



CONTRACT NO. 22-532C
For
TEMPORARY LABOR SERVICES

LAKE COUNTY, FLORIDA, a political subdivision of the State of Florida, through its Board of County Commissioners (hereinafter "County") does hereby accept, with noted modifications, if any, the bid of (hereinafter "Contractor") to supply **BuzzClan, LLC.** to the County pursuant to County Bid number 22-532 with any included addenda (hereinafter "Bid"), with an opening date of 2/24/2022, and Contractor's Bid response dated 2/22/2022, thereto with all County Bid provisions governing.

A copy of the Contractor's signed Bid is attached hereto and incorporated herein, thus making it a part of this Contract except that any items not awarded have been struck through. The attachments noted below (if any) are attached hereto and are also made a part of this Contract.

ATTACHMENTS:

Addendum 1-7, Exhibit A – Scope of Work, Exhibit B – Insurance Requirements, Attachment 1 – Submittal Form with General Terms & Conditions acceptance, Attachment 2 – Pricing Sheet

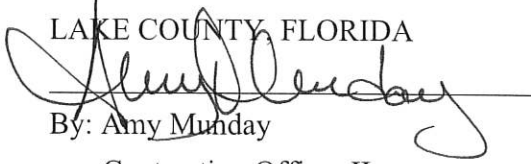
No financial obligation under this Contract shall accrue against the County until a specific purchase transaction is completed pursuant to the terms and conditions of this Contract.

Contractor shall submit the documents hereinafter listed prior to commencement of this Contract:
Certificate of Insurance.

The County's Procurement Services Director shall be the sole judge as to the fact of the fulfillment of this Contract, and upon any breach thereof, shall, at his option, declare this Contract terminated, and for any loss or damage by reason of such breach, whether this Contract is terminated or not, said Contractor and their surety for any required bond shall be liable.

This Contract is effective from 5/24/2022 through 5/23/2023, except the County reserves the right to terminate this Contract immediately for cause and/or lack of funds and with thirty (30) day written notice for the convenience of the County. This Contract provides for two (2) two (2) year renewals at Lake County's sole option at the terms noted in the Bid.

Any and all modifications to this Contract must be in writing signed by the County's Procurement Services Director.

LAKE COUNTY, FLORIDA

By: Amy Munday
Contracting Officer II
Date: 5/24/2022

Distribution: Original-Bid File
Copy-Contractor
Copy-Department



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Office of Procurement Services

P.O. Box 7800 • 315 W. Main St., Suite 441 • Tavares, FL 32778

SOLICITATION: Temporary Labor

1/25/2022

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

QUESTIONS/RESPONSES

Q1. Is there a specific drug testing facility/background we are required to utilize? If so, can you please provide the name and contact information?

R1. There is no specific location required.

Q2. For Attachment 2 – Pricing Sheet, do we have to submit a rate for ALL job titles?

R.2 Yes. A rate should be identified for each of the titles.

ADDITIONAL INFORMATION

ACKNOWLEDGEMENT

Firm Name: BuzzClan, LLC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Sachin Jain*

Date: 2/22/2022

Print Name: Sachin Jain

Title: Vice President

Primary E-mail Address: gov@buzzclan.com

Secondary E-mail Address: sachin@buzzclan.com



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SOLICITATION: Temporary Labor

2/2/2022

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

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QUESTIONS/RESPONSES

Q1. How many vendors will be awarded for this project?

R1. Please see Section 5.0 – Method of Award.

Q2. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the name of the incumbent?

R.2 This is a new contract. There are two (2) incumbents: AUE Staffing and PeopleReady.

Q3. If there is an incumbent for this contract, are they eligible to submit a proposal?

R3. Yes.

Q4. Do we need to bid on all positions, or can we bid on specific positions?

R4. See answer to Question 2 on Addendum 1

Q5. Can you please provide us with an estimated or NTE budget allocated for this contract?

R5. Typically, there is not a budget as the need could arise in various locations/departments throughout the County.

Q6. Could you share the previous spending on this contract, if any?

R6. Total spend for FY 2021 was \$688,973.19

Q7. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate.

R7. There is no specific project. The need for utilization of the contract is determined on a case-by-case basis or, to fulfill a special need that may arise. For example, in early 2021, the County needed temporary workers to assist at the vaccination site.

Q8. Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

R8. Yes.

Q9. Are hourly rate ranges acceptable for proposed personnel?

R.9 Yes.

Q10. Is it entirely onsite work or can it be done remotely to some extent? Do the services need to be delivered onsite or is there a possibility for remote operations and performance?

R10. On-site work is required in almost all situations.

Q11. Do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

R11. Depending on the specific need, actual resumes may be preferred, especially if the need involves one or more people.

Q12. How many candidates resumes can we submit?

R12. A small number of 3-5 would be appropriate.

Q13. How many people are currently working onsite and offsite?

R13. Five people are currently working on-site for the Office of Housing and Human Services. It is rare for the County to have off-site positions.

Q14. Could you please provide a list of holidays?

R14. County observed holidays are: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day.

Q15. Are there any mandated Paid Time Off, Vacation, etc.?

R15. No.

Q16. Is a local office required?

R16. No.

Q17. Are additional documents permitted in submission?

R17. Yes.

Q.18 What are the current rates?

R18. Please use the link provided to access the Term and Supply listing for these contracts. Type 17-0001A and 17-0001B for the full contract including current rates: [Term and Supply Listing - Office of Procurement Services \(lakecountyfl.gov\)](#)

Q19. Are there any mandatory subcontracting requirements for this contract? If yes, is there any specific goal for the subcontracting?

R19. No.

Q20. What is the County's expectation for time to fill from request to assignment start?

A20. The County will try to provide as much notice as possible. Sometimes a need arises

quickly, and we would as for a temporary worker as soon as possible.

Q21. Is there a minimum or maximum length of assignment?

R21. No.

Q22. Are there any pain points or issues with the current vendor(s)?

R22. **Current contracts are performed to County standard.**

Q23. What are the current billable hourly rates?

R23. **Please see question 18 above.**

Q24. What were the hourly bill rates at the time of award?

R24. **Please see question 18 above.**

Q25. Requesting to view the following items: Original solicitation 21-0513 Temporary Labor Services, Bidder(s) response to Solicitation 21-0513, Score sheet from Selection Committee, and current contract for awarded vendor(s).

R25. **Provided is a SharePoint link to view the original solicitation documents and responses received for 21-0513. This contract was never awarded therefore, no score sheets, selection committee notes or contracts are included.**

https://lcbcc-my.sharepoint.com/:f/g/person/amunday_lakecountyfl_gov/ErIPdHzVX5pIg1vrmQpyhgEBhCxKiN1xMh201F30Zdu-0g?email=AMunday%40lakecountyfl.gov&e=CpR5iD

ADDITIONAL INFORMATION

ACKNOWLEDGEMENT

Firm Name: BuzzClan, LLC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Sachin Jain*

Date: 2/22/2022

Print Name: Sachin Jain

Title: Vice President

Primary E-mail Address: gov@buzzclan.com

Secondary E-mail Address: sachin@buzzclan.com



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SOLICITATION: Temporary Labor

2/3/2022

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THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

QUESTIONS/RESPONSES

Q1. Attachment 2 – Will the County set hourly wage in accordance with the County Pay Scale? If so, is mark-up percentage (%) an acceptable response for this sheet?

R1. The wages are in accordance with the County's pay scale. A mark-up percentage is acceptable. Please see the Revised Attachment 2 Pricing Sheet attachment with this addendum.

Q2. Can you provide a password for the SharePoint link shared in Addendum 2?

R2. Provided is an updated SharePoint link to view the original solicitation documents and responses received for 21-0513 with no password needed. A reminder, this contract was never awarded therefore, no score sheets, selection committee notes or contracts are included.

<https://lcbcc->

my.sharepoint.com/:f:/g/personal/amunday_lakecountyfl_gov/ErIPdHzVX5pIg1vrmQpyhgEBdSsUWtGIUPm0WxM5Yh1jww?e=0sm4GK

ADDITIONAL INFORMATION

ACKNOWLEDGEMENT

Firm Name: BuzzClan, LLC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Sachin Jain*

Date: 2/22/2022

Print Name: Sachin Jain

ADDENDUM NO. 3

22-532

Title: Vice President

Primary E-mail Address: gov@buzzclan.com

Secondary E-mail Address: sachin@buzzclan.com



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SOLICITATION: Temporary Labor

2/7/2022

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QUESTIONS/RESPONSES

Q1. Please share the following documents of current vendor(s) (incumbent) – Response Proposal submitted by current vendor (including cost proposal), Bid Tabulation and Bid Scoring Sheet.

R1. The SharePoint link provided in Addendum 3 has been updated to include the documents requested. Please note – this was an Invitation to Bid (ITB) and therefore no bid scoring sheets are required and are not included.

https://lcbcc-my.sharepoint.com/:f/g/person/amunday_lakecountyfl_gov/Eu_faxkYapxJqjIJtbwP7eMBfJCBzdgJsmrL5qKu1DPS-w?e=vSQiA8

ADDITIONAL INFORMATION

ACKNOWLEDGEMENT

Firm Name: BuzzClan, LLC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Sachin Jain*

Date: 2/22/2022

Print Name: Sachin Jain

Title: Vice President

Primary E-mail Address: gov@buzzclan.com

Secondary E-mail Address: sachin@buzzclan.com



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SOLICITATION: Temporary Labor

2/8/2022

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THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

QUESTIONS/RESPONSES

Q1. As per Addendum No. 2, do we need to provide sample/live resume(s) with the proposal? If yes, how many per job title? Of is this after the award requirement?

R1. This is an after an award requirement.

Q2. Please provide specific format for the proposal. Please provide the list of forms/attachments/sections to be answered and to be provided with the proposal response so to avoid compliance issues.

R.2 Refer to Invitation to Bid (ITB) 22-532 document, Section 6.0 Delivery and Submittal Requirements.

Q3. What is the County referring to “All technical specifications associated with this solicitation”? What must we provide for this?

R3. Submit all required documentation as outlined in the solicitation and addenda.

Q4. Do we need to provide both D&B report and audited financial statement with the proposal?

R4.No. Refer to the Invitation to Bid (ITB) 22-532 document, Section 5.0 Method of Award, B.5

Q5. Do we need to provide 3 references of 5 references in the provided Attachment 3 – References Form?

R5.Refer to Invitation to Bid (ITB) 22-532 document, 5.0 Method of Award, B.3

Q6. Do we have to make a separate proposal for financial stability? Or can we provide whole response in one file?

R6.Refer to Invitation to Bid (ITB) 22-532 document, 5.0 Method of Award, B.5

Q7. To be a responsive bidder do we have to provide only the things mentioned on Page 3, Point E Submittal must include?

R7.Refer to Invitation to Bid (ITB) 22-532 document, Section 6.0 Delivery and Submittal Requirements.

ADDITIONAL INFORMATION

ACKNOWLEDGEMENT

Firm Name: BuzzClan, LLC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Sachin Jain*

Date: 2/22/2022

Print Name: Sachin Jain

Title: Vice President

Primary E-mail Address: gov@buzzclan.com

Secondary E-mail Address: sachin @buzzclan.com



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SOLICITATION: Temporary Labor

2/10/2022

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QUESTIONS/RESPONSES

Q1. Can you provide a breakdown of usage hours by job title or job classification?

R.1 The usage hours are unknown. The expenditures for 2019 were \$288,376.48, for 2020 \$310,640.76. Expenditures for 2021 were provided via Addendum 2.

ADDITIONAL INFORMATION

ACKNOWLEDGEMENT

Firm Name: BuzzClan, LLC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Sachin Jain*

Date: 2/22/2022

Print Name: Sachin Jain

Title: Vice President

Primary E-mail Address: gov@buzzclan.com

Secondary E-mail Address: sachin@buzzclan.com



P.O. Box 7800 • 315 W. Main St., Suite 441 • Tavares, FL 32778

SOLICITATION: Temporary Labor

2/15/2022

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THIS ADDENDUM DOES CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

THE NEW DATE FOR RECEIPT OF PROPOSALS IS FEBRUARY 24, 2022

QUESTIONS/RESPONSES

Q1. Can you please review the attached Exhibit B – Insurance Requirements and advise if the changes submitted would be acceptable?

R.1 Changes to Exhibit B – Insurance Requirements are as follows:

- **Section A.i. without restrictive endorsements is removed.**
- **Section A.i. Fire Damage - \$50,000 is removed.**
- **Section A.i. Medical Expense - \$5,000 is removed.**
- **Section D. as their interest may appear all applicable policies shall now read:
*Waiver of Subrogation in favor of County under Contractor’s General Liability, Commercial Auto and Workers Compensation, and General Liability coverage must be primary and noncontributory.***

ADDITIONAL INFORMATION

- The official due date of proposals is now February 24, 2022, 3pm eastern.
- Self-insured Insurance Requirement: Per Section G. of Exhibit B – Insurance Requirements, *At the option of the COUNTY, the insurer will reduce or eliminate such self-insured retentions: or CONTRACTOR will be required to procure a bond guaranteeing payment of losses and related claims expenses.*

ACKNOWLEDGEMENT

Firm Name: BuzzClan, LLC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Sachin Jain*

Date: 2/22/2022

Print Name: Sachin Jain

Title: Vice President

ADDENDUM NO. 7

Primary E-mail Address: gov@buzzclan.com

22-532

TEMPORARY LABOR**1. Orders**

1.1. Temporary labor will be requested by the County's using department in writing. Contractor will propose the name(s) and resume(s) (as needed) of candidates for selection and approval.

1.1.1. Categories Not Specifically Noted

The County may ask for positions not listed in Attachment 2 – Pricing Sheet. Contractor shall submit a written quote for County approval. The County will modify the Contract to include additional category(ies).

2. Overtime

2.1. Work performed more than forty (40) hours per week must be approved by the County in advance, verified on the Contractor's time sheet, and be signed by the County Department Director. Approved overtime shall be paid at a rate of 1.5 times the hourly contracted rate.

3. Interviewing

3.1. County may decide to interview candidates. Interview may be conducted at a County location. Transportation to and from the interview is the sole responsibility of, and cost of, the Contractor.

4. Requirements For All Temporary Labor by The Contractor

4.1. All temporary labor provided shall meet or exceed, at a minimum, each of the following requirements:

4.1.1. Ability to project a professional image and deal effectively with the public, as most supplemental staff will have high public exposure.

4.1.2. Punctuality and attendance.

4.1.3. 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 position.

4.1.4. 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 vest. Safety equipment shall meet or exceed the quality of the equipment that is currently used by the County.

4.1.5. Dress Code: The County will advise the Contractor, the appropriate work attire for the job. All supplemental staff must dress in a manner which is appropriate to the type of work performed and have a neat and orderly appearance.

4.1.6. Possess appropriate drivers license as required for heavy equipment operation and/or truck driving.

4.1.7. All laborers shall be United States Citizens, or the Contractor shall provide documentation to the County evidencing that the person has legal permission to work in the United States.

TEMPORARY LABOR

- 4.1.8. All laborers are required to speak, read, and write English.
- 4.1.9. Individuals 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.

5. Cancellations

- 5.1. The County may cancel services with at least two (2) hours before the scheduled start to work time resulting in no charge to the County. 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 person.

6. Removal of Staff

- 6.1. Contractor to remove staff the County deems careless, incompetent, insubordinate, reasonably objectionable, or whose continued placement at the County is deemed to be contrary to the interest of the County.
- 6.2. A replacement within twenty-four (24) hours for any individual who is unable to perform duties to the satisfaction of the County. Replacement requirements are the same as the original replacements.

7. Contractor shall provide at no additional cost to the County

- 7.1. A local and out of state criminal background check for each candidate 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 of the background check to the County's Office of Human Resources and Risk Management for review and approval. The background check must be approved in writing before the individual starts work with the County.
- 7.2. A drug and alcohol screening per the Department of Transportation (DOT) standards shall be completed on every candidate. A positive test is not acceptable.
- 7.3. A copy of the candidate's drivers license for all equipment operators and truck drivers must be provided to the County's Office of Human Resources and Risk Management where they will do a seven (7) year driving record review.
- 7.4. A designated Contract Manager shall be provided to work directly with the County for job requirements of supplemental staff, complaints, concerns, and issues that may arise.

8. Lake County Employment Opportunities

- 8.1. In the event any of the Contractor's employees are offered a permanent position with the County, there shall be no charges or stipulations to the County (i.e., buy-outs or penalties).

[The remainder of this page intentionally left blank]

A. CONTRACTOR will purchase and maintain at all times during the term of this Contract, without cost or expense to the COUNTY, policies of insurance as indicated below, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the COUNTY, insuring the CONTRACTOR against any and all claims, demands, or causes of action, for injuries received or damage to property relating to the performance of duties, services, or obligations of the CONTRACTOR under the terms and provisions of the Contract. An original certificate of insurance, indicating that CONTRACTOR has coverage in accordance with the requirements of this section must be received and accepted by the COUNTY prior to contract execution or before any work begins. It will be furnished by CONTRACTOR to the COUNTY’S Project Manager and Procurement Services Director within five working days of such request. The parties agree that the policies of insurance and confirming certificates of insurance will insure the CONTRACTOR in accordance with the following minimum limits:

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

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

ii. Automobile liability insurance, including owned, non-owned, and hired autos with the minimum Combined Single Limit of \$1,000,000

iii. Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and any other applicable law requiring workers' compensation (Federal, maritime, etc.). If not required by law to maintain workers compensation insurance, the CONTRACTOR 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.

iv. Employers Liability with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employer	\$1,000,000
Disease-Policy Limit	\$1,000,000

B. Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, will be named as additional insured as their interest may appear all applicable policies. Certificates of insurance must identify the RFP or ITB number in the Description of Operations section on the Certificate.

C. CONTRACTOR must provide a minimum of 30 days prior written notice to the County of any change, cancellation, or nonrenewal of the required insurance.

D. Certificates of insurance must evidence a waiver of subrogation in favor of the COUNTY, that coverage must be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium by the COUNTY.

E. CONTRACTOR must provide a copy of all policy endorsements, reflecting the required coverage, with Lake County listed as an additional insured along with all required provisions to include waiver of subrogation. Contracts cannot be completed without this required insurance documentation. A certificate of insurance (COI) will not be accepted in lieu of the policy endorsements.

F. Certificate holder must 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

G. All self-insured retentions will appear on the certificates and will be subject to approval by the COUNTY. At the option of the COUNTY, the insurer will reduce or eliminate such self-insured retentions; or CONTRACTOR will be required to procure a bond guaranteeing payment of losses and related claims expenses.

H. The COUNTY will be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention will be the sole responsibility of the CONTRACTOR or subcontractor providing such insurance.

I. CONTRACTOR will be responsible for subcontractors and their insurance. Subcontractors are to provide Certificates of Insurance to the COUNTY evidencing coverage and terms in accordance with the CONTRACTOR'S requirements.

J. 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.

K. Neither approval by the COUNTY of any insurance supplied by CONTRACTOR, nor a failure to disapprove that insurance, will relieve CONTRACTOR of full responsibility of liability, damages, and accidents as set forth herein.

[The remainder of this page is intentionally left blank.]

The undersigned hereby declares that: BuzzClan, LLC has examined and accepts the specifications, terms, and conditions presented in this Solicitation, satisfies all legal requirements to do business with the County, and to furnish **Temporary Labor Services** for which Submittals were advertised to be received no later than 3:00 P.M. Eastern time on the date stated in the solicitation or as noted in an addenda. Furthermore, the undersigned is duly authorized to execute this document and any contracts or other transactions required by award of this Solicitation.

1.0 TERM OF CONTRACT

The Contract will be awarded for an initial one (1) year term with the option for two (2) subsequent two (2) year renewals. Renewals are contingent upon mutual written agreement.

The Contract will commence upon the first day of the next calendar month after Board approval. The Contract remains in effect until completion of the expressed and implied warranty periods. The County reserves the right to negotiate for additional services/items similar in nature not known at time of solicitation.

2.0 PAYMENT

The Contractor must submit an accurate invoice to the County's using department's email. The date of the invoice must be after delivery but no more than 30 calendar days after delivery. Invoices must include the following information: Contractor's name, name of supplemental person provided and the County work location, Name of the County employee that the supplemental employee is to report to, hourly rate, date and number of hours person worked, date and number of hours that the person worked overtime, and the invoice total. All invoices must contain the contract and purchase order number and signature by a County representative at the time of acceptance. Failure to submit invoices in the prescribed manner will delay payment.

Payments will be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The County will remit full payment on all undisputed invoices within 45 days from receipt by the appropriate County using department. The County will pay interest not to exceed 1% per month on all undisputed invoices not paid within 30 days after the due date.

All pricing will be FOB Destination unless otherwise specified in this solicitation document. Pricing submitted will remain valid for a ninety (90) day period.

Vendor accepts MasterCard for payment: YES

3.0 CERTIFICATION REGARDING LAKE COUNTY TERMS AND CONDITIONS:

I certify that I have reviewed the [General Terms and Conditions for Lake County Florida](#) and accept the Lake County General Terms and Conditions dated 5/6/21 as written including the Proprietary/Confidential Information section. YES

Failure to acknowledge may result in Submittal being deemed non-responsive.

4.0 CERTIFICATION REGARDING FELONY CONVICTION:

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? NO

5.0 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 Submittal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. N/A

6.0 CERTIFICATION REGARDING BACKGROUND CHECKS:

Under any County Contract that involves Contractor or subcontractor personnel working in proximity to minors, the Vendor hereby confirms that any personnel so employed will have successfully completed an initial, and subsequent annual, Certified Background Check, completed by the Contractor at no additional cost to the County. The County retains the right to request and review any associated records with or without cause, and to require replacement of any Contractor employee found in violation of this requirement. Contractor shall indemnify the County in full for any adverse act of any such personnel in this regard. Additional requirements may apply in this regard as included within any specific contract award. YES

7.0 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

The County does not establish specific goals for minority set-asides however, participation by minority and non-minority qualified firms is strongly encouraged. If the firm is a minority firm or has obtained certification by the State of Florida, Office of Supplier Diversity, (OSD) (CMBE), please indicate the appropriate classification(s) Asian-American cannot applicable and enter OSD Certification Number N/A and enter effective date N/A to date N/A

8.0 FEDERAL FUNDING REQUIREMENT:

8.1. REQUIRED for this project – DUNS Number: 012882406

8.2. A contract award expected to equal or exceed \$25,000 or a contract award at any tier for a federally required audit (irrespective of the contract amount) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. part 180. The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Recipients, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) with which they propose to contract or subcontract is not excluded or disqualified. This is done by: (a) checking the SAM exclusions; (b) collecting a certification from that person; or (c) adding a clause or condition to the contract or subcontract.

Registration or search can be conducted here: [SAM Directory and Registration website](#)

9.0 RECIPROCAL VENDOR PREFERENCE: N/A

10.0 GENERAL VENDOR INFORMATION:

Firm Name: BuzzClan, LLC

Street Address: 5757 Alpha Rd., Suite 340

City: Dallas State and ZIP Code: TX 75240

Mailing Address (if different): N/A

Telephone: 469-251-2899 Fax: 469-251-2899

Federal Identification Number / TIN: 46-2327694

DUNS Number: 012882406

11.0 SUBMITTAL SIGNATURE:

I hereby certify the information indicated for this Submittal is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an authorized representative of this Vendor and/or empowered to execute this Submittal on behalf of the Vendor. I, individually and on behalf of the Vendor, acknowledge and agree to abide by all terms and conditions contained in this solicitation as well as any attachments, exhibits, or addenda.

Name of Legal Representative Submitting this Proposal: *Sachin Jain*

Date: 2/22/2022

Print Name: Sachin Jain

Title: Vice President

Primary E-mail Address: gov@buzzclan.com

Secondary E-mail Address: sachin@buzzlan.com

The individual signing this Submittal affirms that the facts stated herein are true and that the response to this Solicitation has been submitted on behalf of the aforementioned Vendor.

[The remainder of this page is intentionally blank]

Type Your Firm's Name Here

SAVE AND SUBMIT AS AN EXCEL FILE

Alterations to locked cells may result in disqualification of submission.

	JOB TITLE	ITEM DESCRIPTION	Employee Hourly Rate	Markup Percent	Hourly Rate Charged
1	Office Associate I Job Code O040 Pay Grade 13N	Job Duties: Performs routine clerical work in support of effective and efficient office operations. Provides professional and courteous customer services at all times and performs related duties as required. Qualifications: Any equivalent combination of education, training and experience may be considered. High School Diploma or GED required with one (1) year of related experience. This may require a valid Florida drivers license. This position does not include driving a County vehicle.	\$ 12.00	28.00%	\$15.36
2	Animal Care Assistant Job Code A084 Pay Grade 13N	Job Duties: Performs routine-to-moderately complex administrative, 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. This position may be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assign. Qualifications: Any equivalent combination of education, training and experience may be considered. The Office Associate II position requires a High School Diploma or GED with two (2) years of related experience. May require a valid Florida driver's license.	\$ 12.00	28.00%	\$15.36
3	Office Associate II Job Code O038 Pay Grade 14N	Job Duties: Plans and prepares studies and reports; coordinate tracking activities for staffing, training and incident reports; and develop and maintain databases and computer programs for use in evaluation, analysis, reports and recommendations. The position is responsible for collecting and analyzing field data, compiling data for reports and recommendations, maintaining accurate and up-to-date databases, and performing related administrative and technical tasks as assigned. Qualifications: Requires Associate degree or the equivalent of two years of college or vocational school education in computer technology, engineering technology, computer-aided drafting, or a closely related field with two (2) years of related experience. Requires a valid Florida driver's license	\$ 17.53	28.00%	\$22.43
4	Office Associate IV Job Code O0004 Pay Grade 16N	Job Duties: Performs responsible and complex administrative, secretarial and clerical work in support of effective and efficient office operations. Responsible for coordinating general clerical functions for the department, providing support staff training and leadership as assigned, providing administrative assistance to supervisor or assigned staff, providing professional and courteous customer service at all times, and performing related duties as required. Qualifications: Any equivalent combination of education, training and experience may be considered. A High School Diploma or GED is required and one (1) year of college or vocational school education in office management, secretarial science, clerical studies or closely related field with three (3) years of related experience. This may require a valid Florida driver's license. This position does not include driving a County vehicle.	\$ 14.98	28.00%	\$19.17

5	Data Specialist Job Code D058 Grade 18N	Pay	Job Duties: Plans and prepares studies and reports; coordinate tracking activities for staffing, training and incident reports; and develop and maintain databases and computer programs for use in evaluation, analysis, reports and recommendations. The position is responsible for collecting and analyzing field data, compiling data for reports and recommendations, maintaining accurate and up-to-date databases, and performing related administrative and technical tasks as assigned. Qualifications: Requires Associate degree or the equivalent of two years of college or vocational school education in computer technology, engineering technology, computer-aided drafting, or a closely related field with two (2) years of related experience. Requires a valid Florida driver's license	\$ 17.53	28.00%	\$22.43
6	Financial Analyst Job Code F040 Grade 21E	Pay	Job Duties: Performs financial analysis of trends and sources of revenue, auditing accounts, tracking capital projects, preparing and maintaining budgets, processing accounts payable and receivable, administering grant revenue, assisting with grant compliance for tracking and reporting of staff time and efforts, lease agreements and other program activities. This position does not include driving a County vehicle. Qualifications: Any equivalent combination of education, training and experience may be considered. Requires a Bachelor's Degree in Accounting, Finance, Business or Public Administration or a closely related field with three (3) years of related experience. A Florida driver's license is required.	\$ 22.26	28.00%	\$28.49
7	Day Custodian Code D057 Grade 13N	Job Pay	Job Duties: Performs unskilled work involved in the custodial maintenance of County buildings and facilities. The position is responsible for maintaining assigned equipment, preparing work records, and providing courteous and prompt customer service at all times. Qualifications: Requires a high school diploma or GED with one year of related experience. Requires a valid Florida driver's license, chemical handling in the preparation of reagents (MSDS sheets available). This position does not include driving a County vehicle.	\$ 12.00	28.00%	\$15.36
8	Maintenance Technician I Code M030 Grade 15N	Job Pay	Job Duties: Performs skilled and semi-skilled work in the maintenance of County buildings, building systems and equipment and/or performs skilled mechanical repair work on diesel- and gasoline-powered trucks, boats, and spray equipment used in the mosquito and aquatic plant management programs. Responsible for installing, maintaining, repairing and replacing building systems and equipment; maintaining assigned tools and equipment; preparing work records and reports, and providing professional and courteous customer service at all times. May be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned. Qualifications: Any equivalent combination of education, training and experience may be considered. Requires high school diploma or GED with two years of related experience. Requires a valid Florida driver's license. May require completion of state certification in general standards for pesticide application and/or A.S.E. certification within six months of employment.	\$ 14.98	28.00%	\$19.17

9	Landfill Attendant Job Code L004 Pay Grade 13N	Job Duties: Performs customer service and clerical duties in support of daily County Landfill operations. Greets and assists landfill and or drop off center customers; observes and directs all incoming and outgoing traffic, accurately assesses and quantifies waste materials, checking for prohibited or hazardous materials, and other related duties as required. Qualifications: Speaks English. Ability to perform basic mathematical skills, compute ratios, rates and percentages. Ability to handle funds received as customer payments. This position does not include driving a County vehicle.	\$ 12.00	28.00%	\$15.36
10	Trades Crew Leader Job Code C057 Pay Grade 17N	Job Duties: Performs maintenance of County buildings, building systems and equipment, parks and grounds as assigned. Responsible for training, supervising staff as needed, performing skilled trade(s), maintaining assigned tools and equipment, preparing work records and reports, ensuring professional customer service at all times. Qualifications: Ability to operate an assortment of machinery and equipment to include but not limited to, mowers, weed eaters, chain saws, bobcat loaders, golf carts, and truck within park area. Ability to work outside. Requires a High School diploma or GED, and one year of college or vocational school education in one or more building trades with three years of related experience. Requires a valid Florida driver's license, with an approved seven (7) year driving history. Any certifications or licenses required for use of equipment.	\$ 16.20	28.00%	\$20.73
11	Equipment Operator I Job Code E078 Pay Grade 14N	Job Duties: Operates light and heavy equipment in the operation, maintenance and/or construction of County roads, grounds and infrastructure. Responsible for operating equipment, inspecting and maintaining equipment, and performing related work as assigned. May be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned. Qualifications: Any equivalent combination of education, training and experience may be considered. Requires high school diploma or GED with one year of related experience. Requires valid Florida CDL class B driver's license. Requires Intermediate Maintenance of Traffic certification within 6 months of hire. Lake County is committed to maintaining a workplace that is free from the presence and effects of drugs and/or alcohol, providing the highest level of service to its citizens, and minimizing the risk of accidents and injuries. As a term and condition of employment, employees may not use drugs/alcohol that impair performance or are illegal on or off the job. The County conducts drug and/or alcohol tests for the following reasons: reasonable suspicion, post-accident, fitness for duty, and follow-up for the employee assistance program. Safety sensitive and high-risk positions are also subject to pre-employment and random drug/alcohol tests.	\$ 12.82	28.00%	\$16.40
12	Delivery Services Driver/Operator Job Code D056 Pay Grade 13N	Job Duties: Performs transportation of materials, supplies and equipment between County buildings, libraries and offices. Sort, pick up and deliver items, maintains delivery van, conducts safety inspections, schedules routine maintenance and performs other related duties as required. Qualifications: Reads, writes and speaks English. A High School diploma, GED or vocational training is required and, a current valid Florida driver's license.	\$ 12.00	28.00%	\$15.36
13	Position Not Listed	Job Duties: Supplied with request. Qualifications: Supplied with request.	Varies	28.00%	based on markup

Lake County will not accept nor authorize payment for travel time or expenses of service personnel to any of Lake County's facility locations. The hourly rate must commence on the job site. Billable time will be for service work performed.

This is an indefinite quantity contract with no guarantee use of services. The County does not guarantee a dollar amount to be expended on any contract resulting from this solicitation.