



**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**, hereinafter referred to as “**Agency**” 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 SW# 99999-SPD-0000136-0008)
- III. Attachment A, Scope of Services
- IV. Attachment B, Compensation
- V. Attachment C, Service Level Agreement substituting Fulton County or (“County”) for “State” or “DOAS”

This Agreement was approved by the Fulton County Board of Commissioners on February 1, 2023, BOC Item # 23-0093.

Contract Term

Effective upon BOC approval through June 30, 2023.

Contract Modification

If during performing the services under this Agreement, County and Agency 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. Therefore, when it is necessary, the County may make changes to the services as described herein and in the referenced exhibits. Any 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 (“PO”) Modification or an Amendment to this Agreement.

The PO Modification form must be approved and signed by the User 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 PO Modification documenting the modification to this Agreement to the Agency 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 herein by reference.

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 Agency, 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 Agency in the performance of the contract services; or
- c) Liens, claims or actions made by the Agency 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 Agency, or its subcontractor(s), as approved by the County, under workers' compensation acts, disability benefit acts, other employee benefit act, 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-0000136-0008. 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, i.e., Certificate of Insurance ("COI") with policy limits, must be provided prior

to the start of any activities/services and attached herein as Exhibit 2.

Reporting Responsibilities

Agency will report directly to the Director, Department of Arts and Culture, David Manuel or his 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 Arts and Culture
141 Pryor Street, Suite
Atlanta, Georgia 30303
Attn: David Manual
Email: David.Manual@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:

Director
5950 Live Oak Parkway
Suite 230
Norcross, Georgia 30093
Attn: Shawn Menefee
Email: shawn@corporatetemps.com

Cooperation with other Consultants

Agency will undertake the contract services 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. Agency shall fully cooperate with such other related Consultants and County employees or appointed committees. Agency shall provide within its schedule of work, time and effort to coordinate with other Consultants under contract with County. Agency shall not commit or permit any act, which will interfere with the performance of work by any other consultant or by County employees. Agency 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

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

ATTEST:

DocuSigned by:

Tonya R. Grier

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:

David Manuel

David Manuel, Director
Arts and Culture

CONSULTANT:

CORPORATE TEMPS, INC.

Shawn Menefee
Shawn Menefee
Director of Operations

ATTEST:

Secretary/
Assistant Secretary

(Affix Corporate Seal)

ATTEST:

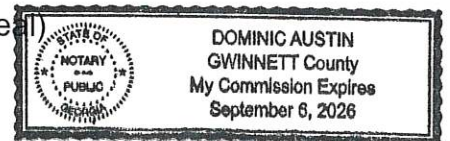
Dominic Austin

Notary Public

County: Gwinnett

Commission Expires: 9-6-26

(Affix Notary Seal)



| | |
|-------------------------|---|
| ITEM#: _____ RCS: _____ | ITEM#: <u>2023-0093</u> RM: <u>2/1/2023</u> |
| RECESS MEETING | REGULAR MEETING |

ATTACHMENT A

SCOPE OF SERVICES

SCOPE OF SERVICES

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 technics 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

Fulton County Department of Arts and Culture

Corporate Temps Proposed Contract Information

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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

COMPENSATION

COMPENSATION

Services provided under Attachment A shall be compensated on an hourly rate basis for a total not to exceed amount of \$105,000.00 (One Hundred Five Thousand Dollars and Zero Cents). 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.

DRAFT**Fulton County Department of Arts and Culture****2023 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 |

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 PAY AND HOLIDAY
SCHEDULE**

FULTON COUNTY 2023 PAY AND HOLIDAY OBSERVANCES CALENDAR

■ PAY DAY
 ■ HOLIDAY
 ● PAY PERIOD ENDING

| 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 | | | | | | |



2023
New Year's Day
Monday
January 2



I HAVE A DREAM
MLK JR.
Monday
January 16



President's Day
Monday
February 20



Memorial Day
Monday
May 29



June 19
JUNETEENTH
Monday
June 19



HAPPY INDEPENDENCE DAY
Tuesday
July 4



LABOR DAY
Monday
September 4



Veterans Day
Friday
November 10



Thanksgiving
Thursday & Friday
November 23 & 24



Christmas
Monday & Tuesday
December 25 & 26



Welcome 2024
Friday
December 29



FULTON COUNTY

EXHIBIT 2

CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 02/10/2023

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).

| | | | | |
|---|--|---|--|-----------------------------|
| PRODUCER Hatcher Insurance Agency Inc. P.O. Box 2564 Loganville, GA. 30052 | | CONTACT NAME: Alfonza Hatcher PHONE (A/C, No, Ext): 770-466-1133 E-MAIL: hatcherins@aol.com ADDRESS: hatcherins@aol.com | | FAX (A/C, No): 770-466-1144 |
| INSURED Corporate Temps, Inc. 5950 Live Oak Pkwy. Suite 230 Norcross, GA. 30093-1743 | | INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: | | NAIC # |

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|--------------------|---------------|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC | Y | PHPK2438388 | 07/27/2022 | 07/27/2023 | EACH OCCURRENCE \$ 1,000,000. DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000. PERSONAL & ADV INJURY \$ 1,000,000. GENERAL AGGREGATE \$ 2,000,000. PRODUCTS - COMP/OP AGG \$ 2,000,000. \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | Y | PHPK2438388 | 07/27/2022 | 07/27/2023 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | Y | PHUB823814 | 07/27/2022 | 07/27/2023 | EACH OCCURRENCE \$ 4,000,000. AGGREGATE \$ 4,000,000. \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | | | | WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | EMPLOYMENT PRACTICES LIABILITY | | PHPK2438388 | 07/27/2022 | 07/27/2023 | Each Incident Limits: \$ 1,000,000. Aggregate Limit: \$ 1,000,000. |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Temporary Personnel Services.

Fulton County Department of Arts & Culture as Additional Insured.

Contract Number: SWC #99999-SPD-0000136-0008 Temporary Staffing.

CERTIFICATE HOLDER
CANCELLATION

Fulton County Department of Arts & Culture
 141 Pryor St. SW
 Atlanta, GA. 30303

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



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 02/10/2023

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).

| PRODUCER Hatcher Insurance Agency Inc. P.O. Box 2564 Loganville, GA. 30052 | CONTACT NAME: Alfonza Hatcher PHONE (A/C, No, Ext): 770-466-1133 E-MAIL: hatcherins@aol.com ADDRESS: hatcherins@aol.com FAX (A/C, No): 770-466-1144 | | | | | | | | | | | | | | |
|---|--|-------------------------------|--------|---|--|------------|--|------------|--|------------|--|------------|--|------------|--|
| INSURED Corporate Temps, Inc. 5950 Live Oak Pkwy. Suite 230 Norcross, GA. 30093-1743 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Indemnity Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Philadelphia Indemnity Insurance Company | | INSURER B: | | INSURER C: | | INSURER D: | | INSURER E: | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A: Philadelphia Indemnity Insurance Company | | | | | | | | | | | | | | | |
| INSURER B: | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | |

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| | GENERAL LIABILITY <input type="checkbox"/> 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 | | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ |
| A | CYBER LIABILITY | | | PHSD1727994 | 07/27/2022 | 07/27/2023 | EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 3,000,000 |
| A | PROFESSIONAL LIABILITY (E & O) | Y | | PHPK2438388 | 07/27/2022 | 07/27/2023 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 2,000,000 |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | | WC STATUTORY LIMITS \$ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | EMPLOYEE DISHONESTY (Fidelity Bond) | | | PHPK2438388 | 07/27/2022 | 07/27/2023 | Each Incident Limits: \$ 3,000,000. Aggregate Limit: \$ 3,000,000. |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Temporary Personnel Services.

Fulton County Department of Arts & Culture as Additional Insured.

Contract Number: SWC #99999-SPD-0000136-0008 Temporary Staffing.

CERTIFICATE HOLDER
CANCELLATION

Fulton County Department of Arts & Culture
 141 Pryor St. SW
 Atlanta, GA. 30303

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

Alfonza Hatcher

EXHIBIT 3

**GEORGIA SECURITY AND
IMMIGRATION CONTRACTOR
AFFIDAVIT**

STATE OF GEORGIA

COUNTY OF FULTON

FORM 1: 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]** on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program² 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 300-10-01-.08 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.

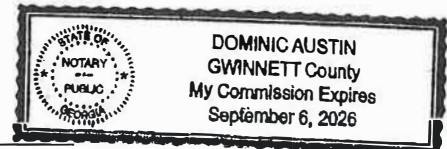
121762

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)
Title of Authorized Officer or Agent of Contractor

Shawn P. MENECKER

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 8th day of February, 2023Notary Public: County: GwinnettCommission Expires: 9-6-26

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 #: 23-0093 **Version:** 1 **Name:**
Type: CM Action Item - Arts and Libraries **Status:** Passed
File created: 11/17/2022 **In control:** Board of Commissioners
On agenda: 2/1/2023 **Final action:** 2/1/2023
Title: Request approval of a statewide contract - Arts & Culture Department, SWC# 99999-SPD-0000136-0008, Professional Temporary Staffing in the 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 June 30, 2023. (APPROVED)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1: Contract Performance Report, 2. Exhibit 2: Fully Executed Extension 062922, 3. Exhibit 4: Corporate Temps Fulton Co Arts Culture 2023 Quote

| Date | Ver. | Action By | Action | Result |
|----------|------|------------------------|---------|--------|
| 2/1/2023 | 1 | Board of Commissioners | approve | Pass |



**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**, hereinafter referred to as “**Agency**” 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 SW# 99999-SPD-0000136-0008)
- III. Attachment A, Scope of Services
- IV. Attachment B, Compensation
- V. Attachment C, Service Level Agreement substituting Fulton County or (“County”) for “State” or “DOAS”

This Agreement was approved by the Fulton County Board of Commissioners on February 1, 2023, BOC Item # 23-0093.

Contract Term

Effective upon BOC approval through June 30, 2023.

Contract Modification

If during performing the services under this Agreement, County and Agency 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. Therefore, when it is necessary, the County may make changes to the services as described herein and in the referenced exhibits. Any 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 (“PO”) Modification or an Amendment to this Agreement.

The PO Modification form must be approved and signed by the User 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 PO Modification documenting the modification to this Agreement to the Agency 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 herein by reference.

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 Agency, 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 Agency in the performance of the contract services; or
- c) Liens, claims or actions made by the Agency 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 Agency, or its subcontractor(s), as approved by the County, under workers' compensation acts, disability benefit 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-0000136-0008. 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, i.e., Certificate of Insurance ("COI") with policy limits, must be provided prior

to the start of any activities/services and attached herein as Exhibit 2.

Reporting Responsibilities

Agency will report directly to the Director, Department of Arts and Culture, David Manuel or his 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 Arts and Culture
141 Pryor Street, Suite
Atlanta, Georgia 30303
Attn: David Manual
Email: David.Manual@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:

Director
5950 Live Oak Parkway
Suite 230
Norcross, Georgia 30093
Attn: Shawn Menefee
Email: shawn@corporatetemps.com

Cooperation with other Consultants

Agency will undertake the contract services 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. Agency shall fully cooperate with such other related Consultants and County employees or appointed committees. Agency shall provide within its schedule of work, time and effort to coordinate with other Consultants under contract with County. Agency shall not commit or permit any act, which will interfere with the performance of work by any other consultant or by County employees. Agency 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

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

ATTEST:

DocuSigned by:

Tonya R. Grier

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:

David Manuel

David Manuel, Director
Arts and Culture

CONSULTANT:

CORPORATE TEMPS, INC.

Shawn Menefee
Shawn Menefee
Director of Operations

ATTEST:

Secretary/
Assistant Secretary

(Affix Corporate Seal)

ATTEST:

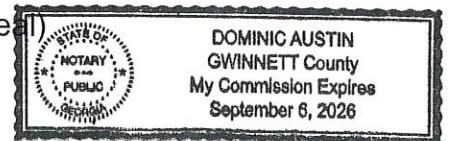
Dominic Austin

Notary Public

County: Gwinnett

Commission Expires: 9-6-26

(Affix Notary Seal)



| | |
|-------------------------|---|
| ITEM#: _____ RCS: _____ | ITEM#: <u>2023-0093</u> RM: <u>2/1/2023</u> |
| RECESS MEETING | REGULAR MEETING |

ATTACHMENT A

SCOPE OF SERVICES

SCOPE OF SERVICES

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 technics 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

Fulton County Department of Arts and Culture

Corporate Temps Proposed Contract Information

Corporate Temps Proposed Contract Information

Page 4 of 3

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

COMPENSATION

COMPENSATION

Services provided under Attachment A shall be compensated on an hourly rate basis for a total not to exceed amount of \$105,000.00 (One Hundred Five Thousand Dollars and Zero Cents). 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.

DRAFT**Fulton County Department of Arts and Culture****2023 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 |

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 PAY AND HOLIDAY
SCHEDULE**

FULTON COUNTY 2023 PAY AND HOLIDAY OBSERVANCES CALENDAR

■ PAY DAY ■ HOLIDAY ● PAY PERIOD ENDING

| 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 | | | | | | |



2023
New Year's Day
Monday
January 2



I HAVE A DREAM
MLK JR.
Monday
January 16



President's Day
Monday
February 20



Memorial Day
Monday
May 29



June 19
FREEDOM DAY
Juneteenth
Monday
June 19



HAPPY INDEPENDENCE DAY
Tuesday
July 4



LABOR DAY
Monday
September 4



Veterans Day
Friday
November 10



Thanksgiving
Thursday & Friday
November 23 & 24



Christmas
Monday & Tuesday
December 25 & 26



Welcome 2024
Friday
December 29



FULTON COUNTY

EXHIBIT 2

CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 02/10/2023

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).

| | | | |
|---|--|---|--|
| PRODUCER Hatcher Insurance Agency Inc. P.O. Box 2564 Loganville, GA. 30052 | | CONTACT NAME: Alfonza Hatcher PHONE (A/C, No, Ext): 770-466-1133 E-MAIL ADDRESS: hatcherins@aol.com FAX (A/C, No): 770-466-1144 | |
| INSURED Corporate Temps, Inc. 5950 Live Oak Pkwy. Suite 230 Norcross, GA. 30093-1743 | | INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: | |
| | | NAIC # | |

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|--|----------|---------------|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY | | | PHPK2438388 | 07/27/2022 | 07/27/2023 | EACH OCCURRENCE \$ 1,000,000. |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000. |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | Y | | | | | MED EXP (Any one person) \$ 5,000. |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | PERSONAL & ADV INJURY \$ 1,000,000. |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC | | | | | | GENERAL AGGREGATE \$ 2,000,000. |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000. |
| A | AUTOMOBILE LIABILITY | | | PHPK2438388 | 07/27/2022 | 07/27/2023 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000. |
| | <input type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> ALL OWNED AUTOS | <input type="checkbox"/> SCHEDULED AUTOS | | | | | BODILY INJURY (Per accident) \$ |
| | <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB | | | PHUB823814 | 07/27/2022 | 07/27/2023 | EACH OCCURRENCE \$ 4,000,000. |
| | <input type="checkbox"/> EXCESS LIAB | <input type="checkbox"/> OCCUR | | | | | AGGREGATE \$ 4,000,000. |
| | <input type="checkbox"/> CLAIMS-MADE | | | | | | |
| | <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | | | | |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | PHPK2438388 | 07/27/2022 | 07/27/2023 | WC STATU-TORY LIMITS \$ |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory In NH) | Y/N | | | | | E.L. EACH ACCIDENT \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ |
| A | EMPLOYMENT PRACTICES LIABILITY | | | PHPK2438388 | 07/27/2022 | 07/27/2023 | Each Incident Limits: \$ 1,000,000. Aggregate Limit: \$ 1,000,000. |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Temporary Personnel Services.

Fulton County Department of Arts & Culture as Additional Insured.

Contract Number: SWC #99999-SPD-0000136-0008 Temporary Staffing.

CERTIFICATE HOLDER
CANCELLATION

Fulton County Department of Arts & Culture
 141 Pryor St. SW
 Atlanta, GA. 30303

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



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 02/10/2023

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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).

| PRODUCER Hatcher Insurance Agency Inc. P.O. Box 2564 Loganville, GA. 30052 | CONTACT NAME: Alfonza Hatcher PHONE (A/C, No, Ext): 770-466-1133 E-MAIL: hatcherins@aol.com ADDRESS: hatcherins@aol.com FAX (A/C, No): 770-466-1144 | | | | | | | | | | | | | | |
|---|--|-------------------------------|--------|---|--|------------|--|------------|--|------------|--|------------|--|------------|--|
| INSURED Corporate Temps, Inc. 5950 Live Oak Pkwy. Suite 230 Norcross, GA. 30093-1743 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Indemnity Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Philadelphia Indemnity Insurance Company | | INSURER B: | | INSURER C: | | INSURER D: | | INSURER E: | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A: Philadelphia Indemnity Insurance Company | | | | | | | | | | | | | | | |
| INSURER B: | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | |

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

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| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| | GENERAL LIABILITY <input type="checkbox"/> 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 | | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ |
| A | CYBER LIABILITY | | | PHSD1727994 | 07/27/2022 | 07/27/2023 | EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 3,000,000 |
| A | PROFESSIONAL LIABILITY (E & O) | Y | | PHPK2438388 | 07/27/2022 | 07/27/2023 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 2,000,000 |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | | WC STATUTORY LIMITS \$ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | EMPLOYEE DISHONESTY (Fidelity Bond) | | | PHPK2438388 | 07/27/2022 | 07/27/2023 | Each Incident Limits: \$ 3,000,000. Aggregate Limit: \$ 3,000,000. |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Temporary Personnel Services.

Fulton County Department of Arts & Culture as Additional Insured.

Contract Number: SWC #99999-SPD-0000136-0008 Temporary Staffing.

CERTIFICATE HOLDER
CANCELLATION

Fulton County Department of Arts & Culture
 141 Pryor St. SW
 Atlanta, GA. 30303

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

Alfonza Hatcher

EXHIBIT 3

**GEORGIA SECURITY AND
IMMIGRATION CONTRACTOR
AFFIDAVIT**

STATE OF GEORGIA

COUNTY OF FULTON

FORM 1: 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]** on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program² 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 300-10-01-.08 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.

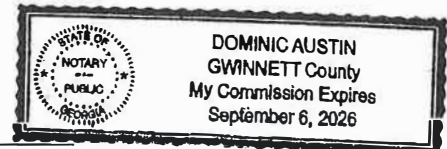
121762

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Contractor Name)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 8th day of February, 2023Notary Public: Dominic AustinCounty: GwinnettCommission Expires: 9-6-26

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 #: 23-0093 **Version:** 1 **Name:**
Type: CM Action Item - Arts and Libraries **Status:** Passed
File created: 11/17/2022 **In control:** Board of Commissioners
On agenda: 2/1/2023 **Final action:** 2/1/2023
Title: Request approval of a statewide contract - Arts & Culture Department, SWC# 99999-SPD-0000136-0008, Professional Temporary Staffing in the 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 June 30, 2023. (APPROVED)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1: Contract Performance Report, 2. Exhibit 2: Fully Executed Extension 062922, 3. Exhibit 4: Corporate Temps Fulton Co Arts Culture 2023 Quote

| Date | Ver. | Action By | Action | Result |
|----------|------|------------------------|---------|--------|
| 2/1/2023 | 1 | Board of Commissioners | approve | Pass |