

CONTRACT
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AGREEMENT FOR TEMPORARY EMPLOYMENT SERVICES BETWEEN THE CITY OF FORT LAUDERDALE AND A & ASSOCIATES, INC.

THIS AGREEMENT, made and entered into this 6 day of February, 2013, is by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and A & Associates, Inc., a Florida corporation, ("Contractor"), whose address is 8144 Okeechobee Boulevard, West Palm Beach, FL 33411.

WHEREAS, the City and the Contractor wish to enter into an agreement for temporary employment services based on a contract between the Contractor and the City of Coral Springs, a Florida municipality, on behalf of the Southeast Florida Governmental Purchasing Cooperative Group,

For and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

1. The Contractor agrees to provide to the City on an as needed basis temporary employment services in accordance with the terms of the contract between the City of Coral Springs and the Contractor, City of Coral Springs Contract Award, Bid/RFP No. 13-D-140F, ("ITB" or "Exhibit A"), and the Contractor's response to the ITB dated August 28, 2013, ("Exhibit B"), (collectively, "City of Coral Springs Agreement" or "Contract Documents").

2. Except as applied to the bid evaluation and contract award process, the terms "City of Coral Springs" or "CITY" or "City," as set forth in the Coral Springs Agreement, mean the City of Fort Lauderdale.

3. Notice to the City shall be as follows:

City Manager
City of Fort Lauderdale
100 North Andrews Avenue, 7th Floor
Fort Lauderdale, FL 33301

4. The City's General Terms and Conditions are incorporated herein.

5. In the event of any conflict between or among the Contract Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. First, specific direction from the City's city manager (or designee).
- B. Second, this Agreement for Temporary Employment Services between the City of Fort Lauderdale and A & Associates, Inc.
- C. Third, the City's General Terms and Conditions.
- D. Fourth, the Coral Springs Agreement.

6. The City may cancel this Contract upon written notice to the Contractor in the event the Contractor fails to perform the services as described in this Contract within 30 days following written notice to the Contractor.

As a condition precedent to the effectiveness of this Agreement, Contractor shall provide to the City a certificate of business auto liability insurance with an AM Best's A- rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's risk manager, in an amount not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage, including coverage for owned autos and other vehicles, hired autos and other vehicles, heavy equipment, non-owned autos and other vehicles.

As a condition precedent to the effectiveness of this Agreement, Contractor shall provide to the City a certificate of workers' compensation insurance, including employer's liability, with an AM Best's A- rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's risk manager, with limits not less than \$100,000 per accident, \$500,000 disease (policy limit), and \$100,000 disease (each employee) in compliance with all state and federal laws.

Contractor shall maintain in effect all of the foregoing insurance policies during the term of this Agreement and during the term of any extension or renewal of this Agreement. Contractor shall provide to the City at least thirty (30) days written notice by registered or certified mail, return receipt requested, addressed to the City's Procurement Services Division, prior to cancellation or modification of any required insurance.

IN WITNESS WHEREOF, the City and the Contractor execute this Contract as follows:

CITY OF FORT LAUDERDALE

By: [Signature]
City Manager

Approved as to form:

[Signature]
Senior Assistant City Attorney

ATTEST

By: [Signature]
Print Name:
Secretary

CONTRACTOR

By: [Signature]
Andrew Luchey
President

(Corporate Seal)

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 **BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 **DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 **PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 **TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 **BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 **VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- 1.07 **NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 **MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

- 3.04 **TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013876578C-1.
- 3.05 **WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 **APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 **MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Department immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 **MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 **SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 **LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 **BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 **USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 **QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 **BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order or cashiers check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 **PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., the Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.16 **PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must

- 5.04 **ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 **OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 **VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 **INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the Indemnity hereunder.
- 5.09 **TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 **TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 **CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 **RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract, all of which the Contractor shall retain for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.
- 5.13 **PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 **LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 **NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 **UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.

AGREEMENT FOR TEMPORARY EMPLOYMENT SERVICES BETWEEN THE CITY OF FORT LAUDERDALE AND A & ASSOCIATES, INC.

THIS AGREEMENT, made and entered into this _____ day of _____, 2013, is by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and A & Associates, Inc., a Florida corporation, ("Contractor"), whose address is 8144 Okeechobee Boulevard, West Palm Beach, FL 33411.

WHEREAS, the City and the Contractor wish to enter into an agreement for temporary employment services based on a contract between the Contractor and the City of Coral Springs, a Florida municipality, on behalf of the Southeast Florida Governmental Purchasing Cooperative Group,

For and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

1. The Contractor agrees to provide to the City on an as needed basis temporary employment services in accordance with the terms of the contract between the City of Coral Springs and the Contractor, City of Coral Springs Contract Award, Bid/RFP No. 13-D-140F, ("ITB" or "Exhibit A"), and the Contractor's response to the ITB dated August 28, 2013, ("Exhibit B"), (collectively, "City of Coral Springs Agreement" or "Contract Documents").

2. Except as applied to the bid evaluation and contract award process, the terms "City of Coral Springs" or "CITY" or "City," as set forth in the Coral Springs Agreement, mean the City of Fort Lauderdale.

3. Notice to the City shall be as follows:

City Manager
City of Fort Lauderdale
100 North Andrews Avenue, 7th Floor
Fort Lauderdale, FL 33301

4. The City's General Terms and Conditions are incorporated herein.

5. In the event of any conflict between or among the Contract Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. First, specific direction from the City's city manager (or designee).
- B. Second, this Agreement for Temporary Employment Services between the City of Fort Lauderdale and A & Associates, Inc.
- C. Third, the City's General Terms and Conditions.
- D. Fourth, the Coral Springs Agreement.

6. The City may cancel this Contract upon written notice to the Contractor in the event the Contractor fails to perform the services as described in this Contract within 30 days following written notice to the Contractor.

A & Associates

**A & ASSOCIATES
RESPONSE TO INVITATION TO BID
NO.: 13-D-140F**

**TEMPORARY EMPLOYMENT SERVICES
FOR THE SOUTHEAST FLORIDA
GOVERNMENTAL PURCHASING
COOPERATIVE GROUP**

**OPENING DATE: AUGUST 28, 2013
OPENING TIME: AT 2:00 PM**

SUBMITTED BY:

A & Associates
Ms. Evelyn Looney, Vice President
8144 Okeechobee Boulevard
West Palm Beach, FL 33411

SUBMITTED TO:

City Of Coral Springs, Florida
Purchasing Division
9551 West Sample Road
Coral Springs, FL 33065

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August 28, 2013

City Of Coral Springs, Florida
Purchasing Division
9551 West Sample Road
Coral Springs, FL 33065

Subject: Transmittal Letter

Dear City of Coral Springs:

A & Associates is pleased to present the Southeast Florida Governmental Purchasing Cooperative Group (hereinafter referred to as the Group) with this proposal for temporary staffing and support services. We understand the personnel and human resource functions the Group is faced with and we recognize the unique opportunity to provide affordable staffing solutions. We believe the staffing industry is in its growth stage and we are significantly positioned to provide a service that will meet or exceed your expectations. While you assess the contents of our bid, you will recognize that we declare and undeniably aspire to obtain this business. We encompass the dedication and capacity to provide you with world-class services you can be pleased with.

We are just the right size to implement and direct your specific temporary staffing program initiatives. Essentially, we have extensive experience in Florida. Our clients include similar institutions, such as: Palm Beach County Convention Center, Palm Beach County Board of County Commissioners, City of Homestead, Collier Public School District, School District of Palm Beach County, Scripps Research Institution, City of Delray Beach, Orange County Public Schools and St. John's County School District.

Organized under professional administration as a monetarily secure corporation; trust the enclosed proposal to confirm with conviction our capacity to provide services to the Group. By duly examining your requirements, we are confident that our proposed services will effectively address your needs. Our goal is to fulfill the specific responsibilities outlined in the ITB at a very competitive cost. A & Associates will put your staffing arrangements into action without wasting time, money or manpower. We will supply the skilled staff you demand with proficiently qualified, accountable, specialists who execute the functions you expect with a professional approach.

Please ponder this response delicately to validate our ability to fulfill the specific items the Group is seeking. Additional inquiries which develop subsequent to the evaluation of this response should be directed to our office. We will be delighted to address your questions or submit to you any requested supplementary information.

The executive who has authority to legally bind the firm to the provisions and terms of this solicitation is:

Ms. Evelyn Looney, Vice President
8144 Okeechobee Boulevard

West Palm Beach, FL 33411
Phone: (561) 533-5303
Toll Free: (888) 944-7823
Cell: (561) 789-2120
Email: Evelyn@associatestaffing.com

We acknowledge each addendum issued by the Group in this solicitation. In addition, we agree and will perform in accordance with all terms, conditions, and provisions included in this ITB.

This proposal is made without collusion with any other person or entity submitting a proposal pursuant to this solicitation. In addition, this proposal is valid until the Group awards a contract as a result of this solicitation.

With Kindest Regards, I Am,



Ms. Evelyn Looney
Vice President
A & Associates

FIRM AND STAFF EXPERIENCE

FIRM QUALIFICATIONS

A & Associates has many years of experience providing professional staffing services to federal and state government agencies. Our Principals will empower the firm to provide the upmost staffing and administration program for the Group. As a group, our managers have over sixty (60) years of recruiting and human resource experience staffing qualified professionals; to operate office machines, such as photocopiers, scanners, facsimile machines, voice mail systems, and personal computers; to answer telephones, direct calls, and take messages; to maintain and update filing, either manually or using a computer; to compile, copy, sort, and file records; and to review records and other documents to obtain information to respond to requests. We have been successfully meeting our daily goals due to our adherence in keeping with strict methods of conducting our duties. Plus, we take great care in providing staff with the necessary equipment that enables them to keep colleagues apprised of all functions and to conduct their duties competently and successfully, as stipulated in the Specifications. Now a leading service provider of temporary staffing services for state government agencies, A & Associates will deliver a quality service. All staff members are well-informed and trained in many areas, including but not limited to the following: on-site management, temp-to-hire placements, recruiting, direct hire placements, employee screening, employee testing and training, short term temporary placements and payroll administration. Our skilled management team able to completely evaluate potential hazards while on ensuring a tailored approach is delivered.

The keen knowledge we encompass of the temporary staffing industry has allowed us to develop solutions that answer the needs of today's municipalities. These solutions will entail but not be limited to the following:

- ❖ RECRUITING, SCREENING AND PLACEMENTS
- ❖ HR ADMINISTRATION AND SUPPORT SERVICES
- ❖ CANDIDATE SEARCH, SELECTION AND ASSESSMENT
- ❖ PAYROLL ADMINISTRATION INCLUDING HANDLING OF TAXES, EMPLOYER CONTRIBUTIONS AND WITHHOLDINGS
- ❖ INCOME REPORTING, INCLUDING W-2 FORMS
- ❖ GENERAL LIABILITY, AUTOMOBILE AND WORKERS COMPENSATION INSURANCE COVERAGE
- ❖ EMPLOYEE RELATIONS

Our staff is disciplined in not exploiting company's inventory for anything other than contracted responsibilities. To date, none of our Staffing Managers have reported any of our employees for fraudulence or negligence. Our management team is phenomenal in keeping careful surveillance and providing adequate support and feedback to staff. Over the years, A & Associates has strengthened its task force and acquired an extensive portfolio of diverse staffing projects including services rendered to school districts, municipalities, elite corporations and not-for-profit entities. Our expertise in coupled with extensive experience with major corporations has allowed us to reduce capital costs

for clients throughout the State of Florida. Our relationships with local, state and federal agencies make for a less stressful licensure process as we keep current with the latest regulations with respect to such issues that impact all of our clients. As a routine process, we regularly summarize new regulations, their potential affect and recommended actions to comply with Florida Statutes. A & Associates have the expertise that encompasses all phases of providing quality staffing services our customers can depend on - from the initial recruiting stage through training, placement and on-going management and development. As you can see, we bring innovation, competency, and extraordinary talent to the table.

STAFF QUALIFICATIONS

With our long outstanding records of accomplishment, A & Associates has the means and infrastructure to provide qualified staffing services to the Group. Our team has been developing temporary staffing solutions and services for many years in the State of Florida and has thus acquired extensive expertise in the staffing industry. Having being based on the services demanded by large and small companies, we have created innovative programs available for use. Our task force is largely made up of skilled, ready-to-work professionals. We take great pride in placing our staff with some of the most elite and rising companies in the State of Florida. Our reputation and networking capacity has enabled us to sustain success and financial growth throughout the years. In addition, we have the capability and the experience in planning, organizing and coordinating staffing activities in emergency and non-emergency situations, providing excellent customer service care and conflict resolution, and ensuring proper completion of duties. We have all worked under inclement weather conditions in order to fulfill our contract obligations in a timely and safe manner.

In accordance to the minimum qualifications posted, A & Associates is pleased to advise that we have qualified managers who have recruited personnel with work experience that matches the job descriptions in the Specifications. Firstly, we have a Principal, Andrew Luchey who has over twenty (20) years of experience, respectively. His experience includes more than five years of management and operations. Mr. Luchey is also adept with excellent organizational and interpersonal communication skills. The Principal has developed a unique blend of leadership, managerial, and entrepreneurial skills that allow him to align operations with strategy to coerce successful results. Launching new programs and services, establishing an outcome-based organizational culture, creating meaningful business collaborations and recalibrating operational methods to ensure their highest function and best use are just a few of the methods Mr. Luchey employs through his practical operations management. In addition to his many years of experience, Mr. Luchey has previously worked on municipal temporary staffing projects.

Secondly, our professional Recruiting and Staffing Managers will review policies, methods, practices, procedures, plans, and programs on a regular basis in order to ensure conformance with relative municipal standards. They will work towards the agencies goals on a consistent basis in a variety of capacities while helping to resolve special issues and problems that may arise on a customer's site. Each of them certainly

possess the ability to communicate effectively both in writing and verbally and are doing a great job of managing current contracted projects. They are responsible for the overall management of all staffing initiatives, safety and strategic payroll administration. They will devote time to numerous activities making certain the services presented by A & Associates are unsurpassed. As professional, courteous and passionate members of our team, Recruiting and Staffing Managers will work assisting with important and complicated situations involving the staffing program.

Thirdly, we have Training Instructors who have a wide range of curriculum and compliance experience. Our team of certified Instructors formulates temporary staff operating guidelines. They are responsible for implementing, modifying and conveying our staff educational and training curriculum. Fourthly, our Field Supervisors assist with planning, scheduling and the oversight of contracts. Field Supervisors often serve as the facilitator of our continuous improvement efforts due to our belief that innovation can not only rest on the past successes. They are completely trained in the functions of our customer's staffing program and have the authority to take immediate action pertaining to monitoring personnel. Nonetheless, the strength of our Field Supervisor's rest in their ability to train, safe guard, and assist the on-duty temporary personnel. Unscheduled inspections of assigned personnel assist us in evaluating staff appearance, alertness and attitude. Additionally, this presents an opportunity to evaluate his or her knowledge of the assignment, while presenting an occasion for staff to ask for assistance if necessary.

Finally, our temporary associates are fully bonded, licensed, and insured. Everyone will be dedicated to satisfying the Group's needs. We employ the finest quality personnel for the sole purpose of customer satisfaction. In addition, we have a few Support Office Assistants who have completed one to two years of college education and are experienced in using various computer spreadsheets and computer software, customer service care, mathematical calculations, and have excellent communication skills.

AVAILABILITY

A & Associates staff will be available to work 7 days a week, 24 hours a day, even during inclement weather conditions and holidays. We have the capability to proficiently handle emergency situations. We coordinate our staff to work on rotating shift schedule, so that there will be adequate coverage at all times.

Our team has instituted written policies and procedures governing the immediate availability of our skilled employees for customers receiving staffing services. To ensure our immediate response to a customer's request, we have implemented a stringent on-standby policy. Employees who are critically needed to perform work necessary for our customer's temporary staffing program, are required to report to work as soon as notified. When an employee is on-standby, we expect their arrival to the customer's site or facility within one (1) hour of the notification. The firm contains a strong sense of responsibility to ensure employees are available to report to work immediately after they receive a notification. With several physical offices located within South Florida we feel secure in our assurance to recruit, screen, train and assign qualified temporary

personnel. Through our local recruiters and relationships with educational institutions we have grown a database of over three hundred (300) professional employees, ready-to-work.

SIMILAR EXPERIENCE - WORK EXPERIENCE OF A & ASSOCIATES

The City of Delray Beach, FL

A & Associates works with this municipal in which we create and implement temporary staffing programs for professional and industrial departments.

Palm Beach County Convention Center, FL

A & Associates provides staff on an as-needed basis for conventions and trade shows.

The School District of Palm Beach County, FL

A & Associates provides a variety of staff to this school district. We employed over three hundred (300) employees on a daily basis in a food serving capacity.

Palm Beach County Board of County Commissioners, FL

A & Associates has been awarded general labor and clerical temporary staffing contracts with this municipal to staff employees in various County departments, including the Courthouse.

Orange County Public Schools

A & Associates employs over two hundred (200) temporary staff members to work as Food Servers, Clerks and Laborers.

There is a considerable amount of customers that use A & Associates as their temporary staffing provider. The number of companies and government agencies that have put their trust in A & Associates to create and implement a program is getting longer and longer every day, but we hope the following list gives you an idea of the world-class service we will provide.

- Cigna Corporate Services
- Collier County Board of County Commissioners
- Collier County School District
- Orange County Public Schools
- Palm Beach County Board of County Commissioners
- Social Security Administration
- St. John's County School District
- The City of Delray Beach
- The City of Homestead
- The City of Ocala
- The City of Ormond Beach
- The School District of Palm Beach County
- The Town of Palm Beach
- Valencia College
- Solid Waste Authority
- Orange County Board of County Commissioners
- Citizens Property Insurance Corporation

Under Tab 3 of the ITR response, we have included contact and contract information for select clients listed above.

PROJECT APPROACH

MANAGEMENT APPROACH

Once service has begun, A & Associates will provide the Group with professional temporary staff.

Our goal of the proposed project is to assist the Group with all the duties stipulated in the Specifications and to provide a realistic temporary staffing program. Our goal will be met by achieving three objectives. First, our team will go over the client's objectives, rules, regulations, standards, and specifications to gain a firm grasp of expectations and trajectories. In the same vein, we find it important to make solid recruiting and training plans for potential associates. To do so, we would study and capture the essential questions asked by veteran staffing agencies when evaluating a potential project and selecting a strategy for government agencies to utilize. Additionally, we will conduct necessary researches, which will include structured in-depth interviews with key Group personnel and the formation of Standard Operating Policies specific for the temporary employees to abide. The next objective will be to train and orientate new staff members so while transitioning to provide services. Finally, we would commence services providing skilled, pre-screened staff to the Group.

Our firm will ensure a flawless transition that is not troublesome nor divert the atmosphere. During this timeframe we would exemplify an extraordinary degree of sensitivity and attentiveness to the potential impact the transition may bring. The management team will fulfill the transition in a manner that would modestly interject the Group's day-to-day operations.

If awarded this contract, we will assure an unblemished transition plan through the following benchmarks:

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Task	TRANSITION TIMELINE			
	Weeks Prior to Start of Contract			
	Week 4	Week 3	Week 2	Week 1
Review Client Procedures				
Project Team Assigned				
On-Site Review				
Meet with your Representative				
Establish Lines of Communication				
Recruit 125% of Staff				
Pre-Employment Screening & Drug Testing				
Background Investigations & Interviews				
Final Selection of Employees				
Finalize Manual & Procedures				
Finalize Training & QA Programs				
Receive & Revise Post Orders				
Classroom Training				
Work Schedule Developed				
On-Site Training (if possible)				
Final Plan Review				
Start Service				

We don't see this project as being one that warrants concerns, but we always take precaution, nevertheless. Our work ethics will remain consistent with temporary staffing industry standards.

A & Associates has been able to competently and successfully complete projected goals by first taking the time to understand and simplify the complex temporary staffing administration. We educate our team regularly and keep them abreast on the intimate knowledge of safety methods, technology, and historical human resource-related scenarios for a wide range of individual activities. We also take cost-cutting measures into account, allowing us to make adequate preparations for conducting multiple activities concurrently. Furthermore, we never neglect to account for the impact of weather, labor relations, subcontractor qualifications and productivity, personnel availability, and a host of other factors, as our goal is to reduce the potential risk of having to correct or account for deficits. With our long outstanding records of accomplishments, we have the means and infrastructure to provide a quality staffing program to ensure public safety and asset protection. Our team has demonstrated with varying degrees of expertise, the ability to administer and provide a temporary staffing program to similar agencies. Our staff has extensive experience and we have established service models, including the methods of coordinating various tasks with staff, guidelines for monitoring and tracking customer services and outcome data, as well as instructions for preparing invoices. We have a proven track record in adhering to solid operational practices, maintaining accountability, retaining adequate liability insurance coverage and preserving financial judgment. To ensure a sound opportunity for success, we will use evidence-based practices such as recruiting, conducting necessary assessments, facilitating the connection of ongoing support services, implementing

employee productivity incentives and providing continuous constructive feedback to our customers to fulfill our assignments. Our associates are continually evaluated and screened for other factors and requirements such as reliability, congeniality, responsiveness, acceptance of responsibilities and the ability to perform with minimal supervision. We have been successfully meeting our daily goals due to our adherence in keeping with strict methods of conducting our responsibilities. Our staff members set the standards for professionalism and excellence. Plus, we take great care in providing all staff with the necessary training and job development that enables them to conduct their jobs competently and successfully, as stipulated in the Specifications. A & Associates management team takes a cost effective approach and capitalizes off of the benefits gained from developing and implementing innovative, efficient plans and best practices. On top of all our careful planning and preparation, our management team constantly edifies ourselves in order to improve the accuracy of various projected factors such on all assignments.

A & Associates understands the general needs and challenges among the federal and state government agencies we currently serve. This has given us an advantage over the competition to successfully respond to this solicitation. In addition, we have training staff that is skilled and exhibits the proficiency to apply the appropriate testing assessments and training programs for individuals seeking employment in the staffing industry. The dependability and consistency we provide on a daily basis sets us aside from our competition. We devote considerable resources to assuring compliance with contractual and other obligations while maintaining the highest level of quality assurance through continual corporate oversight. We exemplify diligence in ensuring our staff excellence in performance and safety. Our methods to provide a comprehensive staffing program will permit our undeniable success. This program will entail but not be limited to recruiting, screening evaluating and developing proficiency along with professionalism, accomplishable in an employee-oriented, high performance culture that emphasizes empowerment, quality, and the ongoing development of a superior workforce.

A & Associates will remain keen on deflecting impending issues that have the potential to bubble to the surface and create dispute. Through our high standards of professionalism, we will work to rectify conflicts and correct flaws immediately. We actively implement measures aimed at improving our premiere services. Our management team has a comprehensive understanding of the principles, practices and standards of safety, known as industry best practices that are applied to facilitate successful contract execution.

DEVELOPMENT AND RETENTION OF PERSONNEL

Staff excellence can only result from exceptional training and skill. Therefore, the quality of any company is first illustrated by its policies on personnel selection. Through an innovative recruiting process, each potential job candidate is closely evaluated. We diligently strive to employ only the highest caliber of men and women who are best suited to the position and assignment. Our requirements include a high school diploma (or equivalent), minimum three (3) months of local residency, home/cell telephone,

reliable transportation, good communication skills, and proper computer abilities for the assignment. In addition, we conduct thorough Nationwide and FDLE background investigations on each potential employee. All references are checked to the legal extent of the law and particular attention is given to criminal history, worker's compensation claims, drug or alcohol abuse, poor employment records, theft, and dishonesty.

A & Associates matches candidate qualifications carefully to the customer's needs and job requirements. Our process is positive and designed to weed out those applicants who are undesirable for our customers. The additional time we invest pays dividends resulting in a lower-than-usual industry turnover rates and customer satisfaction. A & Associates will implement evidence-based practices for all hired staff. Collectively, on-site management and office support will work together to provide the essential services our associates need to thrive progressively. We will also work closely with employees and focus on efforts in assisting on how to address work related problems that arise, demonstrating to them that a combination of respect, hard work, and diligence yield favorable outcomes. We will give continuing recognition for jobs well-done and provide employees with the fundamental support necessary to improve areas of weakness, fostering positive reinforcement.

TOTAL QUALITY MANAGEMENT PROGRAM

A & Associates is comprised of paramount staff members that have allowed us to operate in a client satisfaction orientation. A few of the duties and responsibilities associated with the management team are detailed below:

❖ **Scheduling**

A & Associates managers organize and prepare work schedules for employees to ensure the appropriate amount of staff is available for each work assignment. This involves working with internal employees, as well as external sources. This also includes approving and scheduling time off for employees and making certain vacant positions are filled to meet staffing requirements.

❖ **Reporting**

Managers also create and maintain daily staffing reports, which include verifying employees' work hours, requested time off, as well as job vacancies. Inconsistencies, job vacancies and scheduling concerns are reported to management to address accordingly. Reporting responsibilities also include verifying employee work hours with the payroll department on a routine basis to ensure payroll is disbursed accurately.

❖ **Human Resources**

Along with scheduling and monitoring employee work schedules, our managers fulfill human resource responsibilities in a variety of ways. This may include assisting in the orientation of new employees, explaining the requirements of work shifts and hours, as well as training new employees on systems or programs used to report work hours. The managers also oversee workers' compensation.

information to appropriately facilitate staff scheduling. Other responsibilities include basic administrative human resources tasks their daily activities.

Our managers and supervisors realize the responsibility to coach, support, and impel our staff members to achieve their maximum level of professionalism. Candidates in the managerial positions are highly motivated, result orientated, and self starters with a strong professional image. They will be able to work well independently and make decisions. Also, they encompass strong leadership and coaching skills, supervisory experience and knowledge of general industry practices through experience and education.

ADDITIONAL INFORMATION

TRAINING PROGRAMS

A & Associates realizes that continuous, effective training is the key to provide a quality service to our customers. We will work extremely hard to have the lowest turnover rate possible through actively monitoring and training professional staff members via training sessions, informational updates regarding the site, on-site collaboration with management and by abiding the Standard Operating Procedures established for the Group. Our staff's pride and morals will be high, thus increasing their extraordinary performance.

To assure the superiority and receptiveness of A & Associates employees, we require continuous effective in-service training. Employees are given vigorous on-the-job specific guidance as each location specifications may differ. Our staff is carefully taught how to fulfill their responsibilities. They are required to complete training sessions each month with managers and site-supervisors to evaluate their performance for continuous service. In addition, our staff will receive specific training that enhances their interaction with the public in a manner that is professional, friendly, courteous and diplomatic.

Temporary associates will be continually be educated on the following pertinent subjects:

- ❖ Human and public relations
- ❖ Ethics and professional conduct
- ❖ Effective communication
- ❖ Report writing
- ❖ Emergency Evacuation
- ❖ And many more...

Funding for this project will be immediately available for use upon award of contract to our firm. We understand the importance of being able to fund asset purchases and the daily operations of our firm.

24-HOUR DISPATCH CENTER

A & Associates operates a 7 days per week, 24 hours per day, and 365 days per year Dispatch Center. The contact information for the dispatch center is as follows:

- ❖ Dispatch Center Telephone Number: (888) 944-7823
- ❖ 24/7 Back-Up Communication Number: (561) 789-2120

This ensures the "after hour" concerns of our customers are handled by a trained dispatcher. All supervisory and management personnel can be contacted at any time through cell phone. Our Dispatch Center helps ensure the safety of our staff on duty through a schedule of prearranged check-in calls and ready links for emergency

assistance. This dispatch system also helps "No Shows" as all associates are required to call into the communication center upon arrival for the scheduled duty. Should a replacement employee be needed, the dispatcher begins the appropriate process immediately.

EMPLOYEE BENEFITS

A & Associates provides a comprehensive package of benefit choices that meet employee financial needs at an affordable cost for both the employee and the agency. This includes but is not limited to the following:

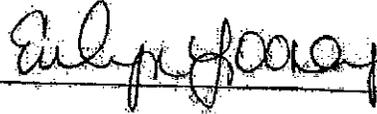
- ❖ Health Care
- ❖ Maternity, Paternity, and Adoption Leave
- ❖ Paid Holidays
- ❖ Paid Personal Days
- ❖ Paid Time Off
- ❖ Bereavement or Funeral Leave
- ❖ Performance Pay Raises
- ❖ Severance Pay
- ❖ Sick Leave
- ❖ Vacation Leave
- ❖ Work Breaks and Meal Breaks

CONCLUSION

This proposal shall serve as the official response to the Group's solicitation for temporary staffing services and constitutes the agreement between parties. It may be modified by both parties, fittingly.

INVITATION TO BID NO. 13-D-140F

Signature of Preparer:



Printed Name of Preparer:

Ms. Evelyn Looney

Job Title:

Vice President

Date of Execution:

08/28/13

CITY OF CORAL SPRINGS, FLORIDA

INVITATION TO BID

SUBMIT BID TO:

PURCHASING DIVISION
9651 WEST SAMPLE ROAD
CORAL SPRINGS, FLORIDA 33065

BIDDER ACKNOWLEDGMENT

GENERAL CONDITIONS

THESE INSTRUCTIONS ARE STANDARD FOR ALL BIDS FOR COMMODITIES/SERVICES ISSUED BY THE CITY OF CORAL SPRINGS. THE CITY OF CORAL SPRINGS MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. ANY AND ALL SPECIAL CONDITIONS THAT MAY VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS INVITATION FOR BID SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

BIDDER ACKNOWLEDGMENT MUST BE SIGNED AND RETURNED WITH YOUR BID

SEALED BIDS: This form must be executed and submitted with all Bid sheets in a sealed envelope. The face of the envelope shall contain the above address, the date and time of Bid opening and Bid number. Bids not submitted on attached Bid Form may be rejected. All Bids are subjected to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Bid and certify that I am authorized to sign this Bid for the Bidder. By signature on this form, Bidder acknowledges and accepts without limitation, pages 1 through 5 inclusive of the Invitation to Bid as well as any special instructions if applicable.

BID TITLE: Temporary Employment Services for S.E. Florida Governmental Purchasing Cooperative Group

INSTRUCTIONS TO BIDDERS:

BID NO: 13-D-140F

1. DEFINED TERMS

BIDS WILL BE OPENED 2:00 P.M. (EST), Wednesday, August 28, 2013 and may not be withdrawn during the 90 calendar days following such date and time.

PURCHASING AGENT (NAME & TELEPHONE NO.):

Gail Dixon, (954) 344-1104

1.1 Terms used in these Instructions to Bidders are defined and have the meanings assigned to them. The term "Bidder" means one who submits a Bid directly to CITY, as distinct from a sub-bidder who submits a Bid to the Bidder. The term "Successful Bidder" means the most responsible and responsive Bidder to whom CITY (on the basis of CITY'S evaluation as hereinafter provided) makes an award. The term "CITY" refers to the CITY of Coral Springs, a municipal corporation of the State of Florida. The term "Bid Documents" includes the Invitation to Bid, Instructions to Bidders, Special Conditions, Bid Form, Non-Collusive Affidavit, Certificate(s) of Insurance, if required, Payment and Performance Bonds, if required, Corporate Resolution, Bid Security, if required, and the proposed Contract Documents, if any, including all Addenda issued prior to receipt of Bids.

A's Associates
CORRECT LEGAL NAME OF BIDDER:

2. COPIES OF BIDDING DOCUMENTS

Evelyn Looney
(SIGNATURE OF BIDDER'S AUTHORIZED AGENT)

2.1 Complete sets of Bid Documents must be used in preparing Bids. CITY does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents; CITY, in making copies of Bid Documents available does so only for the purpose of obtaining Bids and does not confer a license or grant for any other use.

TITLE: VP

3. QUALIFICATIONS OF BIDDERS

TYPED/PRINTED NAME OF AUTHORIZED AGENT: Evelyn Looney

3.1 No Bid will be accepted from, nor will any contract be awarded to any person who is in arrears to the CITY, upon any debt or contract or who is a defaulter, as surety or otherwise, upon any obligation to CITY, or who is deemed responsible or unreliable by the CITY.

ADDRESS: 9521 Hollywood Blvd.
Hollywood, FL 33065

3.2 As part of the Bid evaluation process, CITY may conduct a background investigation including a record check by

PHONE NO: (361) 533-5303

FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER OF BIDDER:

60-0166811

I certify that this Bid acknowledgment is made without prior understanding, agreement or connection with any corporation, firm or person submitting a Bid for the same commodities/services.

INITIALS/DATE: JL 8/28/13

the Coral Springs Police Department. Bidder's submission of a Bid constitutes acknowledgment of the process and consent to such investigation. CITY shall be the sole judge in determining Bidder's qualifications.

4. EXAMINATION OF BID DOCUMENTS

4.1 Before submitting a Bid, each Bidder must: (a) examine the Bid Documents thoroughly; (b) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, performance, or provision of the commodities and/or services; (c) study and carefully correlate Bidder's observations with the Bid Documents; and (d) notify CITY's Purchasing Division of all conflicts, errors and discrepancies in the Bid Documents.

4.2 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article 4, that without exception, the Bid is premised upon performing the services and/or furnishing the commodities and materials and such means, methods, techniques, sequences or procedures as may be indicated in or required by the Bid Documents; and that the Bid Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance and furnishing of the goods and/or services.

5. SPECIFICATIONS

5.1 The apparent silence of the Specifications as to any detail, or the apparent omission from the Specifications of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.

5.2 For the purpose of evaluation, the Bidder must indicate any variance or exceptions to the stated Specifications, no matter how slight. Deviations should be explained in detail. Absence of variations and/or corrections will be interpreted to mean that the Bidder meets all the Specifications in every respect.

5.3 Any manufacturers' names, trade names, brand names, information and/or catalog numbers used herein are for the purpose of describing and establishing a general standard of quality, performance and characteristics and are not intended to limit or restrict competition. The Bidder may offer any brand which meets or exceeds the Specifications for any item(s). If Bids are based on equivalent products, indicate on the Bid Form the manufacturer's name and catalog number. Bidder shall submit with his Bid complete and descriptive literature and/or specifications. The Bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the Specifications and not be considered an exception thereto. The determination of equivalency shall rest solely with the CITY. If Bidder fails to name a substitute, it will be assumed that Bidder is bidding on and will be required to furnish commodities identical to Bid standards.

6. INTERPRETATIONS AND ADDENDA

6.1 To ensure fair consideration for all Bidders, CITY prohibits communication to or with any department officer or employee during the submission process except as provided in Paragraph 6.2, below.

6.2 If the Bidder should be in doubt as to the meaning of any of the Bid documents, or is of the opinion that the plans and/or specifications contain errors, contradictions or reflect omissions, Bidder shall submit a written request directed to the Purchasing Division to be forwarded to the appropriate person or department for interpretations or clarification. Interpretations or clarifications deemed necessary by the Purchasing Division in response to such questions will be issued in the form of written addenda, mailed to all parties recorded by CITY'S Purchasing Division as having received the Bid documents. The issuance of a written addendum by the Purchasing Division shall be the only official method whereby such an interpretation or clarification will be made.

7. PRICES BID

7.1 Prices shall be shown in both unit amounts and extensions whenever applicable. In the event of discrepancies existing between unit amounts and extension or totals, unit amounts shall govern.

7.2 Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

7.3 All applicable discounts shall be included in the bid price for materials and services and will be considered as determining factors in recommending an award in case of tie Bids. Discounts extended to CITY shall include but not be limited to those discounts normally extended to governmental agencies as well as the private sector.

7.4 Chain discounts are not acceptable and will not be considered in determining an award. Bidders may bid only one (1) discount for each item on the Bid Form. Firm discounts and prices are to be quoted for the term of the Contract.

7.5 Bidder warrants, by virtue of bidding that prices, terms and conditions in the Bid will be firm for acceptance for a period of ninety (90) calendar days from the date of Bid opening unless otherwise stated by the CITY.

7.6 The Bid price shall include all permit fees, royalties, license fees and other costs arising from the use of such design, device or materials in any way involved in the work as well as all costs of packaging, transporting and delivery to the designed location within the City of Coral Springs.

8. OCCUPATIONAL HEALTH & SAFETY

8.1 In compliance with Chapter 442, Florida Statutes, any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this Bid must be accompanied by a Material Safety Data Sheet (MSDS) which may be obtained from the manufacturer. The MSDS must include the following information:

- 8.1.1 The chemical name and the common name of the toxic substance.
- 8.1.2 The hazards or other risks in the use of the toxic substance including:
 - a) The potential for fire, explosion, corrosivity and reactivity;
 - b) The known acute and chronic health effects of risk from exposure including the medical conditions which are generally recognized as being

- aggravated by exposure to the toxic substance and
- c) The primary routes of entry and symptoms of over exposure.
- 8.1.3 The proper precautions, handling practices, necessary personal protection equipment and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of exposure.
- 8.1.4 The emergency procedure for spills, fire, disposal and first aid.
- 8.1.5 A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
- 8.1.6 The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

9. SUBMISSION OF BIDS

- 9.1 Bids shall be submitted at or before the time and at the place indicated in the invitation to Bid and shall be submitted in a sealed envelope. The envelope shall be clearly marked on the exterior "BID FOR (PROJECT TITLE) THE CITY OF GORAL SPRINGS, FLORIDA, OPEN....(insert date given in invitation to Bid) and shall state the name and address of the Bidder and shall be accompanied by any other required documents. No responsibility will attach to the Purchasing Division for the premature opening of a Bid not properly addressed and identified.
- 9.2 Bids must be typed or printed in ink. Use of erasable ink is not permitted. All blanks on the Bid Form must be completed. Names must be typed or printed below the signature. Facsimile Bids will not be accepted.
- 9.3 In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable state and federal law, all Bidders should be aware that the invitation to Bid and the responses thereto are in the public domain. However, the Bidders are requested to identify specifically any information contained in their Bids which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.
- 9.4 All Bids received from Bidders in response to the invitation to Bid will become the property of the City and will not be returned to the Bidders. In the event of contract award, all documentation produced as part of the contract shall become the exclusive property of the CITY.
- 9.5 The submitted Bid shall constitute a firm offer on the part of the Bidder to furnish the commodities and/or services requested.

10. BID FORMS

- 10.1 The Bid Form is included with the Bid Documents and must be used by the Bidder. Failure to do so may cause the Bid to be rejected. The forms must be submitted in good order and all blanks must be completed.
- 10.2 The Bid must be signed by one duly authorized to do so and in cases where the Bid is signed by a deputy or subordinate, the principal's proper written authority to such deputy or subordinate must accompany the Bid.

- 10.3 Bids by corporations must be executed in the corporate name by the President or other corporate officers accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature.
- 10.4 Bids by partnerships must be executed in the partnership name and signed by a general partner whose title must appear under the signature and the official address of the partnership must be shown below the signature.

11. MODIFICATION AND WITHDRAWAL OF BIDS

- 11.1 Bids must be modified or withdrawn by an appropriate document duly executed in the manner that a Bid must be executed and delivered to the place where Bids are to be submitted at any time prior to the deadline for submitting Bids. A request for withdrawal or a modification must be in writing and signed by person duly authorized to do so and, in a case where signed by a deputy or subordinate, the principal's proper written authority to such deputy or subordinate must accompany the request for withdrawal or modification. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid date and time. After expiration of the period for receiving Bids, no Bid may be withdrawn or modified.
- 11.2 If, within twenty-four (24) hours after Bids are opened, any Bidder files a duly signed written notice with CITY and within five (5) calendar days thereafter demonstrates to the reasonable satisfaction of CITY by clear and convincing evidence that there was a material and substantial mistake in the preparation of its Bid, or that the mistake is clearly evident on the face of the Bid but the intended correct Bid is not similarly evident, then Bidder may withdraw its Bid and the Bid Security will be returned.

12. REJECTION OF BIDS

- 12.1 To the extent permitted by applicable state and federal laws and regulations, CITY reserves the right to reject any and all Bids to waive any and all informalities, irregularities and technicalities not involving price, time or changes in the commodities and/or services, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional Bids. Bids will be considered irregular and may be rejected if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations or irregularities of any kind.
- 12.2 CITY reserves the right to reject the Bid of any Bidder if CITY believes that it would not be in the best interest of CITY to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by CITY.
- 12.3 More than one Bid received for the same work from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the same work will cause the rejection of such Bids in which the Bidder is interested. If there are reasonable grounds for believing that collusion exists among the Bidders, the Bids of participants in such collusion will not be considered.

- 12.4 The foregoing reasons for rejection of Bids are not intended to be exhaustive.
13. OPENING OF BIDS
- 13.1 Bids will be opened publicly on the date and at the location and time specified in the Invitation to Bid. Bids will be read aloud and an abstract of the amount of the base Bids will be made available after the opening of the Bid.
14. BIDS TO REMAIN OPEN
- 14.1 All bids shall remain open for ninety (90) calendar days after the day of the Bid opening, but CITY may, at its sole discretion, release any Bid and return the Bid Security prior to that date.
- 14.2 Extensions of time when Bids shall remain open beyond the ninety (90) day period may be made only by mutual written agreement between the CITY, the successful Bidder and the surety, if any, for the successful Bidder.
15. AWARD OF CONTRACT
- 15.1 If the contract is to be awarded, it will be awarded to the most responsible and responsive Bidder for the base Bid whose evaluation by CITY indicates to CITY that the award will be in the best interests of the CITY and not necessarily to the lowest Bidder.
- 15.2 Criteria utilized by CITY for determining the most responsible and responsive Bidder includes, but is not limited to the following:
- (a) Ability of Bidder to meet published specifications.
 - (b) Bidder's experience and references including, but not limited to, the reputation, integrity, character, efficiency, experience, skill, ability and business judgment of the Bidder, the quality of performance of Bidder under previous contracts, any sub-contractors and other persons providing labor or materials to Bidder.
 - (c) Bidder's qualifications and capabilities, including but not limited to, the size, financial history, strength and stability of the business to perform the work of the Contract, the possession of necessary facilities and equipment and the quality, availability and adaptability thereof to the particular use(s) required.
 - (d) Whether Bidder can perform the Contract promptly or within the time specified without delay or interference.
 - (e) Previous and existing compliance by Bidder with laws, ordinances and regulations relating to the commodities or services.
 - (f) Price.
- 15.3 If applicable, the Bidder to whom award is made shall execute a written Contract prior to award by the City Commission. If the Bidder to whom the first award is made fails to enter into a Contract as herein provided, the Contract may be let to the next lowest Bidder who is responsible and responsive in the opinion of the CITY.

16. OPEN-END CONTRACT

16.1 No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any Open End Contract. Estimated quantities will be used for Bid comparison purposes only. The CITY reserves the right to issue purchase orders as and when required, or issues a blanket purchase order for individual agencies, and release partial quantities of any combination of the proceeding.

16.2 ORDERING: The CITY reserves the right to purchase commodities/services specified herein through Contracts established by other governmental agencies or through separate procurement actions due to unique or special needs. If an urgent delivery is required within a short period than the delivery time specified in the Contract, and if the seller is unable to comply therewith, the CITY reserves the right to obtain such delivery from others without penalty or prejudice to the CITY or to the Bidder.

16.3 CONTRACT PERIOD: The initial Contract period shall start with the expiration date of the previous Contract of date of award, whichever is latest, and shall terminate two (2) years from that date. The CITY may renew this Contract for two (2) two (2) year periods, subject to Bidder acceptance, satisfactory performance and determination that renewal will be in the best interest of the CITY. All prices, terms and conditions shall remain firm for the initial period of the Contract and for any renewal period unless subject to price adjustment specified as a "special condition" hereto.

17. INSURANCE

17.1 The insurance requirements contained in this Bid represent the minimal protection necessary for the CITY as determined by the CITY's Risk Management Coordinator. The successful Bidder shall be required to provide proper proof of insurance to the Purchasing Division prior to award. No award will be recommended until a written determination is made by CITY's Risk Management Coordinator that the proof of insurance submitted by the Bidder is acceptable from a Risk Management perspective. Further modification of the requirements may be made at the sole discretion of the CITY if circumstances warrant.

18. TAXES

18.1 The successful Bidder shall pay all applicable sales, consumer use and other similar taxes required by law.

19. AUDIT RIGHTS

19.1 The CITY reserves the right to audit the records of the successful Bidder for the commodities and/or services provided under the Contract at any time during the performance and term of the Contract and for a period of three (3) year after completion and acceptance by the CITY. If required by the CITY, the successful Bidder agrees to submit to an audit by an independent certified public accountant selected by the CITY. The successful Bidder shall allow the CITY to inspect, examine and review the records of the successful Bidder in relation to this contract at any and all times during normal business hours during the term of the Contract.

20. CONFLICT OF INTEREST

20.1 The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Bidders must disclose with their Bid the name of any officer, director, partner, proprietor, associate or agent who is also a public officer or employee of the CITY or any of its agencies. Further, all Bidders must disclose the name of any public officer or employee of the CITY who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches or affiliate companies.

21. NON-COLLUSIVE AFFIDAVIT

21.1 Each Bidder shall complete the Non-Collusive Affidavit and include it with the Bid Form and shall submit this Form with the Bid. Failure of the Bidder to submit this document may be cause for rejection of the Bid.

22. SUMMARY OF DOCUMENTS TO BE SUBMITTED BY BIDDERS

22.1 The following is a summary of documents, copies of which may be included in the Bid documents, which are to be completed and submitted by bidders:

- (a) Bidder acknowledgement
- (b) Bid Form
- (c) Non-Collusive Affidavit
- (d) Certified Resolution or other duly executed document evidencing authority to sign on behalf of the Bidder.
- (e) Qualification Statement, if required by the Special Conditions.
- (f) Bid Security, if required by the Special Conditions.
- (g) Certificate(s) of Insurance, if required by the Special Conditions.
- (h) Certification of Non-Segregated Facilities, if required by the Special Conditions.

6. Bidder will provide services for the following price(s):

Item No.	Estimated Annual Usage (Hours)	Description	Unit Price (Per Hour)	Total Price
A. Blue Collar				
1	6,000	Custodian	\$ 10.25	\$ 61,500
2	30,800	Maintenance Worker	\$ 10.25	\$ 315,700
3	2,200	Lead Worker	\$ 10.65	\$ 23,430
4	120	Water Plant Operator	\$ 18.75	\$ 2,250
5	2,600	Facilities Technician	\$ 11.00	\$ 28,600
6	7,100	Equipment Operator II	\$ 12.50	\$ 88,750
7	100	Inspector I	\$ 15.00	\$ 1,500
Subtotal (Blue Collar):				\$ 521,730
B. White Collar				
1	1,700	Receptionist	\$ 10.00	\$ 17,000
2	7,750	Office Assistant	\$ 12.50	\$ 96,875
3	4,320	Principal Office Assistant	\$ 11.88	\$ 51,321.60
4	5,440	Sr. Office Assistant	\$ 12.75	\$ 69,360
5	300	Permit Services Representative	\$ 12.50	\$ 3,750
6	100	Legal Secretary	\$ 16.00	\$ 1,600
7	540	Accounting Clerk I	\$ 13.00	\$ 7,020
8	200	Accounting Assistant	\$ 12.00	\$ 2,400
9	1,400	Accountant	\$ 20.00	\$ 28,000
10	880	Information Services Technician	\$ 13.50	\$ 11,880
11	1,040	Information Services Specialist	\$ 14.50	\$ 15,080
12	3,040	Public Works Inspector	\$ 12.50	\$ 38,000
13	800	Park Ranger	\$ 12.50	\$ 10,000
14	40	Purchasing Assistant	\$ 12.50	\$ 500
Subtotal (White Collar):				\$ 352,786.60
Total (Blue & White Collar):				\$ 874,516.60

INITIALS/DATE: *af* 8/28/13

7. Acknowledgement is hereby made of the following Addenda (identified by number) received since issuance of the Invitation to Bid:

Addendum No. <u>N/A</u>	Date _____
Addendum No. _____	Date _____
Addendum No. _____	Date _____

8. PLEASE HAVE YOUR INSURANCE REPRESENTATIVE CAREFULLY REVIEW THE INSURANCE COVERAGE REQUIREMENTS CONTAINED IN THE INSTRUCTIONS TO BIDDERS PRIOR TO SUBMITTING YOUR BID TO ENSURE COMPLIANCE WITH ALL INSURANCE REQUIREMENTS.

WE HAVE SUBMITTED A COI WITH OUR PROPOSAL TO EVIDENCE COMPLIANCE.

9. The CITY reserves the right to award this contract on the basis of any combination of the above items, or all items, in which the CITY deems in its best interests.

10. Communications concerning this Bid shall be addressed to:

Name: MS. EVELYN LOONEY

Address: 8144 OKEECHOBEE BOULEVARD

WEST PALM BEACH, FL 33411

Telephone No.: 561-539-5303

Fax No.: 561-533-3858

11. The following documents are attached to and made as a condition to this Bid:

(a) Certificate(s) of insurance **YES**

13. The following documents are attached to and made as a condition to this Bid:

(a) Bidder's certification **YES**

(b) Certified resolution (corporation, partnerships) **YES**

(c) Certificate(s) of insurance **YES**

(d) Non-collusive affidavit **YES**

(e) Bidder's qualification statement **YES**

(f) Bidder's Foreign (Non-Florida) corporate statement **YES**

(g) References **YES**

BIDDER'S CERTIFICATION

WHEN BIDDER IS AN INDIVIDUAL, N/A

In witness whereof, the Bidder has executed this Bid Form this _____ day of _____, 201__.

By: _____
Signature of Individual/Title

Witness

Printed Name of Individual

ACKNOWLEDGEMENT

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 201__, by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp, or type as Commissioned)

BIDDER'S CERTIFICATION

WHEN BIDDER IS A CORPORATION, PARTNERSHIP OR FIRM

In witness whereof, the Bidder has executed this Bid Form this 28TH day of AUGUST, 2013.

Witness

Signature of Owner

A & ASSOCIATES

Printed Name of Corporation, Partnership, Firm

MR. ANDREW LUCHEY

Printed Name of Owner

8144 OKEECHOBEE BOULEVARD

Business Address

WEST PALM BEACH, FL 33411

City/State/Zip

(561) 533-5303

Business Phone Number

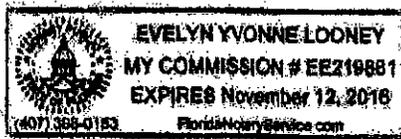
ACKNOWLEDGEMENT

State of FLORIDA
County of PALM BEACH

The foregoing instrument was acknowledged before me this 28TH day of AUGUST, 2013, by MR. ANDREW LUCHEY (Name), PRESIDENT/OWNER (Title) of A & ASSOCIATES (Name of Company) who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

Evelyn Yvonne Looney
NOTARY PUBLIC



Evelyn Looney
(Name of Notary Public; Print, Stamp, or type as Commissioned)

CERTIFIED RESOLUTION

I, MR. ANDREW LUCHEY (Name), the duly elected Secretary of A & ASSOCIATES (Corporate Title), a corporation organized and existing under the laws of the State of FLORIDA, do hereby certify that the following Resolution was unanimously adopted and passed by a quorum of the Board of Directors of the Said corporation at a meeting held in accordance with law and the by-laws of the said corporation.

"IT IS HEREBY RESOLVED THAT MR. ANDREW LUCHEY (Name)" The duly elected PRESIDENT (Title of Officer) of A & ASSOCIATES (Corporate Title) be and is hereby authorized to execute and submit a Bid and Bid Bond, if such bond is required, to the City of Coral Springs and such other instruments in writing as may be necessary on behalf of the said corporation; and that the Bid, Bid Bond, and other such instruments signed by him/her shall be binding upon the said corporation as its own acts and deeds. The secretary shall certify the names and signatures of those authorized to act by the foregoing resolution.

The City of Coral Springs shall be fully protected in relying upon such certification of the secretary and shall be indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out of honoring the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised, revoked or rescinded.

I further certify that the following are the name, titles and official signatures of those persons authorized to act by the foregoing resolution.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>MR. ANDREW LUCHEY</u>	<u>PRESIDENT</u>	<u>[Signature]</u>
<u>MS. EVELYN LOONEY</u>	<u>VICE PRESIDENT</u>	<u>[Signature]</u>
_____	_____	_____

Given under my hand and the Seal of the said corporation this 28TH day of AUGUST, 2013.

(SEAL)



By: [Signature]
Secretary
PRESIDENT
Corporate Title

NOTE:
The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the City of Coral Springs that the person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do so in its behalf.

NON-COLLUSIVE AFFIDAVIT

State of FLORIDA)

)ss.

County of PALM BEACH)

MR. ANDREW LUCHEY being first duly sworn, deposes and says that:

- (1) He/she is the PRESIDENT, (Owner, Partner, Officer, Representative or Agent) of A & ASSOCIATES the Bidder that has submitted the attached Bid;
- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

[Signature]

By: [Signature]

MR. ANDREW LUCHEY

(Printed Name)

PRESIDENT

(Title)

ACKNOWLEDGEMENT

State of FLORIDA
County of PALM BEACH

The foregoing instrument was acknowledged before me this 28TH day of AUGUST
2013, by MR. ANDREW LUCHEY, who is personally known to me
or who has produced _____ as identification and who did (did not) take an
oath.

WITNESS my hand and official seal

[Signature]
NOTARY PUBLIC

Evelyn Looney
(Name of Notary Public: Print,
Stamp, or Type as Commissioned.)



QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Coral Springs
(Purchasing Administrator)

ADDRESS: 9551 West Sample Road
Coral Springs, Florida 33065

CIRCLE ONE

SUBMITTED BY: A & ASSOCIATES

NAME: MS. EVELYN LOONEY

ADDRESS: 8144 OKEECHOBEE BOULEVARD

WEST PALM BEACH, FL 33411

TELEPHONE NO. 561-533-5303 OR 888-944-7823

FAX NO. 561-533-3858 OR 888-994-7823

E-MAIL ADDRESS: EVELYN@ASSOCIATESTAFFING.COM

Corporation
Partnership
Individual
Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Bidder is: A & ASSOCIATES

The address of the principal place of business is:
2521 HOLLYWOOD BOULEVARD, HOLLYWOOD, FL 33020

2. If Bidder is a corporation, answer the following:

a. Date of Incorporation: 10/2003
b. State of Incorporation: FLORIDA
c. President's name: MR. ANDREW LUCHEY
d. Vice President's name: MS. EVELYN LOONEY
e. Secretary's name: MR. ANDREW LUCHEY
f. Treasurer's name: MR. ANDREW LUCHEY

g. Name and address of Resident Agent:

MR. ANDREW LUCHEY

8144 OKEECHOBEE BOULEVARD

WEST PALM BEACH, FL 33411

3. If Bidder is an individual or a partnership, answer the following: **N/A**

a. Date of organization:

b. Name, address and ownership units of all partners:

c. State whether general or limited partnership:

4. If Bidder is other than an individual, corporation or partnership, describe the organization and give the name and address of principals: **N/A**

5. If Bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute. **NONE**

6. How many years has your organization been in business under its present business name?

OVER TEN (10)

a. Under what other former names has your organization operated?

N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions that are the subject of this Bid. Please attach certificate of competency and/or state registration.

N/A

8. Do you have a complete set of documents, including drawings and addenda?
 (Y) (N) _____ **WE DO NOT HAVE DRAWINGS, BUT WE HAVE AN IMPLEMENTATION PLAN**
9. Have you personally inspected the site of the proposed work? _____ Yes no
10. Did you attend the pre-bid conference if such conference was held? (Y) _____ (N)
11. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

NEVER. A & ASSOCIATES HAS A SUCCESSFUL TRACK RECORD OF PROVIDING TEMPORARY EMPLOYMENT SERVICES TO MUNICIPALS IN THE STATE OF FL.

12. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

OVERSIGHT ACTIVITIES RELATED TO PROVIDING SERVICES, COORDINATION OF ACTIVITIES CONCERNED WITH SERVICES, MANAGE STAFF, PREPARE WORK SCHEDULES, ASSIGN DUTIES, IMPLEMENT POLICIES AND PROCEDURES.

13. State the name of the individual who will have personal supervision of the work:

DR. GAIL WINT

14. Within the last five (5) years, has any officer or partner of your organization ever been an officer or partner of another organization when it failed to complete a contract? If so, explain fully:

NO

15. State the name and address of attorney, if any, for the business of the Offeror:

**LAW OFFICES OF WAYNE RICHARDS
 2001 BROADWAY RIVIERA BEACH, FL 33404**

16. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Bidder's business and indicate the percentage owned of each such business and/or individual:

NONE. THE SOLE OWNER OF THE FIRM IS MR. ANDREW LUCHEY.

17. State the names, addresses and the type of business of all firms that are partially or wholly owned by Bidder:

NONE

18. Bank References:

BANK

ADDRESS

BB&T

5737 OKEECHOBEE BLVD, WEST PALM BEACH, FL 33417

19. Attach a financial statement (including bidder's latest balance sheet and income statement showing the following items:

- a. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials, real estate, stocks and bonds, equipment, furniture and fixtures, inventory and prepaid expenses).
- b. Net fixed assets.
- c. Other assets.
- d. Current liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, real estate encumbrances and accrued payroll taxes).
- e. Other liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings)*

- 19.1 State the name of the firm preparing the financial statement and date thereof:

PREPARED BY A & ASSOCIATES CONTROLLER

19.2 Is this financial statement for the identical organization named on page one?
(Y) X (N) _____

19.3 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsi diary).

19.4 Will this organization act as a guarantor of the contract?

(Y) X (N) _____

THE BIDDER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY BIDDER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE BIDDER'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE BID, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

[Handwritten Signature]
Signature:

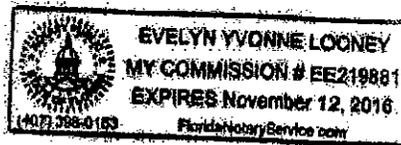
State of FLORIDA
County of PALM BEACH

The foregoing instrument was acknowledged before me this 28TH day of AUGUST, 2013 by MR. ANDREW LUCHEY of A & ASSOCIATES, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

[Handwritten Signature]
NOTARY PUBLIC

Evelyn Looney
(Name of Notary Public: Print, Stamp, or type as Commissioned)



FOREIGN (NON-FLORIDA) CORPORATIONS MUST COMPLETE THIS FORM

DEPARTMENT OF STATE CORPORATE CHARTER NO. N/A

If your corporation is exempt from the requirements of Section 607.1501, Florida Statutes, YOU MUST CHECK BELOW the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (850) 245-6051 for assistance with corporate registration or exemptions.

607.1501 Authority of foreign corporation to transact business required.

- (1) A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.
- (2) The following activities, among others, do not constitute transacting business within the meaning of subsection (1):
- (a) Maintaining, defending, or settling any proceeding.
 - (b) Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs.
 - (c) Maintaining bank accounts.
 - (d) Maintaining officers or agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositaries with respect to those securities.
 - (e) Selling through independent contractors.
 - (f) Soliciting or obtaining orders, whether by mail or through employees, agents, or otherwise, if the orders require acceptance outside this state before they become contracts.
 - (g) Creating or acquiring indebtedness, mortgages, and security interests in real or personal property.
 - (h) Securing or collecting debts or enforcing mortgages and security interests in property securing the debts.
 - (i) Transacting business in interstate commerce.
 - (j) Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature.
 - (k) Owning and controlling a subsidiary corporation incorporated in or transacting business within this state or voting the stock of any corporation which it has lawfully acquired.
 - (l) Owning a limited partnership interest in a limited partnership that is doing business within this state, unless such limited partner manages or controls the partnership or exercises the powers and duties of a general partner.
 - (m) Owning, without more, real or personal property.
- (3) The list of activities in subsection (2) is not exhaustive.
- (4) This section has no application to the question of whether any foreign corporation is subject to service of process and suit in this state under any law of this state.

Please check one of the following if your firm is NOT a corporation:

- (I) Partnership, Joint Venture, Estate or Trust
(II) Sole Proprietorship or Self-Employed

NOTE: This sheet MUST be enclosed with your bid if you claim an exemption or have checked I or II above. If you do not check I or II above, your firm will be considered a corporation and subject to all requirements listed herein.

BIDDER'S CORRECT LEGAL NAME

SIGNATURE OF AUTHORIZED AGENT OF BIDDER

INITIALS/DATE:

g 8/28/13

REFERENCES

In order to receive Bid Award consideration on the proposed bid, it is a requirement that the following "Information Sheet" be completed and returned with your bid. This information may be used in determining the Bid Award for this contract.

Bidder (company name): A 3 Associates
Address: 2521 Hollywood Blvd, Hollywood FL 33020
Telephone No: (904) 533 5303
Contact person: EVERETT LOONEY Title: VP
Number of years in business: 10+ years (9) Years
Address of nearest facility: 2521 HOLLYWOOD BOULEVARD, HOLLYWOOD, FL 33020
AND 8144 OKEECHOBEE BOULEVARD, WEST PALM BEACH, FL 33411

List three (3) companies or governmental agencies where these products and services have been provided in the last year:

1. Company Name: PALM BEACH COUNTY BOARD OF COMMISSIONERS
Address: 50 SOUTH MILITARY TRAIL, WEST PALM BEACH, FL 33415
Telephone No: (561) 616-6840
Contact Person: TONYA JOHNSON Title: DIRECTOR OF SMALL BUSINESS
Date Products Sold: SERVICES PROVIDED FROM 2/2012 TO 09/2015
2. Company Name: CITY OF DELRAY BEACH
Address: 100 NW 1ST AVENUE
Telephone No: (561) 243-7161
Contact Person: PATSY NADAL Title: PURCHASING MGR
Date Products Sold: SERVICES PROVIDED FROM 07/2009 TO 09/2014
3. Company Name: CITY OF HOMESTEAD
Address: 951 SW 4TH STREET
Telephone No: (786) 442-8885
Contact Person: GERROD BODIE Title: RECREATIONAL PROGRAMMER
Date Products Sold: SERVICES PROVIDED FROM 4/2012 TO 4/2015

INITIALS/DATE:

gf 8/28/13

1:14 PM
05/15/13
Accrual Basis

A&A 2013
Balance Sheet
As of May 15, 2013

	<u>May 15, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank Of America - Orlando	48,871.08
BB&T	426,785.60
Total Checking/Savings	<u>475,656.68</u>
Total Current Assets	<u>475,656.68</u>
TOTAL ASSETS	<u><u>475,656.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Loan From Andrew	1,269.10
Payroll Liabilities	82,682.03
Total Other Current Liabilities	<u>83,951.13</u>
Total Current Liabilities	<u>83,951.13</u>
Total Liabilities	<u>83,951.13</u>
Equity	
Opening Balance Equity	61,106.48
Retained Earnings	-39.45
Net Income	350,636.52
Total Equity	<u>411,705.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>475,656.68</u></u>

1:14 PM

05/15/13

Accrual Basis

A&A 2013
Profit & Loss
November 20, 2012 through May 15, 2013

	<u>Nov 20, '12 - May 15, 13</u>
Income	
Contracting Income	1,937,030.19
Total Income	<u>1,937,030.19</u>
Gross Profit	1,937,030.19
Expense	
advertising	22,568.67
Andrew Loan	2,000.00
Automobile Expense	8,049.86
Bank Fees	1,221.71
Building Repairs	960.00
Charitable Contributions	350.00
Computer and Internet Expenses	789.34
Consulting	10,699.21
Dues and Subscriptions	390.85
Employee Benefits	2,304.00
employee Goodwill	50.00
Employment procurement	100.00
Fingerprints/Background	1,990.60
Insurance Expense	78,618.49
Janitorial Expense	3,075.00
Legal Expense	70.00
Meals and Entertainment	439.94
Office Expense	873.23
Office Security	827.88
Office Supplies	10,803.24
Payroll Expenses	1,290,307.85
Permits/License/Fees	2,576.85
Postage and Delivery	1,570.84
Printing and Reproduction	357.54
Professional Services	49,779.26
Rent	32,910.52
Repairs and Maintenance	18,831.35
security	5,000.00
Telephone Expense	4,294.57
Travel & Entertainment	31,249.62
Uniforms	476.72
Utilities	2,922.97
Total Expense	<u>1,586,433.12</u>
Net Income	<u>350,597.07</u>



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Hollywood, FL 33020
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**A & ASSOCIATES RESPONSE TO
INVITATION TO BID NO.: 13-D-140F
BY THE SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING
COOPERATIVE GROUP
FOR TEMPORARY EMPLOYMENT SERVICES**

ADDITIONAL REFERENCES

REFERENCE NO. 1:

Company Name:	Orange County Public Schools (OCPS)
Type of Business:	Educational Institution
Contract Amount:	Combined Contracts - \$3 M
Annual Hours:	Over 200,000
Contact Person:	Almeda Jefferson, Area Coordinator
Address:	6501 Magic Way, Building 500 Orlando, FL 32809
Telephone Number:	(407) 317-3700 ext 5160
Email Address:	almeda.jefferson@ocps.net

REFERENCE NO. 2:

Company Name:	School District of Palm Beach County
Type of Business:	Educational Institution
Contract Amount:	Combined Contracts - Over \$4 M
Annual Hours:	Over 220,000 (YR-2006 to 2011)
Contact Person:	Maria Telfair, Accounting
Address:	3300 Forest Hill Boulevard West Palm Beach, FL 33401
Telephone Number:	(561) 434-8096
Email Address:	Maria.Telfair@palmbeachschools.org

REFERENCE NO. 3:

Company Name:	St John's County School District
Type of Business:	Educational Institution
Contract Amount:	Combined Contracts - \$250,000
Annual Hours:	Over 30,000
Contact Person:	Frank Clark, Director of Purchasing
Address:	40 Orange Street St. Augustine, FL 32084
Telephone Number:	(904) 547-7700
Email Address:	clarkf@stjohns.k12.fl.us

REFERENCE NO. 4:

Company Name:

Palm Beach County Board of County
Commissioners

Type of Business:

County Municipality

Contract Amount:

Combined Contracts - \$3 M

Annual Hours:

Over 90,000

Contact Person:

Tonya Johnson, Director of Small Business

Address:

50 South Military Trail, Suite 202

West Palm Beach, FL 33415

(561) 616-6840

tjohnson@pbccgov.org

Telephone Number:

Email Address:

REFERENCE NO. 5:

Company Name:

The City of Delray Beach

Type of Business:

City Municipality

Contract Amount:

Combined Contracts - \$300,000

Annual Hours:

Over 40,000

Contact Person:

Patsy Nadal, Purchasing Manager

Address:

100 NW 1st Avenue

Delray Beach, FL 33444

(561) 243-7161

Nadal@mydelraybeach.com

Telephone Number:

Email Address:

REFERENCE NO. 6:

Company Name:

Palm Beach County Convention Center

Type of Business:

County Municipal Agency

Contract Amount:

\$200,000

Annual Hours:

Over 30,000

Contact Person:

Nerissa Edden, Sales Manager

Address:

650 Okeechobee Boulevard

West Palm Beach, FL 33401

(561) 366-3020

Nedden@pbconventioncenter.com

Telephone Number:

Email Address:

REFERENCE NO. 7:

Company Name:

City of Ocala

Type of Business:

City Municipality

Contract Amount:

\$75,000

Annual Hours:

Over 10,000

Contact Person:

Roberta Stanton, Purchasing Agent

Address:

2100 NE 30th Ave

Ocala, FL 34470

(352) 629-8384

RStanton@Ocalafl.org

Telephone Number:

Email Address:

REFERENCE NO. 8:

Company Name:

Supervisor of Elections

Type of Business: County Municipal Agency
Contract Amount: \$85,000
Annual Hours: Over 15,000
Contact Person: Dr. Arthur Anderson, Supervisor
Address: 240 South Military Trail
West Palm Beach, FL 33415
Telephone Number: (561) 702-9500
Email Address: Art_Cos@comcast.net (underscore between Art and Cos)

REFERENCE NO. 9:

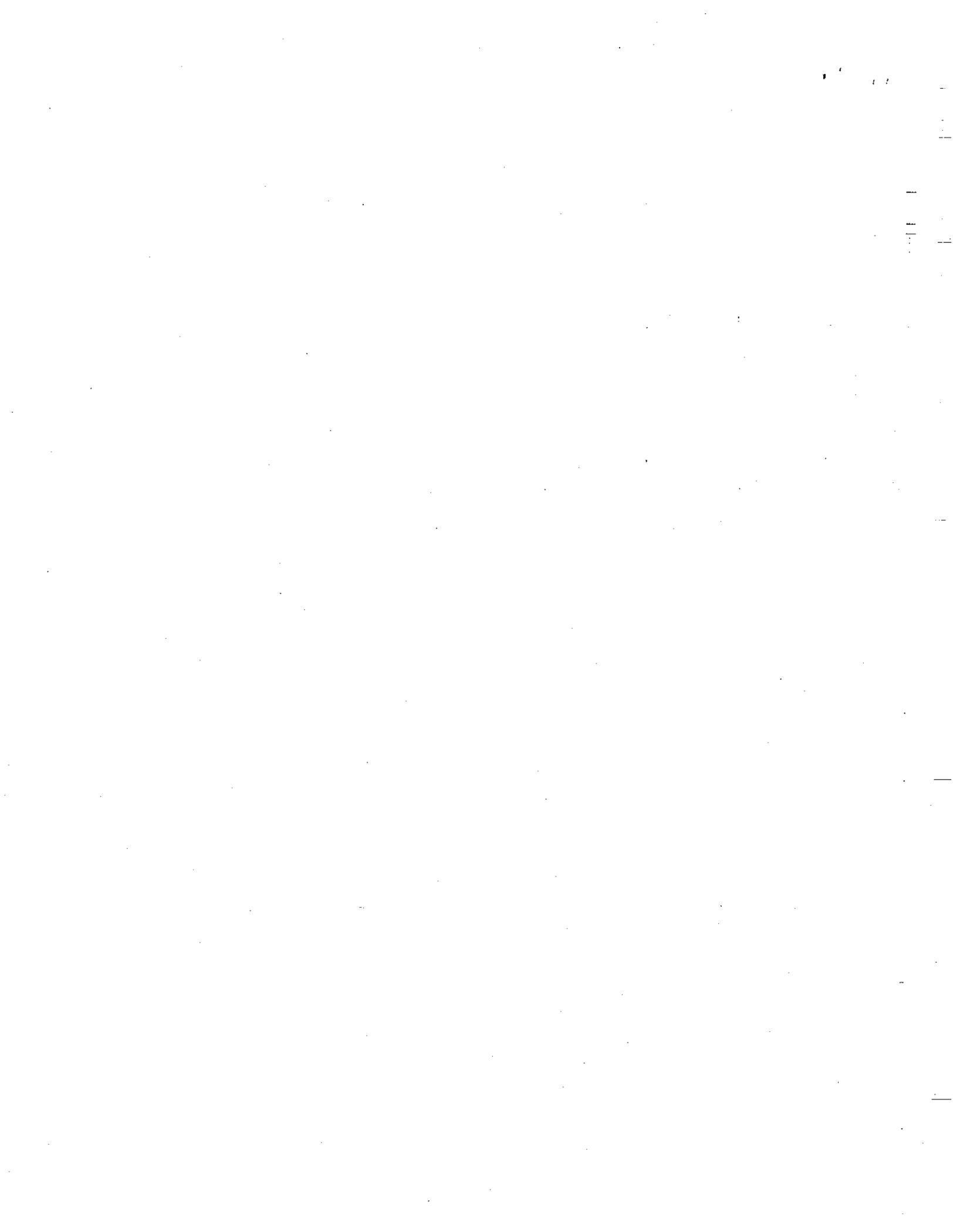
Company Name: Palm Beach Wellington Women's Care
Type of Business: Health Care Provider
Contract Amount: \$70,000
Annual Hours: Over 4,000
Contact Person: Roxanne Roveda-Mendoza, Office Manager
Address: 8132 Okeechobee Boulevard
West Palm Beach, FL 33411
Telephone Number: (561) 704-6909 or (561) 228-1330
Email Address: N/A

REFERENCE NO. 10:

Company Name: City of Homestead
Type of Business: City Municipal Agency
Contract Amount: \$100,000
Annual Hours: Over 8,000
Contact Person: Gerrod Bodie, Recreational Programmer
Address: 951 SW 4th Street
Homestead, FL 33030
Telephone Number: (786) 442-8885
Email Address: gbodie@cityofhomestead.com

REFERENCE NO. 11:

Company Name: BE&K Construction
Type of Business: General Contractor
Contract Amount: \$200,000
Annual Hours: Over 15,000
Contact Person: Jonuntae Underwood, Community Outreach
Address: 2442 Metrocentre Boulevard
West Palm Beach, FL 33407
Telephone Number: (561) 688-5173
Email Address: Jonuntae.Underwood@kbr.com





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KEY MANAGEMENT RESUMES

The purpose of the A & Associates managerial team is to support the temporary employees used by the Southeast Florida Governmental Purchasing Cooperative Group. This is important not only from a cost of operation standpoint, but also to ensure that customers can focus on the goods/services primarily in business to offer.

A & Associates is comprised of professionals that encompass years of experience providing temporary staffing services. These people having authority and responsibility to plan, direct and control the activities of our business, either directly or indirectly are a part of the key management team.

The A & Associates key management team can be scrutinized via the attached resumes for the following staff members:

- MR. ANDREW LUCHEY
- MS. EVELYN LOONEY
- DR. GAIL WINT
- DR. JUDI CINEAS

Resumes have been attached to this section of the ITB.

ANDREW LUCHEY

EDUCATION:

Niagara University, Niagara Falls, New York
Bachelor of Business Administration Degree in Accounting

PROFESSIONAL EXPERIENCE:

BMG GROUP, Inc.
January 2000 – Present

Partner

- Partner (25%)
- Responsible for building low income housing in Palm Beach County
- Responsible for building single family homes in Delray Beach, FL and Boynton Beach, FL
- Completed development of 400 townhouse in Riviera Beach, FL

A & ASSOCIATES

January 2000 – Present

President of Temporary Staffing Division and Security

Guard Division

- Responsible for Daily operation of Firm
- Responsible for recruiting individuals for work
- Responsible for all sales
- Responsible for monthly reporting requirements
- Manage staff and delegate duties
- Responsible for business plan and forecasting

SUN-SENTINEL

December 1997 – December 1999

Controller – Developing Business

- Responsible for monthly consolidations of seven entities for all non-business
- Prepare all monthly financial statements
- Supervise staff of three
- Responsible for all aspects of the General Ledger
- Perform forecasting and analysis for the Sun-Sentinel
- Review potential business acquisitions for the Sun-Sentinel
- Work with General Managers of seven entities to improve Gross Margin Profit
- Strategic and Operational planning
- Establish reporting procedures, initial controls and business structure for seven entities

**MOTOROLA - PAGING PRODUCTS
HEADQUARTERS**

November 1994 - December 1997

Senior Accounting Analyst

- Responsible for staff of 2 people
- Establish departmental budgets with monthly analysis
- Conduct analyses of information and operations to assist top level management with operational decisions
- Developed Cost and Price models
- Reconciled intercompany and international accounts
- Responsible for the translation of receivables and payables to currency in accordance with FASB 52
- Responsible for the gain and loss on foreign currency translation
- Consolidate monthly product P & L
- Strategic and Operational planning for Paging headquarters

November 1992 - May 1994

Accounting Manager

- Responsible for staff of 14 people
- Consolidate the monthly financial statements of 8 sectors
- Prepare and review variance analysis reports
- Supervised and reviewed the work of a group of associates, which included exempt and non-exempt employees with responsibilities for Cost Accounting, Capital Accounting, Payroll, Inventory Reporting and A/R Accounting
- Implemented new G/L and A/R software

**SOUTH FLORIDA WATER MANAGEMENT
DISTRICT**

July 1990 - November 1992

Senior Initial Auditor

- Performed financial and operational audits and special reviews at the request of the Governing Board
- Planned and prepared audit programs and audit scope
- Prepared and discussed audit reports with appropriate department and division directors

ERNST & YOUNG

July 1987 - July 1990

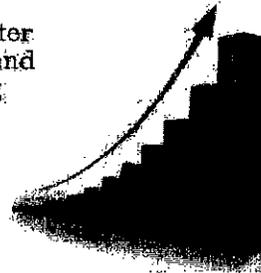
Audit Senior

- Examined the financial records operational areas to insure conformity with GAAP federal and state law, sound accounting procedures and good business practices

- Identified key control points of a system and evaluated systems effectiveness
- Supervised staff assigned to audit and review their work
- Responsible for 10-K reporting for 2 SEC clients with sales of \$15M and \$35M
- Performed the yearly audit for the City of Boynton Beach and Delray Beach
- Clients included: banks, savings and loans, manufactures and real estate developers

Evelyn Looney

"Good leaders foster
high-performing and
high-producing
teams"



SUMMARY OF CANDIDACY

Young, results-driven and highly accomplished professional, bringing over five (5) years of marketing, business development and project management experience. Proficient in written and verbal communications; capable of managing multiple tasks with competing deadlines; versed with handling difficult and sensitive situations professionally and; adept to fostering collaborative working relationships. Currently seeking a position that would allow me to exhibit the extensive bid response skills, project management and strategic planning experience acquired over the years.

KEY STRENGTHS

- Contract negotiation/compliance
- Strategic business development
- Sales/Revenue growth
- Leadership
- Project management
- Result-oriented problem solving

CAREER ACHIEVEMENTS

- Successfully opened large branch offices by establishing contracts with governmental agencies to generate new revenue streams
- Fostered key relationships with clients and local community to reach target goals
- Effectively supported over 600 employees by using evidence-based industry practices
- Key developer of company standard operating procedures vital to increasing business
- Significantly increased sales within territory through solid marketing techniques

PROFESSIONAL PROFILE

A & ASSOCIATES, INC., West Palm Beach, FL 2008 - Present
Vice President of Operations

A & Associates is a state-wide service provider with an average of 400 employees representing the firm daily. I worked with this agency for over five (5) years fulfilling a myriad of responsibilities. Beginning my employment as a Receptionist and working my way up through Management to Executive Management, I wore many "hats" and retained accountability to fulfill various important tasks for this small business.

- Direct and coordinate business activities
- Manage staff, preparing work schedules, facilitate training and assigning duties
- Establish and implement policies and procedures
- Resolve customer complaints
- Contact new and existing customers to discuss needs and propose how they can be met
- Quote and negotiate prices as well as respond to bids and solicitations for new business
- Ensure compliance with contracts as well as federal and state corporation regulations
- Measure and assess customer satisfaction
- Create forms and documents for company efficiency and client needs

TECHNICAL SKILLS

- Proficient with all Microsoft Office Products (Word, Excel, PowerPoint, Outlook)
- Excellent troubleshooting skills with PC hardware and Microsoft Operating Systems
- Ability to learn and adapt to new situations quickly
- Demonstrate high quality work, attention to detail, and excellent problem solving skills
- Capable and experienced with working in a group/team setting

EDUCATION

Palm Beach State College, Lake Worth, FL

December 2011

-Associates in Arts Degree - General Transfer AA
 -Completed Studies in Accounting and Paralegalism

Palm Beach State College, Lake Worth, FL

April 2013

-Property & Casualty / General Lines - 220 Training Hours

REFERENCES

Available Upon Request!

Gail A. Wint

Goal	Deliver quality assurance.
Education	Doctor of Psychology: <u>Clinical Psychology</u> , Carlos Albizu University - May 2011 Master's of Science -- GPA: 3.93 <u>Counseling Psychology</u> , Capella University - September, 2010 Bachelor of Arts <u>Psychology</u> , Rutgers, State University of New Jersey - May, 2003
Summary	Conducted 3 years of independent research study in the field of Behavior Pharmacology, Developmental Psychology, and Social Psychology; 9 years of management, recruiting, interviewing, instructing, and counseling experience; 10 years of medical experience, working 4 years in the Psychiatric Units; Capable of managing multiple tasks with competing deadlines, handling difficult and sensitive situations professionally, and fostering collaborative working relationships aimed to benefit respective programs; Exceptional customer service skills, providing assistance to economically and culturally diverse populations of all ages; Excellent verbal and written communication skills; Well organized; Professional demeanor; and Well versed in Microsoft Word, Excel, and PowerPoint.
Work Experience	Human Services Counselor III FLORIDA HIGHWAY PATROL 2001 - 2004 <ul style="list-style-type: none">✦ Responsible for the day-to-day operations of the Victim-Witness Program✦ Formulates and implements procedures to further the program goals, policies, and initiatives✦ Recommends policy revisions to enhance the effectiveness of the victim services program.✦ Produces VOCA Grant quarterly reports and maintains accurate records, respectively✦ Produces department's literature for brochures, pamphlets, and all relative correspondences✦ Assists in Next-of-Kin Notifications and completed ride-a-longs with Florida Highway Patrol officers✦ Serves as a liaison between victims and the criminal justice system✦ Accompanies victims to court proceedings and assists with protective orders and safety plans✦ Assists victims with Victim Impact Statements, Victim

- Compensation Claim, restitution, and written responses
- ✦ Informs victims about their constitutional and statutory mandated victim's rights
- ✦ Assesses victim needs and acts as a resource for community service referrals as appropriate
- ✦ Provides crisis and supportive counseling by phone and/or in person and engages in follow-up contacts
- ✦ Responds to the request of law enforcement to assist victims through crisis intervention
- ✦ Assists victim in making phone calls to family and friends and coordinate necessary arrangements
- ✦ Attends and conduct regular staff meetings and training, respectively
- ✦ Conducts debriefings/defusing for co-workers
- ✦ Member of the Critical Incident Stress Management (CISM) Team

Program and Human Resource Manager:

INNOVATIVE

MINDS

1998-2001

- ✦ Assumed responsibility for day-to-day operational management
- ✦ Managed multiple tasks with competing deadlines
- ✦ Implemented and evaluated program policies, procedures, and standards
- ✦ Devised and monitored program budgets
- ✦ Negotiated and monitored contracts and agreements
- ✦ Prepared necessary paper work for state grants and attended state meetings
- ✦ Organized a system to maintain accurate records of all activities
- ✦ Provided business advice and aided in writing proposals
- ✦ Planned & implemented the recruiting and interviewing of employees
- ✦ Created advertisements of job vacancies
- ✦ Cross-matched employees with suitable jobs
- ✦ Reviewed, evaluated, and assessed the staff's work ethics
- ✦ Devised techniques that kept employees motivated
- ✦ Made goal-oriented presentations and provided informative reports
- ✦ Explained applicable laws, regulation, guidelines and policies to staff

Counselor/Program Developer:

REDSHAW ELEMENTARY SCHOOL

2000-2003

- ✦ Planned programs, schedules, and assigned duties for various projects and research.

- Provided counseling relative to academics, social, behavioral, & other problems.
- Conducted "Talking with TJ," a conflict resolution club to promote positive behavior.

Judi Cinéas, MSW, PhD

HIGHLIGHT OF QUALIFICATIONS

- Over a decade of experience providing counseling and behavior modification services
- Strong understanding of evidence based programming and community building
- Effective in developing, implementing and evaluating behavior modification programs
- Experienced in designing, planning and implementing social research programs and studies
- Strong survey design, instrument testing and data collection skills
- Experienced in collecting and analyzing data, reporting findings and devising solutions
- Effective communicator, able to cultivate relationships in organizational and community settings
- Exceptional team building capabilities
- Capacity to develop and capitalize on resources to maximize outcomes and benefits
- Fluent in French and Haitian Creole, proficient in Spanish
- Technological skills include expert level use of most common and some specialized software

SELECTED ACCOMPLISHMENTS

- Founded Living The Dream to provide personal coaching to help clients make long-term behavioral changes and help them identify, and reach goals as well as maintain outcomes reached
- Developed trainings help job seekers maximize their search and reduce the time spent searching for work, and shorten length of their unemployment.
- Designed a personal development program to meet the specific needs of entrepreneurs, aimed at helping clients identify most efficient paths to reaching their goals of self-employment or making a gainful career out of a passion
- Organized post-hurricane volunteer opportunities for adolescents as a method of reducing tension resulting from inactivity, while teaching them the value of service to the community
- Developed curriculum for a parenting and acculturation program, prepared staff to implement the program, engaged in program outcome assessments, and designed and implement audit preparation strategies
- Developed a best practice based Anger Management program to decrease offender recidivism implemented by the probation department of the Somerville (MA) District Court
- Coordinated and oversaw the operations of the election campaign for a previously appointed city commissioner

- Conceptualized the student advocacy plans for the 2005 Florida Resident Access Grant campaign with the Independent Colleges and Universities of Florida which was implemented in 28 institutions.
- Coordinated Lynn University's FRAG campaign, generating unprecedented student participation including students not eligible for the grant, leading to the largest per student increase in the grant's history, and the highest award amount per student since the program's 1979 inception.

AVAILABLE PRESENTATIONS

- Finding Your Passion: The key to loving your life and living your love
- Best You Forward: Make the lasting impression that ends your unemployment.
- Unveiling The New You: Reinventing yourself for new opportunities
- The Power Within: Tapping into your internal sources of strength and motivation
- The Greatness of You: Positive attitudes - Positive behaviors - Positive you

PROFESSIONAL EXPERIENCE

PROFESSIONAL EXPERIENCE

Personal Coach and Development Trainer: Living The Dream, South Florida
2008-2009

- Provide trainings and seminars for personal and career growth and development to help provide direction and guidance for individuals looking to advance or change careers.
- Provide personal coaching for clients including professionals, and entrepreneurs seeking to achieve new goals in their personal or professional lives.
- Provide professional development and trainings for employees to improve staff cohesion, and promote employee satisfaction and productivity.
- Provide consulting services for small and medium size organizations for improving efficiency, maximizing the use of personnel talents and other resources to maximize output.

Campaign Coordinator: Keep Commissioner Mack Bernard, Delray Beach, FL
2008-2009

- Recruited, trained and coordinated volunteers to participate in campaign activities
- Organized and led outreach activities, including community canvassing, and collecting petition signatures for nominating a candidate who was not yet well known in the community
- Responsible developing and maintaining campaign databases, managing pertinent campaign information, and coordinating participating in various activities, including fund raising

Therapist: South County Mental Health Center, Delray Beach, FL 2004-2009
Oakwood Center of The Palm Beaches, West Palm Beach, FL 2007-2008
The Chrysalis Center, Delray Beach, FL 2005-2008

- Coordinated service delivery at the host organizations and educated the staff on policies, procedures, as well as the roles and benefits of the mental health providers at the institutions

- Identified client needs for services, completed risk assessments and recruited/referred clients for appropriate services
- Responsible for overseeing the provision of psychosocial rehabilitation group services and supervising group counselors
- Provided individual, family and group therapy to individuals and their families in the community setting
- Provided counseling to adults in Psychosocial Rehabilitation setting, and to adults dealing with illness, coping with stressors and related societal norms in a clinic setting
- Executed crisis intervention and behavior management, engaged in psychological intervention, treatment planning and evaluating progress and recommending adjustments when needed

ICUF Presidential Fellow Lynn University, Boca Raton, FL 2004-2006

Associate Editor-AASA Journal and Research Assistant

- Developed student outreach plans, organized events to mobilize student advocacy on campus and secured resources necessary to implement plans and stage events
- Served as liaison responsible for educating students on the status of legislation related to funding of higher education and training them to become advocates and enlist the support of others
- Managed manuscript submissions, maintained tracking databases, coordinated review of submissions and communicated with authors, reviewers and the publishing organization
- Prepared journal editions for publication, including editing accepted manuscripts, selecting documents for appropriate fit of contents and designing layout

ADDITIONAL EXPERIENCE

Social Worker

Florida Atlantic University Wellness Center, Delray Bch, FL
2002-2005

School Social Worker, CCMO at Village Academy, Delray Bch, FL
2003-2004

Child Protective Investigator, FL Department of Children & Families, Lantana, FL
2002-2002

Teen Parent Counselor, Family Day Care Program, Brookline, MA
2000-2001

Assistant Probation Officer, Somerville District Court, Probation, Somerville, MA
1999-2000

EDUCATION

Ph.D. in Global Leadership - Corporate & Organizational Management

Lynn University, Boca Raton, FL, 2008

Dissertation Title: A study of Faculty Perceptions of The Use of Student Evaluations of Teaching in Faculty Assessments, Promotion and Tenure Decisions and its Impact on Grade Inflation

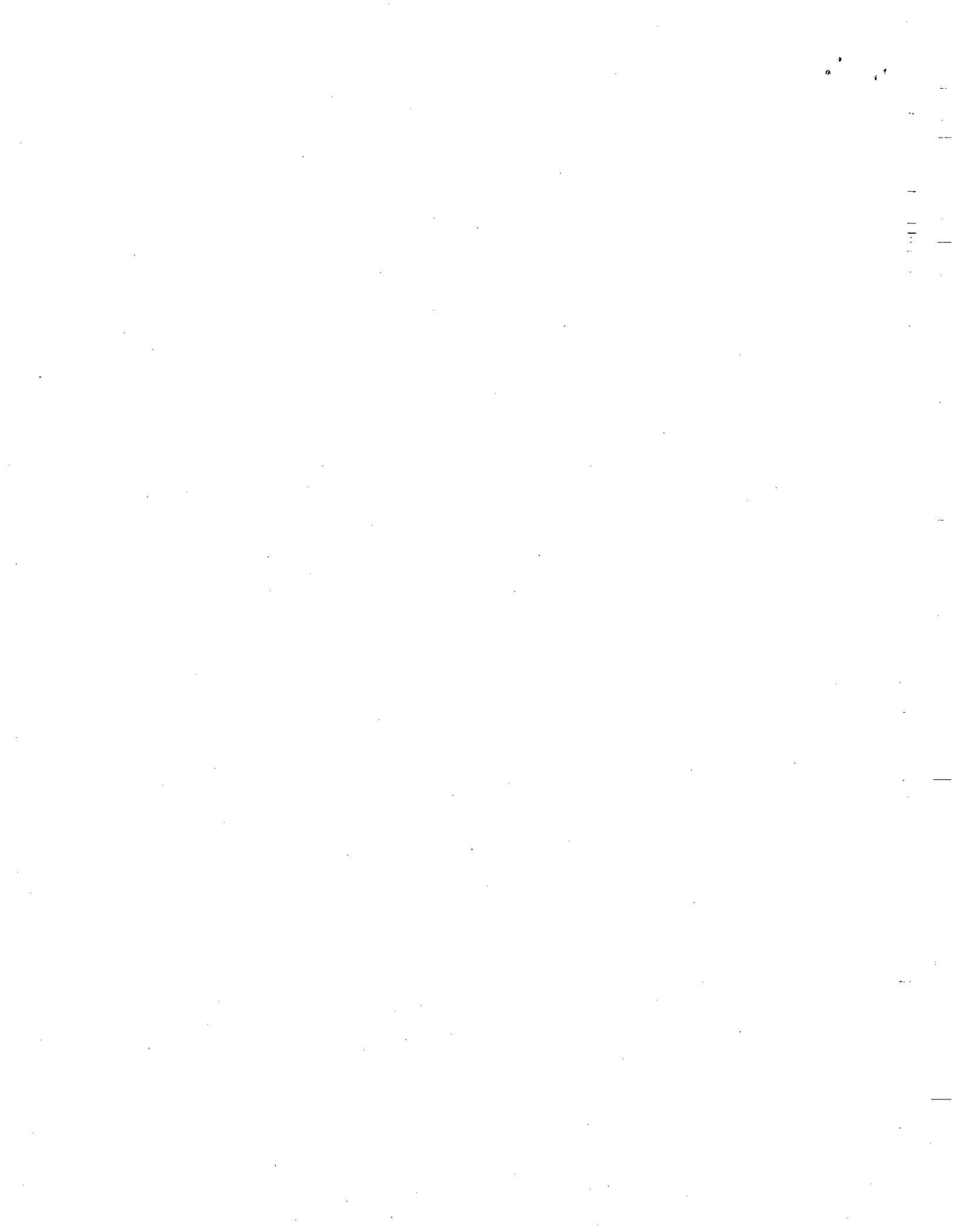
- *Honor:* Independent Colleges & Universities of Florida Presidential Fellow

Master of Social Work, Florida Atlantic University, Boca Raton, FL, 2004

- *Honor:* Inducted member of Phi Alpha Honor Society

SERVICE & AFFILIATIONS

- **Palm Beach County School District**
 - Advisory Boundary Committee Member since 2009
- **Urban League of PBC**
 - YP Professionals Development Chair Member since 2008
- **Connect Florida**
 - Gulfstream Regional Chair Member since 2007
- **Leadership Florida**
 - College Leadership Class VI Member since 2004
- **National Association of Social Workers** Member since 2002





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INSURANCE DECLARATION

A & Associates warrants that it has a comprehensive program of insurance. If awarded this contract, A & Associates will procure and will maintain, during the entire period of performance, the type of insurance specified in the ITB.

In addition to the terms and conditions related to the work set forth in the ITB, A & Associates will cause insurance policies to include the Southeast Florida Governmental Purchasing Cooperative Group as an additional insured for claims caused in whole or in part by A & Associates acts or omissions during the performance of work. A & Associates agrees to maintain said liability coverage, at its own expense, for the entire duration of this contract.

All insurance policies shall be written with financially responsible companies authorized to do business in the State of Florida. We will submit a Certificate of Insurance giving evidence of the required coverage before commencement of work.

Attached is a copy of a generic certificate evidencing proof of insurance.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/28/13

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 Nelson & Luehry Insurance Group P.O. Box 213532 Royal Palm Beach, FL 33421 Phone (561) 366-9005 Fax (561) 859-2147		CONTACT NAME: Sharon Adan PHONE (A/C No., Ext.): (561) 366-9005 FAX (A/C No.): (561) 859-2147 E-MAIL ADDRESS: sharon@nelsonrisk.com	
INSURED A & Associates, Inc. 8144 Okeechobee Blvd. Suite B West Palm Beach, FL 33411		INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Insurance Company INSURER B: Lumbermens Underwriting Alliance INSURER C: 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	ADDITIONAL INSURER	W/O	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"/> Products-Comp/OP Agg. Included <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-TEST <input type="checkbox"/> LOC	Y	Y	PK0418364227	08/30/2013	03/30/2014	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMPROP AGG \$ 2,000,000.00
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>			PK0418364227	08/30/2013	03/30/2014	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input type="checkbox"/> RETENTION \$			UM41886169	03/30/2013	03/30/2014	EACH OCCURRENCE \$ 1,000,000.00 AGGREGATE \$ 1,000,000.00
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NM) If yes, describe under DESCRIPTION OF OPERATIONS below:	Y/N		452052	10/27/2012	10/27/2013	<input checked="" type="checkbox"/> WC STAT. <input type="checkbox"/> OTH. TOR LIMITS <input type="checkbox"/> ER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00
A	Professional Liability - Occurrence			PK0418364227	03/30/2013	03/30/2014	\$2 mill aggregate / \$1 mill occurrence

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required).
For Information Only, this certificate is issued as matter of information only.

CERTIFICATE HOLDER Proof of Insurance A & Associates Inc 8144 Okeechobee Blvd Suite B West Palm Beach, FL 33411	CANCELLATION 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 
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8144 Okeechobee Boulevard, Suite B
West Palm Beach, FL 33411
Phone: (561) 533-5303
Fax: (561) 533-3858

A & Associates
"Quality In Everything We Do"

2521 Hollywood Boulevard
Hollywood, FL 33020
Phone: (888) 944-7823
Fax: (888) 994-7823

**A & ASSOCIATES RESPONSE TO
INVITATION TO BID NO.: 13-D-140F
BY THE SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING
COOPERATIVE GROUP
FOR TEMPORARY EMPLOYMENT SERVICES**

LOCAL VENDOR QUALIFICATION

A & Associates is the premiere employment solution firm for individuals seeking jobs and municipalities in need of skilled, qualified employees. We have been fulfilling this promise for the State of Florida for over the past ten (10) years. Through our unsurpassed growth and subsidiaries, we have extended the services we offer from temporary personnel to vocational training as well as job development.

With our corporate office headquartered in West Palm Beach, FL along with major branch offices and satellite offices strategically positioned throughout the State of Florida we feel secure in our assurance to recruit, screen, train and staff qualified associates for the Southeast Florida Governmental Purchasing Cooperative Group. We have local recruiters and relationships with local educational institutions which allowed us to grow a database of over three hundred (300) professional staff members, ready-to-work in South Florida. They can fulfill shifts that are in four (4) to twelve (12) hour increments during any twenty four (24) hour day. We are well versed in the scheduling, briefing, deployment and supervision of large volumes of staff. A & Associates will make sure 100% of the work under this contract is completed by local residents supporting our local employment initiatives. Here is a summary of our office locations and operating offices:

Corporate Office

8144 Okeechobee Boulevard
West Palm Beach, FL 33411

Major Branch Offices

2484 Sand Lake Road
Orlando, FL 32809

2825 North 10th Street
St. Augustine, FL 32804

2521 Hollywood Boulevard
Hollywood, FL 33020

Satellite Offices

-Jacksonville, FL
-Naples, FL
-Miami, FL
-Homestead, FL
-Ocala, FL
-Ormond Beach, FL

**THIS CONTRACT WILL BE SERVICED
THROUGH OUR HOLLYWOOD BRANCH
OFFICE LOCATION.**



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MINORITY/SMALL BUSINESS CERTIFICATION

Our company is certified as a Small Business Enterprise and Minority Business Enterprise through the following certification agency:

❖ **THE STATE OF FLORIDA OFFICE OF SUPPLIER DIVERSITY**

As you read, please find attached current Small/Minority Business Enterprise certificates.

We will ensure diversity in the workplace through our temporary placements with the Southeast Florida Governmental Purchasing Cooperative Group.

State of Florida

Minority, Women & Florida Veteran Business Certification

A & Associates

Is certified under the provisions of
287 and 295.187, Florida Statutes for a period from:

06/26/2013

to 06/26/2015



DEPARTMENT OF MANAGEMENT
SERVICES

Craig J. Nichols

Craig J. Nichols, Secretary
Florida Department of Management Services



8144 Okeechobee Boulevard, Suite B
West Palm Beach, FL 33411
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Fax: (561) 533-3858



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CORPORATE DISCLOSURES

ITB WARRANTY

A & Associates warrants that there is no action suit, proceeding, inquiry, or investigation, at law or equity, before or by a court, governmental agency, public board or body, pending or, to the best of A & Associates knowledge, threatened, which would in any way prohibit, restrain, or enjoin, the execution or delivery of A & Associates obligations or diminish A & Associates financial ability to perform the terms of the proposed contract.

INDEPENDENCE

This section shall serve as affirmation that A & Associates has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. This section shall also serve as affirmation that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. A & Associates certifies to the best of knowledge, no one who has or will have any financial interest under this contract is an officer or employee with any governmental agencies participating in the Southeast Florida Governmental Purchasing Cooperative Group. It is agreed by A & Associates that in the performance of the services required under this contract, A & Associates, and any of its subcontractors or employees, shall at all times be considered independent contractors and not employees of the Southeast Florida Governmental Purchasing Cooperative Group.

CONFLICT OF INTERESTS

A & Associates requires all employees and corporate officers to declare any conflicts of interest that may be inherent to our proposal submissions. A conflict of interest exists when an employee or corporate officer has ties to the customer that may inappropriately influence their judgment. A & Associates does not have any relationships— professional, financial or otherwise — which the firm, any of its principals or employees, or any affiliate or subcontractor, may have with the Southeast Florida Governmental Purchasing Cooperative Group, its elected or appointed officials, its employees or agents or any of its agencies or component units. Due to the mere fact that we do not have such relationships, no conflict of interest exists for A & Associates to bid on this project.

Additionally, A & Associates shall give the Southeast Florida Governmental Purchasing Cooperative Group written notice of any other relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, enters into with the Southeast Florida Governmental Purchasing Cooperative Group, its elected or appointed officials, its employees or agents or any of its agencies or component units during the period of the agreement.

CORPORATE STRUCTURE

A & Associates is an original FL corporation. Our TAX ID No. is 80-0668811. The business was initially organized in October of 2003. The legal status is as a for-profit corporation. The sole owner of the firm is Mr. Andrew Luchey who also serves as the President. This agency is a certified Small/Minority Business Enterprise.

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Profit Corporation**

A & ASSOCIATES, INC

Filing Information

Document Number	P10000100835
FEI/EIN Number	800668811
Date Filed	12/14/2010
State	FL
Status	ACTIVE
Effective Date	01/01/2011

Principal Address

8144 OKEECHOBEE BOULEVARD
SUITE B
WEST PALM BEACH, FL 33411 01

Mailing Address

8144 OKEECHOBEE BOULEVARD
SUITE B
WEST PALM BEACH, FL 33411 01

Registered Agent Name & Address

LUCHEY, ANDREW
8144 OKEECHOBEE BOULEVARD
SUITE B
WEST PALM BEACH, FL 33411

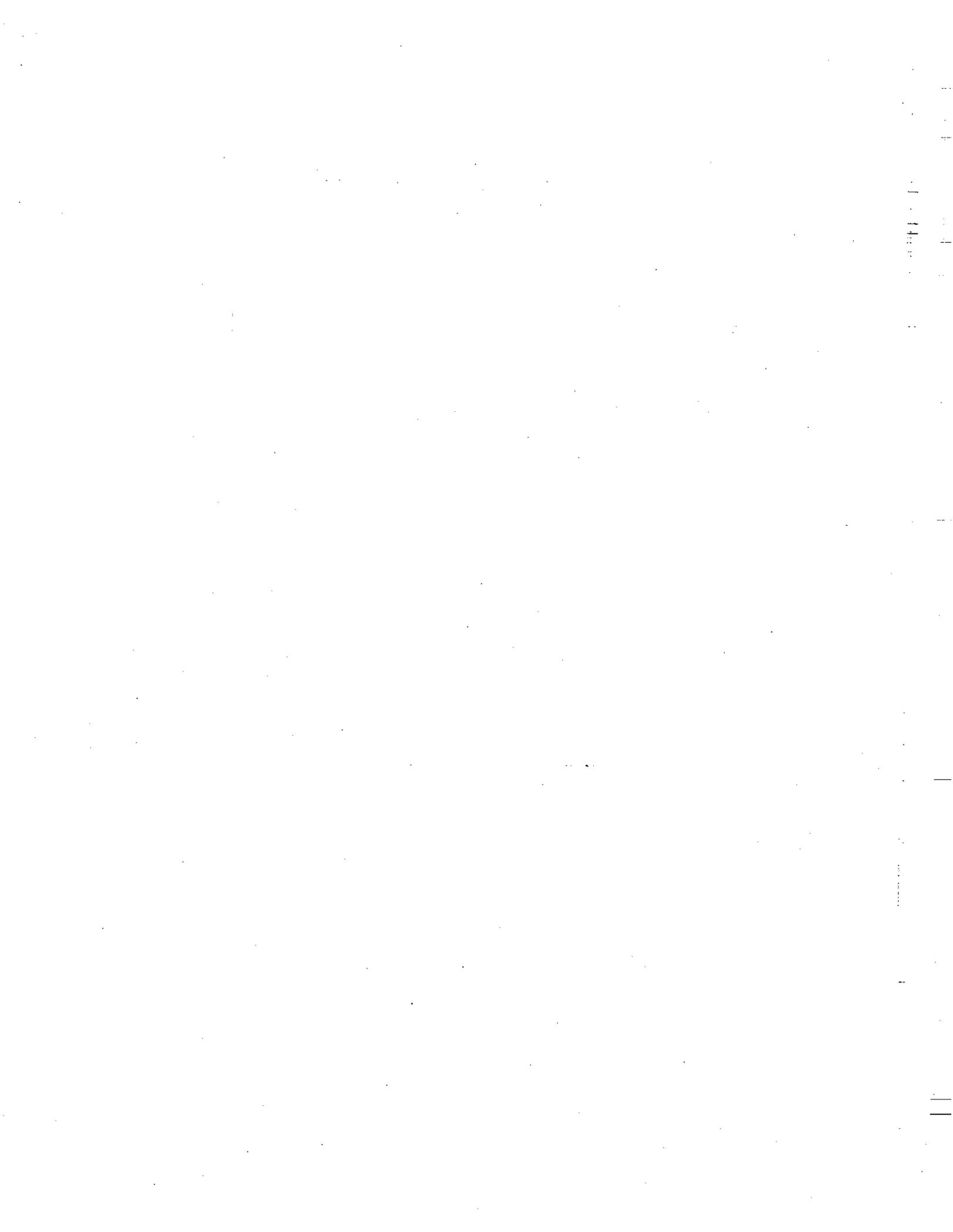
Officer/Director Detail**Name & Address**

Title P

LUCHEY, ANDREW
8144 OKEECHOBEE BOULEVARD, SUITE B
WEST PALM BEACH, FL 33411 01

Annual Reports

Report Year	Filed Date
2012	01/06/2012
2013	01/23/2013





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Orlando, FL 32809
Phone: (407) 574-3403
Fax: (407) 574-2218

January 1, 2014

City of Fort Lauderdale
Procurement Services Division
100 North Andrews Avenue, Room 619
Fort Lauderdale, FL 33301

Subject: A & Associates Signatory Authority

Dear City of Fort Lauderdale:

The individual below is authorized to sign for all matters relating to A & Associates providing professional business services to the City of Fort Lauderdale. In addition, the person listed below is hereby authorized to act on behalf of A & Associates in all matters relating to the contract with the City of Fort Lauderdale.

Name: Evelyn Looney

Signature:

Title: Vice President

I, Andrew Luchey, and President of A & Associates hereby acknowledge this document and approve this signature authority.

Sincerely Yours,

Mr. Andrew Luchey
President
A & Associates

1. a. b. c. d. e. f. g. h. i. j. k. l. m. n. o. p. q. r. s. t. u. v. w. x. y. z.



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