



# Memorandum

From: Damon Grant, Division Director  
Miguel Carballo, Manager - Facilities

To: Division of Facilities Management, Public Utilities Department

Date: March 31, 2020

Subject: **Fieldprint Background Checks for Contractors – Collier County Facilities Management**

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In an effort to comply with the Florida Department of Health's Social Distancing recommendations while maintaining our level of service and customer satisfaction, the following change to the Division will be effective immediately:

The Facilities Management Division will continue to be conducting background screenings for Collier County new hires and contracted labor (Balance Staffing, Premiere Staffing, & VM Transit). Facilities is implementing protective measures within the fingerprinting and background screening process, which will result in longer screening times.

To mitigate any bottlenecks and maintain the current level of service, Facilities will be moving all contractor fingerprinting to remote field offices via Fieldprint. This is a process that is already in place and is used for remote vendors; therefore, we foresee no impact on our level of service. This field screening will be for all contractors, including those working with a Collier County Project Manager, as well as any contractor working on Collier County property.

Once the Operations Team has reviewed and determined that the background check is valid and appropriate in accordance with CMA 5390-2, Section "C," the contractor will be advised on how and when their Collier County Access Badge may be obtained.