

**TO: City of Hollywood
2600 Hollywood Blvd., Room 303
Hollywood, FL 33020
RE: RFP-4671-21-JE
School Crossing Guard Services**

Due Date: May 27th, 2021 3:00pm EDT

**FROM:
Waterfield Florida Staffing, LLC
DBA Action Labor
DBA Staffing Connection
6555 N. Powerline Road, Suite 306
Fort Lauderdale, FL 33309
Sharron Cook, Branch Manager
954-776-3444**

Letter of Transmittal

Staffing Connection is proposing a School Crossing Guard Program. Through this RFP we will detail our proven experience of 20+ years. We are the only company within the State of Florida that has current contracts within five counties. Including Dade, Broward, Palm Beach, Lee and Sarasota County. Our firm has successfully serviced Lee County since 2001 and the City of Sunrise, North Lauderdale, Sunrise and Tamarac is a current contract since 2001. The four Cities combined is over 200 school crossing guards. In February 2021 through a ITB our company was awarded the City of Fort Lauderdale school crossing guard contract. We are prepared to begin staffing June 1st, 2021 with 100 crossing guards and three field supervisors.

Staffing Connection is the largest private supplier of crossing guard services in the State of Florida. Staffing Connection seamlessly transitions cities and counties entire school crossing guard programs. We assume complete responsibility for managing all aspects of the Crossing Guard Program.

Staffing Connection has proven abilities in recruiting, training, assigning crossing guards to identified post locations. Our field supervisors monitor all post locations daily to ensure no gaps in coverage. We maintain a structured program and hold our crossing guards accountable to company policies. Field Supervisors have forms designed to record infractions and disciplinary action is handled as needed. All Field supervisors turn in a weekly report that is discussed in detail with an Administrator.

We train and certify according to the "Florida School Crossing Guard Training Guidelines" before post assignment. A nationwide criminal background, sex offender, drug screening and reference check are conducted on all newly registered school crossing guards hired through Staffing Connection/Action Labor. None of our program is outsourced.

School Crossing Guard Training classes are held regularly. Each School Crossing Guard candidate is required to successfully complete a 4 hour classroom training course conducted by a Staffing Connection trainer, who is a FDOT state certified trainer. They will also be required to complete a 2-hour in-the-field training session without and with children on a post location.

Staffing Connection will be responsible for completing all training documentation and obtaining the guards' certifications from the state. Crossing Guards are re-certified every 12 months.

Staffing Connection's Qualifications/Scope of Services

Staffing Connection is uniquely qualified by way of years of experience. We are the only Florida firm that specializes in School Crossing Guard services with over 20 years of experience. We only staff School Crossing Guard programs. All our energy, staff and resources go into making our program the best there is.

Staffing Connection is the largest private supplier of crossing guard services in the State of Florida. Our proven ability to seamlessly transition cities entire school crossing guard programs has made us the number one choice. Staffing Connection assumes complete responsibility for managing all aspect of the Crossing Guard Programs we take on.

The unique recruitment skills of the staff coupled with our vigorous training program has made it possible for us to hire and maintain crossing guards that are professional and have the skills and know how to make the right calls.

Staffing Connection/Action Labor is a proud member of the National Safety Council and the South Florida Construction Safety and Health Partnership (C.A.R.E.P.). We take full responsibility and a leadership role in providing a sound safety and health program, and for ensuring its effectiveness in maintaining safe working conditions.

We train and certify according to the "Florida School Crossing Guard Training Guidelines" before post assignment. A criminal background, sex offender, drug screening and reference check are conducted on all newly registered school crossing guards hired through Staffing Connection/Action Labor.

We provide required equipment according to Florida Department of Transportation Safety Office/ Florida School Crossing Guard Training Guidelines. Equipment costs can be quite high and burdensome to the city, we eliminate all costs for required equipment i.e.: (retro-reflective stop paddle, gloves, metal whistle with lanyard and rain gear).

All crossing guards are covered by Staffing Connection Liability and Workers Compensation Insurance.

State Certified supervisors are in the field working and supervising the guard's daily.

ACTION PLAN FOR THE CITY OF HOLLYWOOD

UPON NOTIFICATION OF CONTRACT:

Action Labor and Staffing Connection are dba's of Waterfield Florida Staffing, LLC. The School Crossing Guard division of our company opened in 1999 and is in the City of Fort Lauderdale. We employ over 700 crossing guards and 40 Certified Trainers. Our company will be compliant with bid and coordinate with the current contractor to offer the persons currently employed as crossing guards, back-up guards, supervisors and trainers first consideration to be employed and work in accordance with our employment terms and contractual obligations. Staffing Connection will schedule a meeting with all the current guards. The transition will be explained, and all questions answered. While we would want to maintain as many current employees as possible, we are prepared to fully staff the posts required by the City of Hollywood.

RECRUITING and TRAINING

Recruiting and training will begin immediately within the City of Hollywood for qualified School Crossing Guards. Our strength in recruiting is proven by servicing over 25 City/County contracts. Our office maintains a direct focus on recruiting candidates that understand the commitment to be a school crossing guard. We have training classes weekly and accept applications daily. We would also recruit within the City for additional staff. We utilize our extensive data base to recruit qualified candidates. A database that has been developed for over 20 years. Additionally, we have found our employees to be an excellent source for identifying good candidates. We offer an incentive to all our school crossing guards that refer individuals that are hired by our company.

POST EVALUATIONS AND STATE MEETINGS:

Staffing Connection will visit each post location and map out all current post locations. Staffing Connection will tabulate the number of children crossing at each post on an ongoing basis. The data received will be shared with our designated city contact and used to determine if post locations can be eliminated, or the need for additional post assignments. Our goal is to maximize safety and make sure the City's cost is being minimized where possible.

Staffing Connection attends all required state meetings and has relationships with all the necessary state departments that are involved with the School Crossing Guard Program.

SCHOOL CROSSING GUARD TRAINING:

Ensure that all School Crossing Guards have been properly trained to the "Florida School Crossing Guard Training Guidelines" before post assignment.

Facilitate School Crossing Guard Training, sessions are held weekly. Each School Crossing Guard candidate is required to successfully complete a 4-hour classroom training session conducted by a Staffing Connection trainer, who is a FDOT state certified trainer. They will also be required to complete a 2 hour in-the-field training session without and with children at a post.

Staffing Connection will be responsible for completing all training documentation and obtaining the guards' certifications from the state. Guards are re-certified every 12 months.

Maintain School Crossing Guard Training as required for all new personnel hired, scheduled on an "as need basis".

NOTIFICATION TO SCHOOLS:

A letter of introduction/notification will be sent to each school principal, advising who the contact person is at Staffing Connection. This will serve as a reference for the School Resource Office or any parent wishing to contact our office.

SCHOOL CROSSING GUARD MAINTENANCE:

The Field Supervisor will be responsible to verify the coverage of all posts each day and that the Guards are on their posts for the required post time. This allows Staffing Connection the ability to control the attendance/punctuality of all guards on a day-to-day basis. We will always have substitutes available and the supervisors will also be available to fill in where needed. Each guard will have the supervisor's phone number and a 24-hour contact at our office, in the event the guard has a problem during nonworking hours.

Our staff supervisor meets with the Field Supervisors on a weekly basis, to verify time is being reported correctly and to get a weekly report of events. Forms are turned into our office and kept in an employee file.

Forms include: Weekly supervisor report. Absence Report. Complaint Resolution. Employee Discipline Warning Notice and a Weekly Time Sheet.

A Staffing Connection school crossing guard liaison will travel with the supervisor on a periodic basis to ensure that policies and procedures for School Crossing Guards are being met. Additionally, our management team does unscheduled observations.

EQUIPMENT AND DRESS CODE:

Staffing Connection will provide the state required equipment including: Ansi II Retro-Reflective Vest, Whistle, Reflective Stop Paddle.

All guards are required to wear a white polo type shirt and navy or black pants/shorts. Tennis shoes are mandatory as proper foot attire. Guards are always required to be neat and clean.

BADGES:

City of Hollywood School Crossing Guard will be issued a Staffing Connection photo I.D. Badge that must always be worn while on their post.

This will identify who they are to the children, parents and teachers while on their respective posts.

PAY SCHEDULE:

Employees are paid on a weekly basis upon submission of a group time sheet by the field supervisor

CONTACT PERSON:

The City of Hollywood will provide a contact person to call if situations arise and for informational purposes.

Bid RFP-4671-21-JE School Crossing Guard Services

Bid Number **RFP-4671-21-JE**
Bid Title **School Crossing Guard Services**

Bid Start Date **Apr 29, 2021 8:40:41 AM EDT**
Bid End Date **May 27, 2021 3:00:00 PM EDT**
Question &
Answer End **May 13, 2021 6:00:00 PM EDT**
Date

Bid Contact **Janice English**
954-921-3345
JENGLISH@hollywoodfl.org

Bid Contact **Jenny Castano**
Procurement Specialist
954-921-3553
jecastano@hollywoodfl.org

Bid Contact **Steve Stewart**
Assistant of Procurement
954-921-3628
SSTEWART@HOLLYWOODFL.ORG

Addendum # 1

Original Bid Date: **May 10, 2021 3:00:00 PM EDT** New End Date: **May 27, 2021 3:00:00 PM EDT**

Changes were made to the following items:
School Crossing Guard Services

Description

The City of Hollywood is requesting proposals from qualified firms to establish a contract to supply all labor and equipment to provide School Crossing Guard Services at specified locations within the City as listed on pages 42-45. There are approximately sixteen (16) schools that require school crossing guard services. It is estimated that school crossing guard services will be required approximately 180 days per year for a regular school year. To factor in the Summer school, the days could be between 204 to 212 days for the entire school year. The school year begins approximately the middle of August and will run until approximately the middle of June, with appropriate holidays and teacher planning days that do not require coverage. Additionally, crossing guards will be required for early release days at all locations and summer school sessions at selected locations.

Due to Public Access to City Hall being suspended as a safety precaution to COVID-19, the City of Hollywood will no longer accept physical hardcopies of Formal Solicitations – specifically Request for Proposals (RFP's) & Request for Qualifications (RFQ's), that are typically dropped off at the City Clerks

office. For now, Vendors are required to mail in their Proposals as follows:

For FedEx and UPS the address is:

City of Hollywood
Records & Archives Division
Annex Building, Room 16W
2600 Hollywood Blvd

If not using FedEx or UPS the address is

City of Hollywood
PO Box 229045
Hollywood, FL 33022-9045

Added on May 19, 2021:

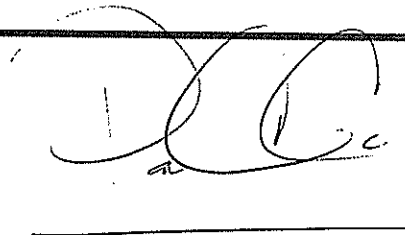
Addendum #1

(RFP Closing Date Extended)

The City of Hollywood is extending the closing date of this RFP from Thursday, May 20, 2021 to Thursday, May 27, 2021. This extension will allow vendors additional time to mail in their RFP proposals.

Addendum # 1

Received
5/19/2021



A handwritten signature, possibly reading 'DCC', is written over a horizontal line.


Issue DateCity of Hollywood, Florida
Solicitation # RFP-4671-21-JE**ACKNOWLEDGMENT AND SIGNATURE PAGE**

This form must be completed and submitted by the date and the time of bid opening.

Waterfield Florida Staffing, LLC DBA ACTION LABOR
Legal Company Name (include d/b/a if applicable): _____ Federal Tax Identification Number: 82-4558588If Corporation - Date Incorporated/Organized: 2/21/2018State Incorporated/Organized: FloridaCompany Operating Address: 6555 N. Powerline Rd. Suite 306City Fort Lauderdale State FL Zip Code 33309Remittance Address (if different from ordering address): 624 Nottingham Blvd.City West Palm State FL Zip Code 33405Company Contact Person: Sharon Cook Email Address: SCook@ActionLabor.comPhone Number (include area code): 954.776.3444 Fax Number (include area code): 954.776.8476

Company's Internet Web Address: _____

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.


Bidder/Proposer's Authorized Representative's Signature: _____ Date 5-18-2021Type or Print Name: Paul C. Chase - CEO

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

ANY EXCEPTION, CHANGES OR ALTERATIONS TO THE GENERAL TERMS AND CONDITIONS, HOLDHARMLESS/INDEMNITY DOCUMENT OR OTHER REQUIRED FORMS MAY RESULT IN THE BID/PROPOSAL BE DEEMED NON-RESPONSIVE AND DISQUALIFIED FROM THE AWARD PROCESS.

Issue Date _____

City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

PROPOSAL PAGES – COST PROPOSAL

Cost to the City: Contractor must quote firm, fixed, rates for all services identified in this request for proposal. The firm fixed rates include any and all costs including travel to the City. No other costs will be accepted. The firm fixed rates will be the same for the initial contract period.

Failure to use the City's COST PROPOSAL Page and provide costs as requested in this RFP, may deem your proposal non-responsive.

TOTAL FIRM FIXED FEES (INITIAL CONTRACT PERIOD) FOR CROSSING GUARDS

\$ 16.25 /HOUR X 155 HOURS /DAY X 180 DAYS/YEAR = \$ 453,375.00

TOTAL FIRM FIXED FEES (INITIAL CONTRACT PERIOD) FOR SUPERVISORS

\$ 16.25 /HOUR X 24 HOURS /DAY X 180 DAYS/YEAR = \$ 70,200.00

CROSSING GUARD COST/YEAR \$ ^{453,375.00} 453,375.00 + SUPERVISOR COST/YEAR = \$ 70,200.00

EQUALS **GRAND TOTAL:** ^{\$} 523,575.00 /YR.

NOTE:

The hours indicated on this page is only for the regular school year. The hourly cost must remain the same for summer school.


Issue Date _____

City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

HOLD HARMLESS AND INDEMNITY CLAUSE

(Company Name and Authorized Representative's Name)

, the contractor, shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.



SIGNATURE

Paul C. Chase
PRINTED NAME

Waterfield Florida Staffing, LLC
COMPANY OF NAME

5-5-2021
DATE

Failure to sign or changes to this page shall render your bid non-responsive.

Issue Date

City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

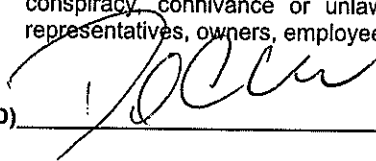
NONCOLLUSION AFFIDAVIT

STATE OF: Florida

COUNTY OF: Palm Beach, being first duly sworn, deposes and says that:

- (1) He/she is CEO of Waterfield Florida Int'l the Bidder that has submitted the attached Bid.
- (2) He/she has been fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid;
- (3) Such Bid is genuine and is not a collusion or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure an advantage against the City of Hollywood or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED)



Title

CEO

Failure to sign or changes to this page shall render your bid non-responsive.

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City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a) FLORIDA
STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This form statement is submitted to City of Hollywood
by Paul C Chase CEO for Waterfront Florida Statting, LLC
(Print individual's name and title) (Print name of entity submitting sworn statement)
whose business address is 624 Nottingham Blvd. West Palm Beach, FL 33405
and if applicable its Federal Employer Identification Number (FEIN) is 82-4558538 If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.

2. I understand that "public entity crime," as defined in paragraph 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, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in an 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, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "Affiliate," as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime, or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. 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.

5. I understand that "person," as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any 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 let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

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

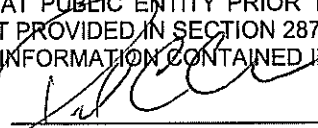
☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

Issue Date

City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime, but the Final Order entered by the Hearing Officer in a subsequent proceeding before a Hearing Officer of the State of the State of Florida, Division of Administrative Hearings, determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the Final Order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



(Signature)

Sworn to and subscribed before me this 18th day of MAY, 2021.

Personally known _____

Or produced identification _____ Notary Public-State of _____

_____ my commission expires _____
(Type of identification)


(Printed, typed or stamped commissioned name of notary public)



ANITA ROBERTS
Commission # GG 236319
Expires July 10, 2022
Bonded Thru Budget Notary Services

Failure to sign or changes to this page shall render your bid non-responsive.

Issue Date

City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Applicant Name and Address:

Waterfield Florida Staffing, LLC DBA Action Labor
624 Nottingham Blvd.
West Palm Beach, FL 33405

Application Number and/or Project Name:

School Crossing Guard Services

Applicant IRS/Vendor Number: _____

Type/Print Name and Title of Authorized Representative:

Paul A. Chase CEO

Signature: [Signature] Date: 5-18-2021

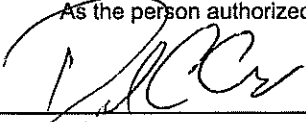
Failure to sign or changes to this page shall render your bid non-responsive.

DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. 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 a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, 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 subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program (if such is available in the employee's community) by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

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


VENDOR'S SIGNATURE

Paul C. Chase
PRINTED NAME

Waterfield Florida Staffing, LLC
NAME OF COMPANY

Issue Date

City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby." The term "public officer" includes "any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

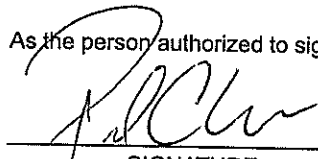
The City of Hollywood policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the City does business.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate or terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Food or beverage,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements
- Services provided by persons pursuant to a professional license or certificate.
- Other personal services for which a fee is normally charged by the person providing the services.
- Any other similar service or thing having an attributable value not already provided for in this section.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.


SIGNATURE

Paul C. Chase
PRINTED NAME

Waterfield Florida Staffing, LLC
NAME OF COMPANY

CEO
TITLE

Failure to sign this page shall render your bid non-responsive.

Issue Date

City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: Waterfield Staffing/Action Labor

Firm giving Reference: City of Tamarac

Address: 7525 NW 88th Avenue

Phone: (954) 597-3567

Fax: (954) 597-3565

Email: keith.glatz@tamarac.org

1. Q: What was the dollar value of the contract?
A: \$1.9 million

2. Q: Have there been any change orders, and if so, how many?
A: Amendments to reflect changes to Florida Minimum Wage increases only

3. Q: Did they perform on a timely basis as required by the agreement?
A:

Yes
4. Q: Was the project manager easy to get in contact with?
A: Yes

5. Q: Would you use them again?
A: Yes

6. Q: Overall, what would you rate their performance? (Scale from 1-5)


A: ☒ 5 Excellent ☐ 4 Good ☐ 3 Fair ☐ 2 Poor ☐ 1 Unacceptable

7. Q: Is there anything else we should know, that we have not asked?
A:

Contract covers the City of Tamarac, the City of Coral Springs, the City of North Lauderdale & the City of Sunrise

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Keith K. Glatz Title: Purchasing & Contracts Manager

Signature:  Date: May 19, 2021

Issue Date _____

City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: Staffing Connection / Action Labor

Firm giving Reference: City of Cape Coral Police Department

Address: 1100 Cultural Park Blvd. Cape Coral, FL 33990

Phone: 239-514-0616

Fax: _____

Email: tgair@capecoral.net

1. Q: What was the dollar value of the contract?
A: \$218,376.00
2. Q: Have there been any change orders, and if so, how many?
A: NO
3. Q: Did they perform on a timely basis as required by the agreement?
A: yes
4. Q: Was the project manager easy to get in contact with?
A: yes
5. Q: Would you use them again?
A: yes
6. Q: Overall, what would you rate their performance? (Scale from 1-5)
A: 5 ☒ Excellent ☐ 4 Good ☐ 3 Fair ☐ 2 Poor ☐ 1 Unacceptable
7. Q: Is there anything else we should know, that we have not asked?
A: NO

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Tammy Gair

Title: Accounts Coordinator

Signature: 

Date: 5/19/2021

Issue Date

City of Hollywood, Florida
Solicitation # RFP-4671-21-JE

REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: Staffing Connection / Action Labor

Firm giving Reference: City of Parkland

Address: 6600 University Drive Parkland FL 33067

Phone: (954) 757-4134

Fax: N/A

Email: jwehmeyer@cityofparkland.org

1. Q: What was the dollar value of the contract?
A: not set - depends on hours + number of crossing guards
2. Q: Have there been any change orders, and if so, how many?
A: No
3. Q: Did they perform on a timely basis as required by the agreement?
A: Yes
4. Q: Was the project manager easy to get in contact with?
A: Yes
5. Q: Would you use them again?
A: Yes
6. Q: Overall, what would you rate their performance? (Scale from 1-5)
A: ☒ 5 Excellent ☐ 4 Good ☐ 3 Fair ☐ 2 Poor ☐ 1 Unacceptable
7. Q: Is there anything else we should know, that we have not asked?
A: No

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Jacqueline M. Wehmeyer

Title: Director of Human Resources
and Library

Signature: Jacqueline M. Wehmeyer

Date: 5/12/21