



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

DATE:	September 15, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Temporary Industrial Staffing Services – Category No. 2
CONTRACT NUMBER:	2411B
COMMODITY CODE:	962.69
CONTRACT PERIOD:	October 1, 2025 through September 30, 2026
RENEWAL OPTIONS:	1 Additional 1 Year Period through 2027
USER DEPARTMENT:	County
Contact Name:	Various County Departments (See Leisel Collins)
Phone Number:	N/A
Email Address:	N/A
HENRICO COOPERATIVE TERMS INCLUDED:	YES
SUPPLIER: Name:	Abacus Corporation
Address:	2500 E. Parham Road, Suite 4
City, State:	Henrico, VA 23228
Contact Name:	Katie Davis and Trey Daniels
Phone Number:	804-905-9824 ext.405: 804-314-2128 (cell)
Email address:	richmond@AbacusCorporation.com kdavis@abacusccorporation.com tdaniels@abacusccorporation.com
ORACLE SUPPLIER NUMBER:	1073
BUSINESS CATEGORY:	Non-SWaM
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and requested
FOB:	Destination
BUYER: Name:	Leisel O. Collins, CPPB,VCO, VCA
Title:	Purchasing Manager
Phone:	804-501-5687
Email:	COL119@henrico.gov

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

**PRICE SCHEDULE – CONTRACT NO. 2411B**

<b>Job Classifications</b>	<b>Pay Rate - Low</b>	<b>Pay Rate - High</b>	<b>Regular Markup Percentage</b>	<b>Regular Bill Rate - Low</b>	<b>Regular Bill Rate - High</b>	<b>Overtime Markup Percentage</b>	<b>Overtime Bill Rate - Low</b>	<b>Overtime Bill Rate - High</b>
Environmental Program Specialist	\$ 23.27	\$ 28.04	28%	\$ 29.79	\$ 35.89	28%	\$ 29.79	\$ 35.89
Food Service Helper	\$ 14.44	\$ 15.34	28%	\$ 18.48	\$ 19.63	28%	\$ 18.48	\$ 19.63
Heavy Industrial Worker (General Laborer)	\$ 17.98	\$ 19.57	34%	\$ 24.10	\$ 26.22	28%	\$ 23.02	\$ 25.05
Laborer	\$ 15.87	\$ 17.46	34%	\$ 21.26	\$ 23.39	28%	\$ 20.31	\$ 22.34
Operator Trainee	\$ 21.16	\$ 22.74	34%	\$ 28.35	\$ 30.48	28%	\$ 27.08	\$ 29.11

**SCOPE OF SERVICES**

**A. Cooperative Procurement.**

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

**B. Specifications.**

1. The Successful Bidder for Category No. 2 shall provide temporary industrial staffing services for the following job classifications as define in Attachment F:
  - a. Environmental Program Specialist
  - b. Food Service Helper
  - c. Heavy Duty Operator
  - d. Laborer
  - e. Operator Trainee
2. Resumes  
 The County departments may request to interview candidates prior to making a final hiring decision. The primary account representative shall fax or email the candidates resume to the department upon notification for a schedule interview. Under no circumstances will an interview take place without first receiving candidates resume.

3. Work Locations

The County's main administration building is located at 4301 East Parham Road, Henrico Virginia 23228. However, numerous other County facilities and work sites are located throughout the County. Some of these facilities and work sites are not located on public transportation routes and it shall be the responsibility of the Successful Bidder or their employees to provide transportation to the facility or work site.

4. Hours of Work

The regular County business hours is defined from 8:00 a.m. to 4:30 p.m., Monday through Friday. Hours outside this time frame shall not be construed as overtime as there are times where the business hours may vary depending on the needs of the department. Time shall not start until arrival time at the County location or a specified time. It is not the intent of the County to use temporary personnel for overtime and the Successful Bidder is required to obtain prior authorization from the County Department utilizing temporary personnel before overtime rates would be in effect. In the event such occasions arise, the U.S. Department of Labor rules of overtime will apply to the temporary employee and overtime rate listed shall apply.

5. Contract Administration

The Purchasing Department will be responsible for the administration of any contract awarded. Since the positions are limited by the list provided, the County reserves the right to solicit price quotations for any other type of position that is not included in the contract and either add the position by contract amendment or contract with an outside source as needed.

- a. As temporary help needs arise, the County has two options available: rely upon its own resources to meet the need or use temporary help from the Successful Bidder awarded a contract.
- b. It is the intent of the County, in all cases where possible and regardless of the size of the order, to provide reasonable notice to the Successful Bidder concerning job orders placed with them. In the event the Successful Bidder cannot fill the job order, the County reserves the right to cancel the order.
- c. The County's department representative that the worker is contracted to report to, will determine performance of a temporary worker and will report unsatisfactory performance to the Successful Bidder's primary account representative.

6. Hiring of Successful Bidders' Personnel

In the event the County of Henrico hires any of the Successful Bidders' temporary workers, the Successful Bidder shall waive rights to any penalty or hiring fee that the Successful Bidder might seek as a result of the hiring action under the following two (2) circumstances:

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

7. The temporary personnel provided shall be employed by the Successful Bidder. The Successful Bidder shall be responsible for all payroll taxes, workers compensation, payroll reports, and other employer Federal and State requirements for temporary personnel.

8. **The Successful Bidder shall provide Worker's Compensation Insurance Coverage for all classifications of employees.**

9. Criminal History Record Check

- a. The Successful Bidder shall be responsibility, at its sole expense, to obtain the consent of and perform a criminal history record check of any employee that will perform duties on County property pursuant to this Contract. The Successful Bidder shall immediately notify the County of any employee of the Successful Bidder who has been convicted of any felony or any crime involving violence. Such employees will be prohibited from working on County property unless and until the Director of the department requesting temporary staffing is so notified and agrees in writing to allow such persons on site.

- b. The County reserves the right to request, at any time, that the Successful Bidder certify in writing that it has completed the above referenced criminal history record check for any employee that will perform duties on County property pursuant to this Contract. Failure to provide written certification within five business days shall constitute a breach of this contract and be grounds for immediate termination of the contract without prejudice or penalty to the County.

C. General Requirements.

1. The Successful Bidder must be a firm with at least one (1) full time staff in an operational service office located within 35 miles (as defined by <https://www.google.com/maps>) of the County of Henrico Government Center located at 4301 East Parham Road, Henrico, Virginia 23228. The office must be occupied and currently engaged in providing staffing of temporarily industrial personnel. The Successful Bidder shall use this office to provide sufficient temporary workers to fill order requests on a next day (8 hour) basis, if required. Successful Bidder shall provide the physical address and business hours of their service office located meeting 35 miles requirement.
2. The Successful Bidder shall assign at least one (1) primary account representative physically located at the office to be responsible for this Contract.
3. The Successful Bidder primary account representative shall conduct face to face interviews and testing for temporary staff at the designated branch office. Telephone interviews will not be considered.
4. The County reserves the right to schedule site visits to Successful Bidders' facilities to evaluate and review the testing parameters used in determining the expertise of personnel required to fulfill the obligations of the Contract.
5. The Successful Bidder shall maintain a pool of qualified workers to fill the request from departments.

D. Delivery Requirements.

1. The Successful Bidder primary account representative shall work directly with County departments in the administration of job orders.
2. The Successful Bidder for Category No. 2 shall fill a job order 8 hours from the date of its placement.
3. The Successful Bidder shall submit quarterly reports on hours billed for each classification and County department involved to the Purchasing Department. Reports shall be sent to:

Ms. Leisel Collins  
Department of Finance  
Purchasing Division  
Post Office Box 90775  
Henrico, VA 23273-0775 or  
Email: [COL119@henrico.us](mailto:COL119@henrico.us)

E. Invoicing Requirements.

Invoices shall be submitted on a monthly basis and mailed to the address listed at the bottom of the Purchase Order Form.

**ATTACHMENT F  
Job Classifications**

<b>Category No. 1</b>	<b>Classification</b>	<b>Position Description</b>	<b>Skills and Knowledge</b>	<b>Minimum Education</b>
Administrative Services	Receptionist	Serves as initial point of contact for visitors, telephone calls and deliveries to the agency. Duties include efficiently and courteously answering multi-line telephone system; responding to routine inquiries; taking messages or routing callers to appropriate parties; greeting visitors and notifying appropriate employee of office arrivals; accepting deliveries and contacting office for retrieval; preparing a variety of department specific correspondence, documents or reports; and providing a variety of routine office support duties as needed using various Microsoft Office products.	Sound working knowledge of office practices, procedures and equipment. Proficient in the use of personal computers and common business software, including Microsoft Office products, used in a Windows environment. Demonstrated abilities to efficiently and courteously answer multi telephone lines and accurately take messages or route callers. Sound typing, data entry, filing, copying and general office support skills. Demonstrated ability to accurately multitask, manage priorities and complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Graduation from high school or equivalent education and three (3) years of relevant office support experience
Administrative Services	Data Entry	Accurate high volume alpha/numeric data entry; verifies and maintains data in a variety of department specific formats such as spreadsheets and databases, which may include proprietary databases; retrieves, compiles, or analyzes data using common business software to support department needs and other requirements; prepares a variety of department specific documents and reports to specific formats; prepares or maintains various special reports, tabulations and logs. May be required to provide routine office support such as answering telephones, taking messages and/or refer callers to appropriate parties; performs general office support and performs any other related assigned duties.	Demonstrated accuracy in accurate high volume data entry. Sound working knowledge of office practices, procedures and equipment. Proficient in the use of personal computers and common business software, including Microsoft Office products, used in a Windows environment. Sound computer skills with the ability to quickly learn and accurately use common and proprietary database applications and systems relevant to assigned duties. Sound typing, filing, copying and general office support skills. Demonstrated ability to accurately multitask and manage priorities and assigned duties. May require the ability to work in a fast-paced environment.	Graduation from high school or equivalent education and three (3) years of relevant experience in data entry and managing data in spreadsheets and databases.

Administrative Services	Office Clerk	<p>General office and operations support (i.e., files, copies, sorts, matches reports, collates, staples, stuff envelopes, opens and distributes mail, routes telephone calls, maintains staff and/or office calendars, etc.); performs basic typing, data entry, and formatting using various common business office software to produce routine correspondence, memoranda and reports; prepares and verifies mathematical computations, tabulations, reports and records; may prepare office supply orders and maintain supply inventories; and performs any other assigned routine support duties. Demonstrated ability to accurately multitask, manage priorities and complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.</p>	<p>Proficient in common business software including the Microsoft Office Suite.</p>	<p>Graduation from high school or equivalent and one (1) year of relevant routine office support experience involving typing, alpha/numeric data entry, preparing reports using common business software, processing mail, answering telephone calls, filing, copying and maintaining staff or office calendars..</p>
Administrative Services	Account Clerk	<p>Performs paraprofessional level work requiring the application of generally accepted bookkeeping and accounting principles to various financial transactions. Accurately creates and maintains a variety of detailed financial records which may include records of petty cash, payments, expenditures, purchase orders, contracted services, budget related transactions and/or work orders; reconciles, prepares and processes a variety of accounts payable and/or account receivable financial transactions; prepares and maintains related supporting details and data; assists with or prepares financial statements/reports.</p> <p>May be required to provide routine office support such as answering telephones, taking messages and/or refer callers to appropriate parties; and performs any other related assigned duties.</p>	<p>Sound working knowledge of generally accepted bookkeeping and accounting principles and practices; demonstrated accuracy in mathematical calculations, handling financial transactions, researching transactions and maintaining accurate financial records. Demonstrated ability to apply and adapt established policies and practices to a variety of financial transactions and records, and to prepare accurate financial reports and statements. Proficient in common business software including the Microsoft Office Suite. Prefer experience in Oracle software applications. Demonstrated ability to accurately multitask, manage priorities and complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.</p>	<p>Graduation from high school or equivalent and one (1) year of relevant experience such routine bookkeeping, AP, AR or other fiscal records/transactions experience.</p>

Administrative Services	Administrative Assistant	Provides clerical and other administrative office support for one or more professional and/or managerial staff (i.e., files, copies, prepares reports, prepares a wide variety of memoranda and operations related documentation, appropriately triages and responds to telephone calls and visitors, maintains assigned staff and/or office calendars, etc.); performs basic typing, data entry, and formatting using various common business office software to produce correspondence, memoranda, presentations and reports; and performs any other office and staff support duties as assigned. May assist with various budget preparations and resulting documentation. Demonstrated ability to accurately multitask, manage assigned workload including competing priorities and requests from staff, complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Proficient in the use of personal computers and common business software, including Microsoft Office products, used in a Windows environment. Experience providing office support to supervisory and managerial staff as various levels within the organization; maintaining an office or unit calendar; preparing a wide variety of documents, reports and presentations; and handling confidential or sensitive information. Demonstrated ability to apply and adapt established policies and practices to a variety of requests and inquires. Sound working knowledge of routine office practices, procedures and equipment.	Graduation from high school or equivalent and three (3) years of relevant office support experience providing clerical and administrative office support to multiple staff using Microsoft Office products.
Administrative Services	Cashier	The DPU Cashier position requires arithmetical calculations, some knowledge or familiarity with personal computers, the ability to enter and retrieve data on an automated accounts system, ability to understand and follow oral and written directions, ability to write legibly, ability to pleasantly deal with the public and with co-workers with tact and courtesy, mental alertness, dependability. The cashiers are generally situated inside a building/booth with no exposure or interface with heavy equipment operations/landfill/public works etc. Essentially, they will be greeting customers, inquiring on the type of solid waste/recyclables customers have, directing them within the facility as appropriate, accepting money(cash) and using a cash register. The person would need to pass a background check. A small amount of paperwork is required but accounting is critical.	Work experience as a Retail Cashier or in a similar role in sales. Basic PC knowledge. Familiarity with electronic equipment, like cash register and POS. Good math skills. Strong communication and time management skills. Customer satisfaction-oriented.	High school degree and at least three years relevant experience.

Category No. 2	Classification	Position Description	Skills and Knowledge	Minimum Education
Industrial	Food Service Helper	Assist in the preparation and cooking of food for large groups of people, serves food at a steam counter, prepares and maintains soup and salad bar, prepares and serves sandwiches at a deli counter, keeps cafeteria and kitchen clean, operates the dishwasher, does related work as required.	Must be able to follow oral and written instructions, operate commercial grade food prep and service equipment, operate commercial grade kitchen equipment. Must be able to perform work and maintain assigned work areas in conditions meeting Health department standards. Must meet Health Department Standards for Food Services Workers.	Completion of the 10th grade and at least 1 year of experience related to food service.
Industrial	Laborer	Performs a wide variety of manual labor to include walking, bending, lifting, carrying, moving and repetitive motion activities. Routine labor duties may include picking up garbage/refuse cans and dumping them into a garbage truck collection receptacle, bagging and loading bagged leaves onto a dump truck, raking and bagging leaves, vacuuming loose leaves from curbs and roadways, loading items, including heavy and oversized items, onto cleanup truck, mowing grass and brush, cleaning and pruning grounds/landscaping.	Must be able to follow oral and written instructions, safely perform assigned duties in varying street/traffic conditions, perform assigned duties in varying weather conditions, including extreme weather conditions. Requires physical condition, visual and hearing acuity sufficient to work safely under varying worksite and weather conditions and to safely operate equipment needed to perform assigned duties. Must be able to use all required personal protective equipment.	Completion of grade schools and one (1) year of relevant manual labor experience;

Industrial	Operator Trainee	<p>Works an assigned shift under close supervision. As experience is gained work will be performed with greater independence. Assigned duties will include inspecting gauges, meters and control panels; observing and noting operating processes and variations; recording and reporting operating conditions and variations; operating a variety of industrial grade valves, gates and other controls; accurately collecting samples; performing routine preventive maintenance such as cleaning oiling and exercising equipment; assists in mixing chemicals to exacting specifications with little tolerance for variation or deviation.</p>	<p>Must be able to follow complex oral and written instructions; perform assigned duties accurately in various worksite conditions, such as hot or noisy; accurately monitor and records operating conditions; operate industrial grade equipment safely using all required safety guards and equipment; use required personal protection equipment as required; basic mathematical skills to monitor, adjust and maintain processes; basic maintenance or mechanical aptitude to perform routine cleaning and maintenance of equipment; and basic computer skills to create and maintain required logs and records. Requires the ability to work a flexible schedule, including shift work.</p> <p>Note: Various industrial assignments may require Personal Protection Equipment (PPE) such as safety shoes, safety glasses, safety vests, gloves and hard hats. Contracted employee is expected to arrive at the job site with appropriate PPE and training equipped to complete the work that is to be performed. It is the Successful Bidder's responsibility to present the contracted employee in this manner.</p>	<p>Graduation from high school and one (1) year of relevant work experience, preferable in an industrial setting.</p>
Industrial	Environmental Program Specialist	<p>Trains and works under the direction of County employees to perform site inspections to ensure compliance with an assigned programs' regulations. Works at various locations throughout the County, which may include yards, undeveloped parcels, constructions sites, etc., based assigned program and daily work orders. Performs inspections based on assigned program requirements; completes paperwork related to each inspection; prepares other related documentations as needed (e.g. photographs); accurately documents findings according to assigned program's requirements, may include paper and databases; works with County personnel, the public and other stakeholders as needed to resolve identified violations; follows-up as assigned to ensure violations have been corrected and meet regulations; accurately documents follow-up inspections findings; may be assigned to compile data and prepare related reports.</p>	<p>Requires excellent critical thinking, interpersonal and communication skills to effectively communicate program requirements, explain violations and work collaboratively to identify options to remedy the violations. Must be able to follow complex oral and written instructions, safely perform assigned duties in varying worksite and environmental conditions, and perform assigned duties in varying weather conditions, including extreme weather conditions if necessary. Requires physical condition, visual and hearing acuity sufficient to work safely under varying worksite and weather conditions, to be able to safely and accurately perform visual inspections, and to communicate and collaborate effectively. Must be able to use all required personal protective equipment.</p>	<p>Requires coursework in a science field such as biology or environmental science, preferable at the college level, and a minimum of one (1) year of relevant work experience that includes creating and maintain accurate documentation and records (paper and electronic).</p>

Industrial	Heavy Industrial Worker (General Laborer)	<p>Performs a wide variety of manual labor to include walking, bending, lifting, carrying, moving and repetitive motion activities. Routine labor duties may include picking up garbage/refuse cans and dumping them into a garbage truck collection receptacle, bagging and loading bagged leaves onto a dump truck, raking and bagging leaves, vacuuming loose leaves from curbs and roadways, loading items, including heavy and oversized items, onto cleanup truck.</p> <p><b>Tools/Equipment Workers Will Be Required:</b></p> <ul style="list-style-type: none"> <li>- Hard hat, safety vest, and steel toe shoes</li> <li>- The workers will be required to operate the levers at the back of the trash trucks pictured below while working with County of Henrico Full Time employees.</li> </ul>	<p>Must be able to follow oral and written instructions, safely perform assigned duties in varying street/traffic conditions, perform assigned duties in varying weather conditions, including extreme weather conditions. Requires physical condition, visual and hearing acuity sufficient to work safely under varying worksite and weather conditions and to safely operate equipment needed to perform assigned duties. Must be able to use all required personal protective equipment.</p>	<p>Completion of grade schools and one (1) year of relevant manual labor experience</p>
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COMMONWEALTH OF VIRGINIA  
**County of Henrico**

**Services Contract  
Contract No. 2411B**

This Services Contract (this "Contract") entered into this 4<sup>th</sup> day of October 2022, by the County of Henrico, Virginia (the "County") and Abacus Corporation, a Virginia stock corporation, and its successors it assigns (the "Contractor").

**SCOPE OF CONTRACT:** The Contractor shall furnish all materials, equipment, and labor necessary to provide Category No. 2 - Temporary Industrial Staffing Services to the County as set forth in the Contract Documents.

**COMPENSATION:** The compensation the County will pay to the Contractor under this Contract is in Appendix A.

**CONTRACT TERM:** The Contract term shall be for a period of one year beginning October 1, 2022 and ending September 30, 2023. The County may renew the Contract for up to 4 additional one-year terms giving 30 days' written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

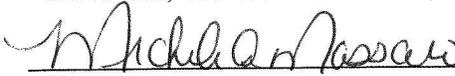
**INDEMNIFICATION:** The Contractor agrees to indemnify, defend, and hold harmless the County and the County's officers, agents, and employees ("Indemnified Parties") from any damages, liabilities, and costs, including attorneys' fees, arising from any claims, demands, actions, or proceedings made or brought against one or more of the Indemnified Parties by any person, including any employee of the Contractor, related to the provision of any services, the failure to provide any services, or the use of any services or materials furnished (or made available) by the Contractor, provided that such liability is not attributable to the sole negligence of the County.

**CONTRACT DOCUMENTS:** This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Services Contract between the County and Contractor.
2. Invitation for Bid No. 22-2411-8LOC, dated September 2, 2022 (as modified by any addenda).
3. The Contractor's bid dated September 15, 2022.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

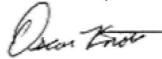
Abacus Corporation  
~~4198 Cox Road, Suite 108~~ 2500 E. Parham Road, Suite 4  
~~Glen Allen, VA 23060~~ Henrico, VA 23228

  
\_\_\_\_\_  
Signature

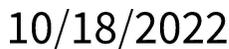
  
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Date

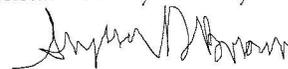
County of Henrico, Virginia  
P.O. Box 90775  
Henrico, VA 23273-0775

  
\_\_\_\_\_  
Signature

Oscar Knott, CPP, CPPO, VCO  
\_\_\_\_\_  
Purchasing Director

  
\_\_\_\_\_  
Date

Approved as to form by  
Assistant County Attorney



## Appendix A

<b>Job Classifications</b>	<b>Pay Rate - Low</b>	<b>Pay Rate - High</b>	<b>Regular Markup Percentage</b>	<b>Regular Bill Rate - Low</b>	<b>Regular Bill Rate - High</b>	<b>Overtime Markup Percentage</b>	<b>Overtime Bill Rate - Low</b>	<b>Overtime Bill Rate - High</b>
Environmental Program Specialist	\$ 22.00	\$ 26.50	28%	\$ 28.16	\$ 33.92	28%	\$ 28.16	\$ 33.92
Food Service Helper	\$ 13.65	\$ 14.50	28%	\$ 17.47	\$ 18.56	28%	\$ 17.47	\$ 18.56
Heavy Industrial Worker (General Laborer)	\$ 17.00	\$ 18.50	34%	\$ 22.78	\$ 24.79	28%	\$ 21.76	\$ 23.68
Laborer	\$ 15.00	\$ 16.50	34%	\$ 20.10	\$ 22.11	28%	\$ 19.20	\$ 21.12
Operator Trainee	\$ 20.00	\$ 21.50	34%	\$ 26.80	\$ 28.81	28%	\$ 25.60	\$ 27.52