



Buffy A. Butler The Butler Group of South Florida, LLC d/b/a NEXTAFF 3810 Inverrary Boulevard Suite 205 Lauderhill, Florida 33319 954.733.0777 Office 954.733.0444 Fax www.nextaff.com

SCHOOL CROSSING **GUARD SERVICES**

City of Hollywood







Request for Proposal 4671-21-JE

May 26, 2021



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May 26, 2021

Procurement Services Division City of Hollywood 2600 Hollywood Boulevard Hollywood, Florida 33020

Dear Procurement Representative:

Enclosed with this correspondence is our submission for the Request for Proposal 4671-21-JE, School Crossing Guard Services.

We understand the City of Hollywood's desire to establish an annual contract for School Crossing Guard Services. The successful bidder will provide certified school crossing guards at locations identified by the City, and the contractor will be responsible for the daily supervision of said personnel in accordance with all contract terms and conditions.

I will serve as the authorized representative for this proposal. Should you have any questions regarding our submission, please do not hesitate to contact me. My contact information is listed below:

3810 Inverrary Boulevard Suite 205 Lauderhill, Florida 33319 954.733.0777 bbutler@nextaff.com

As a Broward County business owner, it would be my pleasure to serve the City of Hollywood and its citizens as its school crossing guard services provider. We would consider ourselves partners with you in keeping one of the city's most precious resources, its children, safe. We are committed to excellence, timely execution and quality of service.

Thank you for your time and consideration of our bid submission.

Sincerely,

Buffy A. Butler Managing Member





COMPANY PROFILE

Proposer: The Butler Group of South Florida, LLC

d/b/a NEXTAFF

A Florida Limited Liability Company

Proposal: City of Hollywood

School Crossing Guard Services

Certifications: County Business Enterprise

Minority/Woman-Owned Business

Headquarters: 3810 Inverrary Boulevard

Suite 205

Lauderhill, Florida 33319 954.733.0777 Office 954.733.0444 Fax

www.nextaff.com

Authorized Personnel: Buffy A. Butler

FDOT Certified School Crossing Guard Trainer

954.733.0777

bbutler@nextaff.com

Delisa Williams

FDOT Certified School Crossing Guard Trainer

954.733.0777

dwilliams@nextaff.com





QUALIFICATIONS

NEXTAFF helps companies maximize and benefit from strategic workforce planning. Today change is the only constant. Those who remain flexible and adapt quickly can hold the competitive advantage.

As a premier workforce strategies provider, NEXTAFF allows employers to remain flexible. By offering a complete range of employment services, we help companies - no matter where they are in their business evolution - raise productivity through improved strategy, quality, efficiency and cost control across their workforce. With NEXTAFF, companies can concentrate on their core business activities and adapt quickly to changing workforce requirements.

While the need for talent is increasing rapidly in nearly every marketplace, the number of qualified candidates, in many industries, is decreasing. In the U.S. alone, over the next 15 years, the number of available candidates who make up much of the talent pool is expected to decline by 15 percent.

For that reason, it has become critically important for companies to develop a systematic plan and process to put the right talent in the right place at the right time. Those businesses that stand the best chance of overcoming these new market realities are those that are committed to the development and maintenance of a strong and relevant talent acquisition process.

We understand staffing *and* workflow. While our Scope of Services details the specifics of the required work, we realize in the world of school crossing guard services each municipality that we partner with entrusts the entire function of the department to us. Our main responsibilities include:

- Recruiting
- Hiring
- Compensation
- Retention
- Management
- Training
- Safety

We have over twenty-five (25) Florida Department of Transportation Certified School Crossing Guard Trainers prepared to train and re-certify our school crossing guard team. We re-certify our guards annually during the month of August, for us it is NEXTAFF in Training. We also have a large team of experienced supervisors, team leaders and well in excess of 300 certified (or available for re-certification) school crossing guards.





EXPERIENCE

Founded in 1998, NEXTAFF has offices in Arizona, California, Colorado, **Florida**, Illinois, Iowa, Kansas, Michigan, Mississippi, Missouri, Nebraska, North Carolina, Oregon, Pennsylvania, South Carolina, Tennessee and Texas. **Our South Florida franchise, which is independently owned and operated, opened in September 2006.** At NEXTAF, our goal is to provide a superior level of service by which all other companies will be measured.

Since 2006, we have had the opportunity to partner with several South Florida companies providing them with workforce solutions. At NEXTAFF, we realize that talent changes everything, and as a result, we have developed a proprietary formula for identifying, placing and supporting the most qualified candidates for the job.

Counting Dolphin Stadium, now Sun Life Stadium, as one of our first clients, we have provided staffing for the regular National Football League seasons, FEDEX Orange Bowls and the 2007 Super Bowl. Consistently, we have been commended for our people, their conscientiousness, and their talent.

In 2007, we were asked to provide security services to a local church with multiple campuses, two schools and over 20,000 congregants. It was there that we had the opportunity to apply our expertise in security and safety services with the church's need to protect and care for the children attending its schools. After much success, we are the church's go to company for security services.

Awarded two contracts with Broward County in 2008, we now have four contracts with Broward County providing general temporary staffing, Information Technology, food services and school crossing guard services.

In 2009, the Town of Davie selected NEXTAFF to administer its school crossing guard program. The Town of Davie was most impressed with the spirit of excellence in which we operated, the immediacy of our response, and the way we seamlessly transitioned between contracts.

We are now proud to call, the Cities of Coconut Creek, Deerfield Beach, Fort Lauderdale, Miramar, North Miami Beach, Oakland Park, Orlando and Pompano Beach, in addition to the Towns of Davie and Jupiter, Orange County Sheriff's Office and the Palm Beach Sheriff's office, clients.

Our crossing guard management approach is fresh and unique. We build teams at NEXTAFF, which in turn helps to lower turnover, improve efficiency, and provides a redundancy in the system to always ensure complete and solid post coverage. During the past school year, we are proud to report that we had a significant number of guards with perfect attendance, in addition to the fact that most of our guards have been with us since the start of our contracts. Our guards refer their friends and family time and time again for positions within our company. They have a loyalty to NEXTAFF which is unique, and we reward our guards on a regular basis to let them know just how grateful we are for their service.





OUR PROJECT MANAGEMENT TEAM

Buffy A. Butler, Managing Member, *FDOT Certified School Crossing Guard Trainer*. With over 25 years' experience in Human Resources and Operations Management, Ms. Butler understands staffing and workflow. She oversees the overall management of the NEXTAFF offices in South Florida. She serves as contract liaison with local municipalities. 40 Hours.

Ms. Butler was invited by the Administrator of the Florida Crossing Guard Training Program to take part in the statewide committee meeting to review and update the Florida School Crossing Guard Training (Uniform) Guidelines for 2020. Ms. Butler was the only individual from a private company represented.

Ms. Butler continues to serve on the FDOT Guidelines Committee, and she is also in the training video used by agencies statewide.

Delisa S. Williams, Operations Manager, *FDOT Certified School Crossing Guard Trainer*. Mrs. Williams manages our day-to-day school crossing guard operations and coordinates our training efforts. A former Navy training petty officer, she has extensive knowledge in training and human resources management. 40 Hours.

Elizabeth Cox, Barbara Watson and Paul T. White, School Crossing Guard Coordinators, *FDOT Certified School Crossing Guard Trainers.* Our coordinators work in the field, overseeing our school crossing guard supervisors. All have wide-ranging leadership and customer service experience. 30 Hours each.





SCOPE OF SERVICES

Scheduling and Staffing. If given the opportunity to serve the City of Hollywood, as your school crossing guard services provider, we would move forward with the following steps.

- Confer with the designated municipal representatives on the set number of posts and/or school crossing guards required for the school crossings within the city's limits, to insure there we are up to date on any changes in the post locations and/or required number of guards. Once confirmed, we will develop a duty roster based on the post requirements.
- We will meet with the individuals currently working as school crossing guards within the city to inform them of any changes to the school crossing guard program.

Training and Certification. With over 25 certified Florida Department of Transportation School Crossing Guard trainers on staff, we ensure all school crossing guard candidates prior to assuming any post are certified in accordance with Section 316.75 of the Florida Statues. All guards must successfully complete the following as identified in the Florida School Crossing Guard Training Guidelines.

- Classroom instruction: pass at least 75 percent of the items on the written examination;
- Practical training: perform each of the duties listed on the performance checklist satisfactorily; and
- Supervised duty: perform satisfactorily all of the duties listed on the performance checklist in at least the second of two observations, under the following conditions: (1) trainer does not intervene after starting checklist entry for an observation, (2) each observation is conducted during a regular shift at a crosswalk to which the guard is as-signed during that shift, (3) observation is continued for at least 30 minutes, or for duration of the guard's shift duty at the crosswalk if it is less than 30 minutes, and (4) if the guard performs crossing duty in both the morning and the afternoon, one observation should be conducted in the morning and the other in the afternoon.
- Basic pre-employment physical examination to ensure all crossing guard candidates meet the requirements necessary to fulfill the role as a crossing guard. This basic examination includes but is not limited to sight, physical ability and agility.

We conduct training sessions regularly for guards to complete the certification and recertification processes to ensure compliance with Florida Department of Transportation School Crossing Guard Program.

Background Checks and Quality Control. NEXTAFF reduces hiring risks by providing screening services that are user-friendly and accurate. We have aligned with the nation's leading screening provider to offer our clients the greatest speed, accuracy and technology in the screening industry. We do not believe in a one size fits all philosophy, so, we tailor our screening to our client's needs and requirements. Therefore, all school crossing guards will be screened in accordance with the municipality's requirements of a



comprehensive background check to include state and national level in addition to sexual predator/offender checks. *ALL school crossing guards are rescreened on an annual basis prior to the start of the new school year. *

NEXTAFF's partner has established a "single blind" Quality Assurance Program for researchers conducting research on behalf of the company. Prior to receiving client research requests, a perspective researcher is given a "blind" sample of criminal research requests with "known records" mixed in. The company has a collection of "known records" for nearly every jurisdiction in the United States. The perspective researcher is required to return the "known records" with 100% accuracy and within an acceptable time frame prior to being placed on the approved list of researchers. Once approved, each researcher is secretly tested each quarter with a "known record" sent along with the standard research request lists. Failure to return the "known record" with 100% accuracy results in removal from the approved list of researchers.

Our partner's custom software system incorporates a quality assurance capability as well. As orders are received and processed electronically or by fax, a second processor must perform a quality assurance audit of the order. As results are received, trained researchers and results specialists perform the initial data entry into our system. These results are not official and not visible to the client until a second results specialist reviews the entry and marks it as accurate in the database, thus allowing the result to be visible to the client.

NEXTAFF employs a 24-hour telephone answering service, so, calls are answered after hours by a live person. Calls from school crossing guards are relayed by two methods, one is immediate dispatch and/or patching to our on-call manager, and then by e-mail giving the status of the call to the office, which is relayed to another manager via a smart phone device, so, there is redundancy built into our system.

Time Off/Sick Leave. School crossing guards are asked to request time off as much in advance as possible. Guards notify their supervisors of the requested time off, and the field supervisor in turn, schedules an alternate guard. In the event, a guard is sick, the guard notifies his/her supervisor, and the supervisor schedules a replacement guard. Field supervisors work in cooperation with staff to ensure all

time off/sick leave requests are handled appropriately, and in a timely fashion assuring the required coverage at all post locations.

Equipment and Appearance. All school crossing guards employed by NEXTAFF are required to wear a standard uniform as required by the municipality. Currently, the following uniform is in place:

- Black Slacks/Shorts
- White Collared Shirt
- Whole Shoes (closed toe) All Black

Additionally, guards will be equipped with the following items in accordance with the requirements of the Florida Department of Transportation, and as specified by the local municipality.

- Retro Reflective Vest ANSI Class 2
- Whistle with Lanyard
- Retro Reflective Stop Paddle
- NEXTAFF Identification Badge
- Hi-visibility Raingear (NEXTAFF provides as standard-issue equipment)





REPRESENTATION OF SCHOOL CROSSING GUARD CONTRACTS

City of Deerfield Beach
Supplemental Staffing – Crossing Guards
Harvey Figueroa
954.480.4200

City of Miramar Sergeant Julie Black 954.602.4000

City of Pompano Beach Kaitlyn Kerr 954,786,4572

Town of Davie Lieutenant Shawn Ravine 954.693.8382

Town of Jupiter Captain Michael Barry 561.741.2394





LITIGATION HISTORY

No litigation (or pending litigation) within the last five (5) years arising out of our performance.





REQUIRED FORMS



ACKNOWLEDGMENT AND SIGNATURE PAGE

The Dutler Crouse of Courts Florida	, ,
The Butler Group of South Florida, Legal Company Name (include d/b/a if applicable):F	Federal Tax Identification Number: 41-2133283
If Corporation - Date Incorporated/Organized: 2004	
State Incorporated/Organized: Florida	
Company Operating Address: 3810 Inverrary Boulevard,	Suite 205
City Lauderhill State FL Zip Code 33319	
Remittance Address (if different from ordering address): Post O	ffice Box 75410
City Chicago State IL Zip Code 60675-5410	
Company Contact Person: Buffy A. Butler Email Ac	ddress: bbutler@nextaff.com
Phone Number (include area code): 954.733.0777 Fax Numb	er (include area code): 954.733.0444
Company's Internet Web Address: <u>www.nextaff.com</u>	
IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS A SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THI AGREES THAT PRICES QUOTED WILL REMAIN FIXED SOLICITATION.	ND ANY ADDENDA. THE BIDDER/PROPOSER S SOLICITATION. BIDDER/PROPOSER FURTHER FOR THE PERIOD OF TIME STATED IN THE
	May 26, 2021
	ate
Type or Print Name: Buffy A. Butler	
THE EVECUTION OF THIS FORM CONSTITUTES THE LINEO	LINVOCAL OFFER OF BIRDER/BRODOGER TO BE

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 FORM THE AWARD PROCESS.

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
\$ <u>16.99</u>	_/HOUR X 155 HOURS /DAY X 180 DAYS/YEAR = \$474,021.00
TOTAL FIRM	FIXED FEES (INITIAL CONTRACT PERIOD) FOR SUPERVISORS
\$ <u>16.99</u>	_/HOUR X 24 HOURS /DAY X 180 DAYS/YEAR = \$ 73,396.80
CROSSING G	SUARD COST/YEAR \$474,021.00+ SUPERVISOR COST/YEAR = \$73,396.80
FOUALS GRA	AND TOTAL: 547.417.80 /VR

NOTE:

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

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.

The Butler Group of South Florida, LLC d/b/a NEXTAFF

May 26, 2021

COMPANY OF NAME

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

NONCOLLUSION AFFIDAVIT

STATE OF:	<u> Florida</u>
COUNTY O	F: Broward , being first duly sworn, deposes and says that:
(1)	He/she is Managing Member of, 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

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

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 Buffy A. Butler	for The Butler Group of South Florida, LLC d/b/a NEXTAFF
(Print individual's name and title)	(Print name of entity submitting sworn statement) verrary Boulevard, Suite 205, Lauderhill, Florida 33319
	Identification Number (FEIN) is 41-2133283 If the entity has no FEIN,
include the Social Security Number of t	he individual signing this sworn statement.

- 2. I understand that "public entity crime," as defined in paragraph 287.133(1)(g), <u>Florida Statues</u>, 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), <u>Florida Statues</u>, 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.)

<u>X</u> ,	Neither the entity	submitting swor	n statement, r	or any of its	officers, dire	ector, executives,	partners
						the entity, nor ar	
of the entity	has been charge	d with and convid	ted of a public	entity crime	subsequent t	to July 1, 1989.	

				statement,						
partners, sha	reholder	s, employee	s, member	s, or agents	who are	active i	n the m	nanageme	ent of the	entity, or ar
affiliate of the	entity,	or an affilia	te of the e	ntity has be	en charg	ed with	and cor	nvicted 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 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.

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

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:

The Butler Group of South Florida, LLC d/b/a NEXTAFF
3810 Inverrary Boulevard, Suite 205
Lauderhill, Florida 33319
Application Number and/or Project Name:
RFP-4671-21-JE School Crossing Guards
Applicant IRS/Vendor Number: 41-2133283
Type/Print Name and Title of Authorized Representative:
Buffy A. Butler, Managing Member
Signature:

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:

- Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, 1. 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.

Buffy A. Butler
PRINTED NAME

The Butler Group of South Florida, LLC d/b/a NEXTAFF

NAME OF COMPANY

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.

Buffy A. Butler

The Butler Group of South Florida, LLC d/b/a NEXTAFF Managing Member

NAME OF COMPANY

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

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: The Butler Group of South Florida, LLC d/b/a NEXTAFF
Firm gi	ving Reference: City of Pompano Beach
Addres	s: 1801 Northeast 6th Street, Pompano Beach, Florida 33060
Phone:	954.786.4572
Fax: _	954.786.4113
Email:	kaitlyn.kerr@copbfl.com
1.	Q: What was the dollar value of the contract? A:
2.	Have there been any change orders, and if so, how many? A:
3.	Q: Did they perform on a timely basis as required by the agreement? A:
4.	Q: Was the project manager easy to get in contact with? A:
5.	Q: Would you use them again? A:
6.	Q: Overall, what would you rate their performance? (Scale from 1-5)
	A:
7.	Q: Is there anything else we should know, that we have not asked? A:
The un indeper	dersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made ndently, free from vendor interference/collusion.
Name:	Kaitlyn Kerr Title Recreation Manager
Cianat	Deter

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 r	eference for: The Butler Group of South Florida, LLC d/b/a NEXTAFF
Firm giv	ing Reference:Town of Davie
	1230 South Nob Hill Road, Davie, Florida 33324
Phone:	954.693.8382
Fax:	954.693.8335
Email: _	shawn_ravine@davie-fl.gov
1.	Q: What was the dollar value of the contract?
2.	Have there been any change orders, and if so, how many? A:
3.	Q: Did they perform on a timely basis as required by the agreement? A:
4.	Q: Was the project manager easy to get in contact with?
5.	Q: Would you use them again? A:
6.	Q: Overall, what would you rate their performance? (Scale from 1-5)
	A:
7.	Q: Is there anything else we should know, that we have not asked? A:
	ersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made dently, free from vendor interference/collusion.
Name:	Lieutenant Shawn Ravine Title Youth Services/Contract Liasion
Signatur	e: Date:

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.

irm gi	ving Reference: Town of Jupiter
ddres	s: 210 Military Trail, Jupiter, Florida 33458
hone	561.741.2394
ax:	561.741.4545
mail:	0717@jupiter.fl.us
1.	Q: What was the dollar value of the contract?
2.	Have there been any change orders, and if so, how many?
3.	Q: Did they perform on a timely basis as required by the agreement? A:
4.	Q: Was the project manager easy to get in contact with? A:
5.	Q: Would you use them again? A:
6.	Q: Overall, what would you rate their performance? (Scale from 1-5)
	A:
7.	Q: Is there anything else we should know, that we have not asked? A:
	dersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made ndently, free from vendor interference/collusion.
lame:	Captain Michael Barry Title District Two Commander



SUPPLEMENTAL DOCUMENTATION



2021 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L04000024993

Entity Name: THE BUTLER GROUP OF SOUTH FLORIDA, LLC

Current Principal Place of Business:

3810 INVERRARY BOULEVARD SUITE 205 LAUDERHILL, FL 33319

Current Mailing Address:

3810 INVERRARY BOULEVARD SUITE 205 LAUDERHILL, FL 33319 US

FEI Number: 41-2133283

Certificate of Status Desired: No

FILED Feb 15, 2021

Secretary of State

4758684080CC

Name and Address of Current Registered Agent:

BUTLER, BUFFY A 3810 INVERRARY BOULEVARD SUITE 205 LAUDERHILL, FL 33319 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail:

Title MGRM

Title

AUTHORIZED REPRESENTATIVE

Name Address

3810 INVERRARY BOULEVARD

Name Address

3810 INVERRARY BOULEVARD

SUITE 205

City-State-Zip:

LAUDERHILL FL 33319

BUTLER, BUFFY A

SUITE 205

City-State-Zip:

LAUDERHILL FL 33319

BUTLER, BERNICE

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: BUFFY A. BUTLER

MANAGING MEMBER

02/15/2021

APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G19000048117

Fictitious Name to be Registered: NEXTAFF

Mailing Address of Business:

3810 INVERRARY BOULEVARD

SUITE 205

LAUDERHILL, FL 33319

Florida County of Principal Place of Business: MULTIPLE

FEI Number: 41-2133283

Apr 17, 2019 Secretary of State

Owner(s) of Fictitious Name:

THE BUTLER GROUP OF SOUTH FLORIDA, LLC 3810 INVERRARY BOULEVARD, SUITE 205 LAUDERHILL, FL 33319 Florida Document Number: L04000024993 FEI Number: 41-2133283

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

BUFFY A. BUTLER

04/17/2019

Electronic Signature(s)

Date

Certificate of Status Requested ()

Certified Copy Requested ()



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/22/2020

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

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

	es not confer rights to the certifica		such endorsement(s).				
PRODUCER			CONTACT Amanda Chase				
Gibbs Insurance			PHONE (A/C, No, Ext): (954) 581-7740 FAX (A/C, No): (954) 58	4-9875			
1351 Sawgrass Corp	orate Parkway Suite 102		E-MAIL ADDRESS: amanda@srisk.com				
Suite 102			INSURER(S) AFFORDING COVERAGE	NAIC#			
Sunrise		FL 33323	INSURER A: UNDERWRITERS AT LLOYD'S, LONDON (15792)	15792			
INSURED			INSURER B: PROGRESSIVE COMMERCIAL CAS CO (12879)	12879			
The Bu	itler Group of South Florida LLC dba	NEXTAFF	INSURER C:				
3810 lr	nverrary Blvd		INSURER D:				
Suite 2	05		INSURER E :				
Lauder	hille	FL 33319	INSURER F:				
COVERAGES	CERTIFICATE NU	MBER:	REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO A EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							

ADDL SUBR POLICY EFF POLICY EXP
(MM/DD/YYYY) (MM/DD/YYYY) TYPE OF INSURANCE INSD WVD **POLICY NUMBER** COMMERCIAL GENERAL LIABILITY \$ 1,000,000 **EACH OCCURRENCE** DAMAGE TO RENTED CLAIMS-MADE X OCCUR \$ 50,000 PREMISES (Ea occurrence) MED EXP (Any one person) \$ 5,000 X MPL4200645.20 06/29/2020 06/29/2021 \$ 1,000,000 PERSONAL & ADV INJURY \$ 2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: **GENERAL AGGREGATE** PRO-JECT 1,000,000 X POLICY PRODUCTS - COMP/OP AGG \$ OTHER COMBINED SINGLÉ LIMIT (Ea accident) **AUTOMOBILE LIABILITY** 1,000,000 ANY AUTO BODILY INJURY (Per person) OWNED SCHEDULED В BODILY INJURY (Per accident) S X 04167678-3 10/04/2020 10/04/2021 AUTOS ONLY HIRED AUTOS NON-OWNED PROPERTY DAMAGE (Per accident) \$ **AUTOS ONLY** AUTOS ONLY S UMBRELLA LIAB \$ OCCUR EACH OCCURRENCE **EXCESS LIAB** CLAIMS-MADE AGGREGATE \$ DED RETENTION \$ \$ WORKERS COMPENSATION PER STATUTE AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? E.L. EACH ACCIDENT s (Mandatory in NH) E.L. DISEASE - EA EMPLOYEE \$ If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT \$3,000,000 Each Claim/Aggregate Professional Liability MPL4200645.20 06/29/2020 06/29/2021 Aggregate Limit \$1,000,000 Sexual Abuse/Misconduct

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

Certificate Holder is named as Additional Insured with respects to general liability, when required by a written contract.

Certificate Holder is named as Addiitonal Insured with respects to Automobile Liaiblity

CERTIFICATE HOLDER		CANCELLATION				
City of Pompano Beach		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE				
Risk Management						
100 West Atlantic Blvd Pompano Beach	FL 33060	Amanda Chase				



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/21/2021

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

l i	f SUBROGATION IS WAIVED, subject his certificate does not confer rights t	to the	ne terms	and conditions of the	ne polic	cy, certain po	olicies may	require an endorsem	ent. A s	tatement on	
PRODUCER 619-876-8880					CONTACT Alyssa Wilcox						
Michael Santos Insurance Services				PHONE CAO 07C 0000 FAX							
5666 La Jolla Blvd #303					(A/C, No, Ext): 019-870-8880 (A/C, No): E-MAIL ADDRESS: AWIICOX@WCACCESS.COM						
La Jolla, CA 92037											
					INSURER(S) AFFORDING COVERAGE NAIC						
INSURED 913-562-5610					INSURER A:						
Nextaff Group, LLC				INSURER B:							
11101 Switzer, Ste 110					INSURER D: Service American Indemnity Company 39						
Overland Park, KS 66210						INSURER E :					
		TIFIC	ATE NU	MBER:	INSURE	KF:	-	REVISION NUMBER			
INSF	THIS IS TO CERTIFY THAT THE POLICIES NDICATED. NOTWITHSTANDING ANY RE CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	OF I	NSURANC EMENT, T AIN, THE CIES. LIMIT	E LISTED BELOW HA FERM OR CONDITION INSURANCE AFFORD IS SHOWN MAY HAVE	OF AN'	Y CONTRACT THE POLICIE: REDUCED BY I	THE INSURE OR OTHER I S DESCRIBEI PAID CLAIMS.	ED NAMED ABOVE FOR DOCUMENT WITH RESI D HEREIN IS SUBJECT	THE POL PECT TO TO ALL	WHICH THIS	
LTR	TYPE OF INSURANCE	INSD	WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	(MM/DD/YYYY)	LI	MITS		
	COMMERCIAL GENERAL LIABILITY							EACH OCCURRENCE DAMAGE TO RENTED	S		
	CLAIMS-MADE OCCUR							PREMISES (Ea occurrence)	S		
								MED EXP (Any one person)	\$		
								PERSONAL & ADV INJURY	\$		
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$		
	POLICY PRO- JECT LOC							PRODUCTS - COMP/OP AG			
	OTHER: AUTOMOBILE LIABILITY						_	COMBINED SINGLE LIMIT	s		
	ANY AUTO							(Ea accident)	-		
	OWNED SCHEDULED							BODILY INJURY (Per person	+		
	AUTOS ONLY AUTOS NON-OWNED							PROPERTY DAMAGE			
	AUTOS ONLY AUTOS ONLY							(Per accident)	\$		
	IMPOSITATION	-	-						\$		
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS MADE							EACH OCCURRENCE	\$		
	CEAINIO-WADE	-						AGGREGATE	S		
_	DED RETENTION \$ WORKERS COMPENSATION							/ PER OTH	\$		
	AND EMPLOYERS' LIABILITY		SANXSWC00	SANXSWC0001400	01400	01/01/2021	01/01/2022	✓ PER OTH ER			
D	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under							E.L. EACH ACCIDENT		00,000	
							E.L. DISEASE - EA EMPLOY				
	DÉSCRIPTION OF OPERATIONS below				-			E.L. DISEASE - POLICY LIM	т s 1,0	00,000	
DES	CRIPTION OF OPERATIONS / LOCATIONS / VEHICI	LES (A	CORD 101, A	Additional Remarks Schedu	le, may bo	e attached if more	space is require	ad)			
CERTIFICATE HOLDER City of Pompano Beach			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE								
Risk Management 100 West Atlantic Boulevard Pompano Beach, FL 33060											

DEPARTMENT OF TRANSPORTATION STATE OF FLORIDA

FLORIDA SCHOOL CROSSING GUARD TRAINING PROGRAM

This is to certify that

Buffy A. Butler

has successfully completed the training and is a certified

Florida School Crossing Guard Trainer October 10, 2018

Date

Mike Dew Secretary of Transportation

ゆいら

FDOT Program Administrator Florida School Crossing Guard Training Program

DEPARTMENT OF TRANSPORTATION STATE OF FLORIDA

FLORIDA SCHOOL CROSSING GUARD TRAINING PROGRAM

This is to certify that

Delisa S. Williams

has successfully completed the training and is a certified

Florida School Crossing Guard Trainer

October 10, 2018

Date

FDOT Florida School Crossing Guard Training Program

Program Administrator

Mike Dew Secretary of Transportation

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