

CITY OF GREENSBORO

PROFESSIONAL SERVICES CONTRACT

This contract made and entered into this the ___ day of July, 2014, by and between the City of Greensboro, a municipal corporation of the State of North Carolina (hereafter referred to as the City) and Patriot Staffing, Inc. (hereafter referred to as the Vendor).

WITNESSETH:

Professional Services Rendered

In consideration of the monetary payment hereinafter described in Attachment A, attached hereto and made a part hereof, the Vendor will provide temporary labor services to the City of Greensboro.

Relationship

The Parties in this contract agree that the Vendor is a professional corporation, and that the relationship created by this contract is that of employer and independent contractor. The Vendor is not an employee of the City of Greensboro, and is not entitled to the benefits provided by employer to its employees, including, but not limited to, group insurance and pension plan. The Vendor may practice his profession for others during those periods when the Vendor is not performing work under this contract for the City.

Supervision and Inspection

In the performance of the work contemplated in this agreement, the Vendor is an independent contractor with the authority to control and direct the performance of the details of the services that are the subject of this contract. However, the work contemplated in this agreement must meet the approval of the City and shall be subject to City's general rights of inspection and supervision to secure the satisfactory completion thereof.

Specific Duties & Responsibilities

The specific duties and responsibilities of the Vendor shall include but not be limited to supplying temporary labor services for the agreed upon dates for the following positions:

1. Four (4) Meter Technicians for Customer Service.
2. Two (2) Crew Members (Maintenance) for Water Reclamation.
3. Three (3) Crew Members (Maintenance)(seasonal-summer) for Water Supply.
4. Two (2) Water Quality Maintenance for Water Supply.

5. Two (2) Administrative Assistants for Customer Service/Business Office.

Term

The term of this Agreement shall be for a period of 36 months.

Compensation

The City agrees to pay the Vendor an amount not to exceed \$968,454.36. The Vendor will be paid as detailed in Attachment A, attached hereto and made a part hereof. Compensation shall not exceed \$292,584.40 in FY 14-15, \$321,842.84 in FY 15-16 and \$354,027.12 in FY 16-17. Payments on this contract are contingent upon sufficient appropriations being approved by City Council in succeeding fiscal years. Bills for fees or other compensation for Services or expenses shall be submitted to the City in detail sufficient for a proper preaudit and postaudit thereof.

Non-Appropriation Clause

The automatic renewal clause shall not apply to this contract should the Greensboro City Council fail to appropriate funds for the additional term of the contract for the ensuing fiscal year. If this non appropriation occurs the contract shall become void.

Invoices

1. Submittal

Invoices to the City for compensation shall be submitted not more often than monthly. Invoices will be based on 100% of the work completed during the preceding month. Submit invoices by mail to:

Veronica Covert
City of Greensboro Water Resources Department
PO Box 3136
Greensboro, NC 27402-3136

2. Receipts Required

Where invoices are based in part on reimbursable expenses, the Vendor shall collect and maintain receipts for said expenses and shall make the receipts available to the City, if requested. The requirement to retain receipts shall generally follow the established rules of the Federal Internal Revenue Service regarding what type of expenditure must be supported by receipts for income tax purposes.

1. Disputed Items

If any items in any invoices submitted by the Vendor are disputed by the City for any reason, including the lack of supporting documentation, the City shall temporarily delete the item(s) and shall promptly notify the Vendor of dispute and request clarification and/or remedial action. After the dispute has been settled, the Vendor shall include the disputed item on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only. The undisputed portion of the invoices shall, however, be paid within the normal 30-day period.

Payment of Taxes and Insurance

The Vendor assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether State or Federal, as to all employees engaged in the performance of work under this contract. In addition, the Vendor agrees to pay any and all gross receipts, compensation, transaction, sales, use, or other taxes and assessments of whatever nature and kind levied or assessed as a consequence of the work performed or on the compensation paid under this contract.

Insurance

During the performance of the services under this Agreement, the Vendor shall maintain the following insurance:

1. General Liability Insurance, including but not limited to coverage for all premises and non-premises operations, independent contractors, broad form property damage coverage, including explosion, collapse and underground property damage hazards, personal injury liability protection including coverage relating to employment of persons, contractual liability protection, and products and completed operations coverage. This insurance shall provide bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate, and with property damage limits of not less than \$500,000 for each occurrence and not less than \$500,000 in the aggregate. The General Liability Insurance shall name the City of Greensboro as an additional insured, and the insurance shall be primary and non-contributory to any other insurance that may be available to the City.
2. Professional Liability Insurance with limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate. This Professional Liability Insurance shall provide coverage for the claims concerning the Contractor's errors and omissions for the scope of services provided to the City under this Agreement, including but not limited to, claims concerning the preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications, and claims relating to supervisory, inspection, architectural or engineering activities.

3. Automobile Liability Insurance, covering owned, non-owned, hired vehicles and trailers, and City vehicles to be used in connection with this project. This insurance shall provide bodily injury and property damages limits of not less than \$1,000,000 combined single limit/aggregate.
4. Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than \$100,000 for each occurrence. In case any work is sublet under this Agreement, the Vendor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all of the subcontractor's employees to be engaged in such work. This Agreement shall be void and of no effect unless the Vendor shall secure and keep in effect during the term of this Agreement the Vendor's compliance with the provisions of the Worker's Compensation laws of the State of North Carolina.

Vendor shall furnish all necessary certificates of insurance and a copy of the insurance policies for all of the insurance coverage described herein before services have begun. At least thirty (30) days written notice shall be given to the City prior to any cancellation, modification, or non-renewal of any insurance required under this Agreement. Renewed policies shall be sent to the City thirty (30) days prior to any expiration date. Original policies or certified copies of policies may be required by the City at any time. It shall be the responsibility of the proposer to insure that all subcontractors comply with the same insurance requirements that he or she is required to meet.

Safety

The proposer will comply, and shall require that all laborers, comply with all Occupational Safety & Health Act (OSHA) regulations and all other current and applicable Federal, State, County, and Municipal safety, health, and environmental Laws and Regulations as well as industry-related best practices. All personnel are to wear OSHA approved safety equipment as needed per job requirements.

Amendments

Alterations, deletions, and/or additions to the terms and conditions of this contract may only be made by the mutual written consent of the parties.

Termination for Convenience

The City, in its sole discretion, may terminate this Agreement in whole or in part whenever the City determines that said termination is in its best interest. Any such termination shall be effected by the delivery to the Vendor of a written notice of termination thirty (30) days before the effective date of the termination.

Failure to Comply With Terms of Contract

Should the Vendor fail to comply with the terms of this contract, the Vendor, upon actual or constructive notice of the default shall have thirty (30) days to remedy the default. Should the Vendor fail to remedy the default, the contract is terminated immediately upon the expiration of the thirty (30) days.

Rights

City retains the exclusive rights to cancel, stop or re-schedule any or all services associated with the Contract.

Non-Discrimination Requirements

In hiring, contracting, and all other acts, Vendor shall abide by all local, State and federal laws and regulations relevant to Minority/Women's Business Enterprises and shall not discriminate on the basis of sex, age, race, creed, color, religion, national origin, or disability.

Compliance With Applicable Law

Any term or condition of the Contract which by operation or existence is in conflict with applicable Local, State, or Federal Law shall be rendered void and inoperative. City and the Vendor agree to accept the remaining terms and conditions.

Indemnification

The Vendor does hereby agree to indemnify and save harmless the City of Greensboro, its officers, agents and employees against all claims, actions, lawsuits and demands, including reasonable attorney fees, made by anyone for any damages, loss or injury of any kind, including environmental, which may arise while the Vendor is performing, or as a result of, work pursuant to this Agreement.

Severance

Should any part of this contract be declared unenforceable, all remaining sections remain in force.

Non-Assignment

The Vendor, without the written approval of the City, shall not assign this contract.

Governing Law

This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of North Carolina. Venue for any legal action resulting from this Agreement shall lie in Guilford County.

Scope of Agreement

This Agreement is intended by the parties hereto to be the final expression of their Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made.

Confidentiality

The Recipient will not disclose to any third party, or make any use of the Discloser's Confidential Information except as required by the North Carolina Public Records Act. The Recipient will use at least the same standard of care to maintain the confidentiality of the Discloser's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information, but in no event less than reasonable care. The obligations hereunder will remain in full force with respect to each item of Confidential Information for a period of ten (10) years after Recipient's receipt of that item. However, The City's obligations to maintain software as confidential will survive in perpetuity. "Discloser" means the party providing Confidential Information to the Recipient. "Recipient" means the party receiving Confidential Information from the Discloser. "Confidential Information" means non-public information of a party to this Agreement that is identified as or would be reasonably understood to be confidential and/or proprietary and is marked "confidential" and meets the requirements of North Carolina General Statutes 132-1.2. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; (ii) the Discloser regularly discloses to third parties without restriction on disclosure; (iii) the Recipient obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation; or (iv) is independently developed by the Recipient without access to Confidential Information.

Pursuant to the North Carolina Public Records Act, trade secrets or confidential information as defined by the North Carolina Public Records Act that are identified as such prior to disclosure to the Recipient is not public information and will not be released to the public by the Recipient except as set out below. Recipient will notify Discloser of any public records request, and if Discloser objects to Recipient disclosing any of the records responsive to the request, Discloser will notify the Recipient in writing within forty-eight (48) hours. If so notified, Recipient will not disclose the records until ordered to do so by a court of competent jurisdiction, and Discloser will enter an appearance as a party in-interest and defend Recipient in any claim, suit, mediation, litigation, or arbitration proceeding concerning the release of the records to which Discloser objected. Discloser will indemnify, save harmless, and pay any and all attorney's fees incurred by Recipient, and any attorney's fees Recipient is ordered to pay to any person(s) or organization(s) as a result of Discloser's objection to the release of the public records. Discloser will also indemnify, save harmless, and pay any and all claims for damages, court costs, or other fees Recipient incurs as a result of Discloser's objection to the release of the records requested pursuant to the North Carolina Public Records Act.

E-Verify

The Vendor certifies that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and that at all times during the term of this Agreement, it

will continue to comply with these requirements. The Vendor also certifies that it will require that all of its subcontractors that perform any work pursuant to this Agreement to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The terms “Contractor”, “Sub-Contractor” and “comply” shall have the same meanings intended by Chapter 160A Section 20.1(b) of the North Carolina General Statutes. Violation of this section shall be deemed a material breach of this Agreement.



PATRIOT

STAFFING

Employment Agency

CORPORATE and CORRESPONDENCE:

1429 A Westover Terrace
Greensboro, NC 27408

(336) 272-6800 Phone

(336) 272-6809 Fax

www.PatriotEmployment.com

RFP PROPOSAL FOR THE CITY OF GREENSBORO WATER RESOURCES DEPARTMENT

This proposal, issued by Patriot Staffing, Inc., is a firm offer for the RFP named: Temporary Labor for Water Resources with the closing date of June 30, 2014. The proposal is firm for the one hundred and twenty (120) day period immediately following the deadline date for the submission of the sealed proposal (June 20, 2014).

Contact Information

- Full Candidate Name: Patriot Staffing, Inc.
- Contact Name: Richard M. Lide
- Mailing Address: 1429-A Westover Terrace Greensboro, NC 27408
- Telephone Number: (336) 272-6800 Phone
- Fax Number: (336) 272-5558 Fax
- Email Address: www.RLide@PatriotEmployment.com
- Website Address: www.PatriotEmployment.com

Legal Status of the Candidate and Signers

- Full Candidate Name: Patriot Staffing, Inc.
- Entity Type: Corporation (S-Corp)
- Entity Organization State: North Carolina
- Contract Signer: Richard M. Lide
- Years in Business: 7 years – Established in 2006
- Minority Certifications: HUB Certification and Carolinas Minority Supplier Development Council Certificate Number CA14754

100% Minority Owned MBE



Setting the Standard for Excellence in Staffing

Corporate Background and Experience

Our Story: Patriot Staffing was founded by Richard Lide in 2006 when he saw the need for a true full-service on-call staffing firm committed to staffing employees twenty-four hours a day, seven days a week. With a carefully selected core staff (combined industry experience of over 60 years); we have succeeded in building an employee base of over 4,200 employees and have enjoyed building a large client base in Greensboro, Raleigh/Durham, Charlotte and southern Virginia. Our client base is very diverse and includes small locally owned businesses, larger corporations and municipalities such as Guilford County, City of Greensboro, City of High Point and City of Roanoke.

Patriot Staffing is a *minority owned* full-service staffing firm including placements for Janitorial, Light Industrial and Warehouse, Heavy Industrial/Construction, Clerical and Administrative,.

Our Mission: The Mission of Patriot Staffing is to set the Standard of Excellence in the staffing industry by providing the absolute best service for our clients and employees.

Our Vision: The Vision of Patriot Staffing is to be the Global Leader in the Staffing Industry.

Organization's Structure: Patriot Staffing is a privately owned company without parent companies, subsidiaries, affiliates, or other related entities. We are an S corporation with 1000 common shares which are all owned by Richard M. Lide.

Summary of Company Qualifications

Company History Related to Scope of Related Work: Patriot Staffing has a long history and extensive experience with colleges and local government contracts such as:

- ❖ A&T State University contracted in 2006
- ❖ City of Greensboro Coliseum contracted in 2006, City of Greensboro Leaf Program contracted in 2006, City of Greensboro Maintenance contracted in 2011, City of Greensboro Parks and Recreation contracted in 2006, City of Greensboro Solid Waste contracted in 2006
- ❖ City of High Point Environmental, Material Recycling, Sanitation and Department of Social Services contracted in 2007
- ❖ City of Roanoke Engineering, Facility Management, Finance, Human Resources, Main Library, Planning & Development, Purchasing Department, Risk Management, and Sanitation contracted in 2009
- ❖ Guilford County Board of Elections, Department of Social Services, Mental Health and Public Health contracted in 2008
- ❖ Johnson C Smith University Business Finance Department; Facilities Management Department, Admissions / Financial Aid Department, Information Systems, Language Department, Mellon Faculty Development Department, Residence Life Department, HBCU Department, Deans Chamber Department, Counseling Center Department, and Alumni Affairs Department contracted in 2009
- ❖ Roanoke Housing Authority Bluestone Park, Hunt Manor, Indian Rock Village, Jamestown Place, Lansdowne, McCray Court, Morningside, and Villages contracted in 2009



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❖ **Project Team**

| Name | Title | Experience |
|-----------------|--|--|
| Richard Lide | President/CEO | Owner/Operator with over 20 years of experience in the Staffing Industry with the majority client base being municipalities. |
| Wendy Patterson | Accounting and Human Resources Manager | Twenty years of experience in the Staffing Industry with primary client base being municipalities. |
| Lisa A. Yeager | Sales and Operations Manager | Ten years of experience in staffing sales, recruitment and client services. |
| Macy Gunter | Recruiter | One year of experience in the Staffing Industry. |
| | | |

Pre-Employment Screening

❖ **National Background Screening**

Patriot Staffing currently uses a NAPBS background company who can provide local, statewide, national background checks and credit, employment, citizenship checks. In the event that Patriot Staffing is awarded the contract Patriot Staffing will be able to adhere to the City's background screening specifications.

❖ **Pre-employment Drug Testing Program**

Patriot Staffing currently uses an onsite five panel drug test. This test includes: Cocaine, Marijuana, Opiates, Amphetamine, and Methamphetamine.

Safety Program

❖ **Our Safety Protocol**

In the event of a work related injury on your physical or satellite locations we request one of your supervisors to notify our office immediately. One of our staff members will transport our employee to seek medical attention. If medical attention is of a time sensitive severity, please contact appropriate medical services immediately,

❖ **Training**

Patriot Staffing will ensure that all temporary staff will report to work with the understanding of their proper job functions. He or she will understand their wages, their locations of work and initial safety requirements per their job function.



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Patriot Staffing Sexual Harassment, Violence, and Drug and Alcohol Policy

Polices – We do not tolerate violence, harassment in any form, and we are a drug free workplace.

❖ **Sexual Harassment Policy**

Patriot Staffing does not tolerate sexual harassment .Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Human Resources must be notified immediately regarding any violation of our Sexual Harassment policy.

❖ **Violence in the Work Place Policy**

Patriot Staffing has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Patriot Staffing or which occur on Patriot Staffing's or client property, will not be tolerated.

❖ **Harassment Policy**

Patriot Staffing does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

❖ **Alcohol and Substance Abuse**

It is the policy of Patriot Staffing that the workplace be free of illicit drugs and alcoholic beverages, and free of their use. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.



Setting the Standard for Excellence in Staffing

Reference Information

❖ References

| | Company Name | Contact Name | Telephone Number | Address | Email Address |
|---|---|-----------------|------------------|---|---------------------------------|
| 1 | City of Greensboro – Coliseum | Dan Baker | (336)373-7454 | 1921 West Lee Street Greensboro, NC 27403 | Dan.Baker@greensboro-nc.gov |
| 2 | City of Greensboro – Solid Waste | Kevin Steed | (336)373-2304 | 401 Patton Avenue Greensboro, NC 27402 | kevin.steed@greensboro-nc.gov |
| 3 | City of High Point-Recycle | Melonie Bounton | (336)-883-3517 | 211 S. Hamilton Street High Point, NC 27260 | Melonie.bruton@highpointnc.gov |
| 4 | City of High Point-Solid Waste | Lenard Barham | (336)883-3594 | 211 S. Hamilton Street High Point, NC 27260 | Lenard.Barham@highpointnc.gov |
| 5 | A & T University-Athletics Department Light Industrial (7 years) | Billy Edrington | (336) 334-7686 | 1601 E Market St, Greensboro, NC 27411 | edringst@ncat.edu |
| 6 | City of Poquoson, Virginia Clerical and Light Industrial (2 years) | Bodena Wright | (757) 868-3508 | 12 Municipal Drive Poquoson ,Va. 23662 | Bodena.Wright@poquoson-va.gov |
| 7 | City of High Point-Water-Sewer | Robby Stone | (336)883-3016 | 211 S. Hamilton Street High Point, NC 27260 | robby.stone@highpointnc.gov |
| 8 | City of Greensboro-Water Resources Meter Services Supervisor | Allen Edwards | (336)373-4755 | 2602 South Elm-Eugene Street, Greensboro,27406 | Allen.Edwards@greensboro-nc.gov |
| 9 | City of Greensboro-Water Resources Maintenance Superintendent | Darrell Hicks | (336)373-7894 | 2602 South Elm-Eugene Street, Greensboro,27406 | darrell.hicks@greensboro-nc.gov |

Pre-employment testing and screening procedures are:

Screening of Contract Employee(s) Prior to Placement: Approval requires the following steps:

- o Complete application, tax forms, and I-9 Verification
- o Extensive Interview
- o Job reference checks
- o Background check
- o Drug Screen
- o Training (if needed or required)

Recruiting procedure for new positions:

❖ **Detailed Screening and Training Plan**

Our highly trained staff will select the best possible contract employee(s). We utilize existing employees from our extensive database as well as recruit people from a wide variety of sources such as internet, local newspaper, TV ads, Radio ads, Employment Security Commission, and word of mouth. We will then interview, check job references, background check and drug screen as well as ensure the employees meet your qualifications for your specific job needs. Once these processes are complete, we provide safety training for all Patriot Staffing associates and OSHA approved safety videos are on constant display in our offices.

❖ **Process for Replacing Unsatisfactory Laborer**

Upon notification of an unsatisfactory contract employee, we find a replacement and pull the unsatisfactory contract employee.

❖ **Discrimination Policy**

Equal Employment: We hire based by the employees qualifications, experience only. We do not hire based on sex, race, gender, religion, age, and handicap, political or national origin.

❖ **Quality Assurance**

Follow-up

Quality Assurance: Once a week we contact our clients to assure satisfaction or any new needs.

❖ **Payroll and Billing**

Payroll: Payday is each Friday.

Billing: We offer billing by department, PO numbers with the listing of the employee's name, hours worked, bill rate which are ran through Ultra 32 providing detailed reports. Invoicing reports shall be submitted by the 15th of every month to the point of contact within Human Resources containing the list of invoices, purchase order number that have been submitted. A list of paid invoices will follow.

HUB Certification and Business Plan

SDBE Participation – All applicable forms are completed and enclosed.

- A. Patriot Staffing is a minority owed business.
- B. Minority group is African American
- C. HUB certified



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Methods and Procedures

❖ Methodology (Flow Chart, Step by Step Process)

Recruit applicants utilizing sources such as Internet, Employment Security Commission, word of mouth, and Newspaper, TV and Radio advertisements.

Accept applications through our website and in our offices.
Contact applicants to schedule interview.

Perform extensive interview and determine client needs and applicants qualifications to ensure proper placement.

Perform job reference checks and education verifications. Schedule applicant for drug screen and complete background check.
This process is completed before moving to next step

Contact client to determine interview schedule and/or immediate openings and schedule interview for applicant with client.

Client billing/ Invoices are processed and forwarded to client via US Postal service or email.

Employee timecards are collected on a weekly basis to process employee payroll and client billing on a weekly basis.

Quality Assurance calls are placed from our branch office to the client on the employee's first day and periodically to ensure that both parties are satisfied with the placement.
On-Site visits are conducted to further ensure proper placement.

Applicant does well on interview and becomes an employee by being placed with the client.

Management Plan

Detailed Plan of Approach: We open our 1024 W Lee Street office in Greensboro opens at 6:00 a.m. and make daily Quality Assurance contacts to ensure our employees arrive at work each day to your specifications. In some cases Patriot Staffing will transport associates from this office location to the clients' jobsite. This practice insures that our clients will receive the allocated staff on time, every time. Our staff is accessible 24 hours a day via telephone (each of our staff members have company mobile phones). A contact list of our staff members will be provided to all supervisors in each department.

Proposed Service Quality Program: We will meet with the supervisors on a regular basis, weekly or monthly (determined by you) to address any issues.

Handling of Last Minute Additions: During business hours we have backup/standby employees. We maintain a list of standby employees for use after hours which is held by our on-call staff members. Our policy is to fill orders within 30 minutes from the time the order is called in, where applicable.

Hours of Operation: Our staff can be reached 24 hours a day Monday through Sunday.

After Hours: We have on-call staff members with company mobile phones. A contact list of our staff members will be provided to all supervisors in each department.

Financial Condition, Insurance, and Bonds

❖ Financial Condition

Patriot Staffing has no overdue balance on city property tax and is in good financial standing.

❖ Insurance

Patriot Staffing's current insurance policies meet the requirements of The City of Greensboro. Enclosed in proposal documentation is Patriot Staffing's current Certificate of Insurance.



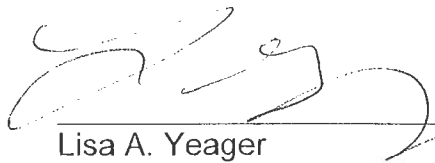
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Contact Information: Our designated person(s) who can be contacted for information during the evaluation process:

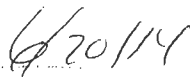
Lisa A. Yeager, Sales and Operations
Manager
1429-A Westover Terrace
Greensboro, NC 27408
(336) 772-7399 Cell Phone
LisaYeager@PatriotStaffing.com

Our executive with the authority to bind our firm and answer questions regarding this proposal:

Richard M. Lide, President/CEO
1429-A Westover Terrace
Greensboro, NC 27408
(336) 272-6800 Phone
(336) 272-5558 Fax
RLide@PatriotStaffing.com



Lisa A. Yeager
Sales and Operations Manager



Date



Setting the Standard for Excellence in Staffing



Vendor Name: Patriot Staffing

Name: Temporary Labor for Water Resources

Reference: Annual Temporary Labor Contract – Water Resources

Description: This formal event is to secure an annual contract for Temporary Labor for Water Resources per the attached specifications and requirements. Hours specified may not be guaranteed as it depends on the needs of the department.

Open Date: 06/20/2014 08:00:00 AM

Q & A Open Date: 06/20/2014 08:00:00 AM

Close Date: 06/30/2014 12:00:00 PM

Q & A Close Date: 06/25/2014 05:00:00 PM

Question Responses

Question

Answer

You have read the job requirements specifications AND comply?

YES

Have you read the Driving Policy for Contract Employees and understand the liabilities that are your responsibility?

YES

You understand that prior to an award, the documentation to support your liability coverage will be required?

YES

Do you agree to run comprehensive and up-to-date background checks or clearances for each laborer?

YES

Line Responses

Line 1: Meter Technician for Customer Service

Description: The department will need (4) four crew workers from 6:00am to 4:30pm, Monday thru Friday, with some after-hour work on occasion. For the year, each will work up to and not exceed 2,080 hours. Must be able to perform duties and meet requirements per the specifications in the attachment tab.

Hourly Rate on 08/01/2014: \$11.60

Future Rates May Change in the Effect of A Minimum Wage Increase.

Hourly Rate on 08/01/2015: \$ _____

If rate unknown, percentage change from previous year: 10%

Hourly Rate on 08/01/2016: \$ _____

If rate unknown, percentage change from previous year: 10%

Number of laborers in your force qualified (or meet the requirements) for this position: 26

Describe your pool of qualified resources that meet this job's requirements:

Considering Patriot's Staffing's current personnel that are staffed with the City of Greensboro, Water Resources; we shall use William Ray Miller as an example. Mr. Miller, who currently works as a Meter Technician, has previous experience as a

mechanic for the motorsport industry. This experienced proved be valuable to his position when in cases Mr. Miller would have to check for leaks in the meters- or in the event that he would have to shut off or cut on a water meter.

Line 2: Crew Member (Maintenance) for Water Reclamation

Description: The department will need (2) two crew members to work (5) days a week for (40) forty hours. For the year, each will work up to and not exceed 2,080 hours. Must be able to perform duties and meet requirements per the specifications in the attachment tab.

Hourly Rate on 08/01/2014: \$10.88 **Future Rates May Change in the Effect of A Minimum Wage Increase.**
Hourly Rate on 08/01/2015: \$ _____ If rate unknown, percentage change from previous year: 10 %
Hourly Rate on 08/01/2016: \$ _____ If rate unknown, percentage change from previous year: 10 %

Number of laborers in your force qualified (or meet the requirements) for this position: 58

Describe your pool of qualified resources that meet this job's requirements:

An existing employee that is currently employed as a Crew member for Water Reclamation, would be Mr. Javan Ward, whom has a long history with the City of Greensboro. Mr. Javan received his janitorial and sanitation experience from the Solid Waste Division with the City of Greensboro. This experience correlates to his present job duties which require janitorial cleaning, painting and assisting plant mechanics.

Line 3: Crew Member (Maintenance) for Water Supply

Description: The department will need (3) three crew workers to work (5) days a week for (40) forty hours for (8) eight months of the year as summer seasonal work. For the year, each will work up to and not exceed 1,387 hours. Must be able to perform duties and meet requirements per the specifications in the attachment tab.

Hourly Rate on 08/01/2014: \$11.60 **Future Rates May Change in the Effect of A Minimum Wage Increase.**
Hourly Rate on 08/01/2015: \$ _____ If rate unknown, percentage change from previous year: 10 %
Hourly Rate on 08/01/2016: \$ _____ If rate unknown, percentage change from previous year: 10 %

Number of laborers in your force qualified (or meet the requirements) for this position: 59

Describe your pool of qualified resources that meet this job's requirements: Another qualified individual has worked for the Solid Waste Department from 1985 to 2005. Mr. Frankie Hughes who now works with in the Meter Shop as a Crew member has been placed since October of 2013 with Patriot Staffing.

Line 4: Water Quality Maintenance for Water Supply

Description: The department will need (2) two customer service meter readers for (5) days a week for (40) forty hours. For the year, each will work up to and not exceed 2,080 hours. Must be able to perform duties and meet requirements per the specifications in the attachment tab.

Hourly Rate on 08/01/2014: \$11.60 **Future Rates May Change in the Effect of A Minimum Wage Increase.**

Hourly Rate on 08/01/2015: \$ _____ If rate unknown, percentage change from previous year: 10 %

Hourly Rate on 08/01/2016: \$ _____ If rate unknown, percentage change from previous year: 10 %

Number of laborers in your force qualified (or meet the requirements) for this position: 32

Describe your pool of qualified resources that meet this job's requirements: Brandon Hall, who now works in Water Supply Department has worked previously for the City of Greensboro in the following departments- Solid Waste, the Greensboro Coliseum and the Loose Leaf Program. Mr. Hall's experience has also includes a knowledge of assembly work, commercial construction, and landscaping. In addition to his building and industrial maintenance skills Mr. Hall suits this position due to these abilities relating to the job description for this position.

Line 5: Administrative Assistant for Customer Service/Business Office

Description: The department will need (2) two administrative assistants for (5) five days a week for (40) forty hours. For the year, each will work up to and not exceed 2,080 hours. Must be able to perform duties and meet requirements per the specifications in the attachment tab.

Hourly Rate on 08/01/2014: \$13.05 **Future Rates May Change in the Effect of A Minimum Wage Increase.**

Hourly Rate on 08/01/2015: \$ _____ If rate unknown, percentage change from previous year: 10 %

Hourly Rate on 08/01/2016: \$ _____ If rate unknown, percentage change from previous year: 10 %

Number of laborers in your force qualified (or meet the requirements) for this position: 15

Describe your pool of qualified resources that meet this job's requirements: In light of this particular job assignment and many facets of responsibilities that reside within it, Patriot Staffing feels as though Ms. Carey Andaya was the perfect fit for the Administrative Assistant position in the Customer Service and Business Office. Ms. Andaya's proficiencies are her knowledge of all Microsoft Office Programs, records and information management systems; as well as communicating effectively and developing working relationships. Ms. Andaya's previous experience with customer service has been typically been in a broad base setting, in a fast-paced, high stress, and deadline-oriented environment. This experience lends to the pre qualifications for this position particularly in regards to the extreme attention to detail that is warranted dealing with the citizens of Greensboro customer's water accounts.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/20/2014

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 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).

| | | |
|---|---|--------------------------------------|
| PRODUCER Craft Insurance Center 823 North Elm Street PO Box 14946 Greensboro NC 27415 | CONTACT NAME: Ann Suriani, CIC, CPIW PHONE (A/C No. Ext): (336) 375-0600 E-MAIL ADDRESS: asuriani@craftinsurance.com | FAX (A/C No.): (336) 375-7004 |
| | INSURER(S) AFFORDING COVERAGE | |
| INSURED Patriot Services of Greensboro Inc. d/b/a Patriot Staffing 1429 A Westover Terrace Greensboro NC 27408 | INSURER A: National Union Fire Ins. Co NAIC # 19445 | |
| | INSURER B: Synergy Coverage Solutions LLC | |
| | INSURER C: Selective Ins. Co. Of America 12572 | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional \$1,000,000 <input type="checkbox"/> Each Occ/\$2,000,000 Agg GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC | | | NP037052409 | 2/14/2014 | 2/14/2015 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0 | | | UMB4186654701 | 2/14/2014 | 2/14/2015 | EACH OCCURRENCE \$ 8,000,000 AGGREGATE \$ 8,000,000 |
| | B WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | WC100000134113 Exclude: Richard Lide | 6/16/2014 | 6/16/2015 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| C | Crime - Clients Property | | | B6045754 | 2/14/2014 | 2/14/2015 | Limit \$1,000,000 Deductible \$10,000 |

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

CERTIFICATE HOLDER **CANCELLATION**

| | |
|--|--|
| City of Greensboro Water Resource Center PO Box 3136 Greensboro, NC 27402 | 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 A Suriani, CIC, CPIW/ <i>Ann M. Suriani</i> |