

** Requires a minimum of 640 regular hours worked and payment in full for all hours worked prior to conversion. Conversion hours must be consecutive; overtime hours excluded. Hours are deemed to be consecutive when there is not a lapse in work for more than 10 calendar days. If the 10 calendar days lapse is exceeded, the qualifying 640 hours required for conversion will automatically reset to zero. Agency must be notified in writing at least ten (10) working days prior to conversion taking effect.*

1. Duties of the Staffing Firm. The Staffing Firm will:

- a. Recruit, screen, interview, hire, and assign its employees ("Assigned Employees") to perform the type of work described on Exhibit A under Client's supervision at the locations specified on Exhibit A; and will, as the common law employer of Assigned Employees, be responsible for the following;
- b. Run Local and National Background Checks as well as Drug Testing (we are a Drug Free Workplace) on all employees prior to assignment. For Drivers all of the above plus MVR, DOT Drug Testing & PSP Reports.
- c. Pay Assigned Employees' wages and provide them with certain benefits agreed to among the Staffing Firm and the Assigned Employees;
- d. Pay, withhold, and transmit payroll taxes; provide unemployment insurance and workers' compensation benefits; and handle unemployment and workers' compensation claims involving Assigned Employees;
- e. Require Assigned Employees to sign agreements in the form of Exhibit B acknowledging that they are not entitled to holidays, vacations, disability benefits, insurance, pensions, or retirement plans, or any other benefits offered or provided by Client;
- f. Require Assigned Employees to sign confidentiality agreements in the form of Exhibit C before they begin their assignments to Client;
- g. Inquire about the working conditions to which Assigned Employees will be exposed at CLIENT's work site, provide general safety training to Assigned Employees in a language that the Assigned Employees understand, and confirm that Client has provided site-specific safety and health training and safety and personal protective equipment (PPE) required by the Occupational Safety and Health Act of 1970, applicable state and local laws and regulations, as well as any work rules of CLIENT); and the Occupational Safety and Health Act of 1970.
- h. Comply with federal, state and local labor and employment laws applicable to Assigned Employees, including but not limited to the Immigration Reform and Control Act of 1986; the Internal Revenue Code ("Code"); the Employee Retirement Income Security Act ("ERISA"); the Health Insurance Portability and Accountability Act ("HIPAA"); the Family Medical Leave Act; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Fair Labor Standards Act; the Consolidated Omnibus Budget Reconciliation Act ("COBRA"); the Uniformed Services Employment and Reemployment Rights Act of 1994; and, as set forth in subparagraph g. below, the Patient Protection and Affordable Care Act ("ACA");
- i. Comply with all provisions of the ACA applicable to Assigned Employees, including the employer shared responsibility provisions relating to the offer of "minimum essential coverage" to "full-time" employees (as those terms are defined in Code § 4980H and related regulations) and the applicable employer information reporting provisions under Code § 6055 and § 6056 and related regulations.
- j. Maintain at all times during which any Assigned Employee is assigned to Client, maintain: (i) workers' compensation and employer's liability insurance policies with respect to the Assigned Employee, in such amounts and with such limits as required by the laws of Florida, (ii) a fidelity bond policy with respect to the Assigned Employee to the extent of \$1,000,000, and (iii) liability and property damage insurance policies covering acts of the Assigned Employee, in such amounts and with such limits as the parties hereto may from time to time agree in writing.

1.1 Right to Control

In addition to STAFFING FIRM'S duties and responsibilities set forth in paragraph 1, STAFFING FIRM, as the common law employer, has the right to physically inspect the work site and work processes to assess any potential work site hazards to Assigned Employees; to conduct post-accident/incident investigations; to audit CLIENT'S safety and training records; to review and address, unilaterally or in coordination with CLIENT, Assigned Employee work performance issues; and to enforce STAFFING FIRM's employment policies relating to Assigned Employee conduct at the worksite.

2. Duties of the Client. Client will:

- a. Properly supervise and train, in the same manner as its own employees, Assigned Employees performing its work and be responsible for its business operations, products, services, and intellectual property;
- b. Properly supervise, control, and safeguard its premises, processes, or systems, and not permit Assigned Employees to operate any vehicle or mobile equipment, or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without Staffing Firm's express prior written approval or as strictly required by the job description provided to Staffing Firm;
- c. Shall abide by Agency's Workers' Compensation lifting restrictions of unassisted lifting up to a maximum of 40 lbs. (*Any lifting in excess of 40 lbs. must be assisted*). And a height restriction of up to twelve (12) feet.

Provide Assigned Employees with a safe work site and working conditions that comply with the Occupational Safety and Health Act of 1970 and applicable state and local laws and regulations, as well as

- (I) provide Assigned Employees with appropriate safety and training information in a language Assigned Employees can understand and Personal Protective Equipment (PPE), including but not limited to information regarding when PPE must be used, as well as how to put on, take off, adjust, wear, and use PPE;
- (II) provide site-specific safety and job training, and train, certify, evaluate, and orient all Assigned Employees in all safety and Injury Illness and Prevention Programs, hazard communication programs (Labels and Safety Data Sheet information, etc.) and operational instructions—in a language Assigned Employees can understand, in the same manner as Client employees, and as required by law, including, but not limited to, all federal OSHA and applicable state safety requirements, guidelines and standards;
- (III) within twenty-four (24) hours of training, provide STAFFING FIRM with documentation establishing that such site-specific safety and job training was conducted and what subject matters were covered;
- (IV) record on CLIENT’s OSHA Form 300, Log of Work-Related Injuries and Illnesses, any recordable injuries and illnesses of Assigned Employees and comply with all other OSHA recordkeeping responsibilities applicable to the Assigned Employees in the same manner as its own employees;
- (V) provide adequate notice to Assigned Employees and STAFFING FIRM of any unsafe conditions or potential hazards at the workplace;
- (VI) maintain all Safety Data Sheet documentation required by federal and state laws;
- (VII) refrain from exposing Assigned Employees to any hazardous chemicals (as defined by the OSHA Hazard Communication Standard or any applicable state/local “right to know” law) under normal operating conditions or any foreseeable emergencies without proper training and required personal protective equipment;
- (VIII) respond within a reasonable time to STAFFING FIRM’s inquiries regarding working conditions at CLIENT’s work site and make CLIENT’s work site and records available for inspection by STAFFING FIRM prior to and during Assigned Employees’ assignments;
- (IX) notify STAFFING FIRM immediately of any Assigned Employee accidents or incidents, whether or not resulting in injury or illness; provide STAFFING FIRM with information and the right to conduct a post-incident site investigation regarding, and within twenty-four (24) hours of, any such incident; and cooperate in any post-incident investigation, including making witnesses and records available;
- (X) maintain the following safety and health programs, and any other programs applicable under the Occupational Safety and Health Act of 1970 including compliant training records which shall be subject to audit at STAFFING FIRM’S discretion, applicable to Assigned Employees:

Safety/Health Program	29 CFR Standard
Hazard communication	1910.1200
Emergency action plan	1910.157
Job specific tasks	29 .S.C. 654 (a)

And

- XI notify STAFFING FIRM immediately of any OSHA inspection or request for information by OSHA.
 - d. Not change Assigned Employees’ job duties or work site without STAFFING FIRM’s express prior written approval; and
 - e. Client shall not entrust employees with unattended premises, cash handling, negotiables or other valuables. Likewise, Client shall not authorize employees to operate machinery or motor vehicles without prior written permission from Future Force in each instance. Written approval is also required whenever the workers’ job duties, equipment usage or worksites materially changes from the original job description provided to us by Client. Including PPE required/provided, and the new physical requirements of the assignment.
 - f. Exclude Assigned Employees from Client’s benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees’ compensation or benefits.

FUTURE FORCE

Personnel Services

Authorized representatives of the parties have executed this Agreement below to express the parties' agreement to its terms.

City of Doral



Signature

Rey Valdes

Print Name

City Manager

Title

6/25/2024

Date

Future Force Personnel Services



Signature

Helen Valero

Vice President

05/15/24

Date

Approved as to form and legality for the sole use and reliance of the City of Doral:



Lorenzo Cobiella Esq. on behalf of
Gastesi Lopez & Mestre, PLLC
City Attorney



15800 NW 57th Avenue, Miami Lakes, FL 33014 - Phone: 305-557-4900 - Fax: 305-821-4095



CITY OF DORAL
PROCUREMENT MANAGEMENT DIVISION
8401 NW 53rd Terrace,
Doral, Florida 33166
procurement@cityofdoral.com

DOING BUSINESS WITH THE CITY OF DORAL

Welcome to the City of Doral's Procurement Management Division. We realize that for many of you, Procurement Services is your initial contact with the City. This guide has been prepared to acquaint you with the City's policies and procedures in an effort to make your business and visits with us pleasant and mutually beneficial.

Required Documents and Forms

New vendors are required to complete the attached forms and provide additional required documentation as noted. A completed vendor package can be downloaded from the City's Procurement – [Doing Business With Doral](#) webpage. By completing and submitting the required forms below vendors are affirming that they have read and understood the Doing Business with the City of Doral package.

Vendor is responsible for ensuring it has met all federal, state, and local requirements for operation of its business in the State of Florida Miami-Dade County and the City of Doral. Vendors operating on City park property are subject to review of pertinent licensing, certifications, and inspection reports. A Vendor found not to be in compliance with federal, state, and local business requirements will have its Registered Vendor status suspended until such time as it can demonstrate compliance.

- Vendor Application – An application must be submitted every three (3) years.
- Business Entity Affidavit – The Affidavit must be submitted every three (3) years or upon expiration of the notary if sooner.
- Conflict of Interest Disclosure Form – This form must be completed on an annual basis at the beginning of the fiscal year.
- Local Business Tax Receipt (County/ City) – In accordance with Florida Statute 205.053 - Business tax receipts; dates due and delinquent; penalties. A BTR must be submitted each year for firms located within the tri-county area (Miami-Dade, Broward and Palm Beach Counties). This is applicable to home based businesses as well where applicable.
- W9 – A completed IRS W-9 form must be signed annually at the beginning of the new year (January).
- Proof of insurance (if applicable) – Any work being completed on City property requires a COI.

If any information changes, it is the vendor's responsibility to provide the City with updated documents.



CITY OF DORAL
PROCUREMENT MANAGEMENT DIVISION
8401 NW 53rd Terrace,
Doral, Florida 33166
procurement@cityofdoral.com

VENDOR APPLICATION

Business Name: Future Force, Inc.

D.B.A.: Future Force Personnel Services

Federal I.D. No.: 59-3117787 Date Business Established: 03/03/1992

Business is: Corporation Proprietorship Partnership LLC Other: _____

Address: 5705 NW 158 St.

City: Miami Lakes State: FL Zip: 33014

Pay to Address: same

City: _____ State: _____ Zip: _____

(if different)
Telephone: (305) 557-4900 Fax: (305) 821-4095

Email Address: helen@futureforcepersonnel.com Website URL: www.futureforcepersonnel.com

Contact: Helen Valero Email: helen@futureforcepersonnel.com Title: Vice President

Contact: Henry Gonzalez Email: henry@futureforcepersonnel.com Title: Vice President of New Business Development

Contact: _____ Email: _____ Title: _____

All applicants are required to provide a copy of their Occupational License(s)/ BTR as well as a Certificate of Insurance with the City of Doral as the certificate holder.

Please return the completed Vendor Application including the notarized Affidavit, Local Business Tax Receipt (County/ City), Conflict of Interest Disclosure Form, an updated W9 and proof of insurance (if applicable) to procurement@cityofdoral.com.

The undersigned does hereby certify that the foregoing and subsequent statements (including Business Entity Disclosure form) are true and correct.

Print Name: Helen Valero Title: Vice President

Signature: Helen Valero Date: 05/14/2024



CITY OF DORAL
PROCUREMENT MANAGEMENT DIVISION
 8401 NW 53rd Terrace,
 Doral, Florida 33166
procurement@cityofdoral.com

CITY OF DORAL DISCLOSURE FORM

All business entities (“Vendor”) interested in or conducting business with the City of Doral, must complete and return the Conflict-of-Interest Disclosure Form.

Please note that all business entities interested in or conducting business with the City are subject to comply with the City of Doral’s conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Doral official or employee, an immediate family member of a City of Doral official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor’s Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.

Conflict of Interest Disclosure*	
Name of City of Doral employees, elected officials, or immediate family members with whom there may be a potential conflict of interest: _____ _____ _____	<input type="checkbox"/> Relationship to employee <input type="checkbox"/> Interest in vendor’s company <input type="checkbox"/> Other (please describe below): _____ _____ <input checked="" type="checkbox"/> No Conflict of Interest

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict-of-Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Future Force, Inc.	305-557-4900	
Vendor Name	Vendor Phone Number	
<i>Helen Valero</i>	5/14/24	Helen Valero
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative



CITY OF DORAL
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**BUSINESS ENTITY AFFIDAVIT
(VENDOR/BIDDER DISCLOSURE)**

I, Helen Valero, being first duly sworn state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the City of Doral ("City") are (Post Office addresses are not acceptable), as follows:

59-3117787

Federal Employer Identification Number
(If none, Social Security Number)

Future Force, Inc.

Name of Entity, Individual, Partners or Corporation

Future Force Personnel Services

Doing Business As (If same as above, leave blank)

<u>5705 NW 158 St.</u>		<u>Miami Lakes</u>	<u>FL</u>	<u>33014</u>
Street Address	Suite	City	State	Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

Full Legal Name	Address	Ownership
<u>Adela Gonzalez</u>	<u>5705 NW 158 St. Miami Lakes, FL 33014</u>	<u>100%</u>
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the City are (Post Office addresses are not acceptable), as follows:



CITY OF DORAL
PROCUREMENT MANAGEMENT DIVISION
8401 NW 53rd Terrace,
Doral, Florida 33166
procurement@cityofdoral.com

By: *Helen Valero*
Signature of Affiant

5/14/24
Date

Helen Valero
Print Name

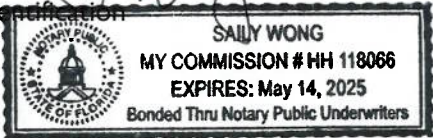
The foregoing Affidavit was acknowledged before me, by means of physical presence or online notarization, this *14* day of *May*, *2024* (year), by *Billy Wong* who is personally known to me or who has produced a Florida driver's license as identification.

Personally known *✓*
OR
Produced identification _____

Notary Public-State of *Florida*

[Signature]
Type of Identification _____

My commission expires: *5/14/2025*



Printed, typed, or stamped commissioned name of Notary Public



Staffing agreement 4/25/2024

City of Doral-8300 NW 53rd Street, Doral, FL 33166

Basic Services provided:

- Recruiting, Screening, Advertising, Past Employment Verifications, Reference Checks, Drug Testing.
- Complimentary National Criminal Background Checks performed every 6 months on all working employees.
- Payroll taxes and Workers' Compensation Insurance.
- Accident documentation & "Back to Work Program" follow-through until worker is 100% released to full duty.
- Payroll taxes and Direct Deposit handling and processing for all employees.
- Medical Insurance
- Employee management, counseling and warnings issued and documented on a per need basis.
- Customized weekly reports (Weekly hours regular & overtime, headcounts by shift and departments, etc.)
- Complete tracking and updating of all expiring documents on a monthly basis.
- 24 Hour On-Call Service.

Scope of Services. This is a one time, one placement Agreement which applies only to recruitment and placement services for the position(s) listed below and for providing candidate resumes and/or profiles in support of Client's stated intent to locate, identify, and hire a candidate as Temporary employees. In the event Client wishes to retain Future Force for any other staffing assignments, project support, or project management services, the parties agree to enter into a separate agreement. Candidates presented by Staffing Firm as a potential Assigned Employees, direct employees, independent contractors, or through any person or firm other than Staffing Firm, may not be independently contracted or hired by Client or its affiliates for a period of one year from the presentment of the candidate.

Temporary to Permanent:

Applicable Conversion Fees:

When an assigned employee is converted to a direct employee of Client, the following fees shall be paid to Staffing Firm:

- Convert within 1-160 hours: \$6,500.00. Convert within 161-320 hours: \$5,200.00. Convert within 321-480 hours: \$4,500.00. Convert within 481-640 hours: \$2,900.00. Convert after 641 hours: No conversion fees*

Payroll Services:

Allows you to hire prospective or ex-employee(s) by placing the applicant on our payroll. The employee or employees would be recruited and chosen by you.

- You determine the start date, end date and payroll cycle for your employee.
- You dictate the salary and benefits you wish to pay your employee.
- We assume payroll responsibilities and liabilities for your employee, including all hidden payroll costs.

EXHIBIT A

Job Title	Shift	Jobsite Location	Bill rate
Office Assistant	1 st	Same as above	\$25.87
<p>This quote does not apply to short-term one or 2-day only assignments, please call for quote. <i>All short-term (1 day) temporary workers are guaranteed a daily minimum of eight (8) hours. Clients are billed accordingly.</i> Order cancellations must be made at least 24 hours prior to the start time of an assignment.</p>			

Payment Terms: Net due weekly upon receipt of invoice. Credit limit \$1,500.00. We accept most major Credit Cards (an additional 3% applies). Interest on any unpaid balances after five (5) days from the date of receipt at the compounded rate of .04 % per day or the maximum legal rate, whichever is higher, calculated from the date of receipt. Order cancellations must be made at least 24 hours prior to the start time of an assignment, otherwise a one-day (8) hours minimum fee will be incurred. Agreement Expires: 4/25/2025

Authorized Company Representative's initials: _____

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- e. Require Assigned Employees to sign agreements in the form of Exhibit B acknowledging that they are not entitled to holidays, vacations, disability benefits, insurance, pensions, or retirement plans, or any other benefits offered or provided by Client;
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- g. Inquire about the working conditions to which Assigned Employees will be exposed at CLIENT's work site, provide general safety training to Assigned Employees in a language that the Assigned Employees understand, and confirm that Client has provided site-specific safety and health training and safety and personal protective equipment (PPE) required by the Occupational Safety and Health Act of 1970, applicable state and local laws and regulations, as well as any work rules of CLIENT); and the Occupational Safety and Health Act of 1970.
- h. Comply with federal, state and local labor and employment laws applicable to Assigned Employees, including but not limited to the Immigration Reform and Control Act of 1986; the Internal Revenue Code ("Code"); the Employee Retirement Income Security Act ("ERISA"); the Health Insurance Portability and Accountability Act ("HIPAA"); the Family Medical Leave Act; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Fair Labor Standards Act; the Consolidated Omnibus Budget Reconciliation Act ("COBRA"); the Uniformed Services Employment and Reemployment Rights Act of 1994; and, as set forth in subparagraph g. below, the Patient Protection and Affordable Care Act ("ACA");
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- j. Maintain at all times during which any Assigned Employee is assigned to Client, maintain: (i) workers' compensation and employer's liability insurance policies with respect to the Assigned Employee, in such amounts and with such limits as required by the laws of Florida, (ii) a fidelity bond policy with respect to the Assigned Employee to the extent of \$1,000,000, and (iii) liability and property damage insurance policies covering acts of the Assigned Employee, in such amounts and with such limits as the parties hereto may from time to time agree in writing.

1.1 Right to Control

In addition to STAFFING FIRM'S duties and responsibilities set forth in paragraph 1, STAFFING FIRM, as the common law employer, has the right to physically inspect the work site and work processes to assess any potential work site hazards to Assigned Employees; to conduct post-accident/incident investigations; to audit CLIENT'S safety and training records; to review and address, unilaterally or in coordination with CLIENT, Assigned Employee work performance issues; and to enforce STAFFING FIRM's employment policies relating to Assigned Employee conduct at the worksite.

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- a. Properly supervise and train, in the same manner as its own employees, Assigned Employees performing its work and be responsible for its business operations, products, services, and intellectual property;
- b. Properly supervise, control, and safeguard its premises, processes, or systems, and not permit Assigned Employees to operate any vehicle or mobile equipment, or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without Staffing Firm's express prior written approval or as strictly required by the job description provided to Staffing Firm;
- c. Shall abide by Agency's Workers' Compensation lifting restrictions of unassisted lifting up to a maximum of 40 lbs. (*Any lifting in excess of 40 lbs. must be assisted*). And a height restriction of up to twelve (12) feet.

Provide Assigned Employees with a safe work site and working conditions that comply with the Occupational Safety and Health Act of 1970 and applicable state and local laws and regulations, as well as

- (I) provide Assigned Employees with appropriate safety and training information in a language Assigned Employees can understand and Personal Protective Equipment (PPE), including but not limited to information regarding when PPE must be used, as well as how to put on, take off, adjust, wear, and use PPE;
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- (IV) record on CLIENT’s OSHA Form 300, Log of Work-Related Injuries and Illnesses, any recordable injuries and illnesses of Assigned Employees and comply with all other OSHA recordkeeping responsibilities applicable to the Assigned Employees in the same manner as its own employees;
- (V) provide adequate notice to Assigned Employees and STAFFING FIRM of any unsafe conditions or potential hazards at the workplace;
- (VI) maintain all Safety Data Sheet documentation required by federal and state laws;
- (VII) refrain from exposing Assigned Employees to any hazardous chemicals (as defined by the OSHA Hazard Communication Standard or any applicable state/local “right to know” law) under normal operating conditions or any foreseeable emergencies without proper training and required personal protective equipment;
- (VIII) respond within a reasonable time to STAFFING FIRM’s inquiries regarding working conditions at CLIENT’s work site and make CLIENT’s work site and records available for inspection by STAFFING FIRM prior to and during Assigned Employees’ assignments;
- (IX) notify STAFFING FIRM immediately of any Assigned Employee accidents or incidents, whether or not resulting in injury or illness; provide STAFFING FIRM with information and the right to conduct a post-incident site investigation regarding, and within twenty-four (24) hours of, any such incident; and cooperate in any post-incident investigation, including making witnesses and records available;
- (X) maintain the following safety and health programs, and any other programs applicable under the Occupational Safety and Health Act of 1970 including compliant training records which shall be subject to audit at STAFFING FIRM’S discretion, applicable to Assigned Employees:

Safety/Health Program	29 CFR Standard
Hazard communication	1910.1200
Powered industrial vehicles (if applicable)	1910.178
Emergency action plan	1910.157
Job specific tasks	29 .S.C. 654 (a)

And

- XI notify STAFFING FIRM immediately of any OSHA inspection or request for information by OSHA.
 - d. Not change Assigned Employees’ job duties or work site without STAFFING FIRM’s express prior written approval; and
 - e. Client shall not entrust employees with unattended premises, cash handling, negotiables or other valuables. Likewise, Client shall not authorize employees to operate machinery or motor vehicles without prior written permission from Future Force in each instance. Written approval is also required whenever the workers’ job duties, equipment usage or worksites materially changes from the original job description provided to us by Client. Including PPE required/provided, and the new physical requirements of the assignment.
 - f. Exclude Assigned Employees from Client’s benefit plans, policies, and practices, and not make any offer or promise relating to Assigned Employees’ compensation or benefits.

FUTURE FORCE

Personnel Services

Authorized representatives of the parties have executed this Agreement below to express the parties' agreement to its terms.

City of Doral

Signature

Print Name

Title

Date

Future Force Personnel Services

Signature

Helen Valero
Vice President

Date



15800 NW 57th Avenue, Miami Lakes, FL 33014 - Phone: 305-557-4900 - Fax: 305-821-4095



Credit Card Authorization Form:

Attention: Accounting Department

Invoice # _____ Invoice Date _____

Invoice Amount _____

Invoice # _____ Invoice Date _____

Invoice Amount _____

Invoice # _____ Invoice Date _____

Invoice Amount _____

Company Name: _____

Credit Card: AMEX MasterCard VISA DISCOVER

Card Number _____

Name as it appears on the card _____

Date of Expiration _____ Code _____

Authorized by (please print) _____

Authorizing signature _____

15800 NW 57th Avenue, Miami Lakes, FL 33014 - Phone: 305-557-4900 - Fax: 305-557-4851

000929

Local Business Tax Receipt

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



4107686

BUSINESS NAME/LOCATION
FUTURE FORCE PERSONNEL SERVICES
5705 NW 158TH ST
MIAMI LAKES FL 33014-6719

RECEIPT NO.
RENEWAL
4289641

EXPIRES
SEPTEMBER 30, 2024
Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10



OWNER
FUTURE FORCE INC

SEC. TYPE OF BUSINESS
213 TEMPORARY EMPLOYMENT AGENCY

PAYMENT RECEIVED
BY TAX COLLECTOR
\$150.00 08/11/2023
FPPU03-23-012504

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/14/2024

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 Marsh & McLennan Agency LLC 20 North Martingale Road Schaumburg IL 60173	CONTACT NAME: Erin Martins PHONE (A/C. No. Ext): (847) 463-7282 FAX (A/C. No): (847) 440-9126 E-MAIL ADDRESS: Erin.Martins@MarshMMA.com <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Philadelphia Indemnity Insuran</td> <td style="text-align: center;">18058</td> </tr> <tr> <td>INSURER B : Milford Casualty Insurance Com</td> <td style="text-align: center;">26662</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Indemnity Insuran	18058	INSURER B : Milford Casualty Insurance Com	26662	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															
INSURED Future Force, Inc. dba Future Force Personnel Serv 5705 NW 158th Street Miami Lakes FL 33014	FUTUFOR-01														

COVERAGES **CERTIFICATE NUMBER: 15044974** **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																											
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			PHPK2655081	3/4/2024	3/4/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">EACH OCCURRENCE</td><td style="width: 20%; text-align: right;">\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 10,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	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		\$													
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Workers Compensation and Employers' Liability: Any Proprietor/Partner/Executive Officer/Member, as listed on the policy, is excluded.
 Proof of Insurance.

CERTIFICATE HOLDER Future Force, Inc 5705 NW 158 St. Miami Lakes FL 33014	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Quotes Tabulation Form

Department: Human Resources Department

Vendor Number: 8976

Vendor Name: Future Force Inc.

Brief Description and Quantities:

Entering into agreement with Future Force Inc. to allow the City to have access to temporary personnel, as needed.

Human Resources reached out to a few temp agencies, and Future Force provided the most economical rate, while maintaining the same benefits as offered by other temp agencies. They were asked to specifically provide rates for a Clerical Aide position; please see below for rates provided by all agencies that were contacted.

	Vendor Name	Total Amount
Vendor 1	Future Force Inc.	\$25.87
Vendor 2	Inspyr Solutions	\$44.00
Vendor 3	Robert Half Talent Solutions	\$34.20 (Max Rate - DOQ)
Vendor 4 (Optional)	KForce	\$41.13 - \$44.65 (DOQ)
Vendor 5 (Optional)		

Requested By: Maria Jose

Date: 05/15/2024



STATEMENT OF WORK

Client Name:	City of Doral
Assigned Resource Name:	TBD
Job Role:	Clerk
Start Date:	TBD
Anticipated End Date	TBD
Bill Rate per Hour	44HR
Overtime Bill Rate per Hour	44HR
Billing Contact:	Inspyr Solutions
Billing Email Address:	jbrossmann@inspyrsolutions.com

Assignment Details

Workweek: Assigned Resources will perform a standard eight (8) hour workday during the standard work week (Monday - Sunday). If the Assigned Resources works more than forty (40) hours in any one work week, INSPYR will be compensated by Client for the additional hours using the Overtime Bill Rate referenced in the applicable SOW.

Timecard Auto-Approval: Assigned Resources are asked to submit their time to Client and INSPYR by the close of business every Friday. Client shall approve all time submitted by Assigned Resources by 11:00 A.M. every Monday. If the time submitted is not approved by 11:00 A.M. on Monday, the system will auto-approve the time to ensure INSPYR’s payroll processes remain consistent, and that Assigned Resources are paid in accordance with the relevant jurisdiction’s pay day requirements with regard to timeliness. In the event of such auto-approval, Client will be given forty-eight (48) hours (i.e., until 11:00 A.M. each Wednesday) to dispute the Assigned Resources documented time. If no such dispute is raised within this forty-eight (48)-hour period, the Assigned Resources documented time will be deemed fully and completely accurate for billing purposes.

City of Doral

INSPIR Solutions, LLC

Joshua Brossmann

TITLE

TITLE

Signature: _____

Signature: _____

DATE

DATE

From: [Maldonado, Jacqueline](#)
To: [Elizabeth Ramirez-Lopez \(HR\)](#)
Subject: RE: Connect on Clerical Role
Date: Monday, April 29, 2024 2:51:00 PM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank You Elizabeth, it was a pleasure to speak with you too!

Per our call, the bill rate for a fully onsite 1-3 month contract clerical receptionist would be between \$41.13-44.65 an hour.

This bill rate is all inclusive and covers the hourly candidate's salary, benefits, onboarding cost and staffing cost.

Ideally we would a consolidated to a virtual interview process with 2-3 candidates back to back followed by a feedback call.

I have also attached our standard background process below, if needed:

KFORCE Max (7 year scope)

- Address History
- Criminal-Felony & misdemeanor
- National Criminal Locator
- SSN Trace

Please let me know if you all have any questions or concerns.

Thank You,

Jacqueline Maldonado
Client Relationship Director- Finance, Accounting, and Analytics
Kforce
C- (727) 470-5472

From: Elizabeth Ramirez-Lopez (HR) <Elizabeth.Ramirez@cityofdoral.com>
Sent: Monday, April 29, 2024 2:09 PM
To: Maldonado, Jacqueline <JMaldonado@kforce.com>
Subject: RE: Connect on Clerical Role

Caution: External Email. Use caution when clicking links or opening attachments.

Good afternoon Jacqueline,

It was a pleasure speaking with you.

Attached you will find the job descriptions that will serve as reference for the temporary position we are looking to fill. As discussed, in order to move forward with the process, we would need to obtain a quote of the cost so that we can provide to management for their review and consideration. We anticipate the individual would be here anywhere between 1-3 months.

Kindly reach out to me with any questions or concerns; looking forward to hearing from you. You can reach me at 305-967-9100

Kind Regards,

Elizabeth Ramirez-Lopez, MPA

Human Resources Manager

City of Doral

8401 NW 53rd Terrace

Doral, FL 33166

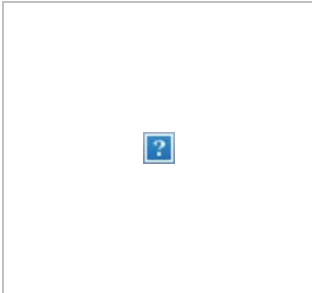
T (305) 593-6725 ext. 1503

F (305) 593-6618

elizabeth.ramirez@cityofdoral.com

www.cityofdoral.com

Connect with us on [X](#), [Facebook](#) and [Instagram](#)!



From: Maldonado, Jacqueline <JMaldonado@kforce.com>

Sent: Monday, April 29, 2024 10:28 AM

To: Elizabeth Ramirez-Lopez (HR) <Elizabeth.Ramirez@cityofdoral.com>

Subject: Re: Connect on Clerical Role

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Hi Elisabeth!

I'm free tomorrow at 2 or 4, I can also do a phone call anytime later today or tomorrow at those times too. Please let me know which ever is best for you.

Thank You,

Jacqueline Maldonado

Finance, Accounting, & Analytics- Client Relationship Director

O:813-552-3425

C:727-470-5472

From: Elisabeth Ramirez-Lopez (HR) <Elisabeth.Ramirez@cityofdoral.com>

Sent: Monday, April 29, 2024 10:26:00 AM

To: Maldonado, Jacqueline <JMaldonado@kforce.com>

Subject: RE: Connect on Clerical Role

Caution: External Email. Use caution when clicking links or opening attachments.

Hi Jacqueline,

Thank you for reaching out. Unfortunately I wont be in the office at that time. Not sure if you are available tomorrow afternoon after 1pm? If we could speak over the phone that would be easier for me. Thanks

Kind Regards,

Elisabeth Ramirez-Lopez, MPA

Human Resources Manager

City of Doral

8401 NW 53rd Terrace

Doral, FL 33166

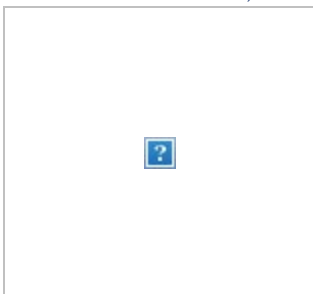
T (305) 593-6725 ext. 1503

F (305) 593-6618

elisabeth.ramirez@cityofdoral.com

www.cityofdoral.com

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-----Original Appointment-----

From: Maldonado, Jacqueline <JMaldonado@kforce.com>

Sent: Monday, April 29, 2024 10:22 AM

To: Elizabeth Ramirez-Lopez (HR)

Subject: Connect on Clerical Role

When: Monday, April 29, 2024 3:30 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Microsoft Teams Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Elizabeth,

Hope all is well! I received your request to connect for assistance on a clerical role, please let me know if you are free to connect further this afternoon at 3:30.

Thank You,

Jacqueline Maldonado

Client Relationship Director- Finance, Accounting, & Analytics

O: 813.552.3425 C: 727.470.5472

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Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 276 354 933 771

Passcode: esaqnn

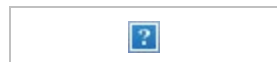
Dial-in by phone

[+1 786-567-3482,,248679117#](#) United States, Miami

[Find a local number](#)

Phone conference ID: 248 679 117#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)



[Org help](#) | [Privacy and security](#)

Please note that the State of Florida's Public Records Laws provide that most written communications to or from the City of Doral regarding government business are public records available to the public upon request. This e-mail communication may therefore be subject to public disclosure.

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From: [Mejia, Jacqueline \(01020\)](#)
To: [Elizabeth Ramirez-Lopez \(HR\)](#)
Cc: [Maria Jose \(HR\)](#)
Subject: RE: City of Doral
Date: Friday, April 26, 2024 9:15:27 AM
Attachments: [image002.png](#)
[image004.jpg](#)
[image005.png](#)
[image001.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning

It was a pleasure speaking with you. Thank you for the job description. As mentioned on our call we have a contract with the City of Doral that outlines all of the terms and conditions.

- We work off of an hourly bill rate (so you are only charged for the actual hours the candidate works). Our bill rate is inclusive of: salary, taxes, unemployment tax, workers compensation and benefits. You will be invoiced weekly, when a candidate is presented to you I will advise the hourly bill rate for that individual. Candidates with this experience would have a max bill rate of \$34.20.

Just to give you a bit of further information on RobertHalf:

- All employees are carefully prescreened for specific experience and interviewed
- Before placement, we speak directly to their former supervisors (two minimum), including their most recent.

Please let me know if you have any questions and I will be happy to address them for you. Let me know how you would like to proceed.

I look forward to working with you to fill your staffing needs.

Jacqueline Mejia

Practice Director



6505 Blue Lagoon Drive | Suite 445 | Miami, Florida 33126
786.698.7072

From: Elizabeth Ramirez-Lopez (HR) <Elizabeth.Ramirez@cityofdoral.com>

Sent: Thursday, April 25, 2024 10:32 AM

To: Mejia, Jacqueline (01020) <Jacqueline.Mejia@roberthalf.com>
Cc: Maria Jose (HR) <Maria.Jose@cityofdoral.com>
Subject: City of Doral

Good morning Jacqueline,

It was a pleasure speaking with you; thank you for explaining your process to me.

Attached you will find the job descriptions that will serve as reference for the temporary position we are looking to fill. As discussed, in order to move forward with the process, we would need to obtain a quote of the cost so that we can provide to management for their review and consideration. We anticipate the individual would be here anywhere between 1-2 months.

Kindly reach out to me with any questions or concerns; looking forward to hearing from you.

Kind Regards,

Elizabeth Ramirez-Lopez, MPA

Human Resources Manager

City of Doral

8401 NW 53rd Terrace

Doral, FL 33166

T (305) 593-6725 ext. 1503

F (305) 593-6618

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