1. **Contractor Requirements**
	1. Contractor shall hold an Employee Leasing Company license in the State of Florida. The County will confirm licensure through the Department of Business & Professional Regulation site [Licensing Portal - License Search (myfloridalicense.com)](https://www.myfloridalicense.com/wl11.asp?mode=2&search=LicTyp&SID=&brd=&typ=)
	2. Employee Leasing Services provided shall meet or exceed, at a minimum, each of the following requirements:
		1. Ability to project a professional image and deal effectively with the public, as most supplemental staff will have high public exposure.
		2. Punctuality and attendance.
		3. Ability to follow 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. 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.
		5. Possess appropriate drivers license as required.
		6. Employees 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.
		7. Employees are required to speak, read, and write English.
		8. Employees are required to work at a County facility consistent with position for an undetermined length of assignment.
		9. Employees are required to report any accidents or incidents immediately to the County Supervisor and follow up with the appropriate paperwork and/or instructions provided by the County Supervisor.
	3. 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.
	4. 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.
2. **Contractor shall provide at no additional cost to the County**
	1. Contractor shall provide services based on the County supplied rate of pay plus Contractor’s mark-up percentage.
	2. 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.
	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.
	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.
3. **County Requirements**
	1. Employee Leasing Services will be requested by the County’s using department in writing.
		1. County will provide the employee, the hourly rate to pay employee, and the hours the employee shall work.
			1. County will pay Contractor the hourly rate plus the markup percentage as noted on Attachment 2 – Pricing Sheet.
			2. Contractor may offer candidates should the County not have one. County may decide to interview candidates Contractor provides. Interview is the sole responsibility and cost of the Contractor.
	2. 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.
	3. Contractor’s employees may be offered a permanent position with the County with no charges or stipulations to the County (i.e., buy-outs or penalties) after ninety calendar days of work.
	4. County will maintain the Job Summaries and Pay Grades site here [Office of Human Resources & Risk Management - Job Summaries and Pay Grades (lakecountyfl.gov)](https://c.lakecountyfl.gov/offices/human_resources_and_risk_management/employment/job_summaries.aspx)

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