



Precision Staffing, Inc. DBA

AP Recruiters & Associates

Temporary Staffing Services for Emergency Operations
City of Coral Gables

alexis@aprecruiters.com | 786-384-0040
500 S. Australian Ave. Suite 500, West Palm Beach, FL 33401
777 Brickell Ave. #500-9253, Miami, FL 33131
FEIN: 02-0796708 | DUNS: 809805984

CITY OF CORAL GABLES
IFB 2022-018
DUE: 09/19/2022

**Letter of Transmittal**

September 19, 2022,

Yusbel Gonzalez
Procurement Specialist
2800 SW 72nd Avenue
Miami, FL 33155

Dear Yusbel,

Precision Staffing, Inc. DBA AP Recruiters & Associates welcomes the opportunity to present Temporary Staffing Services for Emergency Operations to the City of Coral Gables (hereinafter referred to as “the City”) in response to IFB 2022-018. We are a full-service direct recruiting and temporary staffing firm.

Launched in 2007, our mission is to partner with government and corporate clients to provide a flexible pool of highly qualified candidates whose education, experience, and expertise allow them to excel. We are committed to establishing long-term relationships with our clients and candidates. AP Recruiters & Associates aims to match quality candidates with our client companies by providing the appropriate resources and training to candidates while also providing companies with aggressive searches and candidate screenings that offer an unparalleled level of service in the recruitment industry.

As a trusted partner to Palm Beach County, we believe beginning a partnership with the City of Coral Gables will be seamless and positively impact candidate satisfaction. Our goal is to provide the services outlined in the solicitation in a cost-efficient manner for the City.

Thank you for considering AP Recruiters & Associates for your temporary labor staffing needs.

We look forward to partnering with you. We will do everything necessary to ensure that your experience with AP Recruiters & Associates is positive and productive.

Our main point of contact for this solicitation process is Alexis Weiner and can be reached at:

- 500 S. Australian Ave, Suite 500, West Palm Beach, FL 33401
- 786-384-0040
- alexis@aprecruiters.com

We are grateful for this opportunity with the City of Coral Gables.

Thank you for your time,



Alexis Weiner
Vice President



Main: (561) 712-0307

Cell: (786) 384-0040



www.aprecruiters.com

alexis@aprecruiters.com



500 S. Australian Ave., Suite 500

West Palm Beach, FL 33401



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500 S. Australian Ave., Suite 500

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CITY OF CORAL GABLES, FL

2800 SW 72nd Avenue, Miami, FL 33155
 Finance Department / Procurement Division
 Tel: 305-460-5102/ Fax: 305-261-1601

REVISED BIDDER ACKNOWLEDGEMENT

<p>IFB Title: Temporary Staffing Services for Emergency Operations</p> <hr/> <p>IFB No. 2022-018</p> <p>A cone of silence is in effect with respect to this IFB. The Cone of Silence prohibits certain communication between potential vendors and the City. For further information, please refer to the City Code Section 2-1027 of the City of Coral Gables Procurement Code.</p>	<p>Electronic Bid response must be received prior to 2:00 p.m., on September 19, 2022, via PublicPurchase and a to remain valid for 90 calendar days. Submittals received after the specified date and time will not be accepted.</p> <p>Contact: Yusbel Gonzalez Title: Procurement Specialist Telephone: 305-460-5107 Email: ygonzalez@coralgables.com / contracts@coralgables.com</p>
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<p>Bidder Name: _____</p>	<p>FEIN or SS Number: _____</p>
<p>Complete Mailing Address: _____ _____ _____</p>	<p>Telephone No. _____</p>
<p>Indicate type of organization below: Corporation: <input type="checkbox"/> Partnership: <input type="checkbox"/> Individual: <input type="checkbox"/> Other: <input type="checkbox"/></p>	<p>Cellular No. _____</p>
<p>Bid Bond / Security Bond: <u>Not Applicable</u></p>	<p>Fax No.: _____</p>
	<p>Email: _____</p>

ATTENTION: THIS FORM ALONG WITH ALL REQUIRED IFB FORMS MUST BE COMPLETED, SIGNED (PREFERABLY IN BLUE INK), AND SUBMITTED WITH THE BID PRIOR TO THE SUBMITTAL DEADLINE. FAILURE TO DO SO MAY DEEM YOUR BID NON-RESPONSIVE.

THE BIDDER CERTIFIES THAT THIS SUBMITTAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE IFB DOCUMENTS AND THAT THE BIDDER HAS MADE NO CHANGES IN THE IFB DOCUMENT AS RECEIVED. THE BIDDER FURTHER AGREES, IF THE BID IS ACCEPTED, THE BIDDER WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN THE BIDDER AND THE CITY OF CORAL GABLES, FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS IFB PERTAINS. FURTHER, BY SIGNING BELOW PREFERABLY IN **BLUE INK** ALL IFB PAGES ARE ACKNOWLEDGED AND ACCEPTED, AS WELL AS, ANY SPECIAL INSTRUCTION SHEET(S), IF APPLICABLE. THE UNDERSIGNED HEREBY DECLARES (OR CERTIFIES) ACKNOWLEDGEMENT OF THESE REQUIREMENTS AND THAT HE/SHE IS AUTHORIZED TO BIND PERFORMANCE OF THIS IFB FOR THE ABOVE BIDDER.

Alexis Weiner	_____ Title	_____ Date
Authorized Name and Signature		

SOLICITATION SUBMISSION CHECKLIST

Invitation for Bids (IFB) No. 2022-018

COMPANY NAME: (Please Print): Precision Staffing, Inc. DBA AP Recruiters & Associates

Phone: 786-384-0040 Email: alexis@aprecruiters.com

A response package numbered by page must be submitted. Please provide the PAGE NUMBER of your solicitation response (PLEASE DO NOT SUBMIT AN ENTIRE COPY OF THE ORIGINAL SOLICITATION) in the blanks provided as to where compliance information is located in your Submittal for each of the required submittal items listed below:

- 1) Title Page: Show the IFB number and title, the name of your firm, address, telephone number, name of contact person, e-mail address, and date. PAGE # 1
- 2) Provide a Table of Contents in accordance with the Bid Format, Section 6.2. Clearly identify the material by section and page number. Please ensure the following are properly identified on the following sections in the Bid Bond (if applicable), Bid Price Sheet and Addendum Acknowledgement. PAGE # 3
- 3) Fill out, sign, and submit the Bidder's Acknowledgement Form. PAGE # 4
- 4) Fill out and submit this Solicitation Submission Checklist. PAGE # 5-6
- 5) Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3. PAGE # 7-8
- 6) List all contracts which the Bidder has performed (past and present) for the City of Coral Gables. The City will review all contracts the Bidder has performed for the City in accordance with Section 4.10 Evaluation of Bids (c) (4) which states the City may consider "Bidder's unsatisfactory performance record, judged from the standpoint of conduct of work, workmanship, progress or standards of performance agreed upon in the Contract as substantiated by past or current work with the City". PAGE # 9 As such the Bidder must list and describe all work performed for Coral Gables and include for each project:
 - a. Name of the City Department for which the services are being performed,
 - b. Scope/description of work,
 - c. Awarded value of the contract/current value
 - d. Effective dates and term of the contract
 - e. City project manager's name and phone number,
 - f. Statement of whether the Proposer was the prime contractor or subcontractor, and
 - g. Results of the project.
- 7) References: Provide a list and description of a minimum of three (3) similar engagements satisfactorily performed in the past three (3) years. For each engagement listed, include: (1) client name, (2) address, (3) contact name, (4) contact telephone number, (5) contact email address (6) term of engagement (start and end date), (7) type and number of job positions provided to client, (8) client's current number of employees. *Note: Do not include work/services performed for the City of Coral Gables or City employees as references.* PAGE # 10-13
- 8) Payroll Time Sheets: Describe the Bidder's process for reporting, verification, and approval of temporary personnel's payroll timesheets. 14-22
- 9) Bid Pricing Form: Complete and submit with bid. PAGE # 23
- 10) Fill out, sign, notarize, and submit the Contractor's Affidavit and Schedules A through M. PAGE # 24-40
- 11) Complete Employer E-Verify Affidavit. (Refer to Section 4.26) PAGE # 41
- 12) Complete the Lobbyist Registration Form (Attachment D) PAGE # 42-43
- 13) Complete the Oral Presentation Form (Attachment D-1) PAGE # 44-45

-- NOTICE --

BEFORE SUBMITTING YOUR BID MAKE SURE YOU

- 1. Carefully read and have a clear understanding of the IFB, including the Specifications/Scope of Work and enclosed Contract or Professional Services Agreement (*draft*).
- 2. Carefully follow the "Submittal Instructions" and "Bid Format" outlined in Section 6 of the IFB and provide **an electronic response package**. DO NOT INCLUDE A COPY OF THE ORIGINAL SOLICITATION.
- 3. **Prepare and submit your RESPONSE electronically via PublicPurchase**
- 4. Make sure your bid is submitted prior to the submittal deadline. **Late bids will not be accepted.**

FAILURE TO SUBMIT THIS CHECKLIST AND THE REQUESTED DOCUMENTATION MAY RENDER YOUR BID NON-RESPONSIVE AND CONSTITUTE GROUNDS FOR REJECTION. THESE PAGES MUST BE RETURNED WITH YOUR BID PACKAGE.



Qualifications of Agency

Since 2007, AP Recruiters & Associates has established itself as a partner with government and private-sector entities. Headquartered in West Palm Beach, FL, our aim is to be a dynamic staffing agency providing workforce solutions to assist our clients with meeting their goals. **Our mission is to partner with public and private entities to provide the right talent at the right time.** We understand the unique requirements of the job market and the personnel working within those organizations. This contract will allow AP Recruiters & Associates to bring its unique and focused approach to support the City's staffing efforts and achieve its missions and goals. This effort is a key component of that strategy. We are excited to grow in partnership with the City. We have established ourselves as a key provider to Palm Beach County and we are eager to transfer our skills to meet the City's needs. **AP Recruiters & Associates is a Veteran and Minority-Owned (MBE/VBE) firm certified by the State of Florida Office of Supplier Diversity. We are also a certified minority-owned business by the National Minority Supplier Development Council. AP Recruiters & Associates is a Disadvantaged Business Enterprise (DBE) certified by the Florida Department of Transportation.**

Description of Services

AP Recruiters & Associates will dedicate a team of recruiters to support sourcing, screening, payroll, and maintaining relationships with the City of Coral Gables hiring managers and the procurement department. We will assign our top recruiters to support the important effort of providing the City with highly talented temporary personnel. The recruiters on our dedicated City of Coral Gables team are top performers within AP Recruiters & Associates who will ensure a high-caliber performance when a need arises. AP Recruiters & Associates has the financial stability and resources to support this contract.





Communication

- AP Recruiters and Associates is committed to a maximum of two-hour response time for telephone, text message, and voicemail communication.
- We can fill routine temporary staffing requests within 24 hours of notification.
- We will communicate temporary staff absences immediately and will provide a same-day replacement if requested.

AP Recruiters & Associates can ensure consistent service with the City of Coral Gables team. As soon as our team has notice of a change to the support, we will notify the City within 24 hours.

Within 1 week:

- Internal Transition Meeting
- Transition Meeting with the City
- Introduce New Team Member to the City
- Review processes and procedures
- Identify any changes or updates





Contracts with the City of Coral Gables

None



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References

Precision Staffing, Inc. (DBA) AP Recruiters & Associates has provided excellent staffing services since 2007. We have extensive experience in recruiting, retaining and managing administrative, information technology, technical, and light industrial positions throughout the United States with both government and private sector clients.

We have the technical knowledge, expertise, and ability to meet the staffing requirements requested in IFB 2022-018. We have filled administrative, maintenance, light industrial, and Information Technology jobs for clients such as **Palm Beach County, Florida Department of Transportation, Orange County, City of Tallahassee, NextEra Energy (Florida Power & Light), Ryder, Carnival Cruise Lines, Belzona, Cross Country Healthcare, The Federal Reserve Bank of Kansas City, and The Federal Reserve Bank of Atlanta.** We fully understand the essential responsibilities and critical nature of these positions. Our mission is to partner with our clients by providing superior candidates whose education, experience, and expertise allow them to excel. We have an extensive database of candidates and the ability to post open positions on multiple job boards. We have established pools of candidates for each position and will contact candidates when there is an opening to submit within the allotted time frame.

Clients we have provided services to



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PALM BEACH COUNTY - Temporary Personnel, Clerical & General Laborers (2017-Present)

We have supported Palm Beach County since 2017 to provide clerical and general laborers. We have placed approximately 580 temporary employees.

AP Recruiters & Associates is one of the primary vendors for the following positions:

- **FISCAL/ CLERICAL SPECIALIST II**
- **LEGAL SECRETARY**
- **CLERK TYPIST**
- **SECRETARY**
- **RECEPTIONIST II**
- **RECEPTIONIST III**
- **DATA PROCESSOR II**
- **ADMINISTRATIVE SECRETARY**
- **MAINTENANCE WORKER I**
- **MAINTENANCE WORKER II**
- **MAINTENANCE WORKER III**

Hundreds of our temporary employees have worked within various departments of the Palm Beach County government over 4 years totaling thousands of hours. Our top-performing employees have transitioned to permanent roles with the County. Our relationship with the Palm Beach County supervisors has been professional and symbiotic since the start of the contract. AP Recruiters & Associates has the resources, the ability to comply with required performance schedules, a satisfactory record of integrity, established accounting and operation controls, and technical skills.

Reference Company/Organization	PALM BEACH COUNTY
Contact Name	Ebony Gaskins Parkes
Contact Title	Fiscal Specialist
Contact Phone	(561) 355-4758
Contact Email	egaskins@pbcgov.org





FLORIDA DEPARTMENT OF TRANSPORTATION - Temporary Staffing Services for District Six (2018-2021)

AP Recruiters & Associates and the Florida Department of Transportation executed a contract in 2018 to support the temporary staffing needs for District 6. We have placed approximately 30 temporary employees. We have experience recruiting the following positions under this contract:

- **LOGISTICIANS - (LEVEL 1, LEVEL 2, LEVEL 3)**
- **ACCOUNTANTS & AUDITORS - (LEVEL 1, LEVEL 2, LEVEL 3, LEVEL 4)**
- **OFFICE & ADMINISTRATIVE SUPPORT - (LEVEL 1, LEVEL 2, LEVEL 3, LEVEL 4)**
- **MAINTENANCE AND REPAIR WORKERS, GENERAL - (LEVEL 1, LEVEL 2)**

Reference Company/Organization	FLORIDA DEPARTMENT OF TRANSPORTATION
Contact Name	Douglas Arnold
Contact Title	District Support Services
Contact Phone	(305) 470-5272
Contact Email	douglas.arnold@dot.state.fl.us

LAND 'N' SEA DISTRIBUTING INC. (2020 - 2021)

AP Recruiters & Associates began providing services for Land 'N' Sea Distributing in 2020. We have placed 46 temporary employees.

We have experience recruiting the following positions under this contract:

- **Accounts Payable Specialist**
- **Warehouse Clerk**

Reference Company/Organization	LAND 'N' SEA DISTRIBUTING INC.
Contact Name	Shanna Caison Ruiz
Contact Title	Human Resources Generalist
Contact Phone	954-792-9971 Ext. 1081
Contact Email	Shanna.CaisonRuiz@landnsea.com





Below are the other contracts we support:

1. THE FEDERAL RESERVE BANK OF ATLANTA AND KANSAS CITY - IT and HR Professionals (2010 - Present)

- **Business Analyst**
- **Sourcing Specialist III**
- **Information Security Analyst**
- **System Administrator**
- **Software Engineer**
- **Quality Assurance Analyst**
- **Senior Software Quality Assurance (SQA) Analyst**
- **Documentation Preparation Clerk**
- **Financial Analyst**

2. ORANGE COUNTY - Septage Attendant (2018 - Present)

3. CROSS INTERNATIONAL - Office Personnel (2021 - Present) Pompano Beach, FL

Reference Company/Organization	Cross International
Contact Name	Tatyana Prieto
Contact Title	Onboarding & Wellness Coordinator
Contact Phone	561-392-9212 Ext. 227
Contact Email	tprieto@crosscatholic.org

4. LAKE COUNTY - Temporary Personnel Services- Annual (2022 - Present)

- **Office Associate IV**
- **Financial Analyst**

Reference Company/Organization	Lake County
Contact Name	Kimberly Haskins
Contact Title	Financial Coordinator
Contact Phone	352-343-6589
Contact Email	kimberly.haskins@lakecountyfl.gov

5. CITY OF CLERMONT - Staffing Services (2022 - Present)



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Recruiting Process

AP RECRUITERS & ASSOCIATES

Hiring Process

1 - Sourcing



- AP Recruiters & Associates Website
- Job Boards - Monster, Indeed, Careerbuilder
- Social Media - LinkedIn, Twitter, Facebook
- Employee Referral Program
- ATS with tens of thousands of candidates

2 - Screen



- Screen and verify qualifications
- Initiate skills-based testing
- Interviews arranged with hiring managers if requested
- Begin Application process

3 - Verification



- Complete I-9 and E-Verify
- Process background check
- Schedule drug test
- Convey all necessary information to temporary employee and hiring manager

4 - Production



- Constant communication with temporary employee and hiring manager leading up to and the day of the start date

5 - Follow-Up



- Contact hiring manager to confirm satisfaction with temporary employee

Sourcing

AP Recruiters & Associates has an ATS database of over 45,000 candidates and access to resumes on platforms that include Indeed, CareerBuilder, LinkedIn, Monster, Dice, etc. In addition to those databases, positions are posted on our website, social media platforms, and paid job boards. Our applicant tracking system (ATS) offers metrics and streamlined charts for the City to see active candidates and provide feedback during the process.



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Recruiting & Screening

Our mission is to find the ***right talent at the right time***. Communication with candidates is currently handled through phone calls, emails, and texts. Qualified candidates are contacted to begin the screening process. The recruiting process begins with getting to know the candidate, understanding their employment history, motivation for leaving previous positions, education, and technical skills. We also take the time to learn about their soft skills, including listening skills, verbal communication, willingness to learn, energy, and respectfulness. We pride ourselves on reducing turnover and keeping employees happy long-term.

Through the screening process, AP Recruiters & Associates will determine the employee's communication and telephone skill level. Only candidates that can communicate clearly and effectively will be considered for the position. Candidates that are energetic and have demonstrated experience with excellent customer service and time management.

Training Services

AP Recruiters & Associates will utilize timed skilled-based assessments to determine the candidate's level of competency in the role. Temporary employees are eligible for various position-related training programs. We offer training through the Udemy platform. Udemy offers thousands of courses including Microsoft Office training services. We also provide one-on-one training for clerical positions as necessary. We have online testing resources to determine Microsoft Excel skill level. We are able to test whether the candidate is a beginner, intermediate, or advanced in Excel. We also test typing speed and accuracy if relevant to the position. We will enroll the candidate in a training program if specific skills are necessary for the position.

Pre-employment Verification

AP Recruiters & Associates uses E-Verify to compare information from an employee's Form I-9 and Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility.





AP Recruiters & Associates partners with Labcorp for all pre-employment drug testing. All assigned employees will be given information to contact Labcorp to schedule a drug test at the location closest to them. The employee is provided with AP Recruiters & Associates' account number and will not have to pay for the service. If required, this service is provided at no additional cost to the City.

AP Recruiters & Associates partners with PrintScan for pre-employment fingerprinting. If required, employees will be given the information to schedule an appointment at the location closest to them. The employee is provided with AP Recruiters & Associates' account number and will not have to pay for the service. If required, this service is provided at no additional cost to the City.

AP Recruiters & Associates uses Safest Hires for employee background checks. The employees can easily access the background check form and electronically sign on their computer or mobile device. The background check will search county, national, and statewide criminal records and nationwide federal crimes. Upon request, the City will be provided with a copy. If required, this service is provided at no additional cost to the City.

Production

AP Recruiters & Associates will ensure the temporary employees are appropriately dressed in a standard uniform daily.

AP Recruiters & Associates will communicate daily with the candidate to ensure attendance. We will check in with the employee an hour prior to the start time. Attendance and punctuality will be rewarded with employee incentives after 400 hours.

If within four hours of the job start time, the City is not satisfied with a temporary employee's performance, AP Recruiters & Associates will find a suitable replacement as soon as possible.

Payroll

AP Recruiters & Associates has never missed a payroll in its 15-year history. We have the financial capability to accommodate any increase in payroll. Payroll is processed on a weekly





basis. We can accurately and reliably produce a certifiable traditional check, direct deposit, and pay card delivered payroll in minutes. Employees submit and view their weekly timesheets in our integrated timesheet and workforce management system. Through this system, the supervisors are automatically sent an email weekly to approve the timesheet. We use the payroll service, OnPay, in which employees are able to log in and review all pay stubs and W-2s. Overtime is time worked over 40 hours paid at 1.5x the hourly rate.

Workers' Compensation and Comprehensive Professional Liability Insurance coverage

Our clients are protected at the lowest possible cost. We are highly successful in the industry-wide goal to minimize personnel turnover; our personnel turnover rate is significantly below industry trends. This maximizes our ability to maintain peak performance, minimizes costly disruption to vital activities, and reduces long-term costs associated with recruitment, training, and development of replacement personnel.





Experience, Qualifications, and Accessibility of Staff

All members of the AP Recruiters & Associates team have extensive experience in providing experienced, capable personnel quickly. We understand the time restraints that hiring managers are faced with. These efforts generally require the identification, screening, and placement of qualified candidates as quickly as possible. The time to submit the candidate is very important and is incorporated as a key performance measure for the effort. AP Recruiters & Associates has provided recruitment and staffing services for Broward, Indian River, Leon, Orange, and Palm Beach counties.

If awarded, AP Recruiters & Associates will dedicate a team for temporary employee services to the City of Coral Gables. AP Recruiters & Associates has managed the recruiting and hiring process remotely with headquarters in West Palm Beach, FL. Alexis Weiner will be the Account Manager for the City of Coral Gables.

Our team has experience in

- Effectively onboarding temporary staff on an as-needed basis.
- Placing qualified temporary staff in place through an efficient and effective screening process.
- Sourcing, testing, and managing temporary full-time, part-time, and seasonal staff.
- Ability to transition a large number of employees to our company after the contract is awarded.

Key Team Members:

Ron Carryl, MBA, President - AP Recruiters & Associates' success is due in part to Ron Carryl, President and owner. Ron has extensive human resources and medical experience. In addition to serving as a Medical Specialist in the Army and Army National Guard, he has held senior Human Resources roles in Corporate America. Ron was responsible for recruiting, training, pre-employment screening, testing administrations, diversity, and affirmative action compliance. Ron worked in Human Resources for 11 years at Florida Power & Light in addition to 6 years as a Medical Specialist in the United States Army and Army National Guard. Mr.



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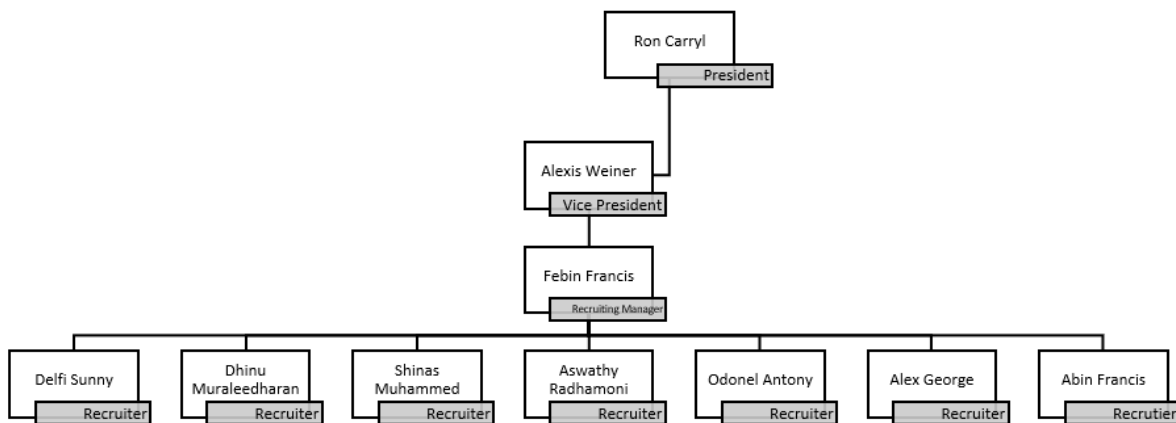


Carryl is also the former owner of AP Home Health Care, LLC a Florida licensed home health agency. Ron@aprecruiters.com; (561) 755-7495

Alexis Weiner, Vice President - Alexis officially joined AP Recruiters & Associates in 2020. She manages daily operations, marketing, business development, training, and account management. Prior to joining AP Recruiters & Associates, she was a Budget Analyst with a regional government agency for two years. She graduated from the Goldman Sachs 10,000 Small Businesses program in the aim to propel AP Recruiters & Associates and achieve our vision. Alexis graduated from the University of Central Florida with a bachelor's degree in Finance. alexis@aprecruiters.com; (786) 384-0040

Febin Francis, Recruiting Manager - Febin started with AP Recruiters & Associates in 2018. He specializes in temporary staffing recruiting for administrative, maintenance, and light industrial positions. He manages payroll, recruiting, and human resources. He is a large contributor to the team and a mentor to the recruiters on the team. febin@aprecruiters.com; (561) 220-2754

Team of Seven Recruiters and Sourcers - Our recruiters are a highly productive, dedicated team that prides itself on professionalism and results.





Plan for Representation

AP Recruiters & Associates has provided recruitment and staffing services for Broward, Indian River, Leon, Orange, and Palm Beach counties.

AP Recruiters & Associates has managed the recruiting and hiring process remotely with headquarters in West Palm Beach, FL. Alexis Weiner will manage the relationship between AP Recruiters & Associates and the City of Coral Gables hiring managers. She is available 24/7.

AP Recruiters & Associates will dedicate an on-site manager if the contract volume reaches a level that would require a physical presence near the City office.

Physical Address:

500 S. Australian Ave, Suite 500
West Palm Beach, FL 33401

Mailing and Billing Address:

777 Brickell Ave. #500-9253
Miami, FL 33131

What We Do:

- Source candidates using a variety of search methods to build a robust candidate pipeline
- Screen candidates by reviewing resumes, job applications, and performing phone screenings
- Source passive candidates
- Act as a point of contact and build influential candidate relationships during the selection process
- Take ownership of candidate experience by designing and managing job postings, job descriptions, and position requirements
- Perform reference checks as needed.
- Use a multi-channel approach to recruit
- Evaluate which sources bring the best candidates



**Bank Reference**

Reference Company/Organization	Bank of America
Contact Name	Nick Nagowski
Contact Title	Assistant Vice President Small Business Banker
Contact Phone	561-525-9551
Contact Email	nick.nagowski@bofa.com



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Timesheet Info

Employee Name _____ Job Title _____ Date 09/06/2022 to 09/10/2022
 Client _____ End Client _____ Attachment Name -

Client approval status **Submitted**

Approver(s) _____ Submitted On 09/14/2022 Timesheet Status **Submitted on 09/14/2022**

Timesheet Summary

Total Hours	32:00	Standard Hours	32:00	Billable Hours	32:00
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Timesheet Hours Info

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours Per Item
Pay Classification	04 - Sep	05 - Sep	06 - Sep	07 - Sep	08 - Sep	09 - Sep	10 - Sep	
Standard Time	-	-	08:00	08:00	08:00	08:00	00:00	32:00
Total Billable Hours	00:00	00:00	08:00	08:00	08:00	08:00	00:00	32:00
Total Hours	00:00	00:00	08:00	08:00	08:00	08:00	00:00	32:00

Timesheet Status Report

Date	Pay Classification	Task	Description	Hours	Billable	Comments
09/06/2022 Tue	Standard Time	-	-	08:00	Yes	
09/07/2022 Wed	Standard Time	-	-	08:00	Yes	
09/08/2022 Thu	Standard Time	-	-	08:00	Yes	
09/09/2022 Fri	Standard Time	-	-	08:00	Yes	
09/10/2022 Sat	-	-	-	-	-	-

Additional Info

-

Employee Signature -

Approver(s):

REVISED BID PRICING SHEET
SOLICITATION # IFB 2022-018 TEMPORARY STAFFING SERVICES FOR EMERGENCY OPERATIONS
SOLICITATION CLOSING DATE: SEPTEMBER 19, 2022

This solicitation will be awarded to the three (3) lowest responsive, responsible bidders, on a group-by-group basis. Bidders may bid on one or more groups. However, failure to bid on all items in a group may render your bid as non-responsive. The lowest priced bidder for each group shall be deemed the Primary vendor and shall be the first contacted to fill the requested positions. In the event the primary vendor is unable to fill the requested position, the Secondary vendor will serve as a back-up to the primary and fill the position. In the event the secondary vendor is unable to fill the requested position, the Tertiary vendor will serve as a back-up to the secondary and fill the position.

VENDOR: _____

FEIN: _____

GROUP 1 - LABOR POSITIONS

Position Number	Position Description	Estimated Hours	Hourly Rate Billed ¹ (To the City)	Extended Amount (Estimated Hours x Hourly Rate Billed)
1	Equipment Operator I	480	\$	\$
2	Maintenance Worker I	480	\$	\$
3	Solid Waste Operator I	480	\$	\$
4	Solid Waste Worker	480	\$	\$
TOTAL BID AMOUNT FOR GROUP 1				\$

GROUP 2 - PROFESSIONAL / CLERICAL POSITIONS

Position Number	Position Description	Estimated Hours	Hourly Rate Billed ¹ (To the City)	Extended Amount (Estimated Hours x Hourly Rate Billed)
1	Accountant I	480	\$	\$
2	Administrative Assistant	160	\$	\$
3	Payroll Clerk	160	\$	\$
4	Receptionist	160	\$	\$
TOTAL BID AMOUNT FOR GROUP 2				\$

¹Per IFB Section 4, paragraph 4.28 A., the wage rate paid to all classifications of employees of the Successful Bidder hired under this contract shall not be less than the current prevailing wage rates at time of service for similar classification of work in Dade County, Florida, as established in the Federal Area Wage Decision by the United States Department of Labor.

NOTE: Pricing shall include, but not be limited to, full compensation for labor, supervision, personnel, materials, any and all tools and equipment used, travel and related expenses and any and all other costs to the Proposer. The City will not pay and/or reimburse any additional costs including, but not limited to, travel, mileage, lodging, meals, and other travel and subsistence expenses. Prices shall remain fixed and firm for the term of the contract, including renewal options.

Authorized Signature: Alexis Weiner

Title: _____

Print/Type Name: _____

Phone: _____

E-mail: _____

Fax: _____

Address: _____

City: _____ State: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS BID. FAILURE TO SIGN THIS BID PRICE FORM WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE OR PROVIDE THE FORM AS PRESENTED MAY RENDER THE BIDDER NON-RESPONSIVE.

RESPONDENT'S AFFIDAVIT

SOLICITATION: IFB 2022-018 Temporary Staffing Services for Emergency Operations

SUBMITTED TO: City of Coral Gables
Procurement Division
2800 SW 72 Avenue
Miami, Florida 33155

The undersigned acknowledges and understands the information contained in response to this solicitation and the referenced Schedules A through M shall be relied upon by Owner awarding the contract and such information is warranted by Respondent to be true and correct. The discovery of any omission or misstatements that materially affects the Respondent's ability to perform under the contract shall be cause for the City to reject the solicitation submittal, and if necessary, terminate the award and/or contract. I further certify that the undersigned name(s) and official signatures of those persons are authorized as (*Owner, Partner, Officer, Representative or Agent of the respondent that has submitted the attached solicitation response*). Schedules A through M are subject to Local, State and Federal laws (as applicable); both criminal and civil.

- SCHEDULE A – STATEMENT OF CERTIFICATION
- SCHEDULE B – NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT
- SCHEDULE C – DRUG-FREE STATEMENT
- SCHEDULE D – RESPONDENT'S QUALIFICATION STATEMENT
- SCHEDULE E – CODE OF ETHICS, CONFLICT OF INTEREST, AND CODE OF SILENCE
- SCHEDULE F – AMERICANS WITH DISABILITIES ACT (ADA)
- SCHEDULE G – PUBLIC ENTITY CRIMES
- SCHEDULE H – ACKNOWLEDGEMENT OF ADDENDA
- SCHEDULE I – APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING
- SCHEDULE J – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
- SCHEDULE K – FEDERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS
- SCHEDULE L – WORK HOURS & SAFETY CERTIFICATION
- SCHEDULE M – SAFETY ACCIDENT PREVENTION

This affidavit is to be furnished to the City of Coral Gables with the solicitation response. It is to be filled in, executed by the respondent and notarized. If the response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the solicitation response.

Alexis Weiner



Authorized Name and Signature

Vice President

Title

09/14/2022

Date

STATE OF Florida

COUNTY OF Palm Beach

On this 19th day of September, 2022, before me the undersigned Notary Public of the State of Florida, personally appeared Alexis Weiner
(Name(s) of individual(s) who appeared before Notary

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's execution.

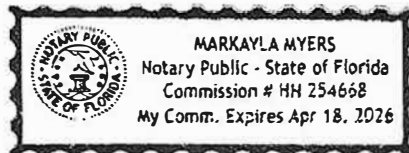
Markayla Myers
NOTARY PUBLIC, STATE OF Florida

Markayla Myers
(Name of notary Public; Print, Stamp or Type as Commissioned.)

NOTARY PUBLIC
SEAL OF OFFICE:

Personally know to me, or Produced Identification:

Florida Drivers License
(Type of Identification Produced)



SCHEDULE "A" - CITY OF CORAL GABLES – STATEMENT OF CERTIFICATION

Neither I, nor the company, hereby represent has:

- a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any company or person (other than a bona fide employee working solely for me or the respondent) to solicit or secure this contract.
- b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any company or person in connection with carrying out the contract, or
- c. paid, or agreed to pay, to any company, organization or person (other than a bona fide employee working solely for me or the respondent) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

SCHEDULE "B" - CITY OF CORAL GABLES - NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT

1. He/she is the Vice President
(Owner, Partner, Officer, Representative or Agent)

of the Respondent that has submitted the attached response.

2. He/she is fully informed with respect to the preparation and contents of the attached response and of all pertinent circumstances respecting such response;
3. Said response is made without any connection or common interest in the profits with any other persons making any response to this solicitation. Said response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of Respondent's officers or employees are employed by the City, indicate name and relationship below.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

4. No lobbyist or other Respondent is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.

SCHEDULE "C" CITY OF CORAL GABLES - VENDOR DRUG-FREE STATEMENT

Vendors must submit a certification with their bid/proposal certifying they have a drug- free workplace in as follows:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under solicitation a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section. As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

SCHEDULE "D" CITY OF CORAL GABLES – RESPONDENT'S QUALIFICATION STATEMENT

The undersigned declares the truth and correctness of all statements and all answers to questions made hereinafter:

GENERAL COMPANY INFORMATION:

Company Name: Precision Staffing, Inc. DBA AP Recruiters & Associates

Address: 777 Brickell Ave, Suite 500-9253 Miami FL 33131
Street City State Zip Code

Telephone No: (786) 384-0040 Fax No: (888) 530-7971 Email: alexis@aprecruiters.com

How many years has your company been in business under its present name? 15 Years

If Respondent is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statute:

AP Recruiters & Associates

Under what former names has your company operated? : N/A

At what address was that company located? N/A

Is your company certified? Yes X No _____ If Yes, **ATTACH COPY** of Certification.
Is your company licensed? Yes X No _____ If Yes, **ATTACH COPY** of License

Has your company or its senior officers ever declared bankruptcy?

Yes _____ No X If yes, explain: _____

LEGAL INFORMATION:

Please identify each incident **within the last five (5) years** where (a) a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Respondent's rights, remedies or duties under a contract for the same or similar type services to be provided under this solicitation **(A response is required. If applicable please indicate "none" or list specific information related to this question. Please be mindful that responses provided for this question will be independently verified):**

None

Has your company ever been debarred or suspended from doing business with any government entity?

Yes ___ No X If Yes, explain _____

SCHEDULE "E" CITY OF CORAL GABLES – CODE OF ETHICS, CONFLICT OF INTEREST, AND CONE OF SILENCE

THESE SECTIONS OF THE CITY CODE CAN BE FOUND ON THE CITY'S WEBSITE, UNDER GOVERNMENT, CITY DEPARTMENT, PROCUREMENT, PROCUREMENT CODE (CITY CODE CHAPTER 2 ARTICLE VIII); SEC 2-1023; SEC 2-606; AND SEC 2-1027, RESPECTIVELY.

IT IS HEREBY ACKNOWLEDGED THAT THE ABOVE NOTED SECTIONS OF THE CITY OF CORAL GABLES CITY CODE ARE TO BE ADHERED TO PURSUANT TO THIS SOLICITATION.

SCHEDULE "F" CITY OF CORAL GABLES - AMERICANS WITH DISABILITIES ACT (ADA) DISABILITY NONDISCRIMINATION STATEMENT

I understand that the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

SCHEDULE "G" CITY OF CORAL GABLES - STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. I understand that a "public entity crime" as define in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
4. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[Please indicate which statement below applies.]**

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

[Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

SCHEDULE "H" CITY OF CORAL GABLES - ACKNOWLEDGEMENT OF ADDENDA

1. The undersigned agrees, if this IFB is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the IFB and Contract Documents within the Contract time indicated in the IFB and in accordance with the other terms and conditions of the solicitation and contract documents.
2. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Invitation for Bids.

Failure to adhere to changes communicated via any addendum may render your response non-responsive.

Addendum No. 1 Date 08/30/2022

Addendum No. Date

Addendum No. 2 Date 09/12/2022

Addendum No. Date

Addendum No. Date

Addendum No. Date

SCHEDULE "I" - APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING

LOBBYING - 31 U.S.C. 1352, as amended

APPENDIX A, 44 CFR PART 18--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Company] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Respondent, Precision Staffing, Inc. DBA AP Recruiters & Associates, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Alexis Weiner Signature of Company's Authorized Official

Alexis Weiner, Vice President Name and Title of Company's Authorized Official

09/19/2022 Date

SCHEDULE "J" – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Government Debarment & Suspension Instructions

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.355, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880.

[READ INSTRUCTIONS ON PREVIOUS PAGE BEFORE COMPLETING CERTIFICATION]

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this solicitation

Alexis Weiner, Vice President

Printed Name and Title of Authorized Representative

Alexis Weiner

Signature

09/19/2022

Date

SCHEDULE "K" FEDERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS

This procurement is fully or partially Federally Grant funded. Respondent certifies that it shall comply with the applicable clauses as enumerated below.

1. **Drug Free Workplace Requirements:** Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub L 100-690, Title V, Subtitle D) All proposers entering into Federal funded contracts over \$100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.
2. **Respondent's Compliance:** The respondent shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards.
3. **Conflict of Interest:** The respondent must disclose in writing any potential conflict of interest to the city or pass-through entity in accordance with applicable Federal policy.
4. **Mandatory Disclosures:** The respondent must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
5. **Utilization of Minority and Women Firms (M/WBE):** The respondent must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR 200.321. If subcontracts are to be let, prime proposer will require compliance by all sub-contractor. Prior to contract award, the respondent shall document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractor as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

Florida Department of Management Services (Office of Supplier Diversity)
Florida Department of Transportation
Minority Business Development Center in most large cities and
Local Government M/DBE programs in many large counties and cities
6. **Equal Employment Opportunity/Nondiscrimination:** (As per Executive Order 11246) The respondent may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The respondent agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.
7. **Davis-Bacon Act:** If applicable to this contract, the respondent agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). Respondents are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, respondents must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the City will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.
8. **Copeland Anti Kick Back Act:** If applicable to this contract, respondents shall comply with all the requirements of 18 U.S.C. § 874, 40 U.S.C. § 3145, 29 CFR Part 3 which are incorporated by reference to this contract. Respondents are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.

9. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701–3708): Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each respondent is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387)**: as amended—The Respondent agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
11. **Debarment and Suspension** (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220 and 2 CFR pt. 300) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The respondent shall certify compliance. The respondent further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts.
12. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352): Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The respondent shall certify compliance.
13. **Rights to Inventions Made Under a Contract or Agreement**: If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
14. **Procurement of Recovered Materials**: Respondents must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

15. **Access to Records and Reports:** Respondent will make available to the City's granting agency, the granting agency's Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, City of Coral Gables, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the proposer that are pertinent to the City's grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the respondent's personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.
16. **Record Retention:** Respondent will retain of all required records pertinent to this contract for a period of three years, beginning on a date as described in 2 C.F.R. §200.333 and retained in compliance with 2 C.F.R. §200.333.
17. **Federal Changes:** Respondent shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.
18. **Termination for Default (Breach or Cause):** If a contract is entered into, the Respondent acknowledges that if it fails to perform in the manner called for in the contract, or if the Respondent fails to comply with any other provisions of the contract, the City may terminate the contract for default. Termination shall be effected by serving a notice of termination to the respondent setting forth the manner in which the respondent is in default. The respondent will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.
19. **Safeguarding Personal Identifiable Information:** Respondent will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.
20. **Prohibition on utilization of cost plus a percentage of cost contracts:** The City will not award contracts containing Federal funding on a cost plus percentage of cost basis.
21. **Energy Policy and Conservation Act (43 U.S.C. §6201):** All contracts except micro-purchases (\$3000 or less, except for construction contracts over \$2000). Contracts shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].
22. **Domestic Preference:** As appropriate and to the extent consistent with law, the Contractor should, in accordance with Section 2-699 of the City Code and 2 C.F.R. § 200.322 under Title 2 of the Code of Federal Regulations, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes of this section:
 - a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

23. **Telecommunications Equipment or Services:** It is prohibited, as described in section 889(b)(1) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA)1 and 2 C.F.R. § 200.216.2, for any FEMA award funds to be used in the procurement, the entering into or extending or renewing of a contract for the purpose of obtaining any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system. For purposes of this section:

- a. Covered telecommunications equipment or services means—
 - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
 - ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
 - iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

24. **Contract with the Enemy:** In accordance with 2 C.F.R. 200.215, it is acknowledged that no services under this contract are to be performed outside the United states and its territories nor in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above applicable requirements and all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.”

I further acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract and that any subcontractor utilized will also be required to comply with the requirements above.

DATE: 09/19/2022

SIGNATURE: *Alexis Weiner*

COMPANY: AP Recruiters & Associates

NAME: Alexis Weiner

ADDRESS: 777 Brickell Ave
Suite 500-9253
Miami, FL 33131

TITLE: Vice President

E-MAIL: alexis@aprecruiters.com

PHONE NO. 786-384-0040

SCHEDULE "L" - CONTRACTOR CERTIFICATION WORK HOURS AND SAFETY STANDARDS
ADDENDUM

This certification is incorporated as part of the contract for Temporary Staffing Services for Emergency Operations.

The Contractor acknowledges and certifies that in accordance with the mandatory requirement that this provision be set forth in all FEMA related contracts, that it shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

Under 40 U.S.C. s. 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

The requirements of 40 U.S.C. s. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

More particularly, as set forth in 29 CFR s.5.5(b) which provides the required contract clauses:

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$25 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

Precision Staffing, Inc. DBA AP Recruiters & Associates hereby certifies that it shall adhere to the Work Hours and Safety Standards regulations throughout the duration of this Contract as set forth above.

Alexis Weiner

Contractor Signature

Date: 09/14/2022

SCHEDULE "M" – SAFETY ACCIDENT PREVENTION

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.
2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Construction Work Hours and Safety Standards Act (40 U.S.C. 3704).
3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carryout the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standard Act (40 U.S.C. 3704).

Precision Staffing, Inc. DBA AP Recruiters & Associates, hereby certifies that it shall adhere to the Safety Accident Prevention regulations throughout the duration of this Contract as set forth above.

Alexis Weiner

Contractor Signature

Date: 09/14/2022



City of Coral Gables
Finance Department/Procurement Division

Employer E-Verify Affidavit

By executing this affidavit, the undersigned employer verifies its compliance with F.S. 448.095, stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in F.S. 448.095 which prohibits the employment, contracting or sub-contracting with an unauthorized alien. The undersigned employer further confirms that it has obtained all necessary affidavits from its subcontractors, if applicable, in compliance with F.S. 448.095, and that such affidavits shall be provided to the City upon request. Failure to comply with the requirements of F.S. 448.095 may result in termination of the employer's contract with the City of Coral Gables. Finally, the undersigned employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:


02-0796708

Federal Work Authorization User Identification Number
01/18/2007

Date of Authorization


I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on 09/19/2022 in Palm Beach Gardens (city), FL (state).

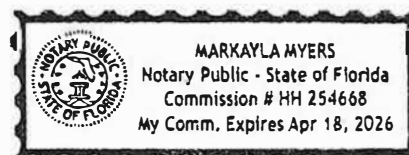

Signature of Authorized Officer or Agent

Alexis Weiner, Vice President
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 19th DAY OF September, 2022


NOTARY PUBLIC

My Commission Expires:
April 18, 2026



CITY OF CORAL GABLES
FINANCE DEPARTMENT/PROCUREMENT DIVISION
LOBBYIST REGISTRATION FORM

SOLICITATION NAME/NUMBER: _____

The Bidder/Proposer certifies that it understands if it has retained a lobbyist(s) to lobby in connection with this specific competitive solicitation that each lobbyist retained has timely filed the registration or amended registration required under the City of Coral Gables Lobbyist Registration requirement pursuant to Ordinance 2021-24 as outlined below:

Lobbyist means an individual, firm, corporation, partnership, or other legal entity employed or retained, whether paid or not, by a principal, or that contracts with a third-party for economic consideration to perform lobbying activities on behalf of a principal.

Lobbying activity means any attempt to influence or encourage the passage or defeat of, or modification to, governmental actions, including, but not limited to, ordinances, resolutions, rules, regulations, executive orders, and procurement actions or decisions of the city commission, the mayor, any city board or committee, or any city personnel. The term "lobbying activity" encompasses all forms of communication, whether oral, written, or electronic, during the entire decision-making process on actions, decisions, or recommendations which foreseeably will be heard or reviewed by city personnel. This definition shall be subject to the exceptions stated below.

Procurement matter means the city's processes for the purchase of goods and services, including, but not limited to, processes related to the acquisition of: technology; public works; design services; construction, professional architecture, engineering, landscape architecture, land surveying, and mapping services; the purchase, lease or sale of real property; and the acquisition, granting, or other interest in real property.

City personnel means those city officials, officers and employees who are entrusted with the day-to-day policy setting, operation, and management of certain defined city functions or areas of responsibility, even though ultimate responsibility for such functions or areas rests with the city commission, with the exception of the City Attorney, Deputy City Attorney, and Assistant City Attorneys, advisory personnel (members of city advisory boards and agencies whose sole or primary responsibility is to recommend legislation or give advice to the city commission); and any employee of a city department or division with the authority to participate in procurement matters, when the communication involves such procurement.

Affidavit requirement. The following provisions shall apply to certain individuals who, in procurement matters participate in oral presentations or recorded negotiation meetings and sessions:

- a. The principal shall list on an affidavit form, provided by the City, all technical experts or employees of the principal whose normal scope of employment does not include lobbying activities and whose sole participation in the city procurement matter involves an appearance and participation in a city procurement matter involves an appearance and participation in an oral presentation before a city certification, evaluation, selection, technical review or similar committee, or recorded negotiation meetings or sessions.
- b. No person shall appear before any procurement committee or at any procurement negotiation meeting or session on behalf of a principal unless he/she has been listed as part of the principal's presentation or negotiation team or has registered as a lobbyist. For purposes of this subsection only, the listed members of the oral presentation or negotiation team shall not be required to separately register as lobbyists or pay any registration fees. The affidavit will be filed by the city procurement staff with the city clerk at the after the proposal is submitted or prior to the recorded negotiation meeting or session. Notwithstanding the foregoing, any person who engages in lobbying activities in addition to appearing before a procurement committee to make an oral presentation, or at a recorded procurement negotiation meeting or session, shall comply with all lobbyist registration requirements.

The Bidder/Proposer hereby certifies that: (select one)

_____ It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if one is retained anytime during the competitive process and prior to contract execution for this project, the lobbyist will properly register with the City Clerk's Office within two (2) business days of being retained with copy to the city procurement staff.

_____ It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under the City of Coral Gables

CITY OF CORAL GABLES
FINANCE DEPARTMENT/PROCUREMENT DIVISION
LOBBYIST REGISTRATION FORM

Lobbyist Registration requirement pursuant to Ordinance 2021-24 Section and that the required affidavit has been properly filed

It is a requirement of this solicitation that the following information be provided for all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist: _____
Lobbyist's Firm (if applicable): _____
Phone: _____
E-mail: _____

Name of Lobbyist: _____
Lobbyist's Firm (if applicable): _____
Phone: _____
E-mail: _____

Name of Lobbyist: _____
Lobbyist's Firm (if applicable): _____
Phone: _____
E-mail: _____

Name of Lobbyist: _____
Lobbyist's Firm (if applicable): _____
Phone: _____
E-mail: _____

Authorized Signature: *Alexis Weiner*
Printed Name: _____
Date: _____
Title: _____
Bidder/Proposer Name: _____

LOBBYIST AFFIDAVIT

Solicitation Name/Number: _____

The following provisions shall apply to certain individuals who, in procurement matters participate in oral presentations or recorded responsiveness, responsibility or negotiation meetings and sessions:

- a. The principal shall list below all technical experts or employees of the principal whose normal scope of employment does not include lobbying activities and whose sole participation in the city procurement matter involves an appearance and participation in an oral presentation before an evaluation, selection, technical review or similar committee, or recorded responsiveness, responsibility or negotiation meetings or sessions.
- b. No person shall appear before any procurement committee or at any procurement responsiveness, responsibility or negotiation meeting or session on behalf of a principal unless he/she has been listed as part of the principal's team pursuant to this affidavit or has registered as a lobbyist. For purposes affidavit only, the listed members of the oral presentation or negotiation team shall not be required to separately register as lobbyists or pay any registration fees.

This affidavit will be provided by the city procurement staff to the city clerk after the proposal is submitted or prior to the oral presentation. Any changes after the original affidavit is submitted by the proposer and prior to the oral presentations, an updated copy shall be presented to the Procurement Division and the City Clerk at least twenty-four (24) hours prior scheduled time for the oral presentation session. Notwithstanding the foregoing, any person who engages in lobbying activities in addition to appearing before a procurement committee to make an oral presentation, or at a recorded procurement negotiation meeting or session, shall comply with all lobbyist registration requirements.

List of employees & technical experts:

NAME	TITLE	ROLE	COMPANY/FIRM

CITY OF CORAL GABLES
FINANCE DEPARTMENT/PROCUREMENT DIVISION

LOBBYIST AFFIDAVIT

I do solemnly swear that all of the foregoing information is true and correct and I will fully comply with requirements of this affidavit and the associated City of Coral Gables Lobbyist Registration requirement pursuant to Ordinance 2021-24 Section.

Authorized Signature: *Alexis Weiner*

Printed Name: Alexis Weiner Title: Vice President

Date: 09/19/2022

Bidder/Proposer's Name: Precision Staffing, Inc. DBA AP Recruiters & Associates

NOTARY PUBLIC

STATE OF Florida

COUNTY OF Palm Beach

On this 19th day of September, 20 22, before me the undersigned Notary Public of the State of Florida, personally appeared Alexis Weiner (Name(s) of individual(s) who appeared before Notary

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's execution.

Markayla Myers

NOTARY PUBLIC, STATE OF Florida

Markayla Myers (Name of notary Public; Print, Stamp or Type as Commissioned.)

SEAL OF OFFICE:

Personally know to me, or Produced

Identification:
Florida Drivers License

(Type of Identification Produced)





Florida Unified Certification Program

Disadvantaged Business Enterprise (DBE) Certificate of Eligibility

PRECISION STAFFING INC

MEETS THE REQUIREMENTS OF 49 CFR, PART 26

APPROVED NAICS CODES:

561311, 561320

Dwayne Moore

*DBE & Small Business Development Manager
Florida Department of Transportation*

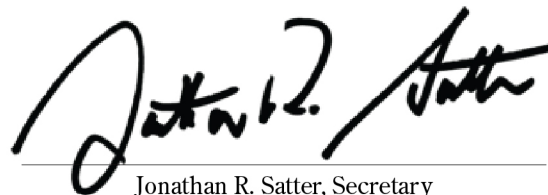


State of Florida

Minority & Veteran Business Certification

Precision Staffing Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
12/16/2020 to 12/16/2022



Jonathan R. Satter, Secretary
Florida Department of Management Services

THIS CERTIFIES THAT

PRECISION STAFFING, INC.
dba AP Recruiters & Associates



* Nationally certified by the: **FLORIDA STATE MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 561311; 561312; 561320

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

08/31/2022

Issued Date

FL235072

Certificate Number

08/31/2023

Expiration Date


Ying McGuire
NMSDC CEO and President


Beatrice Louissaint, President & CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

PRECISION STAFFING, INC.

Unique Entity ID EJVXCHZG2M17	CAGE / NCAGE 50Y10	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Dec 28, 2022	
Physical Address 500 S Australian AVE STE 500 West Palm Beach, Florida 33401-6206 United States	Mailing Address 777 Brickell Avenue #500-9253 Miami, Florida 33131 United States	

Business Information

Doing Business as Accurate Placement	Division Name Ap Recruiters & Associates	Division Number (blank)
Congressional District Florida 21	State / Country of Incorporation Florida / United States	URL http://www.aprecruiters.com

Registration Dates

Activation Date Jan 3, 2022	Submission Date Dec 28, 2021	Initial Registration Date Mar 18, 2008
---------------------------------------	--	--

Entity Dates

Entity Start Date Jan 18, 2007	Fiscal Year End Close Date Dec 31
--	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors (blank)
Profit Structure For Profit Organization		

Socio-Economic Types


Minority Owned Business
Self Certified Small Disadvantaged Business
Veteran Owned Business
DOT Certified DBE
Black American Owned

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.


Financial Information

Accepts Credit Card Payments No	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 50Y10


Points of Contact**Electronic Business**

 Alexis D Weiner, Vice President	777 Brickell Avenue Suite 500-9253 Miami, Florida 33131 United States
Ron Carryl	301 Clematis Street Suite 3000 West Palm Beach, Florida 33401 United States

Government Business

 Alexis D Weiner, Vice President	777 Brickell Avenue Suite 500-9253 Miami, Florida 33131 United States
Ron Carryl	301 Clematis Street Suite 3000 West Palm Beach, Florida 33401 United States

Past Performance

 Ron Carryl	301 Clematis Street Suite 3000 West Palm Beach, Florida 33401 United States
John Norcross	10299 Southern BLVD, #210186 Royal Palm Beach, Florida 33411 United States

Service Classifications**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	561311	Employment Placement Agencies
	541611	Administrative Management And General Management Consulting Services
	541612	Human Resources Consulting Services
	541690	Other Scientific And Technical Consulting Services
	561312	Executive Search Services
	561320	Temporary Help Services
	561330	Professional Employer Organizations

Disaster Response

Yes, this entity appears in the disaster response registry.

No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	(blank)

States
Any

Counties
(blank)

Metropolitan Statistical Areas
(blank)

Local Business Tax Receipt

Miami-Dade County, State of FL
-THIS IS NOT A BILL - DO NOT PAY



7318316

BUSINESS NAME/LOCATION

AP RECRUITERS & ASSOCIATES
777 BRICKELL AVE STE 500-9253
MIAMI FL 33131-2809

709312

EXPIRES
SEPTEMBER 30, 2022
Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10



OWNER

PRECISION STAFFING INC
C/O RON CARRYL CEO

SEC. TYPE OF BUSINESS

213 SERVICE BUSINESS

**PAYMENT RECEIVED
BY TAX COLLECTOR**

\$135.00 07/02/2021
INT-21-327834

Employee(s) 30

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector



ANNE M. GANNON
 CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
 Serving *you.*

P.O. Box 3353, West Palm Beach, FL 33402-3353
 www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****

500 South AUSTRALIAN AVE Ste
 500
 WEST PALM BEACH, FL 33401

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
81-0553 EMPLOYMENT AGENCY - EXEMPT	PRECISION STAFFING INC			50.00	B40182298

This document is valid only when received by the Tax Collector's Office.

**STATE OF FLORIDA
 PALM BEACH COUNTY
 2022/2023 LOCAL BUSINESS TAX RECEIPT**

AP RECRUITERS & ASSOCIATES
 PRECISION STAFFING INC
 777 BRICKELL AVE STE 500-9253
 MIAMI, FL 33131

**LBTR Number: 2021140551
 EXPIRES: SEPTEMBER 30, 2023**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
PRECISION STAFFING, INC.

Filing Information

Document Number P07000009541
FEI/EIN Number 02-0796708
Date Filed 01/22/2007
Effective Date 01/18/2007
State FL
Status ACTIVE
Last Event AMENDMENT
Event Date Filed 06/06/2017
Event Effective Date NONE

Principal Address

777 Brickell Ave
Suite 500-9253
MIAMI, FL 33131

Changed: 04/06/2021

Mailing Address

777 Brickell Ave
500-9253
Miami, FL 33131

Changed: 01/27/2020

Registered Agent Name & Address

CARRYL, RON
777 Brickell Ave
500-9253
Miami, FL 33131

Address Changed: 01/27/2020

Officer/Director Detail

Name & Address

Title CEO

CARRYL, RON
 777 Brickell Ave
 500-9253
 Miami, FL 33131

Title VP

Weiner, Alexis
 500 South Australian Ave
 Suite 500
 West Palm Beach, FL 33401

Annual Reports

Report Year	Filed Date
2020	01/27/2020
2021	04/06/2021
2022	03/07/2022

Document Images

03/07/2022 -- ANNUAL REPORT	View image in PDF format
04/06/2021 -- ANNUAL REPORT	View image in PDF format
01/27/2020 -- ANNUAL REPORT	View image in PDF format
03/29/2019 -- ANNUAL REPORT	View image in PDF format
03/12/2018 -- ANNUAL REPORT	View image in PDF format
06/06/2017 -- Amendment	View image in PDF format
01/12/2017 -- ANNUAL REPORT	View image in PDF format
01/12/2016 -- ANNUAL REPORT	View image in PDF format
01/10/2015 -- ANNUAL REPORT	View image in PDF format
04/21/2014 -- ANNUAL REPORT	View image in PDF format
04/20/2013 -- ANNUAL REPORT	View image in PDF format
01/05/2012 -- ANNUAL REPORT	View image in PDF format
02/07/2011 -- ANNUAL REPORT	View image in PDF format
01/09/2010 -- ANNUAL REPORT	View image in PDF format
01/18/2009 -- ANNUAL REPORT	View image in PDF format
02/16/2008 -- ANNUAL REPORT	View image in PDF format
01/22/2007 -- Domestic Profit	View image in PDF format