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Header @ 4

[List View](#)

General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)[Clarification Request](#)

Procurement Folder: 1453543

Procurement Type: Statewide MA (Open End)

Vendor ID: VS0000046421

Legal Name: A & ASSOCIATES

Alias/DBA: A&A SERVICES

Total Bid: \$0.00

Response Date: 07/16/2024

Response Time: 12:04

Responded By User ID: BIDADMIN561

First Name: EVELYN

Last Name: LOONEY

Email: BIDADMIN@AASERVICES.

Phone: 8889447823

SO Doc Code: CRFQ

SO Dept: 0212

SO Doc ID: SWC2400000006

Published Date: 7/11/24

Close Date: 7/16/24

Close Time: 13:30

Status: Closed

Solicitation Description: STATEWIDE CONTRACT -TEMPORARY
STAFFING SERVICES

Total of Header Attachments: 4

Total of All Attachments: 4



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Solicitation Response

Proc Folder: 1453543
Solicitation Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES
Proc Type: Statewide MA (Open End)

Solicitation Closes	Solicitation Response	Version
2024-07-16 13:30	SR 0212 ESR07162400000000431	1

VENDOR
VS0000046421
A & ASSOCIATES

Solicitation Number: CRFQ 0212 SWC2400000006
Total Bid: 0
Response Date: 2024-07-16
Response Time: 12:04:29
Comments:

FOR INFORMATION CONTACT THE BUYER
Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor
Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOUR	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
80111600			

Commodity Line Comments:

Extended Description:

TEMPORARY EMPLOYEE STAFFING SERVICES:
Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.
If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.



PREPARED FOR:

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
MARK ATKINS, BID CLERK
2019 WASHINGTON STREET EAST
CHARLESTON, WV 25305-3970



A & Associates, Inc.

"Quality in Everything We Do"

**PROPOSAL FOR
STATEWIDE CONTRACT – TEMPORARY STAFFING SERVICES
CRFQ 0212 SWC 240000006**

PRESENTED BY:

A & ASSOCIATES, INC.
Ms. Evelyn Looney, EVP
Corporate Office:
951 Sansbury's Way
West Palm Beach, FL 33411
Phone: (888) 402-2950
Fax: (888) 402-2951
www.AAServices.co



SUBMITTED:

On or Before Tuesday, July 16, 2024
At 1:30 PM (EST)



A&A Services
"Quality In Everything We Do"

**STATE OF WEST VIRGINIA
CRFQ FOR QUOTE FOR SERVICES
STATEWIDE CONTRACT – TEMPORARY STAFFING SERVICES
CRFQ 0212 SWC 240000006**

BIDDER INFORMATION SHEET

TODAY'S/PREPARATION DATE:

July 15, 2024

IFB INFORMATION:

Bid Subject: Statewide Contract – Temporary Staffing Services

Bid No.: CRFQ 0212 SWC 240000006

Bid Due Date & Time: July 16, 2024], on or before 1:30 PM EST.

PREPARED FOR:

State of West Virginia

Department of Administration, Purchasing Division

Mark Atkins, Bid Clerk

2019 Washington Street W

Charleston, WV 25305-3970

PREPARED BY (Proposal Point of Contact Information):

A & Associates, Inc

Ms. Evelyn Looney, Executive Vice President

Corporate Office:

951 Sansbury's Way

West Palm Beach, FL 33411

We will manage the contract from our local office to ensure responsive and personalized service.

Phone (888) 402-2950

Fax: (888) 402-2951

Email: Evelyn@AAServices.Co



A&A Services
"Quality In Everything We Do"

**STATE OF WEST VIRGINIA
CRFQ FOR QUOTE FOR SERVICES
STATEWIDE CONTRACT – TEMPORARY STAFFING SERVICES
CRFQ 0212 SWC 240000006**

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A&A Services
"Quality In Everything We Do"

July 15, 2024

State of West Virginia
Department of Administration, Purchasing Division
Mark Atkins, Bid Clerk
2019 Washington Street East
Charleston, WV

Subject: LETTER OF TRANSMITTAL

Dear State of West Virginia:

A & Associates is pleased to present you with this proposal for staffing, recruiting and payroll services. As a tested, trusted, and proven firm for over twenty (20) years, our team has developed a strong ability to successfully complete these types of projects. We the challenges you face, and recognize the unique opportunity to provide affordable solutions. While you assess the contents of our bid, you will recognize that we declare and undeniably aspire to obtain this business. With over two decades of experience, A & Associates stands as a trusted partner capable of addressing your needs with precision and excellence.

We have carefully reviewed the requirements of the solicitation and are confident that we understand the Scope of Work. We commit to exceeding your expectations as we have nationwide for many other government agencies, educational institutions, and elite private sector customers. Our goal is to fulfill the specific responsibilities outlined in the bid at an incredibly competitive cost. A & Associates will put your staffing, payroll, and HR arrangements into action immediately without wasting time, money, or manpower. In addition, we will provide highly skilled and qualified professionals to manage your staffing needs, ensuring accuracy and efficiency in executing the necessary functions for this project.

After reviewing our detailed response to the bid specifications, we hope you find the following key highlights:

PROVEN TRACK RECORD:

A & Associates has successfully staffed thousands of positions and processed millions in wages, demonstrating our capability to manage large-scale projects across various sectors.

EXTENSIVE TALENT POOL:

Our deep pool of qualified, ready-to-work candidates enables us to meet your staffing needs swiftly and effectively.

NATIONAL PRESENCE:

With over (15) fifteen brick-and-mortar offices strategically located in major metropolitan areas across the United States, we leverage extensive resources and local expertise to ensure comprehensive and tailored solutions for every engagement.

VERSATILE CAPABILITIES:

Our experience encompasses both blue-collar and white-collar staffing, providing comprehensive solutions tailored to your specific requirements.

ADVANCED TECHNOLOGY:

We leverage state-of-the-art technology to automate and streamline service delivery, ensuring accuracy and timeliness.

We are just the right size to implement and direct your specific program initiatives. Essentially, we have extensive experience in the public and private sectors. Our clients include comparable organizations nationwide, such as:



... who have all trusted A & Associates to serve as their primary provider. Organized under professional administration as a monetarily secure corporation; trust the enclosed proposal to confirm with conviction our capacity to provide services. By duly examining your requirements, we are confident our proposed services will effectively address your needs.

Please ponder this response delicately to validate our ability to fulfill the specific items outlined in the bid. Additional inquiries which develop subsequent to the evaluation of this response should be directed to our corporate office. We will be delighted to address your questions or submit to you any requested supplementary information. Please submit your inquiries to the authorized representative below:

Ms. Evelyn Looney
Executive Vice President

Corporate Office:

951 Sansbury's Way
West Palm Beach, FL 33411
Phone: (888) 402-2950
Fax: (888) 402-2951
Evelyn@AAServices.Co

A & Associates agrees to perform in accordance with all terms, conditions, and provisions included in the bid. This proposal is made without collusion with any other person or entity submitting a proposal pursuant to this bid. Furthermore, this proposal is valid until you award a contract as a result of the solicitation.

With Kindest Regards, I Am,

A handwritten signature in blue ink that reads "Evelyn Looney". The signature is written in a cursive, flowing style.

Ms. Evelyn Looney
Executive Vice President
A & Associates



A&A Services
"Quality In Everything We Do"

**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

ORGANIZATION PROFILE, HISTORY AND QUALIFICATIONS

A & Associates prides itself on a streamlined organizational structure designed for maximum efficiency and client satisfaction. Our leadership team, comprised of industry veterans with extensive experience, drives our strategic vision and operational excellence. With a collaborative culture and a commitment to continuous improvement, we ensure that our services are consistently aligned with the evolving needs of our clients. Please note our company pertinent information below:

COMPANY LEGAL DESCRIPTION:		
Legal Name of Firm:	A & ASSOCIATES, INC.	
Owner(s):	MR. ANDREW LUCHEY	MRS. GAIL LUCHEY
Owner Title:	FOUNDER / CEO	PRESIDENT
Owner Phone:	561-533-5303 EXT 117	561-386-0222
Owner Email:	LUCHEY@AASERVICES.CO	GAIL@AASERVICES.CO
Owner Address:	CORP OFFICE: 951 SANSBURY'S WAY, WEST PALM BEACH, FL 33411	
Telephone Number:	561-533-5303	
Fax Number:	561-533-3858	
Website Address:	WWW.AASERVICES.CO	
Incorporation State:	FLORIDA	
Parent Company:	NOT APPLICABLE	
Years in Business:	PLUS TWENTY (20) YEARS	
Vision Statement:	"QUALITY IN EVERYTHING WE DO"	

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PROPOSER AUTHORIZED REPRESENTATIVE:	
Name:	MS. EVELYN LOONEY
Title:	EXECUTIVE VICE PRESIDENT
Email Address:	EVELYN@AASERVICES.CO
Address:	CORP OFFICE: 951 SANSBURY'S WAY, WEST PALM BEACH, FL 33411
Telephone Number:	888-402-2950
Fax Number:	888-402-2951

SERVICE LOCATIONS:	
Locations:	NATIONWIDE "BRICK AND MORTAR" PRESENCE
Location One (1) (Corp):	CORP OFFICE: 951 SANSBURY'S WAY, WEST PALM BEACH, FL 33411
Location Two (2) (Local Office):	LOCAL BRANCH OFFICE
Total Number of Staff:	OVER 2000 TEMPORARY ASSOCIATES DEPLOYED DAILY
Total Number of Managers:	OVER 65 PROFESSIONALS IN MANAGEMENT AND ADMINISTRATIVE ROLES

Organizational History

Founded in 2003, A & Associates is an American-owned national staffing agency. Our inception was driven by a commitment to core values such as integrity, professionalism, and a relentless dedication to providing exceptional service. From the outset, our vision has been clear: to connect talented individuals with organizations that need their expertise, fostering successful long-term partnerships. Over the years, we have remained true to this vision, developing strong relationships with various counties, cities, and educational institutions.

In response to the growing demand for our quality services, competitive rates, and experienced staff, A & Associates embarked on a significant expansion. Building on our robust business model, we opened branch offices nationwide, each achieving success in their respective regions. Our strategic growth continued with the establishment of A&A Workforce, a 501c3 nonprofit organization. A&A Workforce reflects our commitment to community service, providing essential support such as clothing and transportation to low-income individuals, along with comprehensive employment services including work readiness and job placement. This initiative underscores our dedication to giving back to underserved communities and supporting individuals with limited education and resources.

Throughout our journey, A & Associates has continually strengthened its capabilities, amassing an extensive portfolio of diverse staffing projects across various sectors, including government agencies and school districts. Our exceptional management team excels in maintaining rigorous oversight and delivering continuous support and feedback to our staff. Our expertise encompasses all phases of quality staffing services, from initial recruiting to training, placement, and ongoing management and development. We prioritize understanding and

simplifying the complex staffing needs of our clients, educating our team regularly on the latest safety methods, technologies, and best practices in human resources. By adopting cost-effective measures and meticulously planning for potential challenges, we ensure seamless service delivery, even under varying conditions such as weather, labor relations, and subcontractor performance.

A & Associates prides itself on bringing innovation, competency, and extraordinary talent to the table. Our approach is not just about meeting staffing needs; it's about exceeding expectations and driving operational success for our clients. We continually adapt to the evolving landscape of the staffing industry, leveraging advanced technologies to enhance our services and deliver unparalleled value. As a leader in the staffing industry, A & Associates is committed to making a positive impact on the communities we serve. Through initiatives like A&A Workforce, we provide vital support to individuals in need, helping them achieve economic stability and career growth. Our ongoing efforts to support and uplift underserved populations reflect our broader mission of contributing to societal well-being.

A & Associates is more than just a staffing agency; we are a dedicated partner in your success. Our comprehensive services, strategic growth, and unwavering commitment to excellence make us the ideal choice for organizations seeking reliable and innovative staffing solutions. We look forward to continuing our legacy of excellence and making a meaningful difference in the lives of our clients and the communities we serve.

Qualifications Of Firm

A & Associates employs high quality, professional temps to perform duties in a manner consistent with the highest standards for staffing services prevailing in the industry. As a temporary staffing agency our focus is people. We strive to identify, screen, and support the highest quality of job seekers to then match these individuals with clients in need of personnel. Understanding our customers unique business needs and then supplying them with the right candidate is what sets us apart from the competition. Our staffing services will be tailored to client and employee needs and include, but is not limited to the following:

- Temporary Staffing – A & Associates works hard to identify and meet the temporary staffing needs of our customer and local job seekers. We fill assignments for special projects, the seasonal rush, employee vacations, unexpected job vacancies and many other circumstances that permit our assistance.
- Temp-to-Hire – The A & Associates temp-to-hire program is a great way to evaluate a candidate before making the final commitment of a new hire. This program allows candidates to experience firsthand the job requirements, environment, and unique culture of a new job opportunity. The candidate remains our employee during the trial period until the customer is ready to extend an offer.
- Direct Hire – A & Associates is fully equipped to interview, screen, conduct skill assessments, background checks, and verify references for candidates needed in

permanent jobs. Direct Hire is available for clients to fill an opening for a regular full-time employee but does not have the resources to review countless applications and resumes. This no risk solution allows you the option to select from a narrow pool of prescreened and qualified candidates and there is never any obligation to hire.

- On-Site Management/Support – A & Associates eliminates expenses and frustration with managing a workforce. Our Recruiters and Staffing Managers will work closely with you to oversee the day-to-day management of all temporary employees and keep quality candidates ready to meet your needs. When required, we can have an on-site presence at our customer facilities.

Our Story

For over two decades, A & Associates has been more than a mere staffing agency; we have become a strategic partner for businesses and job seekers alike. Our journey is marked by unwavering commitment and a relentless pursuit of excellence. Here's our story:

In the heart of the dynamic job market, we stand tall, guided by high operating standards that leave no room for mediocrity. Precision and care define every task we undertake. With decades of combined recruiting experience, our team possesses unparalleled insights into the ever-evolving landscape. We understand the nuances, challenges, and opportunities that await both employers and job seekers.

Flexibility is our forte. In a business world that constantly shifts, we adapt seamlessly. Whether it's a short-term project or a long-term partnership, we tailor our services to meet the unique needs of each client and candidate. We pay close attention to the fine details, and we leave no stone unturned. From meticulous candidate screening to understanding client requirements, our attention to detail ensures a perfect fit every time.

Collaboration is our compass. Our participative management style fosters open communication, transparency, and shared decision-making. Your success becomes our collective achievement. Challenges? We see them as opportunities. A & Associates thrives on solving complex staffing puzzles. We don't just find candidates; we strategically solve your workforce needs.

As a minority-owned staffing company, we champion diversity and inclusivity. Fair representation and equal opportunities drive our mission. Our successful partnerships with government agencies have placed thousands of talented individuals in meaningful roles. Our impact reverberates far beyond our home state, where we proudly rank among the top Women and Minority Business Enterprises (WMBE).

We do not just talk about excellence; we embody it. From peak seasons to critical projects, we consistently deliver additional talent to our clients. Our insights on human resource matters are invaluable. So, when you navigate the ever-changing world of work, trust A & Associates to be your unwavering compass—a partner that matches talent with opportunity, empowers

businesses, and elevates careers. We have included a list of other clients that have trusted A & Associates to provide staffing/personnel contractual services. Please find our list below:

EXPERIENCE WITH GOVERNMENT AGENCIES

COUNTY MUNICIPALITIES:

- Broward County
- Charlotte County
- Clay County
- Cooper City
- Highland County
- Hillsborough County
- Indian River County
- Lake County
- Manatee County
- Martin County
- Miami-Dade County
- Okaloosa County
- Orange County
- Palm Beach County
- Seminole County
- Volusia County
- Washoe County

CITY MUNICIPALITIES:

- The City of Boca Raton
- The City of Boynton Beach
- The City of Clermont
- The City of Dallas
- The City of Delray Beach
- The City of Fort Lauderdale
- The City of Homestead
- The City of Jacksonville
- The City of Kansas City
- The City of Lewisville
- The City of Mesquite
- The City of Oakland
- The City of Ocala
- The City of Orlando
- The City of Palm Beach Gardens
- The City of Parkland
- The City of Plano
- The City of Riviera Beach

- The City of Tampa
- The City of Titusville
- The City of West Palm Beach

EXPERIENCE WITH EDUCATIONAL INSTITUTIONS:

- Bibb County Schools
- Birmingham City Schools
- Brevard County Public Schools
- Broward County Public Schools
- Collier County Public Schools
- Escambia County Public Schools
- Florida Association of School Administrators
- Florida Atlantic University
- Florida International University
- Frisco Independent Schools
- Grapevine-Colleyville Independent School District
- Hamilton County School District
- Hernando County School District
- Leon County Public Schools
- Miami Dade Public Schools
- Milwaukee Public Schools
- Mobile County Public Schools
- Orange County Public Schools
- Orange County Technical School
- Osceola County Public Schools
- Palm Beach Maritime Academy
- Plano Independent Schools
- Richardson Independent School District
- School District of Palm Beach College
- Seminole County Public Schools
- St. Johns County School District
- Tulsa Public Schools
- University of Central Florida
- Valencia College
- Volusia County Public Schools

With over 25 years of industry expertise, A & Associates was established on the core principles of exceptional recruiting and staffing. We excel in providing an unparalleled selection of fully qualified and meticulously vetted candidates, ensuring vacancies are filled with utmost efficiency, effectiveness, and complete confidence.



A&A Services
"Quality In Everything We Do"

**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

STAFF QUALIFICATIONS AND EXPERIENCE

At A & Associates, we are committed to excellence in staffing and recruitment. Our team comprises highly skilled professionals with a wealth of experience in the industry. Each member of our staff brings a unique set of skills and extensive knowledge, enabling us to meet and exceed the needs of our clients. Our consultants are dedicated to continuous professional development, ensuring they stay current with industry trends and best practices.

Our leadership team is exemplary, with Mr. Andrew Luchey serving as our leader. With over two decades of experience in human resources and staffing, Andrew has a proven track record of strategic client management and successful service delivery. He is supported by Mrs. Gail Luchey, an expert in project management and client relations, who ensures that every client receives personalized and attentive service. Together, they lead a team committed to delivering the highest standards of staffing solutions. Our staff is dedicated to continuous professional development, staying abreast of industry trends and best practices. This commitment to growth and excellence enables us to provide innovative solutions and adapt to the evolving needs of our clients. The qualifications and experience of our team members are a testament to our dedication to delivering outstanding service.

A & Associates is committed to exceeding client expectations through exceptional service and a professional, dedicated team. We understand the importance of building strong, collaborative relationships with our clients. By partnering with A & Associates, you are choosing a team that is not only highly qualified but also deeply invested in your success. We bring the expertise, dedication, and resources necessary to provide outstanding staffing solutions tailored to your needs. Our consultants are seasoned professionals with extensive experience in the fields where we recruit and place employees. Our proficiency in recruiting, screening, and staffing ensures optimal outcomes for customers. Our track record of success is demonstrated by the numerous repeat contracts awarded to us by districts similar in size and scope.

Upon being awarded this contract, A & Associates will allocate a dedicated team to manage the account, ensuring consistent and substantial involvement in staffing services. This team will

combine their knowledge and experience to effectively fulfill the critical staffing needs outlined in the bid. The dedicated team will be exceptionally capable of implementing and overseeing a staffing program that will surpass your expectations. They will be actively engaged in managing and directing the services provided.

Our managerial team is diverse and highly experienced in collaborating with government agencies. The team outlined below will be dedicated to this account. We will implement a procedure under the bid that requires A & Associates to seek approval before assigning new team members to the account. All team members will be ready to address your needs immediately upon contract award. Additional staff and compliance associates will be involved as necessary. The A & Associates office staff will devote the necessary time to complete staffing tasks and achieve placement objectives efficiently and effectively.

Key Management Team

Our key management team at A & Associates is composed of industry veterans with extensive experience in staffing and human resources. This team is dedicated to providing strategic leadership and ensuring the highest level of client satisfaction. Each member brings a wealth of knowledge and expertise, enabling us to deliver tailored staffing solutions that effectively meet the unique needs of our clients. Their combined skills in managing complex projects, client relationships, and operational efficiencies drive our success and ensure the seamless execution of all our staffing services.

We have included a list of the key management team below:

Mr. Andrew Luchey, CEO	Staffing/Operations Management
Mrs. Gail Luchey, President	Client Relations/HR Management
Ms. Evelyn Looney, Executive Vice President	Compliance/Quality Management
Mrs. Marsha Flemmings-Walker, National Director	Staffing/Recruitment Management

Our management team's commitment to excellence is evident in their proactive approach and attention to detail. They lead by example, fostering a culture of continuous improvement and professional development within our organization. By maintaining strong collaborative relationships with our clients and understanding their evolving needs, our key management ensures that A & Associates consistently delivers high-quality, reliable staffing solutions. Their strategic vision and leadership are pivotal in maintaining our reputation as a trusted and dependable partner in the staffing industry.

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MR. ANDREW LUCHEY, CEO
(STAFFING OPERATIONS MANAGEMENT)



Mr. Andrew Luchey serves as the Chief Executive Officer (CEO) of A & Associates, bringing over 30 years of extensive experience in operations management with a specialized focus on staffing services. Throughout his distinguished career, Mr. Luchey has demonstrated exceptional strategic leadership, guiding the company to achieve remarkable growth and operational excellence. His expertise encompasses the complete lifecycle of staffing operations, from strategic planning and resource allocation to day-to-day management and process optimization. Under his stewardship, A & Associates has solidified its position as a trusted partner in the staffing industry, known for delivering high-quality, reliable staffing solutions.

In his role as CEO, Mr. Luchey oversees the financial performance of the company, ensuring that it meets its financial objectives and maintains profitability. He is adept at developing and implementing operational policies and procedures that enhance workflow efficiency and resource allocation. Mr. Luchey's commitment to client satisfaction is unwavering; he builds and maintains strong relationships with key clients, ensuring that their needs are met and that any concerns are addressed promptly.

Beyond his operational and financial acumen, Mr. Luchey is a visionary leader with a keen eye for market trends and opportunities. He conducts thorough market research and analysis, allowing A & Associates to stay ahead of industry trends and maintain a competitive edge.

TIME WITH A&A:	Founder/Owner
EDUCATION:	Bachelor of Science in Business Administration issued by Niagara Falls University
EXPERIENCE:	Over 30 years of extensive operations management experience, with a specialized focus on staffing services. This includes overseeing the complete lifecycle of staffing operations, from strategic planning and resource allocation to day-to-day operational management and process optimization. Expertise encompasses developing and implementing efficient workflows, managing large teams, ensuring compliance with labor laws and industry regulations, and driving continuous improvement initiatives. This experience spans various sectors, providing a deep understanding of the unique operational challenges and requirements of diverse industries.
SKILLS:	Strong organizational and logistical planning skills, expertise in operational efficiency and process improvement.
ACCOMPLISHMENTS:	Implemented new operational processes that improved service delivery efficiency by 20%.
ROLE ON PROJECT:	The Chief Executive Officer (CEO) provides strategic leadership and oversees all aspects of the company's staffing operations, ensuring efficiency and effectiveness in processes and compliance with labor laws. The CEO is responsible for financial oversight, managing the company's financial performance, budgeting, and resource allocation. They build and maintain strong client relationships, ensuring high satisfaction and engagement while addressing any issues promptly. Additionally, the CEO leads and develops the executive team, fostering a culture of continuous improvement and high performance. Finally, the CEO conducts market analysis to stay informed about industry trends and positions the company as a leader in the staffing industry.

**MRS. GAIL LUCHEY, PRESIDENT
(CLIENT RELATIONS/HR MANAGEMENT)**



Mrs. Gail Luchey exemplifies the traits of a successful leader with her hardworking, persistent, and disciplined approach. As the President of A & Associates, which she co-founded with her husband in 2003, Gail brings over 20 years of industry experience to her role. She excels in connecting the right individuals to the right positions, going beyond skill sets to identify the intangible traits that foster long-term success for both candidates and clients.

In her role, Gail oversees a team of recruiters while actively managing client relationships and HR operations throughout Florida. She is dedicated to understanding the unique needs of her clients and candidates, investing time in listening and conducting in-person meetings to ensure a deep understanding of their aspirations and requirements. Her candid and consultative approach, combined with her dynamic energy and insightful expertise, benefits every client she works with, fostering long-term relationships built on trust and mutual success.

Beyond her professional achievements, Gail is deeply committed to giving back to her community. She spends her free time mentoring with Big Brothers Big Sisters and volunteering as a Job Counselor with A&A Workforce, a nonprofit organization she founded in 2009. Gail's dedication to helping others find meaningful employment and her passion for building strong, supportive communities highlight her as a compassionate and impactful leader.

TIME WITH A&A:	Founder/Owner
EDUCATION:	Bachelor of Science in Human Resource Management issued by Florida Atlantic University
EXPERIENCE:	Over 15 years of experience in client relationship management and human resources. Proven track record of successfully managing client accounts and ensuring high levels of client satisfaction. Extensive experience in HR management, including recruitment, employee relations, and performance management.
SKILLS:	Exceptional communication and interpersonal skills, with the ability to build and maintain strong client relationships. Strong leadership and team management abilities. Expertise in conflict resolution and negotiation.
ACCOMPLISHMENTS:	Successfully managed a portfolio of high-value clients, resulting in a 35% increase in client retention over five years. Developed and implemented HR policies and procedures that improved employee satisfaction and reduced turnover.
ROLE ON PROJECT:	The President oversees both client relations and human resources functions, ensuring exceptional client satisfaction and effective HR operations. She develops and implements strategies to enhance client retention and service delivery, while also managing HR policies, recruitment, and employee engagement. By fostering a positive workplace culture and ensuring compliance with labor laws, she drives organizational development and continuous improvement. The President collaborates with senior leadership to execute the company's strategic plan and achieve financial targets. Additionally, she leads and mentors the client relations and HR teams to achieve high performance and professional growth.

**MS. EVELYN LOONEY, EXECUTIVE VICE PRESIDENT
(COMPLIANCE/QUALITY MANAGEMENT)**



Ms. Evelyn Looney serves as the Executive Vice President (EVP) at A & Associates. With over 17 years of dedicated experience in compliance and quality assurance roles within the staffing industry, Evelyn has developed an extensive understanding of regulatory requirements and quality standards. Her expertise lies in developing and implementing comprehensive compliance programs that ensure the company adheres to all relevant labor laws and industry regulations, thereby minimizing risks and enhancing operational efficiency.

In her role, Evelyn is responsible for overseeing all compliance and quality assurance functions, conducting regular audits, and driving continuous improvement initiatives. She collaborates closely with senior leadership to develop and execute strategies that align with the company's overall business objectives. Evelyn's ability to foster a culture of continuous improvement and professional development within her teams has led to significant enhancements in service delivery and client satisfaction.

Evelyn's commitment to excellence is evident in her strategic approach and meticulous attention to detail. Her leadership has been instrumental in achieving industry-specific certifications and maintaining high standards of quality across all operations. Beyond her professional achievements, Evelyn is known for her integrity, ethical standards, and ability to inspire and motivate her teams.

TIME WITH A&A:	+17 Years
EDUCATION:	Associates of Arts issued by Palm Beach State College
EXPERIENCE:	Over a decade of extensive experience in compliance and quality assurance roles within the staffing industry, developing a deep understanding of regulatory requirements and quality standards, ensuring that all operations adhere to the highest levels of compliance and excellence.
SKILLS:	Extensive and in-depth knowledge of labor laws and regulations, exceptional attention to detail, and a proven ability to conduct thorough and comprehensive audits. Additionally, possesses strong analytical skills to identify compliance issues, and the capability to implement corrective actions effectively.
ACCOMPLISHMENTS:	Developed and implemented a comprehensive compliance program for the staffing agency, reducing regulatory risks by 25% and ensuring adherence to industry standards. Successfully led the agency to achieve industry-specific certifications, enhancing the company's reputation for compliance and quality in staffing solutions.
ROLE ON PROJECT:	The Executive Vice President (EVP) oversees all compliance and quality assurance functions within the organization, ensuring adherence to labor laws and industry regulations. She develops and implements comprehensive compliance programs, conducts regular audits, and drives continuous improvement initiatives to maintain high standards of service delivery. The EVP collaborates with senior leadership to align compliance and quality assurance strategies with business objectives and provides strategic direction to her teams. She also engages with clients to understand their needs and ensure expectations are met.

**MRS. MARSHA FLEMMINGS-WALKER, NATIONAL STAFFING DIRECTOR
(STAFFING/RECRUITMENT MANAGEMENT)**



Mrs. Marsha Flemmings-Walker serves as the National Staffing Director at A & Associates, bringing over 15 years of dedicated experience in recruitment and human resource management. With a background in leadership roles across various sectors, Marsha excels in developing and implementing strategic staffing solutions that align with client needs. She holds a Psychology of Leadership Certificate from Cornell University, a Management Mentorship Certificate from Sandals University, Harvard School of Business, and a Diploma in Business Administration (Finance) from the University of Technology.

In her role as National Staffing Director, Marsha oversees the recruitment process on a national scale, ensuring the highest standards of service delivery and client satisfaction. She implements innovative strategies to attract and retain top talent, collaborates with HR and operations teams to develop comprehensive training programs, and maintains strong relationships with clients to understand their evolving needs. Marsha's leadership and strategic vision have been instrumental in achieving exceptional retention rates and enhancing the overall efficiency of staffing operations.

Marsha's commitment to excellence and her proactive approach to problem-solving have earned her a stellar reputation in the industry. Her ability to foster a culture of continuous improvement and professional development within her teams has led to significant enhancements in service quality and client satisfaction.

TIME WITH A&A:	+5 Years
EDUCATION:	Psychology of Leadership Certificate, Cornell University Management Mentorship Certificate, Sandals University, Harvard School of Business
EXPERIENCE:	More than eight (8) years in recruitment and talent acquisition, with experience in high-volume recruitment and strategic hiring.
SKILLS:	Exceptional ability to lead, mentor, and develop high-performing teams, fostering a culture of continuous improvement and professional growth. Extensive expertise in sourcing, attracting, and retaining top talent, implementing effective recruitment strategies that align with organizational goals.
ACCOMPLISHMENTS:	Successfully filled hundreds of client job openings across various industries, consistently meeting or exceeding client expectations and ensuring a high rate of satisfaction.
ROLE OF PROJECT:	The National Staffing Director oversees the entire recruitment process, ensuring that the staffing needs of clients are met with the highest efficiency and quality. She implements innovative strategies to attract and retain top talent, aligning recruitment efforts with client requirements. Marsha collaborates closely with HR and operations teams to create robust training programs and maintain high standards of service delivery. Her strategic vision and leadership are crucial in fostering long-term client relationships.

Our Nationwide Support Team

Our nationwide team of managers plays a crucial role in the day-to-day operations of A & Associates. This extensive network of managers allows us to maintain a high level of service quality and responsiveness, regardless of location. Their collective expertise and commitment to excellence are integral to our ability to deliver high-quality, reliable staffing solutions across the nation. They are instrumental in implementing the strategic vision set forth by our key management team. Their responsibilities include:

- Overseeing regional staffing operations and ensuring compliance with local regulations
- Maintaining client relationships and ensuring satisfaction at the local level
- Recruiting and training new staff to meet regional demands
- Conducting market research and analysis to inform local strategies
- Managing project-specific staffing needs and ensuring timely delivery of services
- Providing on-the-ground support and addressing any operational challenges that arise

To further strengthen our ability to provide exceptional staffing solutions across the nation, A & Associates has developed a robust multi-layered management structure. This structure ensures that every aspect of our staffing operations is meticulously overseen and optimized by specialized professionals. Below are the key roles within our nationwide management team, each fulfilling critical functions to maintain our high standards of service and client satisfaction:

REGIONAL STAFFING MANAGERS (15):
<ul style="list-style-type: none">• Oversee staffing operations within specific regions, ensuring compliance with local labor laws and regulations.• Coordinate recruitment efforts to meet the staffing needs of regional clients.• Maintain high standards of service delivery and operational efficiency.
CLIENT RELATIONSHIP MANAGERS (4):
<ul style="list-style-type: none">• Build and maintain strong relationships with local clients.• Ensure client satisfaction through communication and addressing issues promptly.• Customize staffing solutions based on client-specific requirements and feedback.
RECRUITMENT SPECIALISTS (7):
<ul style="list-style-type: none">• Source, screen, and interview candidates to fill job openings across various industries.• Utilize various recruitment platforms and networks to attract top talent.• Ensure a diverse and qualified candidate pool to meet client demands.
TRAINING AND DEVELOPMENT COORDINATORS (2):
<ul style="list-style-type: none">• Design and implement training programs for new hires and existing staff.• Ensure that employees are equipped with the necessary skills and knowledge to perform their roles effectively.
PROJECT STAFFING COORDINATORS (8):
<ul style="list-style-type: none">• Manage project-specific staffing needs, ensuring timely placement of candidates.• Coordinate with project managers to understand staffing requirements and timelines.• Monitor the progress of staffing projects to ensure successful completion

PAYROLL CLERKS (4):

- Ensure accurate and timely processing of payroll for all staff across various branches.
- Maintain and update payroll records, ensuring compliance with local, state, and federal regulations.
- Collaborate with HR and finance departments to resolve payroll-related issues promptly.

PLACEMENT MANAGERS (4):

- Coordinate with various branches to match the right candidates with the right job opportunities swiftly and efficiently.
- Monitor placement activities to ensure high standards of service delivery and client satisfaction.
- Utilize recruitment data and market trends to optimize placement strategies and outcomes.

HR GENERALIST (3):

- Oversee recruitment, onboarding, and employee relations to ensure a smooth and efficient hiring process.
- Develop and implement HR policies and procedures in compliance with local, state, and federal regulations.

INVOICING SPECIALISTS (5):

- Generate and process invoices accurately and timely for all clients.
- Maintain detailed and organized records of billing transactions, ensuring compliance with company policies and financial regulations.
- Collaborate with the finance department to resolve any billing discrepancies and provide exceptional customer service to clients regarding invoicing inquiries.

Our branch offices operate as an interconnected network, seamlessly collaborating to deliver consistent and high-quality staffing solutions nationwide. Each branch is aligned with our central management team, ensuring that regional expertise is integrated with our overarching strategic goals. Through regular communication, shared resources, and coordinated efforts, our branch offices exchange valuable insights and best practices, enhancing our ability to address local market demands while maintaining uniform standards of service. This collaborative approach allows us to leverage the collective strength of our national network, providing clients with tailored solutions that are both locally relevant and aligned with our company's high standards.

Together, our key management team and nationwide network of in-house managers form a formidable force dedicated to delivering exceptional staffing solutions. Their unwavering commitment to excellence, combined with their diverse expertise, ensures that A & Associates not only meets but exceeds the expectations of our clients. Our team's dedication to fostering strong client relationships and understanding the unique needs of each market solidifies our position as a trusted leader in the staffing industry.



A&A Services
"Quality In Everything We Do"

**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

PROJECT MANAGEMENT APPROACH/METHODOLOGY

Project Implementation Strategy

Implementing effective staffing services involves a detailed and thoughtful approach to ensure that both clients and candidates are satisfied with the outcomes. The journey begins with a comprehensive client engagement process. This involves an initial consultation where the staffing agency works closely with the client to fully understand their specific staffing needs. This includes delving into the details of job roles, the qualifications required, and any unique requirements the client might have. Assisting clients in creating or refining job descriptions is also a crucial part of this stage, as clear and well-defined job descriptions are key to attracting the right candidates.

Once the requirements are well understood, the focus shifts to sourcing and recruiting suitable candidates. The agency utilizes multiple channels to find potential candidates, such as job boards, social media platforms, networking events, and its internal databases. Active recruitment also plays a significant role here, where the agency reaches out to passive candidates who might not be actively looking for a job but fit the profile perfectly.

The next step is the screening and selection process. Initial screenings are conducted through resume reviews, cover letters, and preliminary phone interviews to shortlist candidates who meet the basic criteria. This is followed by in-depth interviews to assess the candidates' skills, experience, and cultural fit with the client's organization. To further evaluate the candidates' proficiency, skill assessments or relevant tests are administered.

After identifying the most suitable candidates, the agency prepares a shortlist and develops comprehensive profiles for each candidate. These profiles highlight the candidates' skills, experience, and their overall suitability for the role. These profiles are then presented to the client, along with all necessary information and insights to facilitate the decision-making process. The agency gathers feedback from the client and, if necessary, adjusts the candidate search to better align with the client's expectations.

Once the client selects their preferred candidates, the placement process begins. The agency facilitates the job offer process, ensuring that the terms are clearly communicated and that any questions or concerns from the candidates are addressed promptly. Once the candidates accept the offers, the agency coordinates with the client to provide a seamless onboarding experience. This includes orienting new hires to the company's culture, policies, and their specific roles, as well as ensuring all onboarding documentation is completed accurately and on time.

Post-placement support is another critical component of the staffing services. The agency maintains regular communication with both the client and the placed employees to ensure smooth integration and promptly address any issues that arise. They offer ongoing support services, including conflict resolution, performance feedback, and additional training if needed. Periodic performance reviews are conducted with the client to assess the employees' contributions and satisfaction. The feedback from these reviews is used to make necessary adjustments and improve the quality of staffing services.

Maintaining strong relationships is fundamental to the agency's approach. Regular engagement with clients helps the agency understand their evolving needs and maintain a strong partnership. Offering value-added services such as workforce planning, market insights, and talent management strategies further strengthens this relationship. On the candidate side, the agency supports career development by providing guidance, training opportunities, and resources for career advancement. Establishing a feedback loop with candidates helps the agency understand their job satisfaction and identify areas for improvement.

By focusing on these comprehensive and interconnected steps, a staffing agency ensures that it provides high-quality staffing services, resulting in satisfied clients and successful placements. This approach prioritizes effective recruitment, thorough candidate evaluation, smooth onboarding, and ongoing support, fostering long-term relationships with both clients and candidates.

Transition Plan

A & Associates will provide the quality services you have come to expect under this contract. To ensure the maximum accuracy and effectiveness of our staffing services, we employ a well-documented and systematic approach to filling temporary jobs. From interviewing and training to screening/badging and job placement, we adhere to a detailed plan in order to deliver a seamless service on time and on budget. We are careful to maintain confidentiality and high levels of communication to ensure clients operations are not negatively impacted by the conversion. The goal is to design a transition plan that is fluid and flexible and can be tailored to fit the desired time frame set forth upon award of the contract. We would sit with pertinent contacts to determine the time frame required. Once that period is agreed upon, we would collectively build our transition implementation schedule to conform to that time frame. Upon identifying the contract start date, we would work backwards; creating a list of critical tasks and events, which need to occur prior to the start date and assigning those tasks to the appropriate personnel.

Please note this contract conversion period will be executed at no additional cost. Important components of the implementation plan are listed below:

TRANSITION PLAN	
Contract Award	A & Associates will wait to begin any activity within the transition plan until an official Notice of Award for this bid is made to our firm.
Complete Transition Plan	Pre-contract conference with stakeholders to confirm meeting of expectations in conversion.
Assign Project Management Team	Introduce A & Associates management team to customer and establish open lines of communication.
Compliance Assessment	Re-examine all bid and contract documentation to create and outline compliance requirements, like submittal of certificate of insurance.
Payroll and Billing Software Set-up	A & Associates is implementing a web-based timekeeping system for staffing services delivered on this project.
Recruitment	Utilization of sourcing and hiring strategies to advertise and to continue to attract a large pool of candidates for open job orders.
Background Clearance	A & Associates will continue to collaborate with candidates and refer for screening seeking clearance of background checks. We will complete other screenings for new staff including a drug test.
Training and Orientation	We are dedicated to providing comprehensive training to ensure every temporary employee is fully prepared to meet the demands of their roles. Our commitment extends beyond initial preparation, offering continuous development and support to ensure long-term success and adaptability to evolving needs.
Pre- and In-Service On-Site Visits	When possible, A & Associates will begin unscheduled inspections to various sites to engage with temporary staff and ensure their continuation in the temporary assignment

To provide a comprehensive overview of our transition plan, we have identified several additional aspects that are essential for ensuring a smooth and successful transition:

- Operations – Client meetings, mapping client locations, assigning key staff, preparing job advertisements, and establishing a chain of command.
- HR/Recruiting and Training – Confirming uniforms, determining staffing levels, hosting hiring events, new employee onboarding and incumbent client coordination.
- Administrative – Form creation, insurance additions, payroll system set-up, billing/invoicing set-up and review of contractual obligations.

- Technology Integration - Implementing necessary software and systems, ensuring data migration, and providing training on new tools for both temporary staff and existing employees.
- Communication Strategy - Developing a comprehensive communication plan to keep all stakeholders informed throughout the transition, including regular updates and feedback mechanisms.
- Risk Management - Identifying potential risks and developing mitigation strategies to address any challenges that may arise during the transition.
- Compliance and Legal Review - Ensuring all legal requirements are met and maintaining compliance with industry regulations and company policies.
- Quality Assurance - Establishing quality control measures to monitor the effectiveness of the transition and make adjustments as needed.
- Employee Engagement - Implementing strategies to engage and motivate both new and existing staff, fostering a positive work environment and smooth integration.

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Transition Timeline

TRANSITION TIMELINE	APPLICABLE WEEKS													
	1	2	3	4		5	6	7	8	9	10	11	12	13
Identify Office Space and Office Needs (if applicable)														
Transition Team Meeting/Contract Review														
Transition Team Meets with Client														
Tour Sites, Acquire Locations Information														
Review/Establish Service Expectations														
Establish/Confirm Client Specific Job Descriptions														
Review Emergency Plan, P&P's, and Roles					C									
Establish Administrative Need w/ Corp Office					O									
Establish Team Member Rules/Regulations					N									
Establish Local Office					T									
Identify Key Positions (Event/Non-Event Days)					R									
Review Appearance Standards					A									
Identify Key Training Points					C									
Set Meeting Schedule for Transition Period					T									
Initialize Scheduling System (existing staff)														
Identify Potential Need for Recruiting					S									
Initialize Recruiting/Hiring Plan					T									
Identify Site Specific Training					A									
Identify and Create Training Needs/Plan					R									
Confirm Staffing Request Procedures					T									
Procure Equipment/Uniforms														
Begin Hiring Process					D									
Schedule Training Dates					A									
Hiring Process (Initial & Ongoing)					T									
Begin Training Orientations					E									
Conduct Supervisor Training and Orientations														
Quality Control Checks														
Continued New Hire Training and Venue Orientations														
Continued On-The-Job/Venue Specific Training														

We hope this plan demonstrates how vital new account start-up planning is to the success of our client relationship. Our meticulous approach ensures that all aspects of the transition are carefully considered and executed to meet your specific needs and expectations.

With nearly twenty years of experience in implementing transition plans for new accounts, we have honed our skills to manage the process seamlessly. Our extensive experience allows us to anticipate potential challenges and address them proactively, ensuring a smooth and efficient transition for your organization.

Staffing Practices

A & Associates employs a professional team of account managers and recruiters who work to understand our client needs, site cultures and job openings. We identify candidates through direct recruiting, online marketing, and job fairs. Through our Applicant Tracking System, A & Associates maintains a detailed profile on each candidate, including screening and assessment results on skills, education, and reference checks. Do not mistake A & Associates as a simple resume source. We are natural job coaches and career builders.

Our method for service delivery begins with a strong focus on people and recruiting. We leverage resources which are immediately available, such as a profound database of associates, strong local-area knowledge, and a professional network of community organizations to attract more candidates and provide the best services. This methodology will allow for a more in-depth staffing process allowing A & Associates to find the right candidate, with the right skill set, for the right job. Going beyond expectations is a part of our proven approach. In addition, our infrastructure for account management will be based on the following staffing practices:

Customized Talent Solutions:

At A & Associates, we pride ourselves on our ability to offer customized talent solutions tailored to meet the specific needs of clients. With our extensive experience, we understand that every client has unique requirements. Therefore, we work closely with you to understand your staffing needs and provide personalized solutions that align with your operational goals. Our bespoke approach ensures that we place the right candidates in the right roles, enhancing productivity and efficiency.

Rapid Response and Flexibility:

Our firm is known for its rapid response and flexibility, which sets us apart from competitors. We recognize the dynamic nature of the staffing industry and are prepared to adapt quickly to any changes or urgent requirements. Whether you need additional staff for a sudden project or adjustments in your current workforce, A & Associates ensures a swift and efficient response, minimizing any potential disruptions to your operations.

Extensive Talent Network:

Leveraging our extensive talent network, A & Associates can access a broad pool of qualified candidates to meet the diverse needs of your organization. Our network includes professionals from various industries and skill levels, ensuring we can provide the best match for any position. This extensive reach allows us to fill vacancies promptly with highly skilled individuals, enhancing the overall quality and effectiveness of your team.

Advanced Screening Techniques:

We employ advanced screening techniques to ensure that only the most qualified candidates are selected for your staffing needs. Our comprehensive screening process includes thorough background checks, skills assessments, and detailed interviews. This rigorous approach guarantees that the candidates we present are not only technically proficient but also a good cultural fit for your organization, reducing turnover and increasing satisfaction. In addition, we

utilize innovative recruitment technologies to streamline our staffing process and improve efficiency. Our advanced applicant tracking systems, online assessment tools, and data analytics capabilities enable us to identify and attract top talent quickly. By leveraging these technologies, we can provide faster turnaround times and higher-quality candidates, ensuring that your staffing needs are met with precision and speed.

Proactive Candidate Engagement:

A & Associates believes in proactive candidate engagement to maintain a steady pipeline of top talent. Our recruitment strategy involves continuous communication with potential candidates, keeping them informed and engaged throughout the hiring process. This proactive approach ensures that we always have a ready pool of qualified candidates, enabling us to meet your staffing needs promptly and efficiently.

Dedicated Account Management:

We assign a dedicated account management team to each client, ensuring personalized and focused service. Your account manager will serve as your primary point of contact, coordinating all aspects of the staffing process and addressing any concerns promptly. This dedicated approach ensures seamless communication and a strong working relationship, allowing us to better understand and meet your staffing requirements.

Comprehensive Onboarding Programs:

Our comprehensive onboarding programs are designed to integrate new hires smoothly into your organization. We provide thorough orientation and training sessions to ensure that candidates are well-prepared for their roles. This comprehensive approach helps new employees acclimate quickly, enhancing their productivity and reducing the time required for them to become effective contributors to your team.

Ongoing Training and Development:

A & Associates is committed to the ongoing training and development of our staff. We offer continuous professional development opportunities to ensure that our candidates remain current with industry trends and best practices. This commitment to continuous improvement ensures that your workforce is always equipped with the latest skills and knowledge, contributing to your organization's success.

Performance Tracking and Feedback:

We implement robust performance tracking and feedback mechanisms to ensure that our staffing solutions meet your expectations. Regular performance evaluations and feedback sessions with both clients and employees allow us to make necessary adjustments and improvements. This continuous monitoring helps maintain high standards of service and ensures that your staffing needs are consistently met.

Employee Retention Strategies:

A & Associates employs a comprehensive suite of effective employee retention strategies to ensure long-term satisfaction and stability within your workforce. We recognize that retaining

top talent is crucial for maintaining continuity and achieving operational excellence. To this end, we focus on creating a positive work environment that fosters engagement and motivation. Our approach includes offering competitive benefits packages that address both the professional and personal needs of our employees, such as health insurance, retirement plans, and flexible work arrangements.

Moreover, we are committed to providing ample opportunities for career growth and professional development. We offer ongoing training programs, mentorship opportunities, and clear career progression paths to help employees expand their skills and advance within the organization. This commitment to development not only enhances individual performance but also contributes to a more skilled and capable workforce. We also place a strong emphasis on recognizing and rewarding excellence. Through regular performance reviews, feedback sessions, and incentive programs, we ensure that employees feel valued and appreciated for their contributions.

Additionally, our retention strategies include fostering a supportive and inclusive company culture. We actively promote open communication, teamwork, and diversity, ensuring that all employees feel respected and included. By addressing any concerns promptly and fairly, we maintain high levels of employee satisfaction and morale. These comprehensive retention strategies help us to significantly reduce turnover and its associated costs. By maintaining a stable and experienced workforce, we ensure that your organization benefits from continuity, accumulated knowledge, and sustained productivity. This stability is a key factor in delivering high-quality staffing services that you can rely on.

Client-Centric Focus:

Our client-centric focus is at the heart of everything we do. We prioritize understanding your unique needs and challenges to deliver tailored staffing solutions that align with your objectives. By placing your needs at the forefront, we ensure that our services consistently exceed your expectations, fostering a strong and collaborative partnership that drives mutual success. This approach allows us to adapt quickly to any changes or specific requirements you may have, ensuring continuous alignment with your goals and sustained operational efficiency.

Quality Assurance Program

The A & Associates Quality Assurance Program is crafted to ensure that every aspect of our staffing services achieves the highest standards of excellence. This initiative starts with a thorough candidate selection process, where we utilize sophisticated screening techniques, including comprehensive background checks, skills assessments, and detailed interviews. Our seasoned recruitment team ensures that only the most competent and suitable candidates are chosen to represent your organization. Additionally, we continually enhance our recruitment strategies based on feedback and market trends to attract top talent and sustain a robust pipeline of qualified professionals.

To uphold the highest levels of service quality, we implement comprehensive performance monitoring and feedback mechanisms. Regular performance assessments are conducted to

evaluate the effectiveness and satisfaction of both our employees and the client. We employ key performance indicators (KPIs) to measure progress and identify areas for improvement. Our dedicated account managers conduct routine check-ins and site visits to ensure that our services consistently exceed your expectations. Any issues or concerns are promptly addressed, with corrective actions implemented to prevent recurrence.

Commitment to Swift Quality Services

A & Associates monitors all placements, serving as a strong liaison between our clients and the temporary employees. The purpose of monitoring these jobs is to make sure associates show-up when scheduled and managers are pleased with the temporary associate performance.

- **Timely Service Delivery:** We understand that time is of the essence. We are fully committed to completing the temporary staffing services outlined in this bid within the timeline set. Recognizing the significant impact that unnecessary delays can have, we pledge to deliver our services promptly and efficiently, ensuring there are no interruptions to your operations.
- **Swift Staffing Solutions:** A & Associates guarantees the provision of trained and capable temporary staff in accordance with bid requirements, supported by our extensive pool of over two hundred (200) ready-to-work associates. We are equipped to fill assignments within one (1) to two (2) hours of notification by the client. Additionally, we can swiftly provide additional staff for special or unforeseen projects as they arise. By maintaining a reserve of badged/screened and trained associates, we can increase staffing levels immediately, ensuring all positions are filled without delay. To mitigate the risk of no-shows, we incorporate an added percentage ratio into daily staffing needs, closely monitoring factors such as weather, holidays, and other events that might affect attendance.
- **Dependable Availability:** No company understands the dynamic nature of your staffing needs better than A & Associates. We proactively manage both last-minute increases and decreases in staffing levels, ensuring that on-call staff are always ready to fill in as needed. All temporary employees are required to arrive at their assigned locations on time, in full uniform, and prepared for their shifts. In the event of any late arrivals or absences, staff are required to notify our office promptly, enabling immediate communication to managers and supervisors so replacements can be assigned the same day.
- **Responsive Management:** A & Associates ensures that all managerial personnel listed in this bid are available and dedicated to fulfilling their roles for the account. Our managerial team is committed to responding within one (1) hour by telephone and being on-site within two (2) hours of an official request. While we anticipate smooth operations, we always prepare for any contingencies, ensuring that your staffing needs are met swiftly and effectively.

Service Delivery Commitment

Building on our well-documented and systematic approach, A & Associates guarantees exceptional staffing services, ensuring full compliance with all contractual obligations outlined in the bid. Our methodology is designed to meet or exceed every specification, ensuring the success of this project through planning and execution. We will provide you with stable, trained, and uniformed employees dedicated to fulfilling various job functions across multiple site locations. These personnel will be our employees, and we will handle all wages, expenses, payroll taxes, and insurance. Our commitment to compliance with all federal, state, and local employment laws, including wage and hour laws, workers' compensation, and equal employment opportunity regulations, is unwavering.

Prior to assignment, all our personnel will possess the necessary licenses, certifications, accreditations, and other credentials as required by your firm, OSHA, and regulatory agencies. Each associate will carry a valid Identification Card issued by A & Associates and will conduct themselves with a friendly and helpful attitude, ensuring a positive and professional representation of our firm.

Our comprehensive training programs, integral to our methodology, are designed to meet or exceed your requirements. Every staff member will complete their training within the 90-day probationary period, utilizing a blend of classroom and on-the-job training conducted by qualified instructors. This rigorous training ensures that our associates are well-prepared to deliver high-quality service from day one. To support our staff, we provide all necessary resources and supervision to ensure they perform their duties efficiently. Our associates will always present a professional appearance, wearing the designated uniforms and adhering to the highest standards of conduct.

We will assign an Account Manager to act as the primary communication liaison between A & Associates and the customers management team. This manager will maintain schedules, ensure that all shifts are covered, and work closely to make any necessary scheduling adjustments. Additionally, our management team, including senior executives and field supervisors, will provide ongoing, attentive, and responsive local and corporate support.

By integrating our proven approach and comprehensive methodology with our Service Delivery Commitment, you can expect a seamless and professional staffing experience. We are ready and equipped to deliver the highest quality of staffing services, ensuring the success of your operations.

Subcontracting Plan

A & Associates is committed to maintaining direct control over the quality and reliability of our services. For this reason, we will not subcontract any portion of the staffing services, ensuring that all personnel provided are direct employees of A & Associates.



A&A Services
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**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

COMPANY REFERENCE INFORMATION

A & Associates is proud to serve as the trusted choice of businesses for temporary staffing services throughout the State of Florida. With over twenty (20) years as a recognized industry leader, A & Associates has established a solid reputation for delivering high-quality staffing solutions tailored to meet the unique needs of our diverse clientele. Our extensive experience spans across various sectors, including education, municipal and county governments, and federal agencies, enabling us to understand and respond effectively to the distinct requirements of each industry. Our comprehensive approach ensures that we provide not only the right talent but also the support necessary for their success in your organization.

Our company is large enough to satisfy the needs of hundreds of temporary placements, yet small enough to give you the tailored service you expect and deserve. At A & Associates, we believe in building strong, lasting relationships with our clients, characterized by personalized attention and responsive service. Our dedicated team of staffing professionals works closely with each client to understand their specific needs and deliver customized solutions that drive organizational success. Whether you require temporary staff for a short-term project or long-term placements to support ongoing operations, we have the expertise and resources to meet your demands efficiently and effectively.

We have a proven track record of working with a wide range of clients, from large and small school districts to county and city municipalities, as well as federal government agencies. Our ability to adapt to various working environments and our commitment to excellence have earned us the trust and loyalty of our clients. By continuously investing in our workforce and leveraging the latest industry practices, we ensure that our clients receive top-notch service and the best possible outcomes. A & Associates remains dedicated to being your go-to partner for all your temporary staffing needs, providing reliable, high-quality solutions that empower your organization to thrive.

Examples of Our Successful Contracts

We are pleased to highlight several key contracts that showcase our capabilities and the breadth of our services:

- *School District of Palm Beach County (SDPBC)*: From 2006, we have been a provider for the SDPBC, supporting a wide range of positions district wide. We have placed thousands of temporary employees into positions, with many transitioning to permanent roles. Our ability to maintain a large pool of ready-to-work associates and implement efficient timekeeping and invoicing systems highlights our commitment to excellence and adaptability in meeting the district's needs.
- *University of Central Florida (UCF)*: We have successfully provided hundreds of temporary staff for peak university seasons and large sports events, including security guard services to ensure the safety of property and attendees. This contract demonstrates our ability to handle large-scale events and our flexibility in providing both staffing and security solutions.
- *Palm Beach County Board of County Commissioners*: Under several different contracts, we have been awarded for general labor and clerical temporary staffing services. Our ability to staff employees across various county departments, including the courthouse, showcases our versatility and extensive experience in governmental staffing.
- *NextEra Energy*: We have successfully partnered with NextEra Energy, providing engineering and construction contractors. This contract highlights our proficiency in staffing for the utilities sector, ensuring that NextEra Energy's projects are supported by skilled professionals who meet the industry's rigorous standards. Our ability to recruit and manage specialized talent for such a leading energy company underscores our comprehensive staffing capabilities and our commitment to excellence.
- *Cigna Corporate Services*: As a national provider, we supply a diverse range of temporary staff across multiple states, enhancing Cigna's workforce flexibility. This partnership highlights our capability to meet the complex staffing requirements of large healthcare corporations.

A & Associates is proud to serve a growing number of customers who rely on us as their trusted staffing provider. The list of companies and government agencies that have placed their trust in A & Associates to create and implement effective temporary staffing programs continues to expand daily, reflecting our reputation for excellence and reliability.

We hope this expanding list gives you an idea of the world-class services we provide. Our dedication to delivering top-quality staffing solutions has earned us the confidence of numerous organizations, underscoring our commitment to meeting and exceeding client expectations.

REFERENCE NUMBER ONE (1):	
COMPANY NAME:	
Charlotte County Board of County Commissioners	
COMPANY ADDRESS:	
545 Theresa Blvd, Port Charlotte, FL 33954	
CONTACT NAME AND TITLE:	
Heidi Maddox, Transit Department Manager	
CONTACT PHONE NUMBER:	
941-833-6234	
CONTACT EMAIL ADDRESS:	
Heidi.Maddox@charlottecountyfl.gov	
CONTRACT DATES:	
August 2022 – August 2025	
CONTRACT VALUE:	
Annual Billable Hours:	50,000
Employee Head Count:	20+ FTE
Estimated Revenue:	\$1M +
DESCRIPTION OF SERVICES:	
<p>A & Associates has been contracted by the Charlotte County Board of County Commissioners to provide temporary staffing services for transit contract drivers and bus washers. This contract includes responsibilities such as supplying qualified and trained personnel to operate and maintain transit vehicles, ensuring compliance with all federal and state safety regulations, and adhering to the standards set forth by the Charlotte County Transit Department. Our services encompass comprehensive training programs for drivers, including safety protocols, customer service, and vehicle maintenance, to ensure the highest quality of service for Charlotte County's transit operations. Additionally, our team is equipped to handle all administrative aspects, including scheduling, compliance monitoring, and performance evaluations, to support the efficient and effective operation of the county's public transportation service.</p>	




REFERENCE NUMBER TWO (2):	
COMPANY NAME:	
Mobile County Public Schools	
COMPANY ADDRESS:	
1 Magnum Pass, Mobile, AL 36618	
CONTACT NAME AND TITLE:	
Caroll L. McQueen, CNP Director	
CONTACT PHONE NUMBER:	
Desk: 251-221-4378	
Office: 251-221-4374	
CONTACT EMAIL ADDRESS:	
CMcQueen@mcpss.com	
CONTRACT DATES:	
September 2023 – July 2026	
CONTRACT VALUE:	
Annual Billable Hours:	26,000
Employee Head Count:	20+ F/PTE
Estimated Revenue:	\$500,000
DESCRIPTION OF SERVICES:	
<p>A & Associates has been contracted by the Mobile County Public School System to provide comprehensive staffing services for food servers. This includes supplying trained personnel to support the school system's food service operations, ensuring that students receive nutritious meals in a timely and efficient manner. Our services encompass rigorous recruitment processes, thorough background checks, and extensive training programs to ensure that all food servers meet high standards of performance, safety, and hygiene. We also manage scheduling, compliance monitoring, and performance evaluations to maintain efficiency and quality in all school cafeterias. This contract highlights our capability to support the operational needs of large educational institutions, ensuring a seamless and effective food service experience for students and staff.</p>	



Mobile County
PUBLIC SCHOOLS

REFERENCE NUMBER THREE (3):	
COMPANY NAME:	
City of Dallas	
COMPANY ADDRESS:	
3112 Canton Street, Dallas, TX 75226	
CONTACT NAME AND TITLE:	
Clifton Gillespie	
CONTACT PHONE NUMBER:	
Desk: 214-671-5345	
Office: 469-577-9114	
CONTACT EMAIL ADDRESS:	
Clifton.Gillespie@Dallas.Gov	
CONTRACT DATES:	
October 2019 – August 2026	
CONTRACT VALUE:	
Annual Billable Hours:	100,000+
Employee Head Count:	200+ FTE
Estimated Revenue:	\$1M +
DESCRIPTION OF SERVICES:	
<p>A & Associates has been contracted by the City of Dallas to provide comprehensive staffing services for temporary industrial and day labor. This contract involves supplying skilled personnel to assist with various operations, including sanitation collections and disposal services. Our responsibilities include recruiting, training, and managing temporary employees to ensure they meet the city's performance and safety standards. We also handle scheduling, compliance monitoring, and performance evaluations to maintain high efficiency and quality of service. This partnership underscores our capability to support municipal operations, ensuring that the City of Dallas can rely on a flexible and well-trained workforce to meet its diverse and dynamic needs.</p>	



REFERENCE NUMBER FOUR (4):	
COMPANY NAME:	
Orange County Public Schools	
COMPANY ADDRESS:	
485 W. Amelia Street, Orlando, FL 32801	
CONTACT NAME AND TITLE:	
Jane Lopez, Section Leader	
CONTACT PHONE NUMBER:	
407-317-3700 Ext. 202-5949	
CONTACT EMAIL ADDRESS:	
Jane.Lopez@OCPS.net	
CONTRACT DATES:	
CONTRACT VALUE:	
Annual Billable Hours:	100,000+
Employee Head Count:	150+ F/PTE
Estimated Revenue:	\$1M +
DESCRIPTION OF SERVICES:	
<p>A & Associates specializes in providing exceptional temporary staffing solutions to meet your organization's unique needs. We place highly qualified professionals in roles such as registered nurses, speech language pathologists, psychologists, occupational and physical therapists, custodians, office and clerical staff, food service workers, security guards, bus drivers, and skilled industrial staff like plumbers and electricians. Our rigorous selection process ensures that all temporary workers are in excellent health, free from drugs and alcohol, and fully capable of meeting job requirements. We manage all aspects of worker provision and compensation, including handling workers' compensation claims and replacing unsatisfactory workers swiftly. Our temporary staff adhere strictly to your work schedules, dress codes, and performance expectations, seamlessly integrating into your organization to provide reliable and professional support.</p>	
	

REFERENCE NUMBER FIVE (5)	
COMPANY NAME:	
FCC Environmental Services / Solid Waste Authority of Palm Beach County	
COMPANY ADDRESS:	
10101 100th St S, Boynton Beach, FL 33472	
CONTACT NAME AND TITLE:	
Mr. Joseph Sandora, Operations Manager	
CONTACT PHONE NUMBER:	
561-888-3033	
CONTACT EMAIL ADDRESS:	
Joseph.Sandora@FCCEnvironmentalServices.com	
CONTRACT DATES:	
September 2019 – August 2027	
CONTRACT VALUE:	
Annual Billable Hours:	100,000+
Employee Head Count:	50+ F/PTE
Estimated Revenue:	\$1M +
DESCRIPTION OF SERVICES:	
<p>A & Associates is committed to providing top-tier staffing solutions for the Solid Waste Authority of Palm Beach County. As part of our contract, we are responsible for staffing trash helpers who play a crucial role in the efficient execution of Residential Solid Waste Collection Services. Our staffing responsibilities extend to ensuring that all trash helpers are well-trained, reliable, and meet the physical and professional requirements necessary for their roles. We manage all aspects of worker provision, including handling compensation claims and promptly replacing any staff members deemed unsuitable. Our trash helpers are integral to maintaining the high standards of service expected by the Authority, ensuring timely and effective waste collection and recycling efforts across the community.</p> <div style="text-align: right;">  </div>	

With A & Associates, you can trust that your organization will receive reliable, high-quality staffing solutions to meet your unique needs and help you achieve your operational goals.



A&A Services
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**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

FINANCIAL STABILITY AND CAPACITY

A & Associates is a robust and financially stable corporation, equipped to meet and exceed client expectations. Our organizational strength, financial resilience, and adaptive business strategies enable us to respond swiftly to customer needs and the evolving business landscape. Our exceptional reputation for providing skilled, reliable temporary associates has paved the way for significant growth opportunities, allowing us to expand services with existing clients and secure new contracts. Competing against larger, publicly traded, and international staffing firms, our success is underscored by the prominent companies we continue to serve.

Narrative Financial Statement

We have included important financial sustainability information for your review.

ORGANIZATION INFORMATION:

A & Associates, established under the laws of Florida, operates as a for-profit S-Corporation specializing in temporary staffing services, executive recruitment, and vocational training. Serving a diverse client base that includes educational institutions, state and local governments, and private enterprises, the company is solely owned by Mr. Andrew Luchey and Mrs. Gail Luchey. A & Associates is characterized by its focused and efficient corporate structure, free from subsidiaries or mergers, allowing for agile decision-making and dedicated client service.

ACCOUNTING METHOD:

Our financial reporting follows the cash-basis accounting method, recognizing revenues upon receipt and recording expenses when paid. Utilizing QuickBooks for invoicing and payroll, we ensure efficient and accurate financial management.

INVOICING PROCEDURE:

Invoices are generated electronically on a weekly basis and emailed directly to clients for timely review. Any disputes or questions regarding invoices or services are promptly

addressed upon receiving written notice and supporting documentation. We are dedicated to customizing our invoicing procedures to accommodate customers specific preferences, ensuring seamless and efficient financial transactions.

ACCOUNTS RECEIVABLE

Our services operate on an open account basis, with payment terms typically set at thirty (30) days. We employ stringent monitoring and management of accounts receivable, promptly addressing any potential uncollectible balances. This diligent oversight ensures our financial stability and operational efficiency, reflecting the highest standards of fiscal responsibility.

PROPERTY AND EQUIPMENT:

Assets are capitalized at their original cost, with depreciation calculated using the straight-line method. Maintenance and repair expenses are recognized as incurred, ensuring that our equipment remains in optimal working condition.

S-CORPORATION TAX STATUS:

A & Associates operates as an S-Corporation under the Internal Revenue Code, leveraging the benefits of pass-through taxation. This means that the company's income, deductions, and credits flow through to the shareholders' personal tax returns, avoiding double taxation. We file our income tax returns on a cash-basis, which ensures that revenues are recognized when received and expenses are recognized when paid. This method provides an accurate reflection of our financial position and operations, ensuring transparency and strict compliance with all applicable tax regulations. Our commitment to adhering to these tax principles underscores our financial integrity and reliability.

USE OF ESTIMATES:

Our financial statements are meticulously prepared in accordance with Generally Accepted Accounting Principles (GAAP). This process incorporates management's estimates and assumptions to ensure precision and accuracy in financial reporting. We uphold the highest standards of transparency and adaptability, while acknowledging that actual results may differ from these estimates.

LINES OF CREDIT:

A & Associates maintains financial independence and stability by operating without reliance on lines of credit or factoring services. This self-sufficient approach underscores our robust financial health and prudent fiscal management.

Our corporate financial policy prioritizes sustainability, guiding investment decisions, asset acquisitions, and authorized spending to support client needs. Ensuring financial sustainability is crucial for achieving our long-term objectives and maintaining high performance standards.

Funding Assurance

A & Associates guarantees the availability of sufficient funds to cover all contract-related expenses, both anticipated and unforeseen, throughout the duration of this engagement. Our comprehensive funding plan includes:

- Wages and Payroll Taxes:
 - Ensuring timely and accurate compensation for all temporary associates.
- Background and Drug Screening:
 - Maintaining stringent hiring standards.
- Equipment and Uniforms:
 - Providing necessary tools and attire for job readiness.
- Recruitment and Interviewing:
 - Attracting and selecting top-tier candidates.
- Recognition and Motivation Programs:
 - Fostering employee engagement and retention.
- Management Supervision and Support Services:
 - Ensuring operational oversight and quality assurance.
- Creation and Implementation of Standard Operating Procedures:
 - Streamlining processes for efficiency.
- Insurance and Bonds:
 - Meeting all regulatory requirements for insurance and bonding.
- Compliance with Licensing and Certification Requirements:
 - Ensuring adherence to industry standards.
- Orientation and Pre/In-Service Training:
 - Equipping associates with essential skills and knowledge.
- Standard Reporting Forms:
 - Facilitating transparent and consistent communication.

We have established a cash reserve to support continuous operations, even during periods of financial reallocation by clients. Our diligent planning and proactive financial management ensure that we maintain a positive cash flow, promptly issue invoices, and effectively follow up on payments. This financial prudence enables us to sustain high-quality service delivery, reinforcing our commitment to excellence and reliability.



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**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

LEADING DIVERSITY INITIATIVES

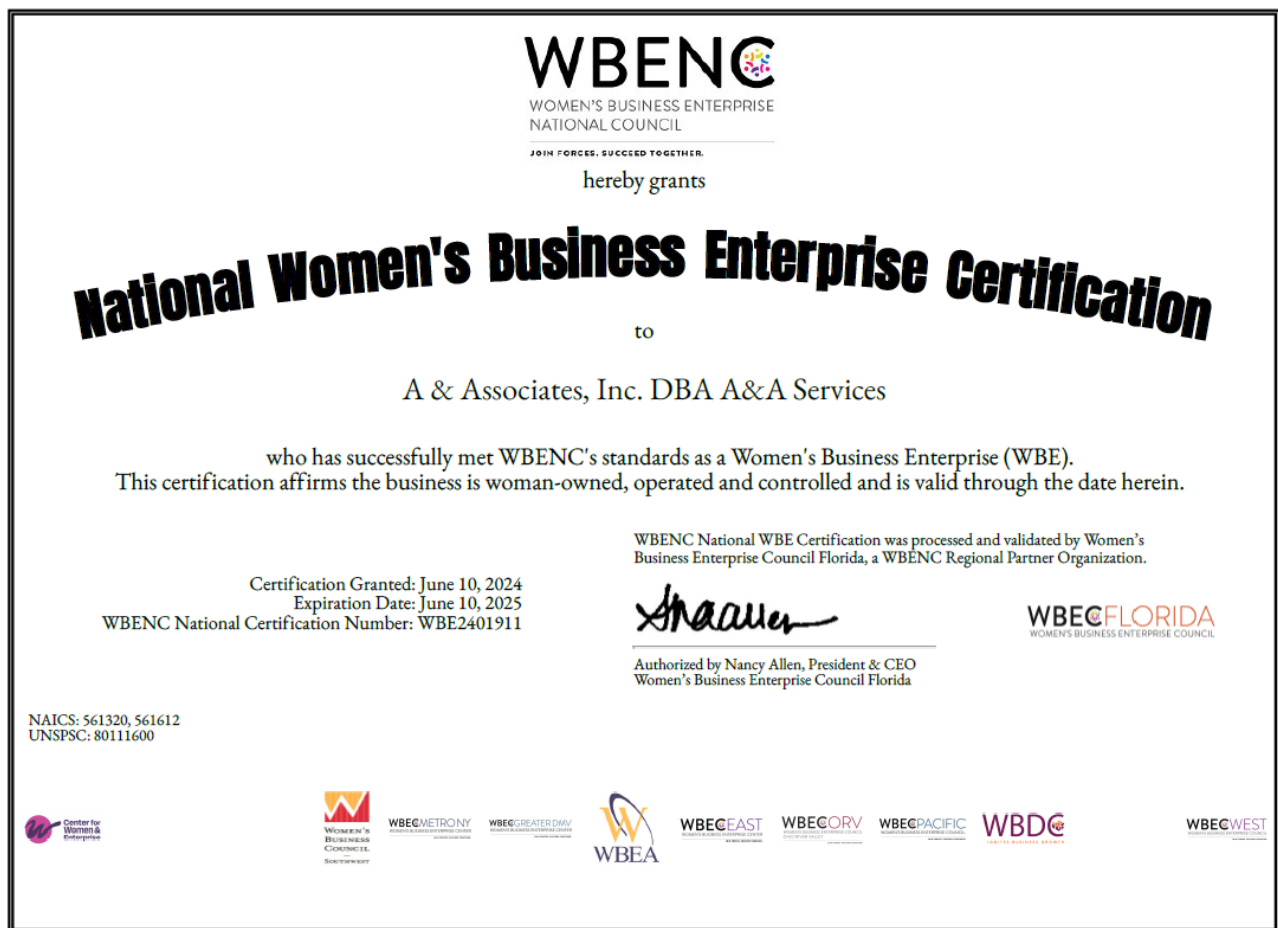
A & Associates is a premier agency dedicated to the identification, recruitment, and employment of diverse talent. As a minority-owned firm, we are committed to seeking experienced professionals from diverse backgrounds and connecting them with organizations that prioritize diversity and uphold Equal Employment Opportunity principles. Our commitment to diversity goes beyond meeting quotas; it is about fostering an inclusive workforce that reflects the richness of the communities we serve. We achieve this through several key strategies:

- **Comprehensive Recruitment Networks:** We leverage a broad range of platforms, including industry-specific job boards, professional networks, and community engagement events, to ensure we reach a wide and diverse pool of candidates.
- **Proactive Sourcing and Outreach:** Our dedicated team engages in active headhunting and networking at local job fairs, workshops, and community events. This proactive approach ensures we attract top-tier candidates who might not be actively seeking new opportunities.
- **Partnerships with Educational Institutions:** We collaborate with local colleges and vocational schools to tap into emerging talent, providing pathways for recent graduates and skilled workers looking for career advancement.
- **Diversity and Inclusion Training:** We offer training and development programs for our clients to help them create more inclusive workplaces. This includes unconscious bias training and cultural competency workshops.
- **Innovative Technology Utilization:** Our state-of-the-art Applicant Tracking System (ATS) and Customer Relationship Management (CRM) software streamline the recruitment process, ensuring efficiency and accuracy in matching candidates to job requirements.

- Women/Minority Business Enterprise Certification: We are certified as a national Women/Minority Business Enterprise (WMBE). This certification underscores our dedication to diversity and positions us as a trusted partner for organizations committed to inclusive hiring practices.

In addition, our active role in supporting diverse recruiting initiatives ensures all clients have access to a pool of highly qualified and diverse candidates. Our efforts in this area are not just about compliance but about enhancing our customers workforce with professionals who bring varied perspectives and experiences, ultimately contributing to better decision-making and innovation.

A copy of our WMBE certification is included for review below.





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**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

LITIGATION AND LEGAL AFFAIRS

A & Associates is steadfast in its commitment to strict compliance with federal, state, and local labor and employment laws, including those related to discrimination and fair employment standards. We provide ongoing pre-service and in-service training to our staff on discrimination issues and offer access to in-house legal counsel to prevent, address, and report any violations. Recognizing that effective compliance is a team effort, we work closely with our managerial team, Security Officers, and clients to ensure optimal practices. Despite our adherence to applicable laws and our substantial personnel resources, complaints and lawsuits related to employment and labor issues are an inevitable aspect of operating in today's business environment.

A & Associates assures that, to the best of our knowledge, there are no actions, suits, proceedings, inquiries, or investigations, whether legal or equitable, pending or threatened, that would in any way prohibit, restrain, or enjoin our performance or delivery of obligations, or diminish our financial ability to fulfill the terms of the proposed project. We take allegations against our business practices and reputation very seriously; all complaints are thoroughly investigated and addressed, and all lawsuits are resolved or defended vigorously, with each matter being assessed on a case-by-case basis.



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**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

INSURANCE AND LIABILITY COVERAGE

(EXPIRES: 11/28/24)

A & Associates warrants that we have a comprehensive program of insurance that exceeds the bid requirements.

If awarded this contract, A & Associates will procure and will maintain, during the entire period of performance, the type of insurance specified in the bid. In addition to the terms and conditions related to the work set forth in the bid A & Associates will cause insurance policies to include your organization as an additional insured for claims caused in whole or in part by A & Associates acts or omissions during the performance of work. A & Associates agrees to maintain said liability coverage, at its own expense, for the entire duration of this contract. All insurance policies shall be written with financially responsible companies authorized to do business in the state where the project is located.

Attached to this letter please find a sample Certificate of Insurance on the giving evidence of the required coverage.

**THE REMAINDER OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
PLEASE CONTINUE TO THE FOLLOWING PAGES**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/28/2024

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 A & A Insurance Services Int, Inc. 951 Sansbury's Way Suite 204 West Palm Beach FL 33411	CONTACT NAME: AGENCY MANAGER PHONE (A/C, No. Ext.): (561) 386-9005 E-MAIL ADDRESS: COI@AAINSURANCES.COM FAX (A/C, No.): N/A
INSURED A & Associates Corporate Office 951 Sansbury's Way, Suite 203 West Palm Beach FL 33411	INSURER(S) AFFORDING COVERAGE INSURER A: LLOYDS OF LONDON INSURER B: PROGRESSIVE EXPRESS INSURANCE COMPAN INSURER C: SUNZ INSURANCE COMPANY INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> HIRED AUTO LIABILITY <input type="checkbox"/> NON-OWNED AUTO LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	PSM0039826215	11/28/2023	11/28/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 FIRE LEGAL LIABILITY \$ 200,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP COVERAGE \$ 10,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	955674403	03/13/2024	03/13/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
a	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	PSM0039826215	11/28/2023	11/28/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	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	N/A	WC509-0015-024-SZ	01/01/2024	01/01/2025	<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 INSURANCE	Y	Y	PSM0039826215	11/28/2023	11/28/2024	AGGREGATE 2,000,000 OCCURRENCE 1,000,000 CRIME 1,000,000

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

PROOF OF INSURANCE COVERAGE

CERTIFICATE HOLDER

CANCELLATION

A & ASSOCIATES 951 SANSBURY'S WAY WEST PALM BEACH FL 33411	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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ACORD 25 (2016/03)

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**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

EQUAL EMPLOYMENT OPPORTUNITY POLICY

In alignment with our commitment to the project requirements listed herein, A & Associates is dedicated to providing equal employment opportunities (EEO) to all employees and job applicants, irrespective of race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity, or expression. Beyond federal law requirements, A & Associates complies with state and local laws governing nondiscrimination in every location where the company operates. This policy encompasses all aspects of employment, including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Moreover, A & Associates strictly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Any improper interference with the ability of our employees to perform their job duties on the job will result in disciplinary action, up to and including termination.



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**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

DECLARATION OF NO CONFLICT OF INTEREST

A & Associates is committed to maintaining the highest standards of integrity and transparency in all our dealings. To this end, we require all employees and corporate officers to disclose any potential conflicts of interest that could affect our proposal submissions. A conflict of interest is defined as any situation where personal or financial interests could improperly influence professional judgment or actions.

We confirm that A & Associates, including its principals, employees, affiliates, and subcontractors, has no existing professional, financial, or personal relationships with the customer, its elected or appointed officials, employees, agents, or any related agencies or entities that could result in a conflict of interest. Thus, there are no conflicts that would prevent A & Associates from participating in this bidding process.

Additionally, A & Associates pledges to notify all customers in writing of any new relationships or circumstances that may arise during the term of the contract which could present a conflict of interest. This commitment ensures our continuous adherence to ethical practices and regulatory compliance throughout the duration of this engagement.



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**A & ASSOCIATES
PROPOSAL RESPONSE
INFORMATION**

CONCLUSION

In conclusion, A & Associates is dedicated to delivering a comprehensive temporary staffing program that will effectively meet your needs. We are confident that our exceptional services will exceed your expectations and contribute significantly to your operational success. We look forward to the opportunity to collaborate with your firm and remain eager to begin this partnership. Should you have any questions or require further information, please feel free to contact our authorized representatives.

Thank you for considering our proposal.



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WOMAN/MINORITY OWNED BUSINESS

SUSTAINED FINANCIAL STABILITY

CUSTOMER SERVICE ORIENTED

PROFESSIONAL STAFF EXCELLENCE

LOCAL HIRING INITIATIVES

BID INFORMATION:

**TEMPORARY EMPLOYEE STAFFING
SERVICES
MARK ATKINS**

**CRFQ:
0212 SWCF0240000006]**



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1453543			Reason for Modification:
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-01	2024-07-16 13:30	CRFQ 0212 SWC2400000006	1

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000046421

Vendor Name : A & ASSOCIATES, INC

Address : CORPORATE OFFICE:

Street : 951 SANSBURY'S WAY

City : WEST PALM BEACH

State : FL **Country :** US **Zip :** 33411

Principal Contact : MS. EVELYN LOONEY, EVP

Vendor Contact Phone: 888-944-7823 **Extension:** 119

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor Signature X **FEIN#** 80-0668811 **DATE** 07/16/24

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION
The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.
Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City US	No City US
WV	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:
TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

	Document Phase	Document Description	Page 3
SWC2400000006	Draft	STATEWIDE CONTRACT - TEMPORARY STAFFING SERVICES	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

☒ A pre-bid meeting will not be held prior to bid opening

☐ A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline: July 3, 2024 due by 2:00 pm EDT

Submit Questions to: Mark Atkins
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-3970
Email: Mark.A.Atkins@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through *wvOASIS*, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through *wvOASIS* at its sole discretion. Such a prohibition will be contained and communicated in the *wvOASIS* system resulting in the Vendor's inability to submit bids through *wvOASIS*. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via email. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in *wvOASIS* are deemed to be electronically signed.

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in *wvOASIS*. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus Not Applicable convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER: Mark Atkins

SOLICITATION NO.: CRFQ 0212 SWC2400000006

BID OPENING DATE: 07/16/2024

BID OPENING TIME: 1:30pm EDT

FAX NUMBER: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by *wvOASIS* (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: July 16, 2024 at 1:30pm EDT

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

☐ This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women- owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

23. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor wvOASIS or the Purchasing Division's website to determine when a contract has been awarded.

24. ISRAEL BOYCOTT CERTIFICATION: Vendor's act of submitting a bid in response to this solicitation shall be deemed a certification from bidder to the State that bidder is not currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel. This certification is required by W. Va. Code § 5A-3-63.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of one (1) year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☒ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐☐☐☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the foregoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐☐☐☐

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☒ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.


DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) MS. EVELYN LOONEY, EVP
(Address) CORPORATE OFFICE: 951 SANSBURY'S WAY
WEST PALM BEACH, FL 33411
(Phone Number) / (Fax Number) P-888-402-2950 F-888-402-2951
(email address) EVELYN@AASERVICES.CO

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

A & ASSOCIATES

(Company) _____
(Signature of Authorized Representative) 
MS. EVELYN LOONEY, EVP
(Printed Name and Title of Authorized Representative) (Date) _____
P-888-402-2950 F-888-402-2951
(Phone Number) (Fax Number) _____
EVELYN@AASERVICES.CO
(Email Address) _____



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1453543			Reason for Modification:
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-01	2024-07-16 13:30	CRFQ 0212 SWC2400000006	1

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000046421

Vendor Name : A & ASSOCIATES

Address : CORPORATE OFFICE

Street : 951 SANSBURY'S WAY

City : WEST PALM BEACH

State : FL **Country :** US **Zip :** 33411

Principal Contact : MS. EVELYN LOONEY, EVP

Vendor Contact Phone: 888-944-7823 **Extension:** 119

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor
Signature X

FEIN#

80-0668811

DATE

07/16/24

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION
<p>The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.</p> <p>Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.</p>

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:
TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

	Document Phase	Document Description	Page 3
SWC2400000006	Final	STATEWIDE CONTRACT - TEMPORARY STAFFING SERVICES	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1453543			Reason for Modification: ADDENDUM_1
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-08	2024-07-16 13:30	CRFQ 0212 SWC2400000006	2

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000046421
Vendor Name : A & ASSOCIATES, INC
Address : CORPORATE OFFICE:
Street : 951 SANSBURY'S WAY
City : WEST PALM BEACH
State : FL **Country :** US **Zip :** 33411
Principal Contact : MS. EVELYN LOONEY, EVP
Vendor Contact Phone: 888-944-7823 **Extension:** 119

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor
Signature X FEIN# 80-0668811 DATE 07/16/24

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_1 is issued for the following:

1.To publish the Purchasing Division's response to the questions submitted by Vendors during the Technical Questioning period.

No other changes made.

The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.

Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:

TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

SOLICITATION NUMBER: CRFQ 0212 SWC2400000006

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2400000006 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

1. To publish the Purchasing Division's response to the questions submitted by Vendors during the Technical Questioning period.

No other changes made.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2400000006

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

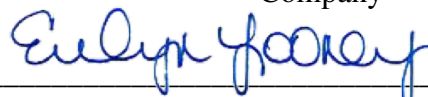
(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

A & ASSOCIATES, INC.

Company



Authorized Signature

07/16/24

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1453543			Reason for Modification: ADDENDUM_1
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-08	2024-07-16 13:30	CRFQ 0212 SWC2400000006	2

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000046421
Vendor Name : A & ASSOCIATES, INC
Address : CORPORATE OFFICE:
Street : 951 SANSBURY'S WAY
City : WEST PALM BEACH
State : FL **Country :** US **Zip :** 33411
Principal Contact : MS. EVELYN LOONEY, EVP
Vendor Contact Phone: 888-944-7823 **Extension:** 119

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor
Signature X

FEIN#

80-0668811

DATE

07/16/24

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_1 is issued for the following:

1.To publish the Purchasing Division's response to the questions submitted by Vendors during the Technical Questioning period.

No other changes made.

The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.

Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:

TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

	Document Phase	Document Description	Page 3
SWC2400000006	Final	STATEWIDE CONTRACT - TEMPORARY STAFFING SERVICES	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1453543			Reason for Modification: ADDENDUM_2
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-11	2024-07-16 13:30	CRFQ 0212 SWC2400000006	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000046421
Vendor Name : A & ASSOCIATES, INC
Address : CORPORATE OFFICE:
Street : 951 SANSBURY'S WAY
City : WEST PALM BEACH
State : FL **Country :** US **Zip :** 33411
Principal Contact : MS. EVELYN LOONEY, EVP
Vendor Contact Phone: 888-944-7823 **Extension:** 119

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor Signature X	FEIN# 80-0668811	DATE 07/16/24
---------------------------	-------------------------	----------------------

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_2 is issued for the following:

1. To publish additional information to the Purchasing Division's responses provided in Addendum_1.

No Other Changes.

The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.

Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:

TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 2:00 PM EDT	2024-07-03

SOLICITATION NUMBER: CRFQ 0212 SWC2400000006

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2400000006 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other: To publish additional information previously provided in Addendum_1.

Description of Modification to Solicitation:

1. To publish additional information to the Purchasing Division's responses provided in Addendum_1.

No Other Changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2400000006

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

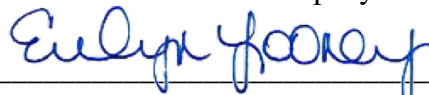
(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

A & ASSOCIATES, INC

Company



Authorized Signature

07/16/24

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1453543			Reason for Modification:
Doc Description: STATEWIDE CONTRACT -TEMPORARY STAFFING SERVICES			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-07-01	2024-07-16 13:30	CRFQ 0212 SWC2400000006	1

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000046421
Vendor Name : A & ASSOCIATES, INC
Address : CORPORATE OFFICE:
Street : 951 SANSBURY'S WAY
City : WEST PALM BEACH
State : FL **Country :** US **Zip :** 33411
Principal Contact : MS. EVELYN LOONEY, EVP
Vendor Contact Phone: 888-944-7823 **Extension:** 119

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Vendor Signature X  **FEIN#** 80-0668811 **DATE** 07/16/24

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids to establish a Statewide Open-End contract for (17) specific Temporary Job Classifications commonly required by State Agencies in all 55 counties in West Virginia, per the attached documents.

Note: Vendors bidding on each classification will be required to provide the job classification to all State Agencies throughout the State of West Virginia.

INVOICE TO

ALL STATE AGENCIES
VARIOUS LOCATIONS AS
INDICATED BY ORDER

No City WV
US

SHIP TO

STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS
INDICATED BY ORDER

No City WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE STAFFING SERVICES	0.00000	HOURL		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description:

TEMPORARY EMPLOYEE STAFFING SERVICES:

Note: Vendor must use Exhibit_A Pricing Page(s) for bid pricing and submit with bid.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line and attach the pricing page to their bid.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 2:00 PM EDT	2024-07-03

	Document Phase	Document Description	Page 3
SWC2400000006	Final	STATEWIDE CONTRACT - TEMPORARY STAFFING SERVICES	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

STATEWIDE COVERAGE:

Each Job Classification submitted will
be required for vendor to provide in all 55
counties throughout the State of West Virginia.

REQUEST FOR QUOTATION

CRFQ SWC2400000006

(CMA TEMP24)

Temporary Staffing Services

EXHIBIT_A

Classification	Worker Pay Rate	Withholding Rate	Overhead Rate	Total Rate*
Accounting Technician 2	\$ 17.00	\$ 1.60	\$ 4.35	\$ 22.95
Administrative Services Assistant 1	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Administrative Services Assistant 2	\$ 16.00	\$ 1.50	\$ 4.10	\$ 21.60
Cook	\$ 15.00	\$ 1.14	\$ 3.84	\$ 19.98
Custodian	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Data Entry Operator2	\$ 16.00	\$ 1.50	\$ 4.10	\$ 21.60
Executive Secretary	\$ 17.00	\$ 1.60	\$ 4.35	\$ 22.95
Groundskeeper	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Health Service Worker	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Laboratroy Assistant 3	\$ 17.00	\$ 1.60	\$ 4.35	\$ 22.95
Laborer	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Mail Runner	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Office Assistant 2	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Office Assistant 3	\$ 16.00	\$ 1.50	\$ 4.10	\$ 21.60
Paralegal	\$ 20.00	\$ 1.88	\$ 5.12	\$ 27.00
Parking Attendant	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Word Processor	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25

* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: _____

A & ASSOCIATES, INC

Contact Person: _____

MS. EVELYN LOONEY, EVP

Phone #: _____

888-402-2950

Fax #: _____

888-402-2951

Email: _____

EVELYN@AASERVICES.CO

Signature: _____



Date: _____

7/16/2024

STATEWIDE

Please type or write Legibly

STATEWIDE COVERAGE:

Each Job Classification submitted will
be required for vendor to provide in all 55
counties throughout the State of West Virginia.

REQUEST FOR QUOTATION

CRFQ SWC2400000006

(CMA TEMP24)

Temporary Staffing Services

EXHIBIT_A

Classification	Worker Pay Rate	Withholding Rate	Overhead Rate	Total Rate*
Accounting Technician 2	\$ 17.00	\$ 1.60	\$ 4.35	\$ 22.95
Administrative Services Assistant 1	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Administrative Services Assistant 2	\$ 16.00	\$ 1.50	\$ 4.10	\$ 21.60
Cook	\$ 15.00	\$ 1.14	\$ 3.84	\$ 19.98
Custodian	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Data Entry Operator2	\$ 16.00	\$ 1.50	\$ 4.10	\$ 21.60
Executive Secretary	\$ 17.00	\$ 1.60	\$ 4.35	\$ 22.95
Groundskeeper	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Health Service Worker	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Laboratroy Assistant 3	\$ 17.00	\$ 1.60	\$ 4.35	\$ 22.95
Laborer	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Mail Runner	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Office Assistant 2	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Office Assistant 3	\$ 16.00	\$ 1.50	\$ 4.10	\$ 21.60
Paralegal	\$ 20.00	\$ 1.88	\$ 5.12	\$ 27.00
Parking Attendant	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25
Word Processor	\$ 15.00	\$ 1.41	\$ 3.84	\$ 20.25

* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: _____ A & ASSOCIATES, INC
Contact Person: _____ MS. EVELYN LOONEY, EVP
Phone #: _____ 888-402-2950
Fax #: _____ 888-402-2951
Email: _____ EVELYN@AASERVICES.CO
Signature: _____ MS. EVELYN LOONEY, EVP

Date: 07/16/2024

STATEWIDE

Please type or write Legibly