay rate of temporary employees to determine the bill rate.

Job Classification	Hourly Pay Rate Range	Percentage Markup	Hourly Bill Rate Range
Technical	\$ _____ - \$ _____	_____ %	\$ _____ - \$ _____
Skilled Trades	\$ _____ - \$ _____	_____ %	\$ _____ - \$ _____
Non-Technical	\$ _____ - \$ _____	_____ %	\$ _____ - \$ _____
Equipment Operators/ Construction Workers	\$ _____ - \$ _____	_____ %	\$ _____ - \$ _____

The City requires the pre-employment background check items listed below for all candidates. Proposers must provide a cost for completing the background check.

Required Items for Background Checks:

1. Pre-employment drug and alcohol test conducted within 24 hours of the offer
2. Fingerprint screen for a nationwide criminal background check going back minimum of ten (10) years
3. Minimum of two (2) references completed by prior supervisors or business
4. Driver’s license check if driving is required for the job
5. Prior employment check must go back the last 10 years covering all employers during that time period
6. E-Verify as required by law and I9 completion



We Specialize in Solutions

TEMPORARY EMPLOYMENT SERVICES, RFP

24-017

City of Dania Beach, FL



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Executive Summary

Alpha1 Staffing Search Firm is thrilled to be part of the bidding process to offer exceptional recruitment services to the City of Dania Beach. Our mission is simple: to deliver top-notch customer service that exceeds expectations every step of the way.

At the core of our business are our values: People, Passion, and Professionalism. Integrity is our guiding principle, and since our inception, we've been committed to providing high-quality staffing solutions for a variety of projects. From large-scale, long-term technical endeavors to short-term assignments, our diverse experience speaks for itself.

We're not just in the business of filling positions – we're passionate about connecting talented individuals with exciting opportunities. With a national network of professionals spanning various industries, from corporate support to healthcare, we pride ourselves on our ability to match client needs with candidate strengths.

Our reputation speaks volumes: an 8-hour perfect match guarantee, a 16-year track record of success, and a client-centric approach that has earned us trust nationwide. Moreover, we're dedicated to fostering diversity and inclusion in the workplace, partnering with companies that share our commitment to creating supportive environments for all.

At Alpha1 Staffing Search Firm, PEOPLE are our priority. Whether it's in our careers, businesses, or everyday lives, serving, assisting, and developing people is at the heart of everything we do. That's why we're proud members of esteemed organizations like the American Staffing Association and various chambers of commerce.

Our journey began humbly in 2007, weathering economic storms with sheer determination. Today, we stand as the largest female and minority-owned/operated employer in Miami-Dade County, with a workforce spanning thousands across Florida and neighboring states.

With nearly two decades of experience under our belt, we've partnered with myriad municipalities statewide. We're fully committed to meeting the requirements of the RFP and look forward to providing the City of Dania Beach with top-tier recruitment services that promote productivity, efficiency, and exceptional value.

Thank you for this opportunity to collaborate. We're excited about the prospect of working together and delivering outstanding results.

Sincerely,

A handwritten signature in blue ink that reads "Garric J. Harris".

CEO, Alpha1 Staffing + Search Firm, LLC





Main Office/ Servicing Location

3350 SW 148th Ave #110
Miramar, FL 33027
305.620.3633



Your Dedicated Team

An organization is only as strong as its employees. Our goal is to ensure that our team is staffed with the right professionals to properly serve our customers. To do this, we hire for fit, expertise, ability and commitment to service. Our 16-year history in the staffing industry is evident of our ability to hire and cultivate the best staff. Additionally, our team attends regular trainings, industry conferences, and accesses various educational resources to remain abreast of best practices and labor conditions.



Garrie Harris, the dynamic CEO of Alpha1 Staffing, has been at the helm of our operations for over 16 years, demonstrating unparalleled leadership and dedication. Under her visionary guidance, Alpha1 Staffing has successfully managed over \$100M in municipal and federal staffing contracts, showcasing our ability to handle large-scale projects with precision and excellence.

Garrie's strategic leadership has been instrumental in defining the direction and vision of Alpha1 Staffing. Her expertise in managing substantial staffing projects and government contracts ensures that we consistently meet and exceed client expectations. She excels in building and maintaining robust client relationships, which are the cornerstone of our success.

Moreover, Garrie's meticulous attention to compliance guarantees that all contractual obligations are met with the highest standards of integrity and professionalism. Her oversight of the RFP process, from initiation to final approval, ensures that Alpha1 Staffing remains competitive and efficient in securing vital contracts.

Through her unwavering commitment and exceptional leadership, Garrie Harris continues to drive Alpha1 Staffing forward, delivering outstanding service to our clients and fostering a culture of excellence within the business.



Cory Kingcade exemplifies strategic leadership in overseeing our sales and operational functions. With extensive experience in managing large-scale staffing operations and contracts, Cory has been pivotal in driving our business forward.

His development and implementation of innovative sales strategies have significantly contributed to Alpha1 Staffing's growth, ensuring that we remain competitive and effective in the marketplace. Cory provides invaluable guidance and support to both the sales and operations teams, fostering a collaborative environment that prioritizes excellence and client satisfaction.

Your Dedicated Team

Cory's commitment to continuous improvement has led to the enhancement of processes and strategies, boosting productivity and profitability across the organization. His leadership not only drives business growth but also strengthens the foundation of Alpha1 Staffing, positioning us for sustained success in the ever-evolving staffing industry.



Lauren Kingcade, the Director of Marketing and Talent Acquisition at Alpha1 Staffing, is a master at developing and implementing comprehensive recruitment strategies. Her deep understanding of various marketing channels allows her to attract top talent effectively, ensuring that Alpha1 Staffing remains a leader in the industry.

With a keen focus on promoting employer branding, Lauren excels at attracting diverse candidates, enhancing the inclusivity and strength of our workforce. Her utilization of data-driven insights optimizes our recruitment efforts, ensuring we consistently secure the best candidates for our clients.

Lauren's collaboration with the CEO and senior team members ensures that talent acquisition is closely aligned with the overall business objectives of Alpha1 Staffing. Her strategic approach not only bolsters our recruitment capabilities but also contributes to the long-term success and growth of our organization.



Nakia Koonce Gilbert offers a wealth of expertise in managing complex staffing projects and high-volume recruitment. Her in-depth knowledge of industry trends and best practices ensures that Alpha1 Staffing stays ahead in the competitive landscape.

Nakia excels at establishing and nurturing relationships with key clients and stakeholders, providing strategic guidance on talent acquisition and workforce planning. Her approach involves conducting thorough candidate sourcing, screening, and interviews, meticulously evaluating candidate qualifications to match them with client requirements.

Throughout the hiring process, Nakia offers personalized guidance and support to candidates, building a strong network of qualified talent. Her collaborative efforts with clients to understand their staffing needs result in the delivery of highly suitable candidates, ensuring satisfaction and success for all parties involved. Nakia's dedication and strategic insights make her an invaluable asset to Alpha1 Staffing.

Our Team

Your Dedicated Team



Tiffany Parks is exceptional at managing payroll processes and ensuring accuracy. Her familiarity with government payroll regulations and compliance requirements guarantees that our operations adhere to the highest standards.

Tiffany's experience in handling large volumes of payroll for temporary staff showcases her capability in managing complex and high-demand environments. She excels in streamlining payroll operations, enhancing both efficiency and timeliness.

Through her collaboration with HR and finance teams, Tiffany ensures seamless payroll operations, fostering a cohesive and efficient workflow within Alpha1 Staffing. Her dedication and expertise play a crucial role in maintaining the reliability and accuracy of our payroll services.



Lisa Smith has extensive expertise in both HR and payroll management. She plays a pivotal role in assisting the Payroll Manager with overseeing payroll processes, ensuring precision and efficiency. Her hands-on experience with payroll software and systems enables her to proficiently handle payroll inquiries and resolve any issues that may arise.

Lisa is diligent in maintaining accurate payroll records and documentation, collaborating closely with the Payroll Manager to ensure timely and accurate payroll processing. Her proficiency extends beyond payroll, as she is deeply involved in HR duties, ensuring compliance with all relevant regulations and effectively managing conflict resolution.

In addition to her payroll responsibilities, Lisa provides strategic guidance on talent acquisition and workforce planning. She excels in establishing and nurturing relationships with key clients and stakeholders, conducting candidate sourcing, screening, and interviews.

Relevant Project Experience

Government entities rely on Alpha Staffing for their contingent workforce needs. We've established a 16-year track record of on-time and on-budget delivery, and our clients trust our expertise to navigate complex, high volume, multi-location, contingent staffing projects.

Our commitment to excellence in customer service sets us apart, and our 8-hour perfect match guarantee ensures that you receive the right personnel with the right skills for your specific requirements. Whether it's temporary, permanent, or specialized staffing, AlphaStaffing is dedicated to providing tailored solutions that meet the multifaceted needs of our esteemed government clients.

Family owned and operated, and we have a deep understanding of teamwork and the critical role each individual plays in the success of a project. We're committed to thorough and compassionate execution of every deployment.

City of Miramar, City of Hollywood, City of Lauderhill, Lee County, and more – our team has collaborated and serviced several large, multi-year municipal contracts throughout Florida and neighboring states. More than 10,000 employees have been placed by using our temporary services since 2007. We have provided our employment services to several (past & current) governmental and private agencies from 2010-present.

Please see our capability statement enclosed for a full list of past projects detailing our relevant experience.



Family-owned
& Operated



Proven track record
of Success



Tailored Solutions

Approach

Implementation Plan



Finding the Perfect Fit for the City of Dania, Beach, FL - Job Order Receipt & Analysis

When a critical position within your department needs to be filled, you need a hiring partner who understands the intricacies of municipal work, someone who can seamlessly integrate into your existing team dynamic and contribute to your community's well-being.

Enter Alpha 1 Staffing, your trusted partner in navigating the municipal staffing landscape. We go beyond simply reading job descriptions. We take the time to delve deeper, understanding the specific challenges and goals of your department. We will make recommendations to improve or enhance your job description. Whether it's a specialized IT role requiring in-depth knowledge of government regulations or a social services position demanding exceptional empathy and cultural sensitivity, our dedicated account manager becomes an extension of your team. This meticulous attention to detail allows us to tailor our search strategy, ensuring we target candidates who possess not just the technical skills, but also the right cultural fit for your unique environment.

To request talent, please submit the Job Title, requesting department name and hiring manager, and a description of duties in one of the following two ways:

1. **By emailing the following details to the assigned account manager**
2. **Completing a request for talent form on our website**

Requests received Monday-Friday are typically acknowledged the same day. We do our best to respond as soon as possible, even if that means answering responding to emails during the weekend.



Approach

From Search to Shortlist: Unveiling Top Talent - Candidate Sourcing & Screening

Our approach is strategic and multi-pronged. We leverage our extensive database of pre-vetted professionals, individuals who have already undergone a rigorous screening process to ensure they meet the high standards of municipal service. But we don't stop there. We tap into the power of targeted online recruitment platforms and professional networks, strategically crafting messaging that resonates with the skills and values you seek.

However, qualifications on paper only tell part of the story. **We believe in going beyond resumes.** Our team may conduct skill assessments designed to evaluate specific competencies relevant to the position. We also prioritize verifying references and work history, providing you with a well-rounded picture of each candidate's capabilities and past performance.

The result? A shortlist of top talent, not just qualified but also passionate about contributing to the public good. These are individuals who understand the nuances of working within a municipality and are eager to make a positive impact on your community.

Connecting You with the Best: A Collaborative Selection Process - Presentation & Selection

We act as a bridge, fostering a collaborative selection process that streamlines your hiring experience. We present detailed profiles of each shortlisted candidate, highlighting their qualifications, experience, and the unique value they can bring to your team. Our team assists with interview scheduling, ensuring a smooth and efficient process for both you and the candidates.

But our role goes beyond logistics. We provide feedback to all involved parties, keeping you updated and allowing you to make informed decisions. This collaborative approach ensures clear communication and transparency throughout the selection process, empowering you to choose the ideal person for the job.

Beyond Placement: Your Onboarding Partner - White Glove Onboarding

Our commitment extends far beyond simply filling a position. We understand the critical importance of a smooth onboarding experience for both the new employee and your existing team. Following the start of an assignment, we guide the chosen candidate through the onboarding process, ensuring a clear understanding of expectations, policies, departmental culture, and benefits. This reduces friction and sets the new employee up for success from day one.

Timekeeping & Payroll Management

Once a candidate is placed within your department, we'll provide them with comprehensive timekeeping instructions and timesheets. These materials will clearly outline the process, including:

- **Approved Methods:** Time should be reviewed and approved by the hiring manager and emailed to timesheets@alpha1staffing.com.
- **Time Recording Expectations:** We'll ensure clarity on how time should be recorded, specifying whether it should be tracked in hourly increments or by project. We can also accommodate any specific timekeeping requirements your department may have.
- **Submission Deadlines:** Our preferred window is for timesheets to be submitted by each Friday by 5:00 PM.

Approach

Timely Pay Disbursement:

Following the designated review and approval process, we handle all payroll aspects. You can expect all wages to be dispersed to the placed candidate each Friday, ensuring they receive their compensation in a timely and consistent manner.

Streamlined Billing and Invoicing: A Transparent Partnership with the City of Dania Beach

At Alpha 1 Staffing, we believe in fostering transparent partnerships with our clients. That extends to our billing and invoicing process, which is designed to be clear, efficient, and compliant with the City of Dania Beach's preferred format.

Net 30 Payment Schedule:

We understand the importance of predictable cash flow for municipal budgets. That's why we operate on a net 30 payment schedule. Your invoice will be due 30 days from the date of issue, allowing ample time for review and processing.

Customized Invoices:

The City of Dania Beach has established specific formatting requirements for invoices. We are committed to adhering to these guidelines, ensuring your invoices are easy to understand and integrate seamlessly with your existing financial systems.

Clear Communication and Support:

For any questions regarding your invoice or the billing process, you can reach out to our dedicated Assistant payroll manager, Lisa Smith. She can be reached directly at lisa@alpha1staffing.com. Lisa is happy to address any inquiries and provide prompt assistance.



Approach

Drug/Alcohol Provision

Alpha1 Staffing/Search Firm does not tolerate the presence of illegal drugs or the illegal use of legal drugs in the workplace. The manufacture, distribution, possession, or use of controlled substances (drugs) or alcohol is prohibited by all employees in all facilities and work areas, including such non-work areas as parking lots, restrooms, hallways, pantries, cafeterias, conference rooms, company vehicles, and customer locations or other sites where the Company's business is conducted. Any employee manufacturing, distributing, possessing, or using such substances without a prescription, on Company premises, or while conducting Company business at other locations violates this policy. Upon receiving reliable information suggesting a violation has occurred, Alpha1 Staffing will take such disciplinary actions as appropriate, including immediate discharge.

Any employee convicted of violating any federal, state, or local criminal drug statute must notify their supervisor and Human Resources of such violation within five days of the conviction. Any employee convicted of such a violation will be subject to appropriate employment action within 30 days (about 4 and a half weeks) after notification, including mandatory participation in a drug abuse assistance or rehabilitation program as a condition of continued employment or termination.

Required Testing

- **Pre-employment** - All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Continued Employment** – The company may also require employees to take random drug tests during their employment with the company. A positive result on any such drug test is grounds for immediate termination. Your receipt of this policy statement and signature on the handbook acknowledgment form signify your agreement to comply with this policy.
- **Post-accident** – Employees are subject to testing when they cause or contribute to accidents that damage Company property or result in an injury to themselves or another employee requiring offsite medical attention. There is a reasonable basis to believe that drug use may have contributed to the incident. Reasonable belief is presumed in any instance involving a work-related accident or injury in which the employee was operating a motorized vehicle.

Approach

Alpha 1 Staffing recognizes the importance of data-driven insights for informed decision-making. That's why we've developed a robust reporting system that provides the City of Dania Beach with comprehensive and timely information on all temporary personnel assigned to your city.

Detailed Database Management:

We maintain a secure and centralized database that meticulously tracks all temporary personnel placed within your departments. This database encompasses the following critical details for each individual:

- **Employee Information:** Individual names are clearly listed for easy identification.
- **Compensation Details:** Both the hourly pay rate and total hourly bill rate (including any markups) are documented to provide a clear picture of staffing costs.
- **Time Tracking:** Monthly and annual working hours are diligently tracked, ensuring accurate cost calculations and project budgeting.
- **Financial Transparency:** Total hourly rates paid to temporary employees and the total bill rate paid by the City are documented, fostering transparency and accountability.
- **Assignment Duration:** Start and end dates for each temporary employee's assignment are recorded, providing insights into project timelines and staffing needs.

Regular Reporting Schedule:

- **Monthly Reports:** You'll receive detailed reports on a monthly basis, providing a current overview of temporary personnel activity within your city. These reports will detail the information outlined above, ensuring you have access to up-to-date data.
- **Annual Cumulative Reports:** In addition to the monthly reports, a comprehensive cumulative report will be submitted at the end of each calendar year. This report will offer a consolidated view of all temporary staffing activity throughout the year, providing valuable insights for future planning and budget allocation.

Flexibility and Customization:

We understand that your needs may extend beyond our standard reports. Alpha 1 Staffing prides itself on its adaptability. Our team is committed to working with you to create custom reports tailored to your specific requirements. Whether you need a breakdown by department, project, or skillset, we'll ensure you have the data you need to make informed decisions regarding your temporary staffing strategy.

By partnering with Alpha 1 Staffing, you gain access to a robust reporting system that empowers you with essential data and insights. This allows you to make informed decisions regarding your temporary staffing needs and ensure cost-effective solutions for the City of Dania Beach.



Technology

Finding the right talent for your city requires more than just resumes and interviews. That's why we leverage the power of Avionte, our cutting-edge Applicant Tracking System (ATS) powered by Artificial Intelligence (AI). This innovative technology streamlines the recruitment process and ensures a higher quality of candidates for your municipal positions.

The Power of AI-Driven Keyword Matching:

Avionte utilizes sophisticated AI algorithms to analyze job descriptions and candidate resumes. This intelligent system goes beyond simple keyword searches. It delves deeper, meticulously evaluating the context and intent behind keywords, ensuring a more accurate skills assessment.

Beyond Keywords: Skills-Based Scoring for Top Matches:

Imagine a system that can not only identify resumes containing relevant keywords but also score each candidate based on their demonstrated skills and experience. That's the power of Avionte. It assigns a weighted score to each candidate, highlighting those who possess the specific skillsets most relevant to your city's needs.

Benefits for the City of Dania Beach:

- **Reduced Time to Hire:** By efficiently filtering through a pool of applicants and prioritizing the most qualified candidates, Avionte can significantly reduce the time it takes to fill critical positions within your city departments.
- **Improved Candidate Quality:** The AI-powered scoring system ensures a higher caliber of candidates are presented for your review. This means less time spent sifting through irrelevant applications and more time focusing on top talent.
- **Reduced Bias:** AI algorithms can help mitigate unconscious bias in the recruitment process. By focusing on objective skills and experience, Avionte ensures a fair and meritocratic approach to candidate selection.

A Winning Combination: Human Expertise and AI Technology:

While Avionte plays a vital role in identifying strong candidates, we understand that the human touch remains essential. Our dedicated talent consultants leverage their expertise and industry knowledge to interpret the AI data and present you with a curated shortlist of the best possible matches for your city's needs.



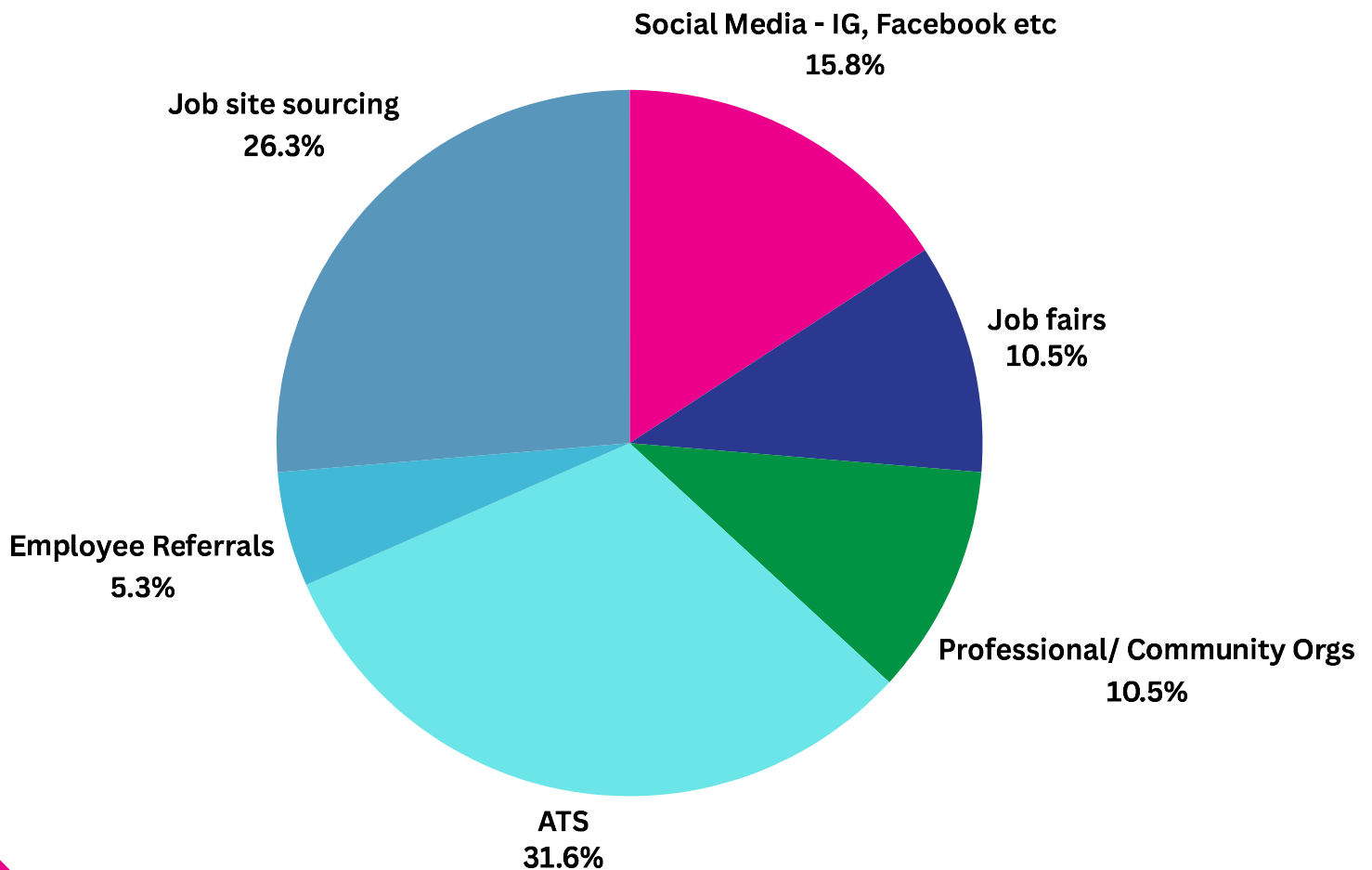
Approach

Alpha 1 Staffing has nearly 20 years of experience developing and implementing recruitment strategies for large clients. Our recruiting ideology is to attract and maintain quality. We bring nearly two decades of experience to the table, specializing in crafting and executing recruitment strategies for our esteemed clients. Our core principle revolves around attracting and retaining top-tier talent, ensuring that the selection process aligns seamlessly with both client requirements and the aspirations of prospective employees.

We recognize the City of Dania Beach's need for a responsive and adaptable solution to fulfill their temporary staffing requirements. We understand the importance of rapid turnaround times and the need to identify skilled candidates who can effectively integrate into various departments.

Our partnership will kick-off with a success call to connect all pertinent members of our teams and ensure success.

Recruiting Sources



Streamlined Hiring Process

We understand the importance of swift yet thorough temporary placements. Our optimized process balances speed with quality, ensuring highly qualified candidates can report within 24 hours of selection.

Peace of mind and efficient action: As the employer of record, we handle all administrative tasks (payroll, taxes, insurance) so you can focus on core business activities.



Streamlined Hiring Process

Alpha 1 Staffing has nearly 20 years of experience developing and implementing recruitment strategies for large clients. Our recruiting ideology is to attract and maintain quality. We bring nearly two decades of experience to the table, specializing in crafting and executing recruitment strategies for our esteemed clients. Our core principle revolves around attracting and retaining top-tier talent, ensuring that the selection process aligns seamlessly with both client requirements and the aspirations of prospective employees.

Drawing upon our wealth of experience, we have honed the ability to tailor recruitment processes to the unique needs of each client. Our diverse array of recruitment resources includes:

- Leveraging social media platforms such as LinkedIn, Indeed, CareerBuilder, Facebook, and TikTok.
- Utilizing traditional methods like brochures, flyers, and Chamber of Commerce promotions.
- Engaging with community employment guides and publication advertising.
- Implementing employee referral programs to tap into internal networks.
- Conducting thorough searches on internet resume platforms to reach both active and passive job seekers.
- Participating in job fairs to establish direct connections with potential candidates.
- Cultivating relationships with local churches, community groups, and centers.
- Hosting recruitment seminars at universities and technical schools.
- Maintaining an informative and user-friendly website at www.alpha1staffing.com.

Furthermore, as indicated within the RFP, Alpha 1 Staffing Search Firm is fully prepared to undertake the responsibilities associated with recruitment and payroll services. Over the years, we have meticulously refined our processes to provide comprehensive support, including payroll management, tax handling, benefits administration, and insurance claims management.

Our 8-step process is outlined in the steps below:

Step 1: Analysis & Description (Day 1)

Quickly gather information on the role's requirements and the basic profile of the ideal candidate through a brief virtual meeting or questionnaire.

Step 2: Candidate Sourcing (Day 1-2)

Immediately launch postings on fast-paced job boards like LinkedIn, Indeed, and industry-specific platforms within hours of receiving job requirements.

Utilize immediate database, sourcing and referrals to identify potential candidates within the first 24 hours.

Step 3: Screening & Shortlisting (Day 2)

Conduct swift screening of resumes and applications, utilizing basic criteria to shortlist candidates.

Conduct short, focused phone or video interviews with a subset of the most promising candidates to assess basic qualifications and enthusiasm.

Streamlined Hiring Process

Step 4: Accelerated Decision Making (Day 3)

Facilitate a quick review of shortlisted candidates, possibly involving key stakeholders through rapid communication channels like email or instant messaging.

Present top contenders based on initial screening and interviews, seeking immediate feedback for final decision-making.

Step 5: Offer Presentation (Day 3)

Prepare a straightforward job offer reflecting the temporary nature of the role and aligning with budget constraints. Present the offer to the chosen candidate promptly, emphasizing the urgency of the position and the immediate start date.

Step 6: Rapid Onboarding (Day 3)

Initiate immediate onboarding activities, providing essential information about the role, company culture, and expectations through virtual means. Offer immediate support for any questions or concerns to ensure a smooth transition.

Step 7: Check-ins & Support (Ongoing)

Maintain regular communication with both the client and the temporary hire to address any issues promptly and ensure satisfaction throughout the short duration of the role.

Building a Brighter Future Together: A Partnership for Success in Dania Beach

We believe we've demonstrated a deep understanding of the City of Dania Beach's unique needs and requirements for municipal staffing. Our comprehensive approach encompasses every stage of the recruitment process, from identifying top talent to ensuring efficient payroll management and transparent reporting.

We are confident that our streamlined processes, coupled with our commitment to clear communication and collaborative partnership, will significantly enhance your temporary staffing experience.

We are eager to partner with the City of Dania Beach and contribute to the continued success and well-being of your community. Together, we can identify and place highly skilled professionals who are passionate about public service and dedicated to making a positive impact.



PROPOSER'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made below:

	Check One
Submitted By: <u>Alpha Staffing/Search Firm LLC</u>	<input type="checkbox"/> Corporation
Name: <u>Garrie Harris</u>	<input checked="" type="checkbox"/> Partnership
Address: <u>3350 SW 148th Street # 110</u>	<input type="checkbox"/> Individual
City, State, Zip: <u>Miramar, FL 33027</u>	<input type="checkbox"/> Other (describe)
Telephone No. <u>305-620-3633</u>	
Fax No. _____	
Email <u>Gharris@alpha1staffing.com</u>	

State the true, exact, correct and complete name of the partnership, corporation, trade or other name under which you do business and the address of the place of business.

The full legal name of the Proposer is:
Alpha Staffing/Search Firm LLC

The address of the principal place of business is:
3350 SW 148th Street #110 Miramar, FL 33027

1. If Proposer is a corporation, answer the following:

Date of Incorporation: _____

State of Incorporation: _____

President's name: _____

Vice President's name: _____

Secretary's name: _____

Treasurer's name: _____

Name and address of Resident Agent: _____

2. If Proposer is an individual or a partnership, answer the following:

Date of organization: October 2007

Name, address and ownership percentage units of all partners:

Cynthia Glover 40%
3350 SW 148th Street #110 Miramar, FL 33027

State whether general or limited partnership and confirm it is registered to do business in Florida: Yes

3. If Proposer is other than an individual, corporation or partnership, describe the organization and give the names and addresses of principals:

4. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

5. How many years has your organization been in business under its present business name? 16

a) Under what other former names has your organization operated?
N/A

6. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this RFP. Please attach certificate of competency and state registration.

See business license attached

7. Have you personally reviewed the requirements for the proposed services?

YES NO

8. Do you have a complete set of documents, including drawings and addenda?

YES NO

9. Did you attend the Pre-Proposal Conference if any such conference was held?

YES NO

10. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No

11. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representatives of owners with the most knowledge of services which you have performed and to which you refer (government owners are preferred as references).

Name	Address	Telephone
Please see references		

12. List the pertinent experience of the key individuals of your organization (continue with an additional sheet, if necessary).

Please see the bid narrative

13. State the name and title of the individual who will have responsibility relating to the services:

Lauren Kingcade

14. State the name and address of attorney or law firm, if any, for the business of the Proposer:

Jodi K. Middleton

315 Robinson Street #600 Orlando, FL 32801

15. State the names and addresses of all businesses and individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business:

Cynthia Glover

3350 SW 148th Street #110 Miramar, FL 33027

16. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer:

N/A

17 State the name of the Surety Company which will be providing the bond, and name and address of agent:

N/A

18. Bank References:

Bank	Address	Telephone
Chase Bank	200 S. Pine Island Rd #102 Plantation, FL 33324	954-437-2352

19. Attach a financial statement including Proposer's latest balance sheet and income statement showing the following items:

- a) Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials, real estate, stocks and bonds, equipment, furniture and fixtures, inventory and prepaid expenses)
- b) Net Fixed Assets
- c) Other Assets
- d) Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, real estate encumbrances and accrued payroll taxes)
- e) Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings).

20. State the name of the firm preparing the financial statement and its date:

CBIZ - June 2024

21 Is this financial statement for the identical organization named on page one?

YES NO

22. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).

The Proposer acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by the City in awarding a contract and such information is warranted by Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the contract shall cause the City to reject the proposal, and if after the award, to cancel and terminate the award, contract or both.

[Handwritten Signature]
Signature

Garrie Harris
Print Name

CEO
Title

7/11/24
Date

STATE OF Florida)

COUNTY OF Broward)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on 7/11/24 as CEO, of Alpha Staffing an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing Statement as the proper official of Alpha Staffing for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced license as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 11 day of July, 2024.

Notary Seal

[Handwritten Signature]
Signature of Notary Public

Lauren Kingcade
Printed Name of Notary Public



EXHIBIT "B"

**CITY OF DANIA BEACH, FLORIDA
SWORN STATEMENT UNDER §287.133(3)(A), FLORIDA STATUTES
PUBLIC ENTITY CRIMES**

(This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths.)

1. This sworn statement is submitted with Request for Proposals, City RFP No.: 24-0xx

2. This sworn statement is submitted by: Alpha 1 Staffing / Search Firm
(PRINT Name of entity submitting sworn statement)

its business address is: 3350 sw 148th Street #110 Miramar, FL 33027

Federal Identification Number
(FEIN) is: 300446782
(if applicable)

Social Security Number:
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

3. My name is: Garrie Harris
(PRINT Name of individual signing this document)

and my relationship to the entity is: CEO
(President, General Partner, etc. as applicable)

4. I understand that a "public entity crime" as defined in §287.133(1)(g), Florida Statutes means 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 or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that to be "convicted" or "conviction" as defined in §287.133(1)(b), Florida Statutes, means a finding of guilt and 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 guilty or nolo contendere (also known as a plea of "No Contest").

6. I understand that an "affiliate" as defined in §287.133(1)(a), Florida Statutes means:

- (a) A predecessor or successor of a person or a corporation convicted of a public entity crime; or
- (b) An entity under the control of any natural person who is active in the management of the entity and which has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima-facie case that one person controls another person. A person 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 shall be considered an affiliate.

7. I understand that a "person" as defined in §287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

1. Neither the entity submitting the sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

2. The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 and (Please now indicate which additional statement below applies):

A. There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

B. _____ The person or affiliate was placed on the convicted list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

C. X The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of General Services)

[Signature]
Signature (of person whose **Printed** Name first appears above)

7/11/24
Date

STATE OF Florida
COUNTY OF Broward

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on 7/11/24 as CFO, of Alpha Staffing, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing statement as the proper official of Alpha Staffing for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced license as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 11 day of July, 2024.

Notary Seal

[Signature]
Signature of Notary Public

Lauren Kingcade
Printed Name of Notary Public



EXHIBIT "C"

NON-COLLUSION AFFIDAVIT

The undersigned Proposer has not divulged, discussed or compared his/her/its Response with any other Proposer, and has not colluded with any other Proposer or party to this Request for Proposals whatsoever.

[Handwritten Signature]
Signature of Proposer

Gornie Harris
PRINT Name of Proposer

CEO
Title

7/11, 2024
Date

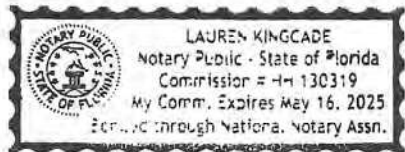
STATE OF Florida
COUNTY OF Broward

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on July 11, 2024 as CEO of Alpha Staffing, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing statement as the proper official of Alpha Staffing for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced license as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 11 day of July, 2024.

Notary Seal

[Handwritten Signature]
Signature of Notary Public



Lauren Kingcade
Printed Name of Notary Public

EXHIBIT "D"

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF DANIA BEACH for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number(1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Garrie Harris the
(PRINT Name of Authorized Agent)

CEO of Alpha Staffing/Search Firm LLC
(Title) (Proposer Name)

who does certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

7/11/24
Date


Signature

EXHIBIT "E"

ACKNOWLEDGMENT OF ADDENDA

The Proposer acknowledges the receipt of the following addenda issued by the City and incorporated into and made part of the RFP. In the event the Proposer fails to include any such addenda in the table below, submission of this form shall constitute acknowledgment of receipt of all addenda, whether or not received by the Proposer.

ADDENDUM NUMBER	DATE RECEIVED	PRINT NAME	TITLE	SIGNATURE (BLUE INK ONLY)
1	7/8/24	Garrie Harris	CEO	

CERTIFICATION TO ACCURACY OF PROPOSAL

The Proposer, by executing this form, certifies and attests that all forms, affidavits and documents related to the document that it has enclosed in the Proposal in support of its Proposal are true and accurate. Failure by the Proposer to attest to the truth and accuracy of such forms, affidavits and documents shall result in the Proposal being deemed non-responsive and such Proposal will not be considered.

By submitting a response to do the work, the Proposer certifies that a careful review of the RFP has taken place and that the Proposer is fully informed and understands the requirements of the RFP and the expected Agreement and the quality and quantity of services to be performed.

The undersigned individual, being duly sworn, deposes and says that:

- A. He/She is CEO of Alpha Staffing / Secret, the Proposer that has submitted the attached Proposal;
- B. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all forms, affidavits and documents submitted in support of such Proposal;
- C. All forms, affidavits and documents submitted in support of this Proposal and included in this Proposal are true and accurate;
- D. No information that should have been included in such forms, affidavits and documents has been omitted; and
- E. No information that is included in such forms, affidavits or documents is false or misleading.

EXHIBIT "G"
CERTIFICATION TO ACCURACY OF PROPOSAL
(continued)

[Signature]
Signature (Blue ink only)

Gorrie Harris
Print Name

CEO
Title

7/11/24
Date

STATE OF Florida)
COUNTY OF Broward)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared physical presence or online notarization, on July 11, 2024 as CEO, of Alpha Staffing, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing Statement as the proper official of Alpha Staffing for the use and purposes mentioned in it and affixed the official seal of the entity, and that the instrument is the act and deed of that entity. He/she is personally known to me or has produced license as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 11 day of July, 2024.

Notary Seal

[Signature]
Signature of Notary Public

Lauren Kingcade
Printed Name of Notary Public



EXHIBIT "H"
CITY OF DANIA BEACH, FLORIDA

**REQUEST FOR PROPOSAL FOR
 “TEMPORARY EMPLOYMENT SERVICES”
 City Request for Proposal (“RFP”) No. 24-017**

COST PROPOSAL FORM

Proposers will deliver services sought in this RFP at the following rates:

The overhead and expenses markup will be added to the pay rate of temporary employees to determine the bill rate.

Job Classification	Hourly Pay Rate Range	Percentage Markup	Hourly Bill Rate Range
Technical	\$25- \$45	30%	\$32.50- \$58.50
Skilled Trades	\$23- \$40	32%	\$36.30- \$52.80
Non-Technical	\$20- \$40	29%	\$25.80- \$51.60
Equipment Operators/ Construction Workers	\$25- \$40	33%	\$33.25- \$53.20

The City requires the pre-employment background check items listed below for all candidates. Proposers must provide a cost for completing the background check.

Required Items for Background Checks:

1. Pre-employment drug and alcohol test conducted within 24 hours of the offer
2. Fingerprint screen for a nationwide criminal background check going back minimum of ten (10) years
3. Minimum of two (2) references completed by prior supervisors or business
4. Driver’s license check if driving is required for the job
5. Prior employment check must go back the last 10 years covering all employers during that time period
6. E-Verify as required by law and I9 completion



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/8/2024

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).

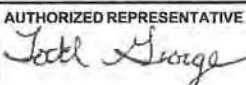
PRODUCER Marsh & McLennan (CLW) 101 N Starcrest Dr Clearwater FL 33765	CONTACT NAME: Certificate Department
	PHONE (A/C, No, Ext): 727-447-6481 FAX (A/C, No): 727-449-1267 E-MAIL ADDRESS: CertsTeam@MarshMMA.com
INSURED Alpha 1 Staffing/Search Firm LLC 3350 SW 148th Ave Ste 110 Miramar, FL 33027	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Philadelphia Indemnity Insurance Co. 18058
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** 1169274543 **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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	PHPK2656643	2/9/2024	2/9/2025	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 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2656643	2/9/2024	2/9/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB900980	2/9/2024	2/9/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	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				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	Y		PHPK2656643	2/9/2024	2/9/2025	1,000,000/Occ
A	Employee Dishonest			PHPK2656643	2/9/2024	2/9/2025	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder is included as Additional Insured when required by written contract, agreement or permit, but only with respect to the General Liability and Professional Liability insurance and subject to the provisions and limitations of the policy.
 General Liability and Professional Liability is written on a primary and non-contributory basis when required by written contract, agreement or permit and subject to the provisions and limitations of the policy.
 The General Liability and Professional liability policies include a Separation of Insureds provision.
 Waiver of subrogation applies to General Liability when required by written contract, agreement or permit and subject to the provisions and limitations of the policy.
 Employee dishonesty includes theft of client property subject to \$10,000 Deductible.
 30 day Notice of Cancellation applies in favor of Certificate Holder.

CERTIFICATE HOLDER ***FOR INFORMATIONAL PURPOSES ONLY***	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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Alpha 1 Staffing/ Search Firm
Balance Sheet
As of March 31, 2024

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase 8096	155,245.01
Chase 8708	556,918.49
Total Checking/Savings	<u>682,163.50</u>
Other Current Assets	
Accounts Receivable	1,968,634.77
Loan Receivable - Employee	3,250.00
Unbilled WIP	810,285.93
Total Other Current Assets	<u>2,782,170.70</u>
Total Current Assets	<u>3,464,334.20</u>
Fixed Assets	
Accumulated Depreciation	-35,937.65
Furniture and Equipment	33,939.65
Software	3,750.00
Total Fixed Assets	<u>1,752.00</u>
Other Assets	
Accumulated Amortization	-8,668.00
Noncompetition Agreement	10,000.00
Security Deposit	4,872.35
Total Other Assets	<u>6,204.35</u>
TOTAL ASSETS	<u>3,472,290.55</u>
Liabilities	
Current Liabilities	
Credit Cards	
Chase Ink Card	4,520.82
Total Credit Cards	<u>4,520.82</u>
Other Current Liabilities	
Accrued Payroll	468,865.97
Due to Bridgeport	1,795,751.31
Note Payable - New PayPal Loan	14,252.74
Total Other Current Liabilities	<u>2,278,870.02</u>
Total Current Liabilities	<u>2,283,390.84</u>
Long Term Liabilities	
PPP Loan 2	146,855.00
SBA Loan	149,900.00
Total Long Term Liabilities	<u>296,755.00</u>
Total Liabilities	<u>2,580,145.84</u>
Equity	
Capital Stock	100.00
Retained Earnings	41,248.90
Treasury Stock	-9,500.00
Net Income	860,295.81
Total Equity	<u>892,144.71</u>
TOTAL LIABILITIES & EQUITY	<u>3,472,290.55</u>

Profit & Loss

January through March 2024

	Jan - Mar 24
Ordinary Income/Expense	
Income	
Sales	3,027,731.63
Total Income	3,027,731.63
Cost of Goods Sold	
Cost of Labor	1,635,742.81
Total COGS	1,635,742.81
Gross Profit	1,391,988.82
Expense	
Bank Service Charges	95.00
Charitable Donations	1,058.45
Computer and Internet Expenses	5,690.29
Consulting Expense	93,674.72
Dues and Subscriptions	920.90
Employee Background & Screening	10,733.02
Equipment Rental	1,294.69
Factor Fees	26,710.03
Gifts	161.54
Insurance Expense	
Worker's Compensation	4,409.81
Insurance Expense - Other	12,327.47
Total Insurance Expense	16,737.28
Interest Expense	14,779.53
Legal Fees	2,700.00
Licenses	138.75
Miscellaneous Expense	196.56
Office Supplies	3,397.58
Outside Services	8,670.00
Payroll Tax Expense	121,496.25
Postage and Delivery	214.62
Professional Fees	4,000.00
Recruiting	9,489.62
Rent Expense	3,700.00
Repairs and Maintenance	155.00
Salaries - G&A	202,633.84
Supplies	244.41
Taxes	907.00
Telephone Expense	1,893.93
Total Expense	531,693.01
Net Ordinary Income	860,295.81
Net Income	860,295.81

15 Years of Staffing Excellence

Staffing Excellence Across Industries

- Professional Services
- Healthcare
- Emergency Response

Capability Statement



Government entities rely on Alpha1 Staffing for their contingent workforce needs. We've established a 15-year track record of on-time and on-budget delivery, and our clients trust our expertise to navigate complex, high volume, multi-location, contingent staffing projects.


Our commitment to excellence in customer service sets us apart, and our 8-hour perfect match guarantee ensures that you receive the right personnel with the right skills for your specific requirements. Whether it's temporary, permanent, or specialized staffing, Alpha1Staffing is dedicated to providing tailored solutions that meet the multifaceted needs of our esteemed government clients.


Family owned and operated, and we have a deep understanding of teamwork and the critical role each individual plays in the success of a project. We're committed to thorough and compassionate execution of every deployment.



Company Information

Alpha1 Staffing/Search Firm LLC

 3350 SW 148th Ave #110
Miramar, FL 33027

 (305) 620-3633

 www.alpha1staffing.com

State of Incorporation: Florida

D-U-N-S: 808301860

CAGE: 4X6F1

Established: 2007

FEIN/EIN Number: 300446782

SBA Business Size Standard: Small

Geographic Area Served: Nationwide
(CONUS)

Socio-Economic Status: Black-owned

Key Differentiators

- 15+ Years Experience Serving Government
- Capacity: Contracts Up to \$60 Million
- Scale: Employer of Record - 1,000 Employees
- US Navy Seaport-e Prime Contract
(Contract # N00178-15-D-8423)
- 8-Hour Perfect Match Guarantee

Core Competencies

- Government Contingent Workforce
- Direct Hire
- Payroll Services | Employer of Record
- Temp-to-Hire
- Turnkey, Customizable Recruiting
- Wide Range of Personnel
- Large-scale emergency response project management



Garrie Harris, CEO

Bethune Cookman Alumna | Dartmouth MBE

Executive POC

3350 SW 148th Ave 110
Miramar, FL 33027

(305) 620-3633

GHarris@alpha1staffing.com

Dr. Rafael Marrero | VP Government

Government POC

1890 SW 8th Street, Suite 511
Miami, FL 33184

(305) 205-3536

RMarrero@alpha1staffing.com

NAICS	SIC	TITLE
541612	7361	Human Resources Consulting
561320	8331	Temporary Health Services
813920	8742	Personnel Management Services
561311	7361	Employment Placement Agencies

Socioeconomic



Certifications



Results

“Alpha 1’s professional recruiters are well organized, prepared for every individual staffing requirement, and take pride in their candidates.” -Miami-Dade County

Stellar Past Performance

Professional Services



Miami-Dade County, FL

Alpha 1 Staffing + Search Firm provided professional staff augmentation and recruiting services for Miami-Dade County, the largest County Government in the Southeast U.S. during this multi-year contract.

Project Cost: \$60,000,000

Scope: Government Staffing and Recruiting Services

Contract Type: Negotiated/T&M

Year: 2011-2016



City of Miramar, FL

Alpha 1 Staffing + Search Firm provided professional staff augmentation and recruiting services for all City of Miramar municipal government divisions during this multi-year contract.

Project Cost: \$3,000,000

Scope: Government Staffing and Recruiting Services

Contract Type: Negotiated/T&M

Year: 2016-Current



City of Miami, FL

Alpha 1 Staffing + Search Firm provided professional staff augmentation and recruiting services for the City Manager’s Office summer reading program.

Project Cost: \$622,000

Scope: Government Staffing and Recruiting Services

Contract Type: Negotiated/T&M

Clients





Garrie Harris, CEO

Bethune Cookman Alumna | Dartmouth MBE

Executive POC

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Miramar, FL 33027

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Stellar Past Performance

Healthcare & Emergency Response



The State of Florida - Division of Emergency Management

Alpha 1 Staffing + Search Firm provided professional staff augmentation and recruiting for COVID-19 vaccine sites throughout the state of Florida. Contingent staff included clinical and clerical employees.

Project Cost: \$10,000,000

Scope: Emergency Response Staffing Services

Contract Type: Negotiated/T&M

Year: 2021-2022



The State of Florida - Department of Health

Alpha 1 Staffing + Search Firm provided professional staff augmentation and recruiting for COVID-19 vaccine sites throughout the state of Florida, Georgia, and Mississippi. Contingent staff included clinical and clerical employees.

Project Cost: \$17,000,000

Scope: Emergency Response Staffing Services

Contract Type: Negotiated/T&M

Year: 2021-2022

Broward and Dade County Public Schools and the State of Florida

Alpha 1 Staffing + Search Firm provided professional staff augmentation and recruiting services for disaster relief support for hurricanes Ian, Irma, Florence, and Michael.

Project Cost: \$10,000,000

Scope: Emergency Response Staffing Services

Contract Type: Negotiated/T&M

Year: 2017-2022

Clients





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/4/2024

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 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 <input type="checkbox"/> McLennan <input type="checkbox"/> CLW <input type="checkbox"/> 101 N Starcrest Dr Clearwater FL <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	CONTACT NAME: Certificate Department PHONE (A/C, No, Ext): <input type="checkbox"/> 2 <input type="checkbox"/> 44 <input type="checkbox"/> 4 <input type="checkbox"/> 1 FAX (A/C, No): <input type="checkbox"/> 2 <input type="checkbox"/> 449 <input type="checkbox"/> 12 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	E-MAIL ADDRESS: CertsTeam <input type="checkbox"/> MarshMMA.com		
INSURED Alpha 1 Staffing/Search Firm, LLC <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SW 14 <input type="checkbox"/> th Ave, Suite 110 Miramar, FL <input type="checkbox"/> <input type="checkbox"/> 02 <input type="checkbox"/>	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Philadelphia Indemnity Insurance Co.		1 <input type="checkbox"/> <input type="checkbox"/>
	INSURER B: Lloyds of London		10200
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 109091099

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> TRUCK <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	PHPK200040	2/9/2024	2/9/2020	EACH OCCURRENCE <input type="checkbox"/> 1,000,000 DAMAGE TO RENTED PREMISES <input type="checkbox"/> Ea occurrence <input type="checkbox"/> <input type="checkbox"/> 1,000,000 MED EXP <input type="checkbox"/> Any one person <input type="checkbox"/> <input type="checkbox"/> 20,000 PERSONAL <input type="checkbox"/> ADV INJURY <input type="checkbox"/> <input type="checkbox"/> 1,000,000 GENERAL AGGREGATE <input type="checkbox"/> <input type="checkbox"/> 000,000 PRODUCTS <input type="checkbox"/> COMP/OP AGG <input type="checkbox"/> <input type="checkbox"/> 000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK200040	2/9/2024	2/9/2020	COMBINED SINGLE LIMIT <input type="checkbox"/> Ea accident <input type="checkbox"/> <input type="checkbox"/> 1,000,000 BODILY INJURY <input type="checkbox"/> Per person <input type="checkbox"/> <input type="checkbox"/> BODILY INJURY <input type="checkbox"/> Per accident <input type="checkbox"/> <input type="checkbox"/> PROPERTY DAMAGE <input type="checkbox"/> Per accident <input type="checkbox"/> <input type="checkbox"/>
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION <input type="checkbox"/> 10,000			PH090090	2/9/2024	2/9/2020	EACH OCCURRENCE <input type="checkbox"/> 1,000,000 AGGREGATE <input type="checkbox"/> 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N					<input type="checkbox"/> PER STATE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT <input type="checkbox"/> E.L. DISEASE <input type="checkbox"/> EA EMPLOYEE <input type="checkbox"/> E.L. DISEASE <input type="checkbox"/> POLICY LIMIT <input type="checkbox"/>
A	Professional Liability		Y	PHPK200040	2/9/2024	2/9/2020	1,000,000/Occ <input type="checkbox"/> 000,000/Agg
A	Employee Dishonest			PHPK200040	2/9/2024	2/9/2020	1,000,000 <input type="checkbox"/> 10,000 Deductible
B	Cyber			ESN00400990	9/1/2024	9/1/2020	2,000,000 <input type="checkbox"/> 2,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder is included as Additional Insured when required by written contract, agreement or permit, but only with respect to the General Liability and Professional Liability insurance and subject to the provisions and limitations of the policy.
 General Liability and Professional Liability is written on a primary and non-contributory basis when required by written contract, agreement or permit and subject to the provisions and limitations of the policy.
 The General Liability and Professional Liability policies include a Separation of Insureds provision.
 Waiver of subrogation applies to General Liability when required by written contract, agreement or permit and subject to the provisions and limitations of the policy.
 Employee dishonesty includes theft of client property subject to a 10,000 Deductible.
 See Attached...

CERTIFICATE HOLDER**CANCELLATION**

City of Dania Beach
 100 W. Dania Beach Blvd
 Dania Beach FL 33004

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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ADDITIONAL REMARKS SCHEDULE

AGENCY Marsh <input type="checkbox"/> McLennan <input type="checkbox"/> CLW <input type="checkbox"/>		NAMED INSURED Alpha 1 Staffing/Search Firm, LLC _____ SW 14 th Ave, Suite 110 Miramar, FL _____	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 2 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

day Notice of Cancellation applies in favor of Certificate Holder.
 Certificate Holder is Additional Insured as respects to General Liability and Auto Liability only if required by written contract, and subject to the terms, conditions and limits as specified in the policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

- BUSINESS AUTO COVERAGE FORM
- BUSINESS AUTO PHYSICAL DAMAGE COVERAGE FORM
- GARAGE COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM
- TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<p>Named Insured: Alpha 1 Staffing & Search Firm, LLC</p> <p>Endorsement Effective Date: 02/09/2024</p>

SCHEDULE

<p>Name(s) Of Person(s) Or Organization(s):</p> <p>Any person or organization who you are required to add by written contract which is executed prior to the occurrence of a loss to waive your rights of recovery, except for a loss resulting from the sole negligence from that person or organization.</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

The **Transfer Of Rights Of Recovery Against Others To Us** Condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

- BUSINESS AUTO COVERAGE FORM
- GARAGE COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM
- TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: Alpha 1 Staffing & Search Firm, LLC

Endorsement Effective Date: 02/09/2024

SCHEDULE

Name of Person(s) or Organization(s):

Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional Insured but only for liability arising out of the negligence of the named insured.

If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

PI-TS-030 (11/15) STAFFING SERVICES AUTO ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

STAFFING SERVICES AUTO ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

A. Symbol 9, Non-owned "Autos" Only, under Description Of Covered Auto Designation Symbols, is deleted in its entirety and replaced with the following:

Symbol 9, Non-owned "Autos" only

1. Only those "autos" you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes "autos" owned by your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households but only while used in your business or your personal affairs.

2. Non-owned "Autos" includes "autos" you do not own, lease, hire, rent or borrow that are used by a "staffing service employee" or a "PEO worker" in connection with your client's business.

B. The following definitions are added to SECTION V - DEFINITIONS:

"Staffing service employee" means a person who is furnished by you to your client to perform the duties to which you have agreed.

"PEO service" means staffing related services as a Professional Employer Organization (PEO) you provide to your clients and to "PEO workers" in connection with employment of such workers.

"PEO worker" means a person you lease to your client under a written "PEO service" agreement or contract.

All other terms and conditions of this Policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional Insured for "bodily injury", "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the Named Insured.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement or
2. Available under the applicable Limits of Insurance shown in the Declarations or

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

<p>Name Of Person Or Organization: Any person or organization who you are required to add by written contract which is executed prior to the occurrence of a loss to waive your rights of recovery, except for a loss resulting from the sole negligence from that person or organization.</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products/completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**GENERAL LIABILITY DELUXE ENDORSEMENT:
TEMPORARY STAFFING**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposure is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverage provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

Coverage Applicable	Limit of Insurance	Page #
Damage to Premises Rented to You	\$1,000,000	2
Expected or Intended Injury – Property Damage	Included	2
Limited Rental Lease Agreement Contractual Liability	\$0,000	2
Non-Owned Watercraft	Less than 66 feet	0
Damage to Property You Own, Rent or Occupy	\$0,000	0
Medical Payments	\$20,000	0
Medical Payments Reporting Period	0 Years	0
Athletic Activities	Amended	0
Supplementary Payments – Bail Bonds	\$2,000	4
Supplementary Payments – Loss of Earnings	\$000 per day	4
Employee Indemnification Defense Coverage	\$20,000	4
Who Is An Insured Additional Insured – Newly Acquired or Formed Organization Additional Insured – Broadened Named Insured Additional Insured – Blanket Additional Insureds When Required by Contract	Included	4
Duties in the Event of Occurrence, Offense, Claim or Suit	Included	0
Transfer of Rights of Recovery Against Others To Us	Clarification	0
Liberalization	Included	0
Unintentional Failure to Disclose Harms	Included	0
Bodily Injury – Includes Mental Anguish	Included	0
Personal and Advertising Injury – Includes Abuse of Process, Discrimination	Included	0
Other Insurance – Primary Clarification	Clarification	0

Staffing Services Exclusions	Clarification	<input type="checkbox"/>
Staffing Services Definitions	Clarification	<input type="checkbox"/>

A. Damage to Premises Rented to You

If damage by fire to premises rented to you is not otherwise excluded from this Coverage Part:

1. The Damage To Premises Rented To You Limit section of the Declarations is amended to the greater of:

- a. \$1,000,000 or
- b. The amount shown in the Declarations as the Damage to Premises Rented to You Limit.

This is the most we will pay for all damage proximately caused by the same event, whether such damage results from fire, lightning, explosion, smoke, or leaks from automatic fire protective systems or any combination thereof

2. The word fire is changed to fire, lightning, explosion, smoke, or leakage from automatic fire protective systems where it appears in:
 - a. The last paragraph of **SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, Subsection **2. Exclusions**
 - b. **SECTION III – LIMITS OF INSURANCE**, Paragraph **6.** and
 - c. **SECTION V – DEFINITIONS**, Paragraph **9.a.** and
3. The words fire insurance are changed to insurance for fire, lightning, explosion, smoke, or leakage from automatic fire protective systems where it appears in **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Subsection **4. Other Insurance**, Paragraph **b. Excess Insurance**.

B. Expected or Intended Injury – Property Damage

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, **2. Exclusions**, Paragraph **a. Expected Or Intended Injury** is deleted in its entirety and replaced by the following:

a. Expected Or Intended Injury

“Bodily injury” or “property damage” expected or intended from the standpoint of the insured. This exclusion does not apply to “bodily injury” or “property damage” resulting from the use of reasonable force to protect persons or property.

C. Limited Rental Lease Agreement Contractual Liability

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, **2. Exclusions**, Paragraph **b. Contractual Liability** is amended by adding the following:

Based on the named insured’s request at the time of claim, we agree to indemnify the named insured for their liability assumed in a contract or agreement regarding the rental or lease of a premises on behalf of their client, up to \$0,000.

This coverage extension only applies to rental lease agreements and is excess over any renter's liability insurance of the client.

D. Non-Owned Watercraft

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions, g. Aircraft, Auto Or Watercraft, Paragraph 2 is amended to read as follows:

2 A watercraft you do not own that is:

a Less than 66 feet long and

b Not being used to carry persons or property for a charge

This provision applies to any person, who with your consent, either uses or is responsible for the use of a watercraft. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess or contingent.

E. Damage to Property You Own, Rent or Occupy

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions, j. Damage To Property, Paragraph 1 is deleted in its entirety and replaced with the following:

1 Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property, unless the damage to property is caused by your client, up to a 100,000 limit. A client is defined as a person under your direct care and supervision.

F. Medical Payments

1. If **COVERAGE C MEDICAL PAYMENTS** is not otherwise excluded from this Coverage Part the Medical Expense Limit is changed subject to all of the terms of **SECTION III – LIMITS OF INSURANCE** to the greater of:

a. 20,000 or

b. The Medical Expense Limit shown in the Declarations of this Coverage Part.

2. Under **SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, Subsection 1. Insuring Agreement,** Paragraph a., Item (b) is amended to read:

(b) The expenses are incurred and reported to us within three years of the date of the accident and

G. Athletic Activities

SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, 2. Exclusions, Paragraph e. **Athletics Activities** is deleted in its entirety and replaced with the following:

e. Athletics Activities

To a person insured while taking part in athletics.

H. Supplementary Payments

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B, Items 1.b. and 1.d. are amended as follows:

- b. The limit for the cost of bail bonds is changed from \$200 to \$2,000 and
- d. The limit for loss of earnings is changed from \$200 a day to \$1000 a day.

I. Employee Indemnification Defense Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B is amended to include the following:

We will pay, on your behalf, and where permissible by law, defense costs incurred by an “employee” in a criminal proceeding.

The most we will pay for any “employee” who is alleged to be directly involved in a criminal proceeding is \$20,000 regardless of the numbers of “employees,” claims or “suits” brought or persons or organizations making claims or bringing “suits.” The alleged acts must have arisen out of and in the course of employment.

J. Who is An Insured

SECTION II – WHO IS AN INSURED is amended as follows:

1. Newly Acquired or Formed Organization

If coverage for newly acquired or formed organizations is not otherwise excluded from this Coverage Part, Paragraph **3.a.** is amended to read:

- a. Coverage under this provision is afforded until the end of the policy period
- 2. Each of the following is also an insured:
 - a. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.
 - b. **Blanket Additional Insureds When Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for “bodily injury,” “property damage” or “personal and advertising injury” but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations.

The Additional Insured's limits of insurance do not increase our limits of insurance, as described in **SECTION III – LIMITS OF INSURANCE**.

- c. **Interns** – Your interns only while performing duties related to the conduct of your business.
- d. **Contractors** – Any individual or organization under written contract or written agreement with you who provides “staffing services” on your behalf and at your direction for your clients.

K. Duties in the Event of Occurrence, Offense, Claim or Suit

1. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 2.a.** the requirement that you must see to it that we are notified as soon as practicable of an “occurrence” or an offense, applies only when the “occurrence” or offense is known to:
 - a. You, if you are an individual
 - b. A partner, if you are a partnership or
 - c. An "executive officer" or insurance manager, if you are a corporation.
2. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 2. b.** the requirement that you must see to it that we receive notice of a claim or “suit” as soon as practicable will not be considered breached unless the breach occurs after such claim or “suit” is known to:
 - a. You, if you are an individual
 - b. A partner, if you are a partnership or
 - c. An "executive officer" or insurance manager, if you are a corporation.

L. Transfer of Rights of Recovery Against Others To Us

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us includes the following clarification:

Therefore, the insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

M. Liberalization

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is amended to include the following additional condition:

Liberalization

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

N. Unintentional Failure To Disclose Hazards

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is amended to include the following additional condition:

Unintentional Failure To Disclose Hazards

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

O. Bodily Injury – Mental Anguish

SECTION V – DEFINITIONS, Paragraph 3. is amended to read:

“Bodily injury”:

- a. Means bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these and
- b. Except for mental anguish, includes death resulting from the foregoing item a. above at any time.

P. Personal and Advertising Injury – Abuse of Process, Discrimination

If **COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE** is not otherwise excluded from this Coverage Part, the definition of “personal and advertising injury” is amended as follows:

1. **SECTION V – DEFINITIONS**, Paragraph 14., Item b. is revised to read:

- b. Malicious prosecution or abuse of process

2. **SECTION V – DEFINITIONS**, Paragraph 14. is amended to include the following:

“Personal and advertising injury” also means discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
 - (1) Any insured or
 - (2) Any executive officer, director, stockholder, partner or member of the insured or
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured or
- c. Directly or indirectly related to the sale, rental, lease or sublease or prospective sale, rental, lease or sublease of any room, dwelling or premises by or at the direction of any insured or
- d. Insurance for such discrimination is prohibited by or held in violation of law, public policy, legislation, court decision or administrative ruling.

The above does not apply to fines or penalties imposed because of discrimination.

Q. Section IV – Commercial General Liability Conditions is amended by the addition of the following:

The following language is added to Item 4. **Other Insurance**:

Insurance under this endorsement is primary to and non-contributory with any other insurance maintained by the person or organization. Additional Insured, except for loss resulting from the sole negligence of that person or organization.

This condition applies even if other valid and collectible insurance is available to the Additional Insured for a loss or "occurrence" we cover for this Additional Insured.

R. Staffing Services Exclusions

The following exclusions are added to **SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE**:

Actions Or Activities Of PEO Worker

"Bodily injury" or "property damage" arising from the actions or activities of any "PEO worker".

Professional Services Exclusion

"Bodily injury" or "property damage" due to the rendering of or failure to render any professional service. This exclusion does not apply to your liability for "bodily injury" or "property damage" arising out of your "employee's" providing or failing to provide professional health care services to another of your "employees", but no "employee" is an insured for his or her providing or failure to provide such professional health care services.

Wrongful Acts

"Bodily injury" or "property damage" arising from a wrongful act in the rendering or failure to render services to or for your client.

For the purposes of this exclusion, wrongful act shall mean any actual or alleged act, error, or omission, misstatement, or misleading statement in the course of providing "staffing services" to your clients by you or by any person for whose acts you are legally responsible.

SECTION I – COVERAGES, COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE is amended as follows:

1. Exclusion k. does not apply.
2. Exclusions a., b., e., f., g., h., i., l., and p. do not apply to any insured who did not personally acquiesce in or remain passive after having personal knowledge of such conduct. Our obligation to pay shall begin once the full extent of the assets of the responsible insured has been exhausted and once the Deductible as shown in the Declarations of the policy has been satisfied.
3. The following exclusions are added to Paragraph 2. Exclusions:

Actions Or Activities Of PEO Worker

"Personal and advertising injury" arising from the actions or activities of any "PEO worker".

Professional Services Exclusion

"Personal and advertising injury" due to the rendering of or failure to render any professional service.

Wrongful Acts

“Personal and advertising injury” arising from a wrongful act in the rendering or failure to render services to or for your client.

For the purposes of this exclusion, wrongful act shall mean any actual or alleged act, error, or omission, misstatement, or misleading statement in the course of providing “staffing services” to your clients by you or by any person for whose acts you are legally responsible.

S. Staffing Services Definitions

1. SECTION V – DEFINITIONS, Paragraph 5. is revised to read:

“Employee” includes but is not limited to a “leased worker” and a “staffing service employee”. “Employee” does not include a “temporary worker” or a “PEO worker”.

2. The following definitions are added to SECTION V – DEFINITIONS:

- a. “PEO service” means staffing related services as a Professional Employer Organization (PEO) you provide to your clients and to “PEO workers” in connection with employment of such workers.
- b. “PEO worker” means a person you lease to your client under a written “PEO service” agreement or contract.
- c. “Staffing Services” means services provided by a staffing company to their clients including but not limited to:
 - (1) Fulfillment of any of the administrative functions which would otherwise be normally fulfilled by an employer’s human resource function;
 - (2) Staffing related administrative services provided by an Administrative Services Organization (ASO);
 - (3) “PEO service”;
 - (4) Staffing related services provided to your clients for the recruitment, selection and placement of a person for employment with a client.
 - (5) Temporary, contingent or contract placement services;
 - (6) Vendor Management Service (VMS) means the facilitation, purchase and management of “staffing services” for clients including the placement and fulfillment of orders for “staffing service employees”;
 - (7) Services performed on behalf of your client by a “staffing service employee” who is not a direct hire or permanent placement;
 - (8) Services performed for a client company to supply that client company with a “staffing service employee”.
- d. “Staffing service employee” means a person who is furnished by you to your client to perform the duties to which you have agreed.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

BLANKET ADDITIONAL INSURED ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED ENDORSEMENT

(Including Waiver of Subrogation and primary/ non-contributory)

This endorsement modifies and is subject to the insurance provided under the following:

STAFFING SERVICE PROFESSIONAL LIABILITY COVERAGE FORM

STAFFING SERVICE PROFESSIONAL LIABILITY COVERAGE FORM CLAIMS MADE COVERAGE FORM

A. The following is added to SECTION II - WHO IS AN INSURED:

Any person or organization where required by contract executed prior to a loss is an insured, but only with respect to that person's or organization's liability for "damages" arising out of a "wrongful act" during the rendering of "staffing services".

B. Paragraph I. in SECTION IV. CONDITIONS is deleted in its entirety and replaced with the following:

Transfer of Rights of Recovery Against Others To Us

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

The insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a contract.

WHERE REQUIRED BY WRITTEN CONTRACT, THIS INSURANCE IS PRIMARY, WITH ANY INSURANCE OR SELF-INSURANCE PROGRAM MAINTAINED BY THE NAME OF PERSON OR ORGANIZATION DESCRIBED ABOVE BEING NON-CONTRIBUTING EXCEPTING LOSS RESULTING

All other terms and conditions of this Policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

FROM THE SOLE NEGLIGENCE OF THE NAME OF PERSON OR ORGANIZATION DESCRIBED IN
THE ABOVE.

All other terms and conditions of this Policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PROJECT LIMITS OF INSURANCE ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Combined Total Designated Project Aggregate Limit	00,000,000
Designated Project Aggregate Limit	00,000,000

Designated Project(s):

Any project for which you have agreed, pursuant to a contract, to provide a separate Designated Project Aggregate Limit for that "project", except where such contract is prohibited by law.

- A.** The Combined Total Designated Project Aggregate Limit shown in the Schedule above is the most we will pay for the sum of all damages caused by "occurrences" under Section I Coverage A, and for medical expenses caused by accidents under Section I Coverage C, provided such "occurrences" and/or accidents can be attributed only to ongoing operations at all designated "projects" shown in the Schedule above.
- B.** Subject to Paragraph A. above, the following applies to all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section I Coverage A, and for all medical expenses caused by accidents under Section I Coverage C, provided the "occurrences" and/or accidents can be attributed only to ongoing operations at a single designated "project" shown in the Schedule above:
 - 1.** A separate Designated Project Aggregate Limit applies to each designated "project", and that limit is the amount shown in the Schedule as the Designated Project Aggregate Limit.
 - 2.** The Designated Project Aggregate Limit is the most we will pay for the sum of all damages under Coverage A, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Coverage C regardless of the number of:
 - a.** Insureds

- b. Claims made or "suits" brought or
 - c. Persons or organizations making claims or bringing "suits".
3. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the Designated Project Aggregate Limit for that designated "project" and the Combined Total Designated Project Aggregate Limit. Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Project Aggregate Limit for any other "project".
 4. The limits shown in the Declarations for Each Occurrence, Damage To Premises Rented To You and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Designated Project Aggregate Limit.
- C. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section I Coverage A, and for all medical expenses caused by accidents under Section I Coverage C, which cannot be attributed only to ongoing operations at a single designated "project":
1. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products Completed Operations Aggregate Limit shown in the Declarations, whichever is applicable.
 2. Such payments shall not reduce:
 - a. any Designated Project Aggregate Limit or
 - b. the Combined Total Designated Project Aggregate Limit.
- D. When coverage for liability arising out of the "products completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the "products completed operations hazard" will reduce the Products Completed Operations Aggregate Limit. They will not reduce:
1. the General Aggregate Limit
 2. the Designated Project Aggregate Limit or
 3. the Combined Total Designated Project Aggregate Limit.
- E. For the purposes of this endorsement, the **Definitions** section is amended by the addition of the following:
- "Project" means the operations you perform pursuant to a contract, as shown in the Schedule. It includes collectively, all premises, other than premises owned by or rented to you, on which you are performing operations that are set forth in the applicable contract pertaining to such "project". If the applicable "project" has been abandoned, delayed, or abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs, specifications or timetables, the project will still be deemed to be the same "project".
- F. Any provisions of Section III - **Limits Of Insurance** not otherwise modified by this endorsement will still apply.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/29/2024

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 Madison Insurance Group 800 Oak Ridge Turnpike, Suite B-200 Oak Ridge TN 37830	CONTACT NAME: Dannelle Carroll	
	PHONE (A/C. No. Ext): 865-481-0910	FAX (A/C. No.): 877-299-9849
E-MAIL ADDRESS: coi@invopeo.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Bridgefield Casualty Insurance		10335
INSURED Madison PEO, Inc. 800 Oak Ridge Turnpike, Suite A-500 Oak Ridge TN 37830	62171	INSURER B :
		INSURER C :
		INSURER D :
		INSURER E :
		INSURER F :

COVERAGES

CERTIFICATE NUMBER: 1879458207

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> 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 - COMP/OP AGG \$ \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						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 RETENTION \$						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	N/A	X	0196-52202	1/1/2024	1/1/2025	<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

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: ALPHA1 STAFFING SEARCH FIRM LLC

Client effective date: 2/19/2024

This Workers' Compensation policy coverage applies in the state of Florida.

Waiver of Subrogation in favor of certificate holder as per written contract, while work is performed at or in: FL

10 day cancellation notice is included.

CERTIFICATE HOLDER**CANCELLATION**
 CITY OF DANIA BEACH
 100 W. Dania Beach Blvd
 Dania Beach FL

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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WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Coverage provided for all leased employees but not subcontractors of:

ALPHA1 STAFFING SEARCH FIRM LLC

Waiver of Subrogation in favor of certificate holder as per written contract, while work is performed at or in:

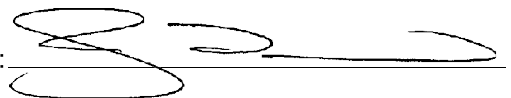
FL

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

Carrier: Bridgefield Casualty Insurance Company

Policy Number: 196-52202

Countersigned by:

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line and a small flourish at the end.

Insured: Madison PEO, Inc

WC 00 03 13 (Ed. 4-84)