



Respecting People. Impacting Business.™

Mike England
900 E. Prima Vista Blvd., Suite 100
Port St. Lucie, FL 34952
(772) 212-7479
FA X (772) 212-7527
Mike.England@ExpressPros.com

November 15, 2018

Stuart City Hall
Procurement Office
121 S.W. Flagler Avenue
Stuart, Florida 34994

Dear Madam/Sir,

On behalf of Express Employment Professionals, I am pleased to present the City of Stuart with our response to the Temporary Personnel Services Request for Proposals (RFP) #2019-200.

As our proposal demonstrates, E.L.M. Staffing, LLC (OBA) Express Employment Professionals is a neutral vendor that is qualified to perform the required roles and responsibilities set forth in the Request for Proposal documents. Express Employment Professionals is a privately-held corporation incorporated in the State of Florida. We are currently registered to do business in the State of Florida. Chelsia Griggs, Staffing Consultant, will serve as the primary contact for all RFP-related communications, including any requests for clarification or other communication needed. Her contact information is as follows:

Chelsia Griggs	
Staffing Consultant, Treasure Coast Region	O : (772) 212-7479
Express Employment Professionals	C: (772) 801-4568
900 East Prima Vista Boulevard	F: (772)212-7527
Suite 100	E: Chelsia.Griggs@ExpressPros.com
Port St. Lucie, Florida 34952	

As instructed, we have provided one (1) original and four (4) copies, as well as one (1) electronic copy on a flash drive.

Express Employment Services (Express) makes the following certifications and guarantees regarding this proposal:

- Express will comply with all contract terms and conditions as indicated in this RFP.
- No attempt has been made or will be made by Express to induce any other person or firm to submit or not to submit a proposal.
- Express does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
- Express Employment Professionals' proposal is predicated upon:
 - the RFP published on November 8, 2018;
- Express certifies that the prices contained in this bid proposal have been arrived at independently, without consultation, communication, or agreement, as to any matter relating to such prices with any other bidder or with any competitor for the purpose of restricting competition; and, unless otherwise required by law, the prices quoted have not been knowingly disclosed by Express prior to award, directly or indirectly to any other bidder or to any competitor.

- Mike England, as Owner of Express Employment Professionals of the Treasure Coast, I am the authorized Power of Attorney to negotiate on behalf of Express Employment Professionals of the Treasure Coast and shall be responsible for the management of any potential contract that may result from the procurement process. My signature has the authority to bind any contract that may result from negotiations with the City of Stuart concerning this proposal to provide the City of Stuart with Temporary Employee Services.
- Express will not be using any subcontractors in the provision of the services contained in this bidproposal.
- Express is not requesting confidential treatment of any information contained in this bid proposal.
- Express affirms that the submitted Bid Proposal Security shall guarantee the availability of the services as described throughout this bid proposal.
- Express acknowledges and accepts all terms and conditions stated in the RFP.

It is our objective to provide the City of Stuart with cost-effective Temporary Employee Service solutions that will improve talent to your workforce. We have demonstrated record of delivering high quality talent and reliable services that stay within budgetary requirements. We have a history of managing large numbers of talent, processing payroll in a timely manner and employee relations. We are confident that our solution will met or exceed the City of Stuart's requirements.

Express will carry out all contract responsibilities in a highly professional and successful manner to which all of our clients have become accustomed. Please contact me should you have any questions or need additional information .

Respectfully,



Mike England
Owner, Treasure Coast Region
Express Employment Professionals

Statement of Work:

Experience/Knowledge/Qualifications:

Express Employment Professionals (Express) has a full understanding of the commitment needed to fulfill the services requested by the City of Stuart in the Temporary Employee Services component of this Request for Proposals (RFP). We are presently providing these services to clients on the Treasure Coast and look forward to the opportunity to provide these same services with the City of Stuart. We will call upon our highly skilled inventory of talent to address Temporary Employment services in the administration of the City's complex, multi-faceted organization.

In preparing this proposal, our team has carefully reviewed the RFP requirements and has determined that our current processes support and can adapt to any customization. It is through in this review that we have established a solid understanding of the requirements and objectives of the City of Stuart. Some of the core values of the Express Employment Professionals team include accountability, integrity, innovation and commitment to community. We have witnessed the workforce retention outcomes of our services and have seen how they positively affect the economy, communities and people's lives.

"A good work ethic, integrity and values matter most," said Bob Funk, CEO of Express Employment Professionals and a former chairman of the Federal Reserve Bank of Kansas City. "Even with the most polished resumes, the most accomplished candidate won't get through a final interview if he or she doesn't bring integrity along with his or her credentials. A good education can't overcome a bad attitude.

"Obviously, education and experience matter, but job seekers should always remember that employers aren't looking for a resume to work alongside; they're looking for a person," Funk said.

Express Employment Professionals, headquartered in Oklahoma, has more than 30 years of success and nearly 800 offices with the service and support of our international headquarters. In 1985, the first Express office was franchised. Within five years, Express Employment Professionals ranked among the top staffing firms in the United States and was recognized as one of the fastest growing privately-held companies in the country. Today, Express continues to set growth records and put 1,000,000 people to work in 2018.

Express expanded to the Treasure Coast and service the counties of Martin, St. Lucie, Okeechobee and Indian River. Mike and Lee England came to Express Employment Professionals with extensive experience in the investment industry. Much of which was Mr. England's experience focused on sourcing, recruiting and training star talent for his investment company. They, however, hired a Full Lifecycle Recruiter, Chelsia Griggs, with 20 years' experience in Recruiting and Human Resources. Her background includes creation of job descriptions & job postings, job boards, sourcing, interviewing for diverse roles from janitor to executive level roles, placement, new hire orientation, training, employee relations, payroll, HRIS system implementations & maintenance, project management, C-Level support, community networking, job fairs, college fairs and safety & benefits education.

Memberships

- American Staffing Association
- International Franchise Association
- Canadian Staffing Association
- Association of Canadian Search, Employment & Staffing Service
- Association of Personnel Service Organizations of South Africa
- Recruitment & Consulting Services Association

Services

- Temporary and flexible staffing
- Evaluation and direct hire
- Professional search and contract staffing
- Human resource solutions

Both Mike England and Chelsia Griggs shall supervise assigned personnel as dedicated Account Management with the understanding not to sign over the City's contract or subcontract any work provided.

Express Employment Professionals of the Treasure Coast is committed to servicing our community by forming partnerships with not-for-profit agencies, such as, Martin County Habitat for Humanity. Express partnered with Martin County Habitat for Humanity in March of 2017 to assist with successfully filling various positions that were temporary and Evaluation-to-Hire ranging from a Cashier to Warehouse Supervisor. Express recognizes a need for training and development of skills in communities that may have barriers to securing gainful employment and we network with organizations to create opportunities for them. Martin County Habitat for Humanity is a current client where we work to fill positions the same day or in most cases a 1-day period after interview between client and associate.

In summary, Express Employment Professionals will carry out all contract responsibilities with the City of Stuart in the same highly professional, successful manner to which our clients have become accustomed. We will draw on the successful working relationships we have built on the Treasure Coast to deliver the City of Stuart unparalleled service and support. We offer the City of Stuart a truly best-in-class solution designed to meet your needs now and into the future. Our team is ready to assist you with Temporary Employee Services and unsurpassed customer service.

Servicing Procedures:

1. Express is transparent and neutral vendor. All aspects of our services, including pricing data, is presented to, and controlled by, our local Treasure Coast office;
2. A focus on quality control that includes producing management reports and conducting regular workforce quality checks by phone and in person with supervisor's on-site;
3. We are an experienced Temporary Employee vendor with proven results; and
4. Express Employment Professionals are a service-oriented company, offering a package that is capable of expanding services when additional workforce is needed.

Contractor Obligation:

Express Employment Professionals expertise and applications include:

- Response within four (4) hours after the initial request to review the requirement and develop a time for placement.
- Pre-employment 10panel drug screening
- Authorization to work in the US (1-9 and e-Verify)
- Statewide criminal check (minimal of 10 years) / background check
- Nationwide criminal/Discover (check state criminal records and sexual predator databases for all states)
- Positions associated with children services are fingerprinted and criminal records search
- Education verification
- Assessment of skills and tutorial offering to associate's
- Resume Writing assistance
- Weekly Payroll and time sheet verification
- Workers' Compensation coverage
- Benefit's offering of medical, dental, vision, short term disability and life insurance
- Sourcing, interviewing, maintaining talent pool and placement

We value all lines of communication and salaried supervisors are readily available to respond to all inquiries whether by text, email, phone or in-person, day or night. The city will have access to Owner's and Supervisors by office number, cell number or email. Upon conception of job order Express will communicate an agreeable expected time to fill and then inquire, interview or follow placement procedure. In the event an associate does not perform satisfactorily, we will replace within a 4 hour window. Providing The City of Stuart advises as soon as possible.

Timesheets, Invoicing and Payment:

Payroll is weekly, it begins on Monday, ends Sunday, processed Monday and distributed to associates on Friday. Associates have the option of direct deposit, debit card or a live check.

A weekly invoice will reflect the type of position, date worked, hourly paid to employee, hourly billable labor rate, hours worked, and a copy of the approved time sheet signed by a City supervisor will accompany each invoice. For convenience you may also remit payment on our site at

<https://www.expresspros.com/FranchiseSite/Employers/Workforce-Management-Tools/Default.aspx>

If the City employs a temporary employee, temporary to permanent charge will not be assessed if the temporary employee has worked for the City a minimum of 160 hours. If the City employs a temporary employee that has worked less than 160 hours, the fee will not exceed one (1) week's payment. A negative cotinine test will be acquired prior to permanent employment at the City's expense.

All the previously mentioned services are configured or customized to meet the individual needs of our clients; for some clients, we constructed new programs, processes and systems solutions from the ground up within very tight timeframes. Express Employment Professionals is continuously looking to improve and expand the services we offer and provide maximum value and expertise to our clients.

Compensation Schedule:

Price Proposal Form

PART 5 – FORMS

PRICE PROPOSAL FORM

Respondents are to make no changes to the table below and are to fill the table out completely. Proposer's costs for taxes on labor, insurance benefits, vacations, holidays, and all manner of other charges, levies or fees of every description are included as components of the markup rate.

Item #	Position Descriptions	% of Markup over the hourly rate
1	Groundskeeper	% 35
2	Laborer I	% 30
3	Laborer II	% 30
4	Custodian	% 35
5	Sanitation Worker	% 40

Preferred method of payment is by the City Purchasing Card (VISA).

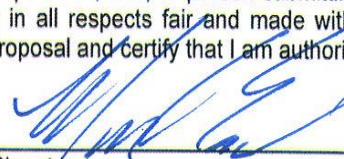
DO YOU ACCEPT THE PURCHASING CARD (VISA)? Yes No

Company Name Express Employment Professionals

The Respondent certifies that as a condition of submitting, firm will hold good his proposal prices for a minimum period of sixty (60) calendar days from the date proposals are opened.

The undersigned Respondent hereby certifies that the terms and conditions, including but not limited to, the statement of work have not been altered or modified in any manner. Any modification to this solicitation by the proposer will result in Proposer's response being found non-responsive and thereby disqualified.

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer.



(Signature)

Express Employment Professionals

Name of Company

(772) 212-7479

Telephone Number

Mike England

(Printed Name)

Owner of Treasure Coast Region

(Printed Title)

Mike.England@ExpressPros.com

Email Address

Insurance:

Express Employment Professionals agrees to obtain (prior to award) Insurance with coverages as detailed in Item 5.2. A certificate of insurance indicating that the firm has coverage in accordance with the requirements herein set forth may be furnished by the firm to the City of Stuart along with Express' qualification data. Express Employment Professionals shall either cover any sub-contractors on our policy or require the sub-contractors and employee leasing firms to conform to all requirements for insurance contained herein.

References:

REFERENCE FORM

Provide three (3) satisfactory references within the past five (5) years of similar complexity, nature and size of this project.

#1 REFERENCE

Company/Entity Name: <i>Mitisk / Pressure Pro</i>	
Address <i>7300 Commercial Circle</i>	
City <i>Fort Pierce</i>	State <i>FL</i> Zip Code <i>34951</i>
Contact Name: <i>Tammy Ketcher</i>	Title: <i>HR Business Partner</i>
Phone No: <i>(409)750-8845</i> Fax:	Email: <i>Tammy.Ketcher@mitisk.com</i>
Date of Service or Contract Period: <i>current</i>	Location <i>Fort Pierce</i>
Summary of Services Performed Governmental or <u>Private</u>	
<i>Acctg. Assemblers, Ship Rec, Wholesale/Distribution of commercial Pressure Washers</i>	
Dollar Value of Contract \$ <i>500,000.00</i>	

#2 REFERENCES

Company/Entity Name: <i>Goodman Distribution, Inc.</i>	
Address <i>900 Farmers Market Road</i>	
City <i>Fort Pierce</i>	State <i>FL</i> Zip Code <i>34982</i>
Contact Name: <i>Allen Lineberry</i>	Title: <i>Warehouse Manager</i>
Phone No: <i>(772)465-2233</i> Fax:	Email: <i>allen.lineberry@goodmanmfg.com</i>
Date of Service or Contract Period: <i>current</i>	Location <i>Fort Pierce</i>
Summary of Services Performed Governmental or <u>Private</u>	
<i>Order Puller, Warehouse Worker, Customer Service</i>	
Dollar Value of Contract \$ <i>275,000.00</i>	

#3 REFERENCES

Company/Entity Name: <i>Electrical Connections</i>	
Address <i>1205 SE Dixie Hwy</i>	
City <i>Stuart</i>	State <i>FL</i> Zip Code <i>34994</i>
Contact Name: <i>Mike Pettinail</i>	Title: <i>Owner</i>
Phone No: <i>(772)283-5792</i> Fax:	Email: <i>mike@eleconnections.com</i>
Date of Service or Contract Period: <i>current</i>	Location <i>Stuart</i>
Summary of Services Performed Governmental or <u>Private</u>	
<i>Dispatcher, Electrician, Electrician Helper</i>	
Dollar Value of Contract \$ <i>500,000.00</i>	

Company Name *Express Employment Professionals*

Submittals / Forms:

Business Tax Receipt

2018 - 2019 TAX COLLECTOR

St. Lucie County Local Business Tax Receipt

Facilities or machines # Rooms# Seats /l Employees #5 Receipt #1021256
 Type of business 7361 EMPLOYMENT (Employment Agency) Expires SEPTEMBER 30, 20 19

OBA name Express Employment Services Business E.L.M. Staffing LLC
 Mailing address: E.L.M. Staffing LLC Business location: 900 E. Prima Vista Ste 100
 900 E. Prima Vista Ste 100 Port St. Lucie, FI 34952
 Port St. Lucie, FI 34952

RENEWAL		St Lucie County	
Original tax:	\$15.10		116000174668
Penalty:			
Collection cost:		Paid 07/24/2018 15.10	0099-20180724 -033351
Total:	\$15.10		

1.uw requires tt11s Local Business Tax Receipt to be displayed conspicuously at the place of business In such a manner that It can be open to the view or the public and subject to inspection by all duly authorized officers of the county. Upon failure to do so, the local business taxpayer shall be subJcct to the payment or another Local Business Tax for the same business, profession or occupation.

Pursuant to Florida law, all Local Business Tax Receipts shall be sold by the Tax Collector begmning July 1 or each year and shall expire on September JO or the succeeding year. Those Local Business Tax Receipts renewed beginning October 1 shall be delinquent and subject to a dclnquency penalty or 10 percent for the month of October. An addit ional S percent penalty for each month or delinquency is added until paid, provided that the total dellnquency penalty shall not exceed 25 percent of the Local Business Tax for the delinquent establishment.

In addition to the penalty, tho Tax Collector is entitled to a collection fee of \$1 to \$5. This *fee* is based on the amount or Local Business Tax, which will be collected from delinquent taxpayers after September JO of the business year.

This receipt Is a Locul Business Tax only. It does not permit the local business taxpayer to violate any existing regulatory or zoning laws of the state, county or city. It also does not exempt the local business taxpayer from any other taxes, licenses or permits that may be required by law.

Pursuant to Flonda low, Local 1Jus 111ess Taxes are subject to change.

E.L.M. Staffing LLC
 900 E. Prima Vista Ste 100
 Port St. Lucie, FI 34952

Registration from the Division of Corporations for the State of Florida



Florida's Official
Business Website
an official State of Florida website

[Department of State / Division of Corporations / Search Records / Detail By Document Number/](#)

Detail by Street Address

Florida Limited Liability Company
E.L.M. STAFFING , LLC

Filing Information

Document Number LI6000174668
FEI/EIN Number 81-3640288
Date Filed 09/19/2016
State FL
Status ACTIVE

Principal Address

900 E. PRIMA VISTA
BLVD SUITE 100
PORT ST LUCIE, FL
34952

Changed: 04/04/2017

Mailing Address

900 E. PRIMA VISTA
BLVD SUITE 100
PORT ST LUCIE, FL
34952

Changed: 04/04/2017

Registered Agent Name & Address

LOZEAU , LOUISE, JR.
1002 SE MONTEREY COMMONS BLVD
100
STUART, FL 34996

Authorized Person(s) Detail

Name & Address

Title MGR

ENGLAND, THOMAS M
1670 SW PROSPERITY WAY
PALM CITY, FL 34990

Title MGR

ENGLAND, LEE S
1670 SW PROSPERITY WAY

**DRUG-FREE WORK PLACE
CERTIFICATION**

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the City of Stuart for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

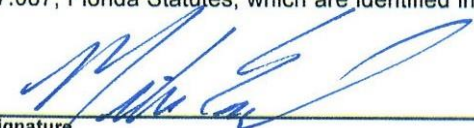
1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the 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 number (1).
4. In the statement specified in number (1), notify the employees that as a condition for 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 on or plea of guilty or nolo contendere to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular 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 Section 287.087, Florida Statutes.

This Certification is submitted by Mike England _____
(Individual's Name)

Of Express Employment Professionals
(Name of Company)

Who does hereby certify that said Company/Vendor has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

11/15/2018
Date


Signature

Conflict of Interest Form

Conflict of Interest Disclosure Form

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their proposal: the name of any officer, director, or agent who is also an employee of the City of Stuart.

Furthermore, all Proposers must disclose the name of any City employee who owns, directly or indirectly, an interest in the Proposer's firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this proposal.

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this proposal.

Express Employment Professionals

Company Name

Signature

Mike England, Owner of Treasure Coastal Region

Name and title (Print or Type)

11/15/2018

Date

Public Entity Crimes Form

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Proposer, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Express Employment Professionals

Company Name

Signature

Mike Englund Owner of Treasure Coast Region

Name and title (Print or Type)

11/15/2018

Date

Optional Information

Express Employment Professionals offers strengths that make us uniquely positioned to fill the Temporary Employee needs of the City of Stuart. We have a vested interest in the success of our communities. Express Employment Professionals plays a vital role as a liaison between job seekers and employers in building a bridge of talent optimization. We have been successful with finding talent in our communities the old fashioned" way and with modern technology as well.

We value all lines of communication and salaried supervisors are readily available to respond to all inquiries whether by text, email, phone or in-person, day or night. The city will have access to Owner's and Supervisors by office number, cell number or email. Upon conception of job order Express will communicate an agreeable expected time to fill and then inquire, interview or follow placement procedure. In the event an associate does not perform satisfactorily, we will replace within a 4-hour window. Providing The City of Stuart with temporary personnel as soon as possible.