

**SOLICITATION FOR CONTINUING SERVICES  
CS #07-052  
TEMPORARY LABOR – NURSING**

**INTRODUCTION**

Polk County, a political subdivision of the State of Florida, seeks the submittal of information from vendors interested in providing nursing services (Certified Nursing Assistants, Licensed Practical Nurses and Registered Nurses) for Polk County. Vendors must submit a certificate of insurance and a copy of a Polk County Local Business Tax Receipt (f/k/a Business License) with the required information. Insurance and license information must be provided prior to commencement of services. All vendors submitting the required information shall have an opportunity to participate.

**SCOPE OF WORK**

Vendor will provide "as needed" nursing services for the Polk County Health and Human Services Division. Polk County will only reimburse vendor(s) at the rates listed in the rate schedule attached. All vendors must comply with the rates listed in this schedule or be subject to removal from the list of awarded vendors.

**TERM**

This is an on-going service and will be reviewed at least annually.

**SUBMITTAL OF RESPONSES**

Interested parties are invited to submit their responses to the Procurement Division. The requested information may be mailed, delivered, faxed, or emailed to:

**Polk County Procurement  
Division 330 West Church Street  
P.O. Box 9005, Drawer AS05  
Bartow, Florida 33831-9005  
Tel: (863) 534-7593  
Fax: (863) 534-6789  
Attn: Danielle Rose  
Email: [daniellerose@polk-county.net](mailto:daniellerose@polk-county.net)**

# SUBMITTAL SHEET

(Please circle)

We are able to provide **CNAs** for **The Rohr Home** per specifications Yes    No

We are able to provide **LPNs** for **The Rohr Home** per specifications Yes    No

We are able to provide **RNs** for **The Rohr Home** per specifications Yes    No

I agree to abide by all conditions of this Continuing Service and certify that I have read and understand the Continuing Services process. I have completed and submitted all Continuing Services submittal forms, and I am authorized to sign this Continuing Service for the provider.

## Vendor must submit the following:

- **Submittal Sheet**
- **Certificate of Insurance**
- **Copy of Polk County Business Tax Receipt**
- **Affidavit Certification Immigration Laws**

FIRM NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## **GENERAL CONDITIONS**

### **INDEMNIFICATION**

The firm shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the County, their agents, elected officials and employees from and against all claims, actions, liabilities, losses, costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of or resulting from or claims to have resulted in whole or in part from any actual or alleged act or omission of the consultant, any subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule, regulation or infringement of patent rights by the firm in the performance of the work; or liens, claims or actions made by the firm or any subcontractor or other party performing the work.

### **ASSIGNMENT**

Any purchase order issued pursuant to this continuing services agreement and the monies which may become due hereunder are not assignable or transferable without the prior written approval of the Procurement Director.

# INSURANCE REQUIREMENTS

Workers' Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute. Non-construction industry sole proprietors and partners are automatically exempt by Florida Law from the provisions of Chapter 440, Florida Statutes (Workers' Compensation). The successful vendor must provide a letter stating the exemption status and number of employees.

Admitted in Florida	Yes
Employer's Liability	\$1,000,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages; Independent Contractors;

Professional Liability Insurance \$1,000,000. (medical malpractice nursing services)

Insurance must apply to personnel providing the services for the County. Coverage cannot apply only to the staffing agency excluding temporary staffing.

The Insurance Certificates to be submitted by the vendor must include the following information. The Certificate Holder must be stated as:

**Polk County, a Political Subdivision of the State of Florida  
330 W. Church St., Room 150  
Bartow, Florida 33830**

The County must be named as additional insured in regards to General Liability. The policy shall contain a waiver of subrogation in favor of Polk County.

The County must be an additional named insured in regards to General Liability. Coverage must be provided by an insurer licensed to do business in the State of Florida and must be rated "A VIII" or better by A.M. Best Rating Company for Class VIII financial size category.

Waiver of subrogation in favor of Polk County is required for General Liability and Worker's Compensation coverages.

Notation on the certificate reflecting the additional insured status and the waiver of subrogation or copies of the endorsements must be provided to verify requirements. "All work performed for Polk County" must be noted on the certificate.

The acceptable form of the certificate of insurance shall be the industry standard ACORD certificate.

Certificate of insurance must be submitted with response.

**FOR VENDOR'S HEALTHCARE SERVICES POOL**

Individuals working with clients must carry professional liability insurance.

***If your agency is not carrying Workers' Compensation for all of its workers, including contracted employees, than those employees not covered under your agency's Workers' Compensation, must complete a Workers' Compensation Exemption Affidavit and submit it to your agency.***

# ***SPECIFICATIONS***

## **(The Rohr Home)**

Vendor must meet all rules, laws and regulations for providing temporary medical staffing in facility.

Vendor will perform a background check (Level 1 for CNAs and Level 2 for LPNs and RNs) and verify résumés and certifications for each temporary employee to ascertain that they are qualified for the work. Each employee reporting for work will bring with them a "Certification Form for Temporary Employees" (see Page 7, Attachment "A") completed by the Vendor. County personnel may request a copy of the temporary employee's background check and abuse check. The successful vendor must comply within 24 hours.

Vendor will ensure all temporary personnel comply with facility's policies and procedures.

Vendor will provide 24-hour day, 7-day week and 365-day (or 366-day) year service, as needed by the requesting facility, including weekends and holidays.

Vendor will provide the County with a list of their recognized holidays.

The following terms apply:

1. County workweek is from Monday through Sunday, which Vendor shall use in determining hours worked for the week. Weekend rates shall begin with shifts starting at 11:00 p.m. or after on Friday and shall end with shifts finishing by 11:30 p.m. on Sunday for eight and one-half (8 1/2) hour shifts. For twelve and one-half (12 1/2) hour shifts, weekend rates shall begin with shifts starting at 7:00 p.m. or after on Friday and shall end with shifts finishing by 7:30 p.m. on Sunday. If, however a complete weekend shift is worked on Sunday and only a maximum of half a shift is worked over the ending of that shift, those hours will also be included in the weekend.
2. Overtime rate shall be one and one-half (1½) the normal rate for hours worked over 40 hours per week at facility; and shall not be charged without prior notification and acceptance of the requesting facility. Facility reserves the right to obtain staffing that will not be charged at the overtime rate.
3. Holiday rate shall be one and one-half (1 ½) the normal rate and shall apply to eight and one-half (8 1/2) hour shifts starting at, or after, 11:00 p.m. the night before the holiday and that end at, or prior to, 11:30 p.m. the night of the holiday. Facility must be notified if the holiday rate will apply. For twelve and one-half (12 1/2) hour shifts, it shall apply to shifts starting at, or after 7:00 p.m. the night before the holiday and that end at, or prior to, 7:30 p.m. the night of the holiday.
4. Late call will be paid, at the applicable rate, from the start of the shift until temporary staffing employee's shift ends or that employee leaves the facility, whichever comes first.
5. CNAs will be scheduled for eight (8) and one-half (8 1/2) hour shifts that shall be comprised of eight (8) hours of paid work time plus one-half (1/2) hour of non-paid lunch time, unless scheduled for less hours.

6. LPNs and RNs will be scheduled for twelve and one-half (12 ½) hour shifts that shall be comprised of twelve (12) hours of paid work time plus one-half (1/2) hour of non-paid lunch time, unless scheduled for less hours. However, if at least eight (8) hours are worked, then a one-half (1/2) hour lunch must still be taken and deducted from the hours.

Temporary positions are described by General Job Descriptions. Should there be a need for specific job descriptions to meet the American Disabilities Act requirements, the Polk County Human Resources Division will furnish, upon request, a complete detailed description for each position requested.

If the County determines the person(s) sent to any job site is/are not qualified to do the required work, within the first four (4) hours after reporting to work, then the person(s) will be sent back to the vendor at no cost to the County.

The requesting facility shall determine the number of hours worked daily, the length of time the additional help is required, and the total number of people required.

The County will pay only in 15-minute increments, not more, not less. If time is not posted on the quarter hour, it will be rounded up or down to the nearest quarter hour. If the time falls seven (7) minutes or less of the quarter hour, it will be rounded down; if it is eight (8) minutes or more of the quarter hour, it will be rounded up.

The County will strive to give a minimum of a 24-hour notice on any position needed. However, in cases of regular employee call-offs, shorter notice may be given. If the vendor is unable to provide services as needed, or response time is slower than another vendor, the County may secure services from another vendor.

The rates listed below will apply to all vendors providing services for The Rohr Home, a skilled nursing facility (1/2 hour deducted for lunch).

<b>The Rohr Home</b>		<b>Minimum Hourly Rate to Employee from Hourly Rate Paid to Vendor</b>	<b>Hourly Rate to Vendor</b>
<b>Item #</b>	<b>Description</b>		
1.	CNA (8.0 hours) Weekdays	\$15.00/hour	\$24.00 / hour (7:00 am – 3:30 pm) \$25.00 / hour (3:00 pm – 11:30 pm) \$25.00 / hour (11:00 pm – 7:30 am)
2.	CNA (8.0 hours) Weekends	\$15.00/hour	\$25.00 / hour (7:00 am – 3:30 pm) \$26.00 / hour (3:00 pm – 11:30 pm) \$26.00 / hour (11:00 pm – 7:30 am)
3.	LPN (12 hours) Weekdays	\$16.00/hour	\$30.00 / hour (7:00 am – 7:30 pm) \$31.00 / hour (7:00 pm – 7:30 am)
4.	LPN (12 hours) Weekends	\$16.00/hour	\$31.00 / hour (7:00 am – 7:30 pm) \$32.00 / hour (7:00 pm – 7:30 am)
5.	RN (12 hours) Weekdays	\$21.00/hour	\$38.00 / hour (7:00 am – 7:30 pm) \$39.00 / hour (7:00 pm – 7:30 am)
6.	RN (12 hours) Weekends	\$21.00/hour	\$39.00 / hour (7:00 am – 7:30 pm) \$40.00 / hour (7:00 pm – 7:30 am)

**ATTACHMENT "A"**  
**CERTIFICATION FORM**  
**FOR**  
**TEMPORARY EMPLOYEES**

The temporary employee listed below has passed the necessary background screening (level 1 for CNAs and level 2 for LPNs and RNs) and is in possession of all necessary licenses and/or certifications according to bid documents. The work assignment has been fully explained. It is understood that the temporary position is for (length of time).

\_\_\_\_\_  
Name of Temporary Employee

\_\_\_\_\_  
Name of Firm (Vendor)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed Name and Title for Above

\_\_\_\_\_  
Phone and Fax Number

\_\_\_\_\_  
Date



**General Job Descriptions for The Rohr Home**  
**REGISTERED NURSE**  
**(The Rohr Home)**

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

ILLUSTRATIVE DUTIES

Responsible for following proper Universal Precautions and Infection Control techniques per policy. Responsible for maintaining and demonstrating current knowledge and operational techniques on all equipment in The Rohr Home utilized by this position. Responsible for assisting with Department's Performance Improvement Program. Responsible for maintaining and demonstrating competency in direct patient care of patients in the adult and geriatric age categories. Responsible for passing medications for up to sixty (60) residents. Knowledgeable and responsible for performing respiratory treatments, wound care, tracheotomy care, gastrostomy feedings, insertion of Foley catheters, changing of gastrostomy tubes, and IV therapy. Responsible for documentation of weekly and monthly summaries with daily charting for infections, incidents and problem areas. Must possess excellent assessment skills and effectively communicate with physician, who is not on site. Responsible for maintaining professional and safe department and work area in line with established safety policies and the image desired for the organization. May be responsible for collecting samples, such as urine, sputum, blood, and cultures from patients to be sent to the designated laboratory for testing. Performs routine waived laboratory tests on samples. Responsible for displaying a positive guest relations attitude and for maintaining proper attendance. Attends required meetings of The Rohr Home, required in-services and continuing education programs as required. Must be willing to work beyond normal hours and other shifts when necessary and will be required to work weekends and holidays as needed. Must be willing to assist with emergency evacuations. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses. Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of nursing principles and standards, knowledge and skill in techniques of good resident care and adequate technical vocabulary. Must be able to read, write, and speak the English language in an understandable manner. Bilingual abilities a plus. Must possess ability to make independent decisions when circumstances warrant such actions. Must possess good sight and hearing senses or use prosthetics that will enable these senses to function adequately so that the position requirements can be fully met. Ability to represent the organization in a professional manner. Ability to work harmoniously and have the leadership quality to act as a role model to health team members. Ability to add, subtract, multiply and divide all units of measure. Capable of moving intermittently throughout the workday, walk long distances, and stand on feet for long periods of time. Must be able to help lift, move, maneuver residents, equipment and supplies. Ability to lift, move, maneuver 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Ability to cope with mental and emotional stresses of the job. Must be willing to work beyond normal hours and other shifts, when necessary, and will be required to work on weekends and holidays as scheduled. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses.

## **LICENSED PRACTICAL NURSE (The Rohr Home)**

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

### ILLUSTRATIVE DUTIES

Responsible for following proper Universal Precautions and infection Control techniques per policy. Maintains and demonstrates current knowledge and operation techniques on all equipment in The Rohr Home utilized by this position. Maintains and demonstrates competency in direct patient care in the adult and geriatric age categories. Responsible for distributing medications for up to sixty (60) residents. Knowledgeable and responsible for performing respiratory treatments, wound care, tracheotomy care, gastrostomy feedings, insertion of Foley catheters, changing of gastrostomy tubes, and IV therapy. Responsible for documentation of weekly and monthly summaries with daily charting for infections, incidents and problem areas. Must possess excellent data collection skills and effectively communicate with physician who is not on site. Maintains a professional and safe department and work area in line with established safety policies and the image desired for the organization. May be responsible for collecting samples, such as urine, sputum, and cultures for patients to be sent to designated laboratory for testing, and performs routine waived laboratory tests on samples. Attends required meetings of The Rohr Home, required in-services and continuing education programs as required. Must be willing to work beyond normal hours and other shifts when necessary and will be required to work weekends and holidays as needed. Must be willing to assist with emergency evacuations. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses. Performs related duties as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of nursing principles and standards. Knowledge and skill in techniques of good resident care and adequate technical vocabulary. Responsible for following The Rohr Home and departmental policies and procedures. Attends required meetings of The Rohr Home, required in services and continuing education programs as required. Must possess ability to make independent decisions when circumstances warrant such actions. Ability to represent the organization in a professional manner. Ability to work harmoniously and have the leadership qualities to act as a role model to health team members. Responsible for displaying a positive guest relations attitude and for maintaining proper attendance.

Ability to add, subtract, multiply and divide all units of measure. Must be able to read, write and speak the English language in an understandable manner.

Must possess good sight and hearing senses or use prosthetics that will enable these senses to function adequately so that the position requirements can be fully met. Capable for moving intermittently throughout the work day, walk long distances and stand on feet for long periods. Must be able to help lift, move, and/or maneuver residents, equipment, and supplies, exerting twenty (20) to fifty (50) pounds occasionally, and/or ten (10) to twenty-five (25) pounds of force frequently, and/or greater than negligible up to ten (10) pounds of force constantly. Ability to cope with mental and emotional stresses of the position. May be exposed to infectious diseases including exposure to HIV and hepatitis B viruses.

## **CERTIFIED NURSING ASSISTANT (The Rohr Home)**

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

### ILLUSTRATIVE DUTIES

Responsible for following proper Universal Precautions and Infection Control techniques per policy. Responsible for maintaining and demonstrating current knowledge and operational techniques on all pieces of equipment in the Department utilized by this position. Responsible for maintaining and demonstrating competency in direct patient care of patients in the adult and geriatric categories. Responsible for following The Rohr Home policies and procedures. Responsible for displaying a positive guest relations attitude and for maintaining proper attendance. Responsible for maintaining a professional and safe department and work area in line with established safety policies and the image desired for the organization. Responsible for attending required meetings of The Rohr Home, required in-services and Continuing Education Programs as necessary. Must be willing to work beyond normal hours and other shifts when necessary and will be required to work weekends and holidays as needed. Must be willing to assist with emergency evacuations. May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses. Performs related duties as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the care needed for sick, disabled or elderly persons. Ability to follow The Rohr Home Nursing Standards of Practice and Care, within applicable Federal, State, local laws and standards. Ability to follow proper Universal Precautions for Infection Control techniques per policy.

Ability to demonstrate knowledge and operational techniques of all pieces of equipment utilized by the Department. Ability to make independent decisions when circumstances warrant such actions. Must be able to apply common sense understanding to carry out instruction furnished in written, oral or in diagram form. Ability to deal tactfully with residents, employees, visitors, Government Agencies/Personnel and the general public. Ability to read, write, and speak the English language in an understandable manner.

Ability to function in a professional manner and follow the dress code. Ability to care for residents in a therapeutic, rehabilitative, and motivational manner. Must honor and respect the rights of the residents. Must possess good sight and hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met. Ability to add, subtract, multiply, and divide all units of measure. Ability to walk long distances, stand on feet for long periods, lift and pull other adults. Ability to lift, move, and maneuver equipment and supplies; exerting 20 to 45 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Ability to cope with mental/emotional stresses of the job.

**AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS**

SOLICITATION NO.: CS 07-052 PROJECT NAME: Temporary Labor-Nursing

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

**STATE OF:** \_\_\_\_\_

**COUNTY OF:** \_\_\_\_\_

The foregoing instrument was signed and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_ who has produced  
(Print or Type Name)

\_\_\_\_\_ as identification.  
(Type of Identification and Number)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Notary Commission Number/Expiration