



## Southeast Florida Governmental Purchasing Cooperative Group

### CONTRACT AWARD

BID/RFP NO.: 13-D-140F  
DESCRIPTION/TITLE: Temporary Employment Services  
CONTRACT PERIOD: 10/15/13 – 10/14/15  
TERM OF CONTRACT: 2 year term  
2 additional 2 year renewal options available

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#### SECTION #1 - VENDOR AWARD

Multiple vendors – see award letters, agenda memo and tabulation attached.

Field Staff: A & Associates, Albion Staffing Solutions, Tampa Service Co., Inc. d/b/a Pacesetter

Office Staff: A & Associates, Albion Staffing Solutions, Alpha 1 Staffing

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#### SECTION #2 – AWARD/BACKGROUND INFORMATION

Award Date: October 2, 2013  
Resolution/Agenda Item No.:  
Insurance Required:  Yes  No  
Performance Bond Required:  Yes  No

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#### SECTION #3 - PROCURING AGENCY

Agency Name: City of Coral Springs  
Agency Address: 9551 W Sample Road  
Coral Spring, FL 33065  
Agency Contact: Gail Dixon  
Telephone: 954 344-1104  
Facsimile: 954 344-1186  
Email: gdixon@coralsprings.org



October 3, 2013

Ms. Garrie Harris, President  
Alpha 1 Staffing/Search Firm  
3350 S.W. 148<sup>th</sup> Ave., Suite 220  
Miramar, FL 33027

REFERENCE: Temporary Employment Services for Southeast Florida  
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Ms. Harris:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of October 2, 2013, awarded a portion of the aforementioned Bid for *Office Personnel* to Alpha 1 Staffing/Search Firm. The term of this contract is for a period of two years commencing from October 15, 2013 through October 14, 2015 with two additional two-year renewal options available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone  
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources  
Southeast Florida Governmental Purchasing Cooperative Group  
Participating Members



October 3, 2013

Mr. Larry E. Kosta  
Tampa Service Co., Inc.  
d/b/a Pacesetter Personnel Services  
120 Mountain Laurel Way  
Austin, TX 78737

REFERENCE: Temporary Employment Services for Southeast Florida  
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Mr. Kosta:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of October 2, 2013, awarded a portion of the aforementioned Bid for *Field Staff* to Tampa Service Co., Inc. d/b/a Pacesetter Personnel Services. The term of this contract is for a period of two years commencing from October 15, 2013 through October 14, 2015 with two additional two-year renewal options available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone  
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources  
R. Engle, Director of Parks & Recreation  
Southeast Florida Governmental Purchasing Cooperative Group  
Participating Members



October 3, 2013

Mr. Andrew Titley, Managing Director  
Albion Staffing Solutions, Inc.  
2520 N.W. 97th Avenue, #110  
Doral, Florida 33172

REFERENCE: Temporary Employment Services for Southeast Florida  
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Mr. Titley:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of October 2, 2013, awarded a portion of the aforementioned Bid for *Field Staff & Office Personnel* to Albion Staffing Solutions, Inc. The term of this contract is for a period of two years commencing from October 15, 2013 through October 14, 2015 with two additional two-year renewal options available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone  
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources  
Southeast Florida Governmental Purchasing Cooperative Group  
Participating Members



October 3, 2013

Ms. Evelyn Looney  
A & Associates,  
8144 Okeechobee Blvd.  
West Palm Beach, FL 33411

REFERENCE: Temporary Employment Services for Southeast Florida  
Governmental Purchasing Cooperative Group, Bid 13-D-140F

Dear Ms. Looney:

I am pleased to inform you that the Coral Springs City Commission, at their regular meeting of October 2, 2013, awarded a portion of the aforementioned Bid for *Field Staff & Office Personnel* to A & Associates. The term of this contract is for a period of two years commencing from October 15, 2013 through October 14, 2015 with two additional two-year renewal options available.

Pursuant to the terms and conditions of this Bid, your certificate of Insurance must be forwarded to this office, naming the City of Coral Springs as additional named insured, with coverage and limits described in the bid's *Instructions to Bidders*, Section 6. Your certificate must be kept current and on file throughout the term of this contract.

The City looks forward to a successful business relationship in this regard. If you require additional information, or have concerns in this matter, please do not hesitate to contact Purchasing Agent Gail Dixon in this office.

Sincerely,

Angelo Salomone  
Purchasing Administrator

AS:mlm

cc: D. Pazdra, Director of Human Resources  
Southeast Florida Governmental Purchasing Cooperative Group  
Participating Members

**City of Coral Springs  
City Commission Meeting Agenda Item**

Meeting: October 2, 2013  
Department: Financial Services  
Initiated By: Gail Dixon

**Summary Sheet**

DOC ID: 3625

**SUBJECT:** Temporary Employment Services

**PRIORITY:** Consent – Financial Health & Economic Development

**REQUESTED ACTION:  
(INCLUDE CONTRACT  
START/TERM DATES)** Request to award the contract Bid #13-D-140F for Temporary Employment Services for Blue Collar Positions to **A & Associates** of West Palm Beach, FL, **Albion Staffing Solutions** of Miami, FL, and **Tampa Service Company Inc.** of Houston, TX and the contract for Temporary Employment Services for White Collar Positions to **A & Associates** of West Palm Beach, FL, to **Albion Staffing Solutions** of Miami, FL, and **Alpha 1 Staffing** of Miramar, FL from October 15, 2013 through October 14, 2015. The estimated annual expenditure is \$45,000. (REQUEST TO AWARD)

**PROJECT REVIEWED BY  
OR INCLUDED IN:**

**ATTACHMENTS:** #1 – Bid Tabulation

**BACKGROUND / DESCRIPTION:**

1. Using Department: City-Wide
2. Justification for Award Recommendation:  
 Most responsive and responsible Bidders  
 Highest ranked Proposer  
 Other: \_\_\_\_\_
3. Is this item in the adopted budget?  Yes  No
4. Is this item in the CIP?  Yes  No
5. Insurance:  Approved  
 N/A
6. Additional Information:

The Southeast Florida Governmental Purchasing Cooperative Group began approximately 21 years ago with a small group of Broward County cities. The Co-op has grown to 46 entities from Dade, Broward, and Palm Beach Counties.

**City of Coral Springs**  
**Commission Meeting Agenda Item**  
**Summary Sheet**  
**Meeting: October 2, 2013**

**Subject: Temporary Employment Services**

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The Co-op combines the buying power of the members on products or services purchased by most of the members to achieve the best available pricing under a term contract. The Co-Op also reduces time spent on bidding procedures and the quantity of bids that any individual Co-Op Agency would issue. A lead agency completes the bidding for all members that wish to participate in that product or service.

The City utilizes Temporary Employment Services in lieu of full-time staff or part-time personnel on a regular basis. The hourly rates are low and staff time is saved processing applications and hiring personnel for Temporary Assignments. It also affords the opportunity to obtain personnel with 24 hour notice.

The City of Coral Springs is the lead agency for the Temporary Employment Services Contract, which was utilized by 18 of the Cooperative agencies covering Palm Beach, Broward, and Miami-Dade counties. This new Temporary Employment Services bid will be utilized by 27 agencies in the tri-county area. Multiple vendors are selected for the Temporary Services Contract award, as the workforce available from each vendor will vary. Multiple vendors also allow each Co-Op agency a better opportunity to find appropriate personnel.

The Parks and Recreation Department has been the main user of the Field Staff Temporary Services Contract for janitorial personnel, irrigation, and ground crews with great success. The quality and dependability of the temporary staff has been quite good and the savings substantial. Other Departments utilizing the contract this year included the City Manager's Office, City Attorney's Office, Code Enforcement, Community Development, Public Works, and Utilities Division for positions such as receptionists, office assistants, and maintenance workers.

The second low bidder, JAG Professional Resources was considered non-responsive. They have no staffed offices within the tri-county area as per the bid requirements. They also do not have any local references as per the bid requirements.

Examples of positions and hourly wages are as follows:

<u>Position</u>	<u>Vendor</u>	<u>Hourly Rate</u>	<u>Vendor</u>	<u>Hourly Rate</u>
Maintenance Worker	A & Associates	\$10.25	Albion Staffing	\$10.40
Lead Worker	A & Associates	\$10.65	Albion Staffing	\$11.88
Office Assistant	A & Associates	\$12.50	Albion Staffing	\$11.56
Legal Secretary	A & Associates	\$16.00	Alpha 1 Staffing	\$16.20
IS Technician	Albion Staffing	\$13.75	Alpha 1 Staffing	\$12.75

The Purchasing Division recommends the award of the Temporary Employment Services contract to the above listed Bidders.

**City of Coral Springs  
Commission Meeting Agenda Item  
Summary Sheet  
Meeting: October 2, 2013**

**Subject: Temporary Employment Services**

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Copies to:

M. Heller, Director of Financial Services  
J. Hearn, City Attorney  
D. Pazdra, Human Resources Director



**TEMPORARY EMPLOYMENT SERVICES FOR  
S.E. FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP  
BID NO. 13-D-140F  
TABULATION**

		Vendor						
		Contact	A & Associates	Tampa Service Co., Inc.	CareersUSA Inc.			
		Phone #	Evelyn Looney 561 533-5303	Larry Kostia 512 474-4481	Jennifer Johnson 561 826-2905			
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr.)	Total Price
<b>A. Blue Collar</b>								
1	6,000	Custodian	\$10.25	\$61,500.00	\$11.06	\$66,360.00	\$12.13	\$72,780.00
2	30,800	Maintenance Worker	\$10.25	\$315,700.00	\$11.06	\$340,648.00	\$14.16	\$436,128.00
3	2,200	Lead Worker	\$10.65	\$23,430.00	\$14.20	\$31,240.00	\$14.66	\$32,252.00
4	120	Water Plant Operator	\$18.75	\$2,250.00	\$28.40	\$3,408.00	\$17.19	\$2,062.80
5	2,600	Facilities Technician	\$11.00	\$28,600.00	\$19.17	\$49,842.00	\$17.19	\$44,694.00
6	7,100	Equipment Operator II	\$12.50	\$88,750.00	NB	\$	\$14.66	\$104,086.00
7	100	Inspector I	\$15.00	\$1,500.00	NB	\$	\$14.66	\$1,466.00
				<b>Subtotal (Blue Collar):</b>		<b>\$521,730.00</b>		<b>\$491,498.00</b>
<b>B. White Collar</b>								
1	1,700	Receptionist	\$10.00	\$17,000.00	\$14.20	\$24,140.00	\$12.88	\$21,896.00
2	7,750	Office Assistant	\$12.50	\$96,875.00	\$17.04	\$13,206.00	\$14.09	\$109,197.50
3	4,320	Principal Office Assistant	\$11.88	\$51,321.60	\$19.88	\$85,881.60	\$16.50	\$71,280.00
4	5,440	Sr. Office Assistant	\$12.75	\$69,360.00	\$26.98	\$146,771.20	\$18.92	\$102,924.80
5	300	Permit Services Representative	\$12.50	\$3,750.00	NB	\$	\$16.50	\$4,950.00
6	100	Legal Secretary	\$16.00	\$1,600.00	NB	\$	\$20.13	\$2,013.00
7	540	Accounting Clerk I	\$13.00	\$7,020.00	NB	\$	\$14.09	\$7,608.60
8	200	Accounting Assistant	\$12.00	\$2,400.00	NB	\$	\$16.50	\$3,300.00
9	1,400	Accountant	\$20.00	\$28,000.00	NB	\$	\$23.85	\$33,390.00
10	880	Information Services Technician	\$13.50	\$11,880.00	NB	\$	\$20.13	\$17,714.40
11	1,040	Information Services Specialist	\$14.50	\$15,080.00	NB	\$	\$23.76	\$24,710.40
12	3,040	Public Works Inspector	\$12.50	\$38,000.00	NB	\$	\$17.19	\$52,257.60
13	800	Park Ranger	\$12.50	\$10,000.00	NB	\$	\$19.72	\$15,776.00
14	40	Purchasing Assistant	\$12.50	\$500.00	NB	\$	\$18.92	\$756.80
				<b>Subtotal (White Collar):</b>		<b>\$352,786.60</b>		<b>\$269,998.80</b>
				<b>Total (Blue and White Collar):</b>		<b>\$874,516.60</b>		<b>\$761,496.80</b>

Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr)	Total Price	Unit Price (Per Hr)	Total Price
Vendor: JAG Professional Resources								
Contact: Crystal Jones								
Phone #: 866 466-6186 ext. 925								
A. Blue Collar								
1	6,000	Custodian	\$10.15	\$60,900.00	\$10.89	\$65,340.00	\$15.62	\$93,720.00
2	30,800	Maintenance Worker	\$10.15	\$312,620.00	\$10.40	\$320,320.00	\$14.20	\$437,360.00
3	2,200	Lead Worker	\$14.00	\$30,800.00	\$11.88	\$26,136.00	\$15.62	\$34,364.00
4	120	Water Plant Operator	\$21.63	\$2,595.60	\$26.40	\$3,168.00	NB	NB
5	2,600	Facilities Technician	\$18.25	\$47,450.00	\$12.54	\$32,604.00	\$16.33	\$42,458.00
6	7,100	Equipment Operator II	\$17.00	\$120,700.00	\$13.20	\$93,720.00	NB	NB
7	100	Inspector I	\$18.00	\$1,800.00	\$23.76	\$2,376.00	\$19.88	\$1,988.00
Subtotal (Blue Collar):				\$576,865.60	\$543,664.00		\$609,890.00	
B. White Collar								
1	1,700	Receptionist	\$9.45	\$16,065.00	\$11.25	\$19,125.00	\$16.68	\$28,356.00
2	7,750	Office Assistant	\$9.45	\$73,237.50	\$11.56	\$89,609.00	\$15.29	\$118,497.50
3	4,320	Principal Office Assistant	\$10.45	\$45,144.00	\$11.88	\$51,321.60	\$14.60	\$63,072.00
4	5,440	Sr. Office Assistant	\$11.45	\$62,288.00	\$13.44	\$73,113.60	\$15.99	\$86,985.60
5	300	Permit Services Representative	\$14.00	\$4,200.00	\$12.50	\$3,750.00	\$16.68	\$5,004.00
6	100	Legal Secretary	\$14.25	\$1,425.00	\$15.00	\$1,500.00	\$22.24	\$2,224.00
7	540	Accounting Clerk I	\$11.00	\$5,940.00	\$15.00	\$8,100.00	\$16.68	\$9,007.00
8	200	Accounting Assistant	\$12.00	\$2,400.00	\$17.50	\$3,500.00	\$18.07	\$3,614.00
9	1,400	Accountant	\$17.90	\$25,060.00	\$22.50	\$31,500.00	\$26.10	\$36,540.00
10	880	Information Services Technician	\$18.00	\$15,840.00	\$13.75	\$12,100.00	\$26.10	\$22,968.00
11	1,040	Information Services Specialist	\$22.00	\$22,880.00	\$13.75	\$14,300.00	\$36.25	\$37,700.00
12	3,040	Public Works Inspector	\$24.00	\$72,960.00	\$15.00	\$45,600.00	NB	NB
13	800	Park Ranger	\$15.40	\$12,320.00	\$15.00	\$12,000.00	NB	NB
14	40	Purchasing Assistant	\$12.00	\$480.00	\$12.50	\$500.00	\$21.75	\$870.00
Subtotal (White Collar):				\$360,239.50	\$366,000.20		\$414,838.00	
Total (Blue and White Collar):				\$937,105.10	\$909,664.20		\$1,024,728.10	

Note: JAG Professional Resources bid is considered non-responsive. They do not have any references for the tri-county area as they do not have any offices in the tri-county area. Their virtual office does not have any staff.

Vendor		Alpha 1 Staffing		Creative Staffing		Atrium Personnel, Inc.		
Contact		Garric Harris 954 734-2744		Ann Machado 305 279-7799		dba Transhire Scott Rashbach 954 484-5401		
Phone #								
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr)	Total Price	Unit Price (Per Hr)	Total Price
<b>A. Blue Collar</b>								
1	6,000	Custodian	NB		\$12.83	\$76,980	NB	
2	30,800	Maintenance Worker	NB		\$13.20	\$406,560.00	NB	
3	2,200	Lead Worker	NB		15.29	\$33,638.00	NB	
4	120	Water Plant Operator	NB		\$19.80	\$2,376.00	NB	
5	2,600	Facilities Technician	NB		\$19.45	\$50,570.00	NB	
6	7,100	Equipment Operator II	NB		\$17.94	\$127,374.00	NB	
7	100	Inspector I	NB		\$26.40	\$2,640.00	NB	
				Subtotal (Blue Collar):		\$700,138.00		
<b>B. White Collar</b>								
1	1,700	Receptionist	\$12.00	\$20,400.00	\$13.00	\$22,100.00	\$12.15	\$20,655.00
2	7,750	Office Assistant	\$15.95	\$118,500.00	\$14.19	\$109,972.50	\$12.15	\$94,162.50
3	4,320	Principal Office Assistant	\$13.75	\$59,400.00	\$14.84	\$64,108.80	\$13.50	\$58,320.00
4	5,440	Sr. Office Assistant	\$13.75	\$74,800.00	\$16.13	\$87,747.20	\$14.85	\$80,784.00
5	300	Permit Services Representative	\$13.20	\$3,960.00	\$14.30	\$4,290.00	\$13.50	\$4,050.00
6	100	Legal Secretary	\$16.20	\$1,620.00	\$19.50	\$1,950.00	\$20.46	\$2,046.00
7	540	Accounting Clerk I	\$15.80	\$8,532.00	\$15.60	\$8,424.00	\$13.50	\$7,290.00
8	200	Accounting Assistant	\$14.00	\$2,800.00	\$16.90	\$3,380.00	\$14.85	\$2,970.00
9	1,400	Accountant	\$16.20	\$22,680.00	\$29.90	\$41,860.00	\$22.85	\$31,990.00
10	880	Information Services Technician	\$12.75	\$11,220.00	\$19.50	\$17,160.00	\$16.20	\$14,256.00
11	1,040	Information Services Specialist	\$14.75	\$15,340.00	\$23.40	\$24,336.00	\$18.90	\$19,656.00
12	3,040	Public Works Inspector	\$14.75	\$44,840.00	\$26.00	\$79,040.00	\$26.40	\$80,256.00
13	800	Park Ranger	\$13.00	\$10,400.00	\$20.80	\$16,640.00	\$18.23	\$14,584.00
14	40	Purchasing Assistant	\$13.00	\$520.00	\$15.60	\$624.00	\$13.50	\$540.00
				Subtotal (White Collar):		\$400,124.50		\$431,559.50
				Total (Blue and White Collar):		\$400,124.50		\$1,181,770.50

The awarded vendors for Blue Collar positions are: A & Associates, Albion Staffing Solutions, and Tampa Service Co. The awarded vendors for White Collar positions are: A & Associates, Albion Staffing, and Alpha 1 Staffing.

		Vendor	TS Staffing Services, Inc.	Enterprise Staffing	Apple One			
		Contact	Susan Kennedy	Glyn Maynard	Linda Madigan			
		Phone #	212 346-7960	954 349-4513	310 750-3400			
Item No.	Est. Annual Usage (Hrs)	Description	Unit Price (Per Hr.)	Total Price	Unit Price (Per Hr)	Total Price		
<b>A. Blue Collar</b>								
1	6,000	Custodian	\$11.99	\$71,940.00	\$18.64	\$111,840.00	NB	
2	30,800	Maintenance Worker	\$13.25	\$408,100.00	\$20.10	\$619,080.00	NB	
3	2,200	Lead Worker	\$15.00	\$33,000.00	\$20.62	\$45,364.00	NB	
4	120	Water Plant Operator	\$19.00	\$2,280.00	\$29.46	\$3,535.20	NB	
5	2,600	Facilities Technician	\$29.00	\$75,400.00	\$25.79	\$67,054.00	NB	
6	7,100	Equipment Operator II	\$32.00	\$227,200.00	\$27.35	\$194,185.00	NB	
7	100	Inspector I	\$38.00	\$3,800.00	\$24.50	\$2,450.00	NB	
Subtotal (Blue Collar):				\$821,720.00		\$1,043,508.20		
<b>B. White Collar</b>								
1	1,700	Receptionist	\$11.25	\$19,125.00	\$19.75	\$33,575.00	\$15.60	\$26,520.00
2	7,750	Office Assistant	\$12.00	\$93,000.00	\$21.10	\$163,525.00	\$18.20	\$141,050.00
3	4,320	Principal Office Assistant	\$13.00	\$56,160.00	\$26.10	\$112,752.00	\$18.20	\$78,624.00
4	5,440	Sr. Office Assistant	\$14.00	\$76,160.00	\$24.25	\$131,920.00	\$20.80	\$113,152.00
5	300	Permit Services Representative	\$12.75	\$3,825.00	\$27.85	\$8,355.00	\$18.20	\$5,460.00
6	100	Legal Secretary	\$19.75	\$1,975.00	\$22.25	\$2,225.00	\$24.46	\$2,446.00
7	540	Accounting Clerk I	\$12.00	\$6,480.00	\$20.75	\$11,205.00	\$17.38	\$9,385.20
8	200	Accounting Assistant	\$15.00	\$3,000.00	\$25.79	\$5,158.00	\$19.50	\$3,900.00
9	1,400	Accountant	\$27.00	\$37,800.00	\$34.94	\$48,916.00	\$26.00	\$36,400.00
10	880	Information Services Technician	\$37.00	\$32,560.00	\$24.90	\$21,912.00	\$18.20	\$16,016.00
11	1,040	Information Services Specialist	\$42.00	\$43,680.00	\$27.00	\$28,080.00	\$20.80	\$21,632.00
12	3,040	Public Works Inspector	\$46.00	\$139,840.00	\$29.23	\$88,859.20	NB	NB
13	800	Park Ranger	\$35.00	\$28,000.00	\$24.60	\$19,680.00	NB	NB
14	40	Purchasing Assistant	\$22.00	\$880.00	\$18.50	\$740.00	\$19.30	\$772.00
Subtotal (White Collar):				\$542,485.00		\$676,902.20		\$455,357.20
Total (Blue and White Collar):				\$1,364,205.00		\$1,720,410.40		\$455,357.20

**BID 13-D-140F**  
**TEMPORARY EMPLOYMENT SERVICES FOR**  
**S.E. FLORIDA GOVERNMENTAL PURCHASING**  
**COOPERATIVE GROUP**

**ATTACHMENT "A"**

**I. NATURE OF BID**

The City of Coral Springs is soliciting bids for a contract for the purchase of temporary employment services. This is a cooperative invitation to bid issued by the City of Coral Springs on behalf of the participating agencies referenced within the specifications, for the purchase of their estimated annual requirements. Any reference in the bid documents to a single entity shall apply to all participating entities referenced in the Invitation to Bid. The terms and conditions of the individual contracts and/or purchase orders including, but not limited to provisions regarding invoicing, individual delivery points, delivery instructions, and insurance requirements shall be established individually by each participating governmental entity prior to award.

**MUNICIPALITIES AND OTHER GOVERNMENTAL ENTITIES WHICH ARE NOT MEMBERS OF THE SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP ARE STRICTLY PROHIBITED FROM UTILIZING ANY CONTRACT OR PURCHASE ORDER RESULTING FROM THIS BID. HOWEVER, OTHER CO-OP MEMBERS MAY PARTICIPATE IN THIS CONTRACT DURING THE RENEWAL PERIOD PROVIDED IT IS ACCEPTABLE TO THE VENDOR (S).**

Some of the co-op members may currently have a contract in place for the commodities listed herein. Those entities will participate in this bid at the expiration of their current contracts.

**II. SCOPE OF WORK**

The successful contractor(s) will furnish all personnel necessary for the day-to-day operations of all agencies participating in this cooperative bid. Temporary employees must be available and report for work within twenty-four (24) work hours of notification. Contractors who are not able to meet delivery requirements will be considered non-responsive.

**III. TERM OF CONTRACT**

The bidder will be bidding on a two (2) year contract commencing upon approval by the City Commission. This contract may be renewed for two (2) additional two (2) year terms by mutual agreement of the parties. The City will issue a notification of intent to

renew by mail sixty (60) days prior to the expiration date of the contract. The vendor shall be required to respond within thirty (30) days of receipt of notice. All terms and conditions of the original contract will remain unchanged for any contract extension.

The prices offered and accepted must remain firm for the first full year of the contract. Such costs for the second year are subject to an adjustment only if an increase occurs throughout the local industry, but any such increase may not exceed 4% per year. Any such increase must be documented and submitted in writing to the city at least ninety (90) days prior to the contract anniversary date. The City, after examination, may refuse to accept the adjusted costs if they are not properly documented or if they are considered by the City to be excessive. In the event that the City determines that the costs as submitted are not properly documented or are excessive and the matter cannot be resolved to the satisfaction of the City the contract can be cancelled by the City upon thirty (30) days written notice to the Contractor(s).

**EXECPTION:** If the Federal government revises the minimum wage, the Contractor shall have an opportunity to request immediate price relief to the lead agency for this cooperative contract. There is also an allowance for implementation of Obama Care which vendors must provide full documentation. All requests must be in writing with full documentation explaining what increase covers for vendor and temporary staff. In addition, if vendor implements Obama care providing medical insurance for their temporary staff, you place the request in writing and provide detailed information for the hourly rates to be increased.

#### IV. TEMP TO HIRE

Should an opening for a permanent position within a co-op agency come available, the temporary worker may apply for this position. **The co-op agency reserves the right to hire this temporary worker without any financial obligation to the Contractor.**

#### V. VACATION PAY

If a temporary worker qualifies for a vacation under their employment contract with the Contractor, that employee will give the co-op agency two (2) weeks notice before the start of such vacation. The Contractor shall be responsible for any vacation pay due the employee. Additionally, if the assignment is ongoing at the time of employee's vacation, the contractor will provide a replacement employee.

#### VI. OVERTIME

Should any assignment require the temporary employee to work more than forty (40) hours in any given week, the co-op agency shall pay an overtime rate equal to 1-1/2 times the hourly rate specified in the contractor's bid.

**VII. LOCATIONS**

Please provide physical address, contact person, phone number, fax number and email of each location your firm has in **Broward, Palm Beach and Miami-Dade County**. Note: firms must have a minimum of 2 office locations in at least 2 of the above counties.

**VIII. QUANTITIES**

No warranty or guarantee is given or implied as to the total amounts to be purchased resulting from this contract. The quantities stated in this bid are estimates of annual usage, to be used for bid comparison purposes only. All services will be ordered on an as needed basis. The minimum request will be for one (1) day (eight (8) hours).

The successful Contractor(s) shall be required to submit a report to the City of Coral Springs detailing all contract usage by all participating co-op agencies on a quarterly basis.

**IX. PARTICIPATING AGENCIES**

Coral Springs	Hallandale Beach
Boca Raton	Hollywood
Broward MPO	Lauderdale Lakes
Boynton Beach	Miami Gardens
Coconut Creek	N. Lauderdale
Cooper City	N. Miami
Dania Beach	Oakland Park
Davie	Parkland
Deerfield Beach	Sunrise
Ft. Lauderdale	Tamarac
Green Acres	

A complete list of Co-Op members has been provided herein. Any member not specifically mentioned above may participate pursuant to the provisions of Section I of this specification.

**X. POSITION CLASSIFICATIONS**

**A. BLUE COLLAR**

**1. CUSTODIAN**

**WORK OBJECTIVE:**

Under direction, performs responsible janitorial work involving the care and maintenance of various municipal buildings. Although the employee works independently and is often

physically removed from supervision, duties are performed **within** the framework of pre-established policies and procedures.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Vacuums and shampoos carpet.
- Scrubs, mops, waxes, strips and polishes floors.
- Dusts, cleans and polishes furniture and woodwork.
- Cleans windows, doors, walls, tiles, air conditioning vents, etc.
- Cleans restroom facilities, e.g., toilets, sinks, floors; replaces paper supplies and soap in restrooms.
- Maintains inventory of cleaning and paper supplies; prepares and maintains routine records and logs; requisitions supplies as needed.
- Sets up and takes down tables, chairs, platforms and podiums for meetings.
- Moves office furniture and equipment; assists in making simple repairs to building equipment and furniture.
- Empties waste baskets; takes out trash for disposal.

**MINIMUM QUALIFICATIONS:**

**Education / Certifications / Experience –**

High school diploma or GED, some janitorial experience preferred; or an equivalent combination of education, training, and experience.

**Knowledge, Skills, & Abilities –**

Knowledge of methods, materials, chemicals and equipment used in commercial cleaning.

Knowledge of special equipment such as electronics equipment and sound systems, etc.

Ability to understand and follow written and oral instructions.



Ability to perform work requiring strength and dexterity; ability to perform work for extended periods of time while standing.

Ability to operate basic yard maintenance equipment and machinery.

Ability to adhere to prescribed routines and practices.

Ability to read and write English.

Ability to prepare and maintain routine records and logs.

Ability to operate basic office equipment.

Ability to perform moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials, supplemented by a demonstrated ability to read and write English.

**PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). May require occasional lifting, carrying, pushing, and/or pulling of heavier objects.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around potentially hazardous environments and/or chemicals, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

2. **MAINTENANCE WORKER**

**WORK OBJECTIVE:**

Under direct supervision, the purpose of the position is to provide organization, sanitation, and general maintenance in the assigned area of the assigned Department. Employees in this classification perform general and preventative maintenance work. Position is responsible for the cleanliness and maintenance of supplies in the assigned areas.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Organizes the set up and break down for work areas, break rooms and classrooms throughout the building.
- Maintains fields and courts; sets up fields; paints facilities; mows grass, and inspects parks for repairs.
- Relocates and organizes furniture, fixtures and equipment as required by departmental functions.
- Maintains a safe and clean working environment and provides for the general upkeep for the assigned areas.
- Organizes and restocks products and supplies through weekly inventories.
- Performs cleaning tasks and preventive maintenance according to assigned schedules or as directed.
- Utilizes various cleaning agents, mixing such according to label instructions and product specifications, and using in accordance with prescribed safety precautions and directions.
- Utilizes various custodial and general maintenance equipment.
- Performs various routine and minor facilities improvement tasks, e.g., painting, minor repairs.
- Performs routine grounds maintenance tasks, including, but not limited to: lawn mowing, tree and hedge trimming, edging, blowing, installation of mulch and pulling of weeds.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

High school diploma or GED preferred; supplemented by demonstrated ability to fulfill the physical requirements of the work; or an equivalent combination of education, training, and experience.

##### **Knowledge, Skills, & Abilities –**

Ability to understand and follow written and oral instructions.

Ability to perform routine maintenance and custodial tasks with limited supervision.

Ability to read and write English.

Ability to operate various basic tools and grounds keeping equipment, e.g., hammer, screwdriver, wrench, saw, lawn mower, edger, chainsaw, blower.

Some positions may require the ability to operate City vehicles and some heavy equipment, e.g., forklift, tractor, trucks.

#### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (80+ pounds).

#### **ENVIRONMENTAL REQUIREMENTS:**

Some work is performed in usual office conditions with some exposure to disagreeable environmental factors, e.g., cleaning chemicals/fumes, mild temperature variations, dust. Almost all work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around vehicle/equipment and lawn maintenance equipment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

### **3. LEAD WORKER**

#### **WORK OBJECTIVE:**

Under general supervision, the purpose of the position is to coordinate all routine and preventative maintenance efforts to provide a clean, safe, working environment. Employees in this class are distinguished from that of the Maintenance Worker by the completion of additional training in a trade discipline relevant to facilities maintenance. Position is responsible for coordinating all repair, remodeling and relocation efforts.

#### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one

position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Ensures a safe, clean working environment by maintaining the assigned area.
- Performs maintenance activities for athletic fields and courts. Sets up fields for sports leagues. Paints facilities as needed, maintains turf and clay fields; mows grass as needed.
- Coordinates and organizes all minor repair, remodeling, and relocation projects throughout the Division.
- Advises Maintenance Workers, in a variety of tasks, of work to be accomplished in order to clarify and expedite projects and repairs.
- Oversees and participates in the projects and repairs in progress, and reviews completed work.
- Recognizes and reports any detected deterioration, repair needs, and maintenance needs to Supervisor.
- Performs maintenance and general repairs on structures, facilities, equipment, and other property in one or more of the trade disciplines, e.g., irrigation plumbing and repair, masonry, carpentry.
- Performs cleaning tasks and preventive maintenance according to assigned schedules or as directed.
- Utilizes various cleaning agents, mixing such according to label instructions and product specifications, and using in accordance with prescribed safety precautions and directions
- Performs various routine to moderately complex facilities improvement tasks, e.g., irrigation repairs and maintenance, painting, minor facilities repairs.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

High school diploma or GED; supplemented by two (2) or more years experience and/or training in one (1) or more of the trade disciplines outlined herein, and possess abilities in an additional trade discipline acquired through either internal or external vocational training resources; or an equivalent combination of education, training, and experience.

**Knowledge, Skills, & Abilities –**

Ability to understand and follow written and oral instructions.

Ability to perform routine to moderately complex maintenance and custodial tasks with limited supervision.

Ability to read and write English.

Ability to operate various basic tools and grounds keeping equipment, e.g., hammer, screwdriver, wrench, saw, lawn mower, edger, chainsaw, blower.

Some positions may require the ability to operate City vehicles and some heavy equipment, e.g., forklift, tractor, trucks.

Ability to operate all equipment and tools in one or more of the trade disciplines.

**PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (80+ pounds).

**ENVIRONMENTAL REQUIREMENTS:**

Some work is performed in usual office conditions with some exposure to disagreeable environmental factors, e.g., cleaning chemicals/fumes, mild temperature variations, dust. Most work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around vehicle/equipment and lawn maintenance equipment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

**4. WATER PLANT OPERATOR**

**WORK OBJECTIVE:**

Under general supervision, the purpose of the position is to operate and regulate water flow and pressure in the City's Utilities Division. Employees in this classification are responsible for performing routine to complex inspection and maintenance duties to ensure efficient and effective operation of water facilities and equipment. Objective is to ensure safe and clean drinking water is provided to the City.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs skilled operational and regulatory work in the testing and treatment of City water in compliance with all applicable City, State and Federal regulations and guidelines.
- Performs routine to complex maintenance and repair duties of water equipment and facilities, e.g., pumps, tanks, aerators, precipitators, filters, motors, pulleys, drive belts, solids and chemicals handling.
- Performs and records chemical and pressure sampling and laboratory testing; calculates results/readings; ascertains treatment performance and quality; performs appropriate equipment adjustments and calibrations.
- Monitors and sets chlorine machinery to obtain proper chemical usage readings.
- Operates and maintains pump stations; records daily pump readings, e.g., pressure, flow, time, chemical usage, pump function/operation; perform corrective measures to pump operations and settings as necessary.
- Performs clerical duties, e.g., data entry; generates spreadsheets for process control; prepares various reports; performs calculations, runs quantitative/qualitative analysis and interprets data for performance evaluation.
- Performs various maintenance and purging duties, e.g., cleans algae from clarifier overflow weirs; cleans mechanical aerators and diffuser; cleans pumps, pipes and plumbing apertures.
- Transfers treated and untreated water.

**MINIMUM QUALIFICATIONS:****Education / Certifications / Experience –**

High school diploma or GED; Florida Class “C” Water Operator’s License; supplemented by one (1) to two (2) years responsible experience in utilities operations; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Florida Driver’s License.

**Knowledge, Skills, & Abilities –**

General knowledge of the methods, tools, equipment and necessary safety precautions used in water plant operator work.

Considerable knowledge of all functions relevant to the operation of utility pumps.

Ability to understand and follow written and oral instructions.

Ability to inspect machinery and mechanical equipment and to detect and identify apparatus malfunctions.

Ability to operate various hand held tools and repair equipment, e.g., gas portable pumps, air-compressors.

Ability to operate various heavy equipment and machinery, e.g., utility vehicles, dump truck, fork lift.

Ability to operate various office equipment, e.g., computer terminals, telephone systems, calculator.

#### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects and materials (20-100 pounds). Some tasks involve the intermittent performance of extremely physically demanding work, typically involving some combination pushing, and/or pulling of heavy objects (150 pounds).

#### **ENVIRONMENTAL REQUIREMENTS:**

Some tasks are performed in a shop environment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Some tasks are performed in an outdoor environment with potential for exposure to disagreeable elements, e.g., heat, humidity, toxic agents. Tasks include working around moving parts, equipment, carts, and materials handling where physical risks are predictable/controllable by observance of standard safety precautions.

### **5. FACILITIES TECHNICIAN**

#### **WORK OBJECTIVE:**

Under general supervision, the purpose of the position is to perform a wide variety of semi-skilled maintenance and repair work in one or more of the trade disciplines, e.g., electrical, masonry, plumbing, carpentry. Performs all work according to established safety standards, building codes and regulations applicable to the work. Employees in this

classification have previous experience in the trade, and can perform tasks independently, though work remains subject to review and inspection during and upon completion of assigned tasks.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs routine maintenance and repairs on structures, facilities, equipment, and other City property in one or more of the trade disciplines, e.g., electrical, plumbing, masonry, carpentry, locks.
- Performs various semi-skilled carpentry tasks, i.e., hangs doors, installs shelving, installs drywall.
- Performs general maintenance, replacement tasks and minor plumbing repairs to restrooms, drinking fountains and plumbing fixtures.
- Performs minor electrical repair, replacement and installation tasks of various electrical components, e.g., ceiling fans, light fixtures, electrical switches.
- Prepares and performs various special projects, e.g., painting, carpentry, plumbing, masonry, locks, office remodeling.
- Prepares and submits work estimates for work orders; locates vendors and contractors to supply materials or labor, schedules work with customers.
- Performs preventive maintenance inspections on City buildings.
- Assists with public safety emergency response.

**MINIMUM QUALIFICATIONS:**

**Education / Certifications / Experience –**

High school diploma or GED; supplemented by two (2) years' experience in semi-skilled laboring or maintenance work; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class D Florida Driver's License.

**Knowledge, Skills, & Abilities –**

General knowledge of the methods, tools, equipment and necessary safety precautions used in general maintenance and repair work.



Knowledge of current codes and regulatory standards governing facilities construction, maintenance and repair.

Ability to understand and follow written and oral instructions.

Ability to read and write English.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to operate basic manual and electric hand tools, e.g., hammer, screwdriver, skill saw, power drill, wrench, level, pliers.

Ability to operate various City automobiles and pickup trucks.

#### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-90 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (200+ pounds).

#### **ENVIRONMENTAL REQUIREMENTS:**

Some work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in an outdoor environment with potential for exposure to disagreeable elements, e.g., heat, humidity, toxic agents. Some tasks are performed in a shop environment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

### **6. EQUIPMENT OPERATOR II**

#### **WORK OBJECTIVE:**

Under direction, the purpose of the position is to perform skilled maintenance and construction work through the operation of heavy equipment and machinery. Employee possesses journeyman knowledge of various public services construction, repair and maintenance activities policies and procedures. Employee performs all work according to established safety standards, codes and regulations applicable to the work. Employee works with independence and limited supervision, and functions in a lead capacity in the absence of a supervisor.

#### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Operates complex and heavy mechanical equipment.
- Performs routine safety inspections of operating equipment and mechanical systems; performs maintenance, makes moderately complex repairs, and assists in complex repairs of equipment and vehicles.
- Operates a wide variety of construction equipment and tools; operates various standard hand-held manual, electrical, and gas powered tools and equipment; operates a variety of specialized specific tools and equipment.
- Performs routine to complex maintenance and repairs on structures, facilities, equipment, street signs, sidewalks, bicycle paths and other City property.
- Performs inspections, maintenance repairs and construction of Public Works facilities.
- Prepares and performs various special projects, e.g., painting, carpentry, plumbing, masonry, underground utilities, paving, pavement marking, road signs.
- Identifies and reports any detected deterioration, repair needs, and maintenance needs to supervisor.
- Acts as Crew Leader to subordinate personnel in the absence of a supervisor.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

High school diploma or GED; supplemented by three (3) to four (4) years responsible experience in Public Works/construction, to include two (2) years' experience in the operation of heavy equipment; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class "B" Florida Commercial Driver's License. Must possess and maintain Department of Transportation Zone Intermediate Certificate.

##### **Knowledge, Skills, & Abilities –**

Knowledge of the hazards involved and of applicable safety precautions and established safety precautions essential in avoidance of injury or accidents.

Considerable knowledge and training of procedures, equipment and methods utilized in the heavy equipment trade.

Ability to understand and follow written and oral instructions.

Ability to read and write English.

Ability to operate basic office equipment, e.g., printers, copy machines, telephone systems, facsimile machines.

Ability to make minor adjustments of repairs to assigned equipment.

Ability to perform physically demanding manual labor.

Skill in inspecting, diagnosing and repairing complex mechanic problems of automotive motors and equipment.

Skill in operating various heavy construction equipment and machinery.

Skill in operating various automobiles, light and heavy trucks, mechanical equipment and other gasoline and diesel driven motors, e.g., service trucks, forklifts, back hoe, grader, bulldozer, dump trucks.

#### **PHYSICAL REQUIREMENTS:**

Tasks involve the performance of physically demanding work, typically involving some combination of standing, walking, sitting, reaching, stooping, climbing or kneeling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (100+ pounds). Work includes exposure to physically stressful conditions including extended periods of shaking or jolting from machinery and equipment.

#### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

## **7. INSPECTOR I**

**WORK OBJECTIVE:**

Under general direction, the purpose of the position is to inspect structural, electrical, mechanical, or plumbing building/development to enforce compliance with the Florida Building Code. Employees in this classification perform at a technical level, and are responsible for reviewing development operations to verify conformity with the approved plans and specifications in their respective trades. Objective is to enforce all local, state and federal laws, ordinances and regulations to ensure the safety and welfare of the general public.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs systematic site inspections of skilled trades work for new and existing construction within the city, to ensure compliance with all applicable City, state and Federal code and regulatory requirements in their respective trades, e.g., structural, electrical, mechanical, plumbing.
- Verifies compliance with approved building permits, plans and specifications; reviews and approves work of completed projects.
- Collaborates with independent contractors and subcontractors, engineers, architects, homeowners, and internal administrative support to ensure all required documentation is completed and submitted for approval of requested permits and licenses.
- Reads and interprets blue prints and specifications for construction plans and designs.
- Identifies compliance problems and issues code violations; meets with violators and general public to explain and interpret applicable codes and advises violator of expected time frame to correct infraction; performs re-inspection to determine if corrections have been made to achieve compliance.
- Issues written violations of codes; makes re-inspection to determine if corrections have been made to achieve compliance.
- Reviews, maintains and updates all files, documents, records and reports of inspections activities and findings.
- Communicates with Building Official on any structural problems, code issues or regulatory requirements that have not been resolved.

- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge; attends annual continuing education courses for re-certification.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

High School Diploma or GED; supplemented by all appropriate certifications for the position in the respective trade/discipline as designated under the provisions of the Florida Building Code (Broward County Administration); or an equivalent combination of education, training, and experience. Must possess a valid Florida Driver's License.

##### **Knowledge, Skills, & Abilities –**

Knowledge of current codes and regulatory standards governing the state's building construction industry in the respective trade/discipline.

Knowledge of all functions relevant to the processing and approval of building construction projects in the respective trade/discipline, e.g., plans review, licensing, permitting, inspections.

Ability to understand and follow written and oral instructions.

Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to establish and maintain effective working relationships with City employees, departmental staff and management, contractors, engineers, architects and property owners.

Skill in the review and interpretation of construction project plans, and the technical interpretation of applicable construction codes and regulatory standards.

Skill in written communications for the effective development and presentation of departmental reports and modifications to established codes and ordinances.

**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work typically involving some combination of typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve some lifting, carrying, climbing ladders, pushing and/or pulling of objects and materials of light weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or workstation, and walking on roofs.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and building equipment/machinery, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

**B. WHITE COLLAR**

**1. RECEPTIONIST**

**WORK OBJECTIVE:**

Performs routine duties as primary receptionist for City Hall and general clerical duties under the supervision of the Finance Department, or clerical responsibilities under the Director or supervisor of Parks & Recreation. Employee in this class has the responsibility of answering all incoming calls on the main switchboard and greeting all persons coming into City Hall or parks and recreation facilities, and directing inquiries to proper individual or department. Employee is also required to perform general clerical duties and work as assigned. Detailed instructions are given for new or difficult assignments and work is reviewed in progress or upon completion for accuracy.

**ESSENTIAL FUNCTIONS:**

- Receives all incoming calls on main switchboard, takes messages, routes to proper individual or department.
- In Parks & Recreation, handles inputting and collecting registration fees for recreation classes and park permits.
- Acts as receptionist for the public coming into City Hall or professional greeter to the public in parks and recreation facilities, handling routine inquiries, requests for information or directs to proper department or individual.
- Receives, sorts and distributes incoming mail to all departments.
- Maintains bidders list for purchasing.
- Performs other duties as assigned and/or required.

- Punctuality and regular attendance are essential functions of this position.

#### MINIMUM QUALIFICATIONS:

##### **Education / Certifications / Experience:**

Must be a high school graduate or have a GED, and prior experience of at least one (1) year in a similar position.

##### **Knowledge, Skills and Abilities:**

Knowledge of office terminology, procedures, equipment, business math and English.

Skill in the operation of Word Perfect and ability to type from clear copy or rough draft at a reasonable speed.

Ability to understand and follow simple oral and written directions.

Ability to handle money when collecting fees, and be able to make correct change, log in money, and safeguard funds responsibly.

Ability to write legibly and speak clearly.

Ability to get along well with others and the general public. Clerical aptitude, mental alertness, tact and courtesy.

Ability to type 20 WPM.

#### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

## **2. OFFICE ASSISTANT**

### **WORK OBJECTIVE:**

Under general supervision, the purpose of the position is to provide routine administrative support to the assigned department or assigned supervisor. Employees in this classification function at a moderately difficult generalist level and are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department. Position may be assigned to a large department and perform a broad array of generalized administrative support functions, or assignment may be to a smaller specialized department wherein incumbents receive instruction in departmental functions.

This classification requires strong organizational and interpersonal skills with the ability to carry out a variety of directed tasks.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Researches and generates correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned department.
- Performs a variety of routine administrative functions, e.g., data entry, typing, reports processing.
- Compiles, prepares, and may be responsible for distributing daily, weekly, monthly or annual reports, invoices, purchasing orders, and other relevant materials appropriate to the assigned unit.
- Receives telephone inquiries and complaints, ascertaining the nature of the call, resolving customer issues or directing to appropriate personnel for further assistance.
- Performs a variety of essential record keeping duties, and maintains department record keeping and filing systems relevant materials appropriate to assigned unit, e.g., payroll, accounts payable, departmental files, personnel records, accounting data.
- Develops, receives and reviews various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed appropriately, e.g., statistical data, licenses, invoices, purchase orders.
- Completes and processes various forms required of assigned department, i.e., personnel forms, invoices, work orders, purchase orders.
- Operates various office equipment, e.g., computer terminals, word processor, printers, copy machines, telephone systems, facsimile machines, calculators.
- Assists other unit personnel in supporting efficient functioning of the department.

**MINIMUM QUALIFICATIONS:**

**Education / Certifications / Experience –**



High school diploma or GED; supplemented by one (1) to two (2) years' experience and/or training in administrative/secretarial support functions; or an equivalent combination of education, training, and experience. Must successfully and accurately pass the entrance typing exam with 45 + Words Per Minute.

**Knowledge, Skills, & Abilities –**

Knowledge of the functions and operations of the department's activities.  
Knowledge of governmental purchasing, personnel and accounting procedures.  
Knowledge of the organizational structure and functioning of municipal government.  
Knowledge of business writing including spelling, punctuation, and grammar.  
Knowledge of mathematics.

Ability to understand and follow written and oral instructions.  
Ability to plan, organize, and coordinate schedules and meetings.  
Ability to read, update and maintain various records and files.  
Ability to perform routine mathematical computations and tabulations accurately and efficiently.  
Ability to access, operate and maintain various software applications.  
Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, calculators.  
Ability to establish and maintain effective working relations with other employees, public officials, management, and the general public.  
Ability to make decisions in accordance with laws, ordinances, regulations, departmental policies and procedures.  
Skill in routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.  
Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.  
Skill in composing routine correspondence, summaries and reports in a clear and concise manner; ability to compose routine correspondence, summaries and reports.  
Skill acting as a liaison.  
Skill in typing 45 WPM.  
Skill in the principles and techniques of customer service skills.

**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

**ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

### 3. PRINCIPAL OFFICE ASSISTANT

#### **WORK OBJECTIVE:**

Under limited supervision, the purpose of the position is to provide responsible, complex administrative support to the assigned department or assigned supervisor. Employees in this classification function in a lead capacity and are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department. Position performs essential duties for a large operating unit, a specialized unit, or as primary administrative support for an organization official. Position is distinguished from that of the Office Assistant by the degree of accountability of the work, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function with a higher degree of independence. Only projects with entail technical or highly complex matters are given close attention by the immediate supervisor.

#### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Researches and generates routine to complex correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned department; develops and generates material for supervisor's public speaking engagements and official correspondence.
- Attends meetings, conferences and briefings to document subject matter concerning amendments and developments impacting the supervisor or assigned work unit; occasionally takes and transcribes dictation or transcribes from dictating equipment.
- Performs a variety of routine to complex administrative functions, e.g., data entry, typing, reports processing, documentation proofing.
- Compiles, prepares, and may be responsible for distributing daily, weekly, monthly or annual reports, invoices, and other relevant materials appropriate to the assigned unit.
- Receives telephone inquiries and concerns, ascertaining the nature of the call, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the assigned senior level supervisor.
- Performs a variety of essential record keeping duties, and manages department record keeping and filing systems relevant materials appropriate to assigned unit, e.g., payroll, accounts payable, departmental files, personnel records, accounting data.
- Develops, receives, and reviews various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed appropriately, e.g., statistical data, licenses, invoices, purchase orders.
- Completes and processes various forms required of assigned department, i.e., personnel forms, invoices, work orders, purchase orders. Monitors unit's budget.

- Coordinates logistics and travel arrangements for conferences, meetings and seminars, e.g., location reservations, time, and directions; assembly subject matter; travel reservations.
- Assists in the departmental preparation of operating budget; requests documents; reviews budget documentation to ensure compliance with pre-established guidelines and requirements.
- Operates various office equipment, e.g., computer terminals, word processor, printers, copy machines, telephone systems, facsimile machines, calculators.
- Assists with training and monitoring of other support staff and/or volunteers.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

High school diploma or GED; supplemented by up three (3) to four (4) years progressively responsible experience and/or training in administrative/secretarial support functions; or an equivalent combination of education, training, and experience. Must successfully and accurately pass the entrance typing exam with 45 + Words Per Minute.

##### **Knowledge, Skills, & Abilities –**

Knowledge of the functions and operations of the department's activities.

Knowledge of governmental purchasing, personnel and accounting procedures.

Knowledge of the organizational structure and functioning of municipal government.

Knowledge of business writing including spelling, punctuation, and grammar.

Knowledge of mathematics.

Ability to understand and follow written and oral instructions.

Ability to plan, organize, and coordinate schedules and meetings.

Ability to read, update and maintain various records and files.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, calculators.

Ability to establish and maintain effective working relations with other employees, public officials, management, and the general public.

Ability to make decisions in accordance with laws, ordinances, regulations, departmental policies and procedures.

Skill in moderately complex administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.

Skill in composing routine correspondence, summaries and reports in a clear and concise manner; ability to compose moderately complex correspondence, summaries and reports.

Skill acting as a liaison.  
Skill in typing 45 WPM.  
Skill in the principles and techniques of customer service skills.

**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

**ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

**4. SENIOR OFFICE ASSISTANT**

**WORK OBJECTIVE:**

Under general supervision, the purpose of the position is to provide highly responsible, complex administrative support to the assigned department or assigned supervisor. Employees in this classification function at journey level and are accountable for the accuracy of both routine and non-routine administrative support duties performed and analyzing administrative problems and recommending solutions as dictated by the nature of department. Position performs essential duties for a large operating unit, a specialized unit, or as primary administrative support for an organization official. Position is distinguished from that of the Principal Office Assistant by the high degree of accountability of the work, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function with a higher degree of independence.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Researches complex data and generates complex correspondence, articles, memos, agendas, orders, reports, forms, manuals, legal notices, or other relevant materials appropriate to the assigned department; develops and generates material for supervisor's public speaking engagements and official correspondence. Attends meetings, conferences and briefings to document subject matter concerning amendments and developments impacting the supervisor or assigned work unit; takes and transcribes dictation or transcribes from dictating equipment. Assists in the preparation of Commission agenda documents.

- Performs a variety of complex administrative functions, e.g., data entry, typing, researching and developing complex reports, documentation proofing. Administers and oversees complex work unit programs involving diversified work regulated by complex requirements, laws, policies, and/or procedures. Researches and plans activities for program development and maintenance. Oversees office administration. Classifies complex information, develops detailed reports, interprets advisory data, and implements changes. Reconciles data and accounts for cash funds. Coordinates a variety of special events, services, projects, and activities.
- Compiles, prepares, and may be responsible for distributing daily, weekly, monthly or annual reports, invoices, and other relevant materials appropriate to the assigned unit.
- Receives telephone inquiries and concerns, ascertaining the nature of the call, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the assigned supervisor.
- Performs a variety of complex, essential record management duties, and maintains department record keeping and filing systems relevant materials appropriate to assigned unit, e.g., payroll, accounts payable, departmental files, personnel records, accounting data. Develops and implements office systems, forms, and procedures; identifies procedures for process improvements, and recommends new methods and strategies to improve work flow and customer service.
- Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed appropriately, e.g., statistical data, licenses, invoices, purchase orders.
- Completes and processes various forms required of assigned department, i.e., personnel forms, invoices, work orders, purchase orders.
- Coordinates logistics and travel arrangements for conferences, meetings and seminars, e.g., location reservations, time, and directions; assembly subject matter; travel reservations.
- Assists in the departmental preparation of operating budget; requests documents; reviews budget documentation to ensure compliance with pre-established guidelines and requirements.
- Operates various office equipment, e.g., computer terminals, word processor, printers, copy machines, telephone systems, facsimile machines, calculators.
- Assists with training and monitoring of unit's work flow. May assign and review work of other support staff. Expedites the unit's work to take care of fluctuating workloads. Ensures office coverage during normal business hours. Coordinates office and business communications.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

High school diploma or GED; supplemented by four (4) to five (5) years responsible experience and/or training in administrative/secretarial support functions; or an equivalent combination of education, training, and experience. Must successfully and accurately pass the entrance typing exam with 45 + Words Per Minute.

**Knowledge, Skills, & Abilities –**

Considerable knowledge of the functions and operations of the department's activities.  
Considerable knowledge of governmental purchasing, personnel and accounting procedures.

Knowledge of the organizational structure and functioning of municipal government.

Considerable knowledge of business writing including spelling, punctuation, and grammar.

Knowledge of mathematics.

Ability to understand and follow written and oral instructions.

Ability to plan, organize, and coordinate schedules and meetings.

Ability to transcribe dictation using notes or dictating equipment.

Ability to read, update and maintain various records and files.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, calculators.

Ability to establish and maintain effective working relations with other employees, public officials, management, and the general public.

Ability to make decisions in accordance with laws, ordinances, regulations, departmental policies and procedures.

Skill in routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.

Skill in composing routine correspondence, summaries and reports in a clear and concise manner; ability to compose moderately complex correspondence, summaries and reports.

Skill acting as a liaison.

Skill in typing 45 WPM.

Skill in the principles and techniques of customer service skills.

**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

**ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

## 5. PERMIT SERVICES REPRESENTATIVE

### **WORK OBJECTIVE:**

Under general supervision, the purpose of the position is to assist citizens and contractors with the processes of application, review and approval for building permits and inspections enforcing compliance with established State, County and City safety codes. Employee is responsible for administrative/clerical work in relation to regulatory standards, inspection activities, and permitting and licensing functions for building construction throughout the City. Performs other essential duties in support of departmental objectives to ensure safety and welfare of the general public and business community.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Answers inquiries and requests from the general public and business community, through friendly, professional customer service skills, ascertaining the needs of the customer and providing appropriate assistance and information; responds to escalated customer service issues. Instruct customer on forms completion, advise regarding permit process.
- Performs data entry tasks, and issues the appropriate documentation with compliance to established building codes and regulations.
- Coordinates all commercial and private inspection and permitting documentation to enforce compliance with South Florida Building Code of each respective trade, e.g., structural, electrical, mechanical, plumbing building/development. Receives permit paperwork; scrutinizes for completeness at time of receipt; logs document in and issues permit number. Homeowner requests, research open permits, investigate before issuing new permits
- Maintain contractor listing and credentials verification
- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., data entry, records keeping, filing, basic calculations, typing.
- Receives telephone inquiries ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.
- Performs a variety of essential record keeping duties, and maintains department record keeping and filing systems relevant to permitting.

- Performs various fiscal/ cashiering tasks, e.g., receives fees and payments for permitting, logs payments, generates appropriate receipts.
- Generates correspondence, memos, agendas, orders, reports, forms, permits or other relevant materials appropriate to the assigned department.
- Assists in maintaining and updating all code revisions and documentation.
- Receives and distributes all inward and outward office mail.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

High School Diploma or GED; supplemented by one (1) to two (2) years responsible secretarial/customer service experience; or an equivalent combination of education, training, and experience. Must possess Notary Public Certification.

##### **Knowledge, Skills, & Abilities –**

Knowledge of all functions relevant to the processing and approval of building construction permits, e.g., plans review, licensing, permitting, inspections.

Knowledge of changes to building codes and city ordinances., as well as City/State changes related to contractor requirements

Knowledge of the principles and techniques of customer service skills.

Ability to understand and follow written and oral instructions.

Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Ability to compose routine correspondence, summaries and reports in a clear and concise manner.

Ability to read, update and maintain various records and files.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to act as a liaison.

Ability to type 35 WPM.



Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with departmental personnel, Inspectors, and the general public..

#### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

#### **ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

### **6. LEGAL SECRETARY**

#### **WORK OBJECTIVE:**

Legal secretarial and staff assistant work of more than ordinary difficulty and responsibility in the office of the City Attorney's Office of the City. An employee in this class performs moderately complex and varied clerical, staff assistant, legal secretarial duties and public contact work. Work is performed under general supervision and requires the application of knowledge of legal methods, requirements, and terminology in meeting a variety of work problems with some independence of action exercised in the disposition of work matters, giving information, receiving complaints, and other public contact work. Assignments are usually provided in the form of general outlines of desired results with detailed instructions received as required.

#### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides clerical and secretarial support to legal staff.
- Sets and cancels hearings and trials, deals with judicial personnel.
- Files pleadings, obtains copies of court documents and recorded documents.

- Sets witness interviews.
- Prepares simple pleadings, notices and subpoenas.
- Drafts, types and edits reports, resolutions, ordinances, drafts, legal briefs, contracts, and other legal documents.
- Makes entries on legal calendar and assembles documents and exhibits needed for discovery in cases.
- Calendars pending cases to avoid delay or default in filing pleadings.
- Screens visitors and arranges appointments for attorney, explains standard programs and policies.
- Files and maintains documents and other data requested in the conduct of official business.
- Assists in maintaining the Law Library for legal staff.
- Reads, routes and types replies to daily correspondence.
- Maintains records and reports relative to legal work.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

High school diploma or GED preferred; supplemented by four (4) to six (6) years of secretarial or clerical experience; or an equivalent combination of education, training, and experience.

##### **Knowledge, Skills, & Abilities –**

Considerable knowledge of modern legal office practices, procedures, and appliances, and of Business English, legal terminology and civil law procedures, and of spelling and arithmetic.

Ability to work from standard forms to draft legal documents for supervising attorney's review.

Ability to analyze facts and exercise responsible judgment; understand and interpret complex rules and regulations; understand and follow complex oral and written instructions; and express ideas clearly and concisely, orally, and in writing.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to operate a computer, knowledge of Word 6.0 or higher and Excel.

#### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials

of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with limited exposure to disagreeable environmental factors.

**7. ACCOUNTING CLERK I**

GENERAL PURPOSE

Performs cashiering, clerical and accounting work of a routine nature.

SUPERVISION RECEIVED

Works under the general supervision of the Comptroller and/or Utility Billing Specialist..

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as a cashier including receipting of utility payments and various other payments.

Responds to and works with customers and handles their inquiries.

Enters payment data and performs account inquiry on point-of-sale cash register.

Opens mail and balances and totals money received by mail.

Counts and rolls money received from mini-bus and parking meters.

Assists in maintaining a daily cash balance and balancing cash on hand against receipts.

Assists in preparing and balancing deposits.

Prepares periodic utility, financial, statistical or operational reports as assigned.

PERIPHERAL DUTIES

Provides clerical and accounting support to the finance staff as required.

Assists in utility billing operations as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school diploma or GED equivalent, and

- (B) Two (2) years of accounting or finance related experience, or
- (C) Any equivalent combination of education, training and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of the principles and practices of cashiering and business math;
- (B) Working knowledge of computers and electronic data processing;
- (C) Working knowledge of modern office practices and procedures;
- (D) Some knowledge of general bookkeeping procedures and practices.
- (E) Skill in operating listed tools and equipment;
- (F) Ability to perform arithmetic computations accurately and quickly;
- (G) Ability to communicate effectively verbally and in writing;
- (H) Ability to establish successful working relationships;
- (I) Ability to work under pressure and/or frequent interruptions;
- (J) Ability to receive cash and make change with accuracy and speed;
- (K) Ability to deal effectively with the public.

Certification from the Federal Emergency Management Administration, National Incident Management System IS-700 Introduction to NIMS, IS-800 National Response Plan.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer and computer terminal, including word processing, application and spreadsheet software; 10-key calculator, phone, fax, point-of-sale cash register and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **8. ACCOUNTING ASSISTANT**

#### **WORK OBJECTIVE:**

Under direct supervision, the purpose of the job is to perform routine accounting and administrative support work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at support staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes posting, data entry, maintenance and reconciliation tasks relevant to assigned functional areas, e.g., billing, purchase orders, invoices, payroll, accounting records and reports.

#### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs support level accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Maintains adherence to generally accepted accounting principles and auditing standards; ensures maintenance of proper audit trails and verification for all processed work.

- Receives and performs data entry tasks for various billings and payments relevant to accounts payable and/or receivable functions, e.g., invoices, requisitions, purchase orders, check requests, billings, payroll, petty cash receipts, payments, stop payments.
- Performs posting, data entry, and maintenance tasks relevant to assigned functional areas, e.g., purchase orders, billing, invoices, accounting records and reports.
- Performs verification tasks for invoices/receipts/balances according to department checks and balances procedures.
- Maintains, updates and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.
- Generates various system reports and receipts, and ensures accuracy, e.g., billing, payroll processing, personnel accounting processing, insurance billings.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

High school diploma or GED; supplemented by one (1) to two (2) years responsible experience in accounting work, e.g., processing invoices and requisitions, budgeting, payroll processing, payments, stop payments, maintaining general ledger accounts; or an equivalent combination of education, training, and experience.

##### **Knowledge, Skills, & Abilities –**

Knowledge in the principles and techniques of customer service skills.

Ability to understand and follow written and oral instructions.

Ability to perform routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.

Ability to read, update and maintain various records and files.

Ability to type 35 WPM.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with others.

Skill in performing routine mathematical computations and tabulations accurately and efficiently.

**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

**ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

9. **ACCOUNTANT**

**WORK OBJECTIVE:**

Under general direction, the purpose of the job is to perform routine to moderately complex accounting analysis according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at professional staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes researching and collecting data, preparing clear and concise financial reports, and monitoring expenditures and revenues of assigned divisions and/or departments.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, recommends, implements and conducts accounting audits and programs designed to accurately reflect financial conditions; prepares reports to identify deviations from accounting standards.
- Performs routine accounting analysis according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Maintains adherence to generally accepted accounting standards and principles; ensures maintenance of proper audit trails and verification and reconciliation actions for all processed work.

- Prepares and analyzes various investment and financial management programs, e.g., Return On Investment (ROI), City grants, audit reports; coordinates and implements the City's Cost Allocation Plan.
- Prepares, analyzes and reports monthly financial statements for all areas of accounting; assists in the preparation of various five year financial programs.
- Analyzes various billings and payments relevant to accounts payable and/or receivable functions, e.g., cash flow, invoices, requisitions, work orders, check requests, payroll, billings, payments.
- Assists Financial Services Accounting Team in the completion of the Comprehensive Annual Financial Report (CAFR), e.g., Cash & Investments lead and footnote disclosures; Federal, State and Statistical Single Audit Reports.
- Assists staff and support employees with coordination and preparation of schedules and activities of year-end audits.
- Maintains, updates and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.
- Generates various system reports or audit calculations to verify accuracy, e.g., billing, payroll processing, personnel accounting processing.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

Bachelor's Degree in Accounting or related field; supplemented by two (2) to four (4) years progressively responsible experience in accounting or financial analysis, preferably within a similar government agency; or an equivalent combination of education, training, and experience. Must be a Certified Public Accountant in the State of Florida.

##### **Knowledge, Skills, & Abilities –**

Knowledge of the principles and practices of governmental accounting/budgeting management and analysis.

Ability to understand and follow written and oral instructions.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to read, update and maintain various records and files.

Ability to type 35 WPM.



Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with others.

Skill in performing and analyzing routine to moderately complex accounting work and financial analysis; ability to recognize and report deviations through audit programs.

Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently.

**PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

**ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

**10. INFORMATION SERVICES TECHNICIAN**

**WORK OBJECTIVE:**

Performs technical and administrative work for Production Support Team. This position assists department in meeting service level agreements relative to: system availability, problem resolution, and demand request completion. Work is performed under general direction with some latitude for individual initiative and judgment and is reviewed via customer feedback and tangible results.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Staff service desk as assigned and provide 1<sup>st</sup> level support in accordance with service level agreements.
- Perform Production Service Events and System Availability Checks as required.

- Update service requests to reflect current status and work completed based upon results reported by other teams.
- Perform system backups as scheduled.
- Perform quality control of completed work requests and update cause code and sla indicators.
- Perform password resets on numerous systems.
- Assist with developing and delivering training programs relative to software and procedures.
- Assist in system testing of new and/or upgraded applications and services prior to implementation.
- Assist in testing of new and/or revised production procedures as part of change management process.
- Perform related tasks as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education / Certifications / Experience –**

Associate's Degree in Computer Science or closely related field; supplemented by two (2) to four (4) years responsible experience in production support and/or service desk environments; or an equivalent combination of education, training, and experience.

##### **Knowledge, Skills, & Abilities –**

Knowledge of modern office practices, procedures and equipment.

Ability to operate office information equipment and communicate accurately in written and verbal form.

Ability to keep and monitor detailed records, prepare reports, conduct tests, analyze test results and take proper corrective steps.

Knowledge of computer operations and the concepts of operating systems, utilities, and application software.

Ability to establish and maintain effective working relationships with co-workers, customers, outside contractors and vendors

Ability to train users in technical support procedures.

Ability to troubleshoot and resolve basic software, hardware and network problems.

Ability to make decisions recognizing per established guidelines, precedents and practices.

#### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**ENVIRONMENTAL REQUIREMENTS:**

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

Position is responsible for work supporting the operation, installation and use of information processing software, applications and procedures. Incumbent tests and resolves problems with production applications and services. Duties include data analysis, report generation, and execution of scheduled production service events.

**11. INFORMATION SERVICES SPECIALIST**

**WORK OBJECTIVE:**

This is moderately complex technical work supporting the operation, maintenance and installation of information processing equipment, software, applications and procedures.

An employee in this class tests and evaluates information processing equipment and procedures, resolves problems with equipment and provides basic training in procedures and techniques. Duties include data analysis, report generation, and problem solving. Independent analysis and work decisions are made on technical matters. Leadership may be given to subordinate technicians regarding maintenance, equipment setup and repair. This class supports any or all departmental automation efforts, including LAN, WEB development, graphics software and GIS functions as related to departmental projects and requirements.

Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Acts as user contact point for reporting problems, analyzes and makes preliminary determinations regarding network related problems, applications or software problems, and guides users through corrective action steps.

- Prepares technical user documentation for a variety of applications.
- Develops and provides training programs to user personnel in the proper use of equipment, software and procedures.
- Coordinates and assists in the installation and implementation of information processing systems, analyzes equipment and recommends modifications.
- Prepares equipment for operation; initializes disks, configures systems and loads software; performs specialized operations such as system recoveries, system backup and assignment of passwords and other protection features.
- Advises management on applications to assist department operations.
- May supervise, lead or guide subordinate technical and clerical employees.
- Installs and configures operating systems on computers.
- Configures, maintains and troubleshoots telephone systems and other communication systems.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Associate's Degree in Computer Science or closely related field; supplemented by three (3) to five (5) years responsible technical experience involving network installation, implementation, and administration, to include two (2) years in a supervisory capacity; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Knowledge of business English, spelling and mathematics and modern office practices, procedures and machines.

Knowledge of office automation, data processing and word processing equipment, practices, and procedures.

Knowledge of collection, inputting, analysis and dispersal of departmental data into or out of a computer.

Knowledge of computer operations and the concepts of operating systems, utilities, and application software.

Knowledge of information network or operating systems troubleshooting and maintenance procedures.

Knowledge of the principles, practices, techniques and instruments associated with drafting, graphics and design work.

Skill in hardware/software diagnostic procedures.

Skill in verbal and written communication, personnel interaction, and interpretation of poorly defined information.

Ability to train users in technical support procedures.

Ability to organize and conduct basic training classes for non-technical users.

Ability to utilize application software and utilities to perform analyses, generate reports, sort and categorize data, etc. which may include skill in the manipulation of automation equipment and software relative to application of graphics and Web sites.

Ability to troubleshoot and resolve routine software, hardware and network problems.

#### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

#### **ENVIRONMENTAL REQUIREMENTS:**

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

### **12. PUBLIC WORKS INSPECTOR**

#### **WORK OBJECTIVE:**

Provide Construction Engineering Services for Public Works Projects (stormwater, milling and resurfacing, sidewalk, new road construction, landscaping, irrigation, lighting).

The candidate must possess the following minimum requirements:

- Have background experience in engineering, construction management or related field.
- Be able to read design plans
- Perform technical and administrative work to determine compliance with contract plans and specifications.
- Keep accurate records with daily project items installed (e.g. square foot, linear feet, tons, etc.)
- Produce daily, weekly, monthly reports related with project activities.
- Review and approve quantities submitted by the Contractor for payment.
- Inform residents, formal and informal about project progress (phone, email, letters, face to face conversations).
- Respond to customer complaints.
- Monitor project schedule.

### **13. PARK RANGER**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs a wide variety of tasks in the day-to-day operation, maintenance and patrol of the Town Parks and related facilities. Is responsible safety and security of parks and patrons. Reports to Parks and Recreation Coordinator or designee.

#### **ILLUSTRATIVE EXAMPLES OF WORK**

##### **ESSENTIAL JOB FUNCTIONS**

- Patrols the park and related facilities to enforce regulations, maintain order and assist the public in the use of the facilities; opens and closes parks and community buildings as necessary. Inspects parks and playgrounds to ascertain need for repair or maintenance and performs minor repair work or submit work orders for repair.
- Enforces rules and regulations with the public concerning matters of park usage.
- Radios for police help in emergencies such as serious injuries, disorderly conduct or lost children.
- Performs a variety of duties associated with the daily custodial maintenance of park areas and facilities.
- Performs minor maintenance duties to park equipment and facilities; processes work orders for more complicated maintenance needs.
- Opens reserved park areas for use by a variety of clubs and organizations or the general public; prepares and ensures area or buildings are in working order and there is no damage prior to event and after usage. Secures area or facility afterward.
- Participates in various fee collection, accounting and records maintenance activities.
- Promotes good public relations with citizens using the park and recreation facilities.

##### **ADDITIONAL JOB FUNCTIONS**

- Assists in the instruction of new employees on new or difficult job assignments.
- Performs other related work as required.

##### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 1 to 2 years of experience in park operations and maintenance work preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**SPECIAL REQUIREMENTS**

Must possess a valid Class "E" Florida driver's license

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Physical demand requirements are those for Medium Work. Must be able to walk trails throughout the various parks for extended period of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors, and giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, letters and memos; work orders, diagrams, drawings, studies, etc. Requires the ability to prepare correspondence, reports, forms, permits, records, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, mechanical and natural science terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using hand and power tools. Must be able to operate a vehicle safely.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

### **PERFORMANCE INDICATORS**

Knowledge of Job: Has general knowledge of the standard practices, materials, tools, and equipment employed in park operations and maintenance. Has some knowledge of Town provisions, law, ordinances and policies pertaining to care of park equipment and properties. Has some knowledge of the occupational hazards and safety precautions related to the work. Is skilled in the use and care of the tools, equipment and materials employed in the work. Is able to prepare and maintain routine work records and reports. Is able to communicate effectively both orally and in writing. Is able to exercise tact and courtesy in dealings with the public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time- off requests.



Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

#### **14. PURCHASING ASSISTANT**

##### **WORK OBJECTIVE:**

Under direct supervision, the purpose of the position is to assist the administrative functions of purchasing and receiving commodities and supplies for all departments. Employees in this job classification function at entry level to aid in maintaining vendor relationships for the continuous supply of quality products. Work includes maintaining basic

commodity buying, records and reports, weekly and monthly product updates, and product inventory journals.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the operational functions of purchasing, stocking and distributing commodities and supplies for the City.
- Conducts bids of basic commodity items for Central Stores, utilization of others, and existing government contracts.
- Receives and prepares special shipments, UPS and Freight shipments; notifies specific departments of delivery.
- Prepares and submits purchase orders and reorder reports.
- Aids in maintaining vendor relationships for the continuous supply of quality products.
- Maintains records and reports, weekly and monthly product updates, and product inventory journals.
- Maintains active communication with Purchasing Agents, and Purchasing Administrator to define required tasks that will support departmental administrative functions.
- Participates in current and new product review to determine appropriate product purchasing, distribution and development.
- Performs administrative support duties, e.g., data entry, file and records maintenance.
- Reviews information for product procurement.
- Operates a forklift to stock and retrieve products and supplies from warehouse.

**MINIMUM QUALIFICATIONS:**

**Education / Certifications / Experience -**

High School Diploma or GED; supplemented by six (6) to eleven (11) months experience in the administrative support functions of purchasing, accounting or related field; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities -

Knowledge of generally accepted standard purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.

Ability to understand and follow written and oral instructions.

Ability to utilize vendor catalogues, commercial registers, directories, office files and other recourses for the procurement of goods.

Ability to perform routine mathematical computations and tabulations accurately and efficiently as they relate to purchasing.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with all City personnel, departmental personnel and supervisors, and vendors.

Skill in operating pallet jack and forklift safely.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects and materials (20-80 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

**BID FORM FOR TEMPORARY EMPLOYMENT SERVICES FOR  
S.E. FLORIDA GOVERNMENTAL PURCHASING  
COOPERATIVE GROUP  
BID NO. 13-D-140F**

SUBMITTED TO: City of Coral Springs  
9551 West Sample Road  
Coral Springs, Florida 33065

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with CITY to perform all work as specified in the Bid Documents for the price(s) and within the time indicated in this Bid, and in accordance with the terms and conditions of the Bid Documents.
2. Bidder accepts and hereby incorporates by reference in this Bid Form all of the terms and conditions of the Invitation to Bid and Instructions to Bidders.
3. Bidder has become fully informed concerning the local conditions, and nature and extent of work. Bidder has examined the indemnification and insurance requirements of the bid, and accepts and agrees to abide by those terms and conditions without exception or limitation of any kind.
4. Bidder has given the Purchasing Administrator written notice of all conflicts, errors or discrepancies that it has discovered in the Bid and/or Contract documents and the written resolution thereof by the Purchasing Administrator is acceptable to Bidder.
5. Bidder proposes to furnish all labor, materials, equipment, machinery, tools, transportation, supplies, services, and supervision for the work described as follows:

TEMPORARY EMPLOYMENT SERVICES FOR  
S.E. FLORIDA GOVERNMENTAL PURCHASING  
COOPERATIVE GROUP

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

Item No.	Estimated Annual Usage (Hours)	Description	Unit Price (Per Hour)	Total Price
<b>A. Blue Collar</b>				
1	6,000	Custodian	\$	\$
2	30,800	Maintenance Worker	\$	\$
3	2,200	Lead Worker	\$	\$
4	120	Water Plant Operator	\$	\$
5	2,600	Facilities Technician	\$	\$
6	7,100	Equipment Operator II	\$	\$
7	100	Inspector I	\$	\$
Subtotal (Blue Collar):				\$
<b>B. White Collar</b>				
1	1,700	Receptionist	\$	\$
2	7,750	Office Assistant	\$	\$
3	4,320	Principal Office Assistant	\$	\$
4	5,440	Sr. Office Assistant	\$	\$
5	300	Permit Services Representative	\$	\$
6	100	Legal Secretary	\$	\$
7	540	Accounting Clerk I	\$	\$
8	200	Accounting Assistant	\$	\$
9	1,400	Accountant	\$	\$
10	880	Information Services Technician	\$	\$
11	1,040	Information Services Specialist	\$	\$
12	3,040	Public Works Inspector	\$	\$
13	800	Park Ranger	\$	\$
14	40	Purchasing Assistant	\$	\$
Subtotal (White Collar):				\$
Total (Blue & White Collar):				\$

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

Addendum No. _____	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.

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: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

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

(a) Certificate(s) of insurance

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

(a) Bidder's certification

(b) Certified resolution (corporation, partnerships)

(c) Certificate(s) of insurance

(d) Non-collusive affidavit

(e) Bidder's qualification statement

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

(g) References

BIDDER'S CERTIFICATION

WHEN BIDDER IS AN INDIVIDUAL

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 \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Corporation,  
Partnership, Firm

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City/State/Zip

(\_\_\_\_\_) \_\_\_\_\_  
Business Phone Number

ACKNOWLEDGEMENT

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, by \_\_\_\_\_ (Name), \_\_\_\_\_ (Title) of \_\_\_\_\_ (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.

\_\_\_\_\_  
NOTARY PUBLIC

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



**CERTIFIED RESOLUTION**

I, \_\_\_\_\_ (Name), the duly elected Secretary of \_\_\_\_\_  
\_\_\_\_\_ (Corporate Title), a corporation organized and existing under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_, 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 \_\_\_\_\_(Name)" The duly  
elected \_\_\_\_\_ (Title of Officer) of \_\_\_\_\_(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>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Given under my hand and the Seal of the said corporation this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 201\_\_.

(SEAL)

By: \_\_\_\_\_  
Secretary  
  
\_\_\_\_\_  
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 \_\_\_\_\_ )  
 )ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn, deposes and says that:

- (1) He/she is the \_\_\_\_\_, (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_, 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:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

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.)

**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: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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: \_\_\_\_\_

The address of the principal place of business is: \_\_\_\_\_

\_\_\_\_\_

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

a. Date of Incorporation: \_\_\_\_\_

b. State of Incorporation: \_\_\_\_\_

c. President's name: \_\_\_\_\_

d. Vice President's name: \_\_\_\_\_

e. Secretary's name: \_\_\_\_\_

f. Treasurer's name: \_\_\_\_\_

g. Name and address of Resident Agent:

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3. If Bidder is an individual or a partnership, answer the following:

a. Date of organization: \_\_\_\_\_

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

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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:

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5. If Bidder is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

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

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

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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.

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8. Do you have a complete set of documents, including drawings **and** addenda?  
(Y) \_\_\_\_\_ (N) \_\_\_\_\_
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?

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

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

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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.

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

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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:

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

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18. Bank References:

<u>BANK</u>	<u>ADDRESS</u>
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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:

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

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

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

(Y) \_\_\_\_ (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.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_ by \_\_\_\_\_ of \_\_\_\_\_, 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)

FOREIGN (NON-FLORIDA) CORPORATIONS MUST COMPLETE THIS FORM

DEPARTMENT OF STATE CORPORATE CHARTER NO. \_\_\_\_\_

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 depositories 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

## 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): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ ( ) \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Number of years in business: \_\_\_\_\_ Years

Address of nearest facility: \_\_\_\_\_

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

1. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ ( ) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Date Products Sold: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ ( ) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Date Products Sold: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ ( ) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Date Products Sold: \_\_\_\_\_