ADVANCED®
Staffing, Inc.
2358 Eastex Freeway
Beaumont, Texas 77703
Ph:(409) 835-5566 Fax:(409) 835-5554
www.AdvancedStaffingInc.com

Bid Name: Staffing Services for Temporary Labor
Bid No: RFP 26-0715/SJV
Due Date: 4:00 PM, Tuesday, August 18, 2026
Bid Opening: 7:30 AM, Wednesday, August 19, 2026

Mail or Deliver to: Jefferson County Drainage District No.3
Board of Commissioners
PO Box 388
24460 Hwy 124
Hamshire, Texas 77622

1 of 6 Proposal - Original

DRAINAGE DISTRICT NO. 3, JEFFERSON COUNTY, TEXAS
Shanna J. Verret, Administrative Assistant

24460 Hwy 124, Hamshire, TX 77622 Phone 409-243-3495 Fax 409-243-3158

LEGAL NOTICE
Advertisement for Request for Proposal
15, 2026

Notice is hereby given that sealed proposals will be accepted by the Jefferson County Drainage District No. 3 Board of Commissioners for RFP 26-0715/SJV, Staffing Services for Temporary Labor for Jefferson County Drainage District No. 3.

The District plans to hire a contractor to provide Staffing Services for Temporary Labor. The District is seeking to contract with a qualified Staffing Service Provider (individual/firm). For Temporary Labor in the daily operations of Jefferson County Drainage District No. 3. Specifications for this may be obtained from the Jefferson County Drainage District No. 3 webpage https://www.jcdd3.org/special-notice

Proposals are to be sealed and addressed to the Board of Commissioners with the proposal number and name marked on the outside of the envelope or box. Proposers shall forward an original and three (3) hard copies of their proposal to the address shown below. Late proposals will be rejected as non-responsive. Proposals will be publicly opened and only the firm name will be read aloud in the Jefferson County Drainage District No. 3 Boardroom at the time and date below. Proposals shall be opened in a manner that avoids disclosure of the contents to competing Proposers and maintains the confidentiality of the proposals during negotiations. Proposals will be open for public inspection after the award of the contract, except for trade secrets and confidential information. Proposers are invited to attend the sealed proposal opening.

BID NAME:	**Staffing Services for Temporary Labor**
BID NO:	**RFP 26-0715/SJV**
DUE DATE:	**4:00 PM, Tuesday, August 18, 2026**
BID OPENING	**7:30 AM, Wednesday, August 19, 2026**
MAIL OR DELIVER TO:	**Jefferson County Drainage District No. 3** **Board of Commissioners** **PO Box 388** **24460 Hwy 124** **Hamshire, TX 77622**

Any questions relating to these requirements should be directed to Shanna Verret, Administrative Assistant, at 409-243-3495 or sverret@jcdd3.org. Jefferson County Drainage District No. 3 is an Affirmative Action/Equal Opportunity Employer and encourages Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, and Women-owned Business Enterprises to submit proposals. The District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The District reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the District. The District reserves the right to negotiate with any and all individuals or firms that submit proposals.

Sincerely,

Shanna Verret
Administrative Assistant
Drainage District No. 3, Jefferson County, Texas

Publish: *The Examiner* 30, 2026, August 6, 2026 & August 13, 2026
Electronic Posting https://jcdd3.org/special-notice 15 - August 18, 2026

RFP 26-0715/SJV
STAFFING SERVICES for TEMPORARY LABOR
Bids Due: 4:00PM CT, TUESDAY, August 18, 2026

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Proposal Submissions:

Proposer is responsible for submitting:

- One (1) original proposal to include a completed copy of this specifications packet, in its entirety.
- Three (3) numbered proposal copies to include, at a minimum, all pages requiring completion and/or marked with instructions to be returned with proposal submission and any other documentation requested within these specifications.

Additionally, prior to submitting a proposal Proposer must call Shanna Verret, Administrative Assistant, Jefferson County Drainage District No. 3, (409) 243-3495 see if addenda or additional instructions have been issued. Failure to return all required forms could result in a response being declared as non-responsive.

Proposal Submittal Checklist

The Offeror's attention is especially called to the items listed below, which must be submitted in full as part of the proposal.

Failure to submit any of the documents listed below as part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this Request for Proposal (RFP), may result in the rejection of the proposal.

Offeror shall check each box indicating compliance.

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PACKAGE

- Cover sheet identifying the contract/project being proposed, the name and address of the Offeror, the date of the proposal, and the email address, telephone, and facsimile numbers of the Offeror.
- An acknowledgment and/or response to each section of the proposal.
- Form of business (e.g., corporation, sole proprietorship, partnership); if corporation, the date and state of incorporation.
- Identification of three (3) entities for which the Offeror is providing services of the type requested, including the name, position, and telephone number of a contact person at each entity.
- Identification of all legal claims, demands, contracts terminated or lawsuits filed, threatened, or pending against the Offeror and/or its principal/officers for the last three (3) years, as well as identification of any administrative actions or warnings taken or issued by any federal, state, or local governmental agency to Offeror and/or its principals/officers with regard to the provision of the same or similar service as covered by this RFP, or the payment of moneys under the terms of any agreement(s) relating to such services.
- One (1) *original* proposal to include a completed copy of this specifications packet in its entirety, **and** Five (5) numbered proposal hard copies to include, at a minimum, all pages requiring completion and/or marked with instructions to be returned with the proposal and any other documentation requested within these specifications.
  Each Offeror shall ensure that the required parts of the response are completed with accuracy and submitted as per the requirements within this specifications packet, including any addenda.

PLEASE READ THE "PROPOSAL SUBMITTAL CHECKLIST" INCLUDED IN THIS PACKAGE.

DSF Advanced Staffing, Inc. Company	(409) 835-5566 Telephone Number
2358 Eastex Freeway Bmt.TX 77703 Address	(409) 835-5554 Fax Number
Debbie Frazier Authorized Representative (Please Print)	President Title
Debbie Frazier Authorized Signature	08/18/2026 Date

OFFEROR MUST COMPLETE AND RETURN THIS PAGE WITH OFFER.

Introduction to Proposers

This Request for Proposal (RFP) is to receive proposals from qualified firms to provide Services for Temporary Labor to Jefferson County Drainage District No. 3.

The following items are provided as general information and specifications as required by Jefferson County Drainage District No. 3.

1.1 Vendor Instructions

Read the document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you have a clear understanding of the proposal.

General Requirements apply to all advertised requests for proposals; however, these may be superseded, whole or in part, by the **Scope of Services, Guidelines and Specifications, Requested Responses and Information,** or **other data contained herein.** Be sure your proposal package is complete.

1.2 Governing Law

Proposer is advised that these requirements shall be fully governed by the laws of the State of Texas and that the District may request and rely on advice, decisions, and opinions of the Attorney General of Texas and the District's Attorney concerning any portion of these requirements.

1.3 Ambiguity, Conflict, or other errors in the RFP

If Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Proposer shall immediately notify the District of such error in writing and request modification or clarification of the document. Modifications will be made by issuing Addenda. Written notice will be given to all parties who have been furnished with the RFP without divulging the source of the request for the same. If the Proposer fails to notify the District prior to the date and time fixed for submission of proposals of an error or ambiguity in the RFP known to Proposer, or an error or ambiguity that reasonably should have been known to Proposer, then Proposer shall not be entitled to compensation or additional time by reason of the error or ambiguity or its later resolution.

The District may also modify the RFP, no later than 48 hours prior to the date and time fixed for submission of proposals, by issuance of an Addendum to all parties who have received the RFP. All addenda will be numbered consecutively, beginning with 1.

1.4 Notification of Most Current Address

Firms in receipt of this RFP shall notify Shanna Verret, Jefferson County Drainage District No. 3 Administrative Assistant, of any address changes, contact person changes, and/or telephone number changes no later than 48 hours prior to the date and time fixed for submission of proposals.

1.5 Proposal Preparation Cost

Cost for developing proposals is entirely the responsibility of Proposers and shall not be charged to Jefferson County Drainage District No. 3.

1.6 Signature of Proposal

A transmittal letter, which shall be considered an integral part of the proposal, shall be signed by an individual who is authorized to bind the Proposer contractually. If the Proposer is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

If the Proposer is a partnership, the true name of the firm shall be provided with the signature of the partner or partners authorized to sign.

If the Proposer is an individual, that individual shall sign. If signature is by an agent, other than an officer of a corporation or a member of a partnership, a power of attorney or equivalent document must be submitted to the Jefferson County Drainage District No. 3 Board Of Commissioners prior to the submission of the proposal or with the proposal.

1.7 Economy of Presentation

Proposals shall not contain promotional or display materials, except as they may directly answer in whole or in part questions contained in the RFP. Such exhibits shall be clearly marked with the applicable reference number of the question in the RFP. Proposals must address the technical requirements as specified in the RFP. All questions posed by the RFP must be answered concisely and clearly. Proposals that do not address each criterion may be rejected and not considered.

1.8 Proposal Obligation

The contents of the proposal and any clarification thereof submitted by the selected Proposer shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

1.9 Incorporation by Reference and Precedence

This Agreement is derived from (1) the RFP, written clarifications to the RFP and District's response to questions; (2) the Proposer's Best and Final Offer, and (3) the Proposer's response to the RFP.

In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) Amendments to the Agreement in reverse chronological order; (2) the Agreement, including the Scope of Work; (3) the Proposer's Best and Final Offer; (4) the RFP, including attachments thereto and written responses to questions and written clarifications; and (5) the Proposers response to the RFP.

1.10 Governing Forms

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the District's interpretation shall govern.

1.11 Implied Requirements

Products and services not specifically mentioned in the RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the proposal.

1.12 Compliance with RFP Specifications

It is intended that this RFP describe the requirements and the response format in sufficient detail to secure comparable proposals. Failure to comply with all provisions of the RFP may result in disqualification.

1.13 Vendor Registration: SAM (System for Award Management) Exhibit C

Vendors doing business with the District are required to be registered with The System for Award Management (SAM), with an "active" status. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/Fed Reg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from the SAM website at: https://www.sam.gov

Proposers are strongly encouraged to review their firm's SAM (System for Award Management) status prior to Bid Submission.

1.14 Submission of FORM 1295 (Texas Ethics Commission) Exhibit C

In accordance with House Bill 1295 (passed January 1, 2016), Vendors entering into contracts and professional agreements with the District will be required to complete a Certificate of Interested Parties (FORM 1295), unless contract is considered exempt as described below.

In 2016, the Texas legislature amended the law to require Form 1295 to include an "unsworn declaration" which includes, among other things, the date of birth and address of the authorized representative signing the form. The unsworn declaration, including the date of birth and address of the signatory, replaces the notary requirement that applied to contracts entered into before January 1, 2018. The TEC filing application does not capture the date of birth or street address of the signatory and it will not appear on forms that are filed using the TEC filing application.

Upon entering into a contract or a professional services agreement with the District vendors will be required to submit both:

1. **Submit a FORM 1295 online via the Texas Ethics Commission website link below.**

   Vendors must enter the required information on Form 1295 and print a copy of the completed form.

   The form will include a certification of filing that will contain a unique certification number.

2. **Submit a FORM 1295 hard copy (completed & signed by an Authorized Agent of the Awarded Vendor), to the Jefferson County Drainage District No. 6 Board Of Commissioners.**

FORM 1295, Completion Instructions, and Login Instructions are available via the Texas Ethics Commission Website at:
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

1.15 Emergency/Declared Disaster Requirements

In the event of an emergency or if Jefferson County Drainage District No. 3 is declared a disaster area, by The District, State, or Federal Government, this Acceptance of Offer may be subjected to unusual usage. Proposer shall service The District, during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing as specified shall apply to serving the District's needs regardless of the circumstances. Additional profit margin as a result of supplying services during an emergency or declared disaster shall not be permitted. In the event that additional equipment, supplies, and materials are required during the declared disaster, additional shipping, handling and drayage fees may apply.

1.16 Evaluation

Jefferson County Drainage District No. 3 reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the District's judgment as to the appropriateness of an award to the best evaluated Proposer. This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider's proposal, may also be noted and made part of the evaluation file. Jefferson County Drainage District No. 3 shall have sole responsibility for determining a reliable source. Jefferson County Drainage District No. 3 reserves the right to conduct written and/or oral discussions/interviews after the proposal opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award is in the best interest of Jefferson County Drainage District No. 3.

1.17 Withdrawal of Proposal

The Proposer may withdraw its proposal by submitting a written request over the signature of an authorized individual, as described in paragraph 1.6, to the District any time prior to the submission deadline. The Proposer may thereafter submit a new proposal prior to the deadline. Modification or withdrawal of the proposal in any manner, oral or written, will not be considered if submitted after the deadline.

1.18 Minority-Women Business Enterprise Participation

It is the desire of the District to increase the participation of Minority (MBE) and women owned (WBE) businesses in its contracting and procurement programs. While the District does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

1.19 Award

The District reserves the right to award this contract on the basis of the Best Offer in accordance with the laws of Texas, to waive any formality or irregularity, to make award to more than one Proposer, and/or to reject any or all proposals. In the event the highest dollar Proposer meeting specifications is not awarded a contract, the Proposer may appear before the Board of Commissioners and present evidence concerning their responsibility.

1.20 Ownership of Proposal

All proposals become the property of the Jefferson County Drainage District No. 3 and will not be returned to Proposers.

1.21 Disqualification of Proposer

Upon signing this proposal document, a Proposer offering to sell supplies, materials, services, or equipment to Jefferson County Drainage District No. 3 certifies that the Proposer has not violated the antitrust laws of this state codified in Section 15.01, et seq, Business & Commerce Code, or the Federal Antitrust Laws, and has not communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if the District believes that collusion exists among the Proposers.

1.22 Contractual Development

The contents of the RFP and the selected proposal will become an integral part of the contract but may be modified by provisions of the contract as negotiated. Therefore, the Proposer must be amenable to inclusion in a contract of any information provided (in writing) either in response to this RFP or subsequently during the selection process.

1.23 Assignment

The selected vendor may not assign, sell, or otherwise transfer this contract without written permission of the Jefferson County Drainage District No. 3 Board of Commissioners.

1.24 Contract Obligation

The District's Board of Commissioners must award the contract, and the District President or other person authorized by the Board of Commissioners must sign the contract before it becomes binding on the District or the Proposer. Department heads are not authorized to sign agreements for the District. Binding agreements shall remain in effect until all products and/or services covered by this proposal have been satisfactorily delivered and accepted.

1.25 Termination

The District reserves the right to terminate the contract for default if the awarded vendor breached any of the terms therein, including warranties of Proposer, or if the Proposer becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies the District may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all other requirements to the District's satisfaction, and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days' written notice to either party unless otherwise specified.

1.26 Inspections

The District reserves the right to inspect any item(s) or service location(s) for compliance with specifications and requirements and needs of the using department. If a proposal cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, the District can reject the Proposer as inadequate.

1.27 Testing

Jefferson County Drainage District No. 3 reserves the right to test equipment, supplies, material and goods proposed for quality, compliance with specifications, and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to

meet requirements and/or be unavailable for evaluation, the offer is subject to rejection.

1.28 Loss, Damage, or Claim

The Proposer shall totally indemnify Jefferson County Drainage District No. 3 against all claims by its employees, agents, or representatives or personal injury arising from any cause. In addition, the Proposer shall totally indemnify Jefferson County Drainage District No. 3 against all claims of loss or damage to the Proposer's and Jefferson County Drainage District No. 3's property, equipment, and/or supplies.

1.29 Taxes

The Proposer and its sub-Proposer s, agents and employees, as the case may be, will be responsible for the payment of all federal, state and local taxes, and deposits or contributions imposed or required by law.

1.30 Non-Discrimination

The successful Proposer will be required to comply with the Americans With Disabilities Act and with all provisions of federal, state, county and local (if any) laws and regulations to ensure that no employee or applicant for employment is discriminated against because of race, color, religion, sex, age, handicap or national origin.

1.31 Conflict of Interest

The agreement entered into pursuant to this RFP will contain the Proposer's warranty that, except for bona-fide employees or selling agents maintained by the Proposer for the purpose of securing business, no person or selling Contractor has been employed or retained to solicit this contract upon an agreement or understanding for commission, percentage or contingency.

Further, the Proposer will warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with this RFP or contract and none has been promised contingent upon the award of contract. And, will still further warrant that to its knowledge and best belief, no one being paid under the agreement between the District and the Proposer, is engaged in any activities which would constitute a conflict of interest with respect to the purposes of said agreement.

1.32 Waiver of Subrogation

Proposer and Proposer's insurance carrier waive any and all rights whatsoever with regard to subrogation against the District as an indirect party to any suit arising out of personal or property damages resulting from the Proposer's performance under this agreement.

1.33 Delivery of Proposals

All proposals are to be delivered by 4:00 PM CDT, Tuesday, August 18, 2026, to:

Jefferson County Drainage District No. 3 Attention: Board of Commissioners
PO Box 388, Hamshire, TX 77622 or 24460 Hwy 124, Hamshire, TX 77622.

District Holidays 2020:

January 1	Thursday	New Year's
January 19	Monday	Martin Luther King, Jr. Day
April 2	Thursday	Good Friday
May 25	Monday	Memorial Day
June 18	Thursday	Juneteenth Day
2	Thursday	Independence Day
September 7	Monday	Labor Day
November 12	Thursday	Veteran's Day
November 25 & 26	Wednesday & Thursday	Thanksgiving
December 23 & 24	Wednesday & Thursday	Christmas
December 31	Thursday	New Year's

Jefferson County Drainage District No. 3 will not accept any proposals received after the stated time and date and shall return such proposals unopened to the Proposer.

Jefferson County Drainage District No. 3 will not accept any responsibility for proposals being delivered by third-party carriers.

Proposal Submissions shall be tightly sealed in an opaque envelope or box and plainly marked "SEALED PROPOSAL." The outside of the envelope or box shall also include: Proposal Number, Proposal Name, Proposal Due Date, Proposer's Name and Address; and shall be addressed to the Board of Commissioners.

Proposals shall be opened in a manner that avoids disclosure of the contents to competing Proposers and maintains the confidentiality of the proposals during negotiations. Proposals will be open for public inspection after the award of the contract, except for trade secrets and confidential information.

1.34 Proposal Submissions During Time of Inclement Weather, Disaster, or Emergency

In case of inclement weather or any other unforeseen event causing the District to close for business on the date of the proposal submission deadline, the proposal due date will automatically be postponed until the next business day that District offices are open to the public. Should inclement weather conditions or any other unforeseen event cause delays in courier service operations, the District may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the District of their interest in the project should these conditions impact their ability to submit a bid/proposal/statement of qualifications submission before the stated deadline. The District reserves the right to make the final judgment call to extend any deadline.

Should an emergency or unanticipated event interrupt normal District processes, and proposal submissions cannot be received by the Jefferson County Drainage District No. 3 office by the exact time specified in the RFP and urgent District requirements preclude amendment to the RFP, the time specified for receipt of proposal will be deemed to be extended to the same time of day specified in the solicitation on the first business day on which normal District processes resume.

1.35 Questions

Questions may be emailed to Shanna Verret Administrative Assistant at: sverret@jcdd3.org.

1.36 Tentative Schedule of Events- Dates are subject to change

15, 2026	Issuance of Request for Proposal
August 18, 2026	Deadline Submission (late proposals will not be considered)
August 19, 2026	Proposals distributed to Evaluation Committee
August 24, 2026	Evaluation Committee Convenes to Tabulate Scoring and Determines Short List
August 26, 2026	Conduct Zoom Interview/Best and Final Offer/Short List If Needed
September 16, 2026	Recommendation for Award

2. RFP for Services for Temporary Labor

Jefferson County Drainage District No. 3 The intent and purpose of this Request for Proposal (RFP) is to solicit sealed proposals to provide Services for Temporary Labor on an as-needed basis to the Jefferson County Drainage District No. 3

2.1 Scope of Work

The Contractor will be responsible for providing temporary personnel such as semi-skilled labor, equipment operators, utility skilled labor, and secretarial/clerical staff on a contractual basis as required by the District (see specific job descriptions and current rates for all current temporary positions attached Exhibit B).

If during the contract period, positions not listed on Exhibit B are required, the District may solicit price quotations from the Contractor(s) and add the positions to the contract.

There is no guarantee of any minimum amount of services that may be requested during the term of the contract. Hours and number of Temporary employees required are not guaranteed and will be used on an as needed basis only by the District.

The Contract term will be for (2) two years from the date of contract execution with the option to renew for two (2) additional, two (2) year terms. **The contract shall not exceed an amount of $145,000.00 in one fiscal year** without first having written approval from the Jefferson County Drainage District No. 3 Board of Commissioners.

2.2 Requirements

Temporary personnel shall be employed by the Agency. The Agency shall be responsible for all payroll taxes, workers' compensation, payroll reports, applicable insurances, and other employer federal and state requirements for temporary personnel. A list of all benefits provided should accompany this proposal.

Temporary personnel supplied by the Agency must meet minimum qualifications as specified by the District and have a clean driving record and hold all required licenses including CDL if required for the job position.

Temporary employees should be available for the entire length of the assignment. Every attempt must be made to minimize staffing gaps. As a minimum, a replacement employee must be made available within two (2) business days of employee separation or request by the District for additional employees.

Jefferson County Drainage District No. 3 will have the right at any time to refuse any temporary personnel.

The normal working hours for temporary personnel based on job description are 7:00a.m.to 5:00 p.m., Monday through Thursday, 10 hour days, as employees are paid through their lunch. The District reserves the right to adjust schedules as needed. Successful Proposer must be willing to provide temporary employees during an emergency disaster and be able to continue to adhere to pay dates during the disaster period. Verification of policies which will apply during an emergency opening and after a disaster must be approved by the District.

The Agency shall assign a single point of contact to coordinate and assist in any employment requests, availability, scheduling, billing, contract compliance requirements, reports and problem solving. When requested, the Agency must meet periodically with the District to discuss all services.

The District will assign, and identify to the Agency, the person(s) who are authorized to request temporary personnel. A telephone call from the District's authorized representative along with a Purchase Order shall constitute a job request for service under this contract. The District will not pay any invoices without a written purchase order.

The Agency will be given 24 hours to confirm availability of a temporary worker to fill the request. All hours worked must be approved on a daily basis by the local area supervisor. The District shall not be liable for invoices that cannot be substantiated by the Agency.

The Agency shall not charge the District or any authorized user of the contract any placement fees or agency fees if a temporary employee submits an application for employment with the District, or any authorized user of the contract, and is selected for employment after ninety (90) days.

The Agency will be paid based on invoices submitted. Invoices shall be submitted by the Agency to the District on a weekly basis. The invoices should include the employee's name, dates, hours worked, purchase order number, and the hourly bill rate and pay rate. If at any point, the District determines the contract employee is not performing their duties to the District's standard, the Agency, upon notice from the District shall remove the temporary personnel from the assignment at no charge to the District, and the Agency shall find a suitable replacement.

The Agency shall provide a usage report on a quarterly basis to the District representative named upon award. It shall contain the number of people sent in a particular job code and total payments received.

All work under this contract must be performed by properly trained and competent personnel within the specific job description and must be in accordance with industry standards.

The Agency shall be responsible at all times for the actions and work of its personnel.

Temporary personnel will be required to undergo a criminal history background check and drug test, including hair follicle; the Agency shall ensure that any agency's employees providing services at the District has a criminal history background check. The Agency shall be responsible for all cost associated with the criminal history and drug test for their employees and it is the

responsibility of the Agency that their employees meet all criminal history and drug test requirements. Site-specific training or orientation may be required before employment may begin.

All personnel, supplied under this contract, who are required by the State of Texas law, regulation, or standard to possess a qualification of licensure, registration, credentials or other academic, vocational, or technical certification shall possess the appropriate credentials, licensure and/or certifications prior to temporary placement. The Agency is required to keep the temporary employee's credential file current. When the Agency is requested by the District, they shall provide a copy of the employee's credentials and or license.

The Agency must notify the District immediately should any personnel supplied under this contract, loses their credentials, licensure, and/or certifications required to perform the job while working for the District.

ALL INCLUSIVE SERVICES – Additional work necessary to meet the terms of service under the above scope of work should be identified and included in Proposals.

2.3 Statement of Qualifications

Jefferson County Drainage District No. 3 is seeking to contract with well-qualified professional firm experienced in providing temporary staff to governmental agencies.

Please provide the following information:

- A brief history of the proposing entity, including general background, knowledge of and experience working with relevant agencies, with an emphasis on recent experience;
- A description of work performance including a list of at least three references from past governmental clients, with information describing the recency and relevancy of the previous performance and experience;
- A description of the Proposer's capacity to perform as well as resumes of all employees who will or may be assigned to provide administrative assistance if your firm is awarded this service contract, identifying current employees and proposed hires; and
- A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.

2.4 Proposed Cost of Services

Please provide your cost proposal following the sample provided as Exhibit A. The proposal must include all costs that are necessary to successfully temporary staffing. Please note that the lowest/best price will not be used as the sole basis for entering into this contract; rather, award will be made to the firm(s) providing the best value to the District, cost and other factors considered.

Profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the respondent must disclose and certify in its proposal the percentage of profit being used. **"Cost plus percentage of cost" type proposals are prohibited.**

2.5 PROPOSAL EVALUATION

The selection committee will evaluate each proposal by the described by the evaluation criteria listed below to select a short-list of firms for further consideration.

The District reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by the agencies.
The committee then will schedule interviews with the selected agencies **if necessary**. The selected agencies will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.

2.6 Evaluation Criteria

The proposal received will be evaluated and ranked according to the following criteria

Professional Qualifications – 20 points

State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Texas.

Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Qualifications and capabilities of any subcontractors must also be included.

State the history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

Past Experience with Similar Projects (Specifically Governmental Entities). 30 points

The written proposal must include a summary of the Respondent's demonstrated experience and success in the recruitment and placement of temporary personnel in public works positions, including securing employees who hold a valid drivers' license with a CDL-A endorsement. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title, and contact person.

Proposed Work Plan – 30 points

Provide a detailed and comprehensive description of how the Agency intends to provide the services requested in this RFP, including process and timeline for placement and replacement of personnel and plan for communicating and understanding needs of the District.

The work plan must include a description of the staffing agency's candidate screening process and the agency's employee training plan. The work plan must also provide a response to the following:

- Ability of firm to provide personnel on all shifts and all days
- Ability to provide personnel with appropriate minimum experience and licensing requirements.

Fee Proposal - 20 points

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects.

Agencies shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

Additionally, profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the respondent must disclose and certify in its proposal the percentage of profit being used. **"Cost plus percentage of cost" type proposals are PROHIBITED.**

Authorized Negotiator

Include the name, phone number, and e-mail address of the person(s) in your organization authorized to negotiate the agreement with the District.

Criteria	Maximum Points
Professional Qualifications	20
Past Experience	30
Capacity to Perform	30
Proposed Cost	20
TOTAL	**100**

2.7 Submission Requirements

Each proposal submitted in response to this RFP must be organized to correspond with those numbered sections of this RFP that require a response. Failure to arrange the proposal as requested may result in the disqualification of the proposal. Conciseness and clarity of content are emphasized and encouraged. Vague and general proposals will be considered non-responsive and will result in disqualification. The response must be complete. Failure to provide the required information may result in the disqualification of the proposal. All pages of the proposal must be numbered, and the proposal must contain an organized, paginated table of contents corresponding to the sections and pages of the proposal.

The District requests that proposal submissions NOT be bound by staples or glued spines.

- **Transmittal Letter**
  The Proposer must submit a transmittal letter that identifies the entity submitting the proposal and includes a commitment by that entity to provide the services required by the District. The transmittal letter must be signed by a person legally authorized to bind the Proposer to the representations in the response. In the case of a joint proposal, each party must sign the transmittal letter. The Proposer also must indicate, in its transmittal letter, why it believes that it is the most qualified Proposer to provide the services described in this RFP. The transmittal letter must include a statement of acceptance of the terms and conditions of the contract resulting from this RFP. If Proposer takes exception to any of the proposed terms and conditions stated in this RFP, those exceptions must be noted in the transmittal letter. However, Proposer must realize that failure to accept the terms specified in this proposal may result in disqualification of the proposal.

- **Executive Summary**
  The Proposer must provide an executive summary of its proposal that asserts that the Proposer is providing in its response all of the requirements of this RFP. The executive summary must not exceed three (3) pages and must represent a full and concise summary of the contents of the proposal. The executive summary must not include any information concerning the cost of the proposal. The Proposer must identify any services that are provided beyond those specifically requested. If the Proposer is providing services that do not meet the specific requirements of this RFP, but in the opinion of the Proposer are equivalent or superior to those specifically requested, any such differences must be noted in the executive summary. However, the Proposer must realize that failure to provide the services specifically required may result in disqualification of the proposal.

- **Table of Contents**
  Each proposal must be submitted with a table of contents that clearly identifies and denotes the location of each title and subtitle of the proposal. Additionally, the table of contents must clearly identify and denote the location of all enclosures of the proposal. The table of contents must follow the RFP's structure as much as is practical.

- **A statement regarding the financial stability of the Proposer**
  Including the ability of the Proposer to perform the functions required by this RFP and to provide those services represented by the Proposer in its response.

- **Confidential/Proprietary Information**
  If any material in the proposal submission is considered by Proposer to be confidential or proprietary information (including manufacturing and/or design processes exclusive to the Proposer), Proposer must clearly mark the applicable pages of Proposer's proposal submission to indicate each claim of confidentiality. Additionally, Proposer must include a statement on company letterhead identifying all Proposal section(s) and page(s) that have been marked as confidential. Jefferson County Drainage District No. 3 will protect from public disclosure such portions of a proposal, unless directed otherwise by legal authority, including existing open records acts. Merely making a blanket claim that the entire proposal submission is protected from disclosure because it contains some proprietary information is not acceptable, and will make the entire proposal submission subject
  to release under the Texas Public Information Act.

  By submitting a proposal, Proposer agrees to reproduction by Jefferson County Drainage District No. 3, without cost or liability, of any copyrighted portions of Proposer's proposal submission or other information submitted by Proposer.

- **A statement of conflicts of interest**
  If any, the proposing entity or key employees may have regarding these services, and a plan for mitigating the conflict(s). Please note that the District may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.

- **System for Award Management**
  Consultant/Firm, and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the company as well as the company's principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a printout of the search results that includes the record date.

- **Certification Regarding Lobbying**
  Enclosed in Exhibit C. Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.

- **Form 1295**
  Enclosed in Exhibit C. Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Board of Commissioners will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission. Form 1295 is included in this RFP for your information.

- **Required Contract Provisions**
  Applicable provisions enclosed in Exhibit D must be included in all contracts executed as a result of this RFP.

- **Additional Forms to be completed and submitted with RFP response:**
  Non-Disclosure Agreement Vendor References Signature Page
  Good Faith Effort (HUB Solicitation)
  Notice of Intent (NOI) to Subcontract with HUB
  HUB Subcontracting Participation Declaration

2.8 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms

Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFP. If the awarded vendor is a prime Proposer and may use sub-Proposer s, the following affirmative steps are required of the prime Proposer:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Contractor of the Department of Commerce.

2.9 Deadline for Submission

Proposals must be received no later than 4:00PM CDT, Tuesday, August 18, 2026. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm.

Any questions or requests for clarification must be submitted in writing to Shanna Verret, District Board of Commissioners Sverret@jcdd3.org least 3 business days prior to the deadline. The District may, if appropriate, circulate the question and answer to all firms submitted proposals.

EXHIBIT A
Cost Proposal

Agencies shall be capable of justifying the details of the fee proposal for operating costs relative to personnel costs, overhead, how the overhead rate is derived, material and time.

Profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the respondent must disclose and certify in its proposal the percentage of profit being used.

There is an example provided on the first line below . All temporary labor positions and pay rates are provided and itemized out per current position on EXHIBIT D. Examples are provided to illustrate calculation expectations only and not meant to influence the proposers input for operating cost or profit. As mentioned above, profit will be negotiated as a separate element of price.

REGULAR TIME NON-OVERTIME RATES						
Item Number	*Job Class Codes	Job Name	Current Temporary Labor Class Code Pay Rate Ranges Per Hour	(Operating Costs) Excluding Profit	Profit Excluding Operating Costs	Total Cost for Class Code Per Pay Rate Range Per Hour
EXAMPLE	EXAMPLE	EXAMPLE	$10.00 to $15.00	2%	10%	$11.20 to $16.80
1	7520	Equipment Operator	$15.00 to $25.00	% 29	% 5	$ 20.10-33.50
2	8107	Utility/Skilled Labor Shop	$15.00 to $18.00	% 29	% 5	$ 20.10-24.12
3	7520	Semi-Skilled Labor	$13.00 to $17.00	% 29	% 5	$ 17.42-22.78
4	8810	Secretarial/Clerical	$15.00 to $20.00	% 22	% 5	$ 19.05-25.40

OVERTIME RATES						
Item Number	*Job Class Codes	Job Name	Current Temporary Labor Class Code Pay Rate Ranges Per Hour at Overtime Rates	(Operating Costs) Excluding Profit	Profit Excluding Operating Costs	Total Cost for Class Code Per Pay Rate Range Per Hour
EXAMPLE	EXAMPLE	EXAMPLE WITH TIME AND A HALF RATE FOR OVERTIME (Regular Rate Range in the example above was $10.00 to $15.00)	Overtime Rate Range EXAMPLE Time and a Half $15.00 to $22.50	1.4%	6.6%	$16.20 to $24.30
5	7520	Equipment Operator	$22.50 to $33.75	% 27	% 5	$ 29.70-44.55
6	8107	Utility/Skilled Labor Shop	$22.50 to $27.00	% 27	% 5	$ 29.70-35.64
7	7520	Semi-Skilled Labor	$19.50 to $25.50	% 27	% 5	$ 25.74-33.66
8	8810	Secretarial/Clerical	$22.50 to $30.00	% 20	% 5	$ 28.13-37.50

*As defined by Texas Municipal League's "Classification Codes"

EXHIBIT B

JOB DESCRIPTIONS AND RATES

Equipment Operator - $15.00 to $25.00
Utility/Skilled Labor Shop - $15.00 to $18.00
Semi-Skilled Labor - $13.00 to $17.00
Secretarial/Clerical - $15.00 to $20.00

EXHIBIT C:
Required RFP Forms

DSF Advanced Staffing Inc.

Table of Contents

1. Issuance of Request for Proposal RFP 26-0715/SJV

2. Statement of Qualification

3. Executive Summary

4. Work Plan

5. Bill Rate Includes and Benefits

6. Additional to Cost to Agency

7. Client References

8. Financial Letter

All listed above are **Confidential Proprietary Information**

debbie.frazier advancedstaffinginc.com

From:	debbie.frazier advancedstaffinginc.com
Sent:	Monday, July 27, 2026 10:28 AM
To:	sverret@jcdd3.org
Subject:	FW: RFP - TEMP STAFFING SERVICES
Attachments:	RFP Temporary Staffing DD3.pdf

ADVANCED®
Staffing, Inc.

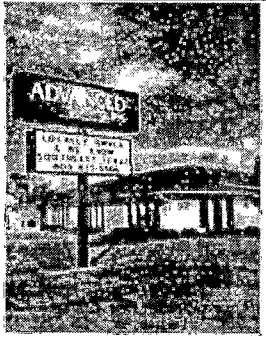
2358 Eastex Freeway
Beaumont, Texas 77703
Phone (409) 835-5566
Fax (409) 835-5554
www.AdvancedStaffingInc.com

Our job is to provide Companies with the best candidates

Shanna, I have received the **RFP 26-0715/SJV** for DD3 and I will be submitting a proposal by 4pm on Tuesday August 18, 2026.

Thank you,

Debbie Frazier
President
409-835-5566 Ext 106
www.AdvancedStaffingInc.com



*****CONFIDENTIALITY NOTICE*****
The information in this email may be confidential and/or privileged. This email is intended to be reviewed by only the individual or organization named above. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this email and its attachments, if any, or the information contained herein

accounting advancedstaffinginc.com

From:	staff advancedstaffinginc.com
Sent:	Tuesday, July 21, 2026 11:06 AM
To:	debbie.frazier advancedstaffinginc.com; accounting advancedstaffinginc.com
Subject:	FW: RFP - TEMP STAFFING SERVICES
Attachments:	RFP Temporary Staffing DD3.pdf

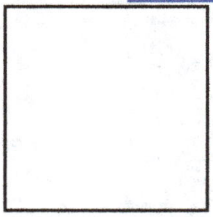
Tammy,

We are currently going out for proposals for hiring a Temp Staffing Service Company. Please find the attached proposal to complete if you are interested in submitting one.
If you have any questions, don't hesitate to get in touch with me for information concerning the proposal.
Thank you for your time.

Sincerely,

Shanna Verret

Administrative Assistant
Drainage District No. 3
Jefferson County, Texas
PO Box 388
24460 Hwy 124
Hamshire, TX 77622
Phone: 409-243-3495
Fax: 409-243-3158
Email: drainage3@jcdd3.org
Website: https://jcdd3.org



CONFIDENTIALITY NOTICE:

THIS TRANSMISSION IS INTENDED FOR THE SOLE USE OF THE INDIVIDUAL AND/OR ENTITY TO WHOM IT IS ADDRESSED, AND MAY CONTAIN INFORMATION AND/OR ATTACHMENTS THAT ARE PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF YOU ARE NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, DISSEMINATION, DISTRIBUTION, DUPLICATION OR THE TAKING OF ANY ACTIONS IN RELIANCE ON THE CONTENTS OF THIS TRANSMISSION BY SOMEONE OTHER THAN THE INTENDED ADDRESSEE OR ITS DESIGNATED AGENT IS STRICTLY PROBHIBITED. IF YOU HAVE RECEIVED THIS MESSAGE IN ERROR, PLEASE NOTIFY THE SENDER BY REPLYING IMMEDIATELY AND DELETE THE MESSAGE.

ADVANCED®
Staffing, Inc.
2358 Eastex Freeway
Beaumont, Texas 77703
Ph:(409) 835-5566 Fax:(409) 835-5554
www.AdvancedStaffingInc.com

Statement of Qualification

Brief background/history of organization
Locally owned & operated Texas Corporation in Jefferson County since 1997.

Our owner, officers, staff members, and all the temporary employees live and work and pay taxes in the Southeast Texas area. By using our firm, you are guaranteed that the funds your company spends on this project will be kept in our local community.

Experience in staffing the same or similar jobs - ASI has a proven record in staffing and managing numerous construction type jobs small and large successfully. ASI has many years of experience in placing Administration, Accounting, Management, CDL Dump Truck Drivers, Track hoe, Dozer, Tractor, Backhoe, Crane operators, Grass Crews, Labor, etc. to the following companies listed in references:

Client References

Jefferson County Drainage DD6 - Karen Stewart (409) 842-1818

Trinity Bay – David Hoyt (409) 296-3602 ext # 144

LNVA – Scott Hall (409) 892-4011

City of Beaumont – Chris Boone (409) 880-3777

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2358 Eastex Freeway
Beaumont, Texas 77703
Ph:(409) 835-5566 Fax:(409) 835-5554
www.AdvancedStaffingInc.com

Executive Summary-

All Staff Member listed have experience with Clients listed in References

Contracts/Legal
Debbie Frazier - President /CEO HR Manager- 35 yrs exp

Accounting / Reports
Stephen Frazier – Vice President / Accounting Manager 30 yrs exp

Client Relations
Crystal Thibodeau – Branch Manager 25 yrs exp

Client Contact : Job Orders and employee issues
Tammy McDaniel - Staffing Manager- 27 yrs exp

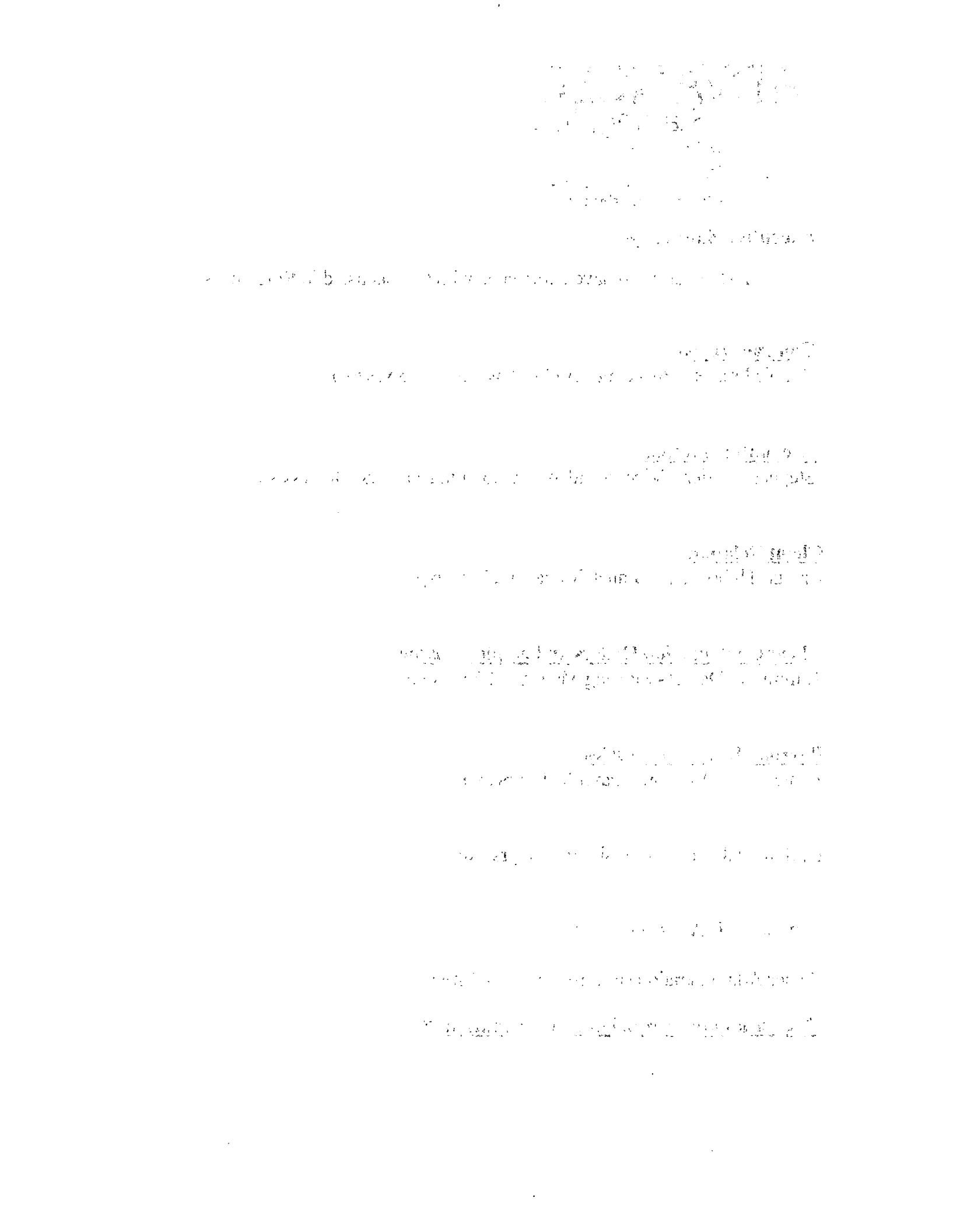
Payroll / Benefits / Injuries
Ashley –HR Assistant / Payroll- 11 yrs exp

Evelyn – HR Staffing Assistant - 6 yrs exp

Taylor – HR Assistant – 2 yrs

Other Administration staff members not listed

****Confidential Proprietary Information****



Work Plan –Advanced Staffing Inc.

Ability to Provide Personnel on all shifts and all days
Ability to provide personnel with appropriate minimum experience and licensing requirements

Process of Orders
Orders will be filled with the most qualified applicant
Orders filled will be given Preference and Priority to Residents of DD3 area
All orders will be confirmed availability within 24 hours and filled ASAP
Replacement will be sent within 2 business days

Prior employment reference checks
Credentials check
Skill Testing and screening
Required Licenses check
Criminal history check
Drug and Alcohol test
Safety screening
Motor Vehicle /License/Insurable check

Checklist for DD3 on all requirements for all employees assigned
All employees assigned will be required to read and sign DD3 Job Descriptions and rules

Confidential Proprietary Information

JEFFERSON COUNTY DRAINAGE DISTRICT #3 "DD3"

EMPLOYEE CHECKLIST

_____ _____

Employee Name Social Security #

_____ 1. Application completed and verified

a. Must not show any documented workplace violence.

b. References must not report violent actions in workplace.

_____2. On site Skill Test

_____ 3. Criminal check

a. Must not include any arrests or convictions for violent crimes.

_____4. Drug Screen

_____5. Applicant must complete DD3 packet and sign job description

_____ 6. Truck drivers must have CDL verify/ Physical /medical examiner card

All items above have been completed for the applicant
requirements of Jefferson County Drainage District #3.

_____ _____

ASI Staff Member DD3 Staff Member

****Confidential Proprietary Information****

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Staffing, Inc.
2358 Eastex Freeway
Beaumont, Texas 77703
Ph:(409) 835-5566 Fax:(409) 835-5554
www.AdvancedStaffingInc.com

Bill Rate Includes
Employer of Record
Confidential placement
Recruiting & Hiring process
Skill Testing and screening
Drug Screen
Motor Vehicle/License/Insurable ck
E-verify
Employee pay
Direct Deposit
Invoicing
FICA
Medicare
Worker's compensation
State unemployment tax
Federal unemployment tax
Unemployment claims
Performance monitoring
Safety Training & Screening
Payroll and accounting cost
W-2 processing
Wage garnishments

****Confidential Proprietary Information****

Advanced Staffing Inc.
Bill Rate Includes

Pre-Hire:

Two (2) paid criminal background checks
Administer and/or Set Up Testing

Upon-Hire:

Administer additional paperwork/policies from client
Maintain filing system for DD3 signed paperwork/policies on all employees (past & present)

Labor & Clerical

6-Panel Drug Screen

CDL drivers

DOT Drug Screen
Alcohol Breath Screen
DOT Physical for Medical Examiners Card
Motor Vehicle Report (MVR)

Annually:

Drug Screen
New Criminal Background
New MVR

Accidents/Incidents/Injury

Drug Screens on ALL accidents/incidents/injuries

Emergency/Hurricane ready

ASI has prepared, implemented, and used an Emergency /Hurricane plan that was successful.
ASI was able to provide service and payroll for Rita, Ike, and Harvey.

1. Main office in Jefferson County is setup with a Natural Gas generac generator,
2. Backup office in Hardin County is past storm surge, windstorm certified, installed generac generator
3. Backup office in Galveston County
4. All Staff members have ability to work remote from any location.

Payroll on Time and Correct-provide payroll correct on time with no interruption during storms.

Benefits for Workers

Insurance Offered – Medical, Dental, Life, Short Term Disability, Vision
PTO (40 hours) Available after work hours met
Attend & Participate in Safety Meetings upon client's request

****Confidential Proprietary Information****

Additional Costs to Agency

Pre-Hire:

Two (2) paid criminal background checks

Motor Vehicle Report (MVR)

Administer and/or Set Up Testing

Upon-Hire:

Administer additional paperwork/policies from client

Maintain filing system for JCDD3 signed paperwork/policies on all employees (past & present)

Drug Screens Administered

10-Panel Drug Screen

DOT Drug Screen

Alcohol Breath Screen

DOT Physical for Medical Examiners Card (Even if they have an existing one)

Annually:

DOT Drug Screen

New Criminal Background

New MVR

Accidents/Incidents/Injury

Drug Screens on ALL accidents/incidents/injuries

EXTRAS

Insurance Offered –Health, Dental, Life, Disability

PTO (40 hours) Available after work hours met

Attend & Participate in Safety Meetings upon client's request

****Confidential Proprietary Information****

Client References

Jefferson County Drainage DD6 - Karen Steward (409) 842-1818

Trinity Bay – David Hoyt (409) 296-3602

LNVA – Scott Hall (409) 892-4011

City of Beaumont – Chris Boone (409) 880-3777

Other reference available

Key Staff Members – all have experience with Clients listed

Debbie Frazier - President /CEO HR Manager- 35 yrs exp

Stephen Frazier – VP Accounting Manager 30yrs exp.

Crystal Thibodeau- Branch Manager – 25 yrs exp

Tammy McDaniel - Staffing Manager- 27 yrs exp

Evelyn – HR Staffing Assistant- 6 yrs exp

Ashley –HR Assistant/Payroll- 11 years

Taylor -HR Admin 6 yrs exp

Other Administration staff members not listed

****Confidential Proprietary Information****

stellar BANK™

July 27, 2026

To Whom It May Concern

Re: Advanced Staffing, Inc and Debbie Frazier

Dear Sir or Madam:

I am pleased to provide this letter of recommendation for Advanced Staffing, Inc. and its owner, Debbie Frazier.

Advanced Staffing, Inc. has been a valued customer of Stellar Bank for several years, and I have had the privilege of working with the company through multiple banking relationships over many years. Throughout this time, the company has consistently conducted its business with professionalism, integrity, and sound financial management. We greatly value our long-standing relationship with Advanced Staffing, Inc.

In addition, Mrs. Frazier has been actively involved in numerous community and civic organizations. She is widely known throughout the community and is highly respected for her leadership, character, and commitment to serving others.

Based on my experience working with both Advanced Staffing, Inc. and Mrs. Frazier, I am confident in recommending them without reservation. I would encourage you to extend any consideration and courtesies appropriate to your relationship with her.

Should you have any questions or require additional information, please feel free to contact me directly at the number listed below.

Sincerely,

Steve Lucas
Executive Vice President

SRL/pc

5999 Delaware
Beaumont, Texas 77706
409.861.5001

Insert System for Award Management (SAM) record search for company name and company principal.

An official website of the United States government Here's how you know

SAM.GOV®

Showing 1 - 1 of 1 results

DSF ADVANCED STAFFING, INC. Active Registration

Entity

Unique Entity ID
S1T7RE38M8L6

CAGE Code
325B6

Physical Address
2358 EASTEX FWY,
BEAUMONT, TX 77703
USA

Expiration Date
Aug 5, 2027

Purpose of Registration
All Awards

An official website of the United States government Here's how you know

SAM.GOV®

Entity Information

DSF ADVANCED STAFFING, INC.

Active Registration

Unique Entity ID
S1T7RE38M8L6

CAGE/NCAGE
325B6

Expiration Date
Aug 5, 2027

Physical Address
2358 Eastex Fwy
Beaumont, Texas
77703-4626, United States

Mailing Address
2358 Eastex Fwy
Beaumont, Texas
77703-4626, United States

Purpose of Registration
All Awards

Version

Current Record

EXCLUSIONS



There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

Active Exclusions

There are no active exclusion records associated to this entity by its Unique Entity ID.

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding $100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Proposer, DSF Advanced Staffi certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Proposer's Authorized Official

Debbie Frazier President
Printed Name and Title of Proposer's Authorized Official

08/18/2026
Date

Proposer Must Complete and Return This Page With Offer

INSTRUCTIONS FOR COMPLETION OF SELF DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal Contractor making the award or loan commitment. Include at least one organizational level below Contractor name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal Contractor). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal Contractor, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348- 0046), Washington, DC 20503

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**Status of Federal Action:** a. bid/offer/application _____ b. initial award c. post-award	**Report Type:** a. initial filing _____ b. material change
Name and Address of Reporting Entity: ____Prime _____Sub-awardee Tier_____, if Known: **Congressional District, if known:**	**If Reporting Entity in No. 4 is Sub-awardee,** Enter Name and Address of Prime: **Congressional District, if known:**	
Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: _____	
Federal Action Number, *if known:*	**9. Award Amount**, *if known:* **$**	
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:** _____ **Print Name:** _____ **Title:** _____ **Telephone No.:**_____**Date:** _____	
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**	

Offeror Must Complete and Return This Page With Offer.

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES — FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties
Complete Nos 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**

2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 **Check only if there is NO Interested Party.** ☐

6 **UNSWORN DECLARATION**

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20_____
(month) (year)

_____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 12/22/2017

Must file online at www.ethics.state.tx.us/File

Vendor References

Signature Page

As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson County Drainage District No. 3 shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would Proposer be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions?.....**Yes** [X] **No** [ ]

This offer shall remain in effect for ninety (90) days from proposal opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this proposal is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Request for Proposal, Conditions of Request for Proposal, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other Proposer or to any other person(s) engaged in this type of business prior to the official opening of this proposal. And further, that neither the Proposer nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to submit a proposal or not to submit a proposal thereon.

DSF Advanced Staffing, Inc.
Proposer (Entity Name)

Debbie Frazier
Signature

2358 Eastex Freeway Beaumont TX
Street & Mailing Address

Debbie Frazier
Print Name

Jefferson, TX, 77703
County, State & Zip

08/18/2026
Date Signed

409-835-5566
Telephone Number

409-835-5554
Fax Number

Debbie.Frazier@AdvancedStaffingInc.com
E-mail Address

Proposer Must Complete and Return This Page With Offer.

Good Faith Effort (GFE) Determination Checklist

This information must be submitted with your bid.

Proposer intends to utilize sub-Proposer s/subconsultants in the fulfillment of this contract (if awarded).
☐ Yes ☒ No

Instructions: In order to determine if a "Good Faith Effort" was made in soliciting HUBs for subcontracting opportunities, the following checklist and supporting documentation shall be completed by the Prime Proposer/Consultant and returned with the Prime Proposer/ Consultant's bid. This list contains the **minimum** efforts that should be put forth by the Prime Proposer/Consultant when attempting to achieve or exceed the goals of HUB Sub-Proposer participation. The Prime Proposer/Consultant may extend his/her efforts in soliciting HUB Sub-Proposer participation beyond what is listed below.

Did the Prime Proposer/Consultant . . .

☒ Yes	☐ No	1. To the extent practical, and consistent with standard and prudent industry standards, divide the contract work into the smallest feasible portions, to allow for maximum HUB Sub-Proposer participation?
☒ Yes	☐ No	2. **Notify** in writing a reasonable number of HUBs, allowing sufficient time for effective participation of the planned work to be subcontracted?
☒ Yes	☐ No	3. **Provide** HUBs that were genuinely interested in bidding on a sub-Proposer , adequate information regarding the project (i.e., plans, specifications, scope of work, bonding and insurance requirements, and a point of contract within the Prime Proposer/Consultant's organization)?
☒ Yes	☐ No	4. **Negotiate** in good faith with interested HUBs, and not reject bids from HUBs that qualify as lowest and responsive Proposers?
☒ Yes	☐ No	5. **Document** reasons HUBs were rejected? Was a written rejection notice, including the reason for rejection, provided to the rejected HUBs?
☒ Yes	☐ No	6. If Prime Proposer/Consultant has zero (0) HUB participation, **please explain the reasons why.** 1 refusal and 2 NO-Replies

If "No" was selected, please explain and include any pertinent documentation with your bid.
If necessary, please use a separate sheet to answer the above questions.

Debbie Frazier
Printed Name of Authorized Representative

Debbie Frazier
Signature

President
Title

08/18/2026
Date

Proposer Shall Return Completed Form with Offer.

Notice of Intent (NOI) to Subcontract with Historically Underutilized Business (HUB)

This information must be submitted with your bid.

Proposer intends to utilize sub-Proposer s/subconsultants in the fulfillment of this contract (if awarded).
☐ Yes ☒ No

Instructions for Prime Proposer/Consultant: Proposer shall submit this form with the bid; however, the information below may be submitted after contract award, but prior to beginning performance on the contract. Please submit one form for each HUB Sub-Proposer /Subconsultant with proper signatures, per the terms and conditions of your contract.

Proposer Name: DSF Advanced Staffing, Inc. HUB: ☐ Yes ☒ No

Address: 2358 Eastex Freeway (Street) Beaumont (City) TX (State) 77703 (Zip)

Phone (with area code): (409) 835-5566 Fax (with area code): (409) 835-5554

Project Title & No.: _____

Prime Contract Amount: $ _____

HUB Sub-Proposer Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Contractor: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County Drainage District No. 3 ☐ Tx Unified Certification Prog.

Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

Debbie Frazier	Debbie Frazier	08/18/2026
Printed Name of Proposer Representative	Signature of Representative	Date
_____	_____	_____
Printed Name of HUB	Signature of Representative	Date

NOTE: NOTHING ON THIS NOTICE OF INTENT FORM IS INTENDED TO CONFER ANY RIGHTS, EXPRESSED OR IMPLIED, TO ANY THIRD PARTIES.

Pre-Approval for Sub-Proposer Substitutions must be obtained from the District Board of Commissioners. The "HUB Sub-Proposer /Subconsultant Change Form" must be completed and faxed to 409-842-2629

Proposer Shall Return Completed Form with Offer.

Historically Underutilized Business (HUB)
Subcontracting Participation Declaration Form

This information must be submitted with your bid.

Proposer intends to utilize sub-Proposer s/subconsultants in the fulfillment of this contract (if awarded).
☐ Yes ☒ No

Prime Proposer: DSF Advanced Staffing, Inc. HUB: ☐ Yes ☒ No

HUB Status (Gender & Ethnicity): Inactive-Changes in the HUB program WO (F White)

Address: 2358 Eastex Freeway (Street) Beaumont (City) TX (State) 77703 (Zip)

Phone (with area code): (409) 835-5566 Fax (with area code): (409) 835-5554

Project Title & No.: _____ RFP/RFP No.: _____

Total Contract: $ _____ Total HUB Subcontract(s): $ _____

Construction HUB Goals: 12.8% MBE:: _____ % 12.6% WBE: _____ %

Sub-goals: 1.6 African-American, 9.6% Hispanic, 0.6% Native American, 0.8% Asian American.
Use these goals as a guide to diversify.

FOR HUB OFFICE USE ONLY:

Verification date HUB Program Office reviewed and verified HUB Sub information Date: _____ Initials: _____

PART I. HUB SUPROPOSER DISCLOSURE

HUB Sub-Proposer Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Contractor: ☐ Texas Bldg & Procurement Comm. ☐ Texas Unified Certification Prog.

Address: _____ (Street) (City) (State) (Zip)

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

Proposer Shall Return Completed Form with Offer.

Historically Underutilized Business (HUB)
Subcontracting Participation Declaration Form

HUB SUB-PROPOSER DISCLOSURE

PART I: Continuation Sheet **(Duplicate as Needed)**

HUB Sub-Proposer Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Contractor: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County Drainage District No. 3 ☐ Tx Unified Certification Prog.

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

_____

HUB Sub-Proposer Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Contractor: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County Drainage District No. 3 ☐ Tx Unified Certification Prog.

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

_____

All HUB Sub-Proposer Participation may be verified with the HUB Sub-Proposer (s) listed on Part I.

Proposer Shall Return Completed Form with Offer.

Historically Underutilized Business (HUB)
Subcontracting Participation Declaration Form

PART II: STATEMENT OF NON-COMPLIANCE FOR NOT MEETING HUB SUBCONTRACTING GOALS

Please complete Good Faith Effort (GFE) Checklist and attach any supporting documentation.

Our firm was unable to meet the HUB goals for this project for the following reasons:

- ☐ All sub-Proposer s to be utilized are "Non-HUBs." *(Complete Part III)*
- ☒ HUBs were solicited but did not respond. 2 did not respond
- ☐ HUBs solicited were not competitive.
- ☐ HUBs were unavailable for the following trade(s):
- ☒ Other: 1 declined to bid

Was the Jefferson County Drainage District No. 3 HUB Office contacted for assistance in locating HUBs? We searched the CMBL for HUB's ☐ Yes ☒ No

PART III: DISCLOSURE OF OTHER "NON-HUB" SUBCONTRACTS

The Proposer shall use this area to provide a listing of all "Non-HUB" Sub-Proposer s, including suppliers, that will perform under this project. A list of those "Non-HUB" Sub-Proposer s the Proposer selects, after bid submission, shall be provided to the Purchasing Office not later than five (5) calendar days after being notified that Proposer is the apparent low Proposer. A list of those "Non-HUB" Sub-Proposer s that are selected after contract award must be provided **immediately** after their selection.

Sub-Proposer Name: _____

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $_____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

Sub-Proposer Name: _____

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $_____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

Proposer Shall Return Completed Form with Offer

Historically Underutilized Business (HUB)
Subcontracting Participation Declaration Form

Sub-Proposer Name: _____

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

Sub-Proposer Name: _____

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

I hereby certify that I have read the *HUB Program Instructions and Information*, truthfully completed all applicable parts of this form, and **attached any necessary support documentation as required**. I fully understand that intentionally falsifying information on this document may result in my not receiving a contract award or termination of any resulting contract.

Name (print or type): Debbie Frazier

Title: President

Signature: Debbie Frazier

Date: 08/18/2026

E-mail address: Debbie.Frazier@AdvancedStaffingInc.com

Contact person that will be in charge of invoicing for this project:

Name (print or type): Debbie Frazier

Title: President

Date: 08/18/2026

E-mail address: Debbie.Frazier@AdvancedStaffingInc.com

Proposer Shall Return Completed Form with Offer

Exhibit D: REQUIRED CONTRACT PROVISIONS

2 CFR 200.326 Contract provisions. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

All Contracts

THRESHOLD	PROVISION	CITATION
>$150,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Contractor Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where Proposers violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>$10,000	All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 36 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 36 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding Contractor.	2 CFR 200 APPENDIX II (F)
None	Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	Records of non-Federal entities. The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas General Land Office (GLO), and the pass-through entity, or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.	2 CFR 200.336
None	Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding Contractor or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-	2 CFR 200.333

THRESHOLD	PROVISION	CITATION
	through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following: (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (b) When the non-Federal entity is notified in writing by the Federal awarding Contractor, cognizant Contractor for audit, oversight Contractor for audit, cognizant Contractor for indirect costs, or pass-through entity to extend the retention period. (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding Contractor or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity. (e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.	

THRESHOLD	PROVISION	CITATION
None	Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;	2 CFR 200.321
	(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Contractor of the Department of Commerce; and (6) Requiring the prime Proposer, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	
None	Verification No Boycott Israel. As required by Chapter 2260, Government Code, PROPOSER hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.	Texas Government Code 2260.002
None	Foreign Terrorist Organizations. Pursuant to Chapter 2252, Texas Government Code, [Company] represents and certifies that, at the time of execution of this Agreement neither [Company], nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 806 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 806.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.	Texas Government Code 2252.152
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of CDBG-MIT funds. If no such funds are awarded, the contract shall terminate.	Optional

EO Clause for Construction Contracts > $10K, including administration & engineering contracts associated with construction contracts

THRESHOLD	PROVISION	CITATION
>$10,000	Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11365, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." 41 CFR 60-1.4 Equal opportunity clause. (b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering Contractor shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause: During the performance of this contract, the Proposer agrees as follows: (1) The Proposer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Proposer will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. (2) The Proposer will, in all solicitations or advertisements for employees placed by or on behalf of the Proposer, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (3) The Proposer will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation	41 CFR §60-1.4(b) and 2 CFR 200 APPENDIX II (C)

of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Proposer's legal duty to furnish information.

(4) The Proposer will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Proposer's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Proposer will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Proposer will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering Contractor and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Proposer's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Proposer may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Proposer will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-Proposer or vendor. The Proposer will take such action with respect to any subcontract or purchase order as the administering Contractor may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Proposer becomes involved in, or is threatened with, litigation with a sub-Proposer or vendor as a result of such direction by the administering Contractor, the Proposer may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it

THRESHOLD	PROVISION	CITATION
	participates in federally assisted construction work: Provided, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any Contractor, instrumentality or subdivision of such government which does not participate in work on or under the contract. The applicant agrees that it will assist and cooperate actively with the administering Contractor and the Secretary of Labor in obtaining the compliance of Proposers and sub-Proposer s with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering Contractor and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering Contractor in the discharge of the Contractor's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a Proposer debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon Proposers and sub-Proposer s by the administering Contractor or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering Contractor may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings. (c) Subcontracts. Each nonexempt prime Proposer or sub-Proposer shall include the equal opportunity clause in each of its nonexempt subcontracts. (d) Inclusion of the equal opportunity clause by reference. The equal opportunity clause may be included by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Director of OFCCP may designate. (e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the Contractor and the Proposer is written. (f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [80 FR 54965, Sept. 11, 2015]	

THRESHOLD	PROVISION	CITATION
>$2,000	*Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland "Anti-Kickback" Act (18 U.S.C. 864; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3):* Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Proposers must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Proposers must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding Contractor. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Proposers and Sub-Proposer s on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each Proposer or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding Contractor.	2 CFR 200 APPENDIX II (D)
>$100,000	Contract Work Hours and Safety Standards Act (40 U.S.C. 3601-3608). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3602 and 3604, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3602 of the Act, each Proposer must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3604 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)
>$150,000	Clean Air Act (42 U.S.C. 6401-6661q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1386), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 6401-6661q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1386). Violations must be reported to the	2 CFR 200 APPENDIX II (G)

THRESHOLD	PROVISION	CITATION
	Federal awarding Contractor and the Regional Office of the Environmental Protection Contractor (EPA).	
>$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Proposers that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Contractor, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	2 CFR 200 APPENDIX II (I) and 24 CFR §560.303

THRESHOLD	PROVISION	CITATION
>$100,000	All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause): A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1601u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The Proposer agrees to send to each labor organization or representative of workers with which the Proposer has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Proposer's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin. D. The Proposer agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the sub-Proposer is in violation of the regulations in 24 CFR part 135. The Proposer will not subcontract with any sub-Proposer where the Proposer has notice or knowledge that the sub-Proposer has been found in violation of the regulations in 24 CFR part 135. E. The Proposer will certify that any vacant employment positions, including training positions, that are filled (1) after the Proposer is selected but before the contract is executed, and (2) with persons other than those to whom the	24 CFR §135.38

	regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Proposer's obligations under 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts. G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 6(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 6(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 6(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 6(b).	
	A non-Federal entity that is a state Contractor or Contractor of a political subdivision of a state and its Proposers must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Contractor (EPA) at 40 CFR part 246 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [68 FR 68608, Dec. 26, 2013, as amended at 69 FR 65885, Dec. 19, 2014]	2 CFR 200 APPENDIX II (J)
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201

Original

Bid Information:

Bid Name: Staffing Services for Temporary Labor

Bid NO: RFP 26-0715/SJV

Due Date: August 18th, 2026 by 4pm

Offeror:

Lofton Industrial Services, LLC

Corporate Office: 9414 Interline Ave. Baton Rouge, LA 70809

Local Office: 85 IH-10/North Regents Park, Suite 101 Beaumont, TX 77707

Local Contact: Candace Singleton – Area Manager

Candace@Lofton.Jobs

Office: 409-833-0800

Fax: 409-833-0833

RFP 26-0715/SJV
STAFFING SERVICES FOR TEMPORARY LABOR
DRAINAGE DISTRICT 3

PROFESSIONAL QUALIFICATIONS

Lofton Industrial Services, LLC
Corporate Office:
9414 Interline Avenue
Baton Rouge, LA 70809
O: 225-924-0200 F: 225-926-5231
www.lofton.jobs

Private Corporation, Incorporated 1979, Louisiana
Fed ID: 46-4250194

Branch Office (Main point of contact):
Candace Singleton, Area Manager
85 IH-10 / North Regents Park, Suite 101
Beaumont, TX 77707
O: 409-833-0800 F: 409-833-0833

Office Locations

Corporate	9414 Interline Avenue, Baton Rouge, LA 70809
Baton Rouge	9414 Interline Avenue, Baton Rouge, LA 70809
Covington	106 Park Place, Suite 115, Covington, LA 70433
Gonzales	214 S. Burnside Avenue, Suite 105, Gonzales, LA 70737
Houma	4752 Hwy. 311, Suite 103, Houma, LA 70360
Lafayette	325 E. Verot School Road, Lafayette, LA 70508
Lake Charles	234 W. Prien Lake Road, Suite 104, Lake Charles, LA 70601
New Orleans	3501 N. Causeway, Suite 100, Metairie, LA 70002
Beaumont	85 IH-10/North Regents Park, Suite 101, Beaumont, TX 77707
Houston	9700 Richmond Avenue, Suite 151, Houston, TX 77042
Little Rock	425 W. Capitol Avenue, Suite 1510, Little Rock, AR 72201

Company History

Founded in 1979 by Mr. Thomas I. Lofton, who brought over 15 years of experience in human resources management in the chemical industry, Lofton Staffing has grown from a modest two-room office to become the largest locally-owned, independent staffing and security company in the southern region. What began as a franchise of a large national company has evolved into a thriving, independent enterprise that proudly serves clients across Louisiana, Texas, Arkansas, and Mississippi.

Now in its second generation of family ownership, Lofton is led by co-presidents Bret and Bart Lofton, sons of founder Tommy Lofton. Since assuming leadership in 2002, the brothers have overseen substantial growth, maintaining the company's founding principles while expanding our capabilities and geographic reach.

Today, Lofton operates 11 locations across the Gulf South, placing candidates in fields ranging from industrial and warehouse to IT, petrochemical, oil & gas, accounting, executive search, medical, and contract security. Businesses across the region rely on Lofton not just for staffing volume, but for deep, ongoing relationships built over decades, the kind of local knowledge and responsiveness a national chain simply can't replicate.

It's that experience and those relationships, built throughout the Gulf South over nearly 50 years, that make Lofton the leader in staffing.

Executive and Professional Personnel

G. BART LOFTON, Co-President
Bart Lofton has over 36 years of experience with the Lofton Corporation. Along with his brother Bret, they own and operate the Lofton companies providing staffing, security, energy and medical services in fourteen markets in multiple states. He has worked and managed all aspects of Lofton's office and field services including employee placement, payroll, sales and marketing, contract negotiations, financial analysis, and office administration.

A native of Louisiana, Bart graduated from Louisiana State University in 1989 where he earned a B.S. degree in Business Management. Bart has been actively involved with several business and volunteer organizations including: The Greater Baton Rouge Society of Human Resource Management, the Louisiana Chemical Industry Alliance, the Baton Rouge Area Chamber, EBR Council on Aging, and the St. James Episcopal Day School Board of Directors.

T. BRET LOFTON, Co-President
A native of Louisiana, Bret Lofton is a 1987 graduate of Louisiana State University where he majored in Merchandising with an emphasis in Business. Bret, along with his brother Bart, own and operate the Lofton companies servicing employee staffing, security, energy and medical in fourteen markets in multiple states.

During his association with Lofton, Bret has worked in every management aspect of office operations as well as in the field. Currently, Bret sits on the Board of Directors and is the Vice President for TSIL Ltd, one of the largest captive insurance companies in the world. Bret is the Captive Investors Fund Board of Director as well. He is involved in Acadiana Society for Human Resource Managers, Acadiana Safety Association, Lafayette Chamber of Commerce, The GAME sports camp, and The Bayou Church pastoral support team. Bret is a public speaker and consultant and also owns MEGSAM Energy Services, LOF Investments. He has held various management and volunteer positions. Bret has also been a buyer of central and basic merchandise for a major department store.

CARL CARVER, Vice President, Lofton Corporation
Carl began his career in 1990 with Ernst & Young in Audit and Business Services. He gained valuable experience auditing and consulting with numerous Fortune 500 businesses within a variety of industries. After a stint with a public company as Director of Strategic Planning, Carl then spent 3 years as an equity Partner and VP of a CFO outsourcing firm based in Jacksonville, FL.

His career in the staffing/outsourcing industry continued when he joined ATS Staffing as CFO and Board member. He was named COO of the company in 1998. In 2006, Carl joined Lofton Staffing & Security as VP and assumed COO/CFO-type responsibilities with the company. He is responsible for directing the Strategic planning of the company and the implementation of all company-wide initiatives.

Carl graduated from the University of North Florida where he lettered in baseball and is a member of their Hall of Fame as a part of the '88-89 teams. Carl is active in his community through volunteering and serving on several boards over the years including being the Finance Chair of TSIL Ltd, Finance Chair of Lutheran Social Services, President of BRAAS, and serving on the Board of Governors of the Jacksonville Chamber of Commerce. He also received recognition by being named to the list of "Top 40 Under 40" by the Jacksonville Business Journal in 2003.

ANGELLE F. HOLLIER, Director of Administration
Angelle began her career with Lofton in 1994. Originally hired as a general office assistant, she moved into the payroll/billing department and in 1997 became the Payroll/Billing Manager for the western division. In 2007, Angelle was promoted to Regional Operations Manager with direct oversight of several branches. In 2012, Angelle's role was expanded to include operational leadership of all Lofton's locations. In 2016, Angelle was elevated to oversite of all corporate level issues with concentration in contracts, legal, insurance and risk management.

Angelle's commitment to health and children are echoed in her involvement with organizations including St. Jude's Children's Hospital, Miles Perret Center, St. Pius School and various breast cancer awareness organizations.

STEPHANIE C. SCHULTZ, Director of Organizational Development
Stephanie joined Lofton and opened the Houston location in August of 2001. After developing the Houston branch to a profitable level, Stephanie took the lead role for all of Lofton's Texas operations while contributing to the overall leadership of the organization. In 2010, with the rebound of the oil and gas market, Stephanie led the development of Lofton's Energy division, which remains a large area of her focus. At the close of 2016, Stephanie's role was once again expanded to encompass oversite of operations companywide with specific focus on procedures and technology usage.

Stephanie is a native of Fort Bend County, Texas and received her Masters of Business Administration with a concentration in Human Resources from LeTourneau University in Longview, Texas.

CANDACE SINGLETON, Area Manager (Point of Contact)
Candace Singleton brings over 14+ years of management, recruiting, and sales experience to Lofton. She most recently held the position of running an Executive Recruiting Firm for the Process Controls Industry and various industrial markets as their Director of Executive Recruiting. Previously, Candace was the Marketing Business Development Manager and Recruiting Sales Manager for a leading Executive Recruiting Firm where she focused on recruiting for the Oil & Gas Industries.

Candace brings the ability to build market position by locating, developing, defining, negotiating, and closing business relationships. Candace prides herself on her entrepreneurial spirit, passion for sales and a proven track record of success. She feels that by taking a hands-on approach to build business opportunities and relationship contributes to her success.

Candace manages operations in the Lake Charles, LA and Beaumont, TX markets focusing on client development and relations as well as ensuring Lofton's award-winning services to job seekers and employees.

PAST EXPERIENCE WITH SIMILAR PROJECTS (SPECIFICALLY GOVERNMENTAL ENTITIES)

Lofton Staffing Services provides reliable, pre-screened temporary and temp-to-hire labor to organizations across the Gulf South, including government agencies and municipal facilities. We understand the documentation, accountability, and compliance standards public-sector contracts require.

Compliance & Accountability

Every candidate placed by Lofton undergoes a multi-tier screening process, including criminal background checks, E-Verify employment eligibility confirmation, and pre-placement drug testing, with all documentation maintained for audit purposes. Our onboarding process is built to support the reporting and verification standards government contracts require, and we're prepared to operate under Service Contract Act (SCA) wage determinations where applicable.

For clients requiring commercial drivers, Lofton applies an additional layer of screening beyond our standard placement process to meet DOT and FMCSA requirements. Every CDL driver we place is verified for a valid, appropriate-class commercial license, with motor vehicle records (MVR) reviewed for violations, suspensions, and at-fault incidents before placement, with all documentation maintained for audit purposes.

We carry general liability and workers' compensation coverage sized for public-sector engagements, giving contracting officers a clear, documented compliance trail from placement through assignment completion.

Reliability & Responsiveness

Government projects run on deadlines, not convenience. Our staffing infrastructure supports rapid turnaround, from same-day requests to sustained multi-week labor deployments, so a surge in demand or an unexpected gap doesn't stall a project. Because staffing decisions are made locally rather than routed through a distant corporate office, we can fill a request or replace a worker within hours, not days, depending pre-employment drug screening and background checks.

Local Presence, Regional Strength

Family-owned and operating since 1979, Lofton combines the accountability of a local employer with the depth of a regional labor pool. We know the workforce, the local labor market, and the expectations of public-sector clients in this region.

Government Contract Experience

Lofton Staffing Services has a proven track record supporting government and municipal clients. That experience has given us direct insight into how public-sector staffing needs differ from private industry, with stricter documentation requirements, defined approval chains, departmental billing requirements, and the need for a staffing partner who can move quickly without cutting corners on compliance.

We fill both short-term and long-term positions for government clients, adapting our approach to the assignment rather than applying a one-size-fits-all model. Our clients get a single point of contact, documented compliance at every step, and the flexibility to scale staffing up or down as project needs change, without the delays that come with navigating a large corporate bureaucracy.

References

City of Beaumont
Misty Gallaher, Human Resources
804 Main Street, Beaumont, TX 77701
409-880-3174
Misty.gallaher@beaumonttexas.gov
Awarded the bid in 2025. Temporary, temp-to-hire positions including: equipment operators, utility/skilled labor shop, semi-skilled labor, and secretarial/clerical.

Ascension Parish Government
Megan Babin, Director of HR
615 E. Worthey Street, Gonzales, LA 70737
225-450-1508
Megan.babin@apgov.us
Temporary, temp-to-hire positions including: administrative, mail couriers, accounting clerks, and mechanics. Payrolling instructors.

Terrebonne Parish Consolidated Government
Ryan Page, Director
8026 W. Main Street #101, Houma, LA 70360
985-873-6470
ryan@tpcg.org
Temporary, temp-to-hire positions including: administrative, dispatcher, driver, general labor, and event staff for the civic center.

In addition, Lofton has long-term partnerships with Lafayette Consolidated Government, City of Port Arthur, and many colleges and universities including, LSU, ULL, Tulane, McNeese State, Lamar University, and SLCC.

PROPOSED WORK PLAN

Lofton Staffing Services will serve as the District's dedicated staffing partner, providing qualified temporary and long-term personnel across four core categories: semi-skilled labor, equipment operators, utility skilled labor, and secretarial/clerical staff.

- **Equipment operators** — Personnel qualified to operate District equipment (e.g., mowers, tractors, forklifts, skid steers, or other heavy equipment as specified), verified for relevant certifications, documented operating experience, and safety record prior to placement.
- **Utility skilled labor** — Tradespeople and technical support staff (e.g., utility maintenance, basic electrical/plumbing support, meter reading, grounds infrastructure) matched against the District's stated skill and certification requirements for each assignment.
- **Semi-skilled labor** — General labor, groundskeeping, warehouse, custodial, and light maintenance support, screened for reliability, physical capability, and basic safety training.
- **Secretarial/clerical staff** — Administrative, front-desk, data entry, and office support personnel screened for relevant software proficiency, communication skills, and where applicable, experience in public-sector or educational office environments.

Placement and Replacement Process and Timeline

Lofton's placement process is designed to minimize downtime for the District while maintaining full compliance with screening and credentialing standards:

1. **Requisition intake:** The District submits a staffing request specifying position type, required skills/certifications, shift, duration, and start date to Lofton's designated account representative.
2. **Candidate identification:** Lofton draws from its pre-screened, active candidate pool or initiates targeted recruitment (if the request requires specialized skills not currently in our database).
3. **Verification and matching:** Candidates are matched against position requirements, with credentials, licensing, and experience re-verified as current before submission to the District.
4. **Candidate submission and District approval:** Lofton only submits qualified candidates for District review. The District retains the right to interview or approve personnel before placement, per contract terms.
5. **Drug Screening:** As part of the required pre-employment screening process, all candidates who receive a conditional offer of employment will complete a hair follicle drug test. Please note that hair follicle testing typically requires 5–7 business days for laboratory processing and result verification, though timelines may vary depending on the testing facility and any necessary confirmation testing. Candidates are not permitted to begin work, enter company facilities in a working capacity, or be added to the schedule until negative results have been received and verified by Lofton.
6. **Placement:** Once interviewing and screening (Background & Drug screen) is completed, personnel are placed according to the agreed start date.

7. **Replacement:** If a placed employee is unavailable, underperforming, or the assignment ends early, Lofton will identify and submit a qualified replacement, targeting placement as soon as possible to minimize service disruption. Replacement personnel undergo the same screening and verification process as initial placements — no exceptions for expedited timelines.

Communication Plan

Candace Singleton will serve as the District's single point of contact, responsible for understanding the District's staffing patterns, seasonal needs, and facility-specific requirements. This includes:

- Regular check-ins (frequency set by the District — weekly, biweekly, or monthly) to review current placements, upcoming needs, and performance feedback.
- A direct escalation line for urgent staffing requests, callouts, or performance concerns, staffed to ensure rapid response outside standard business hours.
- Periodic performance reviews of placed personnel, with the District's feedback incorporated directly into Lofton's ongoing candidate evaluation.

Employee Training Plan

Lofton's will conduct pre-placement orientation that covers workplace safety expectations, District-specific policies and procedures (provided during onboarding), and conduct standards.

Lofton welcomes the opportunity to incorporate District-specific training materials or orientation requirements into this process to ensure placed personnel meet facility-specific expectations from day one.

Ability to Provide Personnel on All Shifts and All Days

Lofton maintains a staffing infrastructure built for continuous coverage, including evenings, weekends, and holidays as required by the District. Our candidate pool is recruited and scheduled specifically to support multi-shift operations, and our local, decision-making-on-site model allows us to fill last-minute shift gaps without routing requests through a distant corporate office. This includes:

- 24/7 availability for urgent replacement requests
- Scheduling flexibility to support rotating shifts, split shifts, or seasonal schedule changes
- Standby/on-call staffing arrangements for the District's peak-demand periods, if needed

Where the District's requirements exceed what is standard in Lofton's existing candidate pool, we will conduct targeted recruitment to source candidates who meet the specified threshold, rather than submitting under-qualified personnel to meet a timeline.

DRAINAGE DISTRICT NO. 3, JEFFERSON COUNTY, TEXAS
Shanna J. Verret, Administrative Assistant

24460 Hwy 124, Hamshire, TX 77622 Phone 409-243-3495 Fax 409-243-3158

LEGAL NOTICE
Advertisement for Request for Proposal
15, 2026

Notice is hereby given that sealed proposals will be accepted by the Jefferson County Drainage District No. 3 Board of Commissioners for RFP 26-0715/SJV, Staffing Services for Temporary Labor for Jefferson County Drainage District No. 3.

The District plans to hire a contractor to provide Staffing Services for Temporary Labor. The District is seeking to contract with a qualified Staffing Service Provider (individual/firm). For Temporary Labor in the daily operations of Jefferson County Drainage District No. 3. Specifications for this may be obtained from the Jefferson County Drainage District No. 3 webpage https://www.jcdd3.org/special-notice

Proposals are to be sealed and addressed to the Board of Commissioners with the proposal number and name marked on the outside of the envelope or box. Proposers shall forward an original and three (3) hard copies of their proposal to the address shown below. Late proposals will be rejected as non-responsive. Proposals will be publicly opened and only the firm name will be read aloud in the Jefferson County Drainage District No. 3 Boardroom at the time and date below. Proposals shall be opened in a manner that avoids disclosure of the contents to competing Proposers and maintains the confidentiality of the proposals during negotiations. Proposals will be open for public inspection after the award of the contract, except for trade secrets and confidential information. Proposers are invited to attend the sealed proposal opening.

BID NAME:	**Staffing Services for Temporary Labor**
BID NO:	**RFP 26-0715/SJV**
DUE DATE:	**4:00 PM, Tuesday, August 18, 2026**
BID OPENING	**7:30 AM, Wednesday, August 19, 2026**
MAIL OR DELIVER TO:	**Jefferson County Drainage District No. 3** **Board of Commissioners** **PO Box 388** **24460 Hwy 124** **Hamshire, TX 77622**

Any questions relating to these requirements should be directed to Shanna Verret, Administrative Assistant, at 409-243-3495 or sverret@jcdd3.org. Jefferson County Drainage District No. 3 is an Affirmative Action/Equal Opportunity Employer and encourages Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, and Women-owned Business Enterprises to submit proposals. The District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The District reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the District. The District reserves the right to negotiate with any and all individuals or firms that submit proposals.

Sincerely,

Shanna Verret
Administrative Assistant
Drainage District No. 3, Jefferson County, Texas

Publish: *The Examiner* 30, 2026, August 6, 2026 & August 13, 2026
Electronic Posting https://jcdd3.org/special-notice 15 - August 18, 2026

RFP 26-0715/SJV
STAFFING SERVICES for TEMPORARY LABOR
Bids Due: 4:00PM CT, TUESDAY, August 18, 2026

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Exhibit B: Job Descriptions and Rates 19
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Exhibit D Required Contractual Terms 2 CFR 200 33

Proposal Submissions:

Proposer is responsible for submitting:

■ One (1) original proposal to include a completed copy of this specifications packet, in its entirety.

■ Three (3) numbered proposal copies to include, at a minimum, all pages requiring completion and/or marked with instructions to be returned with proposal submission and any other documentation requested within these specifications.

Additionally, prior to submitting a proposal Proposer must call Shanna Verret, Administrative Assistant, Jefferson County Drainage District No. 3, (409) 243-3495 see if addenda or additional instructions have been issued. Failure to return all required forms could result in a response being declared as non-responsive.

Proposal Submittal Checklist

The Offeror's attention is especially called to the items listed below, which must be submitted in full as part of the proposal.

Failure to submit any of the documents listed below as part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this Request for Proposal (RFP), may result in the rejection of the proposal.

Offeror shall check each box indicating compliance.

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PACKAGE

- Cover sheet identifying the contract/project being proposed, the name and address of the Offeror, the date of the proposal, and the email address, telephone, and facsimile numbers of the Offeror.
- An acknowledgment and/or response to each section of the proposal.
- Form of business (e.g., corporation, sole proprietorship, partnership); if corporation, the date and state of incorporation.
- Identification of three (3) entities for which the Offeror is providing services of the type requested, including the name, position, and telephone number of a contact person at each entity.
- Identification of all legal claims, demands, contracts terminated or lawsuits filed, threatened, or pending against the Offeror and/or its principal/officers for the last three (3) years, as well as identification of any administrative actions or warnings taken or issued by any federal, state, or local governmental agency to Offeror and/or its principals/officers with regard to the provision of the same or similar service as covered by this RFP, or the payment of moneys under the terms of any agreement(s) relating to such services.
- One (1) *original* proposal to include a completed copy of this specifications packet in its entirety, **and** Five (5) numbered proposal hard copies to include, at a minimum, all pages requiring completion and/or marked with instructions to be returned with the proposal and any other documentation requested within these specifications.
  Each Offeror shall ensure that the required parts of the response are completed with accuracy and submitted as per the requirements within this specifications packet, including any addenda.

PLEASE READ THE "PROPOSAL SUBMITTAL CHECKLIST" INCLUDED IN THIS PACKAGE.

Lofton Industrial Services, LLC	409-833-0800
Company	Telephone Number
85 IH-10 N Regents Park Ste 101	
Address	Fax Number
T. Bret Lofton	Co Owner
Authorized Representative (Please Print)	Title
	08/12/2026
Authorized Signature	Date

OFFEROR MUST COMPLETE AND RETURN THIS PAGE WITH OFFER.

Introduction to Proposers

This Request for Proposal (RFP) is to receive proposals from qualified firms to provide Services for Temporary Labor to Jefferson County Drainage District No. 3.

The following items are provided as general information and specifications as required by Jefferson County Drainage District No. 3.

1.1 Vendor Instructions

Read the document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you have a clear understanding of the proposal.

General Requirements apply to all advertised requests for proposals; however, these may be superseded, whole or in part, by the **Scope of Services, Guidelines and Specifications, Requested Responses and Information,** or **other data contained herein.** Be sure your proposal package is complete.

1.2 Governing Law

Proposer is advised that these requirements shall be fully governed by the laws of the State of Texas and that the District may request and rely on advice, decisions, and opinions of the Attorney General of Texas and the District's Attorney concerning any portion of these requirements.

1.3 Ambiguity, Conflict, or other errors in the RFP

If Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Proposer shall immediately notify the District of such error in writing and request modification or clarification of the document. Modifications will be made by issuing Addenda. Written notice will be given to all parties who have been furnished with the RFP without divulging the source of the request for the same. If the Proposer fails to notify the District prior to the date and time fixed for submission of proposals of an error or ambiguity in the RFP known to Proposer, or an error or ambiguity that reasonably should have been known to Proposer, then Proposer shall not be entitled to compensation or additional time by reason of the error or ambiguity or its later resolution.

The District may also modify the RFP, no later than 48 hours prior to the date and time fixed for submission of proposals, by issuance of an Addendum to all parties who have received the RFP. All addenda will be numbered consecutively, beginning with 1.

1.4 Notification of Most Current Address

Firms in receipt of this RFP shall notify Shanna Verret, Jefferson County Drainage District No. 3 Administrative Assistant, of any address changes, contact person changes, and/or telephone number changes no later than 48 hours prior to the date and time fixed for submission of proposals.

1.5 Proposal Preparation Cost

Cost for developing proposals is entirely the responsibility of Proposers and shall not be charged to Jefferson County Drainage District No. 3.

1.6 Signature of Proposal

A transmittal letter, which shall be considered an integral part of the proposal, shall be signed by an individual who is authorized to bind the Proposer contractually. If the Proposer is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

If the Proposer is a partnership, the true name of the firm shall be provided with the signature of the partner or partners authorized to sign.

If the Proposer is an individual, that individual shall sign. If signature is by an agent, other than an officer of a corporation or a member of a partnership, a power of attorney or equivalent document must be submitted to the Jefferson County Drainage District No. 3 Board Of Commissioners prior to the submission of the proposal or with the proposal.

1.7 Economy of Presentation

Proposals shall not contain promotional or display materials, except as they may directly answer in whole or in part questions contained in the RFP. Such exhibits shall be clearly marked with the applicable reference number of the question in the RFP. Proposals must address the technical requirements as specified in the RFP. All questions posed by the RFP must be answered concisely and clearly. Proposals that do not address each criterion may be rejected and not considered.

1.8 Proposal Obligation

The contents of the proposal and any clarification thereof submitted by the selected Proposer shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

1.9 Incorporation by Reference and Precedence

This Agreement is derived from (1) the RFP, written clarifications to the RFP and District's response to questions; (2) the Proposer's Best and Final Offer, and (3) the Proposer's response to the RFP.

In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) Amendments to the Agreement in reverse chronological order; (2) the Agreement, including the Scope of Work; (3) the Proposer's Best and Final Offer; (4) the RFP, including attachments thereto and written responses to questions and written clarifications; and (5) the Proposers response to the RFP.

1.10 Governing Forms

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the District's interpretation shall govern.

1.11 Implied Requirements

Products and services not specifically mentioned in the RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the proposal.

1.12 Compliance with RFP Specifications

It is intended that this RFP describe the requirements and the response format in sufficient detail to secure comparable proposals. Failure to comply with all provisions of the RFP may result in disqualification.

1.13 Vendor Registration: SAM (System for Award Management) Exhibit C

Vendors doing business with the District are required to be registered with The System for Award Management (SAM), with an "active" status. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/Fed Reg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from the SAM website at: https://www.sam.gov

Proposers are strongly encouraged to review their firm's SAM (System for Award Management) status prior to Bid Submission.

1.14 Submission of FORM 1295 (Texas Ethics Commission) Exhibit C

In accordance with House Bill 1295 (passed January 1, 2016), Vendors entering into contracts and professional agreements with the District will be required to complete a Certificate of Interested Parties (FORM 1295), unless contract is considered exempt as described below.

In 2016, the Texas legislature amended the law to require Form 1295 to include an "unsworn declaration" which includes, among other things, the date of birth and address of the authorized representative signing the form. The unsworn declaration, including the date of birth and address of the signatory, replaces the notary requirement that applied to contracts entered into before January 1, 2018. The TEC filing application does not capture the date of birth or street address of the signatory and it will not appear on forms that are filed using the TEC filing application.

Upon entering into a contract or a professional services agreement with the District vendors will be required to submit both:

1. **Submit a FORM 1295 online via the Texas Ethics Commission website link below.**

   Vendors must enter the required information on Form 1295 and print a copy of the completed form.

   The form will include a certification of filing that will contain a unique certification number.

2. **Submit a FORM 1295 hard copy (completed & signed by an Authorized Agent of the Awarded Vendor), to the Jefferson County Drainage District No. 6 Board Of Commissioners.**

   FORM 1295, Completion Instructions, and Login Instructions are available via the Texas Ethics Commission Website at:
   https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

1.15 Emergency/Declared Disaster Requirements

In the event of an emergency or if Jefferson County Drainage District No. 3 is declared a disaster area, by The District, State, or Federal Government, this Acceptance of Offer may be subjected to unusual usage. Proposer shall service The District, during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing as specified shall apply to serving the District's needs regardless of the circumstances. Additional profit margin as a result of supplying services during an emergency or declared disaster shall not be permitted. In the event that additional equipment, supplies, and materials are required during the declared disaster, additional shipping, handling and drayage fees may apply.

1.16 Evaluation

Jefferson County Drainage District No. 3 reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the District's judgment as to the appropriateness of an award to the best evaluated Proposer. This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider's proposal, may also be noted and made part of the evaluation file. Jefferson County Drainage District No. 3 shall have sole responsibility for determining a reliable source. Jefferson County Drainage District No. 3 reserves the right to conduct written and/or oral discussions/interviews after the proposal opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award is in the best interest of Jefferson County Drainage District No. 3.

1.17 Withdrawal of Proposal

The Proposer may withdraw its proposal by submitting a written request over the signature of an authorized individual, as described in paragraph 1.6, to the District any time prior to the submission deadline. The Proposer may thereafter submit a new proposal prior to the deadline. Modification or withdrawal of the proposal in any manner, oral or written, will not be considered if submitted after the deadline.

1.18 Minority-Women Business Enterprise Participation

It is the desire of the District to increase the participation of Minority (MBE) and women owned (WBE) businesses in its contracting and procurement programs. While the District does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

1.19 Award

The District reserves the right to award this contract on the basis of the Best Offer in accordance with the laws of Texas, to waive any formality or irregularity, to make award to more than one Proposer, and/or to reject any or all proposals. In the event the highest dollar Proposer meeting specifications is not awarded a contract, the Proposer may appear before the Board of Commissioners and present evidence concerning their responsibility.

1.20 Ownership of Proposal

All proposals become the property of the Jefferson County Drainage District No. 3 and will not be returned to Proposers.

1.21 Disqualification of Proposer

Upon signing this proposal document, a Proposer offering to sell supplies, materials, services, or equipment to Jefferson County Drainage District No. 3 certifies that the Proposer has not violated the antitrust laws of this state codified in Section 15.01, et seq, Business & Commerce Code, or the Federal Antitrust Laws, and has not communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if the District believes that collusion exists among the Proposers.

1.22 Contractual Development

The contents of the RFP and the selected proposal will become an integral part of the contract but may be modified by provisions of the contract as negotiated. Therefore, the Proposer must be amenable to inclusion in a contract of any information provided (in writing) either in response to this RFP or subsequently during the selection process.

1.23 Assignment

The selected vendor may not assign, sell, or otherwise transfer this contract without written permission of the Jefferson County Drainage District No. 3 Board of Commissioners.

1.24 Contract Obligation

The District's Board of Commissioners must award the contract, and the District President or other person authorized by the Board of Commissioners must sign the contract before it becomes binding on the District or the Proposer. Department heads are not authorized to sign agreements for the District. Binding agreements shall remain in effect until all products and/or services covered by this proposal have been satisfactorily delivered and accepted.

1.25 Termination

The District reserves the right to terminate the contract for default if the awarded vendor breached any of the terms therein, including warranties of Proposer, or if the Proposer becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies the District may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all other requirements to the District's satisfaction, and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days' written notice to either party unless otherwise specified.

1.26 Inspections

The District reserves the right to inspect any item(s) or service location(s) for compliance with specifications and requirements and needs of the using department. If a proposal cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, the District can reject the Proposer as inadequate.

1.27 Testing

Jefferson County Drainage District No. 3 reserves the right to test equipment, supplies, material and goods proposed for quality, compliance with specifications, and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to

meet requirements and/or be unavailable for evaluation, the offer is subject to rejection.

1.28 Loss, Damage, or Claim

The Proposer shall totally indemnify Jefferson County Drainage District No. 3 against all claims by its employees, agents, or representatives or personal injury arising from any cause. In addition, the Proposer shall totally indemnify Jefferson County Drainage District No. 3 against all claims of loss or damage to the Proposer's and Jefferson County Drainage District No. 3's property, equipment, and/or supplies.

1.29 Taxes

The Proposer and its sub-Proposer s, agents and employees, as the case may be, will be responsible for the payment of all federal, state and local taxes, and deposits or contributions imposed or required by law.

1.30 Non-Discrimination

The successful Proposer will be required to comply with the Americans With Disabilities Act and with all provisions of federal, state, county and local (if any) laws and regulations to ensure that no employee or applicant for employment is discriminated against because of race, color, religion, sex, age, handicap or national origin.

1.31 Conflict of Interest

The agreement entered into pursuant to this RFP will contain the Proposer's warranty that, except for bona-fide employees or selling agents maintained by the Proposer for the purpose of securing business, no person or selling Contractor has been employed or retained to solicit this contract upon an agreement or understanding for commission, percentage or contingency.

Further, the Proposer will warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with this RFP or contract and none has been promised contingent upon the award of contract. And, will still further warrant that to its knowledge and best belief, no one being paid under the agreement between the District and the Proposer, is engaged in any activities which would constitute a conflict of interest with respect to the purposes of said agreement.

1.32 Waiver of Subrogation

Proposer and Proposer's insurance carrier waive any and all rights whatsoever with regard to subrogation against the District as an indirect party to any suit arising out of personal or property damages resulting from the Proposer's performance under this agreement.

1.33 Delivery of Proposals

All proposals are to be delivered by 4:00 PM CDT, Tuesday, August 18, 2026, to:

Jefferson County Drainage District No. 3 Attention: Board of Commissioners
PO Box 388, Hamshire, TX 77622 or 24460 Hwy 124, Hamshire, TX 77622.

District Holidays 2020:

January 1	Thursday	New Year's
January 19	Monday	Martin Luther King, Jr. Day
April 2	Thursday	Good Friday
May 25	Monday	Memorial Day
June 18	Thursday	Juneteenth Day
2	Thursday	Independence Day
September 7	Monday	Labor Day
November 12	Thursday	Veteran's Day
November 25 & 26	Wednesday & Thursday	Thanksgiving
December 23 & 24	Wednesday & Thursday	Christmas
December 31	Thursday	New Year's

Jefferson County Drainage District No. 3 will not accept any proposals received after the stated time and date and shall return such proposals unopened to the Proposer.

Jefferson County Drainage District No. 3 will not accept any responsibility for proposals being delivered by third-party carriers.

Proposal Submissions shall be tightly sealed in an opaque envelope or box and plainly marked "SEALED PROPOSAL." The outside of the envelope or box shall also include: Proposal Number, Proposal Name, Proposal Due Date, Proposer's Name and Address; and shall be addressed to the Board of Commissioners.

Proposals shall be opened in a manner that avoids disclosure of the contents to competing Proposers and maintains the confidentiality of the proposals during negotiations. Proposals will be open for public inspection after the award of the contract, except for trade secrets and confidential information.

1.34 Proposal Submissions During Time of Inclement Weather, Disaster, or Emergency

In case of inclement weather or any other unforeseen event causing the District to close for business on the date of the proposal submission deadline, the proposal due date will automatically be postponed until the next business day that District offices are open to the public. Should inclement weather conditions or any other unforeseen event cause delays in courier service operations, the District may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the District of their interest in the project should these conditions impact their ability to submit a bid/proposal/statement of qualifications submission before the stated deadline. The District reserves the right to make the final judgment call to extend any deadline.

Should an emergency or unanticipated event interrupt normal District processes, and proposal submissions cannot be received by the Jefferson County Drainage District No. 3 office by the exact time specified in the RFP and urgent District requirements preclude amendment to the RFP, the time specified for receipt of proposal will be deemed to be extended to the same time of day specified in the solicitation on the first business day on which normal District processes resume.

1.35 Questions

Questions may be emailed to Shanna Verret Administrative Assistant at: sverret@jcdd3.org.

1.36 Tentative Schedule of Events- Dates are subject to change

15, 2026	Issuance of Request for Proposal
August 18, 2026	Deadline Submission (late proposals will not be considered)
August 19, 2026	Proposals distributed to Evaluation Committee
August 24, 2026	Evaluation Committee Convenes to Tabulate Scoring and Determines Short List
August 26, 2026	Conduct Zoom Interview/Best and Final Offer/Short List If Needed
September 16, 2026	Recommendation for Award

2. RFP for Services for Temporary Labor

Jefferson County Drainage District No. 3 The intent and purpose of this Request for Proposal (RFP) is to solicit sealed proposals to provide Services for Temporary Labor on an as-needed basis to the Jefferson County Drainage District No. 3

2.1 Scope of Work

The Contractor will be responsible for providing temporary personnel such as semi-skilled labor, equipment operators, utility skilled labor, and secretarial/clerical staff on a contractual basis as required by the District (see specific job descriptions and current rates for all current temporary positions attached Exhibit B).

If during the contract period, positions not listed on Exhibit B are required, the District may solicit price quotations from the Contractor(s) and add the positions to the contract.

There is no guarantee of any minimum amount of services that may be requested during the term of the contract. Hours and number of Temporary employees required are not guaranteed and will be used on an as needed basis only by the District.

The Contract term will be for (2) two years from the date of contract execution with the option to renew for two (2) additional, two (2) year terms. **The contract shall not exceed an amount of $145,000.00 in one fiscal year** without first having written approval from the Jefferson County Drainage District No. 3 Board of Commissioners.

2.2 Requirements

Temporary personnel shall be employed by the Agency. The Agency shall be responsible for all payroll taxes, workers' compensation, payroll reports, applicable insurances, and other employer federal and state requirements for temporary personnel. A list of all benefits provided should accompany this proposal.

Temporary personnel supplied by the Agency must meet minimum qualifications as specified by the District and have a clean driving record and hold all required licenses including CDL if required for the job position.

Temporary employees should be available for the entire length of the assignment. Every attempt must be made to minimize staffing gaps. As a minimum, a replacement employee must be made available within two (2) business days of employee separation or request by the District for additional employees.

Jefferson County Drainage District No. 3 will have the right at any time to refuse any temporary personnel.

The normal working hours for temporary personnel based on job description are 7:00a.m.to 5:00 p.m., Monday through Thursday, 10 hour days, as employees are paid through their lunch. The District reserves the right to adjust schedules as needed. Successful Proposer must be willing to provide temporary employees during an emergency disaster and be able to continue to adhere to pay dates during the disaster period. Verification of policies which will apply during an emergency opening and after a disaster must be approved by the District.

The Agency shall assign a single point of contact to coordinate and assist in any employment requests, availability, scheduling, billing, contract compliance requirements, reports and problem solving. When requested, the Agency must meet periodically with the District to discuss all services.

The District will assign, and identify to the Agency, the person(s) who are authorized to request temporary personnel. A telephone call from the District's authorized representative along with a Purchase Order shall constitute a job request for service under this contract. The District will not pay any invoices without a written purchase order.

The Agency will be given 24 hours to confirm availability of a temporary worker to fill the request. All hours worked must be approved on a daily basis by the local area supervisor. The District shall not be liable for invoices that cannot be substantiated by the Agency.

The Agency shall not charge the District or any authorized user of the contract any placement fees or agency fees if a temporary employee submits an application for employment with the District, or any authorized user of the contract, and is selected for employment after ninety (90) days.

The Agency will be paid based on invoices submitted. Invoices shall be submitted by the Agency to the District on a weekly basis. The invoices should include the employee's name, dates, hours worked, purchase order number, and the hourly bill rate and pay rate. If at any point, the District determines the contract employee is not performing their duties to the District's standard, the Agency, upon notice from the District shall remove the temporary personnel from the assignment at no charge to the District, and the Agency shall find a suitable replacement.

The Agency shall provide a usage report on a quarterly basis to the District representative named upon award. It shall contain the number of people sent in a particular job code and total payments received.

All work under this contract must be performed by properly trained and competent personnel within the specific job description and must be in accordance with industry standards.

The Agency shall be responsible at all times for the actions and work of its personnel.

Temporary personnel will be required to undergo a criminal history background check and drug test, including hair follicle; the Agency shall ensure that any agency's employees providing services at the District has a criminal history background check. The Agency shall be responsible for all cost associated with the criminal history and drug test for their employees and it is the

responsibility of the Agency that their employees meet all criminal history and drug test requirements. Site-specific training or orientation may be required before employment may begin.

All personnel, supplied under this contract, who are required by the State of Texas law, regulation, or standard to possess a qualification of licensure, registration, credentials or other academic, vocational, or technical certification shall possess the appropriate credentials, licensure and/or certifications prior to temporary placement. The Agency is required to keep the temporary employee's credential file current. When the Agency is requested by the District, they shall provide a copy of the employee's credentials and or license.

The Agency must notify the District immediately should any personnel supplied under this contract, loses their credentials, licensure, and/or certifications required to perform the job while working for the District.

ALL INCLUSIVE SERVICES – Additional work necessary to meet the terms of service under the above scope of work should be identified and included in Proposals.

2.3 Statement of Qualifications

Jefferson County Drainage District No. 3 is seeking to contract with well-qualified professional firm experienced in providing temporary staff to governmental agencies.

Please provide the following information:

- A brief history of the proposing entity, including general background, knowledge of and experience working with relevant agencies, with an emphasis on recent experience;
- A description of work performance including a list of at least three references from past governmental clients, with information describing the recency and relevancy of the previous performance and experience;
- A description of the Proposer's capacity to perform as well as resumes of all employees who will or may be assigned to provide administrative assistance if your firm is awarded this service contract, identifying current employees and proposed hires; and
- A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.

2.4 Proposed Cost of Services

Please provide your cost proposal following the sample provided as Exhibit A. The proposal must include all costs that are necessary to successfully temporary staffing. Please note that the lowest/best price will not be used as the sole basis for entering into this contract; rather, award will be made to the firm(s) providing the best value to the District, cost and other factors considered.

Profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the respondent must disclose and certify in its proposal the percentage of profit being used. **"Cost plus percentage of cost" type proposals are prohibited.**

2.5 PROPOSAL EVALUATION

The selection committee will evaluate each proposal by the described by the evaluation criteria listed below to select a short-list of firms for further consideration.

The District reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by the agencies.
The committee then will schedule interviews with the selected agencies **if necessary**. The selected agencies will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.

2.6 Evaluation Criteria

The proposal received will be evaluated and ranked according to the following criteria

Professional Qualifications – 20 points

State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Texas.

Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Qualifications and capabilities of any subcontractors must also be included.

State the history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

Past Experience with Similar Projects (Specifically Governmental Entities). 30 points

The written proposal must include a summary of the Respondent's demonstrated experience and success in the recruitment and placement of temporary personnel in public works positions, including securing employees who hold a valid drivers' license with a CDL-A endorsement. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title, and contact person.

Proposed Work Plan – 30 points

Provide a detailed and comprehensive description of how the Agency intends to provide the services requested in this RFP, including process and timeline for placement and replacement of personnel and plan for communicating and understanding needs of the District.

The work plan must include a description of the staffing agency's candidate screening process and the agency's employee training plan. The work plan must also provide a response to the following:

- Ability of firm to provide personnel on all shifts and all days
- Ability to provide personnel with appropriate minimum experience and licensing requirements.

Fee Proposal - 20 points

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects.

Agencies shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

Additionally, profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the respondent must disclose and certify in its proposal the percentage of profit being used. **"Cost plus percentage of cost" type proposals are PROHIBITED.**

Authorized Negotiator

Include the name, phone number, and e-mail address of the person(s) in your organization authorized to negotiate the agreement with the District.

Criteria	Maximum Points
Professional Qualifications	20
Past Experience	30
Capacity to Perform	30
Proposed Cost	20
TOTAL	**100**

2.7 Submission Requirements

Each proposal submitted in response to this RFP must be organized to correspond with those numbered sections of this RFP that require a response. Failure to arrange the proposal as requested may result in the disqualification of the proposal. Conciseness and clarity of content are emphasized and encouraged. Vague and general proposals will be considered non-responsive and will result in disqualification. The response must be complete. Failure to provide the required information may result in the disqualification of the proposal. All pages of the proposal must be numbered, and the proposal must contain an organized, paginated table of contents corresponding to the sections and pages of the proposal.

The District requests that proposal submissions NOT be bound by staples or glued spines.

- **Transmittal Letter**
  The Proposer must submit a transmittal letter that identifies the entity submitting the proposal and includes a commitment by that entity to provide the services required by the District. The transmittal letter must be signed by a person legally authorized to bind the Proposer to the representations in the response. In the case of a joint proposal, each party must sign the transmittal letter. The Proposer also must indicate, in its transmittal letter, why it believes that it is the most qualified Proposer to provide the services described in this RFP. The transmittal letter must include a statement of acceptance of the terms and conditions of the contract resulting from this RFP. If Proposer takes exception to any of the proposed terms and conditions stated in this RFP, those exceptions must be noted in the transmittal letter. However, Proposer must realize that failure to accept the terms specified in this proposal may result in disqualification of the proposal.

- **Executive Summary**
  The Proposer must provide an executive summary of its proposal that asserts that the Proposer is providing in its response all of the requirements of this RFP. The executive summary must not exceed three (3) pages and must represent a full and concise summary of the contents of the proposal. The executive summary must not include any information concerning the cost of the proposal. The Proposer must identify any services that are provided beyond those specifically requested. If the Proposer is providing services that do not meet the specific requirements of this RFP, but in the opinion of the Proposer are equivalent or superior to those specifically requested, any such differences must be noted in the executive summary. However, the Proposer must realize that failure to provide the services specifically required may result in disqualification of the proposal.

- **Table of Contents**
  Each proposal must be submitted with a table of contents that clearly identifies and denotes the location of each title and subtitle of the proposal. Additionally, the table of contents must clearly identify and denote the location of all enclosures of the proposal. The table of contents must follow the RFP's structure as much as is practical.

- **A statement regarding the financial stability of the Proposer**
  Including the ability of the Proposer to perform the functions required by this RFP and to provide those services represented by the Proposer in its response.

- **Confidential/Proprietary Information**
  If any material in the proposal submission is considered by Proposer to be confidential or proprietary information (including manufacturing and/or design processes exclusive to the Proposer), Proposer must clearly mark the applicable pages of Proposer's proposal submission to indicate each claim of confidentiality. Additionally, Proposer must include a statement on company letterhead identifying all Proposal section(s) and page(s) that have been marked as confidential. Jefferson County Drainage District No. 3 will protect from public disclosure such portions of a proposal, unless directed otherwise by legal authority, including existing open records acts. Merely making a blanket claim that the entire proposal submission is protected from disclosure because it contains some proprietary information is not acceptable, and will make the entire proposal submission subject to release under the Texas Public Information Act.

  By submitting a proposal, Proposer agrees to reproduction by Jefferson County Drainage District No. 3, without cost or liability, of any copyrighted portions of Proposer's proposal submission or other information submitted by Proposer.

- **A statement of conflicts of interest**
  If any, the proposing entity or key employees may have regarding these services, and a plan for mitigating the conflict(s). Please note that the District may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.

- **System for Award Management**
  Consultant/Firm, and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the company as well as the company's principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a printout of the search results that includes the record date.

- **Certification Regarding Lobbying**
  Enclosed in Exhibit C. Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.

- **Form 1295**
  Enclosed in Exhibit C. Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Board of Commissioners will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission. Form 1295 is included in this RFP for your information.

- **Required Contract Provisions**
  Applicable provisions enclosed in Exhibit D must be included in all contracts executed as a result of this RFP.

- **Additional Forms to be completed and submitted with RFP response:**
  Non-Disclosure Agreement Vendor References Signature Page
  Good Faith Effort (HUB Solicitation)
  Notice of Intent (NOI) to Subcontract with HUB
  HUB Subcontracting Participation Declaration

2.8 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms

Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFP. If the awarded vendor is a prime Proposer and may use sub-Proposer s, the following affirmative steps are required of the prime Proposer:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Contractor of the Department of Commerce.

2.9 Deadline for Submission

Proposals must be received no later than 4:00PM CDT, Tuesday, August 18, 2026. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm.

Any questions or requests for clarification must be submitted in writing to Shanna Verret, District Board of Commissioners Sverret@jcdd3.org least 3 business days prior to the deadline. The District may, if appropriate, circulate the question and answer to all firms submitted proposals.

EXHIBIT A
Cost Proposal

Agencies shall be capable of justifying the details of the fee proposal for operating costs relative to personnel costs, overhead, how the overhead rate is derived, material and time.

Profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the respondent must disclose and certify in its proposal the percentage of profit being used.

There is an example provided on the first line below . All temporary labor positions and pay rates are provided and itemized out per current position on EXHIBIT D. Examples are provided to illustrate calculation expectations only and not meant to influence the proposers input for operating cost or profit. As mentioned above, profit will be negotiated as a separate element of price.

REGULAR TIME NON-OVERTIME RATES						
Item Number	***Job Class Codes**	**Job Name**	**Current Temporary Labor Class Code Pay Rate Ranges Per Hour**	**(Operating Costs) Excluding Profit**	**Profit Excluding Operating Costs**	**Total Cost for Class Code Per Pay Rate Range Per Hour**
EXAMPLE	EXAMPLE	EXAMPLE	$10.00 to $15.00	2%	10%	$11.20 to $16.80
1	7520	Equipment Operator	$15.00 to $25.00	% 31%	% 15%	$ 21.90-$36.50
2	8107	Utility/Skilled Labor Shop	$15.00 to $18.00	% 25%	% 15%	$ $21.00-$25.20
3	7520	Semi-Skilled Labor	$13.00 to $17.00	% 31%	% 15%	$ 18.98-$24.82
4	8810	Secretarial/Clerical	$15.00 to $20.00	% 20%	% 10%	$ $19.50-$26.00

OVERTIME RATES						
Item Number	***Job Class Codes**	**Job Name**	**Current Temporary Labor Class Code Pay Rate Ranges Per Hour at Overtime Rates**	**(Operating Costs) Excluding Profit**	**Profit Excluding Operating Costs**	**Total Cost for Class Code Per Pay Rate Range Per Hour**
EXAMPLE	EXAMPLE	EXAMPLE WITH TIME AND A HALF RATE FOR OVERTIME (Regular Rate Range in the example above was $10.00 to $15.00)	Overtime Rate Range EXAMPLE Time and a Half $15.00 to $22.50	1.4%	6.6%	$16.20 to $24.30
5	7520	Equipment Operator	$22.50 to $33.75	% 27%	% 15%	$ $31.95-$47.93
6	8107	Utility/Skilled Labor Shop	$22.50 to $27.00	% 21%	% 15%	$ $30.60-$36.72
7	7520	Semi-Skilled Labor	$19.50 to $25.50	% 27%	% 15%	$ $27.69-$36.21
8	8810	Secretarial/Clerical	$22.50 to $30.00	% 16%	% 10%	$ $28.35-$37.80

*As defined by Texas Municipal League's "Classification Codes"

EXHIBIT B

JOB DESCRIPTIONS AND RATES

EXHIBIT C:
Required RFP Forms

Insert System for Award Management (SAM) record search for company name and company principal.

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding $100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

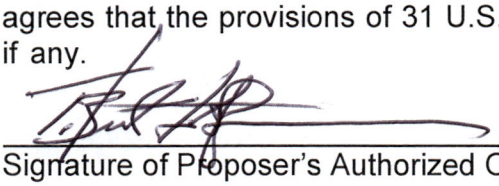
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Proposer, T. Bret Lofton, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



Signature of Proposer's Authorized Official

T. Bret Lofton Co Owner

Printed Name and Title of Proposer's Authorized Official

08/12/26

Date

Proposer Must Complete and Return This Page With Offer

INSTRUCTIONS FOR COMPLETION OF SELF DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal Contractor making the award or loan commitment. Include at least one organizational level below Contractor name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal Contractor). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal Contractor, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348- 0046), Washington, DC 20503

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action:	**Status of Federal Action:**	**Report Type:**
a. contract A b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	a. bid/offer/application A b. initial award c. post-award	a. initial filing A b. material change

Name and Address of Reporting Entity:	**If Reporting Entity in No. 4 is Sub-awardee,** Enter Name and Address of Prime:
✓ Prime _____Sub-awardee Tier_____, if Known: **Congressional District, if known:**	 **Congressional District, if known:**
Federal Department/Agency: Jefferson County Drainage District No 3	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: _____
Federal Action Number, *if known:*	**9. Award Amount**, *if known:* $ 145,000.00
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):* Lofton Industrial Services, LLC 9414 Interline Avenue Baton Rouge, LA 70809	**b. Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:**  **Print Name:** T. Bret Lofton **Title:** Co Owner **Telephone No.:** 337-269-0500 **Date:** 08/12/26
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**

Offeror Must Complete and Return This Page With Offer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2026-1500778

Date Filed:
08/11/2026

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Lofton Industrial Services, LLC
Beaumont, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Jefferson County Drainage District No. 3

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
RFP 26-0715/SJV
Employment Agency

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Lofton Industrial Services	Beaumont, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is T. Bret Lofton, and my date of birth is 09/23/1963.

My address is 100 Jean Baptiste, Lafayette (city), La (state), 70503 (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Lafayette County, State of La, on the 14 day of Aug (month), 2026 (year).

Signature of authorized agent of contracting business entity
(Declarant)

Eric Waltmon Bar # 26544

Vendor References

Signature Page

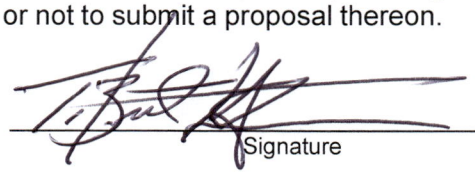
As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson County Drainage District No. 3 shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would Proposer be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions?.....**Yes** ☐ **No** ☑

This offer shall remain in effect for ninety (90) days from proposal opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this proposal is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Request for Proposal, Conditions of Request for Proposal, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other Proposer or to any other person(s) engaged in this type of business prior to the official opening of this proposal. And further, that neither the Proposer nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to submit a proposal or not to submit a proposal thereon.

Lofton Industrial Services, LLC	
Proposer (Entity Name)	Signature
85 IH-10 N Regents Park Ste 101	T. Bret Lofton
Street & Mailing Address	Print Name
Beaumont , Tx 77707	08/12/26
County, State & Zip	Date Signed
409-833-0800	
Telephone Number	Fax Number
E-mail Address	

Proposer Must Complete and Return This Page With Offer.

Good Faith Effort (GFE) Determination Checklist

This information must be submitted with your bid.

Proposer intends to utilize sub-Proposer s/subconsultants in the fulfillment of this contract (if awarded).
☐ Yes ☑ No

Instructions: In order to determine if a "Good Faith Effort" was made in soliciting HUBs for subcontracting opportunities, the following checklist and supporting documentation shall be completed by the Prime Proposer/Consultant and returned with the Prime Proposer/ Consultant's bid. This list contains the **minimum** efforts that should be put forth by the Prime Proposer/Consultant when attempting to achieve or exceed the goals of HUB Sub-Proposer participation. The Prime Proposer/Consultant may extend his/her efforts in soliciting HUB Sub-Proposer participation beyond what is listed below.

Did the Prime Proposer/Consultant . . .

☐ Yes ☐ No 1. To the extent practical, and consistent with standard and prudent industry standards, divide the contract work into the smallest feasible portions, to allow for maximum HUB Sub-Proposer participation?

☐ Yes ☐ No 2. **Notify** in writing a reasonable number of HUBs, allowing sufficient time for effective participation of the planned work to be subcontracted?

☐ Yes ☐ No 3. **Provide** HUBs that were genuinely interested in bidding on a sub-Proposer , adequate information regarding the project (i.e., plans, specifications, scope of work, bonding and insurance requirements, and a point of contract within the Prime Proposer/Consultant's organization)?

☐ Yes ☐ No 4. **Negotiate** in good faith with interested HUBs, and not reject bids from HUBs that qualify as lowest and responsive Proposers?

☐ Yes ☐ No 5. **Document** reasons HUBs were rejected? Was a written rejection notice, including the reason for rejection, provided to the rejected HUBs?

☐ Yes ☐ No 6. If Prime Proposer/Consultant has zero (0) HUB participation, **please explain the reasons why.**

If "No" was selected, please explain and include any pertinent documentation with your bid.
If necessary, please use a separate sheet to answer the above questions.

T. Bret Lofton
Printed Name of Authorized Representative

Signature

Co Owner
Title

08/12/26
Date

Proposer Shall Return Completed Form with Offer.

Notice of Intent (NOI) to Subcontract with Historically Underutilized Business (HUB)

This information must be submitted with your bid.

Proposer intends to utilize sub-Proposer s/subconsultants in the fulfillment of this contract (if awarded).
☐ Yes ☑ No

Instructions for Prime Proposer/Consultant: Proposer shall submit this form with the bid; however, the information below may be submitted after contract award, but prior to beginning performance on the contract. Please submit one form for each HUB Sub-Proposer /Subconsultant with proper signatures, per the terms and conditions of your contract.

Proposer Name: _____ HUB: ☐ Yes ☐ No

Address: _____
Street City State Zip

Phone (with area code): _____ Fax (with area code): _____

Project Title & No.: _____

Prime Contract Amount: _____

HUB Sub-Proposer Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Contractor ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County Drainage District No. 3 ☐ Tx Unified Certification Prog.

Address: _____
Street City State Zip

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: _____ Percentage of Prime Contract: _____

Description of Subcontract Work to be Performed: _____

T. Bret Lofton		08/12/26
Printed Name of Proposer Representative	Signature of Representative	Date
Printed Name of HUB	Signature of Representative	Date

NOTE NOTHING ON THIS NOTICE OF INTENT FORM IS INTENDED TO CONFER ANY RIGHTS EXPRESSED OR IMPLIED TO ANY THIRD PARTIES.

Pre-Approval for Sub-Proposer Substitutions must be obtained from the District Board of Commissioners. The "HUB Sub-Proposer /Subconsultant Change Form" must be completed and faxed to 409-842-2629

Proposer Shall Return Completed Form with Offer.

Historically Underutilized Business (HUB)
Subcontracting Participation Declaration Form

This information must be submitted with your bid.

Proposer intends to utilize sub-Proposer s/subconsultants in the fulfillment of this contract (if awarded).
☐ Yes ☑ No

Prime Proposer: _____ HUB: ☐ Yes ☐ No

HUB Status (Gender & Ethnicity): _____

Address: _____
Street City State Zip

Phone (with area code): _____ Fax (with area code): _____

Project Title & No.: _____ RFP/RFP No.: _____

Total Contract: $ _____ Total HUB Subcontract(s): $ _____

Construction HUB Goals: 12.8% MBE:: _____ % 12.6% WBE: _____ %

Sub-goals: 1.6 African-American, 9.6% Hispanic, 0.6% Native American, 0.8% Asian American.
Use these goals as a guide to diversify.

FOR HUB OFFICE USE ONLY:

Verification date HUB Program Office reviewed and verified HUB Sub information Date: _____ Initials: _____

PART I. HUB SUPROPOSER DISCLOSURE

HUB Sub-Proposer Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Contractor: ☐ Texas Bldg & Procurement Comm. ☐ Texas Unified Certification Prog.

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

Proposer Shall Return Completed Form with Offer.

Historically Underutilized Business (HUB)
Subcontracting Participation Declaration Form

HUB SUB-PROPOSER DISCLOSURE

PART I: Continuation Sheet **(Duplicate as Needed)**

HUB Sub-Proposer Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Contractor: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County Drainage District No. 3 ☐ Tx Unified Certification Prog.

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

_____

HUB Sub-Proposer Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Contractor: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County Drainage District No. 3 ☐ Tx Unified Certification Prog.

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

_____

All HUB Sub-Proposer Participation may be verified with the HUB Sub-Proposer (s) listed on Part I.

Proposer Shall Return Completed Form with Offer.

Historically Underutilized Business (HUB)
Subcontracting Participation Declaration Form

PART II: STATEMENT OF NON-COMPLIANCE FOR NOT MEETING HUB SUBCONTRACTING GOALS

Please complete Good Faith Effort (GFE) Checklist and attach any supporting documentation.

Our firm was unable to meet the HUB goals for this project for the following reasons:

- ☐ All sub-Proposer s to be utilized are "Non-HUBs." *(Complete Part III)*
- ☐ HUBs were solicited but did not respond.
- ☐ HUBs solicited were not competitive.
- ☐ HUBs were unavailable for the following trade(s):
- ☐ Other: _____

Was the Jefferson County Drainage District No. 3 HUB Office contacted for assistance in locating HUBs? ☐ Yes ☐ No

PART III: DISCLOSURE OF OTHER "NON-HUB" SUBCONTRACTS

The Proposer shall use this area to provide a listing of all "Non-HUB" Sub-Proposer s, including suppliers, that will perform under this project. A list of those "Non-HUB" Sub-Proposer s the Proposer selects, after bid submission, shall be provided to the Purchasing Office not later than five (5) calendar days after being notified that Proposer is the apparent low Proposer. A list of those "Non-HUB" Sub-Proposer s that are selected after contract award must be provided **immediately** after their selection.

Sub-Proposer Name: _____

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

Sub-Proposer Name: _____

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

Proposer Shall Return Completed Form with Offer

Historically Underutilized Business (HUB)
Subcontracting Participation Declaration Form

Sub-Proposer Name: _____

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

_____

Sub-Proposer Name: _____

Address: _____
Street City State Zip

Contact person: _____ Title: _____

Phone (with area code): _____ Fax (with area code): _____

Proposed Subcontract Amount: $ _____ Percentage of Prime Contract: _____ %

Description of Subcontract Work to be Performed: _____

_____

I hereby certify that I have read the *HUB Program Instructions and Information*, truthfully completed all applicable parts of this form, and **attached any necessary support documentation as required**. I fully understand that intentionally falsifying information on this document may result in my not receiving a contract award or termination of any resulting contract.

Name (print or type): T. Bret Lofton

Title: Co Owner

Signature: _____

Date: 08/12/26

E-mail address: bret@lofton.jobs

Contact person that will be in charge of invoicing for this project:

Name (print or type): Sandra Hughes

Title: Payroll Manager

Date: 08/12/26

E-mail address: sandra@lofton.jobs

Proposer Shall Return Completed Form with Offer

Exhibit D: REQUIRED CONTRACT PROVISIONS

2 CFR 200.326 Contract provisions. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

All Contracts

THRESHOLD	PROVISION	CITATION
>$150,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Contractor Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where Proposers violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>$10,000	All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 36 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 36 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding Contractor.	2 CFR 200 APPENDIX II (F)
None	Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	Records of non-Federal entities. The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas General Land Office (GLO), and the pass-through entity, or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.	2 CFR 200.336
None	Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding Contractor or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-	2 CFR 200.333

THRESHOLD	PROVISION	CITATION
	through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following: (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (b) When the non-Federal entity is notified in writing by the Federal awarding Contractor, cognizant Contractor for audit, oversight Contractor for audit, cognizant Contractor for indirect costs, or pass-through entity to extend the retention period. (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding Contractor or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity. (e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.	

THRESHOLD	PROVISION	CITATION
None	Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;	2 CFR 200.321
	(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Contractor of the Department of Commerce; and (6) Requiring the prime Proposer, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	
None	Verification No Boycott Israel. As required by Chapter 2260, Government Code, PROPOSER hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.	Texas Government Code 2260.002
None	Foreign Terrorist Organizations. Pursuant to Chapter 2252, Texas Government Code, [Company] represents and certifies that, at the time of execution of this Agreement neither [Company], nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 806 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 806.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.	Texas Government Code 2252.152
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of CDBG-MIT funds. If no such funds are awarded, the contract shall terminate.	Optional

EO Clause for Construction Contracts > $10K, including administration & engineering contracts associated with construction contracts

THRESHOLD	PROVISION	CITATION
>$10,000	Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11365, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." 41 CFR 60-1.4 Equal opportunity clause. (b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering Contractor shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause: During the performance of this contract, the Proposer agrees as follows: (1) The Proposer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Proposer will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. (2) The Proposer will, in all solicitations or advertisements for employees placed by or on behalf of the Proposer, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (3) The Proposer will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation	41 CFR §60-1.4(b) and 2 CFR 200 APPENDIX II (C)

of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Proposer's legal duty to furnish information.

(4) The Proposer will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Proposer's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Proposer will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Proposer will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering Contractor and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Proposer's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Proposer may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Proposer will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-Proposer or vendor. The Proposer will take such action with respect to any subcontract or purchase order as the administering Contractor may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Proposer becomes involved in, or is threatened with, litigation with a sub-Proposer or vendor as a result of such direction by the administering Contractor, the Proposer may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it

THRESHOLD	PROVISION	CITATION
	participates in federally assisted construction work: Provided, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any Contractor, instrumentality or subdivision of such government which does not participate in work on or under the contract. The applicant agrees that it will assist and cooperate actively with the administering Contractor and the Secretary of Labor in obtaining the compliance of Proposers and sub-Proposer s with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering Contractor and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering Contractor in the discharge of the Contractor's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a Proposer debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon Proposers and sub-Proposer s by the administering Contractor or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering Contractor may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings. (c) Subcontracts. Each nonexempt prime Proposer or sub-Proposer shall include the equal opportunity clause in each of its nonexempt subcontracts. (d) Inclusion of the equal opportunity clause by reference. The equal opportunity clause may be included by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Director of OFCCP may designate. (e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the Contractor and the Proposer is written. (f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [80 FR 54965, Sept. 11, 2015]	

THRESHOLD	PROVISION	CITATION
>$2,000	*Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland "Anti-Kickback" Act (18 U.S.C. 864; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3):* Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Proposers must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Proposers must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding Contractor. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Proposers and Sub-Proposer s on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each Proposer or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding Contractor.	2 CFR 200 APPENDIX II (D)
>$100,000	Contract Work Hours and Safety Standards Act (40 U.S.C. 3601-3608). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3602 and 3604, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3602 of the Act, each Proposer must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3604 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)
>$150,000	Clean Air Act (42 U.S.C. 6401-6661q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1386), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 6401-6661q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1386). Violations must be reported to the	2 CFR 200 APPENDIX II (G)

THRESHOLD	PROVISION	CITATION
	Federal awarding Contractor and the Regional Office of the Environmental Protection Contractor (EPA).	
>$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Proposers that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Contractor, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	2 CFR 200 APPENDIX II (I) and 24 CFR §560.303

THRESHOLD	PROVISION	CITATION
>$100,000	All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause): A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1601u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The Proposer agrees to send to each labor organization or representative of workers with which the Proposer has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Proposer's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin. D. The Proposer agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the sub-Proposer is in violation of the regulations in 24 CFR part 135. The Proposer will not subcontract with any sub-Proposer where the Proposer has notice or knowledge that the sub-Proposer has been found in violation of the regulations in 24 CFR part 135. E. The Proposer will certify that any vacant employment positions, including training positions, that are filled (1) after the Proposer is selected but before the contract is executed, and (2) with persons other than those to whom the	24 CFR §135.38

	regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Proposer's obligations under 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts. G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 6(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 6(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 6(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 6(b).	
	A non-Federal entity that is a state Contractor or Contractor of a political subdivision of a state and its Proposers must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Contractor (EPA) at 40 CFR part 246 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [68 FR 68608, Dec. 26, 2013, as amended at 69 FR 65885, Dec. 19, 2014]	2 CFR 200 APPENDIX II (J)
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201

DRAINAGE DISTRICT NO. 3
Jefferson County, Texas

RFP 26-0715-SJV
TALLY SHEET

PROPOSER	PROFESSIONAL QUALIFICATIONS	PAST EXPERIENCE (GOVERNMENT ENTITIES)	PROPOSED WORK PLAN	FEE PROPOSAL	TOTAL SCORE
	20 POINTS	30 POINTS	30 POINTS	20 POINTS	
DSF ADVANCED STAFFING	20	30	30	20	100
LOFTON INDUSTRIAL SERVICES, LLC	20	20	30	10	80

Scored by Shanna Verret

DRAINAGE DISTRICT NO. 3
Jefferson County, Texas

RFP 26-0715-SJV
TALLY SHEET

PROPOSER	PROFESSIONAL QUALIFICATIONS	PAST EXPERIENCE (GOVERNMENT ENTITIES)	PROPOSED WORK PLAN	FEE PROPOSAL	TOTAL SCORE
	20 POINTS	30 POINTS	30 POINTS	20 POINTS	
DSF ADVANCED STAFFING	95	30	28	20	98
LOFTON INDUSTRIAL SERVICES, LLC		30	25	15	75

Scored by Deb Clark - Co. Purchasing Agent

DRAINAGE DISTRICT NO. 3
Jefferson County, Texas

RFP 26-0715-SJV
TALLY SHEET

PROPOSER	PROFESSIONAL QUALIFICATIONS	PAST EXPERIENCE (GOVERNMENT ENTITIES)	PROPOSED WORK PLAN	FEE PROPOSAL	TOTAL SCORE
	20 POINTS	30 POINTS	30 POINTS	20 POINTS	
DSF ADVANCED STAFFING					
LOFTON INDUSTRIAL SERVICES, LLC					