

CONTRACT DOCUMENTS FOR

SWC#99999-SPD-0000136-008
Temporary Staffing Services

For

Department of Community Development

Contract Agreement

This Agreement for temporary staffing services for the 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, Scope of Work
- IV. Attachment B, Compensation
- V. Attachment C, Service Level Agreement substituting Fulton County or ("County") for "State" or "DOAS".
- VI. Exhibit 1, Fulton County 2024 Pay and Holiday Schedule
- VII. Exhibit 2, Certificate of Insurance
- VIII. Exhibit 3, Georgia Security and Immigration Contractor Affidavit and Agreements

This Agreement was approved by the Fulton County Board of Commissioners on June 26, 2024, BOC Item #24-0413 In the amount of \$122,730.60.

Contract Term

The contract will commence upon BOC approval through December 31, 2024.

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 form 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, statue, 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

Department of Community Development

137 Peachtree Street, SW Atlanta, Georgia 30303 Attn: Stanley Wilson

Email: stanley.wilson@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: National Key Accounts Manager

Corporate Temps, Inc.

5950 Live Oak Parkway, Suite 230.

Norcross, GA 30093 Attn: Renee White

Email: renee@corporatetemps.com

Cooperation with other Contractors

Contractor 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 Contractors. Contractor shall fully cooperate with such other related Contractors and County employees or appointed committees. Contractor shall provide within his schedule of work, time and effort to coordinate with other Contractors under contract with County. Contractor shall not commit or permit any act, which will interfere with the performance of work by any other Contractor or by County employees. Contractor 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:	CONTRACTOR:
FULTON COUNTY, GEORGIA Docusigned by: Kellert L. Pitts Robert L. Pitts, Chairman Fulton County Board of Commissioner	CORPORATE TEMPS, INC. Renee White National Key Accounts Manager
ATTEST: Docusigned by: Tonya R. Grier Clerk to the Commission (Affix County Seal) APPROVED AS TO FORM: Docusigned by: David Lowman Office of the County Attorney APPROVED AS TO CONTENT: Docusigned by: Stanley Wilson Stanley Morgan, Director Department of Community Development	Assistant Secretary (Affix Corporate Seal) ATTEST: Notary Public County:
ITEM#: 24-0413 RCS: 6/26/2024	ITEM#:RM:

ATTACHMENT A SCOPE OF SERVICES

Scope of Services

The Agency shall provide temporary staffing services for the Community Development to provide the following positions:

1 - Senior Accountant

Job Duties:

- Prepare invoices for payment to include verification of funding, matching of documents (PO, invoice, contracts, etc.) and processing receivers
- Invoice processing (review invoice, create receiver/PVX, submit for payment)
- Perform inquiries in accounting software to track payment of invoices and report status to Program Managers
- Research invoice questions, respond to payment status inquiries, and resolve payment issues through email/telephone contact with Finance A/P, vendors, and staff members
- Prepare monthly account reconciliations and report discrepancies
- Generate monthly budget reports and save on shared drive
- Maintain a record of financial documents and reports on a shared drive
- Assist staff with vendor inquiries/registration

2 – Administrative Coordinator

Job Duties:

- Monitored homeless invoice email account.
 - Directed homeless invoices to respective project managers.
 - Managed invoice tracking spreadsheet.
- Completed contract execution via DocuSign.
- Set up meetings for agencies and meeting reminders for Ann Isaac.
- Send out general email correspondence to subrecipients.

3- Inspector

Job Duties:

- Review and inspect residential and commercial properties to ensure conformity to local, state, and federal codes and regulations.
 - Inspect existing properties for code compliance, prepare reports, issue violation notices, monitor contractors hired to perform grantfunded repairs, and prepare cases for court.
- Conduct field inspections of residential and commercial structures during Normal Hours of Work.
- Identifies code violations and needs corrective action.
- Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes

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.

Observed Holidays

The County observes the following holidays (see Exhibit 1):

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

Pay Period

The Agency's pay periods shall coincide with the County's pay periods (See Exhibit 1).

- Automated Time and Attendance System
 The Agency must utilize an automated time and attendance system in order to document employees' time and attendance.
- Work Locations Community Development 137 Peachtree Street Atlanta, GA 30303 Telework.

ATTACHMENT B COMPENSATION

Services provided under Attachment A shall be compensated on an hourly rate basis for a total not to exceed the amount of \$122,730.60 (One Hundred Twenty-Two Thousand, Seven Hundred Thirty Dollars and Sixty Cents). The services provided shall be compensated on an hourly rate basis as detailed in the attached Position and Rate Schedule.

Positions and Prices

Cost from 5/1/2024 - 12/31/2024									
Position	# of Pos.	Bill R	ate (p/hr)	ОТ	Bill rate (p/hr)	Reg Hours	OT Hours	Tot	al
Administrative Coordinator	1	\$	26.80	\$	40.20	1320	0.00	\$	35,376.00
Inspector	1	\$	25.46	\$	38.19	930	0.00	\$	23,677.80
Senior Accountant	1	\$	48.24	\$	72.36	1320	0.00	\$	63,676.80
						Grand	Total	\$	122,730.60

ATTACHMENT C SERVICE LEVEL AGREEMENT



SERVICE LEVEL AGREEMENT

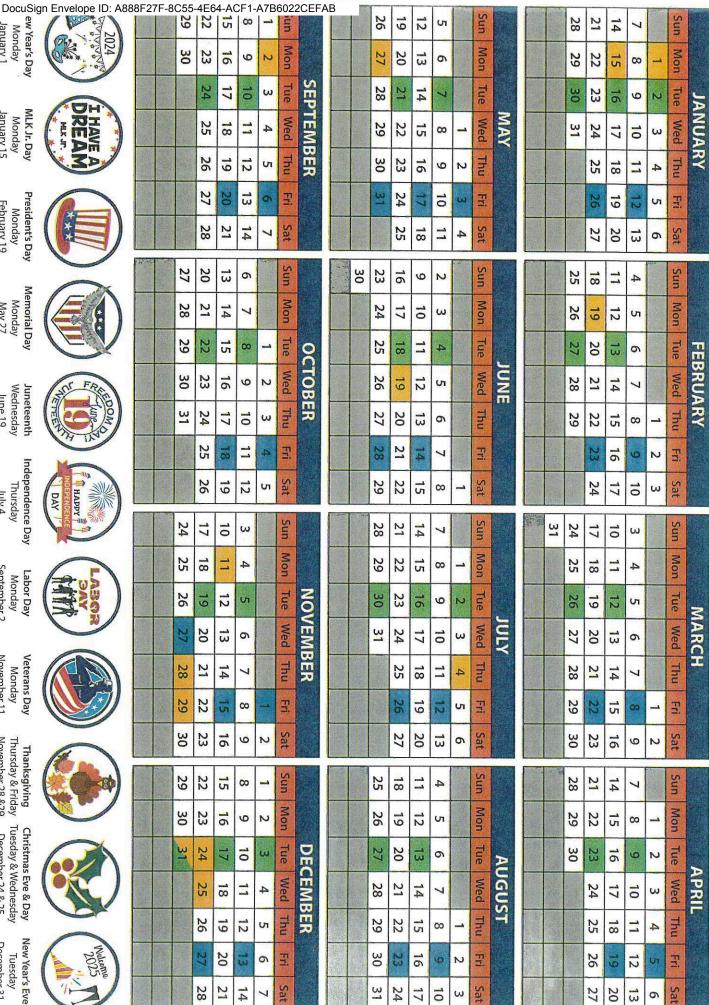
Scope of Work Requirement	Performance Goal	Reporting Requirement
Requisition to selection ratio Average time to submit at least three (3) and no more than five (5) qualified candidates.	Three (3) business days.	Quarterly
Selected candidates will be available to start and assignment in no more than two (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 1 FULTON COUNTY 2024 PAY AND HOLIDAY SCHEDULE

FULTON COUNTY 2024 PAY AND HOLIDAY OBSERVANCES CALENDAR PAY DAY HOLIDAY



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Monday January 15





















HAPPY =

DAY

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Tuesday & Wednesday Christmas Eve & Day December 24 & 25





EXHIBIT 2 CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/20/2023

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.

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Atlanta, GA. 30334

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/20/2023

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 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).

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	DUCER				CONTA NAME:	ст Alfonza H	atcher				
Hatcher Insurance Agency Inc.						PHONE					
P.O. Box 2564					AOC, No, Ext): 770-466-1133 (AC, No): 770-466-1144 E-MAIL ADDRESS: hatcherins@aol.com						
Loganville, GA. 30052						INSURER(S) AFFORDING COVERAGE					
		INSURER A: Philadelphia Indemnity Insurance Company						18058			
INSL	Corporate Temps, Inc.		INSURE	RB:							
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ACORD 25 (2010/05)

EXHIBIT 3

GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

STATE OF GEORGIA

COUNTY OF Winnett
GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT
By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services¹ under a contract with [insert name of prime contractor] Corporate lemos on behalf of Fulton County Government has registered with and is participating in a federal work authorization program*,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.
The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with Fulton County Government , contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-0108 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Fulton County Government at the time the subcontractor(s) is retained to perform such service.
121762
EEV/Basic Pilot Program* User Identification Number Corporate Temps (Lluide) BY: Authorized Officer of Agent (Insert Contractor Name)
VP, National Accounts (Secretary Title of Authorized Officer or Agent of Contractor)
Renee White Printed Name of Authorized Officer or Agent
Sworn to and subseribed before me this 27th day of June, 2024.
Notary Public: Laminelut
County: DOMINIC AUSTIN GWINNETT County
Commission Expires: 9-6-26 My Commission Expires September 6, 2026

¹O.C.G.A.§ 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

^{2*}[Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].



Fulton County

Legislation Details

File #: 24-0413 Version: 1 Name:

Type: Consent - Health and Human Status: Agenda Ready

Services

File created: 3/4/2024 In control: Board of Commissioners

On agenda: 6/26/2024 Final action:

Title: Request approval of a statewide contract, Community Development, SWC 99999-SPD-0000136-008,

Temporary Staffing Services in an amount not to exceed \$122,730.60 with Corporate Temps 2000

(Norcross, GA) to continue temporary staffing services for the Department of Community

Development. Effective upon BOC approval through December 31, 2024.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Contractor Performance Report, 2. Cost Proposal, 3. Spreadsheet of Positions and Prices, 4.

Corporate Temp2000.pdf

Date Ver. Action By Action Result