

CITY OF AURORA, ILLINOIS  
REQUEST FOR PROPOSAL 20-41

**TEMPORARY STAFFING SERVICES**

**SUBMITTAL CHECKLIST**

Each proposal must be placed in an envelope, sealed, and clearly marked on the outside: “20-41 Temporary Staffing Services.” In order to be considered responsive, the Proposer must submit all of the following items in their sealed envelope:

- Proposal Form (Appendix C)
- Proposal Response – Section 5 Appendix A
- Proposer’s Certification (Page 1)
- Proposer’s Tax Certification (Page 2)
- Contact Information (Appendix B)
- Proof of Insurance
- Signed Agreement (Appendix G)

CITY OF AURORA, ILLINOIS  
REQUEST FOR PROPOSAL 20-41

TEMPORARY STAFFING SERVICES

PROPOSAL FORM

**Due Date & Time:** 2:00 p.m. CST, Wednesday, September 2, 2020

To: **City of Aurora  
City Clerk's Office  
44 E Downer Place  
Aurora, Illinois 60507**


The following offer is hereby made to the City of Aurora, Aurora, Illinois, hereafter called the Owner.

Submitted By: STIVERS STAFFING SERVICES, LLC

- I. The undersigned Vendor proposes and agrees, after having examined the specifications, quantities and other RFP documents, to irrevocably offer to furnish the materials, equipment and services in compliance with all terms, conditions, specifications and amendments (if applicable) contained in the proposal solicitation documents. The items in this Request for Proposal, including, but not limited to, all required certificates, are fully incorporated herein as a material and necessary part of the RFP.
  - A. The Vendor shall also include with their proposal any necessary literature, samples, etc., as required within the Request for Proposal, Instruction to Proposers and specifications.
  - B. For purposes of this offer, the terms Offeror, Proposer, and Vendor are used interchangeably.
- II. In submitting this Offer, the Vendor acknowledges:
  - A. All proposal documents have been examined: Instructions to Proposer, Specifications and the following addenda:

No. 1, No. 2, No. \_\_\_\_\_, (Vendor to acknowledge addenda here.)

Proposer's Name: JOHN LEWIN

Signature & Date:  9/1/2020

CITY OF AURORA, ILLINOIS  
REQUEST FOR PROPOSAL 20-41

TEMPORARY STAFFING SERVICES

PROPOSAL FORM

The City of Aurora is accepting proposals to seeking proposals from qualified firm(s) to provide temporary staffing services and/or temp to hire staffing on an as needed basis for various divisions throughout the City of Aurora.

The undersigned acknowledges that with submission of a proposal that they have read and understand the terms and conditions of the agreement to be offered. The proposal also acknowledges that they will comply with said provision should they be awarded the contract.

All proposal prices shall be shown as delivered Aurora Destination, Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07. No additional charges over base proposal price will be accepted without written approval of the Purchasing Director.

The City of Aurora reserves the right at any time and for any reason to cancel this Request for Proposal, to accept or reject any or all Proposals or portion thereof, or accept an alternate proposal. The City reserves the right to waive any immaterial defect in any proposal, or technicality, informality or irregularity in the proposals received, and to disregard all nonconforming or conditional proposals or counter-proposals. Unless otherwise specified by the Proposer or the City, the City reserves the right to hold the best proposals for ninety (90) days from the opening date set forth above. The City may seek clarification from any proposal at any time and failure to respond promptly is cause for rejection. The City further reserves the right to award the RFP to the lowest responsible proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the City.

The undersigned agrees to provide Snow and Ice Control Services on Public Streets, representing the City of Aurora, for the period specified in the contract:

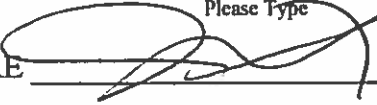
SUBMITTED BY

COMPANY STIVERS STAFFING SERVICES, LLC

ADDRESS 1250 E. DIEHL ROAD, SUITE 304

CITY, STATE, ZIP NAPERVILLE, IL 60563

PREPARER'S NAME JOHN LEWIN

AUTHORIZED SIGNATURE  PRESIDENT  
Please Type Title

EMAIL jlewin@stivers.com

PHONE # (630) 245-0440 FAX # ( ) DATE 9/1/2020

CITY OF AURORA, ILLINOIS  
REQUEST FOR PROPOSALS 20-41  
TEMPORARY STAFFING SERVICES

**PROPOSAL FORM**

“AFFIDAVIT: I (We) hereby certify and affirm that my (our) proposal was prepared independently on this work, that it contains no fees or amounts other than for the legitimate execution of the work as specified, and that it includes no understandings or agreements in restraint of trade.”

(If an Individual)

Signature of Proposer \_\_\_\_\_ (SEAL)

Business Address \_\_\_\_\_  
\_\_\_\_\_

(If a Co-partnership)

Firm name \_\_\_\_\_ (SEAL)

Signed by \_\_\_\_\_ (SEAL)

Business Address \_\_\_\_\_  
\_\_\_\_\_

Insert Names and Addresses of all Members of the Firm \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If a Corporation)

Corporate Name STIVERS STAFFING SERVICES  
Signed by \_\_\_\_\_, President

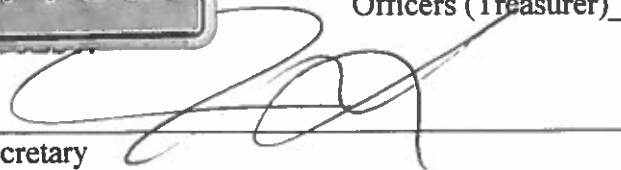
Business Address 1250 E. BIRCH RD, #304  
NAPERVILLE, IL 60563



ert (President) JOHN LEWIN

AL Names of (Secretary) JOHN LEWIN

Officers (Treasurer) MATT LYON

  
Secretary

(Note: Proposers should not add any conditions or qualifying statements to this proposal for the proposal may be declared irregular as being not responsive to the request for proposal.)

CITY OF AURORA, ILLINOIS  
REQUEST FOR PROPOSALS 20-41

**TEMPORARY STAFFING SERVICES**

**PROPOSAL FORM**

I/WE propose to provide Temporary Staffing Service per the request for proposal specifications. Please state the fixed hourly rate, including all related fees, taxes, etc. that the City would be expected to pay for each of the following temporary employee classifications:

	2020	2021	2022
General Office/Administrative/Clerical	22-26/HR	22-26/HR	23-27/HR
Professional/Management	25-50/HR	25-50/HR	25-50/HR
Skilled Labor/Craftsman			
Information Technology/Engineering			

The City and the Agency(s) shall discuss positions that vary from the above four categories to establish hourly rates for any given position. Once established these rates will not change except on an agreed annual bases for the position.

Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07.

The City of Aurora reserves the right to reject any or all Bids, or parts thereof, and to waive any technicality, informality or irregularity in the Bids received, and to disregard all nonconforming or conditional Bids or counter-proposals and to hold the best Bids for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Bid to the lowest responsible Bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed Work or usage and therefore is in the best interest of the City.

SUBMITTED BY

COMPANY STIVERS STAFFING SERVICES, LLC

## Introduction

A.

- Name: Stivers Staffing Services, LLC
- Website: <https://stivers.com/>
- Address: 1250 E. Diehl Road, Suite 304, Naperville, IL 60563
- Phone: (630) 245-0440

B.

- Contact: John Lewin
- Title: President
- Phone: (630)245-0440 office/(513) 407-1517 cell
- Email: [jlewin@stivers.com](mailto:jlewin@stivers.com)

C. We are pioneers in recruiting. Founded in 1945, Stivers is a staffing and recruiting firm specializing in office, professional, and supply chain positions. For 75 years, we've served the needs of our clients by providing access to highly qualified candidates — offering a customized approach to understanding their culture, business objectives, and job requirements. In the beginning, founder Clifford Stivers set his Chicago recruiting firm apart by devising his own system of testing skills, hiring a statistician to validate test scores, and instituting the concept of quality control, revolutionary practices for the industry at the time. As the company grew, he expanded into Chicago's suburbs in the early 1950s, established branch offices on both coasts in the 1960s, then gradually added offices in major cities across the country. Stivers soon became a full-service recruiting firm with a national reach, providing jobs to thousands of people from coast to coast.

Stivers is a member of TalentLaunch, a nationwide network of independently operated staffing and recruitment firms under common ownership. We are united by our commitment to a strong sense of culture which drives our collective growth. Being a member offers a competitive advantage through a peer-based network comprised of staffing and recruitment executives, brand leaders and presidents. Operating Companies in our network have access to a shared services platform leveraging innovative technology offerings and best-in-class services to improve efficiencies, drive key differentiators and create unmatched competitive advantages.

## Services Offered

- **Contract:** We provide flexible staffing during peak periods, vacations/holidays, short-term projects, and one-time-only jobs.
- **Contract-to-Hire:** This "try-before-you-buy" arrangement allows you to assess an employee at your location and evaluate if their skills and work ethic fit into your organization.
- **Direct Hire:** We find the right people for your organization's long-term success quickly and in a cost-effective manner.
- **Payrolling:** You choose the contract employees you wish to add to our payroll. We manage the administrative details and take on all employment risks.

**Number of Employees:** 25 full time

**Normal business hours:** 8a - 5pm Monday through Friday

## Offices:

- Naperville, IL
- Chicago, IL
- St. Louis, MO
- Kansas City, MO
- Denver, CO
- Phoenix, AZ

## **Knowledge and Experience**

A. Stivers remains on the leading edge of recruiting, harnessing best practices and advanced technology to give clients and job candidates experiences that transform into long-lasting relationships. While the nature of work has changed through the years, we have always shown a proven ability to find the right talent in an ever-changing job market. Our teams have access to better talent and innovative technologies that give us an edge over your typical recruiting company.

### **B. Key Personnel**

- John Lewin, President - 23 years in staffing and recruiting across multiple disciplines. Prior to joining Stivers as president in 2019, he worked for large international staffing and recruiting firms leading sales and recruiting teams in accounting and finance, office and legal verticals. He is a graduate of Northern Kentucky University with a degree in Public Administration. He is also currently pursuing his MBA.  
<https://www.linkedin.com/in/john-lewin-5339761/>
- Allie Borner, Recruiting Consultant - over 19 years of staffing and recruiting experience. Allie started her career with Stivers in 2001. She has directly worked with the City of Aurora for many years through our current agreement. She recruits candidates in all three of our areas of specialty (office, professional, supply chain.) She graduated from Eastern Illinois University with a degree in Psychology. Allie works out of the Naperville office.
- Kara Haar, Recruiting Consultant - 1 year of staffing and recruiting experience. Kara focuses on recruiting talent in our office and professional verticals. This includes administrative, customer service, accounting, legal and non-clinical healthcare. Prior to Stivers, she worked as a freelance writer and operations assistant. She holds a Bachelor's degree from the University of Iowa in Journalism and Arts Management. Kara works out of our Chicago Loop office.  
<https://www.linkedin.com/in/kara-haar/>
- Alex Barracato, Account Executive - 8 months of staffing and recruiting experience. Alex focuses in new business development and client engagement in our office and professional verticals. Prior to joining Stivers, he was in banking and financial services in his native Ohio. He is a graduate of Ohio University with degrees in Management &



Strategic Leadership and Finance. Alex works out of our Chicago Loop office.

<https://www.linkedin.com/in/alexander-barracato-16030412b/>

**C. References**

- Lions Club
- American Academy of Orthopedic Surgeons
- SAS Retail Services
- EEOC
- City of Naperville
- Village of La Grange Police Department

**Work Plan and Methodology**

A. Please see "Proven Process" insert included in proposal.

**B. Systems for Recruitment**

- Bullhorn Applicant Tracking System (ATS) – used for recruitment and scheduling
- Peoplesnet – Web based time keeping
- Interviewstream – video interviewing technology
- Employstream/Able – paperless onboarding system for candidates (tax forms, I-9, direct deposit, etc.)
- E-Verify – confirms eligibility to work in the United States
- SkillCheck – Skills Testing Software

**C. Quality Control**

- Two reference checks completed on candidate by Recruiting Consultant and entered in Bullhorn ATS
- Background checks and drugs run through Asurint (vendor) and results are entered into Bullhorn ATS
- All applicable onboarding e-forms are stored and accessible in Bullhorn ATS

**Cost of Services**

A. Proposed payment terms – net 30

- Rate Schedule
  - General office/Administrative/Clerical - \$22-26/hour

- Professional/Management - \$25 – 50/hour


B. No additional charges and fees

**PROPOSER'S CERTIFICATION**

I/We hereby certify that:


- A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Proposer is not barred from bidding on the Project, or entering into this Proposal as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME STIVERS STAFFING SERVICES, LLC  
ADDRESS 1230 E. DIEHL ROAD, SUITE 304  
CITY/STATE/ZIP CODE NAPERVILLE, IL 60563  
NAME OF CORPORATE/COMPANY OFFICIAL JOHN LEWIN  
PLEASE TYPE OR PRINT CLEARLY

TITLE PRESIDENT  
AUTHORIZED OFFICIAL SIGNATURE 

DATE 9/1/2020  
TELEPHONE (630) 245-0440  
FAX No. ( ) \_\_\_\_\_

Subscribed and Sworn to  
Before me this 1st day  
of Sept., 2020

  
Notary Public # 631319  
Ky. At-Large


STATE OF ILLINOIS    )  
                                  )    ss.  
County of Kane        )

**PROPOSER'S TAX CERTIFICATION**

(PROPOSER'S EXECUTING OFFICER), being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the PROPOSER, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from bidding with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

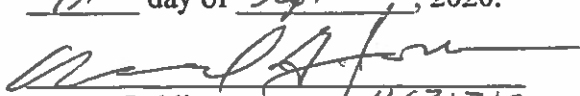
DATED this   1   day of   SEPT  , 2020.

By   
(Signature of Proposer's Executing Officer)  
  JOHN LEWIN    
(Print name of Proposer's Executing Officer)  
  PRESIDENT    
(Title)

ATTEST/WITNESS:

By   
Title   WITNESS  

Subscribed and sworn to before me this  
  1st   day of   SEPT  , 2020.

  
Notary Public  
(SEAL)   #631319    
  Ky. At. Large

CITY OF AURORA, ILLINOIS  
REQUEST FOR PROPOSAL 20-41

TEMPORARY STAFFING SERVICES

CONTACT INFORMATION

Vendor shall provide the following contact information assigned to service the City of Aurora account.

Customer Service/General Information: Ph: 630-245-0440

To order service:

Name: ALLIE BORDER  
Ph: 630-245-0440 Fax: \_\_\_\_\_  
E-mail: aborner@stivers.com

Billing & Invoicing question:

Name: ALLIE BORDER  
Ph: 630-245-0440 Fax: \_\_\_\_\_  
E-mail: aborner@stivers.com

Questions:

Name: ALLIE BORDER  
Ph: 630-245-0440 Fax: \_\_\_\_\_  
E-mail: aborner@stivers.com

Proposer's Name: JOHN LEWIN

Signature & Date:  9/1/2020



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hylant - Cleveland 6000 Freedom Sq Dr, Ste 400 Independence OH 44131	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 216-447-1050		FAX (A/C, No): 216-447-4088
	E-MAIL ADDRESS: Cleveland-office@hylant.com		
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A:</b> Everest Denali Insurance Company	16044
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**INSURED** ALLISOL-01  
 Alliance Solutions Group, LLC  
 (See Attached)  
 6161 Oaktree Blvd.  
 Suite 300  
 Independence OH 44131

**COVERAGES**                      **CERTIFICATE NUMBER: 360158260**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	8600001147191	11/5/2019	11/5/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate Holder is included as an additional insured where required by written contract.

<b>CERTIFICATE HOLDER</b>  City of Aurora 44 E. Downer Place Aurora IL 60507	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## Alliance Solutions Group, LLC

### 2019-2020 Named Insured Schedule

NAME	FEIN #
Alliance Solutions Group, LLC	45-4014987
Alliance Solutions Group, LLC dba Alliance Staffing Solutions	45-4014987
Alliance Healthcare Solutions, LLC	45-3995686
Alliance Industrial Solutions, LLC	27-1519092
Alliance Industrial Elyria, LLC	45-3995394
Alliance Industrial Upper Sandusky, LLC	45-3995432
Alliance Legal Solutions, LLC	45-4262147
Alliance Resource Solutions, LLC	47-1588714
Alliance Scientific Solutions, LLC	45-4003001
Alliance Skilled Industrial, LLC	45-4018719
Alliance Solutions Group of Akron, LLC	45-5489626
Alliance Solutions Group of Connecticut, LLC dba The McIntyre Group	81-3152082
Alliance Solutions of Oregon, LLC dba Selectemp	47-4385788
Alliance Staffing-Youngstown, LLC	45-3994946
Alliance Support Services, LLC	27-4454508
Alliance Vendor Solutions, LLC	27-1518719
Bonney Staffing Center, LLC	83-0558709
Stivers Staffing Solutions, LLC	83-4378584



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/19/2020

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**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group, Inc. - Cleveland 6000 Freedom Sq Dr, Ste 400 Independence OH 44131	CONTACT NAME:	
	PHONE (A/C. No. Ext): 216-447-1050	FAX (A/C. No): 216-447-4088
E-MAIL ADDRESS: Cleveland-office@hylant.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Philadelphia Indemnity Ins Co		18058
INSURED Alliance Industrial Solutions, LLC (see attached) 6161 Oaktree Blvd., Suite 300 Independence OH 44131	ALLISOL-01	INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 904058944

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2097464	2/13/2020	2/13/2021	EACH OCCURRENCE	\$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000					
		MED EXP (Any one person)	\$ 20,000					
		PERSONAL & ADV INJURY	\$ 1,000,000					
		GENERAL AGGREGATE	\$ 3,000,000					
		PRODUCTS - COMP/OP AGG	\$ 3,000,000					
			\$					
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2097464	2/13/2020	2/13/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		BODILY INJURY (Per person)	\$					
		BODILY INJURY (Per accident)	\$					
		PROPERTY DAMAGE (Per accident)	\$					
			\$					
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB711405	2/13/2020	2/13/2021	EACH OCCURRENCE	\$ 10,000,000
		AGGREGATE	\$ 10,000,000					
			\$					
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below							PER STATUTE	OTHER
<input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Errors & Omissions			PHPK2097464	2/13/2020	2/13/2021	Limit	\$1MM/\$3MM
A	Crime/Fidelity			PHSD152603	2/13/2020	2/13/2021	Limit	\$5,000,000
A	Medical Professional Liability			PHPK2097464	2/13/2020	2/13/2021	Limit	\$1MM/\$3MM

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Additional policies include the following:  
ES10412953784  
Lloyd's of London  
Cyber Liability  
Effective 02/13/2020 - 02/13/2021  
Each Claim - \$2,000,000  
Aggregate - \$2,000,000  
Certificate Holder is included as an additional insured where required by written contract.

## CERTIFICATE HOLDER

City of Aurora  
44 E. Downer Place  
Aurora IL 60507

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*Mark Knight*



**Alliance Solutions Group, LLC**  
**Package / Umbrella / Executive Risk / Cyber**  
**Named Insured Schedule**

NAMED INSURED SCHEDULE
Alliance Solutions Group, LLC
Alliance Solutions Group, LLC dba Alliance Staffing Solutions
Alliance Healthcare Solutions, LLC
Alliance Industrial Solutions, LLC
Alliance Industrial Elyria, LLC
Alliance Industrial Upper Sandusky, LLC (Inactive)
Alliance Industrial Youngstown, LLC
Alliance Professional Columbus, LLC (Inactive)
Alliance Legal Solutions, LLC
Alliance Resource Solutions, LLC
Alliance Scientific Solutions, LLC
Alliance Search Solutions, LLC (Inactive)
Alliance Staffing-LI, LLC (Inactive)
Alliance Skilled Industrial, LLC
Alliance Staffing-Technical, LLC (Inactive)
Alliance Staffing-Twinsburg, LLC (Inactive)
Alliance Solutions Group of Akron, LLC
Alliance Solutions Group of Connecticut, LLC dba The McIntyre Group
Alliance Support Services, LLC
Alliance Technical Solutions, LLC (Inactive)
Alliance Vendor Solutions, LLC
Morales Management Service, Inc (Inactive)
Alliance Solutions Group of Oregon, LLC dba Selectemp
Select Employee Leasing, LLC
Bonney Staffing Center, LLC
TalentLaunch, LLC
Stivers Staffing Services, LLC



**To all to whom these Presents Shall Come, Greeting:**

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that*

STIVERS STAFFING SERVICES, LLC, AN OHIO LIMITED LIABILITY COMPANY HAVING OBTAINED ADMISSION TO TRANSACT BUSINESS IN ILLINOIS ON JUNE 27, 2019, APPEARS TO HAVE COMPLIED WITH ALL PROVISIONS OF THE LIMITED LIABILITY COMPANY ACT OF THIS STATE, AND AS OF THIS DATE IS IN GOOD STANDING AS A FOREIGN LIMITED LIABILITY COMPANY ADMITTED TO TRANSACT BUSINESS IN THE STATE OF ILLINOIS.



***In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 18TH day of AUGUST A.D. 2020 .***

*Jesse White*

**CITY OF AURORA AGREEMENT FOR  
TEMPORARAY STAFFING SERVICES**

**THIS AGREEMENT**, entered on this \_\_\_\_\_ day of \_\_\_\_\_, 2020 (“Effective Date”), for the Temporary Staffing Services (“Services”) is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and (“Proposer”), located at \_\_\_\_\_.

**WHEREAS**, the City issued a Request for Proposal (“RFP”) on \_\_\_\_\_ for Temporary Staffing Services; and

**WHEREAS**, the Proposer submitted a response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

**WHEREAS**, on \_\_\_\_\_, the City awarded a contract to Proposer.

**IN CONSIDERATION** of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. **Agreement Documents.** The Agreement shall be deemed to include this document, Proposer’s response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

Request for Proposal 20-41

In connection with the RFP and this Agreement, Proposer acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Proposer represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Proposer shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. **Scope of Services.** Proposer shall perform the Services listed in the RFP, attached hereto as Exhibit 1.

3. **Term.** The initial contract is will be through December 31, 2021, with two 1-year extensions, subject to mutual consent between the City of Aurora and the Proposer.

4. **Compensation.**

a. **Maximum Price.** In accordance with the Proposer's negotiated cost, the price for providing the Services shall be as stated on the submitted proposal form Exhibit 2.

b. **Schedule of Payment.** The City shall pay the Proposer for the Services in accordance with the amounts set forth in Section 7.2. The Proposer shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Payment shall be made upon the basis of the approved invoices and supporting documents. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*) Each invoice shall be accompanied by a statement of the Proposer of the percentage of completion of the Services through the date of the invoice.

5. **Performance of Services.**

**Standard of Performance.** Proposer shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Proposer shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Proposer shall ensure that Proposer and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Proposer shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Proposer or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Proposer from the responsibilities set forth herein.

6. **Termination.**

**Termination for Convenience.** The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Proposer with thirty (30) days notice specifying the termination date. Upon completion of services, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Proposer only for services performed up to the date of termination. After the termination date, Proposer has no further contractual claim against the City based upon this Agreement and any payment so made to the Proposer upon termination shall be in full satisfaction for Services rendered. Proposer shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

7. **Miscellaneous Provisions.**

a. **Illinois Freedom of Information Act.** The Proposer acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

b. **Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. **Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

FOR CITY OF AURORA

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

FOR \_\_\_\_\_

By \_\_\_\_\_

(SEAL)

(CORPORATE SEAL)

(If a Corporation) CORPORATE NAME STIVERS STAFFING SERVICES



By [Signature]  
President - Contractor

ATTEST:

[Signature]  
Secretary

(If a Co-Partnership)

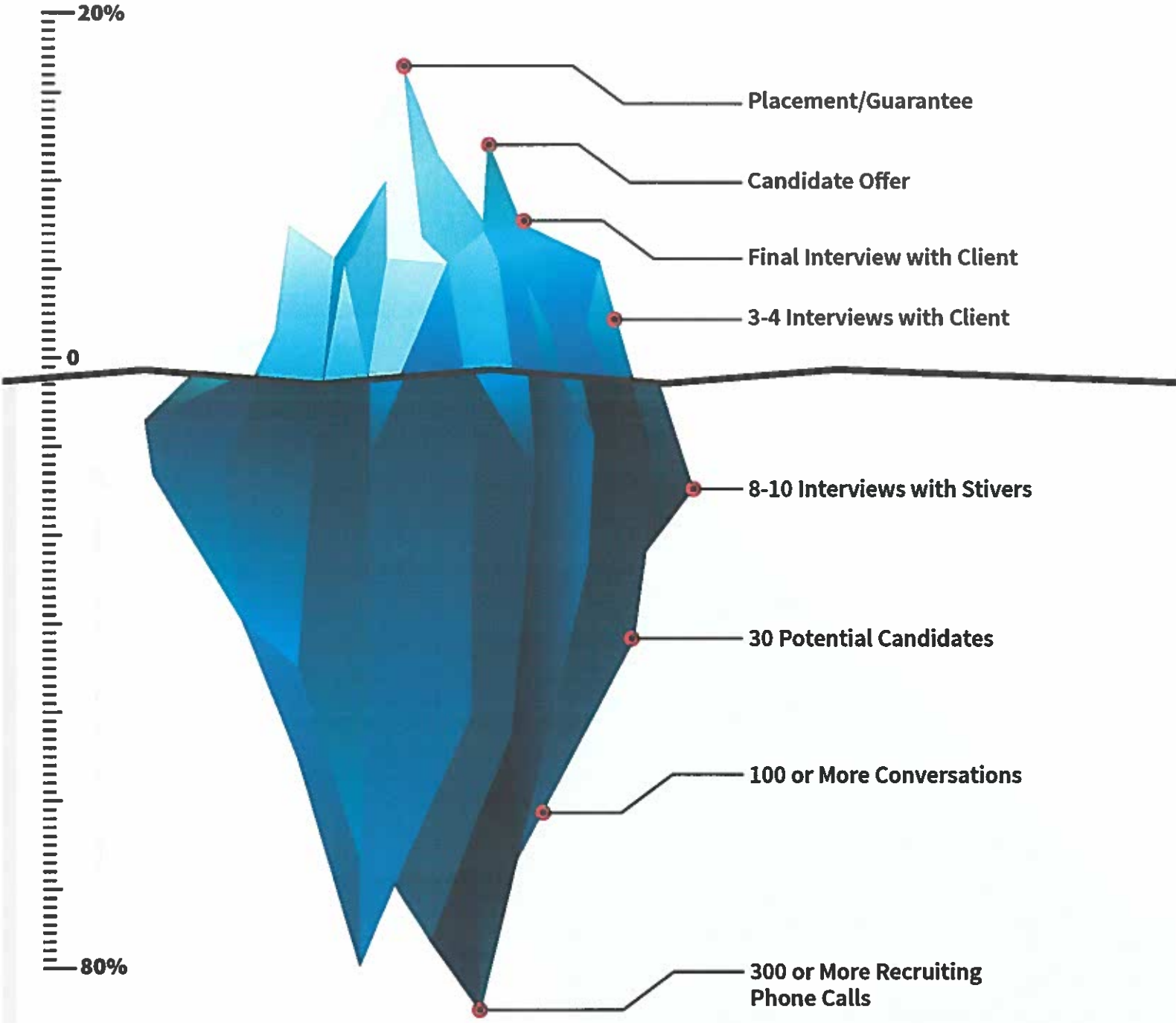
\_\_\_\_\_  
\_\_\_\_\_  
Partners doing Business under the firm  
\_\_\_\_\_  
Contractor

(If an Individual)

\_\_\_\_\_  
\_\_\_\_\_  
Contractor (SEAL)

# Proven Process

A typical search involves hundreds of phone calls to both passive and active job seekers. The placement is merely the tip of the iceberg! Our recruiting process is designed to match the best person available with your job opening!





# Hire with Confidence.

Through our focus on integrity and relationship-building, we work as a partner, not just a vendor. We get to know your culture, your company, and the specifics around the positions you need to fill — ensuring we find you the best possible candidate for the job.

## The right people. No matter the terms.



**Contract:** We provide flexible staffing during peak periods, vacations/holidays, short-term projects, and one-time-only jobs.



**Contract-to-Hire:** This “try-before-you-buy” arrangement allows you to assess an employee at your location and evaluate if their skills and work ethic fit into your organization.



**Direct Hire:** We find the right people for your organization’s long-term success quickly and in a cost-effective manner.



**Payrolling:** You choose the contract employees you wish to add to our payroll. We manage the administrative details and take on all employment risks.

## Partner with Stivers to:



**Save Time & Money**  
Allow us to locate and screen candidates.



**Find Better People**  
Find the skills and experience needed faster than you could on your own.



**Increase Productivity**  
While reducing overtime.



**Adapt...**  
To changing demands.



# Industries we serve.

Specializing in contract, contract-to-hire and direct hire in these areas...



### Office

- Executive Support
- Administrative Support
- Reception
- Customer Service
- Mailroom
- Data Entry



### Professional

- Human Resources
- Accounting & Finance
- Legal Support
- Sales & Marketing
- Non-Clinical Healthcare



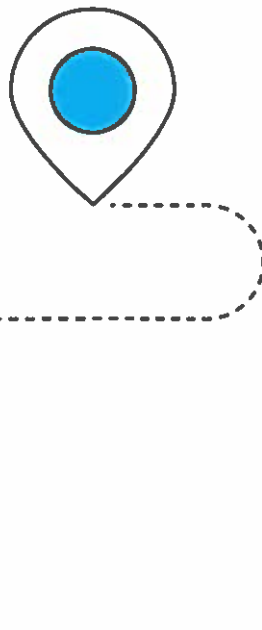
### Skilled Manufacturing & Supply Chain

- Shipping and Receiving
- Manufacturing and Production
- Distribution
- Assembly

## Locations

### Service Areas Include:

- Chicago, Illinois
- Naperville, Illinois
- Phoenix, Arizona
- Denver, Colorado
- Kansas City, Missouri
- St. Louis, Missouri



## Powered by TalentLaunch

Stivers Staffing Services is part of a portfolio of companies powered by TalentLaunch. TalentLaunch provides strategic support that helps fuel the operating companies it serves - enabling them to reach new heights. Services provided include: technology, marketing, back-office support, training & development and strategy insight.



**TALENTLAUNCH**  
REACH NEW HEIGHTS

Find out more on the web!  
[stivers.com](http://stivers.com)

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