

Contract Agreement

This Agreement to provide temporary staffing services for the Department of Registration and Elections is made and entered into by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as “County” or “Owner” and **DOVER STAFFING, Inc.**, hereinafter referred to as “Agency” authorized to transact business in the State of Georgia.

Contract Documents

County and Consultant agrees that the Agreement consists of the following contract documents:

- I. Form of this Contract Agreement
- II. Terms and Conditions of State of Georgia, Department of Administrative Services Contract, 99999-SPD0000136, Temporary Staffing Services
- III. Exhibit A: Scope of Services
- IV. Exhibit B: Compensation
- V. Exhibit C: Certificate of Insurance
- VI. Exhibit D: Georgia Security and Immigration Contractor Affidavit
- VII. Exhibit E: Service Level Agreement
- VIII. Exhibit F: Fulton County 2026 Pay and Holiday Calendar

This Agreement was approved by the Fulton County Board of Commissioners on January 21, 2026, BOC Item 26-0033.

Contract Term

The contract will commence as of contract execution, through June 30, 2026, for the 2026 General Primary Election/Nonpartisan Election & Runoff (until all activities for closing-out the referenced elections have been completed or until authorized spending authority has been exhausted).

Compensation

Compensation for work performed by Agency on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit B, Compensation.

The total contract amount for the Project shall not exceed \$3,623,578.52 (Three Million Six Hundred Twenty Three Thousand Five Hundred Seventy Eight Dollars and Fifty Two Cents), which is full payment for a complete scope of work.

Modifications

If during the course of performing the Project, County and Consultant agree that due the nature of the services being provided, it is understood that the County will need flexibility in order to meet the needs of the User Department and when it is necessary to make changes to the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of a Contract Modification. Any modification(s) to this Agreement must be documented in writing in the form of a Purchase Order Modification or an Amendment to this Agreement.

The PO Modification form must be approved and signed by the Department Head or his/her designee and submitted in AMS to the Department of Purchasing & Contract Compliance. The Department of Purchasing & Contract Compliance will issue a Purchase Order Modification documenting the modification to the Agreement to the Vendor and the User Department.

The Amendment and/or supplemental agreement shall conform to the requirements of Fulton County Purchasing Code §102-420 which is incorporated by reference herein.

Indemnification

Agency shall, to the fullest extent permit by law, indemnify the County and protect defend, indemnify and hold harmless the County, its officers, officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged:

- a) Bodily injury, sickness, disease, or death; or injury to or destruction of tangible property including the loss of use resulting therefrom; or any other damage or loss or claims arising out of or resulting in whole, or part from any actual or alleged act or omission of the Contractor, subcontractor, anyone directly or indirectly employed by any firm or subcontractor; or anyone for whose acts any of them may be liable in the performance of the Contract Services;
- b) Violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringements of patent rights or other intellectual property rights by the Contractor in the performance of Contract services; or
- c) Liens, claims or actions made by the Contractor or other party performing the Contract Services, as approved by the County. The indemnification obligations herein shall not be limited by any limitation on the amount, type of damages,

compensation, or benefits payable by or for the Contractor, or its subcontractor(s), as approved by the County, under workers' compensation acts, disability benefits acts, other employee benefit actor, or any statutory bar or insurance. The agreement to hold the County, its officer's, agents, and employees harmless shall not be limited to the limits of liability insurance requirements specified in this agreement.

Insurance

Agency agrees to obtain and maintain insurance coverage pursuant to and based upon the Terms and Conditions of the Georgia Department of Administrative Services Statewide Contract Number 99999-SPD-0000136. Agency agrees to maintain insurance coverage during the entire term of this Agreement and until all work has been completed to the satisfaction of the County. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code. Proof of insurance, Certificate of Insurance ("COI") with policy limits, must be provided prior to the start of any activities/services and attached herein as Exhibit C.

Personnel

Agency agrees that the temporary staff provided to County pursuant to this Agreement shall not be County employees under local, state and federal law. Agency agrees that it is an equal opportunity employer and shall comply with all local, state and federal employment laws including the Americans with Disabilities Act and the Pregnant Worker Fairness Act. Agency shall receive requests for accommodation and complaints of violations of employment laws made by Agency's temporary staff pursuant to local, state and federal law. Agency shall be responsible for providing accommodations and shall bear the costs, if any, of providing such accommodations as necessary under applicable local, state and federal law. Agency shall be responsible for and bear the costs of investigating complaints of violations of employment laws made by Agency temporary staff against Agency under applicable law. Agency shall also take necessary steps to remedy violations of employment laws against Agency temporary staff by Agency. County agrees to forward all requests for accommodation and complaints by Agency temporary staff received by County to Agency.

Reporting Responsibilities

Agency will report directly to the Director of the Department of Registration and Elections, or designated representative.

Notices

Notices concerning the termination of this Agreement, notices of alleged or actual violations of the terms or conditions of this Agreement, and other notices of similar importance shall be made:

By Agency to: Director
Department of Registration and Elections
141 Pryor Street, Suite
Atlanta, Georgia 30303
Attn: Nadine Williams
Email: Nadine.williams@fultoncountyga.gov

With a copy to: Chief Purchasing Agent
Department of Purchasing & Contract Compliance
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303
Attn: Felicia Strong-Whitaker
Email: felicia.strong-whitaker@fultoncountyga.gov

And by the County to: President/CEO
Staffing, Inc 2451
Cumberland Pkwy
SE Suite 3418
Atlanta, GA. 30339
Attn: Sanquinetta Dover
Email: sdover@doverstaffing.com

Cooperation with other Consultants

Consultant will undertake the Project in cooperation with and in coordination with other studies, projects or related work performed for, with or by County's employees, appointed committee(s) or other Consultants. Consultant shall fully cooperate with such other related Consultants and County employees or appointed committees. Consultant shall provide within his schedule of work, time and effort to coordinate with other Consultants under contract with County. Consultant shall not commit or permit any act, which will interfere with the performance of work by any other consultant or by County employees. Consultant shall not be liable or responsible for the delays of third parties

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

AGENCY:

FULTON COUNTY, GEORGIA

DOVER STAFFING, INC.

Robert L. Pitts

Sanquinetta Dover

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

Sanquinetta Dover
Chief Executive Officer

ATTEST:

Tonya R. Grier

Tonya R. Grier
Clerk to the Commission



(Affix County Seal)

APPROVED AS TO FORM:

Kaye Burwell

Office of the County Attorney

APPROVED AS TO CONTENT:

Nadine Williams

Nadine Williams, Director
Department of Registration and Elections

ITEM#: _____ RM: _____ REGULAR MEETING	ITEM#: <u>26-0033</u> 2ND RM: <u>01/21/2026</u> SECOND REGULAR MEETING
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EXHIBIT A

SCOPE OF SERVICES

Scope of Services

The Agency shall provide temporary staffing services for the Department of Registration and Elections to include 2026 General Primary Election/Nonpartisan Election & Runoff (until all activities for closing-out the referenced elections have been completed or until authorized spending authority has been exhausted)..

A. Agency shall provide the temporary staffing positions detailed in the Position and Rate Schedule in Exhibit B.

B. Normal Hours of Work

Normal business hours are 8:30 AM to 5:00 PM, Monday through Friday. Completed. Exceptions to these hours (including holidays, Saturdays and Sundays) must have prior written approval of the County.

C. Observed Holidays

The County observes the following holidays (see Exhibit F):

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veteran's Day
Memorial Day	Thanksgiving
Juneteenth Day	Christmas
Independence Day	New Year's Eve

D. Pay Period

The Agency's pay periods shall coincide with the County's pay periods (See Exhibit F).

E. Automated Time and Attendance System

The Agency must utilize an automated time and attendance system in order to document employees' time and attendance.

F. Dashboard

Agency shall provide the County with access to the Dashboard in order to track recruitment and on-boarding efforts.

G. Reporting Responsibility

The Agency will report directly to the Director of the Department of Registration and Elections or designated representative.

H. Work Locations

Temporary Staff positions identified will report to the following work locations as directed by the County:

Early Voting sites located throughout Fulton County as specified per individual election by Fulton County Department of Voter Registration and Elections.

I. Candidate names submitted by the Department of Registration and Elections to

Agency for consideration for any open positions should be given priority for screening. A report regarding the disposition of the Candidates must be provided on a monthly basis to the Director of the Department of Registration and Elections.

EXHIBIT B

COMPENSATION

Fulton County Department of Registration & Elections

Name of Temporary Agency: DoverStaffing, Inc.

PRIMARY ELECTION - MAY 19, 2026 - UNIT 2654

1160 SALARIES - TEMPORARY	#	PAY RATE	Reg Bill Rate (p/hr)	OT Bill Rate (p/hr)	Reg Hours	OT Hours	Billed Amounts	Temp Work dates
<u>Election Coordinators & Assistants</u>								
Regional Election Coordinator 1	2	18.50	\$ 23.31	\$ 34.97	440	100	\$ 27,506.80	3/16- 5/30
Regional Election Coordinator 1- Lead	1	19.50	\$ 24.57	\$ 36.86	440	100	\$ 14,496.80	3/16- 5/30
Regional Election Coordinator 2	9	21.00	\$ 26.46	\$ 39.69	440	100	\$ 140,502.60	3/16- 5/30
Regional Election Coordinator 2- Lead	1	24.00	\$ 30.24	\$ 45.36	480	100	\$ 19,051.20	3/09- 5/30
Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	440	100	\$ 14,868.00	3/16- 5/30
Reconciliation	4	17.00	\$ 21.42	\$ 32.13	40	10	\$ 4,712.40	
<u>Elections Chief</u>								
Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	480	40	\$ 13,608.00	03/09 - 5/30
<u>Training Team (ED & AV)</u>								
Instructors	10	30.60	\$ 38.56	\$ 57.84	100	20	\$ 50,128.00	
Class Assistants	10	16.00	\$ 20.16	\$ 30.24	100	20	\$ 26,208.00	
<u>VOTER EDUCATION / ADMIN</u>								
Administrative Coordinator	1	20.00	\$ 25.20	\$ 37.80	320	40	\$ 9,576.00	4/06-5/30
Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	480	100	\$ 15,876.00	3/09- 5/30
Voter Education Officers	5	21.00	\$ 26.46	\$ 39.69	480	100	\$ 83,349.00	3/09- 5/30
<u>Community Engagement Mobile Outreach Vehicle</u>								
Drivers-CDL	3	26.00	\$ 36.92	\$ 55.38	192	40	\$ 27,911.52	
<u>SUPPLIES & LOGISTICS</u>								
Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	320	40	\$ 9,576.00	4/06- 5/30
Courier - Fleet Coordinator	5	21.60	\$ 29.49	\$ 44.24	320	120	\$ 73,728.00	4/06- 5/30
Couriers- Logistics	35	20.00	\$ 27.30	\$ 40.95	240	96	\$ 366,912.00	4/20-5/30
Couriers- Logistics	30	20.00	\$ 27.30	\$ 40.95	120	60	\$ 171,990.00	5/08-5/30
AB Drop Box / Supply Couriers	8	17.00	\$ 23.21	\$ 34.82	160	108	\$ 59,793.28	4/24-5/22
Tabulation	3	23.00	\$ 28.98	\$ 43.47	240	40	\$ 26,082.00	4/13-5/22
Reconciliation	12	17.00	\$ 21.42	\$ 32.13	80	20	\$ 28,274.40	5/18-5/30

Information Technology

Systems Specialist	20	22.00	\$ 27.72	\$ 41.58	440	180	\$ 393,624.00	3/16- 5/30
Technicians- AV & ED	38	22.00	\$ 27.72	\$ 41.58	160	124	\$ 364,462.56	4/22-5/19

REGISTRATION

Front Office Specialists	4	18.00	\$ 22.68	\$ 34.02	480	100	\$ 57,153.60	3/09- 5/30
Registration Clerks	8	18.00	\$ 22.68	\$ 34.02	440	100	\$ 107,049.60	3/16-5/30
Registration Clerks	4	18.00	\$ 22.68	\$ 34.02	240	80	\$ 32,659.20	4/20-5/30
Quality Control	4	18.00	\$ 22.68	\$ 34.02	440	80	\$ 50,803.20	3/16-5/30
Courier- Mail Room	2	19.00	\$ 25.94	\$ 38.91	440	80	\$ 29,052.80	3/16-5/30

ABSENTEE

Absentee Specialists	15	19.00	\$ 23.94	\$ 35.91	440	80	\$ 201,096.00	3/16- 5/30
Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	440	80	\$ 14,112.00	3/16- 5/30
Courier - Fleet Coordinator Mail Room	2	21.60	\$ 29.49	\$ 44.24	440	80	\$ 33,029.60	3/16- 5/30
Courier- Mail Room	1	19.00	\$ 25.94	\$ 38.91	440	80	\$ 14,526.40	3/16- 5/30

TOTAL TEMP LABOR COSTS 242

\$ 2,481,718.96

PRIMARY RUN-OFF ELECTION - JUN 16, 2026 - UNIT 2655

1160 SALARIES - TEMPORARY	#	PAY RATE	Reg Bill Rate (p/hr)	OT Bill Rate (p/hr)	Reg Hours	OT Hours	Billed Amounts	Temp Work dates
Election Coordinators & Assistants								
Regional Election Coordinator 1	2	18.50	\$ 23.31	\$ 34.97	176	40	\$ 11,002.72	6/1-6/30
Regional Election Coordinator 1- Lead	1	19.50	\$ 24.57	\$ 36.86	176	40	\$ 5,798.72	6/1-6/30
Regional Election Coordinator 2	9	21.00	\$ 26.46	\$ 39.69	176	40	\$ 56,201.04	6/1-6/30
Regional Election Coordinator 2- Lead	1	24.00	\$ 30.24	\$ 45.36	176	40	\$ 7,136.64	6/1-6/30
Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	176	40	\$ 5,947.20	6/1-6/30
Reconciliation	4	17.00	\$ 21.42	\$ 32.13	40	10	\$ 4,712.40	
Elections Chief								
Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	176	40	\$ 5,947.20	6/1-6/30
Training Team (ED & AV)								
Instructors	4	30.60	\$ 38.56	\$ 57.84	40	0	\$ 6,169.60	
Class Assistants	4	16.00	\$ 20.16	\$ 30.24	40	0	\$ 3,225.60	

VOTER EDUCATION / ADMIN

Administrative Coordinator	1	20.00	\$ 25.20	\$ 37.80	176	20	\$ 5,191.20	6/1-6/30
Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	176	40	\$ 5,947.20	6/1-6/30
Voter Education Officers	5	21.00	\$ 26.46	\$ 39.69	176	40	\$ 31,222.80	6/1-6/30

Community Engagement Mobile Outreach Vehicle

Drivers-CDL	3	26.00	\$ 36.92	\$ 55.38	64	20	\$ 10,411.44	
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SUPPLIES & LOGISTICS

Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	176	40	\$ 5,947.20	6/1-6/30
Courier - Fleet Coordinator	5	21.60	\$ 29.49	\$ 44.24	176	50	\$ 37,011.20	6/1-6/30
Couriers- Logistics	35	20.00	\$ 27.30	\$ 40.95	152	40	\$ 202,566.00	6/1- 6/26
Couriers- Logistics	30	20.00	\$ 27.30	\$ 40.95	152	40	\$ 173,628.00	6/1- 6/26
AB Drop Box / Supply Couriers	8	17.00	\$ 23.21	\$ 34.82	120	60	\$ 38,995.20	6/1- 6/19
Tabulation	3	23.00	\$ 28.98	\$ 43.47	152	40	\$ 18,431.28	6/1- 6/26
Reconciliation	12	17.00	\$ 21.42	\$ 32.13	80	20	\$ 28,274.40	6/15-6/26

Information Technology

Systems Specialist	20	22.00	\$ 27.72	\$ 41.58	176	80	\$ 164,102.40	6/1-6/30
Technicians- AV & ED	38	22.00	\$ 27.72	\$ 41.58	56	47	\$ 133,250.04	6/1-6/16

REGISTRATION

Front Office Specialists	4	18.00	\$ 22.68	\$ 34.02	120	30	\$ 14,968.80	6/1-6/19
Registration Clerks	12	18.00	\$ 22.68	\$ 34.02	120	30	\$ 44,906.40	6/1-6/19
Quality Control	4	18.00	\$ 22.68	\$ 34.02	120	20	\$ 13,608.00	6/1-6/19
Courier- Mail Room	2	19.00	\$ 25.94	\$ 38.91	120	20	\$ 7,782.00	6/1-6/19

ABSENTEE

Absentee Specialists	15	19.00	\$ 23.94	\$ 35.91	176	24	\$ 76,129.20	6/1-6/30
Executive Assistant	1	20.00	\$ 25.20	\$ 37.80	176	24	\$ 5,342.40	6/1-6/30
Courier - Fleet Coordinator Mail Room	2	21.60	\$ 29.49	\$ 44.24	176	24	\$ 12,504.00	6/1-6/30
Courier- Mail Room	1	19.00	\$ 25.94	\$ 38.91	176	24	\$ 5,499.28	6/1-6/30

TOTAL TEMP LABOR COSTS 230

\$ 1,141,859.56

Grand Total 2026- Dover Staffing \$ 3,623,578.52

COMPENSATION

Services provided under Exhibit A shall be compensated on an hourly rate basis for a total not exceed \$3,623,578.52 (Three Million Six Hundred Twenty Three Thousand Five Hundred Seventy Eight Dollars and Fifty Two Cents), which is full payment for a complete scope of work. The services provided shall be compensated on an hourly rate basis as detailed in the attached Position and Rate Schedule.

INVOICING AND PAYMENT

Contractor shall submit weekly invoices for work performed during the previous week, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

Time of Payment: The County shall make payments to Consultant within ten (10) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:

Fulton County Government 141 Pryor Street, SW Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable

OR

Via Email:

Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information
 - e. Remittance Address

- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no duplicates)
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity Units

- 3) Fulton County Department Information (needed for invoice approval)
 - a. Department Name
 - b. Department Representative Name

Consultant's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

EXHIBIT C

CERTIFICATE OF INSURANCE



EXHIBIT D

GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT



FORM A: GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	DoverStaffing, Inc.
Project No. and Project Title:	25TEMP1552062C-MH 2026 TEMPORARY STAFFING SERVICES for Registration and Elections

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of Fulton County Government has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

696364

Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number)

11/26/2007

Date of Authorization

Sanquinetta Dover

Authorized Officer or Agent
(Name of Contractor)

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

Sanquinetta Dover

Printed Name (of Authorized Officer or Agent of Contractor)

[Signature]
Signature (of Authorized Officer or Agent)

President & CEO

Title (of Authorized Officer or Agent of Contractor)

12/18/2025

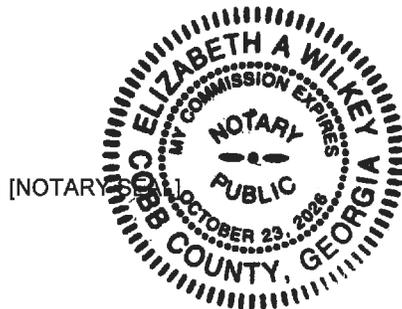
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

18 DAY OF December, 2025

Elizabeth A Wilkey
Notary Public

My Commission Expires: October 23, 2026



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

EXHIBIT E

SERVICE LEVEL AGREEMENT



SERVICE LEVEL AGREEMENT

Scope of Work Requirement	Performance Goal	Reporting Requirement
Requisition to selection ratio Average time to submit at least three (3) and no more than five (5) qualified candidates.	Three (3) business days.	Quarterly
Selected candidates will be available to start and assignment in no more than two (2) weeks.	Pre-employment Screening will be completed within two (2) weeks of the selection.	Quarterly
Selected candidate will not be released within 1 week, due to misrepresentation of qualifications.	95% Satisfaction	Quarterly
Employee will provide no less than a two (2) week notice when ending an active assignment before the agreed upon end date.	95% Compliance	Quarterly
A replacement resource will be provided with a gap of no more than three (3) business days.	95% Compliance	Quarterly
Contract compliance with state and federal employment regulations, contractor performance, employment regulations, taxes and insurance.	100% Compliance	Annual audit report submitted to the DOAS Contract Administrator (unless otherwise requested)
Customer satisfaction results measuring effectiveness and responsiveness of Supplier to providing services within the scope of this contract.	No less than 90% Satisfaction	Quarterly
Supplier shall provide Contingent Workforce Labor to all current and potential sites within the Georgia for all job categories and must have strategies to meet employment demands rural and metro cities and counties. The quality of candidates must be consistent throughout the entire State.	No less than 90% Satisfaction	Quarterly
The supplier shall have a process to monitor for overcharges and to provide credits to the authorized user within no more than seven (7) business days.	100% Compliance	Quarterly

EXHIBIT F

FULTON COUNTY 2026 PAY AND HOLIDAY CALENDAR

FULTON COUNTY 2026 PAY AND HOLIDAY OBSERVANCES CALENDAR

HOLIDAY
 PAY PERIOD ENDING
 PAY DAY
 DEPARTMENT HEAD APPROVAL REQUIRED



JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

										
New Year's Day Thursday January 1	MLK Jr. Day Monday January 19	President's Day Monday February 16	Memorial Day Monday May 25	Juneteenth Friday June 19	Independence Day Friday July 3	Labor Day Monday September 7	Veterans Day Wednesday November 11	Thanksgiving Thursday & Friday November 26 & 27	Christmas Eve & Day Thursday & Friday December 24 & 25	New Year's Holiday Thursday & Friday Dec. 31 & Jan. 1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/10/2026

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 VioletBerri, LLC 1475 S Price Rd, Chandler, AZ 85286	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Colleen DeWitt</td> </tr> <tr> <td>PHONE (A/C No. Ext): (800) 409-8958</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: certs@vensure.com</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A: Midwest Employers Casualty Company</td> <td style="text-align: right;">NAIC # 23612</td> </tr> <tr> <td colspan="2">INSURER B:</td> </tr> <tr> <td colspan="2">INSURER C:</td> </tr> <tr> <td colspan="2">INSURER D:</td> </tr> <tr> <td colspan="2">INSURER E:</td> </tr> <tr> <td colspan="2">INSURER F:</td> </tr> </table>	CONTACT NAME: Colleen DeWitt		PHONE (A/C No. Ext): (800) 409-8958	FAX (A/C, No):	E-MAIL ADDRESS: certs@vensure.com		INSURER(S) AFFORDING COVERAGE		INSURER A: Midwest Employers Casualty Company	NAIC # 23612	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED National Employer Services, LLC L/C/F Dover Staffing 1475 S. Price Road Chandler AZ 85286																					

COVERAGES **CERTIFICATE NUMBER:** 10362135 **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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	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	N/A	KEYPE00002502	09/09/2025	09/09/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Coverage provided for all leased employees but not subcontractors of: Dover Staffing.
 Client Effective: 10/01/2024.

CERTIFICATE HOLDER GA - Georgia Fulton County Government 141 Pryor St SW Atlanta GA 30303	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Daniel Opferman
--	---



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

February 10, 2026

Fulton County Government
141 PRYOR ST SW
ATLANTA GA 30303-3408

Account Information:

Policy Holder Details :	DoverStaffing Inc.
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Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



ADDITIONAL REMARKS SCHEDULE

AGENCY LIBERTY CO INS BROKERS LLC/PHS		NAMED INSURED DOVERSTAFFING INC. 2451 CUMBERLAND PKWY SE STE 3418 ATLANTA GA 30339-6136	
POLICY NUMBER SEE ACORD 25		EFFECTIVE DATE: SEE ACORD 25	
CARRIER SEE ACORD 25	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM

FORM NUMBER: ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Certificate holder is additional insured per the Blanket Additional Insured By Contract Endorsement, Form SL 30 32 and Umbrella Endorsement SU 00 02 attached to this policy. Certificate holder is an additional insured per the the Hired Auto and Non Owned Auto Endorsement SL 30 27, attached to this policy. Waiver of Subrogation applies in favor of the Certificate Holder per the Business Liability Coverage Form SL 00 00, attached to this policy.

Certificate Of Completion

Envelope Id: E9461028-7E05-4EAC-9F56-5E9E6F7AD940

Status: Completed

Subject: DOVER TEMPORARY STAFFING SERVICE FY 26 JUNE BOC#26-0033 BOC Date: 1-21-26

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 25

Signatures: 5

Envelope Originator:

Certificate Pages: 6

Initials: 0

Mark Hawks

AutoNav: Enabled

Stamps: 1

141 Pryor Street

Envelopeld Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Atlanta, GA 30303

mark.hawks@fultoncountyga.gov

IP Address: 74.174.59.4

Record Tracking

Status: Original

Holder: Mark Hawks

Location: DocuSign

2/10/2026 11:24:57 AM

mark.hawks@fultoncountyga.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Fulton County Government

Location: Docusign

Signer Events

Signature

Timestamp

Sanquienetta Dover

sdoover@doverstaffing.com

Security Level: Email, Account Authentication (None)

Sanquienetta Dover

Sent: 2/10/2026 11:35:07 AM

Viewed: 2/10/2026 3:50:29 PM

Signed: 2/10/2026 3:57:15 PM

Signature Adoption: Pre-selected Style

Using IP Address: 50.146.68.138

Electronic Record and Signature Disclosure:

Accepted: 2/10/2026 3:50:29 PM

ID: 34f0069b-2ee9-437d-b786-9386335df4e9

Nadine Williams

nadine.williams@fultoncountyga.gov

Director, Registration & Elections

Registration & Elections

Security Level: Email, Account Authentication (None)

Nadine Williams

Sent: 2/10/2026 3:57:19 PM

Viewed: 2/10/2026 4:41:57 PM

Signed: 2/10/2026 4:42:09 PM

Signature Adoption: Pre-selected Style

Using IP Address: 2600:387:2:824::60

Electronic Record and Signature Disclosure:

Accepted: 2/10/2026 4:41:57 PM

ID: 998f460f-09db-4524-9e18-15ac8f970772

Kaye Burwell

Kaye.Burwell@fultoncountyga.gov

Deputy County Attorney

Security Level: Email, Account Authentication (None)

Kaye Burwell

Sent: 2/10/2026 4:42:12 PM

Resent: 2/19/2026 8:10:14 AM

Resent: 2/19/2026 11:28:35 AM

Viewed: 2/20/2026 6:03:28 AM

Signed: 2/20/2026 6:13:24 AM

Signature Adoption: Pre-selected Style

Using IP Address: 74.174.59.10

Electronic Record and Signature Disclosure:

Accepted: 2/20/2026 6:03:28 AM

ID: dad54798-0af7-40a1-a87b-69c734cc07db

Signer Events	Signature	Timestamp
<p>Nikki Peterson nikki.peterson@fultoncountyga.gov Chief Deputy Clerk to the Board of Commissioners Fulton County Government Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 11/27/2017 10:39:37 AM ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8</p>	<p>Completed</p> <p>Using IP Address: 74.174.59.10</p>	<p>Sent: 2/20/2026 6:13:26 AM Resent: 2/23/2026 9:54:14 AM Resent: 2/25/2026 12:36:27 PM Viewed: 2/25/2026 12:37:01 PM Signed: 2/25/2026 12:42:33 PM</p>
<p>Robert L. Pitts harriet.thomas@fultoncountyga.gov Chairman Fulton County Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/25/2026 1:48:36 PM ID: acdd10b1-b7aa-4484-bca0-9962f91d6297</p>	<p><i>Robert L. Pitts</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.10</p>	<p>Sent: 2/25/2026 12:42:37 PM Viewed: 2/25/2026 1:48:36 PM Signed: 2/25/2026 1:48:45 PM</p>
<p>Tonya Grier Tonya.Grier@fultoncountyga.gov Clerk to the Commission Fulton County Government Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 10/27/2025 8:21:47 AM ID: 4889b84d-8ea3-4ba9-bf87-bf4c309e21ab</p>	<p><i>Tonya Grier</i></p>  <p>Signature Adoption: Uploaded Signature Image Using IP Address: 2600:1700:c0f0:4020:511b:991e:7551:3c2a Signed using mobile</p>	<p>Sent: 2/25/2026 1:48:48 PM Viewed: 2/25/2026 1:49:04 PM Signed: 2/25/2026 2:48:31 PM</p>

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
<p>Janell Barganier janell.barganier@fultoncountyga.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center;">COPIED</div>	<p>Sent: 2/25/2026 2:48:35 PM Viewed: 2/25/2026 2:52:30 PM</p>
<p>Dian DeVaughn dian.devauhn@futoncountyga.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center;">COPIED</div>	<p>Sent: 2/25/2026 2:48:36 PM</p>

Carbon Copy Events	Status	Timestamp
Janice Dickenson janice.dickenson@fultoncountyga.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/25/2026 2:48:38 PM Viewed: 2/25/2026 2:52:31 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/10/2026 11:35:07 AM
Envelope Updated	Security Checked	2/19/2026 11:28:34 AM
Envelope Updated	Security Checked	2/19/2026 11:28:34 AM
Certified Delivered	Security Checked	2/25/2026 1:49:04 PM
Signing Complete	Security Checked	2/25/2026 2:48:31 PM
Completed	Security Checked	2/25/2026 2:48:38 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Carahsoft OBO Fulton County, Georgia (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Fulton County, Georgia:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: glenn.king@fultoncountyga.gov

To advise Carahsoft OBO Fulton County, Georgia of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at glenn.king@fultoncountyga.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to glenn.king@fultoncountyga.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to glenn.king@fultoncountyga.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were

able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO Fulton County, Georgia as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO Fulton County, Georgia during the course of my relationship with you.