



Contract No.: 183-10076

Agreement to Supply: **TEMPORARY EMPLOYMENT SERVICES**

This agreement, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2008, is by and between the **CITY OF FORT LAUDERDALE**, a Florida municipality, City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301, hereinafter called the "City" and name of Contractor:

Name: Tri-State Employment Service Inc.

Address: 160 Broadway, 15th Floor City: New York State: NY Zip: 10038

A Corporation  A Partnership  An Individual  Other: \_\_\_\_\_

hereinafter called the "Company" or "Contractor." Witnesseth that: Whereas, the City did issue an Invitation to Bid (ITB) for supplying the requirements of the City for the items and/or service listed above, for a period of two years with one one-year extension option and the Contractor submitted a bid that was accepted and approved by the City.

Formal authorization of this contract was adopted by the City Commission on: July 15, 2008 Pur-11, CAR 08-1012

Now, therefore, for and in consideration of the mutual promises and covenants herein contained, the parties covenant and agree as follows:

1. The Company agrees to provide to the City temporary employment services **at the rate of \$10.39 per hour** during the period beginning 07/15/08 and ending 07/14/10 in accordance with the following specifications, terms, covenants and conditions:

a. The Invitation to Bid containing General Conditions, Special Conditions, Specifications, addenda, if any, and other attachments forming a part of ITB Number **183-10076** and the Contractor's proposal in response, form a part of this contract and by reference are made a part hereof.

b. In construing the rights and obligations between the parties, the order of priority in cases of conflict between the documents shall be as follows:

- 1) This contract Form G-110, Rev. 12/00
- 2) The City's ITB and all addenda thereto
- 3) Contractor's proposal in response to the City's ITB

c. **Warranty:** The Company by executing this contract embodying the terms herein warrants that the product and/or service that is supplied to the City shall remain fully in accord with the specifications and be of the highest quality. In the event any product and/or service as supplied to the City is found to be defective or does not conform to specifications the City reserves the right to cancel that order upon written notice to the Contractor and to adjust billing accordingly.

d. **Cancellation:** The City may cancel this contract upon notice in writing should the Contractor fail to reasonably perform the service of furnishing the products and/or services as specified herein upon 30 days written notice. This applies to all items of goods or services.

e. **Taxes Exempt:** State Sales (85-8012514506C-7) and Federal Excise (59-600319) Taxes are normally exempt, however, certain transactions are taxable. Consult your tax practitioner for guidance where necessary.

f. **Invoicing:** Contractor will forward all invoices in duplicate for payment to the following: Finance Department, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. If discount, other than prompt payment terms applies, such discount **MUST** appear on the invoice.

2. **Contract Special Conditions:** The following special conditions are made a part of and modify the standard provisions contained in this contract Form G-110.

3. **Contract Summary:**

a. Attachments:

**Tri-State Employment Service Inc.'s response to the ITB and a copy of the ITB document**

b. Payment Terms: Net 30

c. Delivery: 1 day

d. Insurance: Yes  No

e. Performance Bond/Letter of Credit: Yes  No

f. Procurement Specialist's Initials: MW

4. **Contractor's Phone Numbers:** Office: 718-982-1028

5. **Contractor's Fax Number:** 718-982-1222

6. **Contractor's E-Mail Address:** skennedy@tristateemployment.com Website: www.tristateemployment.com

**City of Fort Lauderdale**

By: [Signature]  
Director of Procurement Services (City Manager's Designee)

Date: 8/11/08

Approved as to form:  
[Signature]  
Senior Assistant City Attorney

**Contractor/Vendor**

Robert Casere  
Name of Company Officer (please type or print)

By: [Signature]  
Authorized Officer's Signature

Title: President

Date: 8/8/08

Attest: [Signature]  
Signature of Secretary

Robert Casere  
Secretary (please type or print)

OPEN  
BID

**Tri-State Employment Service, Inc.**

Bid Contact **Susan Kennedy**  
**skennedy@tristateemployment.com**  
Ph 718-982-1028

Address **160 Broadway**  
**New York, NY 10038**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Total Price	Attch. Docs
183-10076-1-01	Clerical/Customer Service	Supplier <input checked="" type="checkbox"/> First Offer - Product Code:	\$10.48	20800 / hour	\$217,984.00	Y
Vendor Total					\$217,984.00	

**CONTRACT  
COPY**

**BID/PROPOSAL SIGNATURE PAGE**

**How to submit bids/proposals:** It is preferred that bids/proposals be submitted electronically at [www.rfpdepot.com](http://www.rfpdepot.com), unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

**Please Note:** If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by: **Robert Cassera, June 27, 2008**  
(signature) (date)

Name (printed) **Robert Cassera** Title: **President**

Company: (Legal Registration) **Tri-State Employment Service, Inc.**

**CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).**

Address: **160 Broadway, 15th Floor**

City **New York** State: **NY** Zip **10038**

Telephone No. **718 982 1028** FAX No. **718 982 1222**

E-MAIL: **skennedy@tristateemployment.com**

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): **1**

Payment Terms (section 1.03): **net 30** Total Bid Discount (section 1.04):

Does your firm qualify for MBE or WBE status (section 1.08): **MBE qqq WBE qqq**

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>
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**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. **HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.**

Variations:

revised 6-3-08

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

**NAME**

**RELATIONSHIPS**

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**



ORIGINAL  
ORIGINAL  
BID

June 27 2008

City of Fort Lauderdale  
Treasury Division  
100 N. Andrews Ave., 2<sup>nd</sup> Floor  
Fort Lauderdale, FL 33301

Dear Mr. M. Walker,

Enclosed is Tri-State Employment Service Inc.'s response to The City of Fort Lauderdale, Bid for the Temporary Employment Services, Bid No. 183-10076. Let me thank you for giving us the opportunity to participate in your bidding process. We have been in business for over fifteen years and developed a reputation for providing on time solutions for technical problems.

I confirm that all of the information contained within our proposal is accurate and Tri-State Employment Service, Inc. has reviewed all of the requirements of this solicitation and agree to all of the terms. Tri-State complies with the Equal Employment requirements stated.

Tri-State Employment Service Inc.'s Federal Employer Identification Number is 13-3703106.

Tri-State fully understands the scope of work and is prepared to service The City of Fort Lauderdale with professional and quality service. We understand there will be diverse projects conducted within The City of Fort Lauderdale and Tri-State is prepared to provide you with professional services as well as qualified responsible and experienced personnel to complete your employment needs. Tri-State has specialized in providing a diverse range of temporary employees to City, State and government agencies.

Many of our key employees have significant Employment & Project Oriented, experience. We maintain a very large population of Medical, MIS, Professional, Security, Architect/Space Planning, Managerial, Temporary, Engineering, Administrative, CADD, Banking, Industrial and Manufacturing personnel. Our Employment Industry experience is from the vendor, business and technical aspects of the information industry with skills ranging from systems implementation to executive management.

One of our most compelling attributes is our financial strength. We have had extensive experience in dealing with large numbers of employees in a variety of business settings and projects. Tri-State has provided these services for various industries for over fifteen years.

Tri-State Employment Service Inc.'s Deerfield, FL offices would service this contract. Your direct point of Contact would be Susan Kennedy

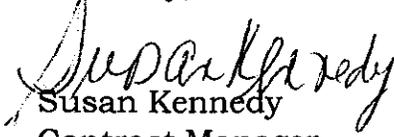
The following are the names of the personnel who are authorized to make representation for Tri-State Employment Services Inc.:

Susan Kennedy, Contracts Manager  
160 Broadway, 15th Floor  
New York, NY 10038  
(718) 982-1028

Robert Cassera, President  
160 Broadway, 15th Floor  
New York, NY 10038  
(212) 346-7960

Let me assure you, Tri-State intends, as an organization, to meet and exceed our client's desires, needs and requirements. Our two most important assets are our clients and our employees and Tri-State will continue to practice and follow our commitment to excellence.

Sincerely,

  
Susan Kennedy  
Contract Manager

## Tri-State's Experience

Robert Cassera founded Tri-State in 1993 as a successor to previous business undertakings. His goal was to create an organization that provides total solutions to the needs of a diverse client base. To that end, Tri-State has evolved into a multifunctional company that encompasses a range of Temporary Staffing, IT, Employee Leasing, Medical, Industrial, Professional and MIS. Tri-State is based out of New York and thirty-six additional offices throughout the country providing similar services throughout our locations.

Tri-State is renowned in providing various Temporary Services to a variety of industries. In various projects Tri-State provides highly experienced and knowledgeable employees to meet a client's needs. Tri-State does have a database of qualified employees available who possess various backgrounds throughout various industries and will provide you with more than satisfactory services.

Since its inception, Tri-State has enjoyed rapid growth by providing industry leadership. We provide our diversified services by continuing to hire and develop a staff of professionals dedicated to forming strong partnerships with our clients.

Tri-State Employment Service Inc. has extensive experience working with large accounts, supplying immense numbers of experienced personnel to various clients. Tri-State Employment will comply with all of your specified criteria.

Tri-State services the NYC Human Resource Administration, The Port Authority of New York and New Jersey, the Florida Department of Management Services, the City of Miami Beach and many municipalities throughout the state of Florida... We have provided employment services for over fifteen years and employee leasing for nine years, due to our experience with various clients and other large-scale projects I do believe that Tri-State has acquired significant expertise in the field of servicing large companies.

Tri-State has supported multiple contracts and serviced numerous clients with similar scopes of services. Tri-State is a solid yet growing company and after reviewing our references you will see the kinds of services we have been performing. Tri-State is prepared to meet the business challenges facing all business organizations and government agencies. We remain committed to providing quality performance to our current clients as we expand into other markets.

Tri-State would like to develop a relationship rather than just supply you with a service. Tri-State would work with The City of Fort Lauderdale supervisor's in adjusting our services to benefit you, we encourage our clients to give, as much input regarding our relationship and this would benefit everyone involved.

Susan Kennedy is the Contract Manager and she would be your point of contact should there be any problems or issues or contract related questions. Tri-State has a very large payroll department, which would be processing your payroll, all taxes and W-2's.

The hours of operation are 8:00am to 6:00pm and we can provide you with cell phone numbers or pagers for after hours.

Tri-State currently employs over 63,000 people per year. We currently have a database of several hundred personnel who possess various backgrounds from administration, MIS, medical, accounting, legal as well as various trades. We are consistently advertising and interviewing new employees to keep our database of employees active and diversified for all of our clients needs.

***CITY OF FORT LAUDERDALE  
SPECIFICATIONS PACKAGE***

**183-10076**

**Temporary Employment Services**



**Michael F Walker**

**954-828-5677**

## Bid 183-10076 Temporary Employment Services

Bid Number **183-10076**  
Bid Title **Temporary Employment Services**

Bid Start Date **Jun 24, 2008 3:09:34 PM EDT**  
Bid End Date **Jul 1, 2008 2:00:00 PM EDT**

Bid Contact **Michael F Walker**  
**Procurement & Contracts Manager**  
**Procurement**  
**954-828-5677**  
**mwalker@fortlauderdale.gov**

Contract Duration **See Specifications**  
Contract Renewal **See Specifications**  
Prices Good for **90 days**

Bid Comments **The City of Fort Lauderdale, Florida (City) is seeking Bids from qualified firms, hereinafter referred to as the Contractor, to provide Temporary Employment Services for the City's Finance Department, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).**

### Item Response Form

Item **183-10076-1-01 - Clerical/Customer Service**  
Quantity **20800 hour**  
Unit Price 10.48  
Delivery Location **City of Fort Lauderdale**  
Treasury Division  
100 N. Andrews Avenue, 2nd Floor  
Fort Lauderdale FL 33301  
**Qty 20800**

**Description**

Five (5) Temporary Clerical/Customer Service positions are being requested as stated in this ITB.

**BIDDER PROPOSAL PAGE**

**Bid #183-10076**

**BIDDER NAME** Tri-State Employment Service, Inc.

Bidder agrees to supply the products or services at the prices bid below in accordance with the terms, conditions, and specifications contained in this ITB. All price information to be used in the bid evaluation must be on this page.

<u>ITEM</u>	<u>EST. 2-YR. HOURS</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	20,800 HRS.	Clerical/ Customer Service for 5 employees, estimated at 2080 hours per year each, or 10,400 per year x 2 years.	\$10.48 /HR	\$217,984. <sup>00</sup>

**Total Cost to the City for Purchase Items \$** 217,984.<sup>00</sup>

Authorized Signature   
 Print Name Robert Cassera  
 Address 160 Broadway 15<sup>th</sup> FL NY, NY 10038  
 Phone Number (718) 982-1028  
 Fax Number (718) 982-1222  
 E-Mail Address SKerRedy@tristateemployment.com

**BID/PROPOSAL SIGNATURE PAGE**

**How to submit bids/proposals:** It is preferred that bids/proposals be submitted electronically at [www.rfpdepot.com](http://www.rfpdepot.com), unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

**Please Note:** If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked by the bidder in some manner to indicate that it will supplant the electronic version.

Submitted by: [Signature] 6/27/08  
(signature) (date)

Name (printed) Robert Cassera Title: President

Company: (Legal Registration) Tri State Employment Services, INC.

**CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).**

Address: 160 Broadway 15th Fl

City New York State: NY Zip 10038

Telephone No. (718) 982-1029 FAX No. (718) 982-1222

E-MAIL: SKennedy@tristateemployment.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 1

Payment Terms (section 1.03): Net 30 Total Bid Discount (section 1.04):                     

Does your firm qualify for MBE or WBE status (section 1.08): MBE qqq WBE qqq

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>

**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or

reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.

Variances: *NONE*

▲

▼

revised 6-3-08

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

<u>NAME</u>	<u>RELATIONSHIPS</u>
NONE	

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

QUESTIONNAIRE

CONTRACTOR NAME: Tri-State Employment Service Inc.

Please Provide the following information on your firm. (You may attach backup to this bid on the following questions.

1. Provide 3 companies or governmental agencies you have provided temporary services with in the past year?

Company name See Attached  
Contact name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Company name \_\_\_\_\_  
Contact name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Company name \_\_\_\_\_  
Contact name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

2. List all business locations in Tri-County Area (Miami-Dade, Palm Beach, Broward), along with addresses, phone, fax and contact person.

<u>Miami</u>	<u>Deer field</u>
<u>150 SE 2nd Ave. Suite 801</u>	<u>478 West Hillsboro Blvd.</u>
<u>Miami FL 33131</u>	<u>Deerfield FL 33441</u>
<u>Tel (305) 358-5081</u>	<u>Tel (954) 426-1833</u>
<u>Fax (305) 358-5056</u>	<u>Fax (954) 426-2838</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## References

### **Duval County Public Schools**

4880 Bulls Bay Highway  
Jacksonville, FL 32219

Contact: Terrance Wright (904) 858-4848  
Fax (904) 858-4868

Place of Performance: Duval County  
wrightt@educationcentral.org

Contract Scope of Work: Provide a large variety of  
office support personnel.

Contract Began: 10/01  
Estimated Value: 100,000.00  
Contract #: 012S-01-RW

### **Leon County Schools**

2757 West Pensacola St., Building 11  
Tallahassee, FL 32304

Contact: Byron Williams (850) 487-7282  
fax (850) 487-7887  
williamsb@mail.leon.k12.fl.us

Place of Performance: Leon County

Contract Scope of Work: Provide a large variety of  
office support personnel.

Contract Began: 9/02

Estimated Value: 100,000.00  
Contract #: 4358

**Metropolitan Dade County**

Stephen P. Clark Center  
111 NW 1st. St., Suite 2350  
Miami, FL 33128-1983

Contact: Martha D. Perez, Sr. Procurement Agent  
(305) 375-3248 Fax# 305-375-4407  
Mdperez@miamidade.gov

Place of Performance: Metropolitan Dade County

Scope of Services: Providing Temporary Clerical  
Personnel

Estimated Value: \$ 10,000,000.00

Contract #: 1099

**Daytona Beach Community College**

1200 W International Speedway Blvd  
P O Box 2811  
Daytona Beach, Florida 32120-2811

Contact: Laurance R Sandstrom  
Associate VP Human Resources  
Business: 386-506-4747  
Fax: 386-254-4482  
E-mail: Sandstl@dbcc.edu

Place of Performance: State of Florida

Scope of Services: Employment Services, Temporary

Estimated Value: 10,000,000.00

Date of Service: 7/ 03 – 7/07

**City of Miami Beach**

1700 Convention Center Dr.  
Miami, FL 33139

Contact: John Ellis (305) 673-7490

Place of Performance: Miami Beach

Scope of Services: Temporary Office Support Personnel  
Services

Contract Began: 8/01-8/04+

Estimated Value: 100,000.00, per year

**FL Department of Management Services**

4050 Esplanade Way  
Tallahassee, FL 32399-0950

Contact: Ommet Mbiza, MBA, CPPO, PMP  
850.488.7804  
Fax (850.488.5498  
Ommet.Mbiza@dms.myflorida.com

Place of Performance: State of Florida

Scope of Services: Employment Services, Temporary

Contract Began: 6/4/02

Estimated Value: 10,000,000.00

Contract #: 991-460-98-1

Tri-State Services the State of Florida under this contract  
with various professional personnel

**3. List any and all benefits offered to temporary staff?**

Employees may participate in Tri-State's  
medical packages at their cost.  
We do offer packages to  
suit their needs

**4. Describe how your organization tracks service performance, quality, candidate/client satisfaction and outcomes of recruitment assignments?**

See Attached

**5. How many years has your firm been in business under your current registered name with your State Division of Corporations?**

13 Years

## *Policies for Qualifying Employees*

Tri-State's recruits candidates through advertising in local newspapers and the Internet. We utilize various web sites, which are very effective in the Florida area. Tri-State presence is very well known in Florida which has led to word of mouth and walk in's. We do currently have quite a large database of qualified candidate's available for employment within City of Fort Lauderdale.

All of our candidates are thoroughly screened to fulfill your staffing needs. Due to Tri-State's experience within the Florida area, we currently have the database of employees available to fulfill your staffing needs.

Tri-State evaluation process uses the following methods, skill sets, and years of experience, previous employment, nature of employment, industry. Once resumes are received the employee is prescreened and then brought in for an interview. Each employee is tested according to his or her skill sets. Reference checks are then conducted as well as any additional client requests.

Reference checks, educational checks and employee checks are conducted to verify an applicant's experience.

We test our applicants by using the "Prove It" Software System, we conduct thorough interviews and after conducting interviews and testing we go over their qualifications and interests to place them in positions, which will benefit our clients and our employees.

Tri-State does make sure all of our employees speak and understand English; we accomplish this throughout our interviewing process as well as through our computer testing. Within our application all of our applicants complete an I-9 Form and we rake photocopies of their Social Security Cards / Proof of Citizenship. Throughout or interviewing and testing we do make sure that all of our employees are of good moral standing and in good physical condition for those of our clients who have the need for industrial/laborers.

To assure Quality Control & Customer Satisfaction our placement councilor will call each applicant the evening before he/she is to begin a position to ensure they are going to begin the assignment. We will call you within fifteen minutes of the time our employee(s) are supposed to have begun working to make sure our employee(s) have shown up and we will call again at the end of the day to make sure you are satisfied with his/her performance and should you for any reason be unhappy we will be sure to have a replacement in the morning. We will continue to call you periodically to make sure everything is satisfactory and you are pleased with our employees. In addition we would appreciate input on our employees performance by their supervisors.

Tri-State has been involved in multiple projects and follows the enclosed methods to complete this project should Tri-State be awarded the contract. We will adapt our methods to suit your employment needs and Florida office will work hand in hand with you in order to satisfy all of your needs.

Tri-State Employment Services Inc. recognized the importance of positioning its organization to provide worldwide Employment Services. Never before has the demand to identify individuals with expertise in global marketplaces been so critical as politics, finances, and technology bring the international business communities closer together.

Tri-State is prepared to meet the business challenges facing all business organization Municipalities and Governmental agencies. We remain committed to providing quality performance to our current clients as we expand into other markets. We will continue to evaluate additional services as we expand our employment services, professional contracting services, management consulting, and system technology business. The multi-disciplined business experience possessed by the principles and consultants of the firm will continue to add depth and credibility to our overall client services. Tri-State continues to be focused on addressing clients' needs.

Tri-State does not currently train our employees on operating systems, however we would only service your employment needs by fulfilling a request with an employee who has experience in the operating systems you require. All of our employees are tested for the various systems they claim to know and you require. We do realize that there is a great need for the working knowledge and experience of WINDOWS and we do have a large database of employees whom posses the qualities you are requesting and are ready for employment within the Fort Lauderdale area.