



County Executive John R. Leopold

**ANNOUNCEMENT
ANNE ARUNDEL COUNTY, MARYLAND
Annapolis, Maryland**

INVITATION FOR BID

**BID NO. 09-101
TEMPORARY WORKER SERVICES**

NOTICE TO BIDDERS

Specifications and Bid Responses for providing the subject items/services are available at the Anne Arundel County Purchasing Division, The Heritage Office Complex, 2660 Riva Road, Third Floor, Annapolis, Maryland, 21401, and will be received until **1:30 pm**, local time, **TUESDAY, NOVEMBER 24, 2009**, at the same location after which they will be publicly opened and read in the Patuxent Room on the same floor. **Bids received after the above-referenced time set for opening will be rejected.**

To all Bidders: Anne Arundel County Purchasing Division will no longer automatically mail complete bid packages. Instead, we encourage anyone receiving this Notice to review and download a bid package from either the County website at www.aacounty.org or www.eMarylandMarketplace.com. A copy of the bid package may also be picked up at the above address during normal business hours.

****IMPORTANT NOTICE: Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this IFB with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid. ****

A Pre-Bid Conference has been scheduled for November 13, 2009, at 10:00 A.M., local time in the Patuxent Room located in the Anne Arundel County Purchasing Offices on the 3rd floor of 2660 Riva Road, Annapolis, Maryland, 21401. All Bidders are strongly encouraged to attend. This IFB will be discussed, and Bidders' questions will be answered.

Bidders are required to register for the Pre-Bid Conference at least 48-hours in advance of the meeting date and time by contacting the Buyer, Rebecca Zimmerman at 410-222-7664. If no Bidders register, the meeting may be cancelled without further notice to the Bidders.

Note: Questions concerning this Specification and Bid Response should be directed to Rebecca Zimmerman, Buyer IV, phone (410) 222-7664.

William Schull, C.P.M., CPPB
Purchasing Agent
October 29, 2009

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Solicitation Check List

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- _____ Bid Response shall be delivered to the County Purchasing Department no later than the date and time shown in the Solicitation. Did you visit our website at (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) for any addenda?
- _____ Did an authorized company representative (reference Section 1.25) sign the Bid Response Form?
- _____ Did an authorized company representative sign and notarize the Affidavit form?
- _____ Did you include the required signature authority documents, if required?
- _____ Did you include a signed copy of the completed Bidder Information Form?
- _____ If you are an entity (limited liability partnerships, corporations, limited partnerships, limited liability companies, limited liability limited partnerships, business trusts, real estate investment trust and trade name filings), is the legal name of your company listed with the State of Maryland Department of Assessments and Taxation and in good standing? You may check by going to www.sdat.org.
- _____ If this Solicitation requires a Bid deposit, did you include one?
- _____ Did you provide one original and one copy of your response?
- _____ Is the outside of the submittal envelope marked with the Bid Number, the title, the due date, your company name, and your company address?
- _____ Did you check the County's web site for any Addenda and include a signed copy of each with your Bid Response?

MANDATORY REQUIREMENTS

The following item(s) are **MANDATORY** and shall be submitted with Bid Response in order to be considered for an award. If the following item(s) is required by this Solicitation and is not submitted with the Bid Response, the Bid Response shall be considered null and void, and therefore, will be rejected.

- (A) County's Bid Response Form

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Sealed bids or proposals addressed to the County Purchasing Agent will be received in the Office of the Purchasing Agent, Anne Arundel County, Maryland, until 1:30 p.m., local time, November 24, 2009, and will be publicly opened at 1:30 p.m., local time, on that date.

BID SPECIFICATIONS

SECTION ONE – GENERAL INSTRUCTIONS

- 1.1 INSTRUCTIONS** – Instructions, forms, and specifications may be obtained in person or by mail from the Anne Arundel County Office of the Purchasing Agent, The Heritage Office Complex, 2660 Riva Road, Third Floor, Annapolis, Maryland, 21401.
- 1.1.1 All Bids shall be submitted in duplicate on and in accordance with forms for this purpose, which are available at the Office of the Purchasing Agent.
 - 1.1.2 All Bids are to be submitted in a sealed envelope. Bidders may obtain an envelope for this purpose at the time of requesting bid forms.
 - 1.1.3 Each Bid shall be accompanied by a notarized affidavit (non-collusion oath/anti-bribery) executed by the Bidder or, if the Bidder is a business entity, by a duly authorized representative of the business entity. The form for this oath is provided in this IFB and can also be obtained by the Office of the Purchasing Agent.
 - 1.1.4 Additional information or clarification of any of the instructions or information contained herein may be obtained from the Office of the Purchasing Agent.
 - 1.1.5 Any Bidder finding any discrepancy in or omission from the Specifications resulting in doubt as to their meaning, or feeling that the Specifications are discriminatory, shall notify the County Purchasing Agent in writing not less than ten (10) business days prior to the scheduled opening of the bids. These exceptions in no way obligate the County to change its Specifications. The County Purchasing Agent will notify all Bidders by written addendum of any interpretations made of the Specifications.
 - 1.1.6 The County shall assume no responsibility for oral communications. All official correspondence in regard to the Specifications should be directed to and shall be issued by the County Purchasing Agent in writing.
 - 1.1.7 To better ensure fair competition and to permit a determination of the lowest Bidder, Bid Responses may be rejected if they show any omission, irregularity, alteration of form, addition, condition, unresponsiveness, or unbalance.
 - 1.1.8 Specifications provided are based on County needs and uses, estimated costs of operation and maintenance, and other significant or limiting factors to meet County requirements and consistent with County policies. Minimum and maximum specifications, where included, are not established arbitrarily to limit competition or to exclude competitive Bidders.
 - 1.1.9 In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

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1.2 TAXES: RESPONSIBILITY FOR PAYMENT, EXEMPTIONS, FORMS TO BE FILED, ETC.

- 1.2.1 The Successful Bidder is responsible for paying and, by submitting a Bid, agrees to pay all retail sales, income, real estate, sales and use, transportation, special, and any other taxes applicable to and assessable against any goods, processes, and operations incident to or related to this Invitation for Bid. The Successful Bidder is responsible for ascertaining applicable taxes and making all necessary arrangements to pay same.
- 1.2.2 All prices quoted shall be exclusive of any State, Federal, or other applicable taxes, including Federal Excise Tax on trucks or any other goods or accessories.

1.3 RESERVATIONS

- 1.3.1 The County Purchasing Agent reserves the right to reject any or all Bids or parts of Bids when, in his or her judgment, the public interest will be served thereby.
- 1.3.2 The County Purchasing Agent reserves the right to waive formalities or technicalities in Bids as the interest of the County may require.
- 1.3.3 The quantities appearing in this IFB are approximate only and are prepared for the canvassing of bids. Payment to the Successful Bidder will be made only for the actual quantities of goods or services provided in accordance with the resulting Contract, and it is understood that the scheduled quantities of goods or services to be furnished may be increased, decreased, or omitted without invalidating the Bid.
- 1.3.4 The County Purchasing Agent reserves the right to award contracts or place orders on a lump sum or individual item basis, or in such combination as shall, in his or her judgment, be in the best interest of the County.
- 1.3.5 The County Purchasing Agent may waive minor differences in specifications provided these differences neither violate the specification intent nor materially affect the operation for which goods or services are being purchased and do not increase estimated maintenance and repair costs to the County.

1.4 SUBSTITUTES

- 1.4.1 When an item is designated as “no substitutes”, only that brand/manufacturer and stock number shall be accepted, except goods manufactured by the same manufacturer and sold under a competitive brand name.
- 1.4.2 For all items not designated “no substitutes”, the County will consider a “County-approved equal.” Equivalent items will be considered provided descriptive literature and specifications accompany the Bid. Each Bidder shall indicate on the Bid Response Form “As Specified”, or the equivalent manufacturer and model number. The County, in its sole discretion, will evaluate and award each item. The Bidder shall indicate clearly the goods on which it is bidding, and shall supply a sample or sufficient data enabling a meaningful comparison to be made with the particular brand or manufacturer specified. Catalog cuts and descriptive data shall be attached to the original copy of the Bid where

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applicable. Failure to submit the above information may be sufficient grounds for rejection of the Bid.

- 1.4.3 No Bidder shall be allowed to offer more than one price on each item even though the Bidder may believe that two or more types or styles will meet specifications. Bidders shall determine for themselves which to offer. If a Bidder submits more than one price on any item, all prices for that item may be rejected at the discretion of the Purchasing Agent.

1.5 MATERIAL SAFETY DATA SHEETS

If goods provided to the County contain any ingredients that could be hazardous or injurious to a person's health, a Material Safety Data Sheet ("MSDS") shall be provided to the Purchasing Agent by the Successful Bidder. This requirement applies to any goods used by the Successful Bidder when providing a service to the County.

1.6 INSPECTION

All goods delivered to and services performed for the County shall be subject to final inspection by the County and tests by the testing facilities of the County and other independent testing laboratories as may be designated by the Purchasing Agent. If the result of tests indicates that any part of the goods or services are deficient in any respect, the Purchasing Agent, in his or her absolute discretion, may reject all or any part of the goods or services provided to the County. Variances in goods and services may be waived upon approval by the Purchasing Agent, in his or her absolute discretion.

1.7 DISPUTES

In cases of disputes as to whether the goods or services quoted or delivered meet Specifications, the decision of the County Purchasing Agent shall be final and binding on both parties. The County Purchasing Agent may request the recommendation in writing of the head of the County Agency using the goods or service, the Standards and Specifications Committee, or other sources.

1.8 LAW AND REGULATIONS

The Successful Bidder shall comply with all applicable Federal, State, and local laws and ordinances. The Successful Bidder shall protect and indemnify Anne Arundel County, Maryland, and its agents or employees against any claim or liability arising from or based on the violation of any laws, ordinances, or regulations by the Successful Bidder and by any subcontractors, agents, or employees.

1.9 EQUAL OPPORTUNITY

- 1.9.1 It is the policy of Anne Arundel County, Maryland, to ensure Equal Employment Opportunity for all persons, and to ensure that Minority and Women-Owned Business Enterprises have the maximum opportunity to participate in the performance of all County contracts for supplies and services.
- 1.9.2 Every Contractor doing business with the County shall agree not to discriminate in any manner against any employee or applicant for employment because of race, age, creed, color, national origin, or gender, and shall be obligated to include a similar requirement in any and all subcontracts. The Successful Bidder shall also agree to comply with all

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Federal, State, and local laws and Executive Orders and Regulations relating to Equal Employment Opportunity and Minority Business Enterprises.

1.10 INDEMNITY

If a Contract is awarded, the Successful Bidder shall be required to indemnify, defend, and hold the County harmless from and against all claims, loss, liability, cost, and expenses, including attorney fees, howsoever arising or incurred, alleging personal injury, bodily injury, including death, or property damage arising out of or attributable to the Successful Bidder's performance of the Contract awarded.

1.11 TERMINATION PROCESS

1.11.1 Termination for Convenience:

Notwithstanding anything contained herein, the County may terminate this Agreement anytime, in whole or in part, without showing cause by providing thirty (30) days written notice to the Successful Bidder. The County shall pay all reasonable costs incurred by the Successful Bidder up to the date of termination. The Successful Bidder shall not be reimbursed for any anticipatory profits, which have not been earned to the date of termination.

1.11.2. The Successful Bidder shall be provided 30 days notice of any termination not for cause and shall only perform such work during the 30-day notice period that is authorized in writing by the County's Purchasing Agent.

1.11.3. This Agreement may be terminated by the County upon at least seven (7) days notice to the Successful Bidder in the event that: (1) the Work is permanently abandoned by the County; (2) continued Work is deemed by the County, in its sole discretion, not to be in the best interests of the County; or (3) monies are no longer available or are not appropriated to fund the Work being performed or to be performed under this Agreement.

1.11.4 Termination for Cause:

Notwithstanding anything contained herein, if the Successful Bidder fails to fulfill its obligation under this Agreement properly and on time or otherwise violates any provision of this Agreement, the County may terminate this Agreement by written notice to the Successful Bidder. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished goods or services provided by the Successful Bidder shall, at the County's option, become the County's property. The County shall pay the Successful Bidder fair and equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by the Successful Bidder's breach. If the damages are more than the compensation payable to the Successful Bidder, the Successful Bidder shall remain liable after termination, and the County may take all steps necessary to collect damages.

1.12 OPTIONAL USE OF CONTRACT

1.12.1 The Successful Bidder reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this Bid to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities, including non-public schools. This is conditioned upon mutual agreement of

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all parties pursuant to special requirements, which may be appended thereto. The Successful Bidder agrees to notify the issuing body of those entities that wish to use any contract resulting from this IFB and shall also provide usage information, which may be requested.

- 1.12.2 The County assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this IFB. All purchases and payment transactions shall be made directly between the Successful Bidder and the requesting entity. Any exceptions to this requirement shall be specifically noted in the Bid Response.

1.13 CORPORATION REGISTRATION

- 1.13.1 Whenever required by law, business entities not organized under the laws of the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 W. Preston Street, Baltimore, Maryland, 21201 (“SDAT”) before doing any business in this State. (www.dat.state.md.us)

- 1.13.2 All Bidders that are business entities shall be and present evidence that they are in good standing with SDAT.

1.14 REFERENCES TO ALTERNATE TERMS

Any reference which may appear on any price list or literature to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change, shall not be part of any Contract with a Successful Bidder and shall be disregarded by the County.

1.15 PAYMENT TERMS

Payment terms, unless otherwise noted, shall be net thirty (30) days.

1.16 ASSIGNMENT

The Contract resulting from this IFB and the compensation, which may become due thereunder are not assignable except with prior written approval of the County.

1.17 AVAILABILITY OF FUNDS

The obligations of the County under any Contract awarded pursuant to this IFB are subject to the availability of funds appropriated by the County Council of Anne Arundel County, Maryland, and to receipt and availability of appropriated funds.

1.18 INTERPRETATION

The Contract resulting from this Solicitation shall be construed under the laws of the State of Maryland.

1.19 INTEGRATION

The IFB, the Successful Bidder’s Bid, and the County’s Purchase Order contain the entire understanding between the parties, and any additions or modifications hereto may only be made in writing executed by both parties hereon.

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1.20 FAIR LABOR STANDARDS

The Successful Bidder shall comply with all applicable provisions of the Federal Labor Standard Act (FLSA) and shall indemnify, defend, and hold harmless the County, its officers, employees, and agents from any and all liability, including but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorney's fees arising under any wage and hours law, including but not limited to, FLSA for work performed by the Successful Bidder's employees for which the County may be found jointly or solely liable.

1.21 CHANGES

1.21.1 The Successful Bidder may request changes within the general scope of this and any contract resulting from this IFB. If a requested change causes an increase or decrease in the cost to an equitable adjustment of the price or schedule or both, and shall reflect such adjustment in a change order. The Successful Bidder shall not perform requested changes unless both parties execute a written change order, and, if the Successful Bidder proceeds to perform such changes without a written change order, it does so at its own risk. The cost any goods, materials, or services covered by a Change Order or of any claim for an adjustment in the price shall be determined as provided in this Section.

1.21.2 The County may, at any time, by written order, make changes within the general scope of any contract resulting from this IFB.

1.21.3 Where additional goods or services, neither specifically nor generally included in any contract resulting from this IFB are necessary in the sole judgment of the County, the County shall work with the Successful Bidder to define such goods or services and shall agree, in writing via a change order executed by both parties prior to provision of such goods or services, upon the goods or services, a reasonable price (if any) for the goods or services, and a reasonable period of time for the Successful Bidder to perform under the Contract. Strict compliance with this Section shall be a prerequisite to the Successful Bidder receiving payment for the additional goods or services.

1.21.4 In the event the Successful Bidder is unsure as to whether any good or service is within the scope of any contract resulting from this IFB, the Successful Bidder shall first confer with the County's Purchasing Agent prior to provision of such goods or services and shall obtain his determination as to whether such goods or services are included within the scope of the Contract. If the parties cannot agree on a reasonable fee or time period to provide such goods or services or cannot agree whether the goods or services are within the scope of the Contract, the Successful Bidder shall be required to provide the goods or services if necessary due to an emergency or to avoid a negative impact on any schedule. During and after such the provision of goods or services, the parties shall continue to endeavor in good faith to reach an agreement on a reasonable fee and time period for performance under the Contract and to agree on whether the goods or services are additional goods or services.

1.21.5 Notwithstanding anything to the contrary contained in this Section, if the parties are unable to agree on a change order or on the cost of goods or services required under a change in sufficient time to maintain any schedule, the County may direct the Successful Bidder to provide the additional goods or services if the additional goods or services are necessary due to an emergency or to avoid a negative impact on any schedule, and the

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cost shall be determined or otherwise agreed to at a subsequent date. Upon receipt of such directed change order, the Successful Bidder shall promptly provide the goods or services, which shall be provided in accordance with any contract resulting from this IFB.

1.22 MOST FAVORED PUBLIC ENTITY

The Successful Bidder agrees that the prices charged the County under this Contract do not exceed existing selling prices to its other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions.

1.23 DAMAGE TO COUNTY FACILITIES, BUILDINGS, OR GROUNDS

The Successful Bidder shall repair, or cause to be repaired, at its own cost any and all damage to County facilities, buildings, or grounds caused by the Successful Bidder or employees, subcontractors, or agents of the Successful Bidder. Such repairs shall be made immediately after awareness of damage, or notice by County, but in no event more than thirty (30) days after the occurrence.

1.24 CONDITIONS FOR PURCHASING ELSEWHERE

1.24.1 Should the Successful Bidder fail to perform as specified, in accordance with the terms and conditions specified herein, the Purchasing Agent shall then have the right to procure goods and services in the open market or by contract, in which event the additional costs of such goods or services above the Contract price shall be charged against the Successful Bidder, and may be deducted from any funds payable or which may become payable to the Successful Bidder.

1.24.2 The Purchasing Agent may reject, at his sole discretion, any goods or services ordered from the Successful Bidder if they are delivered or performed subsequent to the placement of orders elsewhere.

1.25 SIGNATURES REQUIRED FOR LEGAL ENTITIES (FOR CONTRACTS GREATER THAN \$150,000)

The chart below indicates which persons are authorized by law to sign documents. If documents submitted in response to this IFB are signed by other persons, then the Bidder shall provide documents establishing that the persons have the legal authority to sign on behalf of and bind the Bidder.

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TYPE OF LEGAL ENTITY:

Company/Corporation or Professional Service Corporation <i>("Inc.," "Co.," "Corp.," "Ltd.," "P.C.," "Chartered," "Chtd.," "Professional Association," "P.A.")</i>	NO PROOF NEEDED IF SIGNED BY: President or Vice President	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: By-Laws, Articles of Incorporation, or a Corporate Resolution
Partnerships	NO PROOF NEEDED IF SIGNED BY: Partner	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Statement of Partnership Authority
Limited Partnerships <i>("L.P.")</i>	NO PROOF NEEDED IF SIGNED BY: General Partner	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Certificate of Limited Partnership
Limited Liability Company / Corporation <i>("LLC" or "LC")</i>	NO PROOF NEEDED IF SIGNED BY: President or Vice President	IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE: Operating Agreement or Articles of Organization of the LLC
Religious Corporations and Churches	PROOF ALWAYS NEEDED	ENTITY SHALL PROVIDE: By-Laws, Articles of Incorporation, or Corporate Resolution
Limited Liability Partnerships and Limited Liability Limited Partnerships <i>("LLP." or "LLLP")</i>	PROOF ALWAYS NEEDED	ENTITY SHALL PROVIDE: Certificate of Limited Liability Partnership and Partnership Agreement or Statement of Partnership Authority

Note: this chart does not cover unincorporated associations.

1.26 CHANGES/ERASURES TO BID RESPONSE

To be considered, all erasures, interpolations and other changes in the Bid Response shall be signed or initialed by the Bidder.

1.27 BIDDER'S UNDERSTANDING OF THE SCOPE OF IFB AND DUE DILIGENCE

By submitting a Bid in response to this IFB, the Bidder represents that it has read and understands this IFB, including any Addenda, and has familiarized itself with Federal, State, and local laws, ordinances, rules, and regulations that may affect the cost or performance under this IFB or any resulting Contract. The failure or omission of any Bidder to receive or examine any form, instrument, addenda, or other document or to acquaint itself with conditions existing at any site shall in no way relieve that Bidder from any obligations with respect to its Bid Response or to any resulting Contract.

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1.28 BID RESPONSE MODIFICATIONS OR WITHDRAWAL

- 1.28.1 A Bid Response may be modified or withdrawn by the Bidder anytime before the time and date set for the receipt of Bid Responses upon notice to the Purchasing Division in writing.
- 1.28.2 Modified and withdrawn Bids, clearly marked and dated, may be resubmitted to the Purchasing Division up to the time and date set for the receipt of Bid Responses.
- 1.28.3 No Bid Response may be unilaterally modified or withdrawn after the time set for the receipt of Bid Response and for ninety (90) calendar days thereafter.

1.29 ADDENDA TO IFB - CHANGE IN ISSUING ADDENDA

****IMPORTANT NOTICE: Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this IFB with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid. ****

1.30 CONTENT

The contents of the Bid Response of the Successful Bidder may become contractual obligations. Failure of the Successful Bidder to accept these obligations in a Contract may result in cancellation of the award, and the Successful Bidder may not be eligible for future solicitations.

1.31 CONFLICT OF INTEREST

- 1.31.1 By submission of a Bid Response, Bidder agrees that it has no direct or indirect interest that would conflict in any manner or degree with performance by this IFB or any resulting contract of its services. The Bidder shall further covenant that, in the performance of any contract, the Bidder shall not employ any person or entity having any such known conflict.
- 1.31.2 Failure of the Bidder to provide any information requested in the IFB may result in disqualification of the Bid Response.

1.32 HEADINGS

The words and phrases used in the heading of various sections and parts of this IFB are for convenience only and shall not affect the interpretation of any of the terms, conditions and requirements contained anywhere in the IFB.

1.33 IFB TEXT EMPHASIS

Throughout this IFB, there may be occasional use of underlining, bolding, oversized characters or other methods of text emphasis. No remarkable difference in emphasis or relative importance of text content is intended by the use of any one method in place of another.

1.34 PARENT COMPANY

If a Bidder is owned or controlled by a parent company, the name, main office address, and tax identification number of the parent company shall be provided in the Bid Response.

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1.35 ASSIGNMENT AND DELEGATION

Except for assignment of antitrust claim, a party to any Contract resulting from this IFB may neither assign nor delegate any portion of the Contract without the prior written consent of the other party.

1.36 ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a Bid Response to this IFB, the Successful Bidder accepts the terms and conditions set forth herein.

1.37 EXECUTIVE ORDER #24

Pursuant to Executive Order 24, Bidders are required to comply with all applicable laws and regulations relating to the employment of aliens. If a Bidder fails to comply with applicable laws and regulations relating to employment of aliens, such failure shall constitute a material breach of the Bidder's contractual relationship with the County and shall be grounds for termination of the contractual relationship. By submitting a Response to this IFB, the Bidder certifies that it is aware of its obligations under Executive Order 24 and that it complies with all applicable laws and regulations relating to the employment of aliens.

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SECTION TWO – GENERAL SPECIFICATIONS

2.1 SCOPE

- 2.1.1 These Specifications are intended to cover the services of providing temporary workers for various departments throughout Anne Arundel County with multiple temporary employment firms, as listed in Section Three and in the attached Bid Response Form.
- 2.1.2 All temporary workers shall be completely provided by the Successful Bidder, and shall be prepared and trained, ready in all aspects according to the job descriptions of a normal working day.

2.2 PRE-BID CONFERENCE

- 2.2.1 A Pre-Bid Conference has been scheduled for November 13, 2009 at 10:00 am, local time, in the Patuxent Room, 2660 Riva Rd., 3rd floor, Annapolis, Maryland 21401, to answer questions about this IFB and the products or services to be provided hereunder. While attendance is not mandatory, all Bidders are strongly encouraged to attend. While every effort will be made to answer any questions concerning this IFB raised by potential Bidders at the Pre-Bid Conference, such answers shall be considered unofficial until affirmed in writing by the Purchasing Agent in the form of an addendum. Bidders may email questions in advance of the Pre-Bid Conference. Emails are only acceptable if the County acknowledges receipt in response.
- 2.2.2 Bidders are strongly encouraged to bring any issues to the Pre-Bid Conference or to the attention of the County Buyer prior to the deadline as detailed in the clause in Section 1.1.5 above.
- 2.2.3 Any modifications, additions, or deletions to the Specifications that result from this meeting shall be posted for all known Bidders by written addendum.

2.3 BLANKET ORDER RELEASE

The agreement set forth is essentially a price agreement and the execution of the agreement or the receipt of a Purchase Order does not authorize the Successful Bidder to provide any temporary workers to any department in the County. Authorization for services to be provided shall be by Blanket Order Release issued by the Purchasing Agent.

Non-Exclusivity: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the County from acquiring similar, equal or like services from other entities or sources.

2.4 TERM OF BLANKET ORDER CONTRACT

- 2.4.1 The Contract's initial term shall start January 1, 2010, and end January 1, 2011. This Contract may be renewed up to an additional four (4) one-year periods with the same terms and conditions at the sole discretion of Anne Arundel County, Maryland. After the initial term, any one-year renewals will be subject to the availability and appropriation of County funds. **Note – each Contract term shall end at the end of a full work week which is currently Monday through Sunday.**

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2.4.2 The service of temporary workers supplied by temporary employment firms **prior** to this IFB will no longer be permitted to continue until the current assignment is completed or the temporary worker leaves.

2.5 SERVICE GUARANTEE

The Successful Bidder shall certify that all services provided are guaranteed to be performed in an acceptable and professional manner, and that each worker shall be fully qualified to serve in the capacity specified for each job classification.

2.6 WARRANTIES

The Successful Bidder warrants that it has full right, power, and authority to execute and perform this Contract. It further warrants that no franchising or territorial agreements prohibit or prevent it from fully performing this Contract.

2.7 DELIVERY OF SERVICES

2.7.1 The Successful Bidder shall provide services at designated County locations as needed by the ordering County department.

2.7.2 The Successful Bidder shall state the number of calendar days required to initially provide services to the County following notification of an award.

2.7.3 The Successful Bidder shall confirm the ability to provide qualified temporary personnel to the County within 48 hours of the request by the County.

2.7.4 The Successful Bidder shall provide an invoice for each worker assigned to the County, marked clearly with the blanket purchase order number issued by the County for the particular job classification and location.

2.7.5 The Successful Bidder shall provide the temporary personnel to the requesting County department during the hours specified for the job classification.

2.7.6 All temporary personnel shall be provided F.O.B. destination and transportation/travel costs and charges shall be included in the Bid Response unit price. Unit prices quoted shall include all charges prepaid, and shall be exclusive of all taxes. No transportation, shipping, or handling charges shall be added to the invoice.

2.7.7 The County Purchasing Agent reserves the right to charge the Successful Bidder fifty dollars (\$50.00) per working day for each day the services are not provided in accordance with the agreed upon schedule. The per-diem charge may be invoked at the discretion of the County Purchasing Agent, shall be considered liquidated damages, and shall be deducted from the Bid Deposit or final payment, or charged back to the Successful Bidder.

2.8 PROCUREMENT CARD

2.8.1 The County retains the option to use the County procurement card for the purchase of services listed in the Contract in lieu of issuing a purchase order. No procurement card transaction shall take place without the authorization of the cardholder and shall not

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exceed the limit placed on the cardholder's procurement card. The Successful Bidder may receive orders by phone, facsimile, or other forms of notification from authorized County employees. The Successful Bidder may process a payment in the credit card network ONLY upon performance of the services ordered by the County agency/department. For partial performance, the Successful Bidder may process a payment only for the amount of work completed and NOT for the entire amount of work ordered by the County agency. Upon shipment or completion of the remaining order, the Successful Bidder may process a payment request to the credit card network for the remainder of the order. **The Successful Bidder may not charge the County for any fees related to the use of a procurement card.**

2.8.2 For all transactions, the Successful Bidder shall have a valid W-9 form on file with the Anne Arundel County, Maryland, Office of Finance.

2.9 REGULAR DEALER

Quotes shall be considered only from Bidders that qualify as a "regular dealer." A "regular dealer" means a person or entity that owns, operates, or maintains a store, warehouse, or other establishment in which the services required for the performance of the contract are bought, trained, administered, and regularly sold to the public in the usual course of business. To be a regular dealer, the Bidder shall engage in, as its principal business and in its own name, the purchase and sale of the services that are the subject of this IFB.

2.10 BID DEPOSIT

A Bid Deposit is not required for this IFB.

2.11 AWARD OF CONTRACT

2.11.1 The County anticipates awarding multiple contracts for this IFB. The County expects to award up to three (3) responsive and responsible bidders per Group. Group A shall be comprised of the office worker classifications, and Group B shall be comprised of the remaining worker classifications. The lowest overall responsive and responsible bidder for each Group shall be determined the primary Successful Bidder; the second lowest overall responsive and responsible Bidder shall be the secondary Successful Bidder; and the third lowest responsive and responsible Bidder shall be the tertiary Successful Bidder.

2.11.2 The County will, on a project-by-project basis, utilize services from the primary Successful Bidder unless said primary Successful Bidder cannot supply the individual in the category required within forty-eight (48) hours of the request. If the primary Successful Bidder cannot provide the needed service within the 48 hour time period, the second and possibly the third Successful Bidder will be solicited for the services.

2.11.3 An award will be based on the pricing for all job classifications of each Group of the most responsive, responsible Bidders meeting or exceeding the requirements of this IFB. The Bidder shall provide pricing for every job classification within a Group on the Bid Response form in order to be considered for an award.

2.11.4 A responsible and responsive Bidder may receive awards in both Groups; however, the determination of the ranking (primary, secondary, or tertiary) shall be determined only within that particular Group. Bidders may receive an award with one Group, but not necessarily both.

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- 2.11.5 The County Purchasing Agent shall award all Contracts to the lowest responsible, responsive Bidders of the two Groups, as determined by the County Purchasing Agent, not earlier than seven (7) days after the public opening of bids. Price, delivery time, and compliance with the Technical Specifications shall be prime factors in determining the Successful Bidders as provided by applicable County law. The decision of the Purchasing Agent is final.
- 2.11.6 A cash discount may be considered in determining the award.
- 2.11.7 Any other considerations for the award shall be stated in the Specifications and Bid Response.
- 2.11.8 Anne Arundel County, Maryland, reserves the right to accept or reject any bid and to procure no or any quantity of goods or services that are the subject of this IFB, as deemed in its best interest of the County by the Purchasing Agent. After all other proper evaluation, an award shall be made on an individual item basis, or may be awarded on an aggregate item basis if an additional discount is offered for an aggregate award to the lowest responsive, responsible Bidder meeting or exceeding the requirements of this IFB.

2.12 LITERATURE

- 2.12.1 If requested, the Bidder shall provide three (3) copies of complete, current, and up-to-date descriptive literature and specifications for the proposed services within five (5) days of the request, giving full details as to type of services to be provided under a Contract.
- 2.12.2 Such information, when requested by the County, shall be delivered to the Purchasing Division, Heritage Office Complex, 2660 Riva Road, 3rd Floor, Annapolis, Maryland, 21401, within five (5) days of the request, unless otherwise specified. All packages shall be marked "SAMPLES FOR BID NO. 09-101". Each package shall bear the name of Bidder and item number, and shall be carefully tagged or marked in a clear and conspicuous manner. Failure of the Bidder to deliver required packages or to clearly identify packages may be considered sufficient reason for rejection of the Bid. All deliveries under a resulting Contract shall conform in all respects with packages as submitted and accepted as a basis for the award.
- 2.12.3 The Purchasing Agent reserves the right to retain or destroy packages and will be free from any redress or claim on the part of a Bidder if any packages are lost or destroyed. Upon notification by the Purchasing Agent that a package is available for return, it shall be removed by the Bidder within thirty (30) days, or the Purchasing Agent may dispose of it at the Purchasing Agent's discretion.

2.13 INSURANCE REQUIREMENTS

Unless otherwise required by Special Conditions of this Invitation for Bids, if a Contract is awarded, the Successful Bidder shall be required to purchase and maintain during the life of the Contract Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than set forth below:

2.13.1 COMMERCIAL GENERAL LIABILITY INSURANCE

At least \$1,000,000 combined single limit coverage on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor,

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Contractual Liability and Products and Completed Operations. **The general aggregate limit is to apply per project.**

2.13.2 BUSINESS AUTOMOBILE LIABILITY INSURANCE

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

2.13.3 WORKERS' COMPENSATION INSURANCE

Statutory benefits as required by Maryland law and, when required, the U. S. Longshoremen's and Harbor Workers' Compensation Act, including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each worker disease/\$500,000 disease policy limit.

2.13.4 **On all Commercial General Liability and Business Automobile Liability Insurance policies, Anne Arundel County, Maryland, its agents, servants, and employees shall be named as an additional insureds, which shall be shown on the insurance certificates furnished to the County under this Section.**

2.13.5 The Successful Bidder shall provide the County with Certificates of Insurance evidencing the coverage required above. Such certificates shall provide that the County be given at least thirty (30) days prior written notice of any cancellation of, intention not to renew, or material change in coverage. The Successful Bidder shall provide certificates of insurance before commencing work in connection with the Contract.

2.13.6 **Providing any insurance required herein does not relieve the Successful Bidder of any of the responsibilities or obligations assumed by the Successful Bidder in any resulting Contract or for which the Successful Bidder may be liable by law or otherwise.**

2.13.7 Failure to provide and continue in force insurance as required herein shall be deemed a material breach of any resulting Contract and shall operate as an immediate termination thereof.

2.14 PRICE ADJUSTMENTS

2.14.1 All prices offered herein shall be firm against any adjustment for one (1) year from the effective date of the Contract. Prior to commencement of subsequent renewal terms, the County will entertain a request for price adjustments up to the Consumer Price Index in place exactly sixty (60) days prior to the renewal date. **The Successful Bidder shall request all price adjustments in writing at least sixty (60) days prior to the renewal date.**

2.14.2 For purposes of this Section, "Consumer Price Index" shall mean the Consumer Price Index-All Urban Consumers-Washington-Baltimore, DC-MD-VA-WV-All Items, Not Seasonally Adjusted (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

2.14.3 The County reserves the right to accept, reject, or modify the request for a price adjustment. If the County approves a price adjustment, the price shall remain firm for the renewal term for which it was requested.

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2.15 AGREEMENT

Successful Bidder shall review the attached sample agreement and note any issues it may have with the agreement. Upon notifications of intent to award, the Successful Bidder shall have an authorized person (as shown under Section 1.25) sign a similar agreement tailored to meet this IFB as part of the Contract.

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SECTION THREE – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK – THE COUNTY’S TEMPORARY WORKER PROCESS

- 3.1.1 The County initiated a process to administer and monitor the temporary worker services for the County under the existing contracts. The new contracts shall also follow this process in hiring, changing, extending, and terminating all temporary workers under the awarded contracts for this IFB.
- 3.1.2 All temporary worker needs shall first be submitted to and approved by the Office of Personnel. During budget cuts and hiring freezes these requests may also require written approval (exemptions). The County Agency requesting the temporary services shall submit a request for external temporary services to the Office of Personnel.
- 3.1.3 Once the request is approved, the appropriate Successful Bidder will be notified with all the job description and information necessary for the Successful Bidder to begin the hiring process for the position. This information may be faxed or emailed to the Successful Bidder.
- 3.1.4 The Successful Bidder shall notify the Office of Personnel within 48 hours (or two business days) if it is able to provide the requested temporary worker. If the Successful Bidder is unable to provide the requested temporary worker, the Office of Personnel will then contact the next Successful Bidder until the position is filled.
- 3.1.5 The same process is followed when a County Agency requests an extension of a current temporary worker under this Contract.
- 3.1.6 All Successful Bidders shall obtain the approval of these services from the Personnel Officer. Failure to follow this process may be cause for non-payment or be considered a breach of contract.

3.2 SCOPE OF SERVICES

- 3.2.1 The Successful Bidders shall understand the relationship of both employer and employee, and work to accommodate their employees and clients (the County).
- 3.2.2 The Successful Bidders shall schedule regular meetings at least two (2) times a year during the initial term, and at least once a year on subsequent terms to discuss contract progress and issues with the Office of Personnel. Additional meetings may be necessary to respond to problems and communicate any changes. These meetings may also include any County agency currently using or planning to use these services.
- 3.2.3 The Successful Bidders shall maintain trained staff to provide support services to their employees.
- 3.2.4 The Successful Bidders shall provide acceptable qualified and skilled temporary workers to the County.

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- 3.2.5 The Successful Bidders shall provide its replacement policy of unacceptable temporary workers. The Successful Bidders shall provide replacements within two (2) working days after notification of the County or once Successful Bidder has determined a replacement is necessary.
- 3.2.6 The Successful Bidders shall maintain or hire sufficient temporary workers available to the service area and job classifications.
- 3.2.7 The Successful Bidders shall respond within 48 hours (or two business days) to provide qualified temporary workers regardless of time or nature of the work.
- 3.2.8 The Successful Bidders shall screen and interview temporary workers to identify skills, experience, and availability to work within the County.
- 3.2.9 The Successful Bidders shall provide their policies and procedures to their temporary workers, and shall provide a copy to the County within two (2) business days if requested by the County.
- 3.2.10 The Successful Bidders shall provide testing for skill and knowledge before assigning a worker to the County.

3.3 RESPONSIBILITY OF THE SUCCESSFUL BIDDER

- 3.3.1 The Successful Bidders shall, prior to start of any work awarded, secure all personnel staff and temporary workers required to perform the services under this Contract.
- 3.3.2 The Successful Bidders shall be held fully responsible for performance of any subcontractors.
- 3.3.3 The Successful Bidders shall be required to monitor the performance of the temporary workers on a weekly basis for the duration of employment by the County.
- 3.3.4 The Successful Bidders shall warrant and represent that the work under this Contract shall be of professional quality and shall be performed consistent with generally accepted industry standards.

3.4 GENERAL SPECIFICATIONS

3.4.1 Subcontracting

Sub-contracting is not allowed unless the Successful Bidders receive prior approval from the Purchasing Agent.

3.4.2 Contract Monitoring

The County will have the right to review the work being performed by the Successful Bidders under this Contract. Review, checking, approval, or other actions by the County will not relieve the Successful Bidders of the responsibility for the thoroughness of the services to be provided in the Contract.

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3.4.3 Contingent Fee Prohibition

The Successful Bidder warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Successful Bidder to solicit or secure this Contract; and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or other consideration contingent on the making of this Contract. For breach or violation of this warranty, the County may terminate this Contract without liability or deduct from the Contract price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingency.

3.4.4 Account Representation

The scope of this Contract is such that it is possible that a large number of work orders (hence temporary workers) will need to be handled. The Successful Bidders shall have sufficient trained temporary workers available to handle requests in a timely manner.

3.4.5 Purchasing Elsewhere

The County reserves the right to procure temporary services elsewhere by open market bidding if:

- The job classification for temporary workers is not specified in this IFB.
- The Purchasing Agent determines that the temporary workers available under this Contract may not meet a special requirement.
- The services are performed similar to a County program that can satisfy the requirements of the County.

3.5 LABOR AND WAGE REQUIREMENTS

3.5.1 The Successful Bidders shall be responsible for the payment of all salaries, wages, bonuses, Social Security, Worker's Compensation, taxes, Federal and State Unemployment Insurance, and any and all taxes relating to the personnel furnished under this Agreement. The Successful Bidders shall be responsible for withholding State and Federal Income Taxes as well as F.I.C.A. Taxes shall also comply with all other laws relating to employees, such as wage and hour laws, safety and health requirements, and collective bargaining laws.

3.5.2 The Successful Bidders shall comply with the Immigration Reform and Control Act of 1986 (IRCA), which requires all individuals hired after November 6, 1986, to provide their employers with proof of citizenship or authorization to work in the United States. The Successful Bidders, not the County, are the "employers" of their temporary workers and as such shall be responsible for compliance with this law.

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3.5.3 Minimum Wages

3.5.3.1 In the absence of a minimum wage schedule attachment for the Contract, the Successful Bidders shall pay their temporary workers performing the work under this Contract not less than the minimum wage set by the U.S. Department of Labor or by the State of Maryland's wage and hour regulations (whichever is higher) for the applicable job classification in effect at the time of work performance.

3.5.3.2 The rate for each job classification listed on the Bid Response Form shall be the billable rate to the County and shall include the hourly rate to be paid to the temporary worker.

3.5.4.3 Temporary workers furnished by the Successful Bidders shall not be entitled to participate in any plans or benefits offered to County employees.

3.5.4 Hourly Bill Rate

3.5.4.1 The Bidder shall submit an hourly rate for each job classification proposed based on a forty (40) hour work week. The hourly rates shall remain firm for twelve (12) months and shall include all costs.

3.5.4.2 The hourly rate specified for the purpose of this IFB shall be the bill rate to be paid to the Successful Bidders and shall include the hourly rate paid to the temporary worker.

3.5.4.3 No change in rates shall be permitted as a result of extending an assignment. The only time a rate may change during an assignment is if the responsibilities assigned to the position have been changed such that a different job classification, as specified in the bid, is more appropriate for the assignment. Such a change is only acceptable if the Office of Personnel has also approved the job classification change.

3.5.4.4 No increase in rates shall be permitted during the temporary worker's assignment.

3.5.4.5 Rate adjustments may be requested on this Contract once a year at the time of renewal only. Refer to Section 2.14 Price Adjustments.

3.5.5 Overtime

3.5.5.1 Maryland State law requires overtime to be paid for any hours in excess of forty (40) hours per week.

3.5.5.2 Payment for any overtime hours worked without prior County approval shall be the responsibility of the Successful Bidder. The County will not provide compensation for temporary help used in violation of this provision.

3.5.5.3 Temporary workers shall not work overtime or beyond the work shift without prior written authorization from the hiring County supervisor/manager.

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3.5.5.4 Time and one-half the regular hourly rate shall be paid for hours in excess of forty (40) hours per week in accordance with the FLSA.

3.5.5.5 Any overtime shall be approved by the County supervisor/manager including working thru lunch, etc.

3.5.5.6 Temporary workers shall be paid for work on a National holiday as defined in Section 3.5.7.1 as time and one-half the regular hourly rate if scheduled to work. An additional County holiday (as defined in Section 3.5.7.2, and that is not also a National holiday) shall be at the regular hourly rate if scheduled to work. If a temporary worker is not scheduled for a National holiday or a County holiday, the temporary worker does not receive any pay at the County's expense.

3.5.6 Bonuses

The County is not responsible for bonuses or other payment enhancements for the temporary workers.

3.5.7 Holidays

3.5.7.1 The National holidays that are observed and where County offices are closed are as follows:

- New Year's Day
- Dr. Martin Luther King, Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

3.5.7.2 Additional County holidays that are observed and the County offices are closed are as follows:

- Washington's Birthday
- Good Friday
- Thanksgiving Friday
- Days of general and congressional elections, not including primary elections, throughout the State

3.6 QUALIFICATIONS OF THE SUCCESSFUL BIDDERS' TEMPORARY WORKERS

3.6.1 The job specifications used to describe the work to be performed by the temporary worker have been developed to designate an acceptable minimum level of requirements for the temporary personnel.

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3.6.2 The County reserves the right to make periodic adjustments to the job descriptions including adding to special requirements, licenses, and certifications as necessary. Should those changes be substantial, the County will consider a change in the hourly rates.

3.6.3 The County reserves the right to add additional job descriptions and positions to satisfy the requirements of a County Agency due to special or superior skills. The hourly rate shall be agreed to by the Purchasing Agent, the Office of Personnel, and the County Agency.

3.6.4 Temporary Worker Certifications, Drivers' Licenses, etc.

3.6.4.1 The Successful Bidders shall assure that the temporary workers hold all necessary certifications, licenses, etc. (such as valid, unrestricted Maryland driver license) as required by the County, depending on requirements for the position for which the temporary worker is hired.

3.6.4.2 The Successful Bidders shall provide a Department of Motor Vehicles Administration's printout to the County hiring Agency whenever a Maryland driver license is required.

3.6.4.3 The Successful Bidders shall keep copies of such documents on file, for a minimum of three (3) years, or as required by law.

3.6.5 Resumes

3.6.5.1 The County agencies may request to interview candidates prior to making a final decision.

3.6.5.2 Resumes or equivalent documents may be required for all temporary personnel positions, and shall be provided at the time of the interview with the County agency or upon arrival at the job site. This requirement shall be determined by the County agency requesting the temporary position.

3.6.6 Testing and Training

3.6.6.1 Skills

- Temporary workers provided by the Successful Bidders shall have the necessary skills to meet the job requirements.
- The County may request a description of the testing requirements (typing wpm, computer software, etc.), evaluations in hiring, screening, matching specific skills, and the temporary workers' results if applicable to the job requirements.

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3.6.6.2 Safety Training

- The Successful Bidders shall be responsible for a safety training program, relative to the work involved. The Successful Bidders shall provide this program as well as all MOSHA, OSHA, and other mandated safety requirements which shall be available to temporary workers at the Successful Bidders' expense.
- Training shall cover safety issues such as working in a confined space and working at heights of approximately twenty (20) feet or more.
- The County may require the confirmation of a worker's successful completion of any required safety training.

3.6.7 Orientation

3.6.7.1 The Successful Bidders shall be responsible for directing the temporary workers to engage in appropriate workplace behavior and provide an orientation program, including providing a handout to introduce the temporary workers to the County's workplace. Orientation shall be made available to the temporary workers at the Successful Bidders' expense. An orientation program shall include information regarding worker conduct, appropriate dress code, and expectations of the County and the Successful Bidders.

3.6.7.2 Training/orientation shall contain, but not be limited to, such policies as Non-discrimination/Harassment, Sexual Harassment Prevention, Americans with Disabilities Act, and Drug Free Workplace.

3.6.7.3 The Successful Bidders' workers shall acknowledge that they shall not smoke in the County offices/vehicles. The temporary workers shall review the County policies, sign an acknowledging receipt, and retain a copy of the County policies.

3.6.7.4 The Successful Bidders shall keep on file copies of said documents for a minimum of three (3) years or as may be required by law.

3.6.7.5 The Successful Bidders shall provide copies of said documents within 48 hours (or two business days) after requested from the County.

3.6.8 Drug Testing

3.6.8.1 Some positions may require drug testing under the Department of Transportation, FMCSA regulations. It is the responsibility of the Successful Bidders to comply with the drug testing provisions of the Federal Motor Carrier Safety Administration regulations for positions requiring commercial driver's licenses. This shall be done at the expense of the Successful Bidders.

3.6.8.2 Successful Bidders shall educate and enforce behavior that does not violate Federal Motor Carrier Safety Administration laws.

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3.6.8.3 Only the positions listed below may require CDS or alcohol testing:

- Equipment Operator I
- Equipment Operator II
- Equipment Operator III

3.6.8.4 The County may require proof of the tests, which shall be provided at the expense of the Successful Bidders.

3.6.9 Background Checks/Investigations

3.6.9.1 At a minimum, a seven-year county criminal records check, education, and employment records checks shall be conducted for all temporary personnel assigned to the County. The expense for this minimal background investigation shall be included in the Bidders' position prices. A separate charge is not acceptable to the County.

3.6.9.2 Some positions may require a more in-depth background investigation depending on the County agency (Police Department, Detention Center, Courts, Recreation and Parks, etc.) requesting the position. Any costs associated with these more in-depth background investigations shall be included on the Bid Response Form as a separate line item. These additional background investigations shall be conducted by the County agency requesting the temporary worker. Any costs associated with the more in-depth background investigations shall also be the responsibility of the County agency requesting the temporary worker.

3.6.9.3 Routine temporary workers to be assigned to the Police Department shall be required to pass a Background Investigation **prior** to beginning work. The temporary worker's full name, address, phone number, birth date, Social Security number, and Driver's License number shall be furnished to the Police Department.

3.6.9.4 Certain selected positions (Vice/Narcotics, Intelligence, Internal Affairs) may require extra investigations similar to that performed on regular Police Department temporary workers. The County will make every effort to avoid hiring temporary workers in these sensitive positions.

3.6.10 Identification Badges, Uniforms, and Dress Code

3.6.10.1 The County will provide one identification badge for each temporary worker. The badge shall be returned to the County immediately upon termination of the work.

3.6.10.2 The Successful Bidders shall ensure that temporary workers have turned in all County issued property upon termination of the job.

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3.6.10.3 It is the responsibility of the Successful Bidder to insure the identification badge or other County-issued property is returned. Replacement costs may be assessed for County-issued property not returned, or property that is returned damaged. The replacement costs may be deducted from the payment of any invoices due to the Successful Bidders.

3.6.10.4 The Successful Bidders shall be required to assure that workers are properly attired for the position.

3.6.11 Temporary Equipment Operators

Those temporary Equipment Operators shall be required to adhere to the following driver requirements:

- In order to drive a County vehicle, temporary Equipment Operators shall be required to sign an operation form indicating that the Equipment Operator has read and agrees to abide by the County procedures, “General Rules for Drivers/Operators of County Vehicles” form that will be provided by the County to the Successful Bidders.
- The “General Rules for Drivers/Operators of County Vehicle” form shall be forwarded through the Department supervisor to Risk Management within twenty-four (24) hours after the temporary Equipment Operator begins work for the County.
- The temporary Equipment Operators shall become a part of Anne Arundel County’s random drug selection program.
- The Successful Bidders shall provide a copy of the potential temporary Equipment Operators’ motor vehicle record and drivers’ license to the County. The Risk Management Division of Central Services for the County will review the record and, if acceptable, obtain approval for the temporary Equipment Operator to operate County vehicles.

3.7 CONTRACT ADMINISTRATION

3.7.1 Work Order Request

3.7.1.1 The Successful Bidders shall only fill requests that are described in this IFB, or any amendments that have been approved by the Office of Personnel and the Purchasing Agent.

3.7.1.2 If a County agency requests a temporary worker not listed on the Contract, the Office of Personnel and Purchasing shall be notified so the County’s need may be addressed.

3.7.1.3 The Successful Bidders shall be responsible for monitoring the worked hours and ensuring the same is not exceeded without prior authorization by the County.

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This also includes not providing unapproved personnel or unapproved extensions of personnel beyond the original expiration date for each position.

3.7.1.4 The Successful Bidders shall ensure that its temporary workers are paid the Contract pricing. Deviations shall be reported to Purchasing.

3.7.2 Unsatisfactory Temporary Workers

3.7.2.1 The Successful Bidders shall waive all charges for temporary workers who report to work and are deemed unsatisfactory within the first four (4) hours. If the temporary worker works more than four (4) hours and is then deemed unsatisfactory, the Successful Bidders may bill the County for all hours worked in the shift.

3.7.2.2 A temporary worker may not be reassigned or perform work for another County agency by the Successful Bidder without prior approval from the Office of Personnel.

3.7.2.3 Repeated failure to provide qualified temporary workers in a timely manner or other unsatisfactory performance will be cause to terminate the Contract.

3.7.3 Customer Satisfaction

Customer satisfaction is an important part of this Contract. The Successful Bidders shall monitor and report on the overall Contract of any problems that may arise.

3.7.4 Working Hours and Conditions

3.7.4.1 The County will specify the time for the temporary worker's arrival and departure from the workstation. Temporary workers shall not be paid for time spent applying and testing/interviewing for County jobs nor for any time not actually spent in productive work for the County.

3.7.4.2 Temporary workers shall receive one fifteen (15) minute break per each four (4) hour work period and thirty (30) minute to one (1) hour (depending on the County's preference) lunch period depending upon the assigned work location.

3.7.4.3 Work assignments shall vary depending on the need of the hiring department, and work may include shifts, holidays, weekends, etc.

3.7.4.4 In the event a temporary is requested initially to work a full shift and is released before four (4) hours, due to circumstances other than quality of work performance, the County shall be billed for four (4) hours.

3.7.4.5 The Successful Bidders have the responsibility to abide by all labor laws. Payment for any hours worked in violation of the labor laws will be the sole responsibility of the Successful Bidders. The County will not provide compensation for temporary help used in violation of the labor laws for temporary workers.

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3.7.4.6 Work shall be performed at Anne Arundel County work locations throughout Anne Arundel County. Working hours are usually 8:00 a.m. to 4:30 p.m., Monday through Friday, with a half hour (½) unpaid lunch. The normal working hours per week are forty (40); however, some departments (such as the Police Department) work three (3) shifts and certain assignments may require Saturday and/or Sunday work. Occasionally a part-time temporary worker (less than forty (40) hours) is required. These working hours may be subject to change.

3.7.4.7 Temporary workers shall sign in and out each workday and shall follow the standard operating procedures of the County agency for which they are employed. Temporary workers may only exceed eight (8) hours a day or forty (40) hours per work, if approved by the County agency. The County agency will specify a time for the temporary worker's arrival at the job location. Time shall start upon the temporary worker's arrival at the job location and shall end upon leaving the job location.

3.7.5 Response Time

3.7.5.1 Assignment of a temporary worker with the requesting department within 48 hours (or two business days) is required. If Successful Bidders are unable to provide a temporary worker meeting the requirements, a response to the County confirming the inability to meet the request shall be made within the 48 hour (or two business days) time period.

3.7.5.2 The Successful Bidders shall be requested to provide temporary office help in accordance with the following procedure.

3.7.5.3 When a County agency requests temporary workers in one of the listed job classifications, it will first contact, either orally or in writing, the primary Successful Bidder.

3.7.5.4 The primary Successful Bidder shall have forty-eight (48) hours to fill the request.

3.7.5.5 If the primary Successful Bidder cannot provide the needed service at the time of the request, the secondary Successful Bidder shall be contacted.

3.7.5.6 If the secondary Successful Bidder is unable to fill the request within forty-eight (48) hours, the tertiary, fourth, etc. Successful Bidder shall be contacted until all Successful Bidders have been contacted.

3.7.5.7 In the event none of the Successful Bidders can provide an individual within forty-eight (48) hours, the position will be filled from the open market.

3.7.6 Transportation and Parking

3.7.6.1 Free parking is available, unless otherwise indicated by the requesting County agency. For those County locations dependent on parking garages, such as the

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Arundel Center and the Courthouse, arrangements to cover the parking expenses may be made if acceptable to the County agency hiring the temporary worker.

3.7.6.2 The Successful Bidders and their temporary workers shall be responsible for providing transportation as necessary to and from the specified County job locations.

3.7.6.3 No additional charges for transportation or out of pocket expense shall be charged to the County unless specified by the County agency.

3.7.7 Successful Bidders' Personnel Approval

3.7.7.1 The Successful Bidders shall employ sufficient, competent personnel to provide satisfactory service under this Contract. The County reserves the right to require the immediate removal and replacement of any individual assigned under this Contract if in the County's judgment the person's performance is unsatisfactory.

3.7.7.2 The Successful Bidders may offer a replacement for an unsatisfactory individual one time. If the temporary worker furnished the second time is still objectionable, the County has the option to go to the next Successful Bidder.

3.7.7.3 The County reserves the right to dismiss any individual at any time and be liable for payment of services only up to the time of dismissal and provided then only if services rendered meet the minimum requirements of the County.

3.7.8 Non-Hiring of County Employees

No employee of the County, whose duties as such employee include matters relating to or affecting the subject matter of this Contract shall, while so employed, become or be an employee of the party or parties hereby contracting with said Anne Arundel County.

3.7.9 Hiring of Successful Bidders' Personnel

If the County hires any Successful Bidders' temporary workers, the Successful Bidders shall waive any rights to any penalty or fee that the Successful Bidders might seek because of the hiring action under the following two (2) circumstances:

- The temporary worker is hired by the County after being on the assignment with the County for at least ninety (90) working days; or
- The temporary worker subsequently applies for and is hired from the County's eligible list.

3.7.10 Referrals

The County may from time to time refer applicants to the Successful Bidders for hiring purposes.

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3.7.11 Invoicing

- 3.7.11.1 Invoices shall be submitted weekly in duplicate to the County agency utilizing the temporary services. This information is to be provided by the County agency at the time the Successful Bidder receives the confirmation order for temporary services. Invoices shall be payable within thirty (30) days of receipt by the Finance Department. Charges for late payment of invoices are prohibited.
- 3.7.11.2 All invoices shall show the breakdown of hours actually worked for each individual, the week beginning and ending, the job classification, the hourly rate and its extension, the County agency to which the services are being provided, the person requesting the services, and the complete name of the temporary worker.
- 3.7.11.3 The Blanket Purchase Order Release Number (usually ending in an “OP”) shall be on each invoice. This consists of a nine (9) digit number. One (1) person per invoice is allowed for proper payment. Temporary workers shall provide the Successful Bidders with a time card signed by the County agency supervisor on which payment will be based.
- 3.7.11.4 Invoices shall include signed copies of time cards, which shall be legible and properly approved by the County agency’s hiring supervisor/manager.

3.7.12 Reimbursement for Improper Charges, etc.

The Successful Bidders shall reimburse the County for any improper charges, which may result from fraudulent time cards prepared by the temporary worker, which are discovered within one year of payment by the County. This shall include, but is not limited to, unauthorized long-distance calls, incorrect time cards, improper rate charges, etc.

3.7.13 Quarterly Reports

The Successful Bidder shall furnish the County with a quarterly summary to reflect the following information for each County department. Failure to provide the quarterly reports may result in liquidated damages and/or cancellation of the Contract. The reports shall be submitted to the County no longer than the 30 days after the end of the measured quarterly period. Failure to provide these reports in a timely manner may result in liquidated damages for the Successful Bidder.

- Department name
- Temporary worker’s name
- Job classification

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- Dates worked (week ending)
- Bill rate
- Number of hours worked
- Overtime hours worked (if any)
- Total dollar volume billed for each department
- Grand total dollar volume billed quarterly

The County may request quarterly reports to demonstrate contract performance, as well as other reports upon occasion for such information such as an updated list of current temporary workers working for the County and position information. The Successful Bidders shall provide the additional requested information within a reasonable amount of time.

3.7.14 Document Retention

The Successful Bidders shall maintain and retain all records and other documents relating to this Contract for a period of three (3) years from the date of final payment under the Contract or any applicable statute of limitations, whichever is longer and will make the documents available for inspection and audit by authorized County representatives including the Purchasing Agent or designee, at all reasonable times.

3.7.15 Successful Bidders' Performance

Customer satisfaction is an important part of this Contract. The Successful Bidders shall monitor and report on the overall Contract of any problems that may arise.

3.8 BIDDER REQUIREMENTS

Bidders shall meet the requirements below in order to be considered for an award of this Contract. Bidders shall submit this information along with their Bid Response costs. Failure to include the required documents or an incomplete documentation may be cause for rejection of the Bid Response.

3.8.1 Business Experience

The Bidders shall have been in the business of providing temporary worker services for a period of five (5) years or more to be considered. (Proof may be required. In the case of newly opened offices of franchises, the number of years in service of the franchise will be the determining factor).

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3.8.2 Branch Office Location Requirement

The Bidders shall have at least one (1) branch office located within a 20 mile radius of Millersville, Maryland to service the County in order to provide sufficient temporary workers to fill order requests. Bidder shall state location and hours of the branch office meeting the 20 mile radius requirement and all other applicable offices.

3.8.3 References

3.8.3.1 The Bidders shall have at least three (3) professional references that confirm successfully performed contracts similar in nature and volume to this IFB within the past three (3) years in order to assess the background, experience, and stability of the firm. No more than one reference shall be from the same contract.

3.8.3.2 Bidders shall supply a minimum of three (3) large commercial firms or government agencies who shall attest to the Bidder's ability to successfully provide the services and skills requested. This may be the same references as in Section 3.8.3.1 if similar in nature and volume requirements are met.

3.8.3.3 References shall be current (or within the last three years) and identify clients for whom similar services and skills have been provided. The name of each referenced firm, a description of the services provided, the term of the contract, the estimated yearly dollar value, a person to contact from the firm, and a current contact telephone number is required with Bid Response.

3.8.4 Primary Contact Information

The Bidders shall assign at least one (1) contact person to be responsible for the Contract. This contact person and the contact information shall be provided in the Bid Response.

3.8.5 Bonding

The Successful Bidders shall provide bonding for all temporary workers in the positions specified in this Contract. The Bidders shall provide confirmation that this requirement can and will be met, and are able to do so prior to beginning the Contract.

3.8.6 Questionnaire Section

Bidders shall answer all questions on the enclosed questionnaire and submit with their Bid Responses regarding their businesses in order to be considered for an award. Failure to provide this information may result in rejection of the Bid Response

3.9 SITE VISITS

Prior to awarding this IFB, the County reserves the right to schedule site visits to Bidders' facilities to assess the capability and ability to fulfill the obligations of the Contract.

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3.10 JOB CLASSIFICATION AND DESCRIPTIONS

- 3.10.1 A job classification is attached (in Appendix A) for each position to be provided by the Successful Bidders. Temporary workers may be expected to perform other related duties not specifically detailed therein, but generally within the scope of the job classification requirements for knowledge skills and abilities as specified.
- 3.10.2 The computer system and software used throughout the County is Enterprise One and many Personal Computers are connected to servers and LANS.
- Personal Computer or Laptop
 - Microsoft Office Suite (Microsoft Word, Excel, Access, and Power Point)
- 3.10.3 For positions that require typing, the required rate of speed shall be a minimum of forty (40) words per minute.
- 3.10.4 Data entry skills shall be required at a minimum of thirty (30) keystrokes per minute.
- 3.10.5 The following positions have been eliminated:
- Operational Manager
 - Project Manager
 - Property Control and Accountability Manager
- 3.10.6 Other positions have been merged and position names changed to be similar to the County's job classification requirements.

3.11 QUANTITIES

The quantities listed are averages from the three current contracts for the entire term of the Contracts to show the average yearly usage. The current job classifications have been combined to reflect the average usage of the new job classification where applicable. These quantities are used for evaluation purposes only and in no way guarantee hours on the new contract awards. Actual quantities may be higher or lower. In some cases a quantity of "1" is used when usage is either "0" or not known to ensure availability for future needs.

- 3.12 **IMPORTANT NOTICE: Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to bid opening. It is the potential Bidder's responsibility to frequently visit the Purchasing Division's website (<http://www.aacounty.org/CentServ/Purchasing/index.cfm>) to obtain Addenda once they have received a copy or downloaded a solicitation. No other notification will occur. In order to receive any addenda issued less than 48 hours prior to bid opening, all Bidders shall register for this IFB with the County Purchasing Division by calling 410-222-7620. A Bid may be rejected if any addendum is not signed and submitted with the Bid. ****

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APPENDICES

- Appendix A - Job Classifications & Descriptions**
- Appendix B - Bid Response Form (Cost)**
- Appendix C - Questionnaire & References**
- Appendix D - Bidder Information Form**
- Appendix E - Affidavit**
- Appendix F - Sample County Agreement**

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APPENDIX A

JOB CLASSIFICATIONS

GROUP A

1. FINANCIAL CLERK I (replaces Accounting Clerk)

JOB DESCRIPTION

This is a complex clerical accounting work in compiling, verifying, recording, and reporting financial and related data.

NATURE AND VARIETY OF WORK

Work involves responsibility for performing varied and complex clerical accounting operations requiring knowledge of accounting system characteristics and the interrelationship of manual and computer processes. Temporary workers of this class are responsible for a major transaction area of the central accounting system or for the maintenance of a subsidiary billing or accounting system of a department or division. Work is performed with considerable independence within the framework of rules, regulations, policies, and procedures governing the recording and reporting of financial transactions. Work is performed under general supervision and is subject to review by superiors and internal and external audit.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

The following duties are performed in accordance with functional assignment:

Posts encumbrances, expenditures, cash receipts, revenues, and disbursements to journals.

Maintains and controls computerized billing system.

Reconciles and balances accounts.

Analyzes and evaluates data input and output of a computerized system.

Examines departmental requests for monies from accounts and confirms the availability of funds.

Analyzes accounts and prepares adjustment/refund documents as appropriate.

Monitors accounts and notifies agency personnel of over expenditures.

Authorizes disbursements to vendors and/or taxpayers.

Examines vouchers, claims, invoices, checks and supporting data for conformance with established procedures and regulations.

Maintains large computer files, data base and/or accounting systems.

Contacts vendors, departmental personnel, grant recipients and others to obtain and provide information and resolve disagreements.

Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of various accounting documents and their uses in a billing or accounting system.

Considerable knowledge of departmental accounting transaction practices and procedures and related laws and regulations.

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Considerable knowledge of departmental billing or accounting transaction practices and procedures and related laws and regulations.

Familiarity with data processing billing or accounting systems and their use in the assigned system or sub-system.

Knowledge of technical accounting and bookkeeping principles, practices, and procedures.

Skill in operating a variety of office equipment including calculator, typewriter, CRT terminal and personal computer.

Ability to make arithmetical computations rapidly and accurately.

Ability to maintain a wide variety of complex accounting records and to prepare reports.

Ability to establish and maintain effective working relationships with other County employees and the public.

MINIMUM QUALIFICATIONS

Graduation from high school including or supplemented by accounting or accounting-related course work; and considerable experience in bookkeeping, payroll, or disbursements

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2. OFFICE SUPPORT ASSISTANT I (replaces General Office Clerk, Receptionist, Word Processing Operator I, and Data Entry Operator I)

JOB DESCRIPTION

This is beginning level office support work in providing a limited range of general office support tasks. Contacts are with County employees and with the general public to receive and provide information, and normally refer complaints and response to difficult questions to a higher-level County employee.

NATURE AND VARIETY OF WORK

A temporary worker in this class performs a variety of standard office support tasks in support of the assigned office or program area. The supervisor provides detailed instructions for new or unusual assignments. The temporary worker follows established procedures and reference manuals containing laws, regulations and procedures to successfully accomplish tasks. Temporary workers perform work using a limited number of office automation equipment and software applications to produce forms, documents, and correspondence in a well-defined format. Work products affect the accuracy and reliability of further processes and services. Work is performed in an office setting and is sedentary in nature. The work involves meeting deadlines and possessing time sensitive documents. Work includes operation of a computer keyboard and video display terminals. Work performance is reviewed and evaluated by a supervisor.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Prepares structured formats and types correspondence, reports, tables, contracts, Request for Proposals, regulations, purchase orders, invoices, and other office documents utilizing some computer systems and software applications.

Responds to inquiries from the general public and County employees by providing information, explaining procedures, or directing more difficult calls regarding programs and services to a higher-level County employee.

Compiles, organizes, and reconciles information from a structured source document to determine the previous and current status of finances, revenues, accounts, membership, mailing lists, enrollment, fund utilization, budget allocations, grant management, etc.

Utilizes office automation systems and equipment including microcomputers, typewriters, FAX machines, scanners, photocopiers, calculators, telephone system, dictaphones, etc. to perform office support functions.

Prepares and processes invoices, bills, requisitions, monthly reports, bank deposits, compliance reports, arrest reports, project status reports, etc. from source documents according to established procedures.

Reviews, codes, enters, and updates data in manual and/or automated systems in order to maintain current records and initiates corrective actions, as necessary, to assure accuracy and completeness.

Schedules appointments for staff and coordinates calendar commitments for meeting rooms. Maintains, monitors, and contributes to the modification of filing systems and/or document control procedures.

Tabulates and prepares numerical data, tables, and reports from information found in other sources.

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Collects data from existing records and types budget documents, numerical data, financial projections, and income and expenditure reports.
Receives visitors, answers telephones, and supplies information to the general public and other County employees, making referrals as appropriate.
Receives and distributes/routes invoices, bills, requisitions, payment requests, applications, claims, orders, forms and bids for processing.
Receives, reviews, and distributes incoming mail and other materials.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to establish and maintain effective working relationships with other County employees and the public.
Ability to process office forms, claims, bills, requests and applications.
Ability to meet time sensitive deadlines and handle confidential records.

MINIMUM QUALIFICATIONS

Graduation from high school; and experience in general office support clerical duties.

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3. OFFICE SUPPORT ASSISTANT II (replaces Word Process Operator II, Data Entry Operator II, and Inventory Taker)

JOB DESCRIPTION

This is varied and diversified office support work in providing a full range of general office support tasks. Contacts are with County employees at all levels and with the general public to receive and provide information, respond to complaints and to answer questions.

NATURE AND VARIETY OF WORK

An temporary worker in this class performs a variety of difficult office support tasks in support of the assigned office or program area. This class of work is distinguished from the Office Support Assistant I by the complexity of work and independent judgment required in completing assignments. The supervisor provides general guidance for new or unusual assignments and recurring assignments are performed independently. The temporary worker follows established procedures and reference manuals containing laws, regulations and procedures to successfully accomplish tasks. Temporary workers perform work using a variety of office automation equipment and software applications to produce forms, documents, and correspondence in a variety of formats. Work is performed in an office setting and is sedentary in nature. Work products affect the accuracy and reliability of further processes and services. The work involves meeting deadlines and possessing time sensitive documents. Work includes operation of a computer keyboard and video display terminals. Work performance is reviewed and evaluated by a supervisor.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Formats and types correspondence, reports, tables, contracts, Request for Proposals, regulations, purchase orders, invoices, and other office documents utilizing a variety of computer systems and software applications.

Reviews, codes, enters, and updates data in manual and/or automated systems in order to maintain current records and initiates corrective actions, as necessary, to assure accuracy and completeness.

Schedules appointments for staff and coordinates calendar commitments for meeting rooms. Maintains, monitors, and contributes to the modification of filing systems and/or document control procedures.

Tabulates and prepares numerical data, tables, and reports from information found in other sources.

Collects data from existing records and types budget documents, numerical data, financial projections, and income and expenditure reports.

Receives visitors, answers telephones, and supplies information to the general public and other County employees, making referrals as appropriate.

Receives and distributes/routes invoices, bills, requisitions, payment requests, applications, claims, orders, forms and bids for processing.

Receives, reviews, and distributes incoming mail and other materials.

Proofreads documents for accuracy, completeness and adherence to procedural requirements.

Receives and records cash and/or checks and issues receipts.

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KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern office practices, procedures, and equipment.

Considerable knowledge of business English, spelling, and arithmetic.

Considerable knowledge of departmental rules, regulations, procedures, and functions.

Ability to establish and maintain effective working relationships with other County employees and the public.

Ability to process office forms, claims, bills, requests and applications.

Ability to prepare statements and notices, computing applicable charges on the basis of records and regulations.

Ability to meet time sensitive deadlines and handle confidential records.

MINIMUM QUALIFICATIONS

Graduation from high school; and considerable experience in general office support duties.

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4. **OFFICE SUPPORT SPECIALIST** (replaces Payroll Clerk, Administrative Assistant, Secretary I, Executive Secretary, Word Process Operator III, Data Entry Operator III, Administrative Coordinator, and Meter Shop Coordinator)

JOB DESCRIPTION

This is advanced level office support work requiring special skills and knowledge in a specific program area. Personal contacts are with County managers, County employees, the general public, other municipal or private sector agencies for the purpose of receiving and exchanging information, explaining procedures to facilitate a process, provide a service, or resolve operating problems.

NATURE AND VARIETY OF WORK

Work involves serving as the primary office support temporary worker for an organizational unit, with responsibility for coordinating varied and extensive office support work for a designated area or function such as budget, finance, human resources, procurement, public works, planning, recreation, public safety, etc.

Temporary workers in this class carry out varied and extensive office support services. The temporary worker plans and carries out tasks independently, determining the sequence of work, obtaining necessary data or information, and selecting appropriate methods and procedures to accomplish work. Problems encountered in carrying out assignments are resolved in accordance with office policies and accepted practices. Guidelines consist of County Code and/or legislation, administrative procedures, and written or verbal instructions from the supervisor. The temporary worker must exercise independent judgment in locating, selecting, and applying the appropriate law, rule, regulation, or procedures to a specific situation. The work consists of a variety of administrative processes and methods, including the use of office automation systems and computer applications to produce correspondence, reports, and other documents in a variety of formats. The work products support and affect the accuracy, reliability, and timeliness of office programs, services, and functions. The work consists of operating a computer keyboard or video display terminal.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Uses personal computer and other office automation equipment and appropriate software applications to develop, utilize and maintain databases and prepare reports and correspondence. Monitors and records expenditures of accounts, grants, budgets, and petty cash according to office procedures and generally accepted accounting standards.

Monitors and may in some cases control usage of budget allotments, equipment, supplies, and capital assets in support of program objectives.

Maintain fiscal records, checks computations, verifies transactions, reconciles receipts with control records, and reconciles financial statements.

Maintains files for accounts payable and payroll records for large-size organization.

Processes child support warrants and summons.

Provides office support for court ordered community service program.

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Maintains inmate commitment status, and verifies release of inmates.
Updates utility connection files for water and sewer connections.
Maintains inventory and issues police uniforms and equipment.
Processes invoices, prepares reports for CIP.
Receives permit applications, processes permits, calculates costs and prepares receipts.
Resolves discrepancies in purchasing and receiving orders, processes invoices and assists in preparing service contracts.
Updates and maintains water and sewer consumption and meter inventories; prepares reports for utility allocation approval of pending building permits.
Reviews and tracks utility and public works agreements through completion.
Records and processes all park revenue, coordinates planning events for the park.
Operates and maintains meter reading system, answers questions from County employees on health benefits, deferred compensation.
Processes redemptions and approves application for business licenses, and updates bankruptcy claim forms for property taxes owed.
Prepares bills and accounts for all corporate and personal property tax bills.
Processes and bills all large commercial accounts for water bills.
Maintains and operates the real estate property tax overpayment and refund file.
Ensures that utility bills mailed to customers are accurate and complete.
Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of modern office practices, procedures, and equipment.
Thorough knowledge of business English, spelling, and arithmetic.
Thorough knowledge of departmental rules, regulations, procedures, and functions.
Considerable knowledge of office record keeping and reporting.
Ability to use a personal computer and software applications.
Ability to plan, organize and supervise the work of others performing a variety of clerical functions.
Ability to develop effective office work procedures.
Ability to understand and follow complex oral or written instructions.
Ability to prepare operating and statistical tabulations and reports.
Ability to establish and maintain effective working relationships with County employees and other County departments.
Ability to deal effectively and courteously with the public.
Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school; and thorough experience in progressively responsible office support.

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5. CASHIER I (replaces Office Assistant – handles money)

JOB DESCRIPTION

This is responsible clerical work in receiving and accounting for payments for county taxes and other charges.

NATURE AND VARIETY OF WORK

Work involves responsibility for receiving, validating, and receipting payments for county taxes and services. Work requires accuracy in all phases associated with the proper receipt of money, including counting and tabulating funds and maintaining routine clerical records. Work is performed independently within established policies, procedures, and regulations, and is reviewed by a superior during progress and upon completion for accuracy and adherence to proper money handling procedures.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Receives monies by mail or in person in payment of taxes, licenses, utility bills, alimony and child support, or related charges; verifies checks against bills and verifies that account numbers are on checks; balances cash; prepares required tabulations, including batching for data processing; prepares bank deposits for all monies received.

Makes change and issues receipts for monies accepted at the window; inspects for counterfeit, foreign, or damage currency; inspects checks for proper amount, date, signature, and endorsement; classifies receipts and validates documents.

Computes interest for late payments of water and tax bills.

Processes petty cash vouchers, issuing cash to various County employees; balances and replenishes petty cash periodically.

Reads totals of cash registers and balances with amount of money in register and/or safe; maintains records of all transactions, receipts, and disbursements; furnishes input for the daily cashier's report.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods and procedures of receiving and accounting for monies.

Knowledge of office procedures and practices.

Knowledge of basic mathematics.

Skill in operating calculator, validating machines, check endorsers, and other office machines.

Ability to count money accurately and tabulate receipts.

Ability to maintain cashing records.

Ability to establish and maintain effective working relationships with superiors, other County employees, and the public.

Ability to communicate effectively both orally and in writing.

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MINIMUM QUALIFICATIONS

Graduation from high school and experience in cashiering work.

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6. CLAIMS ADJUSTOR (replaces Worker's Compensation Claims Examiner)

JOB DESCRIPTION

This is technical and administrative work assisting a higher-level administrator, working without close supervision.

NATURE AND VARIETY OF WORK

Work involves the investigation, negotiation and settlement of claims against the Self-Insurance Fund; the subrogation of damages the Self-Insurance Fund has paid. Work is performed with considerable independence within established laws, policies and procedures and is reviewed by the Assistant Manager, Safety and Insurance through scheduled review of claim files.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Receives, analyzes and processes workers' compensation claims; analyzes and processes claims alleging negligent operation of County insured vehicles; receives, analyzes and processes claims alleging injury or damages arising out of condition of County insured property, County operations or projects or County insured employees or volunteer actions; receives, analyzes and processes reports of damage to County insured property or vehicles. Prepares statistical, narrative, and other reports. Maintains detailed claim file. Coordinates claim function with other activities of the Risk Management Division. Assigns and reviews work of Assistant Claims Adjustor, Claims Clerks and Clerk Typist. Participates in developing and implementing new or revised policies and procedures.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

To establish, operate and maintain an effective claims management function; ability to prepare reports; tact and courtesy; good judgment; administrative judgment.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business administration, risk management, or a related field; thorough experience in insurance adjusting and managing worker's compensation, vehicle liability, and general liability claims; and a valid non-commercial Class C motor vehicle operator's license.

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7. MANAGEMENT ASSISTANT I (replaces Cable Communication Manager)

DESCRIPTION

This is professional administrative management work in areas such as budgeting, procurement, personnel, records management, contract administration, office automation, and general office management.

NATURE AND VARIETY OF WORK

Contacts primarily include managers and County employees both within and outside the organization to which a temporary worker is assigned for the purpose of providing information and recommendations, resolving administrative problems, and agreeing on courses of action. Contacts are generally of a cooperative nature and require coordination on the part of the employee to maintain smooth provision of administrative services.

A temporary worker in this class, working under the general direction of a higher-level supervisor, is responsible for providing professional administrative duties in some combination of the following: record maintenance (e.g., fiscal control, personnel, statistical or case specific); report preparation (including research and analysis as required); writing policies and procedures; budget preparation; and administration contract monitoring; and liaison to organization employees and other department/agencies concerning matters specific to the organization. A temporary worker in this class uses initiative and works independently to ensure the smooth operation of the office, referring problems or unusual situations to the supervisor for resolution. Specific guidelines are available in the form of personnel and/or procurement regulations, administrative procedures and processes to be followed. The complexity of this class is marked by a temporary worker's knowledge of and ability to apply procedures, analyze a variety of situations, many times of a sensitive/confidential nature, and determine appropriate action to be taken or recommend be taken. Depending upon the position's location in organization's structure, worker may have supervisory responsibilities. A temporary worker in this class works in an office environment, performing primarily sedentary work which does not involve significant exposure to hazards.

EXAMPLE OF DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential job functions of all positions in the class.)

Prepares special reports, conducts surveys and collects information on administrative problems, analyzes findings; prepares and recommends solutions; drafts new and revised administrative policies and procedures.

Analyzes, monitors and maintains budget/financial reports; prepares budget recommendations after obtaining information from various offices; identifies, corrects or alerts management to problems or errors.

Reviews and drafts replies to correspondence.

Organizes and maintains personnel, financial, statistical, purchasing and other agency records.

Receives, investigates and, if possible, resolves complaints and inquiries from County employees or the general public.

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Establishes work priorities and coordinates them to meet deadlines and ensure an efficient workflow throughout the office.

Provides orientation and assistance to new County employees in the office to acquaint them with established practices and procedures.

Prepares and monitors contracts to ensure they are written correctly; authorizes payments and ensures that terms of the contract are met.

Acts as agency liaison with the Office of Personnel concerning various personnel issues.

Designs forms and office procedures to facilitate the accomplishment of work activities.

Performs related duties as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles and practices of public administration.

Considerable knowledge of organization and office management.

Knowledge of the methods and techniques of budget preparation and financial reporting methods for capital project management.

Knowledge of the department's organization and functions; knowledge of other county offices' functions that impact on departmental operations.

Ability to assume responsibility for special assignments and to perform them in accordance with minimal instructions.

Ability to develop policies and procedures.

Ability to evaluate policies and procedures and to recommend improvements.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and experience in office management or another specialty area related to the specific position.

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8. LEGAL SECRETARY (replaces Legal Secretary I, II, and III)

JOB DESCRIPTION This is skilled legal secretarial work in performing a variety of office support tasks.

NATURE AND VARIETY OF WORK

Work involves contact with court personnel, attorneys, County employees and the public to provide information and facilitate the flow of cases.

A temporary worker in this class has considerable knowledge of legal terminology, preparing legal documents and judicial practices and proceedings. The complexity of work varies from assignments in preparation of legal documents, researching information, responding to requests, organizing data, and meetings mandated deadlines. The scope of work performed impacts on the effectiveness and efficiency to provide legal advice and services within the Office of Law. Supervision is received from a higher-level administrative County employee. Work is performed in an office environment.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Prepares, types, transcribes, and processes a variety of legal documents.
Accesses the computer to process, retrieve, and disseminate information and documents, including word processing functions for letters, memoranda and legal documents.
Collects, assembles, organizes, and submits data from files and records for inclusion in reports and assignments.
Reviews documents and correspondence for accuracy and conformity to standard procedures.
Responds to questions from outside attorneys, court personnel, and County employees and recognizes the need to refer more complex issues to a supervisor.
Prepares initial pleadings for Attorney's signature.
Prepares draft legislation for introduction before the County Council.
Maintains Attorney workload on case management system.
Files and retrieves documents.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of planning, organizational and communication skills and of office policy and procedures.
Considerable knowledge of the legal system, modern office practices, and preparation of legal documents and terminology.
Knowledge of the department's organization and functions and other County functions that impact on departmental operations.
Ability to make judgments regarding appropriate responses to questions or situations and to recognize the need to refer more complex issues to a supervisor.
Ability to work independently on difficult or complex office support tasks and to prepare, verify, and correct legal documents and instruments.
Ability to proofread for accuracy and conformity to standard practices.

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Ability to operate a computer using standard word processing programs.
Ability to handle multiple tasks and projects.

MINIMUM QUALIFICATIONS

Graduation from high school; thorough experience in legal secretarial work; and a passing score on appropriate proficiency tests.

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9. LABORATORY TECHNICIAN (replaces Pretreatment Lab Technician)

JOB DESCRIPTION

This is technical laboratory work involving the performance of a variety of standard and specialized chemical, bacteriological, and related tests.

NATURE AND VARIETY OF WORK

Work involves responsibility for the performance of standardized chemical, bacteriological, and related tests of raw and treated water and wastewater, and related substances and materials following prescribed procedures and techniques. Work may require the collection of samples for testing in the field and in the laboratory. Work is performed independently within established policies, procedures, and technical guidelines, and is reviewed through evaluation of laboratory reports and observation of work performed.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Conducts standard and specialized chemical, bacteriological, and related examinations of regular and special samples of water and wastewater.

Tests samples of water taken from the various water treatment plants to determine adequacy of treatment and purity of the water.

Tests samples from wastewater treatment plants to determine adequacy of treatment, and to discover any chemicals exceeding recommended maximum dosage concentrations which may adversely influence the normal physical, chemical, and bacteriological actions occurring in the treatment plant.

Collects samples from pumping stations, water, wastewater, and stream locations; collects samples relating to customer complaints.

Makes routine checks of chemicals purchased for use in the treatment plants to insure adherence to quality specifications; prepares quality assurance standards.

Cleans glassware used in testing; acid cleans water sample bottles.

Performs chemical and mathematical calculations; prepares and maintains detailed records and reports.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern laboratory techniques, practices, and procedures.

Considerable knowledge of standard water and wastewater chemical, bacteriological, and related tests.

Knowledge of the impact of test results on compliance with state and federal regulations.

Skilled in laboratory procedures, and the operation of laboratory equipment.

Ability to use laboratory scales, incubator, autoclave, spectrophotometer, and related equipment.

Ability to perform standard laboratory examinations and analysis.

Ability to maintain detailed records and compile reports.

Ability to understand and carry out oral and written instructions.

Ability to communicate effectively both orally and in writing.

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MINIMUM QUALIFICATIONS

Graduation from high school, supplemented by college-level course in chemistry or microbiology; eligibility for State certification in bacteriological testing of water and wastewater; experience in conducting chemical and bacteriological laboratory tests; and a valid non-commercial Class C motor vehicle operator's license.

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10. FORENSIC CHEMIST 1/II (same)

JOB DESCRIPTION

This is entry (I) and full performance (II) level technical and professional work in the operation and management of a forensic laboratory conducting qualitative and quantitative chemical, microscopic, chromatographic and instrument analyses of samples for the presence of controlled and non-controlled dangerous substances or screening of evidence for biological fluids, including DNA profiling.

Forensic Chemist I and II are differentiated on the basis of degree of supervisory control exercised by the supervisor over the other employees. The Forensic Chemist I learn to perform duties under close supervision and the Forensic Chemist II performs duties under general supervision depending on the complexity of the specific duty being performed. Work is performed under the supervision of the Forensic Chemist Supervisor or the Senior Forensic Chemist, depending on the forensic discipline involved.

NATURE AND VARIETY OF WORK

This work involves responsibility for applying scientific qualitative and quantitative testing procedures and interpreting results, responsibility for performing necessary Quality Assurance program checks on instruments and reagents, and responsibility for presenting expert testimony in court relating to laboratory procedures used and conclusions reached. Work is performed with independence in routine phases, but within the established policies and procedures set forth by the Maryland State Department of Health and Mental Hygiene for the CDS discipline, and the Quality Assurance Standards for Forensic DNA Testing Laboratories generated by the Federal Bureau of Investigation in accordance with the Federal DNA Identification Act of 1994 for Forensic Biology discipline. Work is evaluated by review of procedures used and conclusions reached for adherence to established methods and standards.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of qualifications and salary level for all positions in this class. They are not intended to include all of the essential job functions of all positions in the class.)

Examines packaging to determine if intact; checks number and types of items contained in package versus those listed on laboratory analysis submission forms.

Determines which tests to use in the analysis of the item, based on the use of a progressive series of screening tests, as described in the Laboratory Standard Operating Procedures (SOP) manuals. Conducts qualitative and quantitative analyses using a Chemist-selected combination of chemical, separation/purification, microscopic, and instrumental (infrared and ultraviolet spectroscopy, thin layer and gas chromatography, mass spectrometry, capillary electrophoresis, and the like).

Compares test results with those given by known compound and standards; researches literature for substance test methods and standard reference materials information needed for identification. Interpret test results, prepares reports of conclusions, and maintains file of reports and supporting documentation.

Reports results and conclusions to investigating officers and the State's Attorneys office; appears in court as an expert witness to testify about methods used and test results.

Conducts research to develop/modify techniques and procedures used in the Laboratory.

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Performs required Quality Assurance control checks on chemicals and instruments, and performs preventive and corrective maintenance on instruments.

Performs administrative duties related to the operation and maintenance of the Laboratory and its facilities and materials.

KNOWLEDGE, SKILLS, AND ABILITIES (Note: Knowledge, skills and abilities listed relate to the expected level of expertise for the Forensic Chemist II, full performance level.)

CDS Chemist:

Considerable knowledge of modern principles, practices and equipment used in analytical chemistry.

Considerable knowledge of standard techniques and equipment used in the analysis and identification of controlled and non-controlled substances.

Skilled in the operation of the following instruments: GC/MS, GC-FID, FT-IR, UV, microscope, UV spectrophotometer.

Forensic Biology Chemist:

Considerable knowledge of modern principles, practices and equipment used in biology and molecular biology.

Considerable knowledge of standard techniques and equipment used in basic serology testing and DNA analysis.

Skilled in the operation of the following instruments: microscope, autoclave, thermal cycler, capillary electrophoresis.

Both:

Considerable knowledge of the hazards and safety precautions appropriate to the work.

Skilled in the use and care of laboratory equipment and materials.

Ability to perform chemical and instrumental analyses with accuracy and dispatch, and to adapt techniques as required.

Ability to prepare accurate and thorough reports of work performed, methods used, and conclusions reached.

Ability to communicate effectively, orally and in writing, and to present expert witness testimony in court persuasively and accurately.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited four-year college or university with major course work in forensic science, chemistry, biology, or other natural science; and a valid non-commercial Class C motor vehicle operator's license.

SUPPLEMENTAL INFORMATION

Note: Forensic Chemist II is the full performance proficiency advancement level class in the Forensic Chemist series. A temporary worker has the opportunity to be promoted from Forensic Chemist I to Forensic Chemist II based on satisfactory job performance at the Forensic Chemist I level and meeting the minimum qualification for the higher-level classification.

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GROUP B

11. METER TECHNICIAN I (replaces Meter Reader)

JOB DESCRIPTION

This is work at the journeyman level in reading water meters to include installing and changing water meters.

NATURE AND VARIETY OF WORK

Work involves installing, changing, reading, and recording volume used in an assigned meter reading sector. Work includes using a hand-held device to provide accurate reading and recording of water consumption. Temporary workers assist Meter Tech II and III with meter repair and adjustment of meter vaults to grade. Work is performed under observation with considerable latitude within established procedures, regulations, and acceptable mechanical techniques. Work is reviewed by the Meter Service Supervisor through conferences and results obtained.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Completes meter-reading assignments according to assigned schedule with the use of a hand-held processor and note any and all questionable readings in the processor.

Completes special reading and re-read assignments.

Changes and installs water meters and identifies situations when meters should be changed, and completes meter change paper work.

Performs turn-off and turn-on procedures for non-payment and returned checks and completes paper work.

Responds to customer complaints, records problems and notifies supervisor.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of mechanical components of commercial and domestic water meters.

Knowledge of parts, safety equipment, and tools used in the repair and maintenance of meters.

Knowledge of the geography and street locations of the County.

Knowledge of County Code and regulations pertaining to water meters and related work.

Ability to perform arithmetical calculations quickly and accurately.

Ability to use tools and equipment required in the installation in field repair and testing of meters.

Ability to establish and maintain effective working relationships with other employees and the public.

MINIMUM QUALIFICATIONS

Graduation from high school; and a valid non-commercial Class C motor vehicle operator's license.

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12. UTILITIES LINE MARKING TECHNICIAN (same position title)

JOB DESCRIPTION

This is manual labor and semi-skilled tasks in locating and marking County-owned underground electrical, water, and wastewater systems.

NATURE AND VARIETY OF WORK

Work involves performance of manual tasks of more than ordinary difficulty and is performed independently after receiving general directions from a supervisor. The complexity of work involves using a variety of equipment and documents to identify and accurately locate various underground utility lines throughout the County. The work must be performed correctly to prevent damage, to avoid interruption of services to the public, and to facilitate work performed by the County, utility companies and contractors. Work consists of considerable contacts with private sector representatives and the public in performing tasks assigned. The work requires physical effort in walking, lifting manhole and water lids, grinder pumps and valve covers, and fiber optic boxes. The work is performed outdoors in all types of weather conditions. Hazards include walking on roadways, and exposure to different paints. A worker is expected to work overtime to meet work commitments and respond to emergency situations. Work performance is reviewed and evaluated by a supervisor.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Locates County-owned underground water and wastewater utility lines, mains and components in roadways, utility easements and other rights of way.

References utility layout maps and operates various types of line marking and fiber optic equipment that detects electrical wiring to locate grinder pumps, septic feed lines and water and wastewater lines.

Marks utility lines with a designated color as required by regulations for a specific type of utility line.

Calculates distances to ensure exact locations of utility lines; marks the location of utilities using locating equipment, paint, and line tracers.

Responds to water and wastewater emergency situations to locate utility lines and services, and provides information and direction to contractors, County employees, and the public to prevent further damage and reduce health and safety hazards.

Maintains records, writes reports, and keeps a daily work log; reports any problems in the field that needs correction to a supervisor.

Performs follow-up inspections and checks for visibility of markings at construction areas; informs construction crews and general public of complications with the markings; explains State and County laws/codes to construction crews and the general public.

Operates a camera to document markings and illustrate damage to underground utilities.

Trains personnel in locating and marking underground utilities.

Attends Miss Utility owner contractor's meetings.

Provides support to other utility units when needed.

Researches and develops drawings/blueprints for utility infrastructure that are not on the County's software application.

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Tests and evaluates equipment to ensure proper calibration.
Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of electronic and magnetic detection equipment and operating procedures.
Knowledge of the general layout of the County's utility system, including water, wastewater, fiber optic, and electrical systems.
Knowledge of markings and symbols used on quarter section and plat maps, project plans, and blueprints.
Knowledge in the operation of a laptop computer and applicable County software applications.
Knowledge of utility marking procedures and practices used in the Miss Utility locating program.
Skill in using hand tools to access utility appurtenances such as valve boxes, water meters, and wastewater manhole lids.
Ability to distinguish colors to mark utilities with designated color.
Ability to establish and maintain effective communications and working relationships with supervisors, coworkers, contractors and the public.
Ability to exercise initiative and independent judgment.
Ability to understand and follow oral and written instructions.
Ability to lift heavy objects and perform manual labor for extended periods and under unfavorable weather conditions.

MINIMUM QUALIFICATIONS

Graduation from high school; experience in reading and interpreting project plans, blue prints, plat maps and like materials relating to water and wastewater systems and the marking of utility infrastructures; and a valid non-commercial Class C motor vehicle operator's license.

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13. CUSTODIAL WORKER (replaces Maintenance/Janitorial Worker)

This is routine custodial work in the care and maintenance of public buildings and grounds.

NATURE AND VARIETY OF WORK

Work involves responsibility for the efficient performance of a variety of custodial, minor building maintenance, and ground maintenance tasks in and around public buildings. Work generally is performed in accordance with established procedures, but specific instructions may be given on unusual jobs or problems. Work is subject to inspection by a superior for maintenance of established standards of cleanliness and compliance with instructions. The work environment is characterized by conditions which may be dusty and dirty, by disagreeable odors, and by the lifting of heavy articles.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Sweeps, mops, waxes, and polishes floors; washes walls, woodwork, and venetian blinds; dusts books and desks.

Picks up litter, empty bottles, and tree and shrub trimmings; sweeps walks, mows grass, and edges walkways; plants, fertilizes, and waters flower beds, grass, and shrubbery; shovels snow. Raises and lowers flags as appropriate; performs routine painting work.

Cleans rest rooms and replenishes supplies; polishes brass; changes venetian cords and light bulbs.

Moves furniture and equipment; makes minor repairs and adjustments.

Opens and closes buildings; runs errands as required; loads and unloads materials.

Operates routine equipment and machinery.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of cleaning materials, methods, equipment, and procedures.

Ability to learn the operation and care of vacuum cleaners, scrubbing machines, polishing machines, lawn mowers, and other buildings and grounds custodial equipment.

Ability to exercise care in the use of cleaning materials and equipment.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with associates.

MINIMUM QUALIFICATIONS

Sufficient education to understand and follow oral and written instructions.

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14. MAINTENANCE WORKER I (replaces Casual Laborer – Light)

This is manual labor in the performance of unskilled and limited semi-skilled tasks of a physically demanding nature.

NATURE AND VARIETY OF WORK

Work involves responsibility for performing heavy manual labor which does not require a high degree of manipulative skill or previous experience in order to do an effective job. As work experience is gained, temporary workers of this class may be assigned to somewhat more difficult and responsible tasks. Work assignments are detailed, and the work is subject to review by a superior while in progress and upon completion.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Works as a member of a road or storm drain maintenance and minor construction crew doing such jobs as pouring and shoveling asphalt and concrete, and taking, tamping, and smoothing asphalt; digs out holes with manual and automatic digging tools, and fills depressions with slag, gravel, or other materials; picks up debris on streets; cleans and repairs storm drains and drainage ditches; works as a member of a mosquito control crew.

Works, when so assigned, as a member of a maintenance and minor construction crew; plants, waters, sprays, and trims shrubbery and flowers; mows grass; lines playing fields; rakes, rolls, and sweeps baseball diamonds and tennis courts; paints and repairs bleachers, backstops, and benches; and picks up trash.

Works as a member of a crew in painting crosswalks and messages on roads, installing and maintaining traffic and street signs, and in the striping of the roads.

Performs laboring duties at a county landfill such as cleaning buildings and grounds, directing trucks at working base of landfill, cutting grass, and related duties.

Operates power tools and related equipment as a necessary adjunct to performance of regular assignments or on a relief or seasonal basis.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to acquire some skill in the use of equipment and hand tools used in the area of assignment.

Ability to perform manual labor for extended periods and under unfavorable weather conditions.

Ability to understand and follow oral and written instructions.

Sufficient education to understand and follow oral and written instructions; and a valid non-commercial Class C motor vehicle operator's license.

MINIMUM QUALIFICATIONS

This is manual labor in the performance of unskilled and limited semi-skilled tasks of a physically demanding nature.

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15. MAINTENANCE WORKER II (replaces Casual Laborer – Heavy)

NATURE AND VARIETY OF WORK

Work involves performance of manual tasks of more than ordinary difficulty requiring some skills or special knowledge acquired through on-the-job training or experience. Work may also include serving as lead worker for a small number of workers of a lower or equal grade and supervisory responsibilities in the absence of the foreman. Work is performed with some independence under the supervision of a superior who assigns work and makes frequent inspections to ensure proper performance of work.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Operates various types of equipment and performs manual labor in the maintenance, repair, and minor construction of roads, storm drains, and other public facilities, traffic signs and markings, and related facilities; drives trucks for routine transportation, and hauling.

Takes out, installs, repairs, and does concrete work on curbs, gutters, and sidewalks; digs out broken spots in street surfaces, fills joints and cracks; mows grass with tractor mower; acts as skilled trades helper.

Stripes roads; paints crosswalks and various messages on roads; installs and maintains traffic signs; operates paint-striping and road marking equipment.

Installs and maintains parks and recreation equipment; performs limited skilled carpentry and masonry work in the construction and repair of facilities; assemble playground equipment; mows golf course greens, fairways; tees, and rough; waters, fertilizes, and sprays pesticides; rakes sand traps; changes tee markers and cups; operates specialized mowing, raking, and related equipment; may perform sub-professional horticultural duties.

Operates power tools, tractors, light trucks, and related equipment as a necessary adjunct to the performance of regular duties or on a relief or seasonal basis.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the operation and use of power equipment and light-to-medium duty automotive and related equipment applicable to the area of assignment.

Knowledge of the manual tasks and other characteristics involved in work assignments.

Ability to understand and follow oral and written instructions.

Ability to perform heavy manual labor for extended periods and under unfavorable weather conditions.

MINIMUM QUALIFICATIONS

Skill in the operation of required tools and equipment.

Sufficient education to understand and follow oral and written instructions; experience in work providing a familiarity with the area of assignment; a valid non-commercial Class C motor vehicle operator's license; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license.

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16. EQUIPMENT OPERATOR I (replaces Industrial Truck Operator)

This work involves operating medium-sized construction vehicles and equipment, and performing laborer work.

NATURE AND VARIETY OF WORK

Temporary workers in this class operate a variety of construction equipment and perform laborer duties in such areas as highway maintenance and waste management services.

Temporary workers in this class have equipment operation as their primary duty. They operate a dump truck or construction equipment and are responsible for ensuring safe operation and preventive maintenance of assigned equipment. Temporary workers perform a variety of laborer tasks in support of a maintenance crew to which they are assigned. Because of the nature of this work the temporary worker is expected to be available to work hours outside of the normal workweek and respond to work emergencies when required. Work assignments are received from a supervisor or team leader and instructions provided set forth the guidelines to follow to complete the assignment. The temporary worker can be a working leader of a maintenance crew in coordinating the work flow and ensuring that work projects are completed properly and within prescribed time limits. There is considerable physical effort required in lifting and moving heavy materials and equipment and standing or walking for a considerable amount of time, and repeated bending, crawling, or stretching. The working conditions expose the worker to dirty, noisy, dusty areas where very disagreeable odors may be present. The hazards of the job often require wearing hard hats, safety shoes and glasses, when working with dangerous machinery, tools or equipment. Work is frequently performed in adverse weather conditions for long periods of time. There are positions in this class where temporary workers have considerable contact with the public which requires courtesy and patience in providing information on County practices and policies. Work performance is reviewed and evaluated by a supervisor.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for this class. They are not intended to include all of the essential functions of the class.)

Operates a dump truck, utility trailer, tractor mower, boom mower, front end loader, roller, street sweeper, belt loader, chain saw, wood chipper, stump grinder, skid steer loader, rubber tire backhoe, air compressor, jackhammer and other construction equipment in performing a variety of road maintenance tasks.

Drives and operates construction vehicles and equipment at work location and also performs laborer tasks as required.

May be assigned as a working leader in coordinating the work flow and performance of a maintenance crew at a job site.

Drives a dump truck during snow removal operations and provides other support as needed.

Constructs forms and mixes concrete and finishes.

Plants, prunes, and trims shrubs and trees.

Works in confined spaces to clean storm drains and ditches.

Loads and unloads materials, equipment and tools by hand or using forklift or front end loader.

Performs preventive maintenance on vehicles, tools, and equipment.

Controls traffic flow on roads as a flag person or using traffic control devices.

Shovels and rakes hot mix asphalt and then tampers and evens asphalt.

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Cleans and repairs storm drains and drainage ditches that are clogged with debris by using a shovel and rake.

Fills in road depressions with slag, gravel, stone, or cold mix asphalt.

Digs and backfills holes and trenches with manual and automatic digging tools.

Cleans debris and makes repairs to inlets and pipe culverts.

Removes roadside litter and debris.

Responds to work emergencies and call outs after normal work hours.

Monitors small crews of community service workers, inmates or temporary laborers to perform general cleaning and maintenance tasks.

Inspects, services and maintains equipment and assist mechanics in performing equipment repairs.

Files and maintains various reports and inspection sheets such as daily driver operation log, and manifests to indicate source of material.

Operates a backhoe and rubber tire loader to load and unload materials.

Operates a forklift to load and unload materials from vehicles and in a warehouse.

Cleans facilities, equipment, buildings and grounds.

Shovels snow, mows grass, and plants flowers and shrubbery.

Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the operating characteristics and servicing requirements of heavy to light automotive equipment and power tools.

Knowledge of construction practices in maintaining roads, sidewalks, curbs and gutters, storm drains and setting grade stakes.

Knowledge of the work hazards and applicable safety precautions required to be applied in operating automotive equipment and power tools.

Knowledge of applicable traffic laws, ordinances, and regulations pertaining to operating equipment.

Knowledge of the primary and secondary roads system in Anne Arundel County.

Skill in operating and maintaining automotive equipment and power tools.

Ability to read and follow street map directions.

Ability to follow oral and written instructions.

Ability to stand or walk over rough terrain for long periods of time.

Ability to work in close areas requiring considerable bending, crouching, stretching or crawling.

Ability to climb ladders or scaffolding.

Ability to lift heavy objects and bulky items.

Ability to work in dirty, noisy, dusty conditions where very disagreeable odors are present.

Ability to safely operate dangerous hand and power tools.

Ability to work hours beyond the standard workweek and schedule as required.

Ability to establish effective working relationships with others.

Ability to communicate effectively with the public and County employees.

MINIMUM QUALIFICATIONS

Sufficient education to understand and follow oral and written instructions; experience in the operation of light-to-medium-duty automotive and related equipment; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license.

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17. EQUIPMENT OPERATOR II (for dump trucks)

This is skilled work involving operating medium and heavy-sized construction vehicles and construction equipment and performing semi-skilled and laborer work.

NATURE AND VARIETY OF WORK

Temporary workers in this class are expected to be fully proficient in the operation and preventive maintenance of a variety of construction vehicles and equipment as well as laborer duties in such areas as highway maintenance, waste management services, and utilities. Contacts are generally limited to the crew to which the position is assigned and with the public in receiving instructions, providing information, ensuring laws and regulations are followed.

This class is distinguished from the Equipment Operator I by the complexity of construction vehicles and equipment operated, the semi-skilled work required in making repairs to highways, storm drains, curbs and sidewalks, excavating and grading, towing trailers, and etc. The work requires more independent judgment in carrying out assignments, less supervision and the work performed is expected to be completed in accordance with operating practices and procedures. The more complex construction vehicles and equipment that temporary workers in this class operate would include the skid loader, backhoe, self-propelled paver box, motor grader, Gradall, sweeper, and roll-off truck. In addition, temporary workers perform a variety of laborer and semi-skilled tasks in support of a maintenance crew to which they are assigned. Because of the nature of this work the temporary worker is expected to be available to work hours outside of the normal workweek and respond to work emergencies when required. Work assignments are received from a supervisor or team leader and instructions provided are general guidelines to follow to complete the assignment. The temporary worker can be a working leader of a maintenance crew in coordinating the workflow and ensuring that work projects are completed properly and within prescribed time limits. There is considerable physical effort required in lifting and moving heavy materials and equipment and standing or walking for considerable periods of time, and repeated bending, crawling, or stretching. The working conditions expose the worker to dirty, noisy, dusty areas where very disagreeable odors are present. The hazards of the job require wearing hard hats, safety shoes and glasses, when working with dangerous machinery, tools or equipment in confined spaces. Work is frequently performed in adverse weather conditions for long periods of time. There are positions in this class where temporary workers have considerable contact with the public which requires courtesy and patience while providing information on County practices and policies. Work performance is reviewed and evaluated by a supervisor.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.)

Operates a single axle dump truck, tractor mower, boom mower, front end loader, steel wheel roller, skid steer loader, belt loader, backhoe, self-propelled paver box, motor grader, Gradall, sweeper truck, tows trailers and equipment, chain saws, wood chippers, stump grinders, air compressors, jackhammers and other construction equipment in performing a variety of road maintenance tasks.

Drives and operates construction vehicles and equipment at work location and also performs semi-skilled and laborer tasks as required.

May be assigned as a working leader in coordinating the workflow and performance of a

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maintenance crew at a job site, including inmates and contractual labor.

Drives a dump truck and operates other support equipment during snow removal operations.

Performs preliminary engineering work in setting grade stakes, drainage ditch invert elevations, asphalt curb alignment and defining pavement lanes and edge lines.

Constructs forms and mixes concrete and finishes for repairs to storm drains, curbs and sidewalks.

Operates a backhoe in the excavating and backfilling of holes and trenches with manual and automatic digging tools.

Operates for training purposes and during temporary staffing shortfalls vehicles and equipment normally operated by Public Works Technicians III.

May instruct less skilled workers in the legal, effective and safe operation of vehicles and equipment.

Plants, prunes, and trims and removes shrubs and trees.

Works in confined spaces to clean storm drains, drainage ditches, inlets.

Loads and unloads materials, equipment and tools by hand or using forklift or front end loader.

Performs preventive maintenance on vehicles, tools, and equipment.

Controls traffic flow on roads as a flag person or using traffic control devices.

Shovels and rakes hot mix asphalt and then tampers and evens asphalt.

Cleans and repairs storm drains and drainage ditches that are clogged with debris by using a shovel and rake; cleans debris and makes repairs to inlets and pipe culverts.

Operates a steel roller and paver in laying asphalt and fills in road depressions with slag, gravel and stone.

Removes roadside litter and debris.

Responds to work emergencies and call outs after normal work hours.

Operates a variety of solid waste hauling, disposal, and support vehicles and equipment to include roll off truck, water truck, bulk item truck, rear loading truck, backhoe, rubber tire loader, forklift, and any other medium sized vehicles, lawn mowers, and stationary compactor units.

Monitors small crews of community service workers, inmates or temporary laborers to perform general cleaning and maintenance tasks at the convenience centers or landfill.

Inspects, services and maintains equipment and assist mechanics in performing equipment repairs.

Operates, during temporary staffing shortfalls and for training purposes, equipment normally operated by a Equipment Operator III or higher classification.

May instruct less skilled workers in the regulations and safe operation of vehicles/equipment.

Files and maintains various reports and inspection sheets such as daily driver operation log, scale house and recycling weight tickets and manifests to indicate source of material.

Greets and assists customers entering the landfill and convenience center to dispose of materials and recyclables.

Operates convenience center stationary compactor units to safely and efficiently manage residential solid waste and recyclable materials.

Provides guidance and assistance to customers in the proper disposal and recycling of solid waste and recyclable materials.

Picks up dumpster cans with a roll off truck and delivers waste to appropriate disposal location.

Drives a bulk item truck to haul refrigerators, air conditioners, washing machines, water heaters, etc to recyclable site location.

Drives a water truck to reduce dusty conditions and to water mulch stockpiles.

Operates a backhoe and rubber tire loader to compact materials in a dumpster and to load and unload materials.

Operates a forklift to load and unload materials from vehicles and in a warehouse.

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Serves as convenience center crew supervisor in his/her absence.
Performs maintenance in accordance with written procedures and vehicular and equipment specifications.
Cleans facilities, equipment, buildings and grounds.
Drives a dump truck or other comparable vehicle during snow removal operations and provides support services as needed.
Shovels snow, mows grass, and plants flowers and shrubbery.
Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the operating characteristics and preventive maintenance requirements of medium to heavy construction vehicles, equipment and power tools.
Considerable knowledge of construction practices in maintaining roads, sidewalks, curbs and gutters, storm drains and setting grade stakes.
Considerable knowledge of the work hazards and applicable safety precautions required to be applied in operating automotive equipment and power tools and/or working in confined spaces or trenches.
Considerable knowledge of how to effectively and safely rig vehicles, loads and products for towing.
Considerable knowledge of applicable traffic laws, ordinances, and regulations pertaining to operating equipment or transporting loads.
Considerable knowledge of the primary and secondary roads system in Anne Arundel County.
Ability to read and follow street map directions.
Ability to follow oral and written instructions.
Ability to stand or walk over rough terrain for long periods of time.
Ability to work in close areas requiring considerable bending, crouching, stretching or crawling.
Ability to climb ladders or scaffolding.
Ability to lift heavy objects and bulky items.
Ability to work in dirty, noisy, dusty conditions where very disagreeable odors may be present.
Ability to safely operate hand and power tools.
Ability to work hours beyond the standard workweek and schedule as required.
Ability to establish effective working relationships with other workers.
Ability to communicate effectively with the public.

MINIMUM QUALIFICATIONS

Sufficient education to understand and follow oral and written instructions; considerable experience in the operation of medium-duty motor equipment; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license.

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18. EQUIPMENT III (replaces CDL Industrial Truck Operator)

This is advanced level work operating heavy-sized vehicles and construction equipment and performing semi-skilled and laborer work.

NATURE AND VARIETY OF WORK

Temporary workers in this class are expected to have advanced skills in the operation and preventive maintenance of a variety of construction vehicles and equipment as well as perform skilled laborer duties in such areas as highway maintenance, and waste management services. Contacts are generally limited to the crew to which the position is assigned as well as with the public in providing information, assistance, and ensuring laws and regulations are followed.

This class is distinguished from the Equipment Operator II by the complexity of construction vehicles and equipment operated, the skilled work required in making repairs to highways, storm drains, curbs and sidewalks, excavating, grading, towing trailers, water/wastewater utilities, and other comparable tasks. The work requires considerable judgment in carrying out assignments and minimum supervision, and the work completed should not require modifications. The more complex vehicles and construction equipment that temporary workers in this class operate would include a tractor-trailer, grader, Gradall, track backhoe/excavator, bucket truck, vactor truck with backmotor, and backhoe that is used in excavating soil to repair water and waste water lines and pipes. In addition, temporary workers perform a variety of skilled tasks in support of a maintenance crew to which they are assigned. Because of the nature of this work the temporary worker is expected to be available to work hours outside of the normal workweek and respond to work emergencies when required. Work assignments are received from a supervisor or team leader, and general guidelines are provided in how the work needs to be done. The temporary worker is often assigned as working leader of a maintenance or repair crew in coordinating the workflow and ensuring that work projects are completed properly and within prescribed time limits. There is considerable physical effort required in lifting and moving heavy materials and equipment and standing or walking for considerable periods of time, and repeated bending, crawling, or stretching. The working conditions expose the worker to dirty, noisy, dusty areas where very disagreeable odors may be present. The hazards of the job require wearing hard hats, safety shoes and glasses, when working with dangerous machinery, and tools or equipment in confined spaces. Work is frequently performed in adverse weather conditions for long periods of time. There are positions in this class where temporary workers have considerable contact with the public that requires courtesy and patience while providing information on county practices and policies. Work performance is reviewed and evaluated by a supervisor.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES

(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential functions of all positions in the class.) Operates all the vehicles and equipment required of an Equipment Operator II in addition to the grader, bucket truck, track backhoe/excavator, vactor truck with backmotor, and other comparable level construction vehicles and equipment used in performing road maintenance tasks.

Drives and operates construction vehicles and equipment to work location and performs skilled tasks as required.

Performs duties as a working leader in coordinating the workflow and performance of a

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maintenance crew at a job site, including inmates and contractual labor.

Operates a grader and dump truck and other equipment during snow removal operations.

Sets grade stakes and determines drainage ditch invert elevations, asphalt curb alignment and defines pavement lanes and edge lines.

Designs sediment and erosion control measures in creating slopes, grades, and drainage ditches.

Constructs forms and mixes concrete and finishes to repair storm drains, curbs and sidewalks.

Operates a track backhoe/excavator to excavate and backfill of ditches and trenches.

Operates for training purposes and during temporary staffing shortfalls vehicles and equipment normally operated by a Senior Equipment Operator.

Explains to less skilled workers in the regulations and safe operation of construction vehicles and equipment.

Works in confined spaces to clean storm drains, drainage ditches, inlets.

Performs preventive maintenance on vehicles, tools, and equipment.

Performs as required all laborer type tasks that are performed by lower classified workers.

Operates a steel roller and paver in laying asphalt and fills in road depressions with slag, gravel, stone, or cold mix asphalt.

Responds to work emergencies and call outs after normal work hours.

Operates a variety of solid waste hauling, disposal, and support vehicles and equipment such as over-the-road tractor pulling a compactor trailer, lowboy trailer, walking floor trailer, tub grinder, tanker and other similar trailers, roll off truck, water truck, bulk item truck, rear loading truck, backhoe, rubber tire loader, forklift, tri-axle dump truck, and stationary compactor units.

Drives a tractor-trailer containing residential solid waste and recycling to various disposal and processing facilities for further processing.

Drives a tractor-trailer that tows a tub grinder to various locations in the landfill and also may haul residential solid waste and recycling to various disposal and processing facilities for further processing.

May be assigned supervisory duties at a convenience center or landfill in absence of a supervisor.

Performs maintenance in accordance with written procedures and vehicular and equipment specifications.

Operates compactor and walking floor trailers in discharging loads at disposal and processing facilities.

Inspects, services and maintains a variety of equipment and assist mechanics in performing equipment repairs.

Performs duties of convenience center supervisor in absence of the supervisor.

Monitors small crews of community service workers, inmates or temporary laborers to perform general cleaning and maintenance tasks at the convenience centers or landfill.

May be assigned to operate, during temporary staffing shortfalls and for training purposes, equipment normally operated by a Senior Public Works Technician.

Explains to less skilled workers the regulations, and safe operation of vehicles/equipment.

Files and maintains various reports and inspection sheets such as daily driver operation log, scale house and recycling weight tickets and manifests to indicate source of material.

Operates convenience center stationary compactor units to safely and efficiently manage residential solid waste and recyclable materials.

Provides guidance and assistance to customers in the proper disposal and recycling of solid waste and recyclable materials.

Picks up dumpster cans with a roll off truck and delivers waste to appropriate disposal location.

Drives a water truck on dirt roads to reduce dusty conditions and to water mulch stockpiles.

Operates a backhoe and rubber tire loader to crush materials in a dumpster and load and unload materials.

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Tows tub grinder to specific work sites within the landfill and other locations within the County. Drives a dump truck or other comparable vehicle during snow removal operations and provides support services as needed.

Operates vehicles and equipment and performs duties of lower classified workers as required.

Operates a backhoe to excavate around buried utilities such as electric, gas, fiber optics, CATV, private irrigation system to access water and sewer line maintenance and repairs to include line replacements and renewals.

Assists crew members in making repairs and replacements to water and sewer lines by handing them parts and tools and making repairs.

Excavates and backfills soil, compacts soil and prepares final grade for temporary patching or topsoil.

Removes large water meters from vaults.

Reads blue prints and use computer software to locate specific locations of water and waste water lines.

Drives a truck and flat bed trailer loaded with backhoe and equipment to various job sites.

Operates all equipment of lower classified workers such as: dump truck, small bull dozers, rubber tired loaders, front end loaders, bobcat, concrete breakers, air compressors, pipe saws, tampers, forklifts, skid loaders, vacuum trucks

Orders, bulk materials, machine parts, and sorts and stocks yard material.

Operates hand and power tools such as air hammers and asphalt saws.

Attends safety training for operating construction vehicles and equipment, working in confined spaces, trenching and shoring, traffic control and first-aid, and CPR.

Performs work in confined spaces and trenches, and follows all Federal, State and local laws on safety precautions and requirements.

Performs work leader duties over a maintenance and repair crew engaged in water/sewer repair, testing and inspection.

Performs preventive maintenance on vehicles, tools, and equipment and makes minor repairs.

Performs work in all types of weather conditions and anytime during the day or week.

Maintains appropriate vehicular and equipment records and logs.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the operating characteristics and preventive maintenance requirements of heavy construction vehicles, equipment and power tools.

Thorough knowledge of construction practices in maintaining roads, sidewalks, curbs and gutters, storm drains and setting grade stakes.

Thorough knowledge of the work hazards and applicable safety precautions required to be applied in operating construction equipment and power tools.

Thorough knowledge of how to effectively and safely rig vehicles, loads and products for towing.

Thorough knowledge of applicable traffic laws, ordinances, and regulations pertaining to operating equipment.

Thorough knowledge of the primary and secondary roads system in Anne Arundel County.

Thorough knowledge of State and County health regulations that pertain to the transporting and disposal of sewage, sewage sludge, recyclable items and solid waste.

Thorough knowledge in excavating around buried utilities.

Ability to lead a maintenance crew in performing work assignments.

Ability to read and follow engineer blue prints.

Ability to read and follow street map directions.

Ability to follow oral and written instructions.

Ability to stand or walk over rough terrain for long periods of time.

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Ability to work in close areas requiring considerable bending, crouching, stretching or crawling.
Ability to climb ladders or scaffolding.
Ability to lift heavy objects and bulky items.
Ability to work in dirty, noisy, dusty conditions where very disagreeable odors may be present.
Ability to work with dangerous hand and power tools.
Ability to work hours beyond the standard workweek and schedule as required.
Ability to establish effective working relationships with other County employees.
Ability to communicate effectively with the public and County employees.

MINIMUM QUALIFICATIONS

Sufficient education to understand and follow oral and written instructions; thorough experience in the operation of heavy-duty automotive and related equipment; and, as determined by area of assignment, a valid commercial Class B motor vehicle operator's license

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APPENDIX B

BID RESPONSE FORM
 (Submit Original and One Duplicate Copy)

Purchasing Agent
 The Heritage Office Complex
 2660 Riva Road, 3rd Floor
 Annapolis, Maryland 21401

In accordance with your Announcement, the Bid Response and Specifications contained herein and dated November 24, 2009, and your General Information and Notice to Bidders bearing the same date, we wish to quote the following:

Item #	Description	Estimated Hrs/Yr.	Unit Price	Extended Price
GROUP A				
1.	Financial Clerk I	63 Hrs.	\$ _____	\$ _____
2.	Office Support Assistant I	2,055 Hrs.	\$ _____	\$ _____
3.	Office Support Assistant II	2,047 Hrs.	\$ _____	\$ _____
4.	Office Support Specialist	38,019 Hrs.	\$ _____	\$ _____
5.	Cashier I	4,560 Hrs.	\$ _____	\$ _____
6.	Claims Adjustor	325 Hrs.	\$ _____	\$ _____
7.	Management Assistant I	1,256 Hrs.	\$ _____	\$ _____
8.	Legal Secretary	300 Hrs.	\$ _____	\$ _____
9.	Laboratory Technician	75 Hrs.	\$ _____	\$ _____
10.	Forensic Chemist I	1 Hr.	\$ _____	\$ _____
11.	Forensic Chemist II	75 Hrs.	\$ _____	\$ _____

Grand Total for all Items GROUP A (#1 – 11) Inclusive \$ _____

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Item #	Description	Estimated Hrs/Yr.	Unit Price	Extended Price
GROUP B				
12.	Meter Technician	11,354 Hrs.	\$ _____	\$ _____
13.	Utilities Line Marking Technician	44 Hrs.	\$ _____	\$ _____
14.	Custodial Worker	9,492 Hrs.	\$ _____	\$ _____
15.	Maintenance Worker I	451 Hrs.	\$ _____	\$ _____
16.	Maintenance Worker II	46 Hrs.	\$ _____	\$ _____
17.	Equipment Operator I	1 Hr.	\$ _____	\$ _____
18.	Equipment Operator II	1 Hr	\$ _____	\$ _____
19.	Equipment Operator III	1 Hr	\$ _____	\$ _____

Grand Total for all Items GROUP B (#12 – 19) Inclusive \$ _____

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

20. The Successful Bidder shall state the number of calendar days required to initially provide services to the County following notification of an award.

_____ calendar days

21. The Successful Bidder shall confirm the ability to provide qualified temporary personnel to the County within 48 hours of the request by the County.

_____ Yes _____ No (check one)

22. The Bidder shall assign at least one (1) contact person to be responsible for the Contract. This contact person and the contact information shall be:

Name: _____
Title: _____
Telephone # _____
Fax #: _____
Email Address: _____

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23. The Successful Bidder shall provide bonding for all temporary workers in the positions specified in this Contract. The Bidder shall provide confirmation that this requirement can and will be met, and are able to do so prior to beginning the Contract.

Yes No (check one)

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APPENDIX C

QUESTIONNAIRE & REFERENCES

Please complete the following questions as part of your Bid Response. This section shall be filled out and returned along with the Bid Response. Failure to provide this information may result in rejection of the Bid Response.

1. Our firm has been in the temporary placement business for _____ years

2. Our firm's headquarters is located at:

ADDRESS

3. Our firm has _____ Branch Offices. Provide the address and number of years in business for every branch office that will be responsible for this Contract, starting with the branch located within a 20 mile radius of Millersville, Maryland.

ADDRESS: _____

YEARS IN BUSINESS: _____

CONTACT PERSON: _____

ADDRESS: _____

YEARS IN BUSINESS: _____

CONTACT PERSON: _____

ADDRESS: _____

YEARS IN BUSINESS: _____

CONTACT PERSON: _____

4. Provide a copy of questionnaires or tests used to determine qualifications for the job classifications listed in IFB.

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5. How does your firm recruit, screen, and interview temporary personnel?

6. Provide list of benefits offered to your temporary personnel.

7. Provide replacement and credit policy for an unsatisfactory temporary worker placement:

8. List at least three (3) professional references similar in size and scope of work:

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE NO.: _____

DESCRIPTION OF CONTRACT: _____

TERM OF CONTRACT: _____

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COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE NO.: _____

DESCRIPTION OF CONTRACT: _____

TERM OF CONTRACT: _____

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE NO.: _____

DESCRIPTION OF CONTRACT: _____

TERM OF CONTRACT: _____

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APPENDIX D

Bidder Information Form

It is further agreed by the undersigned that upon our receipt of your written advice of the acceptance of our Bid, the necessary contract will be executed within ten (10) calendar days after such notice.

Bidding Firm Name: _____

Business Name (e.g., Corp., Inc., Co., T/A, DBA, etc.)

Federal Tax Identification No./SS#: _____

Street Address: _____

City and State: _____ Zip Code _____

Business Phone: (Toll Free #, if applicable) _____ Date: _____

Fax Number: _____ Terms of Payment: _____

Contact Name and Title: _____

Email Address: _____

Website Address, if available: _____

Registration # Issued by the MD Dept. of Assessment and Taxation*: _____

(*See Section 1.13 Corporation Registration)

Name and address of any affiliated company providing goods or services under the agreement: _____

In accordance with the County Code, Article 8-2-119, please list any affiliation with a County employee(s) or official(s). **Include name and type of affiliation** (i.e., relative, business associate, etc.). (*Write "none" if there are no affiliations.*):

- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____
- Name: _____ Affiliation: _____
County Agency or Company Name Where Employed _____

Does your firm qualify as a Minority Business Enterprise? Y or N
MBE Designations Black Male Black Woman Women Asian Hispanic None

Printed Name and Title of Agent: _____

Signature of Agent*: _____

(*See Section 1.25 – Signatures Required for Legal Entities)

The person signing the Bid Response shall initial any alterations in figures on this form in ink.

We wish to submit a "No Bid" at this time, but request that our company remain on your Bidders list for this commodity/service.

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APPENDIX E

AFFIDAVIT

On behalf of _____, I do solemnly declare and affirm, under penalty of perjury,
(Contractor/Bidder/Offeror)
that to the best of my knowledge, information, and belief:

1. Neither _____, nor any of its officers, directors, or partners, or any
(Contractor/Bidder/Offeror)
of its employees who are directly involved in obtaining or performing contracts with the State of Maryland, a unit of the State (as defined in ' 16-101 of the State Finance and Procurement Article of the Maryland Annotated Code), or a local governmental entity in the State, has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any State or of the Federal Government;

(b) been convicted under a State or Federal law or Statute of any offense enumerated in ' 16-203 of the State Finance and Procurement Article of the Maryland Annotated Code; or

(c) been found civilly liable under a State or Federal Antitrust Statute as provided in ' 16-203 of the State Finance and Procurement Article of the Maryland Annotated Code.

2. _____ shall not knowingly enter into a contract with a public
(Contractor/Bidder/Offeror)
body under which a person or business debarred or suspended under Title 16, Subtitle 3 of the State Finance and Procurement Article of the Maryland Annotated Code will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

3. Neither _____, nor any employee or representative of
(Contractor/Bidder/Offeror)

(Contractor/Bidder/Offeror):

(a) agreed, conspired, connived, or colluded to produce a deceptive show of competition in the preparation of the bid or offer being submitted; or

(b) has in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the price of the bid or proposal of any Bidder or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted

Contractor/Bidder/Offeror: _____

By: _____

Title: _____

Date: _____

Subscribed and sworn to before me, a Notary Public of the State of _____, County or City of _____, this _____ day of _____, 2009.

(Notary Public)

My Commission Expires: _____

10/19/04

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APPENDIX F

AGREEMENT FOR SERVICES

THIS AGREEMENT, made this _____ day of _____, 2009, by and between Anne Arundel County, Maryland (the "County"), and _____ (the "Contractor").

WHEREAS, the County issued _____ (IFB/RFP number and title), a copy of which is attached hereto as Attachment A and is incorporated herein and made a part hereof;

WHEREAS, copies of the Contractor's technical proposal, if any, and cost proposal are attached hereto as Attachment B;

WHEREAS, having completed the Procurement process in accordance with Attachment A and the Anne Arundel County Code, the County is awarding the resulting contract to the Contractor; and

WHEREAS, it is the purpose of this Agreement to describe the formal rights and obligations of the parties;

NOW, THEREFORE, WITNESSETH that, for the consideration herein indicated, and in consideration of the mutual promises and covenants set forth in this Agreement, the Contractor and the County agree as follows:

1. The Contractor shall perform services described and outlined in Attachments A and B to this Agreement, which are incorporated herein and are made a part hereof (the "Work").
2. The County and the Contractor shall have all rights and obligations set forth in Attachments A and B.
3. The County shall pay the Contractor up to _____ for Work performed under this Agreement in accordance with the fee schedule set forth in Attachment B to this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Anne Arundel County, Maryland
INVITATION FOR BID
BID NO. 09-101
TEMPORARY WORKER SERVICES

ATTEST: ANNE ARUNDEL COUNTY, MARYLAND

By: Dennis Callahan Date
Title: Chief Administrative Officer

[Contractor's Name]

By: Date
Title: *(Please legibly print name and title above.)*

Approved as to form.

Purchasing Agent Date

Approved as to form and legal sufficiency.

Office of Law Date

Approved as to sufficiency of funds.

Controller Date