



LAKE COUNTY  
FLORIDA

**INVITATION TO BID (ITB)**

Temporary Employment Services

<b>ITB Number:</b>	<u>08-0016</u>	<b>Contracting Officer:</b>	<u>Susan Dugan</u>
<b>Bid Opening Date:</b>	<u>June 25, 2008</u>	<b>Pre-Bid Date:</b>	<u>None</u>
<b>Bid Opening Time:</b>	<u>3:00 p.m.</u>	<b>Issue Date:</b>	<u>June 9, 2008</u>

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<b>SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:</b>	
Proposal and/or Performance Bond:	See Section 1.9
Certificate of Competency/License:	Not applicable for this ITB
Indemnification/Insurance:	See Section 1.8
Pre-Bid Conference/Walk-Thru:	No applicable for this ITB

At the date and time specified above, all bids that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the bidders submitting bids will be read aloud and recorded. The bids will be available for inspection during normal business hours in the Office of Procurement Services within ten (10) working days after the official bid opening date. Separate contract documents will be signed by the County and the awarded vendor(s).

**Vendors shall complete and return the entirety of this ITB Document, and attach all other information requested in this ITB document (See Provision 1.13). Failure to sign the bid response, or to submit the bid response by the specified time and date, may be cause for rejection of the bid.**

**NO-RESPONSE REPLY**

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County’s Vendor List, please mark the appropriate space, complete name below and return this page only.

- Not interested at this time; keep our firm on Lake County’s Vendors List for future solicitations for this product / service
- Please remove our firm from Lake County’s Vendor’s List for this product / service.

**VENDOR IDENTIFICATION**

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Section 1.1: Purpose**

The purpose of this solicitation is to establish a contract for Temporary Employment Services in conjunction with the County's needs.

**Section 1.2: Designated Procurement Representative**

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. Questions should be submitted no later than seven (7) working days before the bid opening date.

Susan Dugan, Senior Contracting Officer  
Lake County BCC  
Office of Procurement Services  
315 W. Main Street, Room 416  
PO BOX 7800  
Tavares, FL 32778-7800

Phone : 352.343.9839  
Fax : 352.343.9473  
E-mail: sdugan@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Department of Procurement Services.

**Section 1.3: Method of Award in the County's Best Interests**

As the best interests of the County may require, the County reserves the right to make award(s) on a lowest price basis by individual item, group of items, all or none, or a combination thereof; with one or more suppliers; to reject any and all offers, or waive any minor irregularity or technicality in bids received.

**Section 1.4: Pre-Bid Conference /**

None

**Section 1.5: Term of Contract - Upon Acceptance of Goods or Completion of Services**

This contract shall commence upon approval of the contract by the Board of County Commissioners. The initial contract term shall remain in effect for twelve (12) months, and then the contract will remain in effect until completion of the expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term unless otherwise indicated elsewhere in this document.

**Section 1.6: Option to Renew for 2 (two) Additional Year(s) (With Price Adjustment)**

Prior to, or upon completion, of the initial term of this contract, the County shall have the option to renew this contract for an additional 2 (two) one (1) year period(s). Prior to completion of each exercised contract term, the County may consider an adjustment to price based on changes in the Consumer Price Index. It is the vendor's responsibility to request in writing any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's written request for adjustment should be submitted 45 days prior to expiration of the then current contract term. The vendor adjustment request must clearly substantiate the requested increase. The written request for adjustment should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period shall not be considered.

The County reserves the right to reject any written price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

**Section 1.7: Method of Payment - Periodic Invoices For Completed Purchases**

The vendor(s) shall submit invoices to the County user department(s) after each week has been completed. In addition to the general invoice requirements set forth below, the invoices shall be sent directly to the County Department where the temporary employee was assigned. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of temporary services. Under no circumstances shall the invoices be submitted to the County in advance of the temporary services.

Invoices shall provide the following information:

- Contractor's Name, address and phone number
- Temporary Employee Name and County Work Location
- Name of County Employee the Temporary Employee is to report to
- Hourly rate
- Date and Number of hours the temporary employee worked
- Date and Number of hours the temporary employee worked over time
- Invoice total

All invoices shall contain the contract and/or purchase order number, date and location of service, and confirmation of acceptance of services by the appropriate County representative. Failure to submit invoices in the proscribed manner will delay payment, and the vendor may be considered in default of contract and its contract may be terminated. Payments shall be tendered

in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

### Section 1.8: Insurance

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be purchased and in place prior to a purchase order or contract being executed by the County.]

A certificate of insurance indicating that the awarded vendor has coverage in accordance with the requirements of this section shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract.

Such policies of insurance shall insure the vendor in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01 or CG 00 02) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$500,000
Products-Completed Operations	\$500,000
Personal & Adv. Injury	\$500,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	\$300,000

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$300,000
or	
Bodily Injury (per person)	\$100,000 (per accident)
Property Damage	\$100,000

Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she

is injured, he or she will not hold the County responsible for any payment or compensation.

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$500,000 and annual aggregate of \$1,000,000.

Garage Keepers liability

Loss of use

Certificate(s) of Insurance

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on the general liability policy.

Certificate(s) of insurance shall provide for a minimum of thirty (30) days prior written notice to the County of any change or cancellation of the required insurance.

Certificate(s) of insurance shall identify the contract number in the Description of Operations section of the Certificate.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF  
FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.  
P.O. BOX 7800  
TAVARES, FL 32778-7800

The vendor shall be responsible for subcontractors and their insurance.

All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such deductible or self-insured retention; or the vendor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

All insurance companies must be authorized to transact business in the State of Florida.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the vendor and/or subcontractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor, nor a failure to disapprove that insurance, shall relieve the vendor of full responsibility of liability, damages, and

accidents as set forth herein.

**Section 1.9: Bonding Requirements-Fidelity Bond**

A fidelity bond with Blanket Employee Dishonest Coverage in the amount of \$5,000 shall be provided by the Contractor. A copy of the form(s) providing the coverage shall be submitted with the Certificate of Insurance. The Fidelity Bond must include DESIGNATED EMPLOYEES ON PREMISES OF CUSTOMER/LEGAL LIABILITY Endorsement.

**Section 1.10 Completion/Delivery**

As specified in Statement of Work

**Section 1.11 Acceptance of Goods or Services**

The services rendered under the contract shall be deemed complete and accepted when the temporary employee timesheet is signed off by the County.

**Section 1.12 Warranty-Not Applicable**

**Section 1.13.1: Delivery of Solicitation Response**

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (Fed-X, UPS, DHL, private courier, etc) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Department of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Procurement Services Office prior to the date and time established within the solicitation. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number and title. Ensure that your bid or proposal is securely sealed in an opaque envelope/ package to provide confidentiality of the bid or proposal prior to the solicitation closing.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES  
315 W. MAIN STREET  
4TH FLOOR, ROOM 416

**TAVARES, FLORIDA**

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE, (USPS)** please mail it to:

LAKE COUNTY PROCUREMENT SERVICES  
PO BOX 7800  
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as Fed-X, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES  
MAIL RECEIVING CENTER  
416 W. MAIN STREET  
TAVARES, FL 32778

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

**Section 1.13.2: Completion Requirements for Invitation to Bid**

One (1) signed original bid and Two (2) complete copies of the bid submitted by the vendor shall be sealed and delivered to the Department of Procurement Services no later than the official bid opening date and time. Any bid received after this time will not be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any Bidder in responding to this ITB including, without limitation, costs for product and/or service demonstrations if requested.

When you submit your bid, you are making a binding offer to the County and are agreeing to all of the terms and conditions in this Invitation to Bid. Use only the form(s) provided in this document. If you make any change to the content or format of any form, the County may disqualify your offer. All information shall be legible and either written in ink or typewritten/printed. If you make a correction or change on any document, the person signing the bid proposal must initial the change. The bid shall be manually signed in **BLUE INK** by an official authorized to legally bind the Bidder to its provisions.

**COMPLETION OF BID PACKAGE:** The vendor shall complete all required entries in Section 4 of the bid form such as, but not limited to, pricing pages, signature, certifications, references, and acknowledgement of any solicitation addenda. The vendor shall submit the entire solicitation with all Section 4 entries completed in the number of copies specified to the address specified in provision 1.13.1 of this solicitation.

Specific Completion Directions:

- Initial and date in **BLUE INK** the appropriate space(s) for each addendum you received for this ITB.
- Insert any prompt payment discount that you will offer. Note payment is NET 30 DAYS otherwise.
- Complete all certifications included within Section 4 of the solicitation.
- Complete the reference information sheets (include at least three references) contained within the solicitation.
- Complete the vendor information, and sign the bid (IN BLUE INK) in the spaces provided in Section 4 of the solicitation.
- If insurance is required, submit either a certificate of insurance, or evidence of insurability, that is in compliance with the stated insurance requirements.

**Section 1.14: Minimum Wages**

Under this contract, the wage rate paid to all employees employed by the vendor for the work under the contract, shall not be less than the prevailing wage rates for similar classifications of work as established by the Federal Government and enforced by the U.S. Department of Labor, Wages and Hours Division, and Florida's Minimum Wage requirements in Article X, Section 24 (f) of the Florida Constitution and enforced by the Florida Legislature by statute or the State Agency for Workforce Innovation by rule, whichever is higher.

**Section 1.15: Wage Increases Mandated by Governmental Agencies**

When any change in the basic wage rate to be paid to vendor employees being utilized under this contract is mandated by a governmental activity (eg; a change in the Federal Minimum Wage or other governmentally mandated wage structure, the vendor may submit a request for equitable adjustment. This adjustment request must be based strictly on the impact of the mandated change.

**Section 2     Scope of Services**

Provide temporary employees to the County as required herein.

**Section 2.1     Orders**

Temporary employees will be ordered by the County as needed. Requests for temporary employees will be either in writing or via telephone call from the requesting department and shall include days and hours to be worked, work location, contact person and any special safety equipment that may be necessary to perform the job. Work hours for temporary employees will be determined by the ordering department.

**Section 2.2     Overtime**

Temporary employees shall be paid overtime for work performed in excess of forty (40) hours per week at a rate of 1.5 times the hourly rate. Such overtime shall be pre-approved by the County Department Director and verified on the temporary employee's time sheet and signed by the County Department Director.

**Section 2.3     Termination of a Temporary Employee**

Temporary employees may be terminated by the County for any reason, at any time, at the sole discretion of the County. Any temporary employee using drugs or alcohol shall be terminated. There shall be no charge to the County for the following:

1.     Cancellation of temporary employees at least two (2) hours before the person is scheduled to start work. If the County is unable to give a two (2) hour notice, the Contractor shall be paid for two (2) hours of work time for each affected temporary employee.
2.     If the temporary employee is not working to the satisfaction of the County. The County may relieve the temporary employee of their duties and the County may request a replacement.
3.     Temporary employee interviews at a County location. The County may require interviews of temporary employees to obtain a suitable employee for the County position. Also, transportation to and from the interview is the sole responsibility of, and cost of, the Contractor.

**Section 2.4     Temporary Employee Requirements**

The temporary employees shall meet or exceed each of the following requirements:

1. Ability to project a professional image and deal effectively with the public, as most temporary employee will have high public exposure.
2. Punctuality and attendance.
3. Ability to following instructions/directions and the ability to work independently after receiving instructions/directions. Physically and mentally able to perform the essential functions of the temporary position.
4. Possess safety equipment required to perform the job requested including but not limited to work/rubber gloves, safety shoes/ boots, hats, safety glasses and safety vests. Safety equipment shall meet or exceed the quality of the equipment that is currently used by the County.
5. Dress Code: The County will advise the Contractor, at the time of the order, the appropriate work attire for the job. All temporary employees shall dress in a manner which is appropriate to the type of work performed and have a neat and orderly appearance.
6. Possess appropriate drivers license as required for heavy equipment operation and/or truck driving.
7. Temporary employees shall be a United States Citizen or the Contractor shall provide documentation to the County evidencing that the person has legal permission to work in the United States.
8. Temporary employees shall be required to speak, read and write English

Section 2.5 Contractor shall provide the following:

1. A replacement within twenty-four hours for any temporary employee who is unable to perform duties to the satisfaction of the County. Replacement employee requirements are the same as temporary employees.
2. A local and out of state criminal background check for each proposed temporary employee shall be completed by the Contractor. Each background check shall follow the Background Investigation Procedures established by the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training. If there is anything found on the background check, the Contractor shall provide a copy to the Lake County Employee Services Department for review and approval. The background check must be approved before the employee starts work with the County.

3. A copy of the proposed temporary employee drivers license for equipment operator or truck driver positions so that a seven year driving record can be run by the County.
4. A drug and alcohol screening per the Department of Transportation (DOT) standards for each temporary employee. Any proposed temporary employee who has a positive test would not be acceptable.
5. A designated contracting manager. Contract manager shall liaison with the County for job requirements of temporary employees, complaints, concerns and issues that may arise throughout the duration of any contract derived from this bid request.
6. An incentive program which promotes the temporary employee longevity with the County. Temporary employees who complete (long term) job assignments shall be rewarded with a bonus.

**Section 2.6 Additional Work**

Written requests for temporary employees, not specifically noted in this bid, will be forwarded to the Contractor from the County Employee Services Department. Contractor shall submit a written quoted price to Procurement Services for approval and/or negotiation. Upon approval of the temporary employee and quoted price by Procurement Services, the County will provide an order in writing to the Contractor.

**Section 2.7 Temporary Employees hired by the County**

In the event any of the temporary employees are hired by the County, for a County position, there shall be no charges or stipulations to the County (i.e. buy-outs or penalties).

**Section 2.8 Accident/Incident Reporting**

Temporary employees are required to report any accidents or incidents immediately to the County Supervisor and follow up with the appropriate paperwork and/or instructions provided by the County Supervisor.

**3.1 DEFINITIONS**

**Addenda:** A written change to a solicitation.

**Bid:** shall refer to any offer(s) submitted in response to this Invitation to Bid.

**Bidder:** Shall refer to anyone submitting a bid in response to an Invitation to Bid.

**Contract:** The agreement to perform the services set forth in this solicitation. The contract will be comprised of the solicitation document signed by both parties with any addenda and other attachments specifically incorporated.

**Contractor:** The vendor to which award has been made.

**County:** Shall refer to Lake County, Florida.

**Invitation to Bid (ITB):** Shall mean this solicitation document, including any and all addenda. An ITB contains well-defined terms, conditions, and specifications, and is awarded to the lowest priced responsive and responsible bidder.

**Modification:** A written change to a contract.

**Responsive:** Refers to a bid that contains no exceptions or deviations from the terms, conditions, and specifications set forth in the Invitation to Bid.

**Responsible:** Refers to a bidder that has the capacity and capability to perform the work required under an Invitation to Bid, and is otherwise eligible for award.

**Responsive:** Refers to a bidder that has taken no exception or deviation from the terms, conditions, and specifications set forth in an Invitation to Bid.

**Solicitation:** The written document requesting either bids or proposals from the marketplace.

**Vendor:** A general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established for purposes of this Invitation to Bid (ITB) that the words “shall”, “must”, or “will” are equivalent in this ITB and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the County. A deviation is material if, in the County’s sole discretion, the deficient response is not in substantial accord with this ITB’s mandatory requirements. The words “should” or “may” are equivalent in this ITB and indicate very desirable conditions, or requirements but are permissive in nature.

**3.2 INSTRUCTIONS TO BIDDERS****A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit bids. Vendors may enroll with the County to be included on a mailing list for selected categories of goods and services. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment.
2. Disclosure of Ownership
3. Drug-Free Workplace
4. W-9 and 8109 Forms – The vendor must furnish these forms upon request as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner’s social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.).
6. Americans with Disabilities Act (A.D.A.).
7. Conflict of Interest
8. Debarment Disclosure Affidavit.
9. Nondiscrimination
10. Family Leave.
11. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

**B. Public Entity Crimes**

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public

entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**C. Request for Additional Information**

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the bid opening date. Such inquiries shall contain the requester’s name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with the bidder’s facsimile number.

The Office of Procurement Services may issue an addendum in response to any inquiry received, prior to bid opening, which changes, adds to, or clarifies the terms, provisions, or requirements of the solicitation. The bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the bidder’s responsibility to ensure receipt of all addenda, and any accompanying documentation, the bidder is required to submit with its bid a signed “Acknowledgment of Addenda” form, when any addenda have been issued. Failure to acknowledge each addendum may prevent the bid from being considered for award

**D. Contents of Solicitation and Bidders’ Responsibilities**

It is the responsibility of the bidder to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the bidder will not be accepted as a basis for varying the requirements of the County or the amount to be paid to the vendor.

**E. Restricted Discussions**

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation or any part thereof with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

**F. Change or Withdrawal of Bids**

Changes to Bid - Prior to bid opening, a bidder may change its bid by submitting a new bid as specified in the solicitation with a letter on the firm’s letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original bid. No changes to a bid will be accepted after the bid opening date.

Withdrawal of Bid - A bid may be withdrawn, either physically or by written notice, at any time prior to the bid opening date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the bid opening date and time. A bid may also be withdrawn after expiration of the specified bid acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The withdrawal letter must be on company letterhead and signed by an authorized agent of the bidder.

**G. Conflicts within the Solicitation**

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Pricing Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Price Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions. It is incumbent upon the vendor to identify such conflicts to the designated procurement

representative prior to the bid or proposal response date.

#### H. Prompt Payment Terms

It is the policy of the County that payment for all purchases by County agencies shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the signature page of the solicitation.

### 3.3 PREPARATION OF BIDS

- A. The Bid Pricing Section of this solicitation defines the goods or services to be purchased, and must be completed and submitted with the bid. Use of any other form or alteration of the form may result in the rejection of the bid.
- B. The bid submitted must be legible, and completed using typewriter, computer or ink. Any entry change must be crossed out and initialed in ink. Failure to comply with these requirements may cause the bid to be rejected.
- C. An authorized agent of the bidder's firm must sign the bid. **FAILURE TO SIGN THE BID MAY RENDER THE BID NON-RESPONSIVE.**
- D. The bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The bidder may submit alternate bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate bid must meet or exceed the minimum requirements and be submitted as a separate bid marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- H. Any bid received after the stipulated bid opening date and time through no fault of the County will be considered late, and except under the most exceptional circumstances, not be considered for award.

### 3.4 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

### 3.5 AWARD

- A. Award may be made to the lowest priced responsive and responsible bidder. The County reserves the right to reject any and all bids, to waive non-material irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.
- C. The County reserves the right to reject any and all bids if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work is not amended.
- E. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the County. The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine the responsibility and capacity of the bidder to perform the requirements of this solicitation. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as

stipulated in the solicitation.

- F. The bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a bidder that submitted a bid under this solicitation.
- G. The Director of Procurement Services will decide all tie bids with initial preference being given to the entity employing the most personnel residing within the County.

### 3.6 CONTRACT EXTENSION

The County has the unilateral option to extend a contract for up to ninety (90) calendar days beyond the current contract period. In such event, the County will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the County and the vendor(s). Exercise of the above options requires the prior approval of the Director of Procurement Services.

### 3.7 WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory defects and workmanship. At no expense to the County, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

### 3.8 ESTIMATED QUANTITIES

Estimated quantities or dollars are for bidder's guidance only. No guarantee is expressed or implied as to quantities or dollar value that will be used during the contract period. The County is not obligated to place any order for a given amount subsequent to the award of this solicitation. The County may use any stated estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-governmental or non-profit entities utilizing this contract. In no event shall the County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

### 3.9 NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement that will satisfy its needs as described within this solicitation. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit. In no case will the County be liable for billings in excess of the quantity of goods or services actually provided under this contract.

### 3.10 CONTINUATION OF WORK

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the vendor, continue until completion without change to the then current prices, terms and conditions.

### 3.11 PROTEST OF AWARD

A vendor wishing to protest any award decision resulting from this solicitation shall do as set forth in the County's Purchasing Procedure Manual. It is incumbent upon the vendor to be aware of the posting of any associated award recommendation. Any protest received after the actual contract award date may be rejected.

### 3.12 RULES, REGULATIONS AND LICENSES

The vendor shall comply with all federal, state, and local laws and regulations applicable to provision of the goods and/or services specified in this solicitation.

### 3.13 SUBCONTRACTING

Unless otherwise specified in this solicitation, the vendor shall not

subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default.

### **3.14 ASSIGNMENT**

The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

### **3.15 DELIVERY**

Unless otherwise specified in the solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the bid price.

### **3.16 RESPONSIBILITY AS EMPLOYER**

The employee(s) of the vendor shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The contractor shall provide employee(s) capable of performing the work as required. The County may require the contractor to remove any employee it deems unacceptable. All employees of the contractor may be required to wear appropriate identification.

### **3.17 INDEMNIFICATION**

The vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the vendor or its employees, agents, servants, partners, principals or subcontractors. The vendor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

### **3.18 COLLUSION**

Where two (2) or more related parties, as defined herein, each submit a bid for the same contract, such bids shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such bids. Related parties shall mean bidder or the principals thereof which have a direct or indirect ownership interest in another bidder for the same contract or in which a parent company or the principals thereof of one bidder have a direct or indirect ownership interest in another bidder for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a bid for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Bids found to be collusive shall be rejected. Bidders which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

### **3.19 MODIFICATION OF CONTRACT**

Any contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the contract and/or purchase order as appropriate. This presumes the modification itself is in compliance

with all applicable County procedures.

### **3.20 TERMINATION FOR CONVENIENCE**

The County, at its sole discretion, reserves the right to terminate this contract upon thirty (30) days written notice. Upon receipt of such notice, the vendor shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the vendor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

### **3.21 TERMINATION DUE TO UNAVAILABILITY OF FUNDING IN SUCCEEDING FISCAL YEARS**

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the vendor shall be reimbursed for the reasonable value of any non-recurring costs incurred amortized in the price of the supplies or services/tasks delivered under the contract.

### **3.22 TERMINATION FOR DEFAULT**

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the vendor in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

### **3.23 FRAUD AND MISREPRESENTATION**

Any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity with such vendor held responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

### **3.24 ACCESS TO RECORDS**

The County reserves the right to require the vendor to submit to an audit by any auditor of the County's choosing. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The vendor shall retain all records pertaining to this Agreement and upon request make them available to the County for three (3) years following expiration of the Agreement. The vendor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

### **3.25 PROPRIETARY/CONFIDENTIAL INFORMATION**

Bidders are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; the "Public Record Law." The bidder should not submit any information in response to this solicitation which the bidder considers proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any protection from release of the submitted information unless such information is exempt or confidential under the Public Records Act.

### **3.26 CONTRACTING WITH COUNTY EMPLOYEES**

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the procurement representative designated herein prior to submittal of a response or application of any type to

contract with the County. The affected employee shall disclose the employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

### 3.27 INCURRED EXPENSES

This ITB does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any bidder in preparing and submitting a bid, or any cost or expense incurred by any bidder prior to the execution of a purchase order or contract agreement. By submitting a bid, the bidder also agrees that the County bears no responsibility for any costs of the bidder associated with any administrative or judicial proceedings resulting from this solicitation process.

### 3.28 COUNTY IS TAX-EXEMPT

The County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. Do not include any tax on any item or service. The County will sign an exemption certificate if submitted by the contractor.

Contractors doing business with the County are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any contractor be authorized to use any of the County's Tax Exemptions in securing such materials.

In the event the project is declared a sales tax recovery project by the County, the following procedure shall apply:

- (a) The County representative shall make a recommendation to the Division of Procurement Services regarding the materials to be purchased;
- (b) When those materials are purchased by the County, all purchase orders shall be issued directly from Procurement Services;
- (c) The County shall take title to those materials directly from the manufacturer/supplier and shall bear the risk of loss or damage to the materials which are delivered directly from the manufacturer/ supplier;
- (d) The County shall be invoiced directly for the materials from the manufacturer/supplier and shall pay the invoices directly to the manufacturer/supplier, presenting its sales tax exemption certificate at the time of payment.

The cost of any materials purchased through the sales tax recovery program shall be deducted from the contract amount and the vendor shall no longer be responsible for providing those materials. A written change order shall be executed.

### 3.29 GOVERNING LAWS

The interpretation, effect, and validity of any contract(s) resulting from this ITB shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

### 3.30 STATE REGISTRATION REQUIREMENTS

Any corporation submitting a bid in response to this ITB shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/ application may be required prior to award of a contract. Any partnership submitting a bid in response to this ITB shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (<http://www.dos.state.fl.us>).

### 3.31 PRIME CONTRACTOR

The vendor awarded the contract shall act as the prime contractor for all required items and services and shall assume full

responsibility for the procurement and maintenance of such items or services. The vendor shall be considered the sole point of contact with regard to all stipulations, including payment of all charges and meeting all requirements of this ITB. All subcontractors will be subject to advance review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the consent of the County. The vendor shall be responsible for all insurance, permits, licenses, and related matters for any and all sub-contractors. Even if the subcontractor is self-insured, the County may require the contractor to provide any insurance certificates required by the work to be performed.

### 3.32 FORCE MAJEURE

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any Government law or regulation, acts of nature, acts or omissions of the other party, Government acts or omissions, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

### 3.33 OTHER AGENCIES

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name.

### 3.34 NO CLAIM FOR DAMAGES

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County because of any delays. No interruption, interference, inefficiency, suspension, or delay in the commencement or progress of the Work shall relieve the vendor of duty to perform, or give rise to any right to damages or additional compensation from the County. The vendor's sole remedy shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the vendor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County.

### 3.35 TRUTH IN NEGOTIATION CERTIFICATE

For all lump-sum or cost-plus fixed fee agreements exceeding \$150,000, the firm awarded the agreement must execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting. Any agreement requiring this certificate shall contain a provision that the original agreement price and any additions shall be adjusted to exclude any significant sums by which he owner determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the contract. Execution of this Agreement constitutes execution of the Truth in Negotiation Certificate.

### 3.36 GRANT FUNDING

In the event any part of the contract is to be funded by federal, state, or other local agency monies, the vendor hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. Vendors are advised that payments under the contract may be withheld pending completion and submission of all required forms and documents required of the vendor pursuant to the grant funding requirements. A copy of the requirements shall be supplied to the vendor by the County upon request.

**ITB TITLE: Temporary Employment Services**

NOTES:

- Lake County is exempt from all taxes (Federal, State, Local). Pricing should be less all taxes. A Tax Exemption Certificate will be furnished upon request.
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being “estimated” quantities, vendors are advised to review the “Estimated Quantities” clause contained in Section 3 of this solicitation.
- Each price offered in your bid shall be a firm-fixed price, exclusive of any tax. Any bid containing a modifying or “escalator” clause not specifically allowed for under the solicitation will not be considered.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.

**ACKNOWLEDGEMENT OF ADDENDA**

**INSTRUCTIONS:** Complete Part I or Part II, whichever applies

<b>Part I:</b>
<p>The bidder must list below the dates of issue for each addendum received in connection with this ITB:</p> <p style="text-align: center;">Addendum #1, Dated: _____</p> <p style="text-align: center;">Addendum #2, Dated: _____</p> <p style="text-align: center;">Addendum #3, Dated: _____</p> <p style="text-align: center;">Addendum #4, Dated: _____</p>
<b>Part II:</b>
<p><input type="checkbox"/> No Addendum was received in connection with this ITB.</p>

**PRICING SECTION**

Award will be made by category. It is not necessary to bid on all items to be considered.

Item No.	Description	Cost per hour
1.	Customer Service Representative/Receptionist	\$
2.	Office Associate I	\$
3.	Office Associate IV	\$
4..	Data Entry	\$
5.	GIS Data Coordinator	\$
6.	General Labor	\$
7.	Custodian	\$
8.	Traffic Flagger	\$
9.	Landfill Attendant	\$
10.	Equipment Operator with Class "A", "B" or "C" CDL License (as applicable)	\$
11.	Truck Driver with Class "A" or "B" CDL License (as applicable)	\$

Total \$ \_\_\_\_\_

**By Signing This Bid the Bidder Attests and Certifies That:**

- It satisfies all legal requirements (as an entity) to do business with the County.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the County that the vendor has the capacity and capability to successfully perform the contract.
- The bidder hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this bid document and any contract(s) and/or other transactions required by award of this solicitation.

**Additional Certifications Requiring Completion:**

**Purchasing Agreements with Other Government Agencies**

This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to other governmental agencies in the State of Florida? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it.  Yes  No (Check one)

**Certification Regarding Felony Conviction**

Has any officer, director, or executive of the bidding entity been convicted of a felony during the past ten (10) years?  Yes  No (Check one)

**Conflict of Interest Disclosure Certification**

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same services, and is in all respects fair and without collusion or fraud.

Exceptions: \_\_\_\_\_

<b>General Vendor Information and Proposal Signature:</b>			
Firm Name:	_____		
Street Address:	_____		
Mailing Address (if different):	_____		
Telephone No.:	_____	Fax No.:	_____
		E-mail:	_____
FEIN No.	_____ - _____	Prompt Payment Terms:	_____ % _____ days, net _____

**THE FOLLOWING DOCUMENTS ARE ATTACHED**

**Attachment 1: Work Reference Form**

**Attachment 2: Job Descriptions for Various Temporary Employees**

**ATTACHMENT 1  
WORK REFERENCES**

#1 Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

#2 Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

#3 Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

**ATTACHMENT 2****JOB DESCRIPTIONS****1. CUSTOMER SERVICE REPRESENTATIVE/RECEPTIONIST**

The essential function of the position within the organization is to perform routine administrative assistance and clerical work in support of effective and efficient office operations, to provide professional and courteous customer service at all times, and to perform related duties as required. The position works under direct supervision according to set procedures.

Primary Duties: This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Performs routine secretarial and clerical work in support of effective and efficient office operations. Greets office visitors; directs visitors to appropriate office and/or provides information and assistance as requested. Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed; may use two-way radio to communicate with field personnel. Receives, reviews and distributes inner office mail. Provides clerical assistance to other staff, which may include but not be limited to scheduling appointments, making telephone calls, filing, typing, copying, scanning, faxing and assembling materials.

Data Responsibility: "Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, enters or routes data or information.

Mathematical Requirements: Uses addition, subtraction, multiplication, and division.

Communications Requirements: Reads instructions, charts and/or procedures manuals; composes routine correspondence and completes job forms; speaks compound sentences using standard grammar and English.

Complexity of Work: Performs routine work involving set procedures and rules, with minimal problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions: Makes decisions with minimum impact.

Equipment Usage: Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, including computers and computer software, printers, copiers, fax machines, telephone.

Requires high school diploma or GED and valid Florida Driver's license.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment.

Sensory Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**2. OFFICE ASSOCIATE I**

The essential function of the position within the organization is to perform routine secretarial and clerical work in support of effective and efficient office operations, to provide professional and courteous customer service at all times, and to perform related duties as required. The position works under direct supervision according to set procedures.

Primary Duties: This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Performs routine secretarial and clerical work in support of effective and efficient office operations. Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed; may use two-way radio to communicate with field personnel. Monitors and routes office -mails for appropriate response. Greets office visitors; directs visitors to appropriate office and/or provides information and assistance as requested. Schedule appointments, maintain calendars, makes travel and conference arrangements. Types, copies, files, May perform basic bookkeeping work as assigned, including processing invoices for payment, collecting and receipting various fees/fines/payments, processing purchase orders; prepares routine financial records and reports as required.

Data Responsibility: Copies, transcribes, enters or posts data or information.

People Responsibility: Provides assistance to people to achieve task completion.

Assets Responsibility: Requires minimum responsibility for only small quantities of low-cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements: Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements: Reads technical instructions, charts and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work: Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions: Makes decisions with moderate impact - affects those in work unit.

Equipment Usage: Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, including computers and computer software, printers, copiers, fax machine, telephone.

Requires high school diploma or GED and valid Florida Driver's license.

Experience Requirements: Requires one year of related experience.

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment.

Sensory Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities,

**3. OFFICE ASSOCIATE IV**

The essential function of the position within the organization is to perform responsible and complex administrative, secretarial and clerical work in support of effective and efficient office operations. The position works under direct supervision according to set procedures.

PRIMARY DUTIES: This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Performs responsible and complex administrative, secretarial and clerical work in support of effective and efficient office operations. Provides administrative assistance which may include scheduling meetings and appointments, maintaining calendars, screening mail and telephone calls, composing routine correspondence for supervisor's signature, transcribing and preparing correspondence from notes or dictation, compiling data for use in managerial decision-making or report preparation, making travel and conference arrangements. May coordinate, perform or assist with specialized administrative, technical or clerical duties peculiar to the department to which assigned.

Data Responsibility: Compiles, examines or evaluates data or information and possibly recommends action based on results.

People Responsibility: Provides assistance to people to achieve task completion; may instruct or assign duties to co-workers.

Assets Responsibility: Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or account for materials, supplies or small amounts of money.

Mathematical Requirements: Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements: Reads journals and manuals; prepares specialized reports and business letters with proper format and grammar; speaks to groups of co-workers and people outside the organization.

Complexity of Work: Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions: Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage: Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, including computers and computer software, printers, copiers, fax machine, telephone.

Safety of Others: Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education: Requires associate's degree or the equivalent of two years of college or vocational school education in office management, secretarial science, accounting, business or a closely related field.

Requires valid Florida Driver's license.

Experience: Requires six years of related experience.

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment.

Sensory Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**4. DATA ENTRY OPERATOR**

The essential function of the position within the organization is to perform routine to moderately complex data entry and other clerical work in support of efficient and effective department operations. The position is responsible for entering, proofreading and retrieving computer data, assisting with other clerical tasks as assigned, and providing professional customer service at all times. The position works under direct supervision according to set procedures.

**PRIMARY DUTIES:** This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Enters, processes and retrieves information from computerized record-keeping systems. Generates computer reports and spreadsheets; compiles data for reports as requested. Proofreads and assists in verifying the accuracy of data entered; makes changes as necessary. Performs other routine clerical work, including but not limited to telephones, copying and filing, faxing, assembling materials, and processing daily mail. Receives and responds to inquiries and requests for assistance from other County departments, agencies, organizations, professionals and the public.

Data Responsibility: Collects, classifies, and formats data or information.

People Responsibility: Speaks with or signals to people to convey or exchange information.

Assets Responsibility: Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical: Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communication Requirements: Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work: Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions: Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage: Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items, including computers and computer programs, telephone, copier, fax machine.

Safety of Others: Requires no responsibility for the safety and health of others.

Requires high school diploma, GED, or vocational training.

Requires six months of related experience.

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment.

Sensory Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**5. GEOGRAPHICAL INFORMATION SYSTEMS (GIS) DATA COORDINATOR**

The essential function of the position within the organization is to perform complex data entry including cataloguing into the County's Geographic Information System and other clerical work in support of efficient and effective department operations. The position works under direct supervision according to set procedures.

**Primary Duties:** This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Enters, scans, processes and retrieves information from computerized record-keeping systems. Generates computer reports and spreadsheets; compiles data for reports as requested. Proofreads and assists in verifying the accuracy of data entered; makes changes as necessary. Performs other routine clerical work, including but not limited to answering phones, copying and filing documents, sending and receiving faxes, assembling materials, and processing daily mail.

**Data Responsibility:** Collects, classifies, and formats data or information.

**People Responsibility:** Speaks with or signals to people to convey or exchange information.

**Assets Responsibility:** Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for documents, materials, supplies, or small amounts of money.

**Mathematical Requirements:** Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**Communications Requirements:** Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**Complexity of Work:** Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**Impact of Decisions:** Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

**Equipment Usage:** "Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items, including computers and computer programs, telephone, copier, fax machine.

**Safety of Others:** "Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires no responsibility for the safety and health of others.

Requires high school diploma, GED, or vocational training.

**Experience Requirements:** Requires six months of related experience.

**Physical Demands:** Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment.

**Sensory Requirements:** The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**6. GENERAL LABOR**

The essential function of the position within the organization is to perform semi-skilled and unskilled work in the maintenance of County facilities, grounds, roads and equipment. The position is responsible for performing manual tasks, operating and maintaining equipment and vehicles, and performing other work as assigned. The position works under direct supervision according to set procedures.

Primary Duties: This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Performs semi-skilled and unskilled maintenance work to assist with the activities and operations of an assigned division or department of the County.

Performs general groundskeeping work, including mowing grass, applying pesticides and herbicides, removing debris, installing and maintaining plant materials, removing trees and other vegetation at work sites. Assists in maintaining and repairing equipment, plumbing and electrical maintenance and repair work.

Performs general custodial work as required. May assist with the construction and maintenance of County streets, roads, bridges, sidewalks, driveways and drainage structures.

Sets up meeting rooms and facilities for events as requested. Transports materials and equipment to and from work site.

Data Responsibility: Computes or performs arithmetic operations.

People Responsibility: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving information and instructions from supervisor.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions and use independent judgement in routine situations.

Communications Requirements: Reads and writes simple sentences or instructions and speaks simple sentences using basic grammar.

Environmental Factors: Tasks are regularly performed out of doors and there may be exposure to dirt, dust, pollen, fumes and odors, wetness, rain, humidity, machinery, traffic hazardous, noise, vibrations, animals/wildlife, and toxic/poisonous agents.

Complexity of Work: Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

Equipment usage: Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, including vehicles, mowers, miscellaneous hand and power tools, custodial equipment and tools.

Safety of others: Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Unavoidable Hazards: The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, animals/wildlife, toxic or caustic chemicals.

**7. CUSTODIAN**

The essential function of the position within the organization is to perform routine janitorial related services. This position works under direct supervision according to set procedures.

**Primary Duties:** This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

General office related cleaning of buildings including but not limited to offices, conference rooms, restrooms, kitchens, entrances, stairways and sidewalks. Position may be required to complete inspection reports.

**Data Responsibility:** Requires the ability to compare and/or judge the readily observable, junctional, structural, or compositional characteristics of data, people or things.

**Equipment Usage:** Operate vacuum cleaner, broom, mop, floor polisher, extractor and pressure washer.

**People Responsibility:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

**Mathematical Requirements:** Uses addition, subtraction, multiplication, division, decimals and percentages.

**Complexity of Work:** Performs semi-routine work with short periods of concentration for accurate results.

**Impact of Decisions:** Makes decisions with moderate impact.

**Experience Requirements:** Janitorial cleaning experience including the use of chemicals and machinery. Must be able to read, write, and speak English. Knowledge of biohazard cleanup is beneficial.

**Physical Demands:** Ability to exert up to one hundred pounds of force involving pushing or pulling actions. Must be able to lift and/or carry weights up to fifty pounds. Work involves moving, climbing, bending and stooping for short periods of time. Must be physically able to operate a variety of machinery and equipment including a vacuum, broom, mop, floor polisher, extractor and pressure washer. Some tasks require visual perception and discrimination and oral communications ability. Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear. May require the ability to differentiate between colors and shades of color.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Must be able to use independent judgement in fairly routine and fairly non-routine situations. Requires the ability to read and write.

**Environmental Factors:** Tasks are regularly performed with exposure to dirt, dust, pollen, odors, wetness, humidity, machinery, vibrations and toxic/poisonous agents.

**8. TRAFFIC FLAGGER**

The essential function of the position within the organization is to provide traffic flagging services under direct supervision according to set procedures.

**Primary Duties:** This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

**Directs traffic using flags and signs.** Operates various tools and equipment including but not limited to small hand tools, lawn and power equipment.

**People Responsibility:** Speaks with or signals to people to convey or exchange information.

**Mathematical Requirements:** Uses addition, subtraction, multiplication and division; may compute ratios, rates, and percents.

**Complexity of Work:** Performs routine work following procedures, with occasional problems, requires normal attention for accurate results.

**Equipment Usage:** Handles traffic flags, signs, machines, tools or work aids involving moderate latitude for judgment.

**Safety of Others:** Requires above normal responsibility for safety and health of others and/or for enforcement of the standards of public safety or health.

**Education Requirements:** Requires high school diploma, GED, or vocational training.

**Licenses, Certifications and Registrations Required:** Requires current Florida Certification in Maintenance of Traffic.

**Physical Demands:** Requires standing or walking for long periods of time, exerting up to 50 pounds of force on a regular basis, and considerable dexterity in operating equipment. Must be able to work in adverse weather conditions including extreme heat and cold conditions.

**Unavoidable Hazards:** The position is exposed to bright/dim lights, dust or pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, disease/pathogens, traffic, toxic or caustic chemicals.

**Environmental Factors:** Tasks are regularly performed out of doors and there may exposure to dirt, dust, pollen, fumes and odors, wetness, rain, humidity, machinery, traffic hazardous, noise, vibrations, animals/wildlife, and toxic/poisonous agents.

**9. LANDFILL ATTENDANT**

The essential function of the position within the organization is to perform customer service and clerical duties in support of daily County Landfill operations. The position works under direct supervision according to set procedures.

Primary Duties: This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Greets and assists landfill and/or drop off center customers; observes and directs all incoming and outgoing traffic. Accurately assesses and quantifies waste materials; checks all loads for prohibited or hazardous materials. Enters customer/load data into log or on computer, or tracking system. Prepares daily and monthly reports as required. Answers the telephone; provides requested information.

Handles funds received as payment from customers.

Grass mowing and weed trimming.

Data Responsibility: Enters, copies, and posts data and information.

People Responsibility: Speaks with or signals to people to convey or exchange information.

Assets Responsibility: Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements: Uses addition, subtraction, multiplication and division; may compute ratios, rates, and percents.

Communications Requirements: Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

Complexity of Work: Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

Equipment Usage: Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, including computers, printers, copier, calculator, and telephone. Spotter Certification preferred.

Safety of Others: Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Physical Demands: The position is exposed to bright/dim lights, dust or pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, disease/pathogens, traffic, toxic or caustic chemicals.

Environmental Factors: Tasks are regularly performed out of doors and there may exposure to dirt, dust, pollen, fumes and odors, wetness, rain, humidity, machinery, traffic hazardous, noise, vibrations, animals/wildlife, and toxic/poisonous agents.

**10. EQUIPMENT OPERATOR**

The essential function of the position within the organization is to perform operation of machinery and equipment. The position works under direct supervision according to set procedures.

**Primary Duties:** This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Operate an assortment of machinery and equipment including but not limited to small loader (Walden), small skid steerer (Bobcat) and a forklift. Assist with maintaining equipment and performing field maintenance activities.

**Licenses, Certifications and Registrations Required:** Requires current Valid Florida Commercial Driver License (CDL) Class A, B, or C license.

**People Responsibility:** Speaks with or signals to people to convey or exchange information. Includes receiving instructions, assignments and /or directions from supervisors.

**Assets Responsibility:** Requires minimum responsibility for items or supplies where opportunities for achieving economies or preventing loss are negligible.

**Mathematical Requirements:** Uses addition, subtraction, multiplication and division; may compute ratios, rates, and percents.

**Communications Requirements:** Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

**Complexity of Work:** Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**Safety of Others:** Requires moderate responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**Physical Demands:** The position is exposed to bright/dim lights, dust or pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, disease/pathogens, traffic, toxic or caustic chemicals.

**Manual Dexterity:** Requires the ability to handle a variety of items including but not limited to heavy equipment, control knobs and switches using eye/hand/foot coordination.

**Environmental Factors:** Tasks are regularly performed out of doors and there may exposure to dirt, dust, pollen, fumes and odors, wetness, rain, humidity, machinery, traffic hazardous, noise, vibrations, animals/wildlife, and toxic/poisonous agents.

**11. TRUCK DRIVER**

The essential function of the position within the organization is to provide truck driving and general labor services as needed. The position works under direct supervision according to set procedures.

Primary Duties: This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Truck driving which may include but not be limited to the following:

Assist with the County's debris cleanup  
Courier for delivery of Library materials

Operates a hand truck.

Keeps daily records of delivery activity.

Notifies proper authorities and the system about involvement in any motor vehicle or any citations received.

Licenses, Certifications and Registrations Required: Requires current Valid Florida Commercial Driver License (CDL) Class A, and/or B, as applicable..

People Responsibility: Speaks with or signals to people to convey or exchange information. Includes receiving instructions, assignments and /or directions from supervisors.

Assets Responsibility: Requires moderate responsibility for items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements: Uses addition, subtraction, multiplication and division; may compute ratios, rates, and percents.

Communications Requirements: Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

Complexity of Work: Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

Safety of Others: Requires moderate responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Physical Demands: The position is exposed to bright/dim lights, dust or pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, disease/pathogens, traffic, toxic or caustic chemicals. Tasks involve the ability to exert physical effort which may involve lifting, carrying, pushing and/or pulling of weight 0 to 100 pounds. Work may involve moving, slimbing, bending lifting, carrying items, shoveling, and stooping for short periods of time. Must be physically able to operate a hand truck..

Manual Dexterity: Requires the ability to handle a variety of items including but not limited to control knobs and switches using eye/hand/foot coordination.

Environmental Factors: Tasks are regularly performed out of doors and there may exposure to dirt, dust, pollen, fumes and odors, wetness, rain, humidity, machinery, traffic hazardous, noise, vibrations, animals/wildlife, and toxic/poisonous agents.