



COMMONWEALTH OF VIRGINIA
County of Henrico

Services Contract
 Contract No. 2411A

This Services Contract (this "Contract") entered into this 4th day of October 2022, by the County of Henrico, Virginia (the "County") and MacDonald & Associates Staffing, LLC dba The Sedona Group, a Virginia limited liability company, and its successors it assigns (the "Contractor").

SCOPE OF CONTRACT: The Contractor shall furnish all materials, equipment, and labor necessary to provide Category No. 1 - Temporary Administrative 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 19, 2022.

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

MacDonald & Associates Staffing, LLC
 dba The Sedona Group
 4198 Cox Road, Suite 108
 Glen Allen, VA 23060

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

Signature

Signature

Theresa MacDonald, Partner/Treasurer

Oscar Knott, CPP, CPPO, VCO

Printed Name and Title

Purchasing Director

October 10, 2022

10/18/2022

Date

Date

APPROVED AS TO FORM

ASSISTANT COUNTY ATTORNEY

Appendix A

General Government Titles and Rates:

Job Classifications	Pay Rate - Low	Pay Rate - High	Regular Markup Percentage	Regular Bill Rate - Low	Regular Bill Rate - High	Overtime Markup Percentage	Overtime Bill Rate - Low	Overtime Bill Rate - High
Account Clerk	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$	0%	\$ 11.00	\$ 12.00
Administrative Assistant	\$ 11.00	\$ 15.00	23.49%	\$ 13.58	\$ 18.52	0%	\$ 11.00	\$ 15.00
Cashier	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$ 14.28	0%	\$ 11.00	\$ 12.00
Data Entry	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$ 14.28	0%	\$ 11.00	\$ 12.00
Office Clerk	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$ 14.28	0%	\$ 11.00	\$ 12.00
Receptionist	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$ 14.28	0%	\$ 11.00	\$ 12.00