

Mayor
John J. Lee

City Manager
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Council Members
Isaac E. Barron
Pamela A. Goynes-Brown
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Richard J. Cherchio



Finance Department

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**City of North Las Vegas
Request for Proposal ("RFP")
RFP 2020-002 Temporary Staffing**

April 23, 2020

Proposals will be received electronically only through the Nevada Gov eMarketplace (NGEM) System at www.ngemnv.com until **May 26, 2020 at 10:00 A.M.** (the "Proposal Due Date"), and all proposals will be publicly opened and read shortly thereafter in Conference Room 703 inside City Hall at the above listed address.

There will be no Pre-Proposal Meeting held at City Hall. All Questions and/or concerns regarding this Proposal should be submitted in NGEM or sent by e-mail to leakem@cityofnorthlasvegas.com prior to the deadline for questions of **Thursday, May 11, 2020 at 12:00 p.m.** local time. All questions and concerns must be received by the question deadline.

Proposal documents may be accessed at www.ngemnv.com, at the City of North Las Vegas website at www.cityofnorthlasvegas.com at the Purchasing Bid Advertisements Page, or in person at the Purchasing Office, Monday through Thursday, 8:00 a.m. – 4:45 p.m. at City Hall, 2250 Las Vegas Boulevard North, Suite 708, North Las Vegas, NV 89030. The City reserves the right to reject any and all Proposals, waive any informality or technicality, or to otherwise accept Proposals deemed in the best interest of the City.


Catherine A. Raynor, MMC, City Clerk

Published Las Vegas Review Journal April 23, 2020

**City of North Las Vegas
Request for Proposal (“RFP”)
RFP 2020-002 Temporary Staffing**

1. PUBLIC RECORDS:

The RFP documents and all Proposals submitted in response thereto are public records. You are cautioned not to put any material into the Proposal that is proprietary in nature. The City is a public agency as defined by state law. As such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). The City’s records are public records, which are subject to inspection and copying by any person, unless declared by law to be confidential.

2. PERFORMANCE OF WORK:

The successful Respondent shall perform all the work described in this RFP as may be necessary to complete the contract in a satisfactory and acceptable manner according to the terms set forth herein and in any agreement entered into with the City.

3. FORM OF CONTRACT:

Execution of the Contract by all named parties will authorize delivery of goods or services obtained under this RFP.

4. ELECTRONIC RESPONSE THROUGH NGEM SYSTEM:

Proposals must be submitted online through the Nevada Government eMarketplace (NGEM). The NGEM System is an electronic bidding system used by a consortium of local government entities in Nevada for supplier registration and the submission of electronic bids and proposals. The NGEM System is available at www.ngemnv.com. There is no cost for any Respondent to use the NGEM System, however, all Respondents must register prior to gaining access to see the details of any solicitation and to submit a bid or proposal online. All Proposals must be submitted on the NGEM System no later than the Proposal Due Date and time. Per the Terms of Use of the NGEM System, Proposals may not be submitted after the Proposal Due Date, and the server clock will govern.

5. EXPLANATION TO RESPONDENT:

Any explanations desired by Respondent regarding the meaning or interpretation of specifications must be requested in writing and with sufficient time allowed for a reply to reach Respondent before submission of its Proposal. Oral explanations given before the award of the Contract will not be binding. Any written interpretation made will be furnished to all Respondents, and its receipt by the Respondent will be acknowledged. Interpretation of the meaning of the plans, specifications or other pre-Proposal documents will not be binding if presented to any Respondent orally. Every request for such interpretation should be in writing addressed to Marie Leake by email at leakem@cityofnorthlasvegas.com or by mail at ATTN: Marie Leake, Buyer, City of North Las Vegas, 2250 Las Vegas Blvd, North, Suite 708, North Las Vegas, NV 89030. Any and all such interpretations and any supplemental instructions deemed necessary will be in the form of a written addendum to the specifications which, if issued, will be mailed or e-mailed to all known prospective Respondents. Failure of any Respondent to receive any such addendum or interpretation shall not relieve such Respondent from any obligation

under the Proposal documents as submitted. All addenda issued shall become part of the Proposal documents.

6. METHOD OF EVALUATION AND AWARD OPTIONS:

The evaluation of the Proposals will be conducted by City personnel. The City will award this Request for Proposal based on the Respondent who submits the most responsive, responsible Proposal deemed to be in the City's best interest according to the evaluation criteria set forth within this RFP. Please prepare your Proposal according to the appropriate sections and your Proposal will be evaluated accordingly. The City reserves the right to select more than one Proposal for award or to reject all Proposals. Pursuant to NRS 332.065(3), the City shall not enter into a contract with a Respondent to this Proposal unless the contract includes the written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

7. ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that the Contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party or unless otherwise allowed pursuant to NRS 332.095(2). The Respondent will be an independent contractor for all purposes and no agency, either expressed or implied, exists.

8. CONDITIONS OF PROPOSAL SUBMITTAL:

- (a) The Proposal must be signed by a duly authorized official of the proposing firm or company submitting its Proposal.
- (b) No Proposal will be accepted from any person, firm, or corporation that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City staff or City Council.
- (c) No Proposal will be accepted from any person, firm, or corporation if that person, firm, or corporation or any of its principals are debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any federal or state department or agency. By signing and submitting a Proposal to the City, the Respondent certifies that no current suspension or debarment exists.
- (d) All Proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material. Respondents must submit one original and two copies of its Proposal.

9. PROTESTS:

The City will publish the Recommendation of Award Notification on the City's website (www.cityofnorthlasvegas.com). Any Respondent may file a notice of protest regarding the proposed award of the Contract by the North Las Vegas City Council. Respondents will have five (5) business days from the date the Recommendation of Award is published to submit the written protest to the City Clerk. The written protest must include a statement

setting forth, with specificity, the reasons the person filing the protest believes that applicable provisions of the Contract documents or law were violated. At the time a notice of protest is filed, the person filing such notice of protest shall post a bond with a good and solvent surety authorized to do business in the State of Nevada, and supply it to the City Clerk. The bond posted must be in an amount equal to the lesser of (i) twenty-five percent (25%) of the total value of the Proposal submitted by the person filing the notice of protest; or (ii) two hundred fifty thousand dollars (\$250,000).

A notice of protest filed in accordance with this section shall operate as a stay of action in relation to the award of the Contract until a determination is made by the North Las Vegas City Council. A person who makes an unsuccessful proposal may not seek any type of judicial intervention until after the North Las Vegas City Council has made a determination on the notice of protest and awarded the Contract. Neither the City nor any authorized representative of the City is liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a person who submits a Proposal, whether or not the person files a notice of protest pursuant to this section.

If a protest is upheld, the bond posted and submitted with the notice of protest will be returned to the person who posted the bond. If the protest is rejected, a claim may be made against the bond by the City in an amount equal to the expenses incurred by the City because of the unsuccessful protest.

10. LICENSES:

All Respondents must provide a copy of all appropriate licenses in accordance with the laws of the State of Nevada, prior to submission of Proposals for this project. Upon award, the successful Respondent will be required to obtain a North Las Vegas Business License.

11. PUBLIC OPENING:

Proposals received will be opened and the name of the Respondent's company will be read publicly at the time and place indicated in the Request for Proposal documents. Respondents, their authorized agents and the public are invited to be present. No responsibility will attach to any City official or employee for the pre-opening of, or the failure to open, a Proposal not properly addressed or identified.

12. TERM OF THE CONTRACT:

The Contract shall have a term of Three (3) Years with two (2) one-year renewals, or as otherwise stated in the Contract.

13. INSURANCE:

Prior to the commencement of the Contract, the successful Respondent must provide properly executed Certificates of Insurance to the City, which shall clearly evidence all insurance required by the City, including a policy or certificate of comprehensive general liability insurance in which the City, its public officials, officers, employees, agents, and volunteers shall be the named insured or be named as an additional insured. In compliance with this provision, the Respondent may file with the City a satisfactory policy providing a minimum \$1,000,000 "blanket coverage" policy or certificate of insurance. Such insurance will (i) waive subrogation against the City, its officers, agents, servants,

and employees; (ii) will be primary and any insurance or self-insurance maintained by the City will apply in excess of, and not contribute with, the insurance required; (iii) will include or be endorsed to cover the Respondent's contractual liability to the City; and (iv) disclose all deductibles and self-insured retentions in the Certificate of Insurance. No deductible or self-insured retention may exceed \$250,000.00 without the City's written approval. Required insurance shall not be canceled, allowed to expire or be materially reduced in coverage until after 30 days' written notice has been given to, and approved in writing by, the City Attorney or the City Risk Manager.

The policy shall provide the following minimum limits:

COMMERCIAL GENERAL LIABILITY

Each Occurrence	\$1,000,000 each occurrence/accident
Products/Completed Operations	\$2,000,000 aggregate
Property Damage	\$1,000,000
Personal/Advertising Injury	\$1,000,000
COMBINED SINGLE LIMIT OF Aggregate of	\$1,000,000 \$2,000,000

AUTOMOBILE LIABILITY

Bodily Injury - - - - -	\$1,000,000 each accident
Property Damage - - - -	\$1,000,000 each accident

Coverage must include all owned, leased, hired, non-owned and employee non-owned vehicles, where applicable, Personal Injury Protection.

PROFESSIONAL LIABILITY

Claim or Loss	\$1,000,000
General Aggregate	\$2,000,000

ABUSE/MOLESTATION LIABILITY

Claim or Loss	\$1,000,000
General Aggregate	\$3,000,000

Coverage must include professional misconduct or lack of ordinary skill for those positions defined in the scope of work for this Proposal.

Such insurance shall include the specific coverage set out herein and be written for NOT LESS THAN the limits of liability and coverage provided in the "Insurance Service Office", or required by law and other governing agencies, whichever is greater. The cost of this insurance shall be deemed included in the Proposal prices and no additional compensation will be made.

In addition, the Respondent shall furnish evidence of a commitment by the insurance company to notify the City by registered mail of the expiration or cancellation of the insurance policies required not less than 30 days before the expiration or cancellation is effective.

WORKER'S COMPENSATION INSURANCE:

Each successful Respondent shall secure, maintain in full force and effect, and bear the cost of complete Worker's Compensation Insurance in accordance with the Nevada Industrial Insurance Act - Nevada Revised Statutes, Chapter 616A-616D, inclusive, for the duration of the Contract and shall furnish the City, prior to the execution of the Contract, a Certificate of Insurance which meets the requirements of the Nevada Industrial Insurance Act. The City, or any of its officers or employees, will not be responsible for any claims or suits in law or equity occasioned by the failure of the successful Respondent to comply with the provisions of this paragraph. If the successful Respondent has no employees, then Exhibit D- Affidavit of Rejection of Coverage for Workers' Compensation must be completed and submitted with response to this Proposal.

14. INDEMNITY:

The successful Respondent agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from any and all liabilities, causes of action, claims, damages, losses, expenses, proceedings, actions, judgements, reasonable attorneys' fees, and court costs which the City suffers or its officers, agents, or employees suffer, as a result of, or arising out of, the negligent or intentional acts or omissions of Respondent, its subcontractors, agents, and employees, in the fulfillment or performance of the work described herein until such time as the applicable statutes of limitation expire.

15. PROVISIONS PROVIDED BY LAW:

Each and every provision and clause required by law to be inserted in the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract forthwith shall be physically amended to make such insertion or correction. The Respondent's attention is directed to the fact that all applicable City, County, State and Federal laws, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout its duration, and they will be deemed to be included in the Contract the same as though herein written out in full.

16. ADDENDA INTERPRETATIONS:

If it becomes necessary to revise any part of this Request for Proposal, a written addendum will be provided publicly. The City is not bound by any oral clarifications changing the scope of work for this project. The addendum must be acknowledged and returned in the Proposal submission.

17. CANCELLATION OF CONTRACT:

The City reserves the right to cancel the award or execution of any contract at any time before the Contract has been approved by the City Council without any liability or claims thereof against the City.

18. TERMINATION FOR CONVENIENCE:

The City shall have the right at any time to terminate further performance of the Contract, in whole or in part, for any reason whatsoever (including no reason). Such termination shall be effected by written notice from the City to the Respondent, specifying the extent and effective date of the termination. On the effective date of the termination, the successful Respondent shall terminate all work and take all reasonable actions to mitigate expenses. The successful Respondent shall submit a written request for incurred costs for services performed through the date of termination within 30 days of the date of termination. All requests for reimbursement of incurred costs shall include substantiating documentation requested by the City. In the event of such termination, the City agrees to pay the successful Respondent within thirty days after receipt of a correct, adequately documented written request. The City's sole liability under this Paragraph is for payment of the costs for the services requested by the City and actually performed by the successful Respondent.

19. TAXES:

The City is exempt from State, Retail, and Federal Excise Taxes. The Proposal price must be net, exclusive of taxes.

20. EXCEPTIONS:

Each Respondent must list on a separate sheet of paper any exceptions to the Request for Proposal specifications and attach it to its Proposal. Exceptions, deviations, or contingencies requested in Respondent's Proposal, while possibly necessary in the view of the Respondent, may result in lower scoring or disqualification of the Proposal.

21. FISCAL FUNDING OUT:

In the event the City fails to appropriate funds for the performance of this contract, the Contract will terminate once the existing funds have been exhausted.

22. LIMITATION OF FUNDING:

The City reserves the right to reduce estimated or actual quantities, in whatever amount necessary, without prejudice or liability to the City, if funding is not available or if legal restrictions are placed upon the expenditure of monies for the services required under the Contract.

23. ESCALATION:

Prices may not be increased. The price submitted in your Proposal must remain firm throughout this project, including any renewals under the term of this contract.

24. AUDIT OF RECORDS:

- (a) The successful Respondent agrees to maintain financial records pertaining to all matters relative to this Proposal in accordance with standard accounting principles and procedures and to retain all records and supporting documentation applicable to this Proposal for a period of three (3) years after completion of this Proposal and any subsequent extensions thereof. All records subject to audit findings shall be retained for three (3) years after such findings have been resolved. In the event the successful Respondent goes out of existence, the successful Respondent shall turn over to the City all of its records relating to this Proposal. The successful Respondent agrees to give the City access to records immediately upon request.

- (b) The successful Respondent agrees to permit the City or the City's designated representative(s) to inspect and audit its records and books relative to this Proposal at any time during normal business hours and under reasonable circumstances and to copy and/or transcribe any information that the City desires concerning successful Respondent's operation hereunder at the City's discretion. The successful Respondent further understands and agrees that said inspection and audit would be exercised upon written notice. If the successful Respondent or its records and books are not located within Clark County, Nevada, and in the event of an inspection and audit, successful Respondent agrees to deliver the records and books or have the records and books delivered to the City or the City's designated representative(s) at an address within the City as designated by the City. If the City or the City's designated representative(s) find that the records and books delivered by the successful Respondent are incomplete, the successful Respondent agrees to pay the City or the City's representative(s)' costs to travel (including travel, lodging, meals, and other related expenses) to the successful Respondent's offices to inspect, audit, retrieve, copy and/or transcribe the complete records and books. The successful Respondent further agrees to permit the City or the City's designated representatives to inspect and audit, as deemed necessary, all records of this project relating to finances, as well as other records including performance records that may be required by relevant directives of funding sources of the City.

- (c) If, at any time during the term of this Proposal, or at any time after the expiration or termination of the Proposal, the City or the City's designated representative(s) finds the dollar liability is less than payments made by the City to the successful Respondent, the successful Respondent agrees that the difference shall be either: (a) repaid immediately by the successful Respondent to the City or (b) at the City's option, credited against any future billings due the successful respondent.

- (d) The successful Respondent must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order; however, if the City decides that the facts justify, the City may receive and act upon an invoice submitted before final payment of the Proposal.

- (e) The successful Respondent shall provide current, complete, and accurate documentation to the City in support of any equitable adjustment. Failure to provide adequate documentation, within a reasonable time after a request from the City will be deemed a waiver of the successful Respondent's right to dispute.

25. INDEPENDENT CONTRACTOR:

In the performance of services under the Contract, the successful Respondent and any other persons employed by it shall be deemed to be an independent contractor and not an agent or employee of the City. The City shall hold the successful Respondent as the sole responsible party for the performance of this Contract. The successful Respondent shall maintain complete control over its employees. Nothing contained in the RFP, Contract or award by the City shall create a partnership, joint venture or agency. Neither party shall have the right to obligate or bind the other party in any manner to any third party.

26. COMPANY PERSONNEL:

The successful Respondent is solely responsible for the supervision and control of its staff performing work under this contract; however, the City reserves the right to request removal from its premises the successful Respondent's "on site" staff personnel for just cause, and the successful Respondent shall take reasonable action to comply with the request. Upon award of the Contract a listing of all personnel authorized to participate in the awarded program shall be submitted and included as part of the executed agreement.

27. KEY PERSONNEL:

For the City of North Las Vegas:

Marie Leake, Procurement Manager. She is responsible for the administration and audit of the Contract and any changes. She can be reached at (702) 633-2440, Monday through Thursday, 6:00 a.m. to 4:00 p.m.

Romina Chapman-Wilson, Utilities Business Services Manager. She or her designee is responsible for monitoring the project and is responsible for any requested changes by the Respondent. She can be reached at (702) 633-1278, Monday through Thursday, 8:00 a.m. to 5:00 p.m.

Nichole Washington, Human Resources Director. She or her designee is responsible for monitoring the project and is responsible for any requested changes by the Respondent. She can be reached at (702) 633-1506, Monday through Thursday, 8:00 a.m. to 6:00 p.m.

The cutoff time for any questions regarding this Request for Proposal is Monday, May 4th, 2020 at 12:00 p.m. Local time. Any questions submitted beyond this cutoff time will not be answered.

**City of North Las Vegas
Request for Proposal (“RFP”)
RFP 2020-002 Temporary Staffing**

Definitions

Certificates of Insurance – a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. This document should list the effective date of the policy, the type of insurance coverage provided, the type and dollar amount of applicable liability, and shall list the City of North Las Vegas , its public officials, officers, employees, agents, and volunteers, as an additional insured.

City - the City of North Las Vegas.

City Attorney – the lawyer employed by the City of North Las Vegas, who is legally appointed as legal counsel to transact business on behalf of the City of North Las Vegas.

City Clerk - a public officer charged with recording the official proceedings and vital statistics of the City of North Las Vegas.

City Council - the legislative body that governs the City of North Las Vegas.

City Manager - a person not publicly elected but appointed by the City Council to manage the City of North Las Vegas.

City Records - information, minutes, files, accounts or other records which the City of North Las Vegas is required to maintain, and which must be accessible to review by the public.

City Staff - any person currently employed by the City of North Las Vegas.

Contract – the written agreement between the City and the Respondent selected by the City as having the best Proposal, as approved by City Council and fully executed by the parties.

Key Personnel - defined City employees listed in Paragraph 27.

Pre-Proposal Meeting – a meeting that Respondent may attend to have the project requirements defined. This allows the Respondent to ask questions necessary to enable Respondent to provide a Proposal.

Nevada Public Records Law – as defined in NRS Chapter 239.

Proposal - document submitted in NGEM by Respondent to the City of North Las Vegas offering the product or service that meets the requested specifications. Respondent will fill out the Proposal documents with their price offering and complete all required documents.

Purchasing Department – The City of North Las Vegas Department that reviews the Proposals for compliance to specifications, reviews the pricing. Selection and award of the contract will be based on the requirements as states in the Evaluation Process and Award of Contract.

Recommendation of Award Notification – notification to the general public that the City has recommended a Respondent who has been selected based on having the best Proposal by meeting the criteria listed in the Proposal documents. This Recommendation of Award goes to

the City Council and upon City Council approval will be selected to fulfill the requirements as outlined in the Request for Proposal.

Representative – person who represents a company and compiles questions to enable the company to submit a proposal that accurately identifies the City’s requirements.

Request for Proposals – the official legal published advertisement of the Proposal requirements.

Respondent(s) or Proposer(s) – Vendor who offers the requested service or product to the City on the official Request for Proposal.

Subcontractor - a person who, or business that, contracts to provide some service or material necessary for the performance of another's contract.

Warranty - a guarantee on purchased goods that they are of the quality represented and will be replaced or repaired if found to be faulty.

**CITY OF NORTH LAS VEGAS
SCOPE OF WORK
RFP 2020-002 Temporary Staffing**

1. INTRODUCTION: The City of North Las Vegas is soliciting proposals from temporary staffing agencies to provide cost effective temporary staffing services for various temporary staffing needs within the City. Currently, the City has the need for the particular temporary staffing services described in Attachment A. However, the City may need additional temporary staffing in the future and seeks proposals that include all positions that agencies can offer.

2. SCOPE OF WORK

2.1 The Successful Respondent(s) shall furnish temporary staffing services as required by the City for the various job descriptions shown on Attachment A. The City may seek additional temporary staff, not listed on Attachment A, as necessary from the selected Respondent(s). The City agrees to provide the agency with a current job description for any additional temporary work needed.

2.2 There is no guarantee of any minimum amount of services that may be requested during the term of the contract.

2.3 Temporary personnel will be required to work various shifts (days and hours) based on assignment. Details regarding the assigned shift will be communicated to the Successful Respondent(s) by the hiring department within the City at the time the request is submitted to the agency for personnel. Based on the department's needs, overtime may be requested/required.

2.4 All work under this contract must be performed by properly trained and competent personnel within the specific job description and must be in accordance with industry standards.

3. REQUIREMENTS

3.1 Temporary staff shall be employed by the Successful Respondent(s). The Successful Respondent(s) shall be responsible for all payroll taxes, worker's compensation, payroll reports, insurance, benefits, any other employer federal and state requirements, and employee discipline and investigations for complaints.

3.2 Temporary staff assigned to the City by Successful Respondent(s) must meet the minimum qualifications specified by the City for each position filled and hold all required licenses for the assigned position, hold a valid Nevada driver's license, and have a clean motor vehicle record as they may be required to drive a city vehicle at any time. Temporary staff must be apprised of the job requirements, skills and tasks of the job and must be able to safely perform the essential functions of the job.

3.3 Temporary staff should be available for the entire length of the assignment. Every attempt must be made by the Successful Respondent(s) to minimize staffing gaps. At a minimum, replacement staff must be made available within two (2) business days of staff separation or request by the City for additional staff.

3.4 The City will have the right at any time to refuse any temporary personnel assigned to the City by the Successful Respondent(s) for any job related deficiency and to request immediate removal of said personnel. The temporary personnel shall be immediately removed and prompt arrangements made for a suitable replacement. Refusal of temporary personnel shall

be in accordance with Equal Opportunity Employment Guidelines. If at any point, the City determines that a temporary staff member is not performing his or her duties to the City's standard, policies or procedures, the Successful Respondent(s), upon notice from the City, shall remove the temporary staff member from the assignment at no charge to the City, and the Successful Respondent(s) shall find a suitable replacement.

3.5 The Successful Respondent(s) shall assign a single point of contact to coordinate and assist in any staffing requests, availability, scheduling, billing, contract compliance requirements, reports and problem solving. When requested, the Successful Respondent(s) must meet with the City to discuss all services.

3.6 The Successful Respondent(s) shall confirm availability of a temporary worker to fill a request within 24 hours.

3.7 The Successful Respondent(s) shall be responsible at all times for the actions and work of its personnel and conduct investigations for any personnel or customer complaints.

3.8 Temporary personnel will be required to undergo a criminal history background check and drug test. The Successful Respondent(s) shall ensure that any of Successful Respondent's employees providing services for the City has a criminal history background check that includes:

- National criminal background check including county searches, sex offender/violent crimes search, and SSN trace
- Motor Vehicle Records (MVR) Check
- 5-Panel Drug Test
- Employment Verification
- Education Verification

These requirements are to be submitted to the City's Human Resources Department. The contact information will be outlined in the contract. The City reserves the right to conduct any additional background checks that it deems necessary with respect to the temporary staff provided to the City by Successful Respondent(s).

3.9 All temporary staff supplied to the City under this contract, who are required by the State of Nevada laws, regulations, or standards to possess qualifications such as licensure, registration, credentials, or other academic, vocational, or technical certification shall possess the appropriate credentials, licensure and/or certifications prior to temporary placement with the City. The Successful Respondent(s) is required to keep temporary personnel credentials files current. When the Successful Respondent(s) is requested by the City, they shall provide a copy of the employee's credentials or license.

3.10 The Successful Respondent(s) must notify the City immediately should any personnel supplied under this contract, lose their credentials, licensure, and/or certifications required to perform the job while working for the City.

3.11 The Successful Respondent shall submit invoices to the City to receive payment. Invoices should include: Each employee should be itemized, list total hours worked, list period worked (weekly, bi-weekly or monthly), list the rate charged to the City and the department being billed.

3.12 Upon completion of their assignments, all temporary personnel assigned to the City must return any uniforms, proxy badge, supplies and equipment provided by the City. The

Successful Respondent shall be responsible for the cost of any property of the City that is not returned to the City upon completion of the assignment.

4. MINIMUM INFORMATION REQUIRED FOR SUBMITTAL TO BE CONSIDERED

4.1 Respondent must not be debarred, suspended, or proposed for debarment, declared ineligible or voluntarily excluded in this transaction by any federal or state department or agency. All respondents submitting a proposal will be verified as to the eligibility status for receiving federal/state funds.

4.2 Complete proposal responding to each of the categories outlined herein.

4.3 Agency must list any experience they have placing candidates with other municipalities.

5. ESSENTIAL REQUIREMENTS

5.1 Successful Respondent(s) shall ensure that all temporary employees are qualified to perform the work in the job descriptions provided by the City and are able to meet the requirement of regular and timely attendance.

5.2 Successful Respondent(s) must strictly adhere to all state and federal laws with respect to discrimination in employment and shall not discriminate in employment against any individual on the basis of race, color, religion, gender, sexual orientation, marital status, national origin, age or disability.

6. SUBMITTAL

Responses to this RFP should include the following:

6.1 Statement of understanding of the services requested, including narrative and work plan outlining an approach for addressing the requirements of the RFP.

6.2 A detailed description of the Respondent's hiring process, ordering process, training programs, employee benefits and other services that are provided to its employees.

6.3 A detailed description of the Respondent's screening process for temporary employee applicants and if/how background checks and drug/alcohol tests are conducted. Respondent shall clearly state whether it will be able to perform the background check requirements the City requires in section 3.8 above.

6.4 Information related to how temporary employees are recruited.

6.5 A detailed description of Respondent's invoicing procedures and deadlines for submitting timesheets. Also, provide details on how employees will submit time entries for payroll (i.e. smart phone application, web based time entries or by paper/fax/phone) and how time entries are to be approved by the City's representative.

6.6 Respondent's pricing model and percentage rates. All rates should include any overhead, administrative, travel, expediting costs, or fees. Please include quotes for temp-to-perm placements and replacement personnel, if needed.

6.7 A sample candidate recommendation including on-boarding, sample invoice, sample disciplinary form, sample accident/injury form, and a sample of Respondent's time card approval method.

6.8 An acknowledgement of the following:

- that Respondent agrees to notify the City promptly of all accidents and incidents regardless of cause or severity.
- that Respondent agrees to investigate, handle, respond to, and to provide defense for and defend against, any liability, claims or demands arising from Respondent's performance or its employee's performance under this Agreement, at the sole expense of the Respondent, or at the option of the City, agrees to pay the City or reimburse the City for defense costs incurred by the City in connection with, any such liability, claims or demands. In carrying out any of the provisions of this Contract or in exercising any power or authority thereby, there shall be no personal liability of the City or the City's Representative, or officials, attorneys, employees and agents thereof.
- that Respondent agrees to bear all other costs and expenses related to any accidents and incidents caused by the negligent or willful acts or omissions of the Respondent or its employees in carrying out the services under this contract, including court costs and attorney fees, whether any such liability, claims or demands alleged are groundless, false or fraudulent. The obligation of these provisions shall not extend to any injury, loss or damage which is caused by the act, omission or other fault of the City.
- that Respondent shall be responsible for initiating, maintaining and supervising all safety precautions. Successful Respondent(s) shall take all reasonable safety precautions and provide all reasonable protection to prevent damage, injury, or loss to all employees and Subcontractors at the work site and all other persons affected by the Work, all materials and equipment in the care and custody of Successful Respondent(s) or Subcontractor, all Work, and all property at the worksite.
- that Respondent agrees to comply with all Federal, State and Local Safety Regulations including, but not limited to, OSHA, NFPA, Nevada DMV for class C and Commercial Drivers/CDL, DOT and FMCSA Regulations, Environmental/EPA, NIOSH.
- that any temporary personnel must be screened and assessed by Respondent (if applicable) for the assignment at City. Only qualified candidates meeting the minimum requirements per the job descriptions should be recommended, if applicable. A resume and test scores from the agency's own assessment program/process should be provided to the City upon recommendation of the candidate(s) in writing, normally via email.
- that Respondent agrees to handle all disciplinary actions and investigations (pertaining discipline) for contractor assigned to the City. Any performance issues must be conveyed to the agency within one week of the occurrence.
- that Respondent understands that the City will not provide any benefits or compensation for such benefits (medical, dental, vision, paid holidays, etc.) for temporary personnel.

- that the Respondent can accommodate the City's workforce needs (field or office) and hours/shifts (days, nights, weekends if needed).
- that the Respondent will disclose temporary personnel who are related to current full time employees within the City, past or present to ensure adherence to the City's Employment of Relative Policy.
- that the Respondent can ensure that temporary personnel provided to the City will be available to start their assignment the day after completing an approved background check.
- that secondary employment of any candidate must be disclosed to the City prior to the start of the assignment with the City and afterward if secondary employment is obtained.

6.9 A description of any additional temporary staffing services that the Respondent can provide to the City.

7. **Additional Documents required for your Proposal:** The following information is mandatory and should be separately identified. Failure to complete and submit any section may be grounds for rejection. These documents are attached as exhibits to this Scope of Work:

EXHIBIT A OFFER STATEMENT AND BUSINESS FORM - Provide the name and address of Respondent for purpose of notice or other communication relating to the Proposal. Proposals must be signed by a business entity official who has been authorized to make such commitments.

EXHIBIT B CERTIFICATE-DISCLOSURE OR OWNERSHIP/PRINCIPALS - This form must be notarized.

EXHIBIT C QUALIFICATIONS AND EXPERIENCE - References - Provide three (3) governmental agencies or private businesses with which you have conducted business transactions during the past three (3) years. At least two (2) of the references named are to have knowledge of your debt payment history.

EXHIBIT D AFFIDAVIT OF REJECTION OF WORKER'S COMPENSATION - Please fill this form out in its entirety. This form must be notarized.

EXHIBIT E NON-COLLUSION AFFIDAVIT - This form must be notarized.

EXHIBIT F Written Certification Required by NRS 332.065(3) for contracts with an estimated annual amount required for performance that is in excess of \$100,000.00

8. **Evaluation Process:** Proposals will be evaluated by a selection committee. The evaluation process is composed of the following steps:

- (1) Review of all Proposals for conformance to this RFP.

- (2) The elimination of all Proposals, which deviate substantially from the basic intent of the solicitation.
- (3) An evaluation of the remaining Proposals.
- (4) Interviews and presentation(s) of Proposals by Respondents (if the City determines a need for such).
- (5) Possible unannounced visit by some or all of the City selection committee to one or more of the projects/businesses represented by Respondent.
- (6) Selection of one Proposal which will be recommended to the City of North Las Vegas City Council.
- (7) Negotiation/finalization of a Professional Services Agreement between the City and the selected Respondent.

9. Evaluation Factors: The City reserves the right to accept a Proposal other than the lowest total expense offered. The following factors will be considered in the evaluation of individual Proposals. The City's Selection Committee will score each Proposal on a 100-point scale. The purpose of scoring the Proposals is to establish a prioritized order in which to continue further discussions. The following are the criteria and points associated for each that the committee will be using:

- A. Completeness of the Proposal (30 points total)
 - Response to RFP provisions (10 points)
 - Respondent 's references (20 points)
- B. Management Qualifications (70 points total)
 - Respondent's plan (60 points)
 - Value-added Proposals within the submittal (10 points)

Proposals will be evaluated based on the following:

- Pricing
- Delivery plan
- Superior prior experience of Applicant and staff
- Superior quality, efficiency and fitness of proposed solution for City Departments
- Superior ability or capacity to meet particular requirements of contract and needs of City Departments and those it serves
- Superior skill and reputation, including timeliness and demonstrable results
- Administrative and operational efficiency, requiring less City oversight and administration

10. Award of Contract: The recommendation by the selection committee to the City Council to award the Contract will be based upon the Proposal which is most advantageous to the City. All Proposals shall remain firm for ninety (90) calendar days after the Proposal

opening. Refer to the Evaluation Process and Evaluation factors sections within this document.

11. **Modifications:** The City may institute changes or modifications to the Work and will notify all participants in a timely manner by an addendum to this RFP.
12. **Rejection of Proposals:** The City reserves the right to reject any and all Proposals received in response to this solicitation if determined not to be in the best interest of the City. Once received, the Proposals shall become the property of the City and are subject to public disclosure under the Nevada Public Records Act. Respondents are not entitled to recover any Request for Proposal preparation costs or other damages should the City not make an award or fail to successfully negotiate the Contract.
13. **Incorporation of Proposal into the Contract:** The contents of the RFP and the selected Respondent's Proposal shall be incorporated, in total, into the Contract. In the event there is a conflict between the RFP and the Contract, the terms of the Contract will prevail.

ATTACHMENT A- Job Descriptions

CUSTOMER SERVICE SPECIALIST- Utilities Department

Nature of the Work

- Customer service in a call center setting, performing collection, cashiering and data entry.
- Performing specialized duties in the billing, call center, collections and new customer units relating to City Utilities.
- Performing other financial support duties, cashiering, reconciling petty cash drawers.
- Receiving utility payments from public, performs arithmetic calculations and verifies totals.
- Responding, evaluating, resolving, and communicating customer concerns and complaints related to utility bills, water waster, late penalties, consumption levels, water quality, water pressure, conservation, and other utility related questions.
- Recording correspondence on customers' accounts.
- Arranging appointments between City staff and customers, follows through on the results of the meetings, and provides verbal and written responses to customer inquiries.
- Receiving, processing, and evaluating requests relating to customer accounts in any status.
- Assisting in reviewing and processing discrepancies in customer accounts.
- Performing various customer service, accounting, financial, and collection functions as required.
- Performing any related duties and responsibilities as required.

Required Qualifications

- High School diploma or GED.
- Two years of customer service work which included clerical and accounting or bookkeeping experience for a utility company or financial institution.
- Six months of customer service experience working specifically in collections for a utility company or financial institution.
- Ability to learn policies, procedures, rules, regulations for City's Utilities and Accounting functions and in receiving and possessing monies.
- Understanding of principals and procedures of record keeping.
- Organization, accuracy, efficiency, and analytical skills necessary to perform job functions.
- Ability to communicate and maintain relationships with City staff and other personnel.
- Ability to communicate with customers effectively in various situations.
- Type a minimum of 40 words per minute.

Physical Requirements

- Ability to work in a typical office environment, use standard office equipment, read printed material and a computer terminal/screen, and communicate in person and over the telephone.
- Frequently required to stand, walk, sit for long periods of time, use hands to finger, handle, or feel, climb or balance, talk and hear, and lift and/or move up to 25 pounds.

FIELD CUSTOMER SERVICE REPRESENTATIVE- Utilities Department

Nature of the Work

- Locating meters, performing meter reading, connecting, disconnecting, installing, removing, and servicing of residential and commercial water meters, and recording readings under direct supervision.
- Replacing or repairing meters or meter components, and locating leaks and makes minor repairs to the City's service lines.
- Performing water service reconnections and disconnections.
- Follows established routes
- Removes and replaces water meters.
- Installing, maintaining, reading, reviewing performance of, and conducting manual reads of the Automated Meter Reading (AMR) meters for quality control and testing.
- Reading of AMR devices and troubleshooting the device operations.
- Shutting off, locking, and pulling meters.
- Performing related duties as required.
- Working various shifts and hours depending on department needs

Required Qualifications

- Ability to use hand and power tools to turn on, shut off, install, repair and read meters.
- Must have effective communication skills
- Must have ability to use computers, computer software, and other technical instruments and equipment related to the work and be able to perform troubleshooting techniques to resolve minor equipment issues.

Physical Requirements

- Ability to operate hand and power tools and equipment for the removal, installation, adjustment, repair and servicing of water meters.
- Standing/walking frequently, standing in combination with walking up to 5 miles per day, while performing manual labor duties up to ¼-½ mile per shift on all types of terrain, depending on assignment.
- Sitting occasionally-frequently, in cab of vehicle while operating equipment throughout work shift, depending on equipment being operated.
- Climbing occasional-frequently, in and out of vehicle throughout the work shift.
- Bending/twisting frequently-constantly, at waist or neck while operating equipment and occasionally at knees while performing manual labor tasks.
- Kneeling/crouching/crawling occasionally, depending on task assigned, while performing work at ground or street level.
- Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping. Overhead reaching required while using hand and power tools or operating equipment.
- Constant use of sight in operating vehicles and equipment. Requires depth perception and visual acuity in near-, mid- and far-ranges.
- Constant use of speech and hearing, in safe operation of equipment, and in communicating with co-workers, assigned crew and supervisors.
- Maintaining mental capacity which allows the capability in making sound decisions. Effective interaction and communication with others.

- While performing the essential functions of the job the employee is primarily exposed to outdoor weather conditions.

Heavy Work

- Lift/carry occasionally-frequently, 1-100lbs., hand and power tools, meters, hand held electronic devices.
- Push/pull frequently, using one or both hands, exerting a force from 5-50 lbs. while using hand tools or operating equipment, performing manual labor tasks.

STAGE THEATER TECHNICIAN- Neighborhood and Leisure Services Department

Nature of the Work

- Performing a variety of technical tasks for special events.
- Providing technical support at city-wide productions and events, as well as Mobile Stage rentals.
- Training assigned employees in the methods and practices of live/recorded sound applications.
- Setting up, testing and operating various mixing consoles, power amplifiers, and Front of House and Monitor speakers.
- Mixing sound and lighting for various types of live bands and entertainment venues.
- Ensuring safe work practices.
- Ensuring that assigned facilities and equipment are maintained in proper working condition.
- Procuring materials for assigned facilities.
- Enforcing OSHA and fire regulations and enforce security of theater equipment.
- Mixing professional sound and lighting in live entertainment settings.

Physical Requirements

- Operation of small hand tools, generators, media equipment, hydraulic lifts, lighting equipment, and professional sound equipment.
- Ability to work in outdoor environment.

CLERICAL WORKER- Land Development and Community Services Department

Nature of the Work

- Performing office support work, which requires the exercise of independent judgment.
- Organizing, maintaining and purging various departmental files.
- Scanning documents for the department as needed.
- Performing other related clerical work as needed.

Qualifications

- High school diploma or GED and two years of office support experience.
- Oral and written communication ability equivalent to that normally acquired through a high school education.

Physical Requirements

- Works in normal office environment where there is little or no physical discomfort associated with changes in weather or discomfort associated with noise, dust, and dirt.

EXHIBIT "B"
FORM A
CERTIFICATE – DISCLOSURE OR OWNERSHIP/PRINCIPALS

1. DEFINITIONS

“City” means the City of North Las Vegas.

“City Council” means the governing body of the City of North Las Vegas.

“Contracting Entity” means the individual, partnership, or corporation seeking to enter into a contract or agreement with the City of North Las Vegas.

“Principal” means, for each type of business organization the following: (a) sole proprietorship – the City of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members; (e) trust – the trustee and beneficiaries.

2. INSTRUCTIONS

The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted. An Officer or other official authorized to contractually bind the Contracting Entity shall sign and date the Certificate, and such signing shall be notarized.

3. INCORPORATION

This Certificate shall be incorporated into the resulting Contract or agreement, if any, between the City and the Contracting entity. Upon execution of such Contract or agreement, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the Contract or agreement, and/or a withholding of payments due the Contracting Entity.

Block 1 Contracting Entity	Block 2 Description
Name	RFP 2020-002 Temporary Staffing
Address	
Telephone	
EIN or DUNS	

BLOCK 3	TYPE OF BUSINESS
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Other:	

EXHIBIT "B"
(CONTINUED)

FORM B

CERTIFICATE – DISCLOSURE OR OWNERSHIP/PRINCIPALS

CERTIFICATE-DISCLOSURE OR OWNERSHIP/PRINCIPALS (Continued)

BLOCK 4 DISCLOSURE OF OWNERSHIP AND PRINCIPALS

In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.

	FULL NAME/TITLE	BUSINESS ADDRESS	BUSINESS PHONE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

The Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 5 above. A description of such disclosure documents must be included below.

I certify under penalty of perjury, that all the information provided in this Certificate is current, complete and accurate.

BLOCK 5 DISCLOSURE OF OWNERSHIP AND PRINCIPALS – ALTERNATE

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

further certify that I am an individual authorized to contractually bind the above named Contracting Entity.

Name

Date

Subscribed and sworn to before me this _____ day of _____, 2018

Notary Public

EXHIBIT "C"

QUALIFICATIONS AND EXPERIENCE RESPONDENT

Name: _____

1. Respondent shall provide a brief description of the Responder's qualifications, certifications, experience, and number of years in operation.

2. Provide three (3) examples of contracts similar in size and scope that have been completed in the past five (5) years. The City reserves the right to verify references for the companies identified. Ensure references have given permission to be contacted by the City.

Example Contract 1:

Company Name: _____

Company Address: _____

Point of Contact: _____ Phone Number: _____

E-Mail Address: _____

Brief Description of Contract Scope:

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? YES NO

If yes, were damages assessed? YES NO If yes, what was the amount assessed? \$ _____

EXHIBIT "C"
QUALIFICATIONS AND EXPERIENCE RESPONDENT
(CONTINUED)

Example Contract 2:

Company Name: _____

Company Address: _____

Point of Contact: _____ Phone Number: _____

E-Mail Address: _____

Brief Description of Contract Scope:

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? YES NO

If yes, were damages assessed? YES NO If yes, what was the amount assessed? \$ _____

Example Contract 3:

Company Name: _____

Company Address: _____

Point of Contact: _____ Phone Number: _____

E-Mail Address: _____

Brief Description of Contract Scope:

Term of Contract (Base plus Option Years): _____

Year of Base Contract Award: _____ Year Contract Completed: _____

Base Contract Amount: \$ _____ Total Contract Amount (including all option years) \$ _____

Did the contract contain a liquidated damages clause? YES NO

If yes, were damages assessed? YES NO If yes, what was the amount assessed? \$ _____

EXHIBIT "D"
AFFIDAVIT OF REJECTION OF COVERAGE
FOR WORKERS' COMPENSATION UNDER NRS 616B.627 AND NRS 617.210

In the State of Nevada, County of Clark, _____, being duly sworn, deposes and says:

1. I make the following assertions pursuant to NRS 616B.627 and NRS 617.210.
2. I am a sole proprietor who will not use the services of any employees in the performance of this Contract with the City of North Las Vegas.
3. In accordance with the provisions of NRS 616B.659, I have not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS, relating thereto.
4. I am otherwise in compliance with the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS.
5. In accordance with the provisions of NRS 617.225, I have not elected to be included within the terms, conditions and provisions of chapter 617 of NRS.
6. I am otherwise in compliance with the terms, conditions and provisions of chapter 617 of NRS.
7. I acknowledge that the City of North Las Vegas will not be considered to be my employer or the employer of my employees, if any; and that the City of North Las Vegas is not liable as a principal contractor to me or my employees, if any, for any compensation or other damages as a result of an industrial injury or occupational disease incurred in the performance of this Contract.

I, _____, do here swear under penalty of perjury that the assertions of this affidavit are true.

Signed this _____ day of _____, 20_____

Signature _____

State of _____

County of _____

Signed and sworn to (or affirmed) before me on this _____ day of _____, 20_____,

by _____ (name of person making statement).

Notary Signature

EXHIBIT "E"
NON-COLLUSION AFFIDAVIT



CITY OF NORTH LAS VEGAS
Non-Collusion Affidavit

State of _____ County of _____
_____ being first duly sworn deposes that:

- (1) He/She is the _____ of _____, the Firm that has submitted the attached Proposal;
- (2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Firm nor any of its officers, partners, City, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm, or person to submit a collusive or sham proposal in connection with the contract or agreement for which the attached Proposal has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other firm, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of North Las Vegas or any person interested in the proposed Contract or agreement; and
- (5) The Proposal of service outlined in the Proposal is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the Firm/team or any of its agents, representatives, City, employees, or parties including this affiant.

(Signed): _____
Title: _____

Subscribed and sworn to before me this _____ day of _____ 201__

Notary Public

My Commission expires: _____

EXHIBIT "F"
WRITTEN CERTIFICATION



CITY OF NORTH LAS VEGAS

WRITTEN CERTIFICATION PURSUANT TO NRS 332.065(3)

Pursuant to NRS 332.065(3), a governing body or its authorized representative shall not enter into a contract with an estimated value in excess of \$100,000 with a company unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Respondent agrees and certifies that it does not currently boycott Israel and will not boycott Israel during any time in which it is entering into, or while in contract, with the City. If at any time after the signing of this certification, the Respondent decides to engage in a boycott of Israel, the Respondent must notify the City in writing.

AUTHORIZED SIGNATURE NAME (TYPE OR PRINT)

LEGAL NAME OF RESPONDENT

AUTHORIZED SIGNATURE

DATE

TITLE