



**FULTON
COUNTY**

**CONTRACT DOCUMENTS FOR
Corporate Temps, Inc.**

**SWC #99999-SPD-0000136-0008
Temporary Staffing**

For

Department of Arts and Culture

Contract Agreement

This Agreement for temporary staffing services for the Department of Arts and Culture is made and entered into by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as “County” and **CORPORATE TEMPS, INC.**, hereinafter referred to as “**Corporate Temps**” or “Contractor”, authorized to transact business in the State of Georgia.

Contract Documents

County and Vendor agree that the Agreement consists of the following contract documents:

- I. Form of this Contract Agreement
- II. Terms and Conditions of Georgia Department of Administrative Services (Statewide Contract Number SWC#99999-SPD-0000136-0008
- III. Attachment A, Corporate Temps Proposed Contract Information with Cost
- IV. Attachment B, Service Level Agreement substituting Fulton County or (“County”) for “State” or “DOAS”.

This Agreement was approved by the Fulton County Board of Commissioners on January 19, 2022, BOC Item # 22-0061. In the amount of \$105,000.00.

Contract Term

The contract will commence upon BOC approval through December 31, 2022.

Indemnification

Corporate Temps shall, to the fullest extent permit by law, indemnify the County and protect defend, indemnity 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

Corporate Temps 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-0000136-0008. Corporate Temps agrees to maintain insurance coverage during the entire term of this Agreement. 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.

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 the County to:

Director
Arts and Cultural
141 Pryor St S.W, Suite: Suite 2030
Atlanta, Georgia 30303
Attn: David Manuel
Email: David.Manuel@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:

Corporate Temps, Inc.
5950 Live Oak Parkway, Suite 230
Norcross, Georgia 30093
Attn: Tim Marshall
Email: Tim@corporatetemps.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:

FULTON COUNTY, GEORGIA

DocuSigned by:
Robert L. Pitts
14E1B4AA6F6A44A...
Robert L. Pitts, Chairman
Fulton County Board of Commissioners

CONSULTANT:

CORPORATE TEMPS, INC.

DocuSigned by:
Shawn Menefee
AA4EB8FF6A8F4C9...
Shawn Menefee
Director of Operations

ATTEST:

DocuSigned by:
Tonya R. Grier
EEC476C4837648D...
Tonya R. Grier
Clerk to the Commission

ATTEST:

DocuSigned by:
Renee White
8A671EAB1C1E4A5...
Secretary/
Assistant Secretary

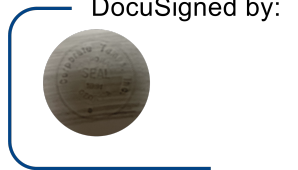
(Affix County Seal)



APPROVED AS TO FORM:

DocuSigned by:
Cheryl Ringer
9C2373DFD63B4FA...
Office of the County Attorney

(Affix Corporate Seal)



ATTEST:

Notary Public

APPROVED AS TO CONTENT:

DocuSigned by:
David Manuel
E41GE12C05E74A8...
David Manuel, Director
Arts and Culture

County: _____

Commission Expires: _____

(Affix Notary Seal)

ITEM#: 2022-0061	RCS: 1/19/2022	ITEM#: _____	RM: _____
RECESS MEETING		REGULAR MEETING	

Attachment A

**Corporate Temps Proposed Contract Information
with Cost**

DRAFT**Fulton County Department of Arts and Culture****2022 Corporate Temps Part-Time Staffing Needs****Total Positions: 35**

POSITIONS NEEDED FOR ADMINISTRATIVE DUTIES	# of Positions	Hourly Salary	# Hours Monthly	# of Months	Total Cost
Administrative Assistant – Main Office	1	\$20	160	4	\$11,032
Sub-Total	1				\$11,032
EMMA DARNELL AVIATION MUSEUM & CONFERENCE CENTER POSITIONS					
Administrative/Program Assistant	1	\$15	20	10	\$3000
After Camp Coordinator	1	\$18	63	1	\$1134
Camp Assistant	4	\$10	140	1	\$5600
Camp Coordinator	1	\$18	140	1	\$2520
Computer Technology Instructor	1	\$15	140	1	\$2100
Dance Instructor	1	\$15	140	1	\$2100
Dance Instructor, Adult	1	\$25	6	7	\$1050
Dance Instructor, Youth	1	\$25	12	7	\$2100
Fiber Arts Instructor	2	\$25	12	7	\$4200
Musical Theatre Instructor	1	\$15	140	1	\$2100
Steam/Technology Instructor	1	\$25	6	7	\$1050
Teen Academy Assistant	1	\$10	105	1	\$1050
Teen Artist Academy Instructor	2	\$15	205	1	\$6150
Visual Arts Instructor	2	\$25	12	7	\$4200
Yoga Instructor	1	\$35	12	7	\$2940
Sub-Total	21				\$41,294

Fulton County Department of Arts and Culture

Corporate Temps Proposed Contract Information

WEST END POSITIONS	# of Positions	Hourly Salary	# Hours Monthly	# of Months	Total Cost
Administrative/Program Assistant	1	\$15	86	12	\$15480
Camp Assistant	3	\$10	115	2	\$6900
Camp Coordinator	1	\$18	129	2	\$4644
Camp Theatre Technician (Lighting & Sound)	1	\$15	50	2	\$1500
Dance Instructor	1	\$25	15	9	\$3375
Dance Instructor Artist (Music)	1	\$15	115	3	\$5175
Music Instructor	1	\$15	115	2	\$3450
Musician/African Drummer	1	\$20	15	9	\$2700
Teen Academy Assistant	1	\$10	90	1	\$900
Theatre Instructor	1	\$25	15	9	\$3375
Theater Instructor	1	\$15	115	3	\$5175
Sub-Total	13				\$52,674
GRAND TOTAL	35				\$105,000

Fulton County Department of Arts and Culture

Corporate Temps Proposed Contract Information

Job Descriptions

Administrative Assistants are needed to help with the day-to-day administrative tasks of the department. Applicants should have good organizational skills, be detail oriented, and familiar with office-related duties. At least one year of Administrative experience required.

After Camp Coordinators are needed from 2:30 pm to 6:00 pm to supervise campers and to schedule activities after regular programming concludes each day. Applicants should have experience working with and creating engaging activities for children, be well organized, detail oriented, problem solvers, and adaptable.

Camp Assistants are needed to support instructors during class as well as provide supervision of campers before, during, and after camp. Applicants should have experience working with art and children.

Camp Coordinators are responsible for day-to-day camp operations, supervising camp staff, resolving minor issues, and helping to maintain an environment that is conducive for learning. Applicants should have experience working with children, be well organized, detail oriented, problem solvers, and adaptable. Management experience preferred.

Instructors are needed in Dance, Music, Theatre, and Visual Arts, including Painting, Drawing, Printmaking, Mixed Media, Ceramics, Film, Video, and Yoga. STEAM instructors are needed in programming, science, and technology. Applicants should have formal training in one or more artistic discipline; a Bachelor's Degree in Arts or Humanities or equivalent experience; and at least two years professional teaching experience.

Instructors (Computer technology) are needed to teach various computer software, programs, and applications to adults and teens

Instructors (Fiber Arts) are needed to instruct the various processes and techniques used to create art using textile such as quilting, sewing, crochet/knitting, bead embroidery.

Instructors (STEAM) are needed to instruct science, technology, computer coding, aerospace/engineering to youth and teens.

Instructors (Yoga) is needed to instruct fitness and wellness through various stretching poses that promote strength and agility in seniors and adults. Must be certified.

Musicians are needed to support instructors during classes that require the use of live music as well as provide musician support during live Summer Camp performances. Must be able to read sheet music is required for specific programs, and perform improvisational pieces as needed. Helps students and Music instructor create original songs as needed. Ability to read sheet music and improvisational skills, two years music performance

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Corporate Temps Proposed Contract Information

experience, and experience working with children.

Program Assistants are needed to support administration and instructors during weekly classes as well as preparing class rooms for instruction, providing supplies for instruction and provide supervision of students before, during, and after classes.

Teen Academy Assistants are needed to support instructors during class as well as to provide supervision of participants. Applicants should be at least 21 years old, majoring in an area of the arts, and have experience working with youth.

Teen Artist Academy Instructors are needed in Creative Writing, Dance, Instrumental Music, Theatre, Voice, Visual Arts, including Painting, Drawing, Printmaking, Mixed Media, and Ceramics, digital media and STEAM. Applicants should have formal training and professional experience in the various discipline they want to teach; a Bachelor's Degree in Arts or Humanities or equivalent experience; and at least two years professional teaching experience.

Theatre Technicians (Lighting & Sound) are needed to support programs and events in the Black Box Theatre. Duties include operating the light and sound board during programs and events. Setting up microphones and other equipment. Troubleshooting and resolving sound and lighting issues. Maintaining the Lighting & Sound Room and equipment. Installing Lights and replacing blown bulbs. Operating Video Projection System. At least 2 years of experience as lead technician for Theatrical Productions and events required.

Attachment B

**Service Level Agreement substituting Fulton
County or (“County”) for “State” or “DOAS”**



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



Fulton County

Legislation Details

File #: 22-0061 **Version:** 1 **Name:**

Type: CM Action Item - Arts and Libraries **Status:** Passed

File created: 12/17/2021 **In control:** Board of Commissioners

On agenda: 1/19/2022 **Final action:** 1/19/2022

Title: Request approval of a statewide contract - Arts & Culture Department, SWC# 99999-SPD-0000136-0008, Professional Temporary Staffing in an amount of \$105,000.00 with Corporate Temps Inc. (Norcross, Georgia) to provide temporary staffing services for the Arts & Culture Department. Effective upon BOC approval through December 31, 2022. (APPROVED)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1: Arts & Culture Department Part-Time Staffing Need, 2. Exhibit 2: Contract Performance Report, 3. Exhibit 3: Corporate Temps Staffing Statewide Contract, 4. Exhibit 4: Corporate Temps Employment Application

Date	Ver.	Action By	Action	Result
1/19/2022	1	Board of Commissioners		