

**TO: City of Margate
5790 Margate Blvd.
Margate, FL 33063
RE: Bid No. 2021-006
School Crossing Guard Services**

Due Date: Wednesday, May 26th, 2021 until 11:00am EDT

**FROM:
Waterfield Florida Staffing, LLC
DBA Action Labor
DBA Staffing Connection
6555 N. Powerline Road, Suite 306
Fort Lauderdale, FL 33309
Sharron Cook, Branch Manager
954-776-3444**

BID PROPOSAL FORM BID NO. 2021-006 – SCHOOL CROSSING GUARD SERVICES

**BID TO: CITY COMMISSION
 CITY OF MARGATE**

1. The undersigned bidder proposes and agrees, if this bid is accepted, to enter into an Agreement with the City in the form included in the Contract Documents to perform the Work as specified or indicated in said Contract Documents entitled:

BID NO. 2021-006 – SCHOOL CROSSING GUARD SERVICES

2. Bidder accepts all of the terms and conditions of the Contract Documents, including without limitation those in the Notice Inviting Bids and Instructions to Bidders, dealing with the disposition of the Bid Security.

3. The bid will remain open for the period stated in the Notice Inviting Bids unless otherwise required by law. Bidder will enter into an Agreement within the time and in the manner required in the Notice Inviting Bids and the Instructions to Bidders, and will furnish the insurance certificates, payment bond, and performance bond required by the Contract Documents.

4. It is the Contractor's responsibility to contact the City at (954) 935-5346 prior to the bid opening to determine if any addenda have been issued on the project. Bidder has examined copies of all the Contract Documents including the following addenda (receipt of all of which is acknowledged):

Number N/A Date _____

5. Bidder has familiarized himself with the nature and extent of the Contract Documents, Work, site, locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations), and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as Bidder deems necessary.

6. This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding and bidder has not sought by collusion to obtain for itself any advantage over any other bidder or over the City.

To all the foregoing, and including all Bid Schedule(s) and Information Required of Bidder contained in this Bid Form, said bidder further agrees to complete the Work required under the Contract Documents within the Contract Time stipulated in said Contract Documents, and to accept in full payment thereof the Contract Price based on the Total Bid Price(s) named in the aforementioned Bidding Schedule(s).

NAME OF FIRM: Waterfield Florida Staffing, LLC

ADDRESS: 6555 N. Powerline Road, #1306, Fort Lauderdale, FL

NAME OF SIGNER Paul C. Chase
(Print or Type)

TITLE OF SIGNER CEO

SIGNATURE:  DATE: 5/24/2021

TELEPHONE NO: 954-776-3444 FACSIMILE NO: 954-776-8476

**SCHEDULE OF BID PRICES – BID NO. 2021-006 – SCHOOL CROSSING GUARD
SERVICES**

TO: CITY COMMISSION

CITY OF MARGATE

(Please fill in all blanks and return with your proposal.)

In accordance with your request for proposals and the specifications contained herein, the undersigned proposes the following:

BIDDER AGREES TO PERFORM ALL THE WORK DESCRIBED IN THE CONTRACT DOCUMENTS FOR THE FOLLOWING UNIT RATE PRICES OR LUMP SUMS. BIDS SHALL INCLUDE SALES TAX AND ALL OTHER APPLICABLE TAXES AND BIDDER UNDERSTANDS THAT THE TOTAL BID FOR EACH AND SERVICE REQUESTED IS THE RESULT OF MULTIPLYING THE AMOUNT OF PERSONNEL REQUESTED TIMES THE NUMBER OF HOURS REQUESTED TIMES THE HOURLY RATE FOR EACH CATEGORY OF PERSONNEL.

a. \$ 21.75 per hour for number of CROSSING GUARDS requested

b. \$ 21.75 per hour for number of SUPERVISORY PERSONNEL requested

ALL BIDS MUST BE SIGNED WITH THE VENDOR NAME AND BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM BY SIGNATURE.

SAFETY DATA SHEETS ENCLOSED? YES X NO

SPECIFICATION SHEETS/BROCHURES? YES X NO

HAVE YOUR INSURANCE REPRESENTATIVE REVIEW THE SAMPLE INSURANCE CERTIFICATE TO ENSURE COMPLIANCE.

WILL YOUR FIRM ACCEPT PAYMENT VIA A CITY OF MARGATE VISA CREDIT CARD? PLEASE CHECK ONE YES X NO

BIDDER'S GENERAL INFORMATION: BID NO. 2021-006

The bidder shall furnish the following information. Additional sheets shall be attached as required. Failure to complete Item Nos. 1, 3, and 7 (if required) will cause the bid to be non-responsive and may cause its rejection. In any event, no award will be made until all of the Bidder's General Information (i.e., items 1 through 7 inclusive) is delivered to the City.

- (1) CONTRACTOR'S name and address: Waterfield Florida Staffing, LLC
624 Nottingham Blvd.
West Palm Beach, FL 33405
- (2) CONTRACTOR'S telephone number: 954-776-3444
- (3) CONTRACTOR'S license: Primary classification: _____
State License Number: ATTACHED BUSINESS LICENSES
Supplemental classifications held, if any: _____
Name of Licensee, if different from (1) above: _____

- (4) Name of person who inspected site of proposed Work for your firm:
Name: _____ Date of Inspection: _____
- (5) Name, address, and telephone number of Surety Company and agent who will provide the required bonds on this contract (if required): _____

- (6) ATTACH TO THIS BID the experience resume of the person who will be designated as Supervisor for this project.

- (7) ATTACH TO THIS BID, a financial statement (**If Required**), references, and other information, sufficiently comprehensive to permit an appraisal of CONTRACTOR'S current financial condition.

ATTACHED.

- (8) Subcontractors: The Bidder further proposes that as part of their submittal there is attached a list of subcontracting firms or businesses who will be awarded subcontracts for portions of the work in the event the bidder is awarded the Contract.

REFERENCE SHEET BID NO. 2021-006

In order to receive Bid Award consideration on the proposed bid, it is a requirement that this sheet be completed and returned with your bid/proposal. This information may be used in determining the bid award for this Project.

BIDDER (COMPANY NAME): Waterfield Florida Staffing - DBA Staffing Connection
ADDRESS: 6555 N. Powerline Rd. #306, Fort Lauderdale, FL 33309
CONTACT PERSON: Sharon Cook TITLE: Branch Manager
TELEPHONE: 954-776-3444 FACSIMILE: 954-776-8476
NUMBER OF YEARS IN BUSINESS: 20
ADDRESS OF NEAREST FACILITY: 6555 N. Powerline Rd. #306, Ft. Lauderdale.

LIST THREE (3) COMPANIES OR GOVERNMENTAL AGENCIES WHERE THESE PRODUCTS OR SERVICES HAVE BEEN PROVIDED IN THE LAST YEAR.

1. COMPANY NAME: City of Portland
ADDRESS: 6600 University Drive PHONE: 954-757-4134
CONTACT PERSON: Jackie Wehmeyer TITLE: Director of Human Resources
2. COMPANY NAME: City of Cape Coral Police Department
ADDRESS: 1100 Cultural Park Blvd. PHONE: 239-574-0616
CONTACT PERSON: Tammy Gair TITLE: Account Coordinator PD.
3. COMPANY NAME: City of Tamara
ADDRESS: 7525 NW 88th Ave PHONE: 954-597-3567
CONTACT PERSON: Keith Glatz TITLE: Purchasing Manager

**COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT (O.S.H.A.)
BID NO. 2021-006**

Bidder certifies that all material, equipment, etc. contained in this bid meet all O.S.H.A. requirements. Bidder further certifies that if he/she is the successful bidder, and the material, equipment, etc., delivered is subsequently found to be deficient in any O.S.H.A. requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with the aforementioned requirements shall be borne by the bidder.

OCCUPATIONAL HEALTH AND SAFETY DATA SHEET REQUIRED:

In compliance with Chapter 442, Florida Statutes, any item delivered from a contract resulting from this bid must be accompanied by a SAFETY DATA SHEET (SDS). The SDS must include the following information:

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substances, including:
 - 1. The potential for fire, explosion, corrosivity and reactivity;
 - 2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
 - 3. The primary routes of entry and symptoms of overexposure.
- C. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- D. The emergency procedure for spills, fire, disposal, and first aid.
- E. A description in lay terms of the known specific potential health risks posed by the toxic substances intended to alert any person reading this information.
- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

SIGNATURE:  DATE: 5/24/2021

**CITY OF MARGATE
STATEMENT OF NO BID
BID 2021-006**

**IF YOU DO NOT INTEND TO BID ON THIS PROPOSAL, RETURN THIS FORM TO
ADDRESS WHERE BID IS TO BE SUBMITTED:**

I/We have declined to bid on your proposal No:

Bid Description:

For the following reason:

- ☐ 1. Specifications are too tight, i.e. geared toward one brand or manufacturer only (Explain reason below)
- ☐ 2. Insufficient time to respond to invitation.
- ☐ 3. We do not offer this commodity/service or equivalent.
- ☐ 4. Our product/service schedule would not permit us to perform.
- ☐ 5. Unable to meet specifications.
- ☐ 6. Unable to meet bonding requirements.
- ☐ 7. Specifications unclear (Explain below).
- ☐ 8. Other (Specify below).

REMARKS: N/A

Attach additional pages if required.

I/We understand that if the NO BID form is not executed and returned, our name may be deleted from the list of qualified bidders for the City of Margate.

COMPANY NAME: Waterfield Florida Staffing, LLC

ADDRESS: 6555 N. Paweeline Rd. #306
Fort Lauderdale, FL 33309

TELEPHONE NO: 954-776-3444 DATE: 5-24-2021

SIGNATURE OF BIDDER: [Signature]

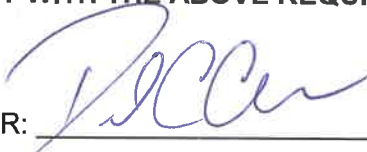
DRUG-FREE WORKPLACE PROGRAM FORM BID NO. 2021-006

In accordance with Section 287.087, State of Florida Statutes, preference shall be given to businesses with Drug-free Workplace Programs. Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual service, a bid received from a business that certifies that it has implemented a Drug-free Workplace Program shall be given preference in the award process. In the event that none of the tied vendors has a Drug-free Workplace program in effect, the City reserves the right to make final Decisions in the City's best interest. In order to have a Drug-free Workplace Program, a business shall:

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 bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify employees that, as a condition of working on the commodities or contractual services that are under bid, 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, Florida Statutes, or of any controlled substance law of the United States of 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 convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation. If bidder's company has a Drug-free Workplace Program, so certify below:

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

SIGNATURE OF BIDDER: _____



DATE: 5-21-2021

OFFEROR'S QUALIFICATION STATEMENT - BID NO. 2021-006

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

SUBMITTED TO: City of Margate
(Purchasing Division)

ADDRESS: 5790 Margate Blvd.
Margate, FL 33063

SUBMITTED BY:

Paul CC

NAME: Waterfield Florida Staffing, LLC

ADDRESS: 6555 N. Powerline Rd. Ft. Lauderdale, FL

TELEPHONE NO.: 954-776-3444

FACSIMILE NO.: 954-776-8476

CIRCLE ONE

Corporation
Partnership
Individual
Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business. (Attach corporate documents from the State of Florida (sunbiz.org) to this statement.)

The correct name of the Offeror is: Waterfield Florida Staffing, LLC

The address of the principal place of business is:

624 Nottingham Blvd.

West Palm Beach, FL 33405

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

a. Date of Incorporation: 2/21/2018

b. State of Incorporation: Florida

- c. President's name: J. Randall Waterfield
- d. Vice President's name: Kevin J. O'Keefe
- e. Secretary's name: Kathlene Zelenovskiy
- f. Treasurer's name: Kevin J. O'Keefe
- g. Name and address of Resident Agent: _____
Corporate Creations Network Inc.
801 US Highway 1
North Palm Beach, FL 33408

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

- a. Date of organization: N/A.
- b. Name, address and ownership units of all partners: _____
Waterfield Florida Staffing, LLC
624 Nottingham Blvd.
West Palm Beach, FL 33405
- c. State whether general or limited partnership: LLC

4. If Offeror is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

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

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

Three years current name, previous AND
Operating UNDER DBA ACTION LABOR
DBA Staffing Connection

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

DBA Action Labor of FL
Staffing Connection

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

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

No

9. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representatives of owners with the most knowledge of work which you have performed or goods you have provided, and to which you refer (government owners are preferred as references).

Reference Attached

| (Name) | (Address) | (Phone Number) |
|--------|-----------|----------------|
| | | |
| (Name) | (Address) | (Phone Number) |

| (Name) | (Address) | (Phone Number) |
|--------|-----------|----------------|
|--------|-----------|----------------|

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

Meet our staff - Attached.

11. State the name(s) of the individual(s) who will have personal supervision of the work:

Sharon Cook - Branch Manager

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

Signature: _____

State of Florida

County of _____

On this the 24th day of MAY, 2021, before me by means of _____ physical presence or _____ online notarization, the undersigned Notary Public of the State of Florida, personally appeared Paul C Chase and _____
(Name(s) of individual(s) who appeared before notary)

whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC
SEAL OF OFFICE:

NOTARY PUBLIC, STATE OF FLORIDA

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



ANITA ROBERTS
Commission # GG 236319
Expires July 10, 2022
Bonded Thru Budget Notary Services

☒ Personally known to me, or
☐ Produced identification:

(Type of Identification Produced)
☐ DID take an oath, or ☐ DID NOT take an oath

OPTIONAL INFORMATION:

Type of Document: _____ Number of Pages: _____ Number of Signatures Notarized: _____



NON-COLLUSIVE AFFIDAVIT FOR BID 2021-006

State of Florida)

County of Palm Beach)

Paul C. Chase being first duly sworn, deposes
and says that:

He/she is the CEO, (Owner, Partner, Officer,
Representative or Agent) of Waterfield Florida Staffing, LLC, the Offeror that
has submitted the attached Proposal;

He/she is fully informed regarding the preparation and contents of the attached Proposal
and of all pertinent circumstances regarding such Proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said Offeror nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affiant, have in any way colluded, conspired,
connived or agreed, directly or indirectly, with any other Offeror, firm, or person to submit
a collusive or sham Proposal in connection with the Work for which the attached Proposal
has been submitted; or to refrain from bidding in connection with such Work; or have in
any manner, directly or indirectly, sought by agreement or collusion, or communication, or
conference with any Offeror, firm, or person to fix the price or prices in the attached
Proposal or of any other Offeror, or to fix any overhead, profit, or cost elements of the
Proposal price or the Proposal price of any other Offeror, or to secure through any collusion,
conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any
person interested in the proposed Work;

The price or prices quoted in the attached Proposal are fair and proper and are not tainted
by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Offeror
or any other of its agents, representatives, owners, employees or parties in interest,
including this affiant.

Signed, sealed, and delivered in the presence of:

Witness

[Signature]
Shana Cook
Witness

By

Paul C. Chase
Printed Name

CEO
Title

**ACKNOWLEDGMENT
NON-COLLUSIVE AFFIDAVIT FOR**

State of Florida
County of Palm Beach

On this the 24th day of MAY, 2021, before me by means of ___ physical presence or ___ online notarization, the undersigned Notary Public of the State of Florida, personally appeared

Paul C. Chase

(Name(s) of individual(s) who appeared before notary)

whose name(s) is/are Subscribed to within the instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand
and official seal.

NOTARY PUBLIC
SEAL OF OFFICE:

Anita Roberts
NOTARY PUBLIC, STATE OF FLORIDA

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

☒ Personally known to me, or
☐ Produced identification:



ANITA ROBERTS
Commission # GG 236319
Expires July 10, 2022

Bonded thru Budget Notary Services
(Type of Identification Produced)

☐ DID take an oath, or ☐ DID NOT take an oath

Scrutinized Companies Certification
Bid No. 2021-006

I hereby swear or affirm that as of the date below this company is not listed on a Scrutinized Companies list created pursuant to 215.4725, 215.473, or 287.135, Florida Statutes. Pursuant to 287.135, Florida Statutes I further affirm that:

1. This company is not participating in a boycott of Israel such that it is not refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner.
2. This Company does not appear on the Scrutinized Companies with Activities in Sudan List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Sudan or a government- created project involving oil related, mineral extraction, or power generation activities, or
 - b. Have a material business relationship involving the supply of military equipment, or
 - c. Impart minimal benefit to disadvantaged citizens that are typically located in the geographic periphery of Sudan, or
 - d. Have been complicit in the genocidal campaign in Darfur.
3. This Company does not appear on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Iran or a government- created project involving oil related or mineral extraction activities, or
 - b. Have made material investments with the effect of significantly enhancing Iran's petroleum sector.
4. This Company is not engaged in business operations in Cuba or Syria.

VENDOR/COMPANY NAME: Waterfield Florida Staffing, LLC
SIGNATURE: [Signature]
PRINTED NAME: Paul C. Chase
TITLE: CEO DATE: 5-24-2021

The scrutinized company list is maintained by the State Board of Administration and available at <http://www.sbafla.com/>

Executive Summary

Staffing Connection is proposing a School Crossing Guard Program. Through this Bid proposal we will detail our proven experience of 20+ years. We are the only company within the State of Florida that has current contracts within five counties. Including Dade, Broward, Palm Beach, Lee and Sarasota County. Our firm has successfully serviced the City of Margate since 2015 and the City of Sunrise, North Lauderdale, Sunrise and Tamarac is a current contract since 2001. The four Cities combined is over 200 school crossing guards. In February 2021 through an ITB our company was awarded the City of Fort Lauderdale school crossing guard contract. Covid 19, Pandemic, Unemployment and Stimulus money has created a shortage of workers and our demographic was hit hardest. Florida minimum wage is increasing September 30, 2021. These factors have affected all companies' abilities to hire. We have bid with these factors in mind and feel confident that we will be able to staff the 2021-2022 school year.

Staffing Connection is the largest private supplier of crossing guard services in the State of Florida. Staffing Connection seamlessly transitions cities and counties entire school crossing guard programs. We assume complete responsibility for managing all aspects of the Crossing Guard Program.

Staffing Connection has proven abilities in recruiting, training, assigning crossing guards to identified post locations. Our field supervisors monitor all post locations daily to ensure no gaps in coverage. We maintain a structured program and hold our crossing guards accountable to company policies. Field Supervisors have forms designed to record infractions and disciplinary action is handled as needed. All Field supervisors turn in a weekly report that is discussed in detail with an Administrator.

We train and certify according to the "Florida School Crossing Guard Training Guidelines" before post assignment. A nationwide criminal background, sex offender, drug screening and reference check are conducted on all newly registered school crossing guards hired through Staffing Connection/Action Labor. None of our program is outsourced.

School Crossing Guard Training classes are held regularly. Each School Crossing Guard candidate is required to successfully complete a 4 hour classroom training course conducted by a Staffing Connection trainer, who is a FDOT state certified trainer. They will also be required to complete a 2-hour in-the-field training session without and with children on a post location.

Staffing Connection will be responsible for completing all training documentation and obtaining the guards' certifications from the state. Crossing Guards are re-certified every 12 months.

Our Staff

Sharron Cook – Branch Manager

Staffing Connection – 6/2010 – Present

FDOT Certified Trainer – Oversee branch operations.

20 years experience in staffing management, recruiting and training.

15 years experience in human resource management.

Joanne Duty – Resource Placement Administrator/Trainer

Staffing Connection – 1998 – Present

12 years experience as a certified FDOT Crossing Guard Trainer

8 years experience in staffing of Crossing Guard Programs in Broward County

5 years staffing of Crossing Guard Program for City of Coconut Creek

7 years experience working as a field supervisor and crossing guard

Nancy Jimenez – Personnel Administrator/Trainer

Staffing Connection – 2005 – Present

Nancy is a certified trainer. Nancy recruits, interviews and trains our crossing guards.

5 years experience staffing of Crossing Guard Program for the City of Coconut Creek

5 years experience as a certified FDOT Crossing Guard Trainer

10 years experience in human resources administration

Cathy Castaldo – Palm Beach Supervisor/Trainer

Staffing Connection – 2005 – Present

Therese is a certified trainer. Therese recruits, interviews and trains our crossing guards.

In addition, she spots checks our field supervisors. Therese worked as a crossing guard and field supervisor for a local city four years prior to joining Staffing Connection.

9 years experience as a certified FDOT Crossing Guard Trainer

4 years experience as a crossing guard

Vicki Miller – Supervisor/Trainer

Staffing Connection – 2003 – Present

Vicki is a certified trainer. Vicki is responsible for coordinating with the state. She prepares the content for our classroom and field training classes. Oversees our testing materials to ensure that our guards receive top notch training and tested in compliance with state regulations.

7 years experience as a certified FDOT Crossing Guard Trainer

7 years experience training crossing guard in the classroom and field

20 years experience in human resource administration

Staffing Connection's Qualifications/Scope of Services

Staffing Connection is uniquely qualified by way of years of experience. We are the only Florida firm that specializes in School Crossing Guard services with over 20 years of experience. We only staff School Crossing Guard programs. All our energy, staff and resources go into making our program the best there is.

Staffing Connection is the largest private supplier of crossing guard services in the State of Florida. Our proven ability to seamlessly transition cities entire school crossing guard programs has made us the number one choice. Staffing Connection assumes complete responsibility for managing all aspect of the Crossing Guard Programs we take on.

The unique recruitment skills of the staff coupled with our vigorous training program has made it possible for us to hire and maintain crossing guards that are professional and have the skills and know how to make the right calls.

Staffing Connection/Action Labor is a proud member of the National Safety Council and the South Florida Construction Safety and Health Partnership (C.A.R.E.P.). We take full responsibility and a leadership role in providing a sound safety and health program, and for ensuring its effectiveness in maintaining safe working conditions.

We train and certify according to the "Florida School Crossing Guard Training Guidelines" before post assignment. A criminal background, sex offender, drug screening and reference check are conducted on all newly registered school crossing guards hired through Staffing Connection/Action Labor.

We provide required equipment according to Florida Department of Transportation Safety Office/ Florida School Crossing Guard Training Guidelines. Equipment costs can be quite high and burdensome to the city, we eliminate all costs for required equipment i.e.: (retro-reflective stop paddle, gloves, metal whistle with lanyard and rain gear).

All crossing guards are covered by Staffing Connection Liability and Workers Compensation Insurance.

State Certified supervisors are in the field working and supervising the guard's daily.

ACTION PLAN FOR THE CITY OF MARGATE

UPON NOTIFICATION OF CONTRACT:

Action Labor and Staffing Connection are dba of Waterfield Florida Staffing, LLC. The School Crossing Guard division of our company opened in 1999. We employ over 700 crossing guards and 40 Certified Trainers. Staffing Connection will schedule a meeting with all the current guards. Our company has the current contract with the City of Margate. We privatized the Cities School Crossing Guard program in 2015 and have been services the program since 2015.

RECRUITING and TRAINING

Recruiting and training will begin immediately within the City of Margate for qualified School Crossing Guards. Our strength in recruiting is proven by servicing over 35 City/County contracts. Our office maintains a direct focus on recruiting candidates that understand the commitment to be a school crossing guard. We have training classes weekly and accept applications daily. We would also recruit within the City for additional staff. We utilize our extensive data base to recruit qualified candidates. A database that has been developed for over 20 years. Additionally, we have found our employees to be an excellent source for identifying good candidates. We offer an incentive to all our school crossing guards that refer individuals that are hired by our company.

POST EVALUATIONS AND STATE MEETINGS:

Staffing Connection will visit each post location and map out all current post locations. Staffing Connection will tabulate the number of children crossing at each post on an ongoing basis. The data received will be shared with our designated city contact and used to determine if post locations can be eliminated, or the need for additional post assignments. Our goal is to maximize safety and make sure the City's cost is being minimized where possible.

Staffing Connection attends all required state meetings and has relationships with all the necessary state departments that are involved with the School Crossing Guard Program.

SCHOOL CROSSING GUARD TRAINING:

Ensure that all School Crossing Guards have been properly trained to the "Florida School Crossing Guard Training Guidelines" before post assignment.

Facilitate School Crossing Guard Training, sessions are held weekly. Each School Crossing Guard candidate is required to successfully complete a 4-hour classroom training session conducted by a Staffing Connection trainer, who is a FDOT state certified trainer. They will also be required to complete a 2 hour in-the-field training session without and with children at a post.

Staffing Connection will be responsible for completing all training documentation and obtaining the guards' certifications from the state. Guards are re-certified every 12 months.

Maintain School Crossing Guard Training as required for all new personnel hired, scheduled on an "as need basis".

NOTIFICATION TO SCHOOLS:

A letter of introduction/notification will be sent to each school principal, advising who the contact person is at Staffing Connection. This will serve as a reference for the School Resource Office or any parent wishing to contact our office.

SCHOOL CROSSING GUARD MAINTENANCE:

The Field Supervisor will be responsible to verify the coverage of all posts each day and that the Guards are on their posts for the required post time. This allows Staffing Connection the ability to control the attendance/punctuality of all guards on a day-to-day basis. We will always have substitutes available and the supervisors will also be available to fill in where needed. Each guard will have the supervisor's phone number and a 24-hour contact at our office, in the event the guard has a problem during nonworking hours.

Our staff supervisor meets with the Field Supervisors on a weekly basis, to verify time is being reported correctly and to get a weekly report of events. Forms are turned into our office and kept in an employee file.

Forms include: Weekly supervisor report. Absence Report. Complaint Resolution. Employee Discipline Warning Notice and a Weekly Time Sheet.

A Staffing Connection school crossing guard liaison will travel with the supervisor on a periodic basis to ensure that policies and procedures are being met. Additionally, our management team does unscheduled observations.

EQUIPMENT AND DRESS CODE:

Staffing Connection will provide the state required equipment including: Ansi II Retro-Reflective Vest, Whistle, Reflective Stop Paddle.

All guards are required to wear a white polo type shirt and navy or black pants/shorts. Tennis shoes are mandatory as proper foot attire. Guards are always required to be neat and clean.

BADGES:

City of Margate School Crossing Guard will be issued a Staffing Connection photo I.D. Badge that must always be worn while on their post.

This will identify who they are to the children, parents and teachers while on their respective posts.

PAY SCHEDULE:

Employees are paid on a weekly basis upon submission of a group time sheet by the field supervisor

CONTACT PERSON:

The City of Margate will provide a contact person to call if situations arise and for informational purposes.

References for Staffing Connection/Action Labor School Crossing Guard Division

Staffing Connection/Action Labor established our School Crossing Guard division in 2001. We are the largest supplier of school crossing guard services in the state of Florida. We have contracts within five Florida Counties. Listed below are 5 Cities we are currently contracted with. Additional references are available upon request.

City of Boynton Beach
100 East Boynton Beach Blvd.
Boynton Beach, FL 33435
Sgt. Phil Hawkins
561-742-6111
providing services since 2002

City of Sunrise
Police Department
10440 W. Oakland Park Blvd.
Sunrise, FL 33351
Officer Charles Gutshall
Traffic Unit
954-746-3403
providing services since 2005

City of North Lauderdale
701 SW 71st Avenue
North Lauderdale, FL 33068
Ambreen Bhatti
City Manager
954-724-7041
providing services since 8/2001

**City of Coral Springs
Police Department
2801 Coral Springs Drive
Coral Springs, FL 33065
Sergeant Jason Foti
954-346-1287
providing services since 8/2005**

**Rachel Birkett
Business Services Coordinator
North Port Police Department
4980 City Hall Boulevard
North Port, FL 34286
Phone: 941.429.7405
Fax: 941.429.7389
Providing services since 2016**

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021**DBA:**
Business Name: STAFFING CONNECTION ACTION LABOR**Receipt #:** 329-34749
Business Type: ALL OTHERS (STAFFING AGENCY)**Owner Name:** WATERFIELD PARTNERS LLC
Business Location: 6555 N POWERLINE RD 306
FT LAUDERDALE
Business Phone: 954-776-3444**Business Opened:** 08/05/2007
State/County/Cert/Reg:
Exemption Code:**Rooms****Seats****Employees**
5**Machines****Professionals**

| For Vending Business Only | | | | | | |
|---------------------------|--------------|---------|---------------|-------------|-----------------|------------|
| Number of Machines: | | | Vending Type: | | | |
| Tax Amount | Transfer Fee | NSF Fee | Penalty | Prior Years | Collection Cost | Total Paid |
| 33.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 33.00 |

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS**THIS BECOMES A TAX RECEIPT****WHEN VALIDATED**

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:WATERFIELD PARTNERS LLC
624 NOTTINGHAM BLVD
WEST PALM BEACH, FL 33405**Receipt #** 05A-19-00010792
Paid 09/02/2020 33.00**2020 - 2021****BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT**

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021**DBA:**
Business Name: STAFFING CONNECTION ACTION LABOR**Receipt #:** 329-34749
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| For Vending Business Only | | | | | | |
|---------------------------|--------------|---------|---------------|-------------|-----------------|------------|
| Number of Machines: | | | Vending Type: | | | |
| Tax Amount | Transfer Fee | NSF Fee | Penalty | Prior Years | Collection Cost | Total Paid |
| 33.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 33.00 |

Receipt # 05A-19-00010792
Paid 09/02/2020 33.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/31/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|-----------------------|
| PRODUCER Risk Transfer Insurance Agency LLC 47 E. Robinson Street, Suite 200 Orlando FL 32801 | CONTACT NAME: August Quatararo | |
| | PHONE (A/C, No, Ext): 561-683-1211 | FAX (A/C, No): |
| INSURED Waterfield Florida Staffing, LLC 624 Nottingham Boulevard West Palm Beach FL 33405 WOPARTN-01 | E-MAIL ADDRESS: aquatararo@actionlabor.com | |
| | INSURER(S) AFFORDING COVERAGE | |
| | INSURER A: Zurich America Insurance Company | |
| | INSURER B: American Zurich Insurance, Inc | |
| | INSURER C: American Guarantee & Liability | |
| | INSURER D: United Wisconsin Insurance Company | |
| INSURER E: | | |
| INSURER F: | | |

COVERAGES

CERTIFICATE NUMBER: 1667932320

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--------------------|-------------------------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: | | PRA0990931012 | 1/1/2020 | 1/1/2021 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ |
| B | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | PRA013080600 PRA0990931012 | 1/1/2020 1/1/2020 | 1/1/2021 1/1/2021 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ \$ |
| C | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0 | | UMB036953202 | 1/1/2020 | 1/1/2021 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ |
| D | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A | | WC500-00041-020-SZ | 1/1/2020 | 1/1/2021 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| A | Professional Liability | | PRA0990931012 | 1/1/2020 | 1/1/2021 | General Aggregate 2,000,000 Each Occurrence 1,000,000 |

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

Subsidiaries:
•dba Action Labor of Florida, LLC
•dba Action Labor of the Carolinas, LLC
•dba Action Labor Management
•dba Staffing Connection

CERTIFICATE HOLDER

CANCELLATION

CITY OF MARGATE
5790 MARGATE BLVD
MARGATE FL 33063

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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