# STAFFING

* 1. Temporary labor will be requested by the County’s using department in writing. Contractor will provide the name(s) and resume(s) (as needed) of proposed candidates for selection and approval by the County.

# 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).

* 1. Work performed in excess of forty (40) hours per week must be approved by the County in writing 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. County may, at its sole discretion, decide to interview candidates. Interviews may be conducted in person at a County location. Contractor is solely responsible for arranging for transportation to and from the interview location and for any associated costs; further, contractor is solely responsible for any costs associated with candidate’s time related to the interview.

# CONTRACTOR REQUIREMENTS

* 1. All temporary labor provided shall meet or exceed, at a minimum, each of the following requirements:
     1. Project a professional image and deal effectively with the public; most supplemental staff will have high public exposure.
     2. Punctuality and attendance.
     3. Ability to following instructions/directions and the ability to work independently after receiving instructions/directions. Physically and mentally capable of performing the essential functions of the position.
     4. Possess all worksite and task specific safety/personal protective equipment required to perform the job requested, including, but not limited to worksite appropriate gloves, safety shoes/boots, hard hat/head cover, safety glasses, and safety vest. Safety equipment shall be in good condition and meet or exceed the quality of the equipment that is currently used by the County.
     5. Dress Code: The County will advise the Contractor of 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.
     6. Possess appropriate driver’s license as required for heavy equipment operation and/or truck driving.
     7. All laborers must be legally authorized to work in the United States for the entire term of service to the County. Contractor shall utilize the Department of Homeland Security’s E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of all laborers referred to the County. Contractor shall provide documentation to the County evidencing that the person has legal permission to work in the United States.
     8. All laborers are required to speak, read, and write English.
     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.
     10. Contractor must have an office located within the State of Florida.
  2. Contractor shall provide at no additional cost to the County
     1. A state and national criminal history 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.
     2. A drug and alcohol screening per the Department of Transportation (DOT) standards shall be completed on every candidate within the last ninety (90) days of temporary job placement. A positive test is not acceptable.
     3. A copy of the candidate’s driver’s 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.

# COUNTY REQUIREMENTS

* 1. The County may cancel services with at least a two (2) hour notice 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.
  2. 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.
     1. Contractor shall provide 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 those specified in the original placement.
  3. Should the County offer any of the Contractor’s employees a permanent position with the County, there shall be no charges or stipulations to the County (i.e., buy-outs or penalties).

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